

DUAL ADMISSIONS TRANSFER AGREEMENT
BETWEEN
Luzerne County Community College
AND
Susquehanna University

Preface

Luzerne County Community College and **Susquehanna University** enter into this Dual Admission Transfer Agreement to facilitate the transfer of Luzerne County Community College graduates to **Susquehanna University**.

Under the Dual Admissions Agreement, Luzerne County Community College students will be guaranteed admissions into a Bachelor's Degree program with third year (junior) status at Susquehanna University on the condition that they: graduate from Luzerne County Community College with an Associate in Arts (A.A.) Degree, Associate in Science (A.S.) Degree, Associate in Applied Science (A.A.S.) Degree; complete a "Dual Admissions Intent" form; and satisfy all other **Susquehanna University** transfer requirements. A full-time student admitted with third year (junior) status to **Susquehanna University** will be able to complete a Bachelor's degree in a parallel program at **Susquehanna University** within four regular semesters provided that the student completes the appropriate Associate Degree program at Luzerne County Community College and completes and appropriately sequences their remaining course work at **Susquehanna University**, while maintaining full time status.

This Dual Admissions Transfer Agreement becomes effective on the date of signatures.

To facilitate the transfer of Luzerne County Community College graduates to **Susquehanna University** in accordance with the foregoing guarantee, the parties agree to the following:

Obligations of Susquehanna University

1. To attend regularly scheduled day and evening programs at Luzerne County Community College campus locations.
2. To provide Luzerne County Community College with "Dual Admissions Intent" forms and fact sheets to distribute upon request.
3. To invite Luzerne County Community College students who have completed a "Dual Admissions Intent" form to an informational/advising meeting(s) with faculty and staff at **Susquehanna University** in order to facilitate smooth curricular and co-curricular integration to Susquehanna University.
4. To send, within 30 days of receipt of the "Dual Admissions Intent" form, a **Susquehanna University** letter of admission to all Luzerne County Community College students who complete a "Dual Admissions Intent" form and meet the conditions set forth in the Preface. Students must confirm their intention to matriculate at Susquehanna University by July 1st for the fall semester, and by **December 1st** for the spring semester, and satisfy all other **Susquehanna University** transfer requirements. Luzerne County Community College students who complete a "Dual Admissions Intent" form will be governed by the **Susquehanna University** 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 **Susquehanna University** pursuant to this Agreement.

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6. To award academic scholarships to students based on their Luzerne County Community College GPA at the time of their application. These scholarships are awarded for the Fall and Spring semesters only. The current amounts for the 21/22 academic year are \$32,000 for a GPA 3.6 and above, \$31,000 for a GPA of 3.1-3.59, \$29,000 for a GPA of 2.9-3.09, and \$29,000 for a GPA below 2.9. These awards will be updated annually and communicated to Luzerne County Community College.

All scholarships may be renewed for up to four (4) semesters contingent upon students earning at least 30 credits each academic year at **Susquehanna University**, and that students submit their Free Application for Federal Student Aid (FAFSA). Students may also be eligible for need-based and other types of financial aid.

7. An additional \$5,000 scholarship per year will be awarded for any Luzerne County Community College graduate who is a member of Phi Theta Kappa.
8. To ensure these students will be provided with **Susquehanna University** financial aid information and receive full consideration for **Susquehanna University** financial aid, in addition to the scholarships listed above, upon matriculation at **Susquehanna University**.
9. To ensure that all college level courses for which a grade of C or higher was received will transfer to **Susquehanna University**.
10. To ensure that Luzerne County Community College graduates entering **Susquehanna University** under the terms of this Agreement will go through **Susquehanna University's** transfer process and therefore must meet all applicable **Susquehanna University** requirements and deadlines pertaining to orientation and registration, and payment of tuition and fees. They will abide by the policies and procedures, and any revisions thereof that apply to all **Susquehanna University** students.
11. To work with Luzerne County Community College on Program-to-Program Transfer Agreements and/or Guides that specify for Luzerne County Community College transfer students the Luzerne County Community College courses that satisfy major requirements for degree completion at **Susquehanna University**.
12. To ensure that Luzerne County Community College Dual Admissions students who matriculate at **Susquehanna University** have all of the rights and privileges of other **Susquehanna University** students.

Obligations of Luzerne County Community College:

1. To publicize this Agreement to prospective and current LCCC students in its promotional literature, and make arrangements for **Susquehanna University** admissions representatives to visit Luzerne County Community College and meet with prospective and current Dual Admissions students.
2. To provide academic advising to students who are interested in the Dual Admissions Transfer Agreement to make certain students have the appropriate courses for their intended major at **Susquehanna University** once program-to-program curriculum sequences have been established.
3. Luzerne County Community College, in accordance with the admission application policies and procedures of **Susquehanna University**, will coordinate the delivery of academic records and application materials to **Susquehanna University**. Luzerne County Community College students who apply **Susquehanna University** to under the terms of this Agreement will be required to go through the standard **Susquehanna University** transfer admissions process, as developed by **Susquehanna University**, and therefore must meet all applicable requirements and deadlines pertaining to admission to **Susquehanna University**.

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4. To work with **Susquehanna University** on possible program-to-program transfer agreements and/or guides that specify for Luzerne County Community College transfer students the courses that satisfy major requirements for **Susquehanna University's** undergraduate degree programs.

Eligibility Requirements and Student Obligations

Luzerne County Community College 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 students who complete the A.A. or A.S. degree programs will transfer a full 60 credits to **Susquehanna University**, provided that the student achieved a grade of C or higher for all courses presented for the degree.
2. A minimum of 124 credit are required to earn a **Susquehanna University** degree, at least 62 of which must be completed at **Susquehanna University**.
3. Only credit is transferred. The grades for transfer courses are not calculated in the student's GPA at **Susquehanna University**. Once courses 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 their 30th college credit. The student will be required to complete a **Susquehanna University** application form prior to the intended start term, for which the application fee will be waived. **Susquehanna University** has a preferred deadline to apply for the fall semester of July 1st and for the spring semester, December 1st.
5. Students should follow the established program-to-program course sequences developed between **Susquehanna University** and Luzerne County Community College for the program they intend to enroll in at **Susquehanna University**. Students should confer each semester with a **Susquehanna University** transfer counselor to review degree progress and ensure appropriate courses are being completed.
6. Luzerne County Community College graduates entering **Susquehanna University** under the terms of this agreement must go through **Susquehanna University** normal transfer admissions process and therefore must meet all **Susquehanna University 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:
 - Application (no charge)
 - Official College transcript(s) from all institutions attended
 - High school transcripts will be waived for students transferring under the Dual Admission agreement.

Joint Obligations:

1. To consult with each other through appropriate channels prior to implementing major changes in policy or curricula that directly affect students transferring under the terms of this Agreement, and keep each other informed of any other changes of policy or curricula that affect those students. Both **Susquehanna University** and Luzerne County Community College will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both Luzerne County Community College and **Susquehanna University** sign the revised document.

2. To collaborate in providing students with information and academic advising about this Agreement, **Susquehanna University** academic requirements, and the process of transferring to **Susquehanna University**.
3. To develop and implement advertising and promotional efforts to communicate the benefits of Dual Admission Transfer.
4. To designate a representative or representatives at each institution who will coordinate the Dual Admission Transfer Agreement between the two institutions.
5. To exchange data and documents annually that will contribute to the maintenance and improvement of this dual admission arrangement, enhance the transfer process, and promote effective cooperation between institutions. These will consist of aggregate data about transfer students, including admissions information, academic progress and retention information, and reports on the results of program reviews, assessments of student learning, and decisions of curricular and other committees. The institution(s) will exchange data after obtaining appropriate permission from the students as indicated on the "Dual Admissions Intent" form.
6. To facilitate and support consultation and collaboration between their faculties related to this agreement, general education, degree requirements, and other academic matters.
7. To provide direct links between **Susquehanna University** and Luzerne County Community College websites.

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, absent a party terminating this agreement or making changes at that point, will automatically renew for the following year; provided, however, that the agreement may not automatically renew after five (5) years. No 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.
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. Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy,

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go to <http://portal.luzerne.edu/forms/dc.pdf>. Inquiries may be directed to the Title IX Coordinator, John Sedlak, Dean of Human Resources, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 18634, 800-377-5222 extension 7234. Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Rosana Reyes, Vice President of Enrollment Management and Student Affairs, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 18634, 800-377-5222 extension 7423.

8. **Susquehanna University** agrees that they are an Equal Opportunity Employer.
9. Any notices to be given hereunder by any Party to the other may be affected with 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 Susquehanna University:

Susquehanna University
Attn: Reuben Council
514 University Ave.
Selinsgrove, PA 17870

Copy to:

Susquehanna University
Attn: Office of the Registrar
514 University Ave.
Selinsgrove, PA 17870

b. If to LCCC:

Luzerne County Community College
521 Trailblazer Drive
Nanticoke PA 18634
Attention: Rosana Reyes, VP EMSA

Copy to: Operations Analyst
 Same Luzerne County Community College address

Revision, Renewal and Termination of this Agreement

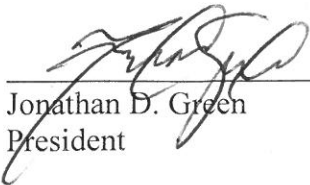
The **Susquehanna University** Office of Admissions or Office of Academic Affairs and the appropriate offices at Luzerne County Community College are responsible for identifying, and communicating to each other, changes in the policies or requirements of their respective institutions that affect this Agreement. This Agreement will be in effect as of Luzerne County Community College upon signatures. It will be reviewed annually by the appropriate parties at each institution, and will be renewed automatically until superseded by a new Agreement or formally terminated, for up to five years. Either institution may terminate this Agreement at any time by written notice at least one 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 **Susquehanna University** under the terms of this Agreement. The willingness of both institutions to enter this Agreement in

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order to facilitate the transfer of students from Luzerne County Community College into **Susquehanna University** and to expand their opportunities for academic success there, is indicated by the following signatures:

The undersigned representatives of the parties, Luzerne County Community College and **Susquehanna University**, have executed this Agreement on the dates indicated.

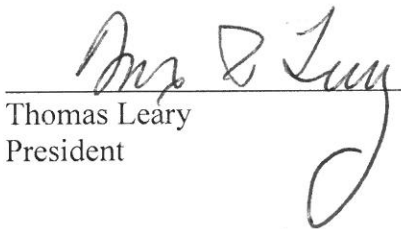
For Susquehanna University



Jonathan D. Green
President

18 May 2021
Date

For Luzerne County Community College



Thomas Leary
President

5-18-21
Date