



DUAL ADMISSION AGREEMENT

Cleveland State Community College
And
Tennessee Wesleyan College

THIS AGREEMENT (the “Agreement”) is entered into on _____, 20____, by and between Tennessee Wesleyan College (“TWC”) and Cleveland State Community College (“CLSCC”). The parties desire to enter into an agreement pursuant to which students participate in a program designed to assist students in obtaining an associate’s degree and progress directly to a bachelor’s degree program according to the terms contained in this Agreement.

1. Description of Dual Admission

a. Definitions.

Dual Admission. A student enrolled in CLSCC is admitted into TWC but does not enroll in TWC courses until the student graduates with the associate’s degree. Throughout this program, students will receive cooperative advising.

Cooperative Advising. The dual admission program provides enhanced advisement and transition support services by both institutions to the student.

b. Purpose.

The purpose of this Agreement is to establish programs that promote successful experiences for students who wish to complete a degree.

More specifically, the goals are:

1. To eliminate barriers for students in attaining their educational goals.
2. To improve academic program articulation.
3. To improve student success and retention.
4. To provide a curriculum plan for students for seamless transition for earning an associate’s degree and a bachelor’s degree.

The parties agree that the Dual Admission program provided under this Agreement shall comply with all applicable SACSCOC, THEC, and TBR requirements.

2. Dual Admissions

a. Eligibility to Apply for Dual Admission

A student must meet the following requirements:

1. Be planning to pursue both an Associate's Degree and Bachelor's degree.
2. Meet current admission criteria for CLSCC.
3. Have earned 29 or fewer college-level semester hours and have a cumulative GPA of 2.0.

b. Ineligibility for Dual Admission

1. A student may participate in only one Dual Admission program at a time.
2. Failure to complete an associate's degree at CLSCC will end a student's participation in the program.
3. Failure to follow the requirements of the Dual Admission program will render a student ineligible for continuation in the program.

c. Dual Admission Student Responsibilities

- CLSCC students who fulfill the requirements for the Dual Admission program will be guaranteed acceptance into TWC.
- Students must apply and be admitted to CLSCC
- Students must complete the Dual Admission Intent to Participate form that includes authorization for exchange of all application and academic information between CLSCC and TWC.
- Students must earn an A.S., A.A., A.S.T. or specifically articulated A.A.S. degree from CLSCC.
- Students must maintain a 2.0 cumulative GPA to be in good standing in the Dual Admission program.
- Students who adhere to the Tennessee Transfer Pathway will be assured application of TTP credit toward the specific major at TWC.
- Students who attend another institution between the time they graduate from CLSCC and enroll at TWC must re-apply to the college as a transfer student.
- Students must re-apply to the Dual Admission program if there is a break of more than one year in their attendance at the community college.
- Students must complete financial aid paperwork for TWC prior to enrolling at the college.

- Student will comply with all applicable CLSCC and TWC policies, rules, regulations, and conduct codes.
- Students may withdraw from the program by providing notice of such, in writing, to the community college.

d. **Institutions' Responsibilities for the Dual Admission program**

- CLSCC will provide TWC with a Dual Admission Program Intent to Participate form, high school transcript, ACT/SAT scores for applicants less than 21 years of age, and any other transcripts from other institutions.
- Both institutions will provide the application for the Dual Admission program online.
- Both CLSCC and TWC will track Dual Admission students in their student information systems.
- Both institutions will maintain educational records for students taking classes at their respective institutions.
- The institutions will exchange student transcript information at the end of each academic term, and additional records may be exchanged upon request and in compliance with FERPA requirements.
- The institutions will work together to develop electronic data interchange information technologies to facilitate the disclosure of student education information between the institutions.
- CLSCC and TWC will assign each student to an advisor from each institution.
- Each institution will develop a web site specifically for the Dual Admission Program.
- At the end of each semester, the community college will provide the university/college a transcript for each participant in the Dual Admission program, and the community college work will be posted as transfer credit in the university/college student information system.
- Each institution will establish a primary and secondary campus contact.
- The institutions will establish a marketing plan for the program.

- The transfer of credits between the institutions will be processed pursuant to policies and procedures of the institution that will be accepting the transfer credits.
- Students will be guaranteed acceptance to TWC rather than to a particular college or major. Admission to a major will require following the requirements of that major.
- Each institution will apply its own administrative processes and procedures to address (a) complaints or grievances relating to its administration, faculty, staff, the student, other students, classes, services or facilities and (b) violations of its policies, rules, regulations, and/or conduct codes.

3. Advantages for Students

- Students are guaranteed acceptance to TWC upon completion of the A.A., A.S., A.S.T. or specifically articulated A.A.S. degree from CLSCC rather than to a particular college or major. Admission to a particular major requires students to meet the criteria designated by that major.
- Students will become familiar with the university/college staff and academic advisors, which should facilitate the transition process.
- Students will be able to view their entire degree plans at the onset of their college career.
- Students can receive a TWC student ID card. The card will allow access to all regular season TWC athletic events, cultural events and speakers. Additionally, the student ID will permit use of the TWC library services and access to TWC bookstore promotions for students.
- TWC will reserve a scholarship award for each student based on the higher of their high school senior year credentials or CLSCC transfer GPA.

4. General Provisions

- a. Semester meetings. The institutions agree to hold one or more meetings (may be by telephone) each semester to address questions and to facilitate the programs.
- b. Annual review. This Agreement will be subject to annual review by representatives of each institution. Any recommendations for revisions will be made in writing and reviewed by each institution's respective Chief Academic Officer or their designees. The requirements of this Agreement may only be amended in the form of an Amendment signed by authorized representatives of the parties and the Tennessee Board of Regents.

- c. Focus on student success. This Agreement is in keeping with the Tennessee Board of Regents focus on partnership and collaboration between institutions.
- d. Non-Exclusivity. This Agreement is not exclusive, and either party may enter into similar agreements with any other party.
- e. Term. This Agreement will be effective from the date of final signature below, the Effective Date, until terminated in writing by either party with one year prior notice. It is agreed that if terminated, both institutions will honor the terms of the Agreement for students already participating in the program at the time notice of termination is given.
- f. Non-discrimination. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

- g. Point of contact information.

For CSCC:

Jason Sewell

Director of Enrollment Services

Email: jsewell@clevelandstatecc.edu

Phone 423-614-8744

For TWC:

Jessica Edwards

Director of Undergraduate

Admissions

Email: jedwards@twcnet.edu

Phone 423-746-527

- h. Notices. All notices or other written communications relating to termination, expiration, or any other legal matter relating to this Agreement will be effective when received and must be given in writing by courier or reputable overnight delivery service, or by certified mail, return receipt requested, to either party at the following address (or to such other address as such party may substitute, by providing a written notice.)

For CSCC:

Jason Sewell

Director of Enrollment Services

Email: jsewell@clevelandstatecc.edu

For TWC:

Jessica Edwards

Director of Undergraduate

Admissions

Phone 423-614-8744

Email: jedwards@twcnet.edu

Phone 423-746-527

- i. Confidentiality of Records. All educational records created, disclosed, or maintained pursuant to the terms of this Agreement are confidential and shall be created, disclosed, and maintained pursuant to the provisions of Family Educational Right to Privacy Act, also known as FERPA (20 U.S.C.A. s1232g) and its regulations.

In witness whereof, the parties have by their duly authorized representatives set their signatures.

Tennessee Wesleyan College

Cleveland State Community College

Dr. Harley Knowles
President

Dr. William Seymour
President

Date: _____

Date: _____



Dual Admissions Intent to Participate

By signing this statement of intent you are indicating your intention of participating in the TWC and CLSCC Dual Admissions Program. As a participant in the Dual Admissions Program, you are subject to the same admission, matriculation, disciplinary and degree requirements governing all other TWC and CLSCC students. This agreement stipulates admission to TWC rather than to a particular college or major. This Intent to Participate form will also serve as a Release of Information that authorizes the institutions to share appropriate admission, financial, academic and advising information concerning the enrollment and performance of the student. You are agreeing to abide by the policy and procedures of the Dual Admissions Program, CLSCC and TWC.

Academic Advising:

Knowing the important role that academic advising plays in a student's success, counselors and advisors at CLSCC and TWC are available to assist you in tailoring your program of study to meet your educational goals. If you change your major, you will need to notify your academic advisor at CLSCC and TWC.

Name _____ Date of Birth _____

Address _____

Telephone _____ Cell Phone _____

Email _____

I plan to attend my first class at TWC: Fall Spring Summer Year _____

I have completed _____ credit hours. I am currently enrolled in _____ credit hours.

Intended Major _____

Participants Signature

Date

Signature of Parent or Guardian
(only required if participant is under the age of 18)

Date

CSCC Dual Admissions Contact

Date

**PLEASE RETURN COMPLETED FORM TO
CLEVELAND STATE COMMUNITY COLLEGE ENROLLMENT SERVICES OFFICE**



Dual Admissions Student Checklist

Student plans to pursue a Bachelor's Degree at TWC

Student meets current admissions criteria for Cleveland State Community College

Student has earned 29 or fewer college-level course hours (Excluding Dual Studies and Prior Learning Assessment credit)

If college-level courses have been earned, cumulative GPA ≥ 2.0

Student must complete an Intent to Participate form and submit it to Cleveland State Community College's Admissions Office after signatures are obtained