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**DUAL ADMISSIONS TRANSFER AGREEMENT**  
BETWEEN  
**Luzerne County Community College**  
AND  
**King's College**

**Preface**

Luzerne County Community College (“LCCC”) and King’s College enter into this Dual Admission Transfer Agreement (“Agreement”) to facilitate the transfer of Luzerne County Community College graduates to King’s College.

Under the Agreement, LCCC students will be guaranteed admissions into a bachelor’s degree program with third year (junior) status at King’s College on the condition that they:

- graduate from LCCC with an associate in arts (A.A.) Degree, associate in science (A.S.) Degree, with a minimum cumulative GPA of 2.0;
- complete a “Dual Admissions Intent” form; and
- satisfy all other King’s College transfer requirements.

A student admitted with third year (junior) status to King’s College will be able to complete a bachelor’s degree in a parallel program at King’s College within four regular semesters provided that the student completed the appropriate Associate Degree program at LCCC and completes and appropriately sequences their remaining course work at King’s College, while maintaining full time enrollment status. Part-time enrollment will extend the student’s time to degree completion.

This Agreement becomes effective on the date of signatures. Expiration of the Agreement shall be five years from the signature date.

To facilitate the transfer of LCCC graduates to King’s College in accordance with the foregoing guarantee, the parties agree to the following:

**Obligations of King’s College:**

1. To attend regularly scheduled day and evening transfer sessions for Dual Admissions at LCCC locations.
2. To provide LCCC with fact sheets to distribute upon request.
3. To invite LCCC students who have completed a “Dual Admissions Intent” form to an informational/advising meeting(s) with faculty and/or staff at King’s College to facilitate smooth curricular and co-curricular integration to King’s College.
4. To send, within 30 days of receipt of the “Dual Admissions Intent” form, a King’s College letter of admission to all LCCC students who completed a “Dual Admissions Intent” form and met the conditions set forth in the Preface of this Agreement. Students must confirm their intention to matriculate at King’s

College by the preferred dates of July 1<sup>st</sup> for the fall semester and by December 1st for the spring semester and satisfy all other King's College transfer requirements. LCCC students who complete a "Dual Admissions Intent" form will be governed by the King's College degree requirements in effect at the time of signing the "Dual Admissions Intent" form.

5. To waive the application fee for students who apply to King's College pursuant to this Agreement.
6. To ensure that all courses listed in the transfer guide for which a grade of (A, B, or C) was received will transfer to King's College.
7. To ensure dually admitted students will be provided with King's College financial aid information and receive full consideration for King's College financial aid, in addition to the scholarships listed above, upon matriculation at King's College.
8. To award academic scholarships to all qualified graduates admitted to King's College pursuant to this Agreement. King's College will determine academic award amounts based on the admission criteria for a minimum of \$20,000 annually in institutional aid upon full-time enrollment at King's
9. To ensure that LCCC graduates entering King's College under the terms of this Agreement will go through - King's College's transfer application process and, therefore, must meet all applicable King's College requirements and deadlines pertaining to orientation and -----registration and payment of tuition and fees. Students will abide by the policies and procedures and any revisions thereof that apply to all King's College students.
10. To ensure that LCCC Dual Admissions students who matriculate at King's College have all of the rights and privileges of other King's College students.
11. Students enrolled in the Dual Admission Program who are currently enrolled in classes at LCCC without a Business Hold (BH), and not yet matriculated at King's will be eligible to apply and register free of charge for a maximum of 9 credit hours in courses offered by King's College and only allowed to take 3 credits each semester. These courses must be applied to the specific degree program that the student intends to pursue at King's. Specific parking passes will be provided to the student at the time of scheduling the classes.

#### **Obligations of Luzerne County Community College:**

1. To publicize this Agreement to prospective and current LCCC students in its promotional literature, and to schedule sessions for admissions representatives to visit LCCC to meet with current and prospective Dual Admissions students.
2. To provide King's College with "Dual Admissions Intent" forms which will be sent to the [admissions@kings.edu](mailto:admissions@kings.edu) email.
3. To provide academic advising to students who are interested in dual admission to ensure students complete the appropriate courses for their intended major at King's College, according to the agreed upon program-to-program curriculum sequences.
4. To coordinate the delivery of dual admissions student academic records and application materials to King's College. LCCC students who apply to King's College under the terms of this Agreement will be required to go through the prevailing King's College transfer admissions process, as developed by King's College, and as such must meet all applicable requirements and deadlines pertaining to admission to King's College.

#### **Joint Obligations of King's College and Luzerne County Community College:**

1. To work collaboratively to execute Program-to-Program Transfer Agreements and/or guides outlining the LCCC courses that satisfy major requirements for degree completion at King's College.



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2. To mutually inform any changes in policy or curricula that directly affect students transferring under the terms of this Agreement and communicate any policy or curriculum changes that affect students. Both King's College and LCCC will review this Agreement annually and make any recommendations for changes, as needed. Such changes will become effective as of the signature date of an amended Agreement.
3. To collaborate to provide students with information and academic advising concerning this Agreement, King's College's academic requirements, and the process of transferring to King's College.
4. To develop and implement advertising and promotional efforts to communicate the benefits of dual admission transfer.
5. To designate a representative or representatives at each institution who will coordinate the Agreement between the two institutions.
6. To exchange relevant data and documents annually to enhance the transfer process and promote effective cooperation between institutions. Data may include aggregate data about transfer students, including admissions information, academic progress and retention information, program reviews, assessments of student learning, and decisions of curricular and other committees. The institution(s) will exchange data only after obtaining appropriate permission from the students as indicated on the "Dual Admissions Intent" form.
7. To facilitate and support consultation and collaboration between their faculties related to this Agreement, general education, degree requirements, and other academic matters.
8. To provide direct links between King's College and LCCC websites.

### **Eligibility Requirements and Student Obligations**

LCCC students who wish to participate in Dual Admissions pursuant to the terms of this Agreement are subject to each of the following requirements:

1. All credits earned in the A.A. and A.S. degree programs will be transferred to King's College which are listed in the transfer guide, provided that the student achieved (a) a minimum cumulative GPA of 2.0 for all courses presented for the degree and (b) a minimum cumulative GPA of 2.0 for courses required in and offered by the major at King's College. If the student has not satisfied both (a) and (b), the student's courses will be evaluated individually, and only courses in which a C or higher has been earned will be eligible for transfer into King's College.
2. A minimum of 45 credits are required to earn a King's College degree, at least 45 of which must be completed at King's College. Additionally, at least 50% of the credits in the major must be completed at King's College.
3. Only credit is transferred. The grades for transfer courses are not calculated in the student's GPA at King's College. Once credits have been transferred, they become part of the student's permanent record and cannot be removed.
4. Students are required to sign a Dual Admissions Intent form before completion of 30 credits at LCCC. The student will be required to complete a King's College application form prior to the intended start term, for which the application fee will be waived. King's College has a preferred deadline to apply for the fall semester of July 1<sup>st</sup> and for the spring semester, December 1<sup>st</sup>.
5. Students should follow the established Program-to-Program course sequences developed between King's College and LCCC for the program they intend to enroll in at King's College. Students should confer each semester with a King's College transfer counselor to review degree progress and ensure appropriate courses are completed.
6. LCCC graduates entering King's College under the terms of this agreement must utilize the King's College normal transfer admissions process and therefore must meet all King's College **requirements** and deadlines pertaining to application for admission, orientation and registration, and payment of tuition and fees.

7. The following items are required for a complete transfer application (high school transcript requirements are waived for dual admission students):
- Application (no charge)
  - Official College transcript(s) from all institutions attended.

**General Terms and Conditions:**

1. This Agreement represents the entire understanding between the Parties and can be modified only in writing with the same formality as the original Agreement.
2. This Agreement will be reviewed annually by the appropriate parties at each institution and will automatically renew for a period of time not to exceed five (5) years. Not later than sixty (60) days prior to the end of the five (5) year period, each Party shall review and together make any changes to an updated Agreement to be considered for execution and implementation.
3. Either Party may terminate this Agreement at any time by written notice at least one (1) year in advance of the effective date of termination. Should this Agreement be terminated, it is understood that the termination will not apply to students already accepted to the Institution under the terms of this Agreement, but not yet enrolled in classes.
4. The Parties understand that they shall act in an independent capacity in the performance of this Agreement, and shall not be considered as employees, agents, affiliates, or subsidiaries of each other. Neither Party shall have the right to bind or obligate the other in any manner inconsistent with or unrelated to this Agreement.
5. This Agreement is governed by the laws of the Commonwealth of Pennsylvania, without reference to conflict of laws principles. The terms of this Agreement are not in violation of any state, federal or local legislation. Should any be discovered, or any law later amended, only that portion of the Agreement becomes subject to negotiation or resolve.
6. Neither Party shall assume any liabilities as a result of this Agreement. As to liability to each other or death to persons, or damages to property, the Parties do not waive any defense as a result of entering into this Agreement. Nothing herein shall be construed as a waiver of any immunities afforded LCCC by law or otherwise.
7. For a complete copy of LCCC's Title IX Policy and Nondiscrimination Policy, please go to:  
<https://luzerne.edu/about/titleix>
8. The Articulating Institution agrees that they are an Equal Opportunity Employer.
9. Any notices to be given hereunder by any Party to the other may be provided by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the Parties at the addresses set forth hereinafter, but each Party may change their address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of five (5) days after mailing.

- a. If to Institution: King's College  
133 N. River Street  
Wilkes-Barre, PA 18711  
Attention: Vice President for Academic Affairs

- b. If to LCCC: Luzerne County Community College  
521 Trailblazer Drive  
Nanticoke PA 18634  
Attention: Vice President of Enrollment Management & Student Affairs

Copy to: Finance Division Administrator  
Same Luzerne County Community College address

