

**Direct Admissions Agreement**  
**between**  
**Roanoke College**  
**and**  
***[Partner Community College]***  
**for the**  
**Rapid Maroons Program**

### **Introduction**

The *Rapid Maroons Program* (hereafter referred to as the Program) is a partnership between Roanoke College (RC) and *[partner community college]*, whereby *[partner community college]* students interested in RC (“Program Students”) may have access to joint advising and a selection of student activities at RC while they enroll in classes at *[partner community college]*. The Program will help to prepare Program Students to meet RC’s academic requirements for transfer, while enabling them to be integrated into the community of student life both at *[partner community college]* and at RC. Students who complete the program will be directly admitted to RC with no need for additional application.

### **Purpose**

The Program will be jointly administered by RC and *[partner community college]* as a source of enrollment growth and degree attainment for both institutions.

Program Students will enjoy many privileges and opportunities available to RC students, such as clubs and organizations, and athletic, artistic, and community events. Program Students will be enrolled in classes at *[partner community college]*, where they will be offered support services, and enjoy activities and events afforded to *[partner community college]* students.

### **Admittance to the Program**

Any *[partner community college]* student interested in RC is welcome to join the Program. Those students who choose to join shall be considered Program Students. Students will declare a curricular program at RC and will complete their associate degrees from *[partner community college]*. A FERPA release for the joint sharing of student information shall be completed upon acceptance into the Program. The Institutions agree to work towards a process to exchange student transcripts.

### **Finances**

*[Partner community college]* will process and disburse Program Students’ financial aid, and will assess charges, generate bills, and collect payment for *[partner community college]* tuition and mandatory fees. Financial Aid will only cover *[partner community college]* tuition and fees. RC will bill Program Students directly for relevant RC student orientation and activity fees. Program Students will be counted by *[partner community college]* for IPEDS and SCHEV enrollment reporting, and *[partner community college]* will process and issue Program Students’ 1098-T forms.

The following *[partner community college]* tuition and fees will be charged to Program Students by *[partner community college]* and paid to *[partner community college]*:

- Tuition and Mandatory E&G Fee
- Mandatory Non-E&G Fees (Student Activities, Facilities, and Parking/Transportation)
- Capital Fee (applicable to out-of-state students only)
- Individual Course Fees (as applicable)
- Any future mandatory fees approved by the State Board for Community Colleges

The following RC fees will be charged to Program Students and retained by RC:

- Rapid Maroons Program Participation Fee (for Program Students choosing to participate in student activities at RC)

Additional fees or fines that may be imposed on other students at either *[partner community college]* or RC may be assessed as applicable against Program Students.

If a Program Student has been approved to enroll in an RC course to fulfill a requirement in their *[partner community college]* program, RC tuition rates and related mandatory fees will be charged to the Program Student by RC and retained by RC. Program Students follow the RC payment schedule (to include drop, late payment fee, etc.). The parties agree to work in good faith in a flexible manner to adapt the Program as facts and circumstances evolve, especially in year one of the Program. Program Students will follow the *[partner community college]* withdrawal schedule.

Program Students receiving financial aid at *[partner community college]* may submit a consortium agreement to have the approved RC course(s) count toward their financial aid enrollment status at *[partner community college]*. Approved RC courses must meet program requirements at *[partner community college]*. *[Partner community college]* is the home school and RC is the host school for financial aid purposes until the Program Student completes their *[partner community college]* program of study or enrolls as a degree seeking student at RC.

For classes taken at RC under a consortium agreement, RC will bill the Program Student directly for tuition and fees. It is the Program Student's responsibility to pay RC directly.

An analysis of the billing process will be performed upon completion of the spring term to determine the viability of this process in the future.

### **Student Affairs**

Program Students will be allowed to participate in a variety of clubs, organizations, and sports at both RC and *[partner community college]*, excluding intercollegiate or club sports or Greek life at RC.

### **Academic Affairs (advising, course schedules, reverse transfer)**

Program Students will receive advising services from RC and *[partner community college]*. Based upon the desired major at RC, tailored schedules may be provided to Program Students during advising with their RC advisor. Program Students will enroll in *[partner community college]* classes. The collaboration between *[partner community college]* and

RC will allow Program Students to make progress in their intended RC major during their time at *[partner community college]* while preparing to enroll in classes at RC.

Program Students may be placed into developmental coursework to help improve their writing and math skills at *[partner community college]*; this coursework does not transfer to RC. Additionally, RC and *[partner community college]* will provide the following:

- Academic support in the form of subject tutoring and academic coaching;
- Skill development workshops; and
- Accessibility information.

Reverse transfer information will be shared annually between the parties with an automatic award of an associate degree from *[partner community college]* upon the student's successful completion of *[partner community college]* degree requirements.

### **Completion of the Program**

Upon meeting the below requirements, students will be eligible to directly enroll in (RC) courses without needing to reapply.

- Complete an Associate of Arts or Associate of Science degree from *[partner community college]*.
- Have a cumulative grade point average (GPA) of 2.0 or higher.

The student must be in good academic and social standing at *[partner community college]* in order to finish the Rapid Maroons program and be directly admitted to RC. When a student is ready to finish the Program and start at Roanoke College, they must file the "Admission with Advance Standing" form with the Roanoke College Admissions office. Upon verification that the student is in good standing at *[partner community college]*, they will be enrolled as a RC student.

It is strongly recommended that students complete their Associate's degrees at *[partner community college]* before transferring to RC.

### **Student Conduct**

Program Students are expected to follow all student conduct policies of each institution. Should an accusation of violation be made, the institution where the violation occurred will follow their existing process to ensure due process. Information on conduct violations may be shared between institutions without student consent for purposes related to enrollment. When sharing this information the institution must notify the student, provide the student with a copy of the shared records, and give the student an opportunity for a hearing under FERPA.

### **Joint Promotion**

RC and *[partner community college]* will jointly promote the Program on websites and in print material.

### **Support Services (placement testing, orientation, student coding, reports, etc.)**

*[Partner community college]* will follow the VCCS Multiple Measures for Placement policy to determine appropriate Math and English placement. RC and *[partner community college]* will provide a joint student orientation before Program Students' arrival on the campuses. The coding of Program Students in student information systems, such as Colleague, Navigate, and Oracle, to support Program administration will be determined by each party.

*[Partner community college]* and RC agree to share aggregate and student-level data for Program Students.

### **Annual Evaluation**

In the spirit of cooperation, it is understood that both parties will act in good faith to address any extenuating circumstances that may arise over the term of this transfer agreement for items not specifically identified at the time of this document execution. The parties will communicate frequently and adequately to ensure all needs are addressed in a mutually beneficial manner to further the purpose of this program. An annual evaluation will drive continuous improvement of the Program. This evaluation will be directed by representatives at the decision-making level of RC and *[partner community college]*. Both parties may request a more frequent review in response to curricular changes and other institutional changes and conditions.

### **Term and Modification**

This transfer agreement (TA) will be in effect until terminated by either RC or *[partner community college]*. Either party may terminate this TA for cause upon not less than six (6) months written notice to the other party setting forth the cause for such termination. Unless such other party is able to cure such cause during such six (6) month period, this TA shall terminate as of the end of the current Program year. Additionally, either party may terminate this TA without cause by submitting a written notification by July 31, and such termination shall be effective upon the completion of the Program by the Program Students enrolled as of the date of the written notification and no additional students shall be enrolled in the Program after the date of such written notice. For example, if written notification of termination is provided by either party on January 1, 2025, then the effective date of termination will be July 31, 2026, which will allow the Program Students enrolled prior to January 1, 2025 to complete the Program. Any modifications to the TA must be in writing and signed by the parties.

### **Liability**

The parties shall be responsible for any liability arising from the negligent acts or omissions of their respective officers, employees and agents, and retain immunity and all defenses available to them pursuant to Virginia law under this TA. The parties agree not to insure, defend, or indemnify the other party.

### **Limitation of Liability**

In no event shall either party be liable for any consequential, incidental, indirect, special, or punitive damages. The parties shall not be responsible for delays or failures in the performance of

this TA for acts or occurrences beyond the reasonable control of a party, and which could not have been avoided through the exercise of due care.

**Independent Contractors**

Notwithstanding anything herein, the relationship of the Partners to each other is solely that of independent contractors. No Partner shall be considered an employee, agent, partner, or fiduciary of the other, nor shall anything contained in this TA be construed to create any partnership or joint venture between the parties.

**Signa**

By: \_\_\_\_\_

\_\_\_\_\_  
Date

By: \_\_\_\_\_

\_\_\_\_\_  
Date

