

GUARANTEED ADMISSIONS AGREEMENT
between
ASNUNTUCK COMMUNITY COLLEGE
and
CAMBRIDGE COLLEGE

This GUARANTEED Admissions Agreement between Asnuntuck Community College (ACC) and Cambridge College (CC) seeks to be consistent with individual missions, policies and regulations of each college to:

- Strengthen the academic and student support partnership between ACC and CC.
- Facilitate student access to baccalaureate and graduate education.
- Provide barrier-free movement from the associate degree to the baccalaureate and graduate degrees for students enrolled at ACC.

To achieve these goals, ACC and CC enter into the following agreement.

I. Eligibility and Conditions of GUARANTEED Admissions

The GUARANTEED Admissions Program, which shall be implemented beginning with the Fall 2014 term, is intended to facilitate the transfer of eligible participating students from ACC to CC upon completion of their associate degree programs at ACC, unless waived by ACC and CC, and satisfaction of other applicable conditions required under this GUARANTEED Admissions Program.

A student will be eligible to participate in the GUARANTEED Admissions Program if he or she is enrolled in one of the following ACC credited programs:

- Associate of Arts in Liberal Arts
- Associate of Science in Business Administration
- Associate of Science in Early Childhood
- Associate of Science in Human Services

In order to satisfy the conditions of admission into CC, participating students must earn a minimum 2.0 cumulative grade point average (based on a 4.0 scale) and either the associate degree or a minimum of sixty (60) semester hours in a program accepted by CC. If an ACC student earns an Associate degree, all credits will be transferred to CC. ACC credits completed outside of an earned associates degree will be accepted in transfer provided they are earned at a grade of “c” or better, and meet CC program distribution requirements. Up to 90 credits can be transferred into CC.

Students will be informed about the opportunity to participate in the GUARANTEED Admissions Program at the time they are applying to ACC. For purposes of advising, students can indicate their desire to participate in the GUARANTEED Admissions Program at the time of their matriculation. However, students must sign up for the GUARANTEED Admissions Program prior to completing the maximum of sixty (60) semester hours at ACC (beyond development courses). Those students identified as eligible to participate in this GUARANTEED Admissions Program are conditionally accepted at CC. In accordance with Federal Financial Aid requirements, all admitted students must have a high school diploma, General Educational Development (GED) certificate, or complete a high school education in a home school setting approved under state law.

Students who satisfy the requirements of the GUARANTEED Admissions Program are eligible for the following:

- A. Admission to CC's School of Undergraduate Studies provided they complete an associate degree program or a minimum of sixty (60) semester hours at ACC and meet the requirements of the GUARANTEED Admissions Program.
- B. Students fulfilling the requirements of the GUARANTEED Admissions Program at ACC will continue in their designed bachelor's degree programs at CC may be eligible for junior status.
- C. Students fulfilling the requirements of the GUARANTEED Admissions Program at ACC who elect to change their programs of study at CC will be required to meet the requirements of the new major.

II. Student Information Sharing

ACC and CC agree to share information about participating students as set forth in this section, to the extent permitted under applicable state and federal laws and institutional policies regarding confidentiality and student records. This exchange will allow ACC and CC to provide students with the broadest range of academic choices and support services, thereby creating an environment conducive to academic success. Information sharing between ACC and CC shall be subject to the following:

- A. ACC shall inform students seeking enrollment at ACC about the GUARANTEED Admissions Program. At the time a student is accepted into the GUARANTEED Admissions Program, the student will be given the opportunity to grant written permission for ACC and CC to share with each other, on a confidential basis, essential information about the student in order to facilitate effective advising and assist in the

evaluation of the GUARANTEED Admissions Program.

- B. To the extent permissible under applicable law, ACC and CC shall share information, including but not limited to names, addresses, major choice and academic progress, including cumulative grade point average and credits attempted, for GUARANTEED Admissions students.
- C. CC agrees to provide information on the GUARANTEED Admissions Program to applicants to CC who are offered admission to CC if the applicant is deemed to be potentially suitable for participating in the GUARANTEED Admissions Program.

III. Advising and Communicating with Students

The GUARANTEED Admissions Program emphasizes collaborative communication with participating students and GUARANTEEDly supported advisement of students who will be enrolling in a baccalaureate degree program through the GUARANTEED Admissions Program.

- A. CC and ACC will develop program-advising materials. These materials will be provided by CC. These materials will be available to ACC and CC and will be distributed to advisors and participating students. CC and ACC will notify each other of changes in programs and/or curricula.
- B. The offer of admissions from ACC and a conditional offer of admission from CC received by a GUARANTEED Admissions student will be written and signed by the appropriate admissions officers at CC and ACC. These admissions materials will identify the individuals responsible for administering the GUARANTEED Admissions Program at the respective colleges.
- C. CC will undertake reasonable efforts to offer advising, registration and enrollment information sessions for GUARANTEED Admissions students on the ACC campus. It is recommended that the ACC student seeks advising within the first year at ACC with regards to their academic program to ensure maximum transfer credit before transferring to CC.
- D. ACC students are encouraged to complete their associate's degree at their college prior to transferring to CC.
- E.

IV. Implementation and Oversight of the Agreement

Updated 9/24/14

The respective Transfer Counselor of ACC, Director of the CC Springfield Regional Center or other person(s) as designated by the respective College presidents will provide the implementation and oversight of this Agreement.

The designees will monitor, evaluate and, when necessary, modify the administration of this GUARANTEED Admissions Agreement. In addition, the designees will develop guidelines addressing such issues as: advisement and enrollment processes, procedural timelines, exchange of information between institutions, and evaluation and assessment of the program.

Inter-institutional and student disputes relating to this GUARANTEED Admissions Agreement will be handled pursuant to each college's existing student grievance procedure. Each institution reserves final decision-making authority with respect to any such discipline in relation to the institution and neither can bind the other to a resolution of a dispute.

This GUARANTEED Admissions Program Agreement may be terminated by either party upon written notice to the other to take effect in the semester following this notice. In the event of the termination of this Agreement, no student who has been accepted under this GUARANTEED Admissions Program shall be prejudiced thereby. Such students shall be permitted to complete the program in full according to the terms of this Agreement.

The initial term of this GUARANTEED Admissions Agreement shall be five years unless either party delivers to the other party written notice of non-renewal at least twelve months prior to the end of the then current term. Renewal of the GUARANTEED Admissions Agreement will be evaluated at the end of the initial term.

Amendments to this GUARANTEED Admissions Agreement may be made upon written agreement of both schools' Presidents and their designees. Such amendments will not affect currently admitted students unless such is necessitated by changes mandated by state or federal laws and/or accrediting organizations of licensing agencies or boards.

V. Further Understandings

- A. A student participating in the GUARANTEED Admissions Program who subsequently transfers to an institution other than CC shall no longer be eligible to participate in the program. If, however, a student transfers and then returns to ACC prior to completing the associate degree or a minimum of sixty (60) semester hours, the student may continue participating in the GUARANTEED Admissions Program.

- B. In order to encourage students who were academically suspended, or who otherwise leave CC while not in good academic standing, to consider the educational opportunities at ACC, CC agrees to undertake reasonable efforts to provide ACC with names, addresses and other pertinent academic records of such students who grant permission for the release of this information.
- C. For students interested in earning a graduate degree, they may apply for acceptance into the Cambridge College's Graduate Schools of Education, Psychology and Counseling or Management. Upon submitting their application and transcripts for their undergraduate program (BS/BA), the student may also submit a completed graduate application and essay, two letters of recommendation and a current resume for the program of their choice. Upon successful completion of the undergraduate program, the student will be notified of the decision regarding acceptance into the graduate school by the graduate admissions office. Graduate programs offered at CC include:

Graduate School of Education – Counseling/Psychology

- Master of Education – Addiction Studies
- Master of Education – Counseling Psychology
- Master of Education – Marriage & Family Therapy (LMHC, LMFT)
- Master of Education – Mental Health Counseling (LMHC, LPC)
- Master of Education – Psychological Studies
- Master of Education – School Adjustment Counseling (LMHC, DESE)
- Master of Education – School Guidance Counseling (DESE)
- Master of Education – Trauma Studies

Graduate School of Education - Teaching

- Master of Education – Autism/Behavior Analyst
- Master of Education – Early Childhood Teacher (initial license)
- Master of Education – Early Education and Care
- Master of Education – Elementary Teacher (initial and professional license)
- Master of Education – Interdisciplinary Studies
- Master of Education – Library Teacher (initial license)
- Master of Education – Special Education (initial and professional license)

Graduate School of Management

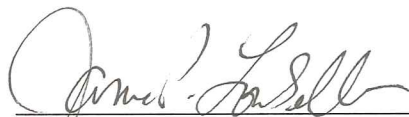
- Master of Management – Business Management
- Master of Management – Health Care Management

D. Notwithstanding any other provision of this Agreement, the GUARANTEED Admissions Program does not:

1. Preclude ACC or CC from entering into similar agreements with other institutions of higher education.
2. Replace, alter, or abrogate other existing articulation agreements.
3. Prevent CC from admitting ACC students through existing admissions processes.
4. Limit CC or ACC from eliminating a school, department, division or degree program.
5. Waive any program or licensing requirements.
6. Ensure eligibility for Federal, State, or institutional financial assistance except as might be otherwise noted in this Agreement.
7. Provide any guarantees or representations regarding tuition rates or fees at either CC or ACC.
8. Include as eligible to participate in this GUARANTEED Admissions Program any student who before matriculation at ACC was enrolled – whether full-time or part-time – at CC.

This GUARANTEED Admissions Agreement is hereby accepted on behalf of Asnuntuck Community College and Cambridge College by the following undersigned:

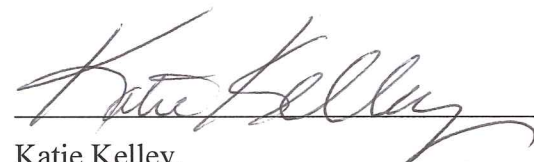
For Asnuntuck Community College:



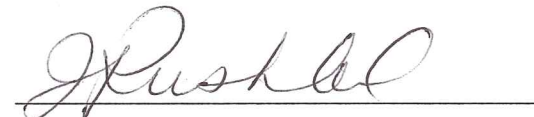
James Lombella, M.M.,
President



Barbara W. McCarthy, Ph.D.,
~~Michael Stepanowicz~~
Dean of Academic Affairs



Katie Kelley,
Dean of Student Services



Jill Rushbrook,
Director of Counseling

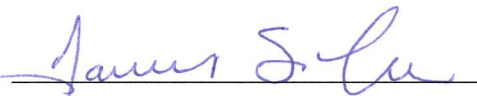
For Cambridge College:



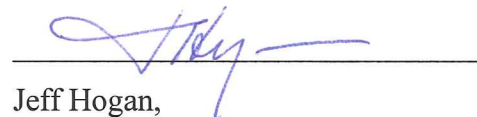
Deborah Jackson,
President



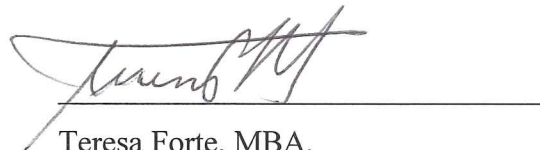
Elwood Robinson, Ph.D.,
Provost and Vice President for
Academic Affairs



James Lee, M.A.,
Dean, School of Undergraduate Studies



Jeff Hogan,
Coordinator of Academic Advising



Teresa Forte, MBA,
Director, Springfield Regional Center