

**PROGRAM-TO-PROGRAM GUARANTEED ADMISSION AGREEMENT**  
between  
**COMMUNITY COLLEGE OF PHILADELPHIA**  
and  
**UNIVERSITY OF THE SCIENCES IN PHILADELPHIA**

**Preface**

Community College of Philadelphia (CCP) and University of the Sciences in Philadelphia (USciences) enter into this Program-to-Program Guaranteed Admission Agreement (“Agreement”) in order to facilitate the transfer of CCP students who have completed the CCP associate degree programs identified in Exhibit 1 into the corresponding bachelor degree programs at USciences.

Subject to the terms of this Agreement, and as provided in Exhibit 1, a student who completes the appropriate Associate in Arts (A.A.) or Associate in Science (A.S.) degree at CCP will be assured junior status in the corresponding Bachelor of Science (B.S.) degree program at USciences. The length of time required for a full-time student to complete the requirements for the B.S. degree varies by degree program. In general, a full-time student can complete most B.S. degree programs within four regular semesters, providing the student appropriately schedules and successfully completes (without repeating courses) his or her remaining courses at USciences.

Only those students who meet all of the terms of this Agreement, particularly Section I and Exhibit 1, will be offered guaranteed admission to the B.S. programs identified in Exhibit 1.

**I. Terms and Conditions for Admission to University of the Sciences in Philadelphia**

- 1.e Students who complete the A.A. or A.S. degree at CCP as specified in Exhibit 1 and the attachede program-to-program (2+2) articulation documents and are admitted to USciences will enter withe junior status and are assured transfer credit as indicated. Courses not included in this documente will be evaluated by USciences on a course-by-course basis.e
- 2.e The minimum cumulative GPA required for admission to each degree program covered under thee terms of this Agreement is provided in Exhibit 1.e
- 3.e A minimum grade of “C” is required to transfer a course to USciences, except as noted in Exhibit 1.e Students who do not meet the minimum grade requirement(s) stated in Exhibit 1 can stille transfer under the terms of this Agreement, subject to USciences departmental review ande approval.e
- 4.e The courses encompassed in the A.A. or A.S. degree at CCP must be completed within the 3 yearse immediately preceding matriculation at USciences. Students who take more than 3 yearse to complete the A.A. or A.S. degree can still transfer under this Agreement, subject to USciences departmental review and approval.e
- 5.e USciences will accept a maximum of 90 credits in transfer.e

- 6.e International students are required to achieve a score of 90 or above (with no sections below 20) in the TOEFL or score of 6.5 or above in the IELTS, unless they have been studying at an English-speaking institution for at least four years.e
- 7.e CCP credits earned through Prior Learning Assessment will be evaluated on an individual basis.e
- 8.e The student must meet all applicable USciences requirements and deadlines pertaining to application for admission and payment of tuition and fees.e
- 9.e Only students who have graduated from CCP with the associate degree specified in Exhibit 1 by the time of their matriculation to USciences will be covered by the terms of this Agreement. For CCP students who do not graduate with the associate degree specified in Exhibit 1, USciences will determine appropriate transfer of credit on a course-by-course basis.e
- 10.e Students transferring under this Agreement will be eligible for financial aid and housing on the same basis as other USciences students. Transfer scholarships and Phi Theta Kappa scholarships are available to assist qualified transfer students. Exact scholarship amounts will be communicated to CCP on or before November 1 of each year this Agreement is in effect.e
- 11.e Once at USciences, students who transfer under the terms of this Agreement are responsible for meeting all degree requirements in effect for their major based on the Catalog Year backdated to the academic year when they would have started studies at USciences if they had entered as a full-time, first-year student. These students will abide by the policies and procedures, and any revisions thereof, which apply to all USciences students.e
- 12.e USciences will waive the application fee for students who apply to USciences pursuant to this Agreement.e
13. At least 30 credits must be completed in-residence at a USciences campus. At least half of these credits must be upper division courses required by the major (i.e. 300 level or above).e
- 14.e Students are strongly encouraged to complete the online "USciences Admission Interest Form" at least one year prior to transferring to USciences.e

## **II. Joint Responsibilities for Maintenance of this Agreement**

- 1.e CCP and USciences agree to maintain and distribute information about this Agreement, and any changes relevant to it, to students, faculty, counselors, and advisors.e
- 2.e CCP and USciences will assure that the appropriate personnel at their respective institutions are made aware of this Agreement, and any revisions thereto, and are encouraged to support it.e
- 3.e Both institutions will encourage CCP students to meet with representatives of USciences to discuss issues related to admission, financial aid, and transfer of courses well in advance of their expected date of entry.e

- 4.e Faculty from each institution teaching in the curriculum for which this Agreement has been developed will be encouraged to meet annually to discuss issues of curriculum and student development.e
- 5.e Both institutions will exchange relevant aggregate data annually that will contribute to the maintenance and improvement of this Agreement, enhance the transfer process, and promote effective cooperation between institutions.e
- 6.e CCP and USciences agree to independently develop and implement their own advertising and promotional efforts to communicate the benefits of this Agreement. Each institution will share marketing materials and seek input prior to launching.e
- 7.e CCP and USciences agree to designate a representative or representatives at each institution who will coordinate this Agreement between the two institutions.e

### **III. Obligations of University of the Sciences:**

- 1.e To attend Transfer Fairs and/or major transfer events at any CCP campuses.e
- 2.e To invite CCP students who have completed an online "USciences Admission Interest Form" form to Preview Days/Campus Visit events for information/advising with USciences faculty and staff in order to facilitate smooth curricular and co-curricular integration to USciences.e
- 3.e USciences recruiters and advisors will visit CCP and meet with prospective and current students in the programs included in this Agreement.e
- 4.e To send to students who complete the online "USciences Admission Interest Form" form, an electronic information packet that includes, a letter explaining the USciences application process.e
- 5.e To send students who apply but are not admitted to USciences a letter encouraging them to take advantage of the benefits of articulation agreements such as this one.e
- 6.e To encourage CCP transfer students to complete the appropriate associate degree before matriculation to USciences in order to take advantage of this Agreement. If the CCP student chooses to transfer and matriculate to USciences before completion of the associate degree, USciences will encourage reverse transfer. CCP and USciences will develop a reverse transfer agreement to outline the reverse transfer credit process, which includes methodology to notify and assist students with this reverse transfer benefits.e

### **IV. Obligations of Community College of Philadelphia:**

- 1.e Provide the students access to Agreement information (link to "USciences Admission Interest Form" form and Transfer Advising Guide) and the USciences admissions requirements for their specific program of study.e
- 2.e To be available to meet with the students to track their progress towards completing the associate degree and review their transfer options and plan.e

- 3.e To explain all requirements to students, including the need to send an official transcript verifying receipt of the associate degree upon completion of their last semester.e
- 4.e To publicize and promote this Agreement to prospective and current CCP students in its promotional literature, and make arrangements for USciences recruiters and advisors to visit CCPe and meet with prospective and current students.e

**V. Revision, Renewal and Termination of this Agreement**

- 1.e The USciences Associate Director for Transfer Admission and CCP's Director of Articulation and Transfer, are responsible for identifying and communicating to each other changes in the policies or requirements of their respective institutions that affect this Agreement.e
- 2.e This Agreement will be in effect as of the date of its signing, for students entering USciences one or after Spring 2018 and will continue in effect or five (5) years unless otherwise modified or terminated in accordance with this Agreement. The party making any curricular changes and any other relevant institutional changes that may materially affect the nature of the Agreement will communicate in a timely manner with the other party. Until any proposed amendment or modification is formalized by mutual written agreement between the parties, the then-current terms of the Agreement shall remain in effect.e
- 3.e Either party may initiate amendments to this Agreement, including the exhibits, by submitting them in writing to the USciences Associate Director for Transfer Admission or CCP's Director of Articulation and Transfer. No amendments will be effective unless signed by the authorized agents of each party. Until any proposed amendment or modification is formalized by mutual written Agreement between the parties, the then-current terms of the Agreement shall remain in effect. Whenever possible, USciences will grandfather students who have followed the previous articulation document.e
- 4.e 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 USciences through the effective date of termination under the terms of this Agreement, but not yet enrolled in classes.e The addresses to which all written notices are to be sent are specified below:e

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

University of the Sciences in Philadelphia:  
Provost Office  
University of the Sciences  
600 South 43<sup>rd</sup> Street  
Philadelphia, PA 19104-4495

## **VI. General Considerations**

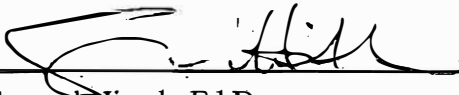
- 1.e Each party shall defend, indemnify and hold harmless, the other party, its trustees, directors, officers, employees, staff, agents and independent contractors from and against any and all claims, liability, losses, damages, demands, lawsuits, settlements, judgments and expenses (including reasonable attorneys' fees) arising directly or indirectly from any acts or omissions of the indemnifying party, its employees, agents and/or assigns, including, but not limited to, negligence, personal injury, breach of contract, misrepresentation and fraud. Any indemnity granted by CCP shall be subject to the immunities and limitations on liability set forth in the Political Subdivision Tort Claims Act (the "Tort Claims Act"), 42 Pa. C.S.A. §§ 8541-8564, and the statutory limits thereof and any other immunity to which CCP is entitled. The provisions of the Tort Claims Act are incorporated by reference herein. Nothing shall be construed as waiving any of CCP's rights or immunities granted by the Tort Claims Act or as conferring upon third parties any rights against CCP not specifically granted by the Tort Claims Act.
- 2.e CCP and USciences agree to continue their respective policies of non-discrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, race, color, creed, national origin, Title IX of the Education Amendments Act of 1972 and other applicable federal, state, and local laws, including but not limited to those prohibiting discrimination on the basis of age, disability, veteran status, sexual orientation and gender identity.
- 3.e The willingness of both institutions to enter this Agreement in order to facilitate the transfer of students from CCP to USciences and to expand their opportunities for academic success at USciences is indicated by the following signatures.
- 4.e 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 undersigned representatives of the parties, Community College of Philadelphia and University of the Sciences in Philadelphia, have executed this Agreement on the dates indicated.

**FOR COMMUNITY COLLEGE OF PHILADELPHIA:**


  
\_\_\_\_\_  
Donald Generals, Ed.D.  
President

Date: 6-5-18

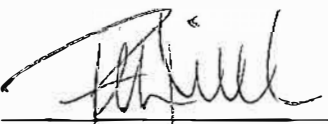
  
\_\_\_\_\_  
Samuel Hirsch, Ed.D.  
Vice President for Academic & Student Success

Date: 6/4/18

**FOR UNIVERSITY OF THE SCIENCES IN PHILADELPHIA:**

  
\_\_\_\_\_  
Paul Katz, M.D.  
President

Date: 6-18-18

  
\_\_\_\_\_  
Peter J. Miller, Ph.D.  
Provost and Vice President for Academic Affairs

Date: 6/18/18

### Summary Table

Under this Agreement, the following are approved corresponding degree programs between Community College of Philadelphia and University of the Sciences in Philadelphia.

<b>Community College of Philadelphia Associate Degrees</b>	<b>University of the Sciences in Philadelphia Bachelor Degrees</b>	<b>Exhibit</b>
Biology (A.S.)	BS Biology, Biomedical Sciences, Microbiology	<b>2</b>
	BS Environmental Science	<b>3</b>
	BS Neuroscience	<b>4</b>
	BS Biochemistry	<b>5</b>
	BS Medical Humanities	<b>6</b>
	BS Pharmaceutical Sciences	<b>7</b>
	BS Pharmacology and Toxicology	<b>8</b>
Chemistry (A.S.)	BS Biochemistry, Chemistry, Pharmaceutical Chem	<b>9</b>
	BS Pharmaceutical Sciences	<b>10</b>
	BS Pharmacology and Toxicology	<b>11</b>
	BS Physics: Biophysics, Med Physics, Pre-Med	<b>12</b>
Mathematics (A.S.)	BS Physics: Physics Gen, Material Sc., Astrophysics	<b>13</b>
Engineering Science (A.S.)	BS Physics: Physics Gen, Material Sc., Astrophysics	<b>14</b>
	BS Physics: Biophysics, Med Physics, Pre-Med	<b>15</b>
	BS Chemistry, Pharmaceutical Chem	<b>16</b>
cPsychology (A.A.)c	BS Psychology	<b>17</b>
Business – General (A.A.)c	BS Pharmaceutical Healthcare Business	<b>18</b>

## Exhibit 1

Only the corresponding degree programs between Community College of Philadelphia and University of the Sciences in Philadelphia identified below are governed by the terms of this Agreement.

CCP students interested in matriculating into a USciences B.S. degree program under the terms of this Agreement are strongly urged to contact the applicable USciences academic program director early in their enrollment at CCP for academic advisement.

- 1.e A.S. in Biology into the B.S. in Biology ore  
A.S. in Biology into the B.S. in Biomedical Sciencese  
A.S. in Biology into the B.S. in Microbiologye  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of "B" in courses with prefixes: BIOL, MATH,e and ENGL101, ENGL102. The courses encompassed in the A.S. degree from CCP must be completed within the 3 years preceding matriculation at USciences. Students who do not meet these additional requirements can still transfer under this articulation Agreement,e subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 2*.
  
- 2.e A.S. in Biology into the B.S. in Environmental Science degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of "B" in all courses with prefixes: BIOL,e MATH, and ENGL101, ENGL102. The courses encompassed in theeA.S. degree from CCPe must be completed within the 3 years preceding matriculation at USciences. Students whoe do not meet these additional requirements can still transfer under this articulatione Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 3*.
  
- 3.e A.S. in Biology into the B.S. in Neuroscience degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of "B" in these courses: MATH171,e PHYS111&112, BIOL123&124, and PSYC101. The courses encompassed in the A.S.e degree from CCP must be completed within the 3 years preceding matriculation ate USciences. Students who do not meet these additional requirements can still transfer undere this articulation Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 4*.
  
- 4.e A.S. in Biology into the B.S. in Biochemistry degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of "B" in all courses with prefixes: CHEM,e MATH, PHYS, BIOL. The courses encompassed in the A.S. degree from CCP must be completed within the 3 years preceding matriculation at USciences. Students who do not meet these additional requirements can still transfer under this articulation Agreement,e subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 5*.e



- 5.e A.S. in Biology into the B.S. in Medical Humanities degreee  
a.e A minimum 2.5 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of "B" in ENGL101 and ENGL102. The coursese encompassed in the A.S. degree from CCP must be completed within the 3 years preceding matriculation at USciences. Students who do not meet these additional requirements cane still transfer under this articulation Agreement, subject to USciences departmental reviewe and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 6*.
- 6.e A.S. in Biology into the B.S. in Pharmaceutical Sciences degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of "B" in all science and mathematics coursese (Prefixes: BIOL, CHEM, PHYS, MATH). The courses encompassed in the A.S. degreee from CCP must be completed within the 3 years preceding matriculation at USciences.e Students who do not meet these additional requirements can still transfer under this articulation Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 7.e*
- 7.e A.S. in Biology into the B.S. in Pharmacology and Toxicology degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of "B" in all science and mathematics coursese (Prefixes: BIOL, CHEM, PHYS, MATH). The courses encompassed in the A.S. degreee from CCP must be completed within the 3 years preceding matriculation at USciences.e Students who do not meet these additional requirements can still transfer under thise articulation Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 8*.
- 8.e A.S. in Chemistry into the B.S. in Chemistry degree ore  
A.S. in Chemistry into the B.S. in Biochemistry degree ore  
A.S. in Chemistry into the B.S. in Pharmaceutical Chemistry degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of "B" in all science and mathematics coursese (Prefixes: BIOL, CHEM, PHYS, MATH). The courses encompassed in the A.S. degreee from CCP must be completed within the 3 years preceding matriculation at USciences.e Students who do not meet these additional requirements can still transfer under thise articulation Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 9*.
- 9.e A.S. in Chemistry into the B.S. in Pharmaceutical Sciences degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of "B" in all science and mathematics coursese (Prefixes: BIOL, CHEM, PHYS, MATH). The courses encompassed in the A.S. degreee from CCP must be completed within the 3 years preceding matriculation at USciences.e Students who do not meet these additional requirements can still transfer under thise articulation Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 10*.

- 10.e A.S. in Chemistry into the B.S. in Pharmacology and Toxicology degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of “B” in all science and mathematics courses (Prefixes: BIOL, CHEM, PHYS, MATH). The courses encompassed in the A.S. degreee from CCP must be completed within the 3 years preceding matriculation at USciences.e Students who do not meet these additional requirements can still transfer under this articulation Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 11*.
- 11.e A.S. in Chemistry into the B.S. in Physics (Biophysics, Medical Physics and Pre-Med track) degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of “B” in all science and mathematics courses (Prefixes: BIOL, CHEM, PHYS, MATH). The courses encompassed in the A.S. degreee from CCP must be completed within the 3 years preceding matriculation at USciences.e Students who do not meet these additional requirements can still transfer under this articulation Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 12*.
- 12.e A.S. in Mathematics into the B.S. in Physics (General, Material Sciences and Astrophysics track) degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of “B” in all science and mathematics courses (Prefixes: CHEM, PHYS, MATH). The courses encompassed in the A.S. degree from CCPe must be completed within the 3 years preceding matriculation at USciences. Students whoe do not meet these additional requirements can still transfer under this articulatione Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 13*.
- 13.e A.S. in Engineering into the B.S. in Physics (General, Material Sciences and Astrophysics track) degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of “B” in all science and mathematics courses (Prefixes: CHEM, PHYS, MATH). The courses encompassed in the A.S. degree from CCPe must be completed within the 3 years preceding matriculation at USciences. Students whoe do not meet these additional requirements can still transfer under this articulatione Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 14*.
- 14.e A.S. in Engineering into the B.S. in Physics (Biophysics, Medical Physics and Pre-Med track) degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of “B” in all science and mathematics courses (Prefixes: BIOL, CHEM, PHYS, MATH). The courses encompassed in the A.S. degreee from CCP must be completed within the 3 years preceding matriculation at USciences.e Students who do not meet these additional requirements can still transfer under this articulation Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 15*.

- 15.e A.S. in Engineering into the B.S. in Chemistry degree ore  
A.S. in Engineering into the B.S. in Pharmaceutical Chemistry degreee  
a.e A minimum 2.7 cumulative GPA is required for admission.e  
b.e Additional Information: A minimum grade of "B" in all science and mathematics coursee  
(Prefixes: BIOL, CHEM, PHYS, MATH). The courses encompassed in the A.S. degreee  
from CCP must be completed within the 3 years preceding matriculation at USciences.e  
Students who do not meet these additional requirements can still transfer under this  
articulation Agreement, subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 16*.
- 16.e A.A. in Psychology into the B.S. in Psychology degreee  
a.e A minimum 2.5 cumulative GPA is required for admission.e  
b.e Additional Information: The courses encompassed in the A.A. degree from CCP must bee  
completed within the 3 years preceding matriculation at USciences. Students who do note  
meet these additional requirements can still transfer under this articulation Agreement,e  
subject to USciences departmental review and approval.e  
c.e The Transfer Advising Guide is provided in *Exhibit 17*.
- 17.e A.A. in Business General into the B.S. in Pharmaceutical and Healthcare Business degreee  
a.e A minimum 2.5 cumulative GPA is required for admission.e  
b.e The Transfer Advising Guide is provided in *Exhibit 18*.

**REVERSE TRANSFER CREDIT AGREEMENT**  
**between**  
**COMMUNITY COLLEGE OF PHILADELPHIA**  
**and**  
**UNIVERSITY OF THE SCIENCES IN PHILADELPHIA**

This Reverse Transfer Credit Agreement (“Agreement”) is entered into by and between Community College of Philadelphia, a nonprofit education institution located at 1700 Spring Garden Street, Philadelphia, PA 19130 (“CCP”), and the University of the Sciences in Philadelphia, a nonprofit education institution, with a place of business located at 600 South 43rd Street, Philadelphia, PA 19104 (“USciences”). This Agreement shall become effective as of the date of last signature below (“Effective Date”).

**WHEREAS**, CCP and USciences desire to allow students enrolled at USciences in pursuit of a bachelor’s degree (“Students”) to transfer credits back to CCP, from where they had transferred, for the purpose of completing their community college associate degree (“Reverse Transfer”);

**WHEREAS**, CCP and USciences desire to assist Students who earned credits that applied towards an associate degree while enrolled at CCP, but did not complete sufficient credits to earn their associate degrees;

**WHEREAS**, the parties desire to increase the academic and career success of the Students.

**NOW, THEREFORE**, in consideration of the mutual promises in this document, and intending to be legally bound, the parties hereby agree to the following:

**I. Requirement of the Reverse Transfer.**

- 1.e A Student intending to take advantage of the Reverse Transfer, as provided for in this Agreement, must meet all of the terms of this Agreement, including the following criteria:
  - a.e Transfer to USciences with CCP as the last school attended;
  - b.e Have earned a minimum of 30 college level credits at CCP prior to matriculating to USciences;
  - c.e Have completed a cumulative total of 60 credits, including transfer and USciences credits;
  - d.e Have a minimum overall Grade Point Average (GPA) of 2.00 and be/have been in good standing at each institution, USciences and CCP, at the time Reverse Transfer is sought;
  - e.e Have earned a minimum grade of “C” in USciences courses considered for reverse credit transfer to CCP;
  - f.e Have no registration holds on their record at either USciences or CCP;
  - g.e Complete and submit a Reverse Transfer Transcript Request form, including the Release Form. A sample of said form and release is attached hereto as Attachment 1.e

## **II. CCP and USciences Joint Responsibilities.**

- 1.e CCP and USciences agree to develop, maintain and disseminate information about this Agreement, and any changes relevant to it, to their respective students, faculty, counselors, and advisors.e
- 2.e CCP and USciences will each assure that the appropriate personnel at their respective institutions are made aware of this Agreement, and any revisions thereto, and are encouraged to support it. The Associate Dean, Misher College of Arts and Sciences at USciences and Director of Admissions and Enrollment Management at CCP are responsible for the administration of this Reverse Transfer Agreement.e
- 3.e CCP and USciences will exchange relevant aggregate data annually that will contribute to the maintenance and improvement of this Agreement, enhance the reverse transfer process, and promote effective cooperation between institutions.e
- 4.e CCP and USciences will abide by all of their respective procedures and all regional accreditation requirements including those policies and procedures regulating transfer and admission and ensure that each maintains all relevant accreditations, licenses and certification to perform its obligations under this Agreement throughout its full duration.e
- 5.e In the event that either party changes, or makes plans to change, its curriculum or any internal processes that may materially affect the terms of the Agreement, that party shall provide prompt notice thereof to the other party. The USciences Associate Dean, Misher College of Arts and Sciences and CCP's Director of Articulation and Transfer are responsible for identifying and communicating to each other changes in the policies or requirements of their respective institutions that may reasonably affect this Agreement. The Parties agree that they shall periodically evaluate the Reverse Transfer program and their respective policies affecting the Reverse Transfer program and cooperate to amend this Agreement within a reasonable timeframe, as deemed necessary by mutual consent, in accordance with Section IX (2) below.e

## **III. Responsibilities of USciences.**

- 1.e Identify Students' eligibility for Reverse Transfer and inform CCP of the Students' eligibility to participate in the program no more than three weeks after the start of every semester.e USciences will send a list of newly enrolled CCP transfer students without an associate degree who meet the guidelines stated above to CCP's Office of Admissions, attention Director of Admissions and Enrollment Management.e
- 2.e Send an email notification to Students who are eligible for Reverse Transfer and have attained a cumulative total of 60 credits, with a description of the process for applying to the Reverse Transfer program and a copy of the Reverse Transfer Transcript Request form.e
- 3.e Send a transcript, including Student contact information, to CCP following the participating transfer student submission of the Reverse Transfer Transcript Request form and accompanying waiver and release.e
- 4.e Waive the transcript fee when transcripts are sent in conjunction with this Agreement.e
- 5.e Monitor and report to CCP, Students that "opt out" of Reverse Transfer

#### **IV. Responsibilities of CCP.**

- 1.e Inform current CCP students about the existence of this Agreement.e
- 2.e Provide Students eligible for the Reverse Transfer program all of the necessary informatione about the courses they need to complete in order to earn the CCP associate degree.e
- 3.e Provide any notifications and/or updates to the Reverse Transfer student, as necessary.e
- 4.e Review the eligible Student's records and award the appropriate associate degree.e
- 5.e Determine if a Student is eligible for a CCP associate degree in a program other than thee intended program of study, based on courses completed and intended majors listed on thee USciences transcript.e
- 6.e Use upper-level courses to fulfill CCP course requirements when applicable, if an appropriatee transfer equivalency exists, at CCP's sole discretion.e
- 7.e Waive the graduation and/or transcript fee as part of this Agreement.e
- 8.e Submit a final transcript noting conferment of the CCP associate degree to USciences each semester so students can be removed from future transmissions.e
- 9.e Invite Students to attend CCP graduation ceremony.e

#### **V. Term; Termination.**

- 1.e This Agreement will be in effect as of the Effective Date and will continue for two (2) yearse unless otherwise terminated in accordance with this Section (the "Initial Term"). After thee Initial Term, the parties may mutually agree in writing to renew this Agreement for additionale one (1) year terms.e
- 2.e Either party may terminate this Agreement at any time, with or without cause, upon at least onee (1) year prior written notice to the other party; provided that all Students who have submitteed the request for Reverse Transfer prior to the time of notice of termination, shall be permitted to complete the Reverse Transfer and obtain their associate degree from CCP.e
3. Either party may terminate this Agreement upon a material breach of this Agreement by the other party, provided that the terminating party shall have provided the other party with written notice specifying the breach, and the breach is not cured to the reasonable satisfaction of the terminating party within ten (10) days after the giving of such notice provided that, when practicable, all Students who have submitted the request for Reverse Transfer prior to the time of notice of termination, shall be permitted to complete the Reverse Transfer and obtain their associate degree from CCP.

#### **VI. Notices.**

Any notice required or permitted to be given pursuant to the terms and provisions of this Agreement shall be in writing and shall be sent by hand delivery, certified mail, return receipt requested, postage prepaid, or nationally recognized overnight courier service, addressed as follows:

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

University of the Sciences in Philadelphia:  
Provost  
University of the Sciences  
600 South 43<sup>rd</sup> Street  
Philadelphia, PA 19104-4495

Notices shall be deemed effective upon receipt.

#### **VI. Indemnification.**

Each party shall defend, indemnify and hold harmless, the other party, its trustees, directors, officers, employees, staff, and agents from and against any and all claims, liability, losses, damages, demands, lawsuits, settlements, judgments and expenses (including reasonable attorneys' fees) arising directly or indirectly from the negligent acts or omissions of the indemnifying party or its employees, and/or agents. Any indemnity granted by CCP shall be subject to the immunities and limitations on liability set forth in the Political Subdivision Tort Claims Act (the "Tort Claims Act"), 42 Pa. C.S.A. §§ 8541-8564, and the statutory limits thereof and any other immunity to which CCP is entitled. The provisions of the Tort Claims Act are incorporated by reference herein. Nothing shall be construed as waiving any of CCP's rights or immunities granted by the Tort Claims Act or as conferring upon third parties any rights against CCP not specifically granted by the Tort Claims Act.

#### **VII. Confidentiality.**

The parties agree that certain information disclosed by each party to the other may be Confidential Information, as that term is defined below, and unless otherwise required by law, shall not disclose such information to (i) third parties or (ii) individuals within its own organization who do not have a strict need to know or a legitimate educational interest in such Confidential Information without the written consent of the party to whom the Confidential Information belongs. "Confidential Information" means any data or information that is proprietary to either party and not generally known to the public, whether in tangible or intangible form, including, but not limited to: (i) any concepts, reports, data, know-how, works-in-progress, development tools, specifications, flow charts, databases and assessments; (ii) any plans, financial information or projections, operations, employment data, business plans and performance results relating to the past, present or future business activities of either party, its affiliates, subsidiaries and affiliated companies; (iii) plans for products or services; and (iv) any other information that should reasonably be recognized as confidential information of either party. Confidential Information shall not include information that: (i) is or becomes publicly known but not through subsequent disclosure by the receiving party, (ii) is already in the possession of the receiving party at the time of the disclosure, or (iv) is disclosed pursuant to any final and non-appealable order of a court.

This Confidentiality Section shall survive the termination of this Agreement.

**IX. Compliance with the Laws; non-discrimination.**

CCP and USciences each agree to perform this Agreement in good faith and in compliance with all applicable state and federal laws and regulations, including the Family Educational Rights and Privacy Act of 1974 and its implementing regulations (FERPA). Each party agrees to maintain the confidentiality of the educational records in accordance with the provisions of FERPA and will obtain a waiver and release from each Student participating in the Reverse Transfer prior to sharing the educational records of that Student with the other party.

CCP and USciences further agree to continue 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, Section 504 of the Rehabilitation 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.

**IX. Miscellaneous.**

- 1.e Independent Contractors. The parties hereby acknowledge that they each are independent parties contracting solely for the purpose of effectuating this Agreement and neither party nor any agents, representatives or employees of that party shall be considered agents, representatives or employees of the other party.e
- 2.e Entire Agreement; Amendment. This Agreement contains the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement.e
- 3.e Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to conflicts of laws principles.e
- 4.e Assignment. Neither party shall assign or transfer, in whole or part, this Agreement or any of its rights, duties or obligations under this Agreement without the prior written consent of the other party. Any assignment or transfer without such consent shall be null and void.e
- 5.e Marketing Materials. Neither USciences nor CCP will use the other's name in any publicity or advertising material without prior written consent of the other party.e
- 6.e Counterpart Execution. This Agreement and any amendments hereto may be executed in multiple counterparts and by the parties on separate counterparts, all of which together shall constitute one and the same instrument. Signatures on this Agreement may be executed by the parties and transmitted by facsimile or other means of electronic transmission, such as e-mail, and if so executed and transmitted, shall be as effective as if the parties had delivered an executed original of this Agreement.e

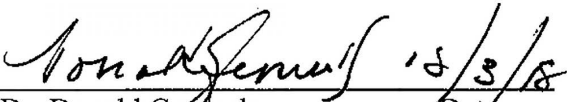
[Signature Page to Follow Next.]



The undersigned representatives of the Parties, Community College of Philadelphia and University of the Sciences in Philadelphia, have executed this Agreement on the dates indicated.

**For Community College of Philadelphia:**


**For University of the Sciences in Philadelphia:**

  
\_\_\_\_\_  
Dr. Donald Generals  
President

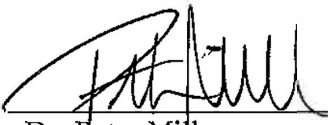
Date

  
\_\_\_\_\_  
Dr. Paul Katz  
President

11.20.2018  
Date

  
\_\_\_\_\_  
Dr. Samuel Hirsch  
Vice President for  
Academic & Student  
Success

11/30/18  
Date

  
\_\_\_\_\_  
Dr. Peter Miller  
Provost and Vice President of  
Academic Affairs

11/20/18  
Date

**Attachment 1:**  
**CCP-USCIENCES REVERSE TRANSFER AGREEMENT**  
**Transcript Request Form**

In order to participate in the Reverse Transfer credit program and be considered for the awarding of an Associate Degree from Community College of Philadelphia (CCP) this form must be completed and submitted to the USciences Registrar's Office and the following requirements must be met:

- 1.e Transfer to USciences with CCP as the last school attended;
- 2.e Have earned a minimum of 30 college level credits at CCP prior to matriculating to USciences;
- 3.e Have completed a cumulative total of 60 credits, including transfer and USciences credits;
- 4.e Have a minimum overall Grade Point Average (GPA) of 2.00 and be/have been in good standing at both institutions;
- 5.e Have earned a minimum grade of "C" in USciences courses considered for reverse credit transfer to CCP;
- 6.e Have no registration holds on their record at either USciences or CCP.

Please complete, sign, and then mail, fax, email, or deliver in person to the following address:

University of the Sciences  
Office of the Registrar  
Philadelphia, PA 19086  
Fax: (215) 596-8819  
Email: Registrar@uscience.edu

Requests completed using this form will be sent automatically to the attention of the Reverse Transfer contact at CCP.

**USciences Information**

USciences ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

**CCP Information**

CCP ID #: \_\_\_\_\_ Number of credits earned at CCP: \_\_\_\_\_

CCP Enrollment: Start Date (sem/yr): \_\_\_\_\_ Last Enrollment (sem/yr): \_\_\_\_\_

Program intend to complete at CCP:  A.A.  A.S.  A.A.S. Major at CCP: \_\_\_\_\_

## Authorization to Release Information

**FERPA Statement:**

Under Federal legislation, namely the Family Educational Rights and Privacy Act (FERPA) of 1974, updated January 2009, I understand that my educational records cannot be released without my written permission. I authorize the release of my academic records from USciences to CCP, and the release of any additional academic records from CCP to USciences, in order to share student data information between the two institutions without the violation of FERPA. I understand that I have the right to rescind this release agreement of my academic records at any time by notifying the Registrar at USciences.

My signature below is agreement that:

- I understand the FERPA statement and agree to my student records being shared between CCP and USciences for the purpose of credit evaluation to determine the awarding of an Associate Degree from CCP.
- I understand my USciences transcript will not be released if transcript holds exist on my academics records.
- I understand that it is my responsibility to complete all required course work prior to my associates degree being awarded in the event that additional course work is required.
- If applicable, an appropriate Associate Degree will be awarded based on my records, requirements of the degree, and credits earned. If I have completed the requirements of any degree program at CCP, I will be awarded the degree. In some cases the awarded Associate Degree may not be the degree I declared that I was pursuing while a student at CCP.
- This form also confirms my intention to graduate from CCP if/when I've met the associate degree requirements; my signature below gives permission to CCP to award the degree and notify me of the results without further intervention on my part.
- I understand that CCP will notify me of the results of my Reverse Transfer evaluation and if approved, I will receive my associate degree by U.S. mail.
- This release will remain in effect for two (2) years from the date of the signature below. I understand I have the right to rescind this authorization via a written Revocation Statement that I will submit to the USciences Registrar Office either by mail, fax, email or in person. Further, I understand that the Revocation Statement will not affect any information that was disclosed prior to the date USciences received said statement.
- I have read, understand and consent to the Authorization to Release Information form.

Student signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR USCIENCES OFFICE USE ONLY:**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_      Financial holds: \_\_\_\_\_

Number of Credits: USciences \_\_\_\_\_ Transferred \_\_\_\_\_

**FOR CCP OFFICE USE ONLY:**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_      Financial holds: \_\_\_\_\_

Meet Associate Degree Requirements: \_\_\_\_\_      Program: \_\_\_\_\_

Questions can be directed to the USciences Registrar Office via email: [Registrar@usciences.edu](mailto:Registrar@usciences.edu) or via phone: 215-596-8813.