



**DUAL ADMISSIONS TRANSFER AGREEMENT  
BETWEEN  
LEHIGH CARBON COMMUNITY COLLEGE  
AND  
ALVERNIA UNIVERSITY**

**Preface**

Lehigh Carbon Community College (LCCC) and Alvernia University (Alvernia) enter into this Dual Admissions Transfer Agreement (Agreement) to facilitate the transfer of LCCC students to Alvernia's Baccalaureate Degree Programs. This Agreement applies to students who enter Alvernia as full-time or part-time undergraduate students.

**Dual Admissions**

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

1. Earn a high school diploma or its equivalent prior to attending Alvernia;
2. Submit a Dual Admissions Intent Form before completion of no more than 45 college level credits from all colleges/universities attended;
3. Graduate from LCCC 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 cumulative GPA of 2.0 for Accelerated Baccalaureate and Online Programs (through Adult Education Admissions) and 2.5 for Traditional/Residential Baccalaureate Programs. (Please see below and Appendix A for a list of approved programs of study included in this Agreement);
4. Complete Alvernia's admissions application ideally prior to earning 45 credits at LCCC, or at least three months prior to the start of the semester in which they plan to begin their studies at Alvernia, and satisfy all other regular Alvernia admissions requirements;
5. Not attend another institution of higher education between the time they graduate from LCCC and enroll at Alvernia;
6. Enroll at Alvernia within one year of LCCC graduation.

Students who have previously matriculated to Alvernia are not eligible for Dual Admissions to Alvernia but are encouraged to apply as a transfer or re-entry student to Alvernia.

There is no obligation on the part of the Dual Admissions LCCC student if they decide not to transfer to Alvernia.

Once students submit their Dual Admissions Intent Form, they are strongly encouraged to meet with an Alvernia Transfer Admissions Representative and/or an LCCC Academic Advisor to develop a course taking strategy to maximize course transferability.

LCCC graduates entering Alvernia under the terms of this Agreement go through the normal Alvernia transfer admissions process and therefore must meet all applicable Alvernia requirements and deadlines pertaining to application for admission, orientation, registration, and payment of tuition and fees. They will abide by the policies and procedures, and any revisions thereof that apply to all Alvernia 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 Alvernia. Alvernia will need official transcripts for evaluation of credit from 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. Graduates of approved LCCC A.A., A.S., and A.A.S. degrees and who transfer to Alvernia will be waived from placement tests under this agreement.
3. The maximum number of semester hours that can transfer to Alvernia is 75. Students enrolled in an undergraduate program of study at Alvernia are required to complete a minimum of 123 credits with a residency credit minimum of 45 of the last 60 credits; at least half of the requirements in the major or area of specialization must be taken with Alvernia. Incoming RN-BSN students may transfer up to 90 semester hours with a residency credit minimum of 31 credits.
4. A full-time student admitted with third year (junior) status to Alvernia will be able to complete a bachelor's degree at Alvernia in two years (fall/spring/summer semesters) provided the student completes the appropriate associate degree at LCCC and appropriately sequences their remaining course work at Alvernia.
5. Under this Agreement, Alvernia guarantees that all LCCC credits (except online lab courses) from LCCC programs of study listed in this Agreement will fulfill general education, elective, or major requirements in the corresponding Alvernia major that the LCCC transfer student wishes to pursue.
6. Students who have pursued a LCCC associate degree study other than those designated in this Agreement and who wish to transfer to Alvernia may still be considered for admission on an individual basis and their credits will be evaluated on a course-by-course basis.

### **Financial and Scholarship Incentives**

To assist LCCC graduates to transfer to Alvernia, Alvernia agrees to the following:

1. **Application Fee:** Alvernia will waive the application fee for students who apply at Alvernia pursuant to this Agreement.
2. **Academic Scholarships:** Alvernia will award academic scholarships annually to all LCCC graduates admitted to Alvernia pursuant to this Agreement. All scholarships may be renewed each year contingent upon the students submitting their FAFSA and remaining in good academic standing at Alvernia.

***Traditional/Residential Programs (in Reading, PA):*** The following scholarships are given to qualified full-time undergraduate day-time students transferring from LCCC for work toward their first bachelor's degree. Cumulative GPA includes LCCC and any other colleges/universities attended:

- **Provost Scholarship:** \$21,000 scholarship = **member of Phi Theta Kappa** or non-PTK student with final cumulative GPA of 3.5 or higher.
- **Bernardine Scholarship:** \$19,000 scholarship = final cumulative GPA between 3.25 and 3.49.
- **Dean Scholarship:** \$17,000 scholarship = final cumulative GPA between 3.0 and 3.24.
- **Transfer Scholarship:** \$15,000 scholarship = final cumulative GPA between 2.5 and 2.99.

In addition to the scholarships noted above, Alvernia's Traditional/Residential Programs also offers the following:

- **Alvernia Connects with Transfers** - \$1,000 scholarship for all transfer students who have filed the FAFSA (by date provided) and accepted admissions into Alvernia's Traditional/Residential Programs with at least a 3.0 final cumulative GPA

***Accelerated Baccalaureate Degree Programs (Main Campus in Reading or other On-site Regional Campus):*** All adult/non-traditional learners receive discounted tuition however qualified students will also receive the following:

- **Dual Admissions Scholarship:** \$1,000/year  
Awarded to dual admissions students who enroll at the Reading Main Campus or other On- site Regional Campus, at half-time or full-time enrollment, as a one-time award for their first year (or first two consecutive semesters).
- **Phi Theta Kappa Scholarship:** \$1,000/year  
Awarded to students holding current membership in PTK for continuous for full-time enrollment for up to 4 semesters and requires maintaining a 2.0 GPA.
- **PA Community College Transfer Award:** up to \$2,000 total for 4 semesters (\$500 each semester)  
Awarded to transfer students with a final minimum cumulative LCCC GPA of at least 2.0 and who enroll in at least half-time continuous enrollment.

\*\*\*If a student is enrolled FULL-TIME at Alvernia, they would qualify for both the PA Community College Transfer Award and the PTK Scholarship. A student will ALSO qualify for the Dual Admissions Scholarship IF the student declares Dual Admission with Alvernia before completing no more than 45 college-level credits from all colleges/universities attended.

3. **Financial Aid:** All students will be provided with Alvernia financial aid information and receive full consideration for Alvernia financial aid upon matriculation at Alvernia.
  - Financial Aid will be awarded to transfer students on the same basis as all Alvernia 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.

## **Programs of Study:**

### **Traditional/Residential Programs**

Addictions and Mental Health Treatment  
Athletic Training (5-year Master's Degree)  
Biochemistry  
Biology  
Biology-Medical Laboratory Science  
Business  
    \*Accounting  
    \*Economics  
    \*Finance  
    \*Healthcare Administration  
    \*Human Resource Management  
    \*Management  
    \*Marketing  
    \*Sport Management  
Chemistry  
Communication  
Computer Science  
Criminal Justice Administration  
Digital Media Marketing  
English  
Early Childhood Education  
Engineering  
Environmental Science  
Forensic Science  
General Science  
Healthcare Science  
History  
Liberal Studies  
Mathematics  
Nursing  
Occupational Therapy (5-year Master's Degree)  
Philosophy  
Physical Therapy (6-year Doctoral Degree)  
Political Science  
Psychology  
Social Work  
Theatre  
Theology

### **Key**

\* = Concentration

### **Accelerated Baccalaureate (Adult Evening) Degree Programs**

Addictions and Mental Health Treatment  
Business  
    \*Accounting  
    \*Finance  
    \*Healthcare Administration  
    \*Human Resource Management  
    \*Management  
    \*Marketing  
Communication  
Criminal Justice Administration  
Healthcare Science  
Liberal Studies  
RN to BSN Completion Program  
Social Work

### **Online**

Addictions and Mental Health Treatment  
Business Management  
Communication  
Criminal Justice Administration  
Healthcare Administration  
Healthcare Science  
Psychology  
RN to BSN Completion Program

## **The Agreement**

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

### **Obligations of Alvernia University:**

1. Participate in student outreach (e.g.: transfer fairs, LCCC campus visits, virtual open houses, etc.) at least twice each fall and spring semester.
2. Invite LCCC students to an informational meeting with Alvernia faculty and staff on a regular basis at both LCCC and Alvernia in order to facilitate smooth curricular and co-curricular integration into Alvernia.
3. Send an Alvernia University Letter of Acceptance to all LCCC students who complete an application and who meet the conditions set forth in this Agreement. LCCC students who complete the Alvernia University Application will be required to follow and satisfy all Alvernia degree requirements, as stated in Alvernia's Undergraduate Catalog, that are in effect at the time of the application signing and submission to Alvernia University.

For Traditional/Residential Baccalaureate Programs, students must confirm their intention to matriculate at Alvernia by submitting a deposit by May 1<sup>st</sup> for the fall semester, and by October 1<sup>st</sup> for the spring semester, and satisfy all other regular Alvernia admissions requirements.

4. Send students from the Lehigh, Carbon, and Schuylkill Counties who apply but are not admitted to Alvernia a letter encouraging them to attend and earn an appropriate associate degree from LCCC so as to take advantage of the benefits of this Agreement. Include contact information to LCCC's Admission Department: [admissions@lccc.edu](mailto:admissions@lccc.edu), 610-799-1575.

LCCC will receive a list from Alvernia of students denied and sent this letter so that they can follow up with the students. The denied students list will be sent via email to LCCC's Executive Director of Enrollment.

5. Encourage LCCC transfer students to complete the appropriate associate degree before matriculation to Alvernia in order to take advantage of this Agreement. If the LCCC student chooses to transfer and matriculate to Alvernia before completion of the associate degree, Alvernia will encourage reverse transfer. Alvernia will develop a reverse transfer credit process, which must be mutually agreed upon by both Alvernia and LCCC that includes methodology to notify and assist students with this reverse transfer benefits.
6. Ensure that LCCC students who matriculate to Alvernia under the terms of this Agreement are afforded all of the rights and privileges that are extended to all Alvernia students.
7. Provide equal on-campus housing opportunities for LCCC students covered by this Agreement, at the Alvernia's Main Campus in Reading, PA. Students who transfer under this Agreement are eligible for housing on the same basis as native Alvernia students with junior status.

### **Obligations of Lehigh Carbon Community College:**

1. Publicize this Agreement to prospective students in its promotional literature, social media and website.
2. Make arrangements for Alvernia recruiters to visit LCCC and/or to participate in student outreach (e.g.: transfer fairs, LCCC campus visits, virtual open houses, etc.).
3. Inform qualified students matriculating at LCCC of the opportunity for Dual Admissions transfer to Alvernia under the terms of this Agreement.

4. Invite enrolled LCCC students to participate in this Agreement through the submission of a Dual Admissions Intent Form before completion of the credit limits.
5. Send Alvernia any Dual Admissions Intent Forms submitted to LCCC advisors or counselors.
6. Provide information on the Alvernia dual admissions, academic, and admissions requirements online. 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 Alvernia and LCCC will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both LCCC and Alvernia sign the revised document.
2. Collaborate in providing students with information and academic advising about this Agreement, Alvernia's academic requirements, and the process of transferring to Alvernia and financial aid eligibility remaining to complete degree.
3. Develop and implement advertising and promotional efforts to communicate the benefits of this Agreement.
4. Provide direct links between Alvernia and LCCC websites.
5. Designate a representative or representatives who will coordinate this Agreement between the two institutions.
6. Facilitate and support consultation and collaboration between faculties from both institutions to review this Agreement as pertaining to general education/core requirements, degree requirements, and other academic matters that pertain to the maintenance of student satisfactory academic progress.
7. Conduct periodic reviews of course-to-course equivalencies and the applicability of those equivalencies to specific academic programs at LCCC and Alvernia.
8. Develop program-to-program curriculum Transfer Guides that specify for LCCC transfer students the LCCC courses that satisfy major requirements needed for degree completion at Alvernia. To facilitate this, LCCC and Alvernia agree to finalize program-to-program transfer guides no later than 3 months from the signing of this Agreement.
9. 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.
10. The 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**

The Senior Vice President and Provost at Alvernia University and the Vice President for Academic Services and Student Development at Lehigh Carbon Community College or their designees, are responsible for identifying, and communicating changes in the policies or requirements of their respective institutions that affect 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.

This Agreement will be in effect as of the date of its signing, for students entering Alvernia on or after Fall 2022, and will continue in effect for five (5) years unless otherwise modified or terminated in accordance with this Agreement. Either institution may terminate this Agreement at any time by written notice at least one year in advance of the effective date of termination. Should this Agreement be terminated, it is understood that students already accepted to Alvernia through the effective date of termination will continue to receive the benefits articulated in this Agreement.

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 LCCC into Alvernia, and to expand their opportunities for academic success there, is indicated by the following signatures.

The undersigned representatives of the parties, Lehigh Carbon Community College and Alvernia University, have executed this Agreement on the date indicated below:

**FOR LEHIGH CARBON COMMUNITY COLLEGE:**

Ann Bieber Date: Dec 6, 2022

Ann D. Bieber, Ed.D.  
President

Larissa M. Verta Date: Jan 4, 2023  
Larissa M. Verta (Jan 4, 2023 10:57 EST)

Larissa Verta  
Vice President for Academic Services and Student Development

**FOR ALVERNIA UNIVERSITY:**

John R. Loyack Date: Jan 4, 2023  
john loyack (Jan 4, 2023 16:13 GMT)

John R. Loyack  
President

G. Fitzgerald Date: Jan 5, 2023  
G. Fitzgerald (Jan 5, 2023 14:52 EST)

Glynis Fitzgerald, Ph.D.  
Senior Vice President and Provost














# AU\_LCCC\_Dual Admission Agreement

Final Audit Report

2023-01-05


Created:	2022-12-06
By:	Linda Spangenberg (linda.spangenberg@alvernia.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_nkgMz1TTZmMYVgVFIWFb1FPOQX2RAKs

## "AU\_LCCC\_Dual Admission Agreement" History

-  Document created by Linda Spangenberg (linda.spangenberg@alvernia.edu)  
2022-12-06 - 7:02:56 PM GMT- IP address: 192.12.221.51
-  Document emailed to Ann Bieber (abieber@lccc.edu) for signature  
2022-12-06 - 7:13:18 PM GMT
-  Email viewed by Ann Bieber (abieber@lccc.edu)  
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-  Document e-signed by Ann Bieber (abieber@lccc.edu)  
Signature Date: 2022-12-06 - 10:15:41 PM GMT - Time Source: server- IP address: 204.186.241.170
-  Document emailed to lverta@lccc.edu for signature  
2022-12-06 - 10:15:42 PM GMT
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2022-12-07 - 5:32:17 AM GMT- IP address: 104.28.55.240
-  New document URL requested by lverta@lccc.edu  
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-  Email viewed by lverta@lccc.edu  
2023-01-04 - 3:56:31 PM GMT- IP address: 74.125.151.139
-  Signer lverta@lccc.edu entered name at signing as Larissa M. Verta  
2023-01-04 - 3:57:39 PM GMT- IP address: 204.186.241.170
-  Document e-signed by Larissa M. Verta (lverta@lccc.edu)  
Signature Date: 2023-01-04 - 3:57:41 PM GMT - Time Source: server- IP address: 204.186.241.170
-  Document emailed to john loyack (john.loyack@alvernia.edu) for signature  
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 Document e-signed by john loyack (john.loyack@alvernia.edu)


Signature Date: 2023-01-04 - 4:13:36 PM GMT - Time Source: server- IP address: 185.40.126.4

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2023-01-04 - 4:13:37 PM GMT

 Email viewed by glynis.fitzgerald@alvernia.edu

2023-01-05 - 7:52:13 PM GMT- IP address: 192.12.221.50

 Signer glynis.fitzgerald@alvernia.edu entered name at signing as G. Fitzgerald

2023-01-05 - 7:52:35 PM GMT- IP address: 192.12.221.50

 Document e-signed by G. Fitzgerald (glynis.fitzgerald@alvernia.edu)

Signature Date: 2023-01-05 - 7:52:37 PM GMT - Time Source: server- IP address: 192.12.221.50

 Agreement completed.

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