



**DUAL ADMISSIONS and CORE-TO-CORE  
TRANSFER AGREEMENT  
BETWEEN  
COMMUNITY COLLEGE OF PHILADELPHIA  
AND  
CHEYNEY UNIVERSITY OF PENNSYLVANIA**

**Preface**

This Agreement will become effective on the date of signing superseding and replacing any existing agreements between the parties and will apply to Community College of Philadelphia students transferring to Cheyney University of Pennsylvania on or after the date of signing.

Community College of Philadelphia (CCP) and Cheyney University of Pennsylvania (Cheyney) enter into this Dual Admissions and Core-to-Core Transfer Agreement (Agreement) to facilitate the transfer of CCP students to Cheyney. This Agreement applies to students who enter Cheyney as full-time or part-time undergraduate students.

**Dual Admissions**

Under the Dual Admissions Transfer Agreement, CCP students will be guaranteed admission into Cheyney with third year (junior) status at Cheyney on the condition that they:

1. Submit an electronic Dual Admissions Intent form before completion of no more than 45 graded college level credits from all colleges/universities attended;
2. Complete Cheyney's admissions application the semester before the student plans to matriculate to Cheyney (or by no later than July 1 for fall admission or December 1 for spring admission) and satisfy all other regular Cheyney admissions requirements. Dual admissions is intended for a seamless transfer and CCP transfer students are not required to go through extra hoops such as completing essays or satisfying an interview for admissions with the exception of outlier cases;
3. Graduate from CCP with an appropriate Associate in Arts (A.A.), Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) Degree with a minimum 2.0 cumulative CCP GPA (3.0 for Education and 3.25 for Honors Academy). (Please see Appendix A for a list of degree/majors included in this Agreement);
4. Enroll directly to Cheyney within one year of completing an associate degree program of study from CCP and not attend another institution between graduation and attendance at Cheyney.

Students who have previously matriculated to Cheyney are not eligible for Dual Admissions to Cheyney, but are encouraged to apply as a transfer or readmissions student to Cheyney.

There is no obligation on the part of the Dual Admissions CCP student if the student decides not to transfer to Cheyney.

Once a student has completed the Dual Admissions Intent Form, they are strongly encouraged to meet with the Cheyney Admissions Office and/or a CCP Academic Advisor, Counselor or Program Advisor to develop a course taking strategy to maximize course transferability.

CCP graduates entering Cheyney under the terms of this Agreement for both Dual Admissions and Core-to-Core go through the Cheyney normal transfer admissions process and therefore must meet all applicable Cheyney requirements and deadlines pertaining to application for admission, 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 Cheyney students.

### **Transfer and Academic Guidelines**

1. Transfer credit will be awarded for courses with a grade of “C” or above for any and all courses transferred to Cheyney. Provisional acceptance of “D” grades may be awarded based on individual review. Students are responsible for sending Cheyney official transcripts for evaluation of credit from CCP or any other attended institutions, including military transcripts. Credit will also be awarded for AP, CLEP, etc. with appropriate documentation. Developmental courses are not eligible for transfer.
2. The maximum number of semester hours that can transfer to Cheyney is 90. Students enrolled in an undergraduate program of study at Cheyney are required to complete a minimum of 30 credits at Cheyney including at least half of the requirements in the major or area of specialization.
3. A full-time student admitted with third year (junior) status to Cheyney will be able to complete a bachelor's degree at Cheyney within four regular (fall/spring) semesters provided the student completes the appropriate associate degree at CCP and completes and appropriately sequences his/her remaining course work at Cheyney.
4. Under this Agreement, Cheyney guarantees that all CCP credits from CCP programs of study listed in this Agreement (refer to Appendix A) will fulfill general education, elective or major requirements in the corresponding Cheyney major that the CCP transfer student wishes to pursue. As such, students are expected to follow the degree requirements listed in the Transfer Guides that will be developed no later than three (3) months from the signing of this Agreement. Students who do not follow the appropriate transfer guides posted may not maximize the transfer of credits.
5. Students who have pursued a CCP associate degree study other than those designated in this Agreement or who do not earn the associate degree in the designated curricula and who wish to transfer to Cheyney may still be considered for admissions on an individual basis and their credits will be evaluated on a course-by-course basis.

### **Core-to-Core**

Cheyney agrees to accept the General Education embedded in CCP's Associate in Arts (A.A.) and Associate in Science (A.S.) and is not limited to students who participate in Dual Admissions. This is in line with PASSHE Policy 1999-01-A: *The Student Transfer Policy* (see attachment)<sup>1</sup>.

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<sup>1</sup> [https://www.passhe.edu/inside/policies/BOG\\_Policies/Policy%201999-01-A.pdf](https://www.passhe.edu/inside/policies/BOG_Policies/Policy%201999-01-A.pdf)

*Students who transfer to a State System institution from a postsecondary institution with CHEA-recognized accreditation with an Associate of Science or an Associate of Arts degree, or having completed general education requirements for a bachelor's degree, an Associate of Science or an Associate of Arts degree, shall have satisfied the general education requirements at the receiving university. Exceptions may be made for the following, provided that these exceptions do not extend the student's time to the degree:*

- (a) *One signature general education course (up to 3 credits), if applicable;*
- (b) *Any prescribed general education course required for the major, if not satisfactorily completed;*
- (c) *General education overlays satisfied in advanced courses in the major.*

**Financial and Scholarship Incentives**

To encourage CCP graduates to transfer to Cheyney, Cheyney agrees to the following:

1. **Application Fee:** Waive the application fee for all students who apply at Cheyney pursuant to this Agreement.
2. **Academic Scholarships:**
  - Dual admissions students will receive a laptop or appropriate technology resources to help with their learning journey. To qualify for this benefit, CCP students must submit a Dual Admissions Intent form and meet the conditions of Dual Admissions as per this Agreement.
  - In addition, Cheyney will award academic scholarships to qualified CCP graduates based on the table below (not limited to dual admissions students):

<b>Full time (enrolled in 12 or more credits a semester &amp; PA Resident)</b>
3.65 – 4.0 final CCP GPA will receive Keystone Scholarship (worth up to \$18,500 based on availability)
3.0-3.64 final CCP GPA will qualify for provisional Scholarships based on scholarship availability

<b>Part time (enrolled in 6 to 11 credits a semester)</b>
3.0 or higher final CCP GPA will receive scholarship and an unmet needs counseling from Cheyney based on availability and student needs. The student will receive a laptop or appropriate technology resources to assist with their learning journey at Cheyney.

Scholarships are based on available funding. Cheyney and CCP administrators will discuss outlier cases around scholarship specific to (for example) part-time and international students.

**To qualify students must:**

- a) Be Pennsylvania residents;
- b) Complete their Cheyney admissions and financial aid process and confirm their intention to attend Cheyney no later than July 1 for fall semester students and December 1 for spring semester students. Applications submitted after these dates will be considered only if scholarship support is available.

Once enrolled at Cheyney, the scholarship may be renewed each year contingent upon the student upholding all obligations and requirements of the scholarship including maintaining a minimum semester and cumulative grade point average of a 3.0 and continuing progress towards the degree (enrolling full-time and satisfying curricular requirements within the chosen course of study).

Students who are admitted into the Cheyney University Honors Academy and are recipients of the Keystone Scholarship must uphold all obligations of honors membership, including:

- Satisfaction of the honors curriculum after a course taking strategy is established, including earning at least 6 “honors” credits each semester,
- Presenting at the annual honors conference,
- Participation in honors community events and activities, including providing community service, and
- Upholding the student code of conduct.

The scholarship may only be renewed for the number of semesters required for a student to complete the degree requirements.

All CCP graduates must complete the FAFSA and the Cheyney Financial Aid process. The Keystone Scholarship provides one package to all qualifying students - the program covers tuition, fees, room and board. The scholarship is calculated as a last dollar award and is applied to a student’s account after all other forms of grants and scholarships are applied. Regardless of the amount of financial aid a student receives (through Pell or PHEAA), the Keystone scholarship will cover any remaining costs to attend the university, as outlined above. The package is the same for all students; however, the scholarship award varies based on a student’s financial aid.

In awarding the academic scholarships, Cheyney will give priority to qualified graduates of CCP until July 1 for fall semester students and December 1 for spring semester students. Qualified CCP graduates who apply and finalize all admissions and financial aid processes after this date will be awarded a scholarship as funding permits.

3. **Financial Aid:** All students will be provided with Cheyney financial aid information and receive full consideration for Cheyney financial aid upon matriculation at Cheyney.
  - Financial Aid will be awarded to transfer students on the same basis as all Cheyney students. They will have equal access to all state and federal financial aid programs.
  - Students are strongly encouraged to complete the Free Application for Federal Student Aid (FASFA) before May 1<sup>st</sup> each year to determine if they are eligible for a state grant.

### **The Agreement**

To facilitate the transfer of CCP graduates to Cheyney in accordance with the foregoing guarantee, the parties agree to the following:

#### **Obligations of Cheyney University:**

1. Participate in student outreach (e.g.: transfer fairs, campus visits, virtual open houses, etc.) at least twice each fall and spring semesters.

2. Invite CCP students to an informational meeting with Cheyney faculty and staff on a regular basis at both CCP and Cheyney in order to facilitate smooth curricular and co-curricular integration to Cheyney.
3. Contact and send a Cheyney conditional letter of admission to all CCP students who complete a Dual Admissions Intent form in accordance with the expectations stated in the Dual Admissions section and who meet the conditions set forth in this Agreement.
4. A formal offer of admission will be sent upon receipt of the Undergraduate Admissions application (the semester before the students plan to matriculate). Students must confirm their intention to matriculate at Cheyney by submitting a deposit by the appropriate date for the fall semester, and by the appropriate date for the spring semester, and satisfy all other regular Cheyney admissions requirements.
5. Support Core-to-Core, as per PASSHE Policy 1999-01-A, for all approved CCP A.A. and A.S. to fulfill appropriate Cheyney General Education requirements. Eligible CCP graduates enrolling at Cheyney will be identified upon admission to Cheyney, and the fact that they have satisfied Cheyney General Education requirements by Core-to-Core transfer will be noted on all pertinent Cheyney student records. Core-to-Core transfer does not alter the requirements of the student's major field of study as identified in the Cheyney catalog.
6. Encourage CCP transfer students to complete the appropriate associate degree before matriculation to Cheyney in order to take advantage of this Agreement. If the CCP student chooses to transfer and matriculate to Cheyney before completion of the associate degree, Cheyney will encourage reverse transfer and use the reverse transfer credit process mutually agreed upon by both CCP and Cheyney, in the Statewide Reverse Transfer Agreement<sup>2</sup>. Cheyney will develop a reverse transfer credit process, which must be mutually agreed upon by both Cheyney and CCP that includes methodology to notify and assist students with this reverse transfer benefits.
7. Work with CCP on program-to-program curriculum Transfer Guides<sup>3</sup> that specify for CCP transfer students the CCP courses that satisfy major requirements needed for degree completion at Cheyney. To facilitate this, CCP and Cheyney agree to finalize program to program transfer guides and incorporate them into this Agreement no later than three (3) months from the signing of this Agreement. All transfer guides will be posted on CCP's Cheyney webpage for easy access to the CCP community to assist students in choosing appropriate courses<sup>4</sup>.
8. Provide equal on-campus housing opportunities for CCP students covered by this Agreement including to students who do not qualify for Keystone Scholarships (based on housing availability at time of application).

## **Obligations of Community College of Philadelphia**

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<sup>2</sup> [https://www.passhe.edu/inside/policies/BOG\\_Policies/Policy%201999-01-A.pdf](https://www.passhe.edu/inside/policies/BOG_Policies/Policy%201999-01-A.pdf)

<sup>3</sup> Including but not limited to: Biological Sciences (AA), Biology (AS), Black Studies (AA), Business-General (AA), Criminal Justice (AAS), Culinary Arts (AAS), Liberal Arts (AA), Liberal Arts-Social/Behavioral Science (AA), Psychology (AA), Tourism and Hospitality Management (AA)

<sup>4</sup> This should be revisited regularly by institutional representatives and consistent with the guidelines at <https://www.patrac.org/>

1. Publicize this Agreement to prospective students in its promotional literature, social media and website.
2. Arrange for Cheyney recruiters to visit CCP and/or to participate in student outreach (e.g.: transfer fairs, CCP campus visits, virtual open houses, etc.).
3. Inform qualified students matriculating at CCP of the opportunity for Dual Admissions and Core-to-Core transfer to Cheyney under the terms of this Agreement.
4. Invite enrolled CCP students to participate in this Agreement through the submission of an electronic Dual Admissions Intent Form before completion of the credit limits.
5. Send Cheyney a username and password for them to access the report of students who have completed the electronic Dual Admissions Intent form for Cheyney University.
6. Provide information on the Cheyney dual admissions, academic and admissions requirements.
7. Program-to-program curriculum Transfer Guides for specific programs of study will be available Online for student use.

### **Joint Obligations**

1. 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 Cheyney and CCP will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both CCP and Cheyney sign the revised document.
2. Collaborate in providing students with information and academic advising about this Agreement, Cheyney's academic requirements, and the process of transferring to Cheyney.
3. Develop and implement advertising and promotional efforts to communicate the benefits of Dual Admissions and Core-to-Core transfer.
4. Designate a representative or representatives who will coordinate this Agreement between the two institutions.
5. Develop a process to ensure post-secondary options for students from the Philadelphia area who apply but are not admitted to Cheyney. CCP will send students who graduate with the appropriate associate degrees a letter about bachelor degree pathways at Cheyney.
6. Exchange aggregate data annually that will contribute to the maintenance and improvement of this Agreement, enhance the transfer process, and promote effective cooperation between institutions. To the extent permitted by law, the parties may also exchange individualized data about individual transfer students, including, for example, admissions information and grades, and reports on the results of program reviews, assessments of student learning, and/or decisions of curricular and other committees.
7. Facilitate and support consultation and collaboration between their faculties related to this Agreement, General Education, degree requirements, and other academic matters.
8. Provide direct links between Cheyney and CCP websites.

9. Both parties will abide by their respective policies of nondiscrimination in regard to sex, age, race, color, creed, national origin, disability, sexual orientation, gender identity, veteran status or any other status protected by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, the American with Disabilities Act, or any other applicable federal, state, or local law. The parties agree to reasonably cooperate with each other in any investigation of claims of discrimination or harassment, to the extent permitted by law.

### **Revision, Renewal and Termination of this Agreement**

Cheyney University of Pennsylvania's Provost & Chief Academic Officer and the Vice President for Academic & Student Success at Community College of Philadelphia or their designees, 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 the date of its signing, for students entering Cheyney on or after Spring 2023, and will continue in effect for five (5) years unless otherwise modified or terminated in accordance with this Agreement. Modifications to the terms and conditions of this Agreement may only be made by written agreement of the parties. Until such modification by mutual written agreement, the then-current terms of the Agreement shall remain in effect.

Either institution may terminate this Agreement at any time by written notice of 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 accepted to Cheyney through the effective date of termination under the terms of this Agreement, but not yet enrolled in classes. The addresses to which all written notices are to be sent are specified below:

Community College of Philadelphia:  
Vice President of Academic & Student Success  
Community College of Philadelphia  
1700 Spring Garden Street  
Philadelphia, PA 19130


Cheyney University of Pennsylvania:  
Chief Student Success Officer & Chief Information Officer  
Cheyney University of Pennsylvania  
1837 University Circle  
Cheyney, PA 19319


Provided that all parties execute a copy of this Agreement, this Agreement may be executed in counterparts, each of which shall constitute an original, and all of which together shall constitute one and the same document. This Agreement may be executed by the parties and transmitted by facsimile or electronic transmission, and, if so executed and transmitted, shall be effective as if the parties had delivered an executed original of this Agreement.

The willingness of both institutions to enter this Agreement in order to facilitate the transfer of students from CCP into Cheyney, and to expand their opportunities for academic success there, is indicated by the following signatures.

The undersigned representatives of the parties, Community College of Philadelphia and Cheyney University, have executed this Agreement on the dates indicated below:

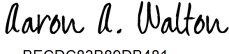
***FOR COMMUNITY COLLEGE OF PHILADELPHIA:***

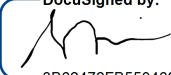
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Date: 5/9/2023 | 12:29 PM EDT  
Donald Generals, Ed.D.  
President

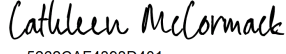
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Date: 5/5/2023 | 5:36 PM EDT  
Alycia Marshall, Ph.D.  
Vice President for Academic & Student Success

DocuSigned by:  
  
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Date: 5/16/2023 | 11:06 AM EDT  
Community College of Philadelphia Legal Counsel

***FOR CHEYNEY UNIVERSITY OF PENNSYLVANIA:***

DocuSigned by:  
  
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Date: 5/5/2023 | 9:59 AM PDT  
Aaron A. Walton, MPM  
President

DocuSigned by:  
  
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Date: 4/27/2023 | 7:20 AM EDT  
Sue Mukherjee, Ph.D.  
Chief Student Success Officer & Chief Information Officer

DocuSigned by:  
  
5262CAF4393D401...  
Date: 5/5/2023 | 4:22 PM EDT  
Cheyney University Legal Counsel



**Appendix A**

The following Community College of Philadelphia Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees are approved for this Agreement and correspond to Cheyney University bachelor's degrees as noted:

<b>Community College of Philadelphia</b>	<b>Cheyney University</b>
Accounting (AAS)	Business Administration
Art and Design (AA)	Liberal Studies
Behavioral Health/Human Services (AAS)	Social Relations, Criminal Justice concentration
Biological Sciences (AA)	Biology - General Biology concentration
Biological Sciences (AA)	Biology - Pre-Medicine concentration
Biological Sciences (AA)	Biology - Pre-Nursing/Health Professions concentration
Biology (AS)	Biology - General Biology concentration
Biology (AS)	Biology - Pre-Medicine concentration
Biology (AS)	Biology - Pre-Nursing/Health Professions concentration
Black Studies (AA)	Liberal Studies
Black Studies (AA)	Liberal Studies - Education and Learning concentration
Black Studies (AA)	Social Relations, Am Political Studies concentration
Black Studies (AA)	Social Relations, Criminal Justice concentration
Black Studies (AA)	Social Relations, Sociology concentration
Business-Accelerated (AA)	Business Administration
Business-General (AA)	Business Administration
Business Leadership (AAS)	Liberal Studies
Communication Studies (AA)	Communication
Criminal Justice (AAS)	Social Relations, Criminal Justice concentration
Culinary Arts (AAS)	Hotel, Restaurant and Tourism Management
Education - Early Childhood (Birth to 4th Grade) (AA) *	Early Childhood Education
Education - Early Childhood (Birth to 4th Grade) (AA) *	Early Childhood Education (PreK-4) and Special Education (PreK-8)
Education - Middle Level (4th to 8th grade) (AA) *	Early Childhood Education (PreK-4) and Special Education (PreK-8)
Education - Middle and Secondary Levels (AA) *	Early Childhood Education (PreK-4) and Special Education (PreK-8)

English (AA)	Communication
English (AA)	Liberal Studies
English (AA)	Liberal Studies - Education and Learning concentration
International Studies (AA)	Liberal Studies
International Studies (AA)	Liberal Studies - Education and Learning concentration
Liberal Arts (AA)	Communication
Liberal Arts (AA)	Liberal Studies
Liberal Arts (AA)	Liberal Studies - Education and Learning concentration
Liberal Arts (AA)	Psychology
Liberal Arts (AA)	Social Relations, Am Political Studies concentration
Liberal Arts (AA)	Social Relations, Criminal Justice concentration
Liberal Arts (AA)	Social Relations, Sociology concentration
Liberal Arts-Honors (AA)	Communication
Liberal Arts-Honors (AA)	Liberal Studies
Liberal Arts-Honors (AA)	Liberal Studies - Education and Learning concentration
Liberal Arts-Honors (AA)	Social Relations, Am Political Studies concentration
Liberal Arts-Social/Behavioral Science (AA)	Liberal Studies
Liberal Arts-Social/Behavioral Science (AA)	Liberal Studies - Education and Learning concentration
Liberal Arts-Social/Behavioral Science (AA)	Psychology
Liberal Arts-Social/Behavioral Science (AA)	Social Relations, Am Political Studies concentration
Liberal Arts-Social/Behavioral Science (AA)	Social Relations, Criminal Justice concentration
Liberal Arts-Social/Behavioral Science (AA)	Social Relations, Sociology concentration
Mass Media (AA)	Communication
Psychology (AA)	Liberal Studies
Psychology (AA)	Psychology

Religious Studies (AA)	Liberal Studies
Religious Studies (AA)	Liberal Studies - Education and Learning concentration
Tourism and Hospitality Management (AA)	Hotel, Restaurant and Tourism Management
Tourism and Hospitality Management (AA)	Recreation and Leisure Management

\*All CCP students wishing to transfer to Cheyney's "Pre-K to 4" Teacher Education Program (regardless of dual admissions status) must earn at least a 3.0 final cumulative GPA.