

Approved by the  
Richmond Community College  
Board of Trustees  
Date: 4/2/13  
William D. Morris

## Dual Enrollment Agreement/Reverse Transfer between The University of North Carolina at Pembroke and Richmond Community College

With this agreement, The University of North Carolina at Pembroke and Richmond Community College establish a dual enrollment program. The purpose of this program is to allow students to enroll at both institutions simultaneously in order to make the transfer process seamless. Additionally, this agreement will be a catalyst for student success in completing both the associate and bachelor degrees in the most efficient and timely manner. Both institutions are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

### Policies on the Acceptance of Academic Credit

- Students taking courses from UNC Pembroke and Richmond Community College will be awarded an associate's degree (Associate of Arts, Associate of Science, or Associate of Applied Science) from Richmond Community College and a bachelor's degree from UNC Pembroke. Students seeking to receive an associate's degree from Richmond Community College must complete 25% or more of the credits earned through direct instruction at Richmond Community College. Students seeking to receive a bachelor's degree from UNC Pembroke must complete 25% or more of the credits earned through direct instruction at UNC Pembroke.
- UNC Pembroke will accept as transfer credit an associate degree (up to sixty-four hours of credit) from Richmond Community College. At least sixteen hours of credit earned for the associate degree (25%) Richmond community College must have been completed in residence at RCC.
- Until a student reaches sixty (60) semester hours of credit, Richmond Community College will be considered the student's "home institution." Once the sixty hour threshold has been met, the University of North Carolina at Pembroke will become the student's home institution. For students who qualify for financial aid, regardless of the number of hours completed, UNC Pembroke will process and disburse aid during terms in which the student is registered at both institutions simultaneously. During terms in which the student is registered at only one institution, that institution will be responsible for processing and disbursing financial aid.
- Each institution will examine courses transferred to ensure they meet the institution's requirements and the requirements of SACSCOC *The Principles of Accreditation*. All courses transferred or transcribed by UNC Pembroke and Richmond Community College will be courses specified in the Common Articulation Agreement (CAA) between the University of North Carolina and the North Carolina Community System or in bilateral articulation agreements between UNC Pembroke and Richmond Community College.
- UNC Pembroke and Richmond Community College record on the academic transcripts the name of the institution from which the course is taken. Both institutions transcript credit from the host as clearly marked "transfer" credit. Credit being awarded under this agreement does not differ from credit awarded under any bilateral agreements that are in existence or under the Comprehensive Articulation Agreement that exists between the University of North Carolina System and the North Carolina Community College System.
- All courses being offered through the dual enrollment agreement that are available to students at UNC Pembroke are reflected accurately in the UNC Pembroke catalog and those that are available to students at Richmond Community College are reflected accurately in the Richmond Community Catalog. The CAA lists all courses that are

---

acceptable for transfer as part of the general education core from a North Carolina community college to a UNC institution.

### **Educational Outcomes**

- The CAA ensures that the educational outcomes of the majors or concentrations of the AA and AS degree from North Carolina Community Colleges are comparable to those of UNC institutions to which the credit can be transferred. The underlying concept of the CAA is that competencies and understandings developed by general education programs as a whole are more important than individual courses; therefore, the block transfer of a core is important. Within the general education core, community colleges must include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.
- The bilateral agreements between UNC Pembroke and Richmond Community College, developed by faculty and administrators at the respective institutions, ensure that the educational outcomes of the majors or concentrations of the AAS degrees from Richmond Community College are comparable to the bachelor's degrees at UNC Pembroke to which the credit can be transferred.

### **Faculty Participation in the Evaluation of Credit**

- Qualified faculty at UNC Pembroke and Richmond Community college participate in the reviewing and evaluating of the academic credit awarded. The course equivalencies in the articulation agreements have been determined by faculty in academic departments at UNC Pembroke and Richmond Community College. UNC Pembroke and Richmond Community College regularly review and revise its bilateral articulation agreements. These revisions involve departmental faculty and administrators at both institutions.

### **Faculty Credentials**

- The CAA and the bilateral articulation agreements between UNC Pembroke and Richmond Community College specify that all courses designated as approved for college transfer under these agreements will be taught by faculty who meet credential requirements of the Southern Association of Colleges and Schools Commission on Colleges. The University of North Carolina at Pembroke adheres to faculty competence requirements as specified in Comprehensive Standard 3.7.1 of the SACSCOC *Principles of Accreditation* and to the SACSCOC "Faculty Credentials Guidelines." When determining acceptable faculty qualifications, the University gives primary consideration to the highest degree earned in the discipline. The University requires faculty teaching courses in the General Education Program or in baccalaureate degree programs to hold a doctorate or master's degree in the teaching discipline or a master's degree with a concentration (eighteen graduate semester hours minimum) in the teaching discipline. The University also considers other demonstrated competencies and achievements, including, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, and continuous documented excellence in teaching. Department Chairs are expected to provide written justifications for the employment of faculty who do not have the required academic
-

credentials but who are qualified to teach in academic programs by virtue of other demonstrated competencies and achievements.

- In accordance with Comprehensive Standard 3.7.1 of the SACSCOC *Principles of Accreditation* and "Faculty Credentials Guidelines," Richmond Community College requires faculty teaching associate degree courses designed for transfer to a baccalaureate degree to have a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree must have a bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

### **Compliance with Accreditation Requirements**

- The University of North Carolina at Pembroke and Richmond Community College assume responsibility for ensuring that SACSCOC has timely access to each institution's materials, physical site(s), and personnel in conjunction with accreditation activities. UNC Pembroke and Richmond Community College have considered all applicable accreditation standards (as contained in *The Principles of Accreditation*) and policies that affect the implementation of this dual enrollment agreement. Both institutions meet the provisions of Comprehensive Standard 3.4.4 (Acceptance of Academic Credit) of *The Principles of Accreditation* regarding the assumption of responsibility for the academic quality of any course work or credit recorded on each institution's transcript.

### **Enrollment Procedures**

- As stated above, this agreement applies to college transfer programs (Associate in Arts and Associate in Science) and Associate in Applied Science programs. Students from Richmond Community College who are interested in pursuing a bachelor's degree at UNC Pembroke will apply through usual channels to UNCP, expressing their interest in the Dual Enrollment plan.
- Upon receiving admission to the University of North Carolina at Pembroke, students will be considered "dual enrolled," and they will receive a degree plan that will specify the courses required at each institution, with the equivalent courses noted. Participating students will be able to take courses at both institutions simultaneously and will be assigned an advisor at each school.
- To initiate the dual enrollment process, students will complete an *Application for Admission* to the University of North Carolina at Pembroke as well as a *University of North Carolina at Pembroke –Richmond Community College Dual Enrollment / Financial Aid Consortium Agreement* form. Students must obtain signatures from Richmond Community College officials and submit the dual enrollment agreement form prior to their first semester of enrollment. Applicants for this program must meet regular transfer admission requirements to UNC Pembroke in order to become a dual enrollment participant. Students who do not meet these requirements will have their admission deferred and will be given guidance from the UNCP Office of Undergraduate Admission regarding their next steps toward acceptance. Their application fees will remain active for 24 months; although an updated application form will be required if they are not admitted within 12 months of initial application. Once admitted to the program, the dual enrolled student will be eligible to re-enroll in subsequent semesters, as long as he or

she enrolls in at least one course per semester at the University of North Carolina at Pembroke or Richmond Community College,

- A student who does not sustain continuous enrollment at the University of North Carolina at Pembroke or Richmond Community College will need to reapply for admission and re-submit the Dual Enrollment Application. Additionally, students must maintain a normal course load limit between both institutions. Having been a dual enrolled student previously *does not guarantee* readmission to this program. Students are expected to meet satisfactory academic progress requirements at each school and, if placed upon academic suspension, will lose their dual enrolled status.
- Students will also be responsible for fulfilling financial obligations of each institution to include tuition and related fees. Students who qualify for financial aid will receive financial aid funds from their home institution. Until a student reaches sixty (60) semester hours of credit, Richmond Community College will be considered the student's "home institution" and Richmond Community College will be the primary distributor of aid. Once the sixty hour threshold has been met, the University of North Carolina at Pembroke will become the student's home institution. For students who qualify for financial aid, regardless of the number of hours completed, UNC Pembroke will process and disburse aid during terms in which the student is registered at both institutions simultaneously. During terms in which the student is registered at only one institution, that institution will be responsible for processing and disbursing financial aid.

The agreement establishing this dual enrollment program between The University of North Carolina at Pembroke and Richmond Community College will be effective as of **April 15, 2013**.

Appended to this agreement are dual enrollment checklists and a copy of the *University of North Carolina at Pembroke –Richmond Community College Dual Enrollment / Financial Aid Consortium Agreement*.

Each party has caused this Agreement to be executed by its authorized representatives;

University of North Carolina at Pembroke

Richmond Community College

---