

**UNIVERSITY OF CONNECTICUT  
and the  
CONNECTICUT COMMUNITY COLLEGE SYSTEM**

**GUARANTEED ADMISSION PROGRAM  
IMPLEMENTATION GUIDELINES**

**October 5, 2012**

**A. STUDENT ELIGIBILITY**

1. Students who have earned 30 transferable credits or less and are enrolled in the Connecticut Community Colleges. These 30 credits exclude any extraneous credits (e.g. CLEP, Credits by Examination, Tech Prep, DANTES), but may include credits earned through College Board Advanced Placement Examinations; and the University of Connecticut Early College Experience Program. Transfer students to the community colleges may be eligible to participate in the GA Program. GA Program advisors will determine their eligibility.
2. Former UConn degree-seeking students are not eligible to participate in the GA program.
3. Students may enter during either the fall or spring admission cycles.
4. Other eligibility criteria as approved by the GA Program Oversight Committee.

**B. CONDITIONS OF THE AGREEMENT**

1. Minimum 3.0 cumulative grade point average is required for entry into the College of Liberal Arts & Sciences and the College of Agriculture & Natural Resources
2. Minimum 3.3 cumulative grade point average is required for entry into the School of Business. The grade point average will be calculated on all courses taken, including all grades for any repeated courses
3. Students must earn an Associate Degree in a Liberal Arts transfer program.
4. Students must earn the associate degree within five years of their enrollment in the Guaranteed Admission Program.
5. Guaranteed admission to:
  - a. Any College of Liberal Arts & Sciences major;
  - b. The following majors in the College of Agriculture & Natural Resources:
    - i. Agriculture & Natural Resources, Allied Health Sciences, Animal Science, Environmental Sciences, Horticulture, Landscape Architecture, Natural Resources, Nutritional Sciences, Pathobiology, Resource Economics, and Turfgrass and Soil Science
  - c. The School of Business:
    - i. Accounting, Business and Technology, Finance, Health Care Management, Management, Management Information Systems, Marketing, Real Estate and Urban Economic Studies
6. Students will be expected to adhere to the requirements of the catalog in effect when they first enroll in classes at the University. Those who are at a disadvantage due to changes in requirements may petition the dean of their college to substitute other courses for the courses prescribed.

**C. APPLICATION PROCESS**

1. Guaranteed Admission application completed by student and signed by community college counselor. The application will be sent to UConn Undergraduate Admissions Office along with official high school transcript and application fee. If the community college does not possess an official high school transcript, the applicant will be advised to request one to be sent directly by the high school to the University of Connecticut Undergraduate Transfer Admissions Office. The student selects choice of major at the time of application.
2. Student receives letter of admission to the Guaranteed Admission Program upon receipt of the GA Program application by University of Connecticut
3. At the time of application to graduate with associate degree, student must complete and send to UConn:
  - a. the Intent to Enroll form available from community college GA contact
  - b. an official transcript from the community college.
4. Deadlines for submitting Intent to Enroll form are:
  - a. Entering UConn in the Fall by March 1<sup>st</sup>
  - b. Entering UConn in the Spring by October 1<sup>st</sup>
5. Upon receipt of the completed Intent to Enroll form and official community college transcript (as well as official transcripts from any other postsecondary institutions attended), the formal letter of admission to University of Connecticut is sent to the student followed by the transfer credit evaluation .
6. Additionally, student must provide an official, final transcript that reflects final G.P.A. and award of the associate degree before the start of the first semester at UConn
7. If the student has not achieved a 3.0 cumulative grade point average (or a 3.3 cumulative grade point average for the School of Business) at the time of submission of the Intent to Enroll form, the admission decision will be deferred until final semester grades are posted and an official transcript from the community college received.

**D. STUDENT WITHDRAWAL FROM AGREEMENT**

1. The student must submit to Community College program advisor, in writing, statement of withdrawal from the Guaranteed Admission Program, to be forwarded immediately to the Undergraduate Admissions Office at UConn.
2. If the student wishes to apply for regular transfer admission after withdrawal from the Guaranteed Admission Program, the student must submit a regular application and application fee to the University of Connecticut by the appropriate deadline.
3. The student must meet academic criteria for admission to the University of Connecticut.

**E. UConn RESPONSIBILITIES / EXPECTATIONS**

1. Market the GA Program.
2. Update course equivalency database and include in Transfer Admissions website.
3. Each semester send acceptance letters to students admitted to the GA Program with copies to the community college GA contact.
4. Set agenda for and convene Oversight Committee meetings.
5. Provide graduation, retention, grade point average, and academic progress information of GA Program participants to the sending community college.
6. Visit community college campuses to provide information sessions for students and advisors.
7. Supply application materials to community colleges.

**F. COMMUNITY COLLEGE RESPONSIBILITIES / EXPECTATIONS**

1. Outreach/recruitment for GA Program by each individual community college.
2. Identify GA Program contact person as well as Oversight Committee membership by each community college.
3. Electronic transmission of participant information to UConn at the end of each semester (name, major, registration status, credits [cumulative & in progress], & GPA).
4. Provide latest college catalog (or its electronic link) and highlight new/changed courses.

**G. JOINT RESPONSIBILITIES / EXPECTATIONS**

1. Design and maintain GA Program recruitment materials and website.
2. Track students and publish status reports for internal and external audiences.
3. Provide updated information on academic related changes (e.g. course numbering, course content and offerings, programs of study, changes in Gen. Ed., etc).
4. Train GA Program advisors.
5. Evaluate and assess GA Program.
6. Promote faculty- to- faculty interaction between UConn and the community colleges.
7. Develop GA Program Advising Guide.
8. Develop procedures for the electronic transmission of additional enrollment information (e.g. financial and academic transcripts, academic progress data).
9. Develop procedures for creating virtual community for GA students, employing WebCT, social media and other appropriate technologies.

**H. MARKETING & PROMOTION**

1. Oversight Committee develops and edits GA Program recruitment materials and website to maintain consistency and monitor usage.
2. Oversight Committee develops GA Program scholarships.
3. Each institution is responsible for its own publicity concerning GA Program.

**I. OVERSIGHT COMMITTEE PARTICIPATION**

1. One representative or his/her designate from each community college, the UConn Colleges of Liberal Arts& Sciences, Agriculture & Natural Resources, School of Business, and the UConn Office of Undergraduate Admissions.
2. Members include those who effect policy and those involved in policy implementation.
3. Attend meetings as needed at rotating sites.
4. Participate in GA Program activities as appropriate.

**J.     APPENDIX**

**PARTICIPATING COMMUNITY COLLEGES**

1. Manchester Community College
2. Quinebaug Valley Community College
3. Three Rivers Community College
4. Tunxis Community College
5. Northwestern Community College
6. Asnuntuck Community College
7. Capital Community College
8. Naugatuck Valley Community College
9. Middlesex Community College
10. Gateway Community College
11. Housatonic Community College
12. Norwalk Community College

**DEFINITIONS**

***Enrolled***       Formally admitted to a Liberal Arts Transfer Program at the community college and taking prescribed course work

***Transferable***   The ability of a course to transfer to UConn based on comparable academic content