

**Guaranteed Admission Agreement  
And Co-Enrollment Agreement**

**William & Mary  
And  
Virginia Peninsula Community College**

**Beginning: Fall 2025**

**Guaranteed Admission Agreement and  
Co-Enrollment Agreement Between  
William & Mary  
and  
Virginia Peninsula Community College**

To facilitate the admission of Virginia Peninsula Community College [VPCC] students to William & Mary [W&M], the two institutions have entered into an agreement whereby VPCC students may co-enroll in courses at W&M while a VPCC student, and, after achieving a minimum grade point average in these courses, be guaranteed admission as degree candidates to W&M at junior academic status (defined as completing 54 or more credit hours).

**Section I  
Provisions of Co-Enrollment**

**Student Enrollment Requirements**

Up to 15 VPCC students per academic year will be allowed to co-enroll in courses at W&M. Selection will be based on curricular grade point average, coursework, and other relevant criteria. W&M may elect to enroll more than 15 students based on space availability and other criteria mutually agreed upon by both institutions.

**Applicants for co-enrollment must:**

1. Have earned a minimum of 15 general education credits applicable toward the Associate of Arts, Associate of Fine Arts, or Associate of Science degree at VPCC **and** maintain a curricular grade point average of at least 3.4 in those general education courses. W&M will follow VCCS's course repeat policy.
2. Sign a "*Letter of Intent to Matriculate at William & Mary*" acknowledging (a) intent to matriculate; (b) granting both institutions permission to share grades and other academic data, and (c) acknowledge intent to remain continuously enrolled at VPCC until receiving the Associate of Arts and Sciences, Associate of Fine Arts, or Associate of Science degree. Students are bound by requirements in place at the time the Letter of Intent is submitted. Once the Letter of Intent is submitted, students must remain continuously enrolled at VPCC in all non-summer semesters until receipt of the associate degree.

### Course Requirements:

1. Co-enrolled students are limited to a minimum of four and a maximum of five 3- or 4-credit hour courses total at W&M and no more than two 3- or 4-credit hour courses at W&M in any one summer session.
2. A list of courses meeting W&M general education requirements and their VPCC equivalents can be found at the W&M website (see Registrar's or Admission's webpage).

### Co-enrollment Grading:

1. No W&M course may be taken on a pass/fail basis during co-enrollment.
2. The W&M grading system includes pluses and minuses. Course grades transferred to the VPCC Student Information System will be recorded as letter grades only, without the pluses or minuses.
3. Only courses with VPCC grades of "C" or higher will transfer back to W&M.

### W&M and VPCC Advisors' roles:

1. The VPCC Advisor will submit student information, including unofficial transcripts, and course registration information to the Transfer Services Coordinator in the Office of the University Registrar.
2. The VPCC Advisor will work collaboratively with the W&M Academic Advisor to advise on classes for the VPCC-W&M co-enrolled students.
3. The VPCC Advisor will create parallel courses at VPCC for the courses at W&M.
4. The VPCC Advisor will work with the VPCC-W&M co-enrolled students to ensure successful academic progress and financial aid.
5. Except in extraordinary situations, each withdrawal will be considered one of the maximum five courses. The W&M Chief Transfer Officer, with input from the VPCC Advisor, will evaluate extraordinary situations.

## **Section II**

### **Responsibilities of VPCC-W&M Co-enrolled Students**

#### W&M requires all VPCC-W&M co-enrolled students to:

1. Begin the co-enrollment program in the fall or spring semester.
2. Attend the one-day W&M co-enrollment orientation session organized by the W&M Academic Advisor immediately before the first semester of co-enrollment. At that time, students will sign a pledge to abide by the terms of W&M's Honor Code and receive information on obtaining an electronic copy

of the W&M Student Handbook which stipulates rights and responsibilities as students at W&M.

3. Meet with the W&M Academic Advising staff each semester thereafter.
4. Abide by the terms of W&M policies applicable to all W&M students, including:
  - (a) Honor Code. Students pledge not to lie, cheat, steal, or plagiarize. Co-enrolled students convicted of any Honor Code violation will be not be eligible for enrollment in W&M courses and will not be eligible for admission to W&M after completing their degree requirements at VPCC.
  - (b) Student Code of Conduct. The Code describes appropriate behavior in such areas as the consumption of alcoholic beverages, sexual harassment, and possession of firearms. Co-enrolled students convicted of any violation of this Code will not be eligible for admission to W&M after completing their degree requirements at VPCC.
  - (c) Policies on assessed fines. Students with assessed fines (overdue library books, parking tickets, etc.) may not enroll in courses at W&M until the fines are paid in full.

**W&M Services Available to VPCC-W&M Co-enrolled Students:**

VPCC-W&M co-enrolled students have full access to the services provided by both the W&M Academic Advising, W&M Student Success (including the Tutor Zone), and the Writing and Communications Center. Students also will have access to computer labs and to campus parking, after meeting vehicle registration requirements. VPCC-W&M co-enrolled students will receive a W&M ID card entitling them to borrowing privileges at campus libraries and student discounts.

Students admitted as degree candidates also are eligible for on-campus housing on a space-available basis. Students seeking on-campus housing should apply to the Office of Residence Life immediately after admission as degree candidates.

VPCC-W&M co-enrolled students are ineligible for participation in intercollegiate sports at W&M.

### **Section III**

#### **Admission to W&M as a W&M Degree-Seeking Student**

##### **Requirements**

As students near completion of their coursework in the co-enrollment program, they should obtain the *Co-enrollment Application for Admission* from W&M officials. Application materials are due by March 1 for the fall semester and by November 1 for the spring semester. Acceptance is conditional upon receipt of a final transcript from VPCC and verification that the student has met the conditions outlined herein. Students who expect to transfer to W&M in the spring term will need to ensure grades from the prior fall are reflected on the final transcript.

VPCC graduates will be guaranteed admission as degree candidates to W&M provided they meet **all** of the following:

1. Completed an Associate of Arts, Associate of Fine Arts, or Associate of Science degree at VPCC within the past two years. Students earned a minimum of 45 credit hours of the total required for the transfer-oriented associate degree at a VCCS institution (not via transfer credit) following graduation from high school. There is no limit for credits for prior learning, but 45 must be earned post-high school graduation in the VCCS.
2. Achieved a cumulative grade point average for the transfer-oriented associate degree of not less than 3.4 (on a 4.0 scale) at a VCCS institution, not via transfer credit. Courses transferred into the two-year college are not included in the GPA computation. W&M will follow VCCS's course repeat policy. The GPA at the time of the letter of intent submission and at graduation are considered for eligibility. Courses taken at W&M will appear on students' VPCC transcripts and the grades for those courses also will be included in the calculation of their cumulative grade point average. Credits earned during co-enrollment at W&M will transfer to W&M if the grade earned is "C" or above; however, the grades earned will not be calculated into their W&M grade point average.
3. Passed at least four 3- or 4-credit hour courses, during co-enrollment at W&M and earned a cumulative grade point average computed on the W&M grades and courses only of not less than 2.7 (on a 4.0 scale). All courses taken at W&M, including courses for which students received a grade of "F" must be included in the calculation of this grade point average.
4. Submitted the application, as well as transcripts from VPCC, and other institutions attended to the Office of Undergraduate Admission at W&M.
5. While not required, it is strongly recommended that students earn a TOEFL score of 100 or above on the Internet-based exam, if non-US citizen/permanent resident and English is not the native language.

### Additional Requirements to Matriculate as W&M student

Admission to W&M under the terms of this agreement does not imply admission to degree programs in either the Mason School of Business or the School of Education. Students intending to enroll in degree programs in these schools are asked to discuss prerequisites and other requirements well in advance of admission.

Eligibility for admission under the terms of this agreement is contingent upon meeting high standards of personal conduct. Conviction of a felony or other evidence of behavior inconsistent with the community standards and Honor Code of W&M may be grounds for denying admission or rescinding an offer of admission even if other requirements of this GAA are met.

A limited number of students may be admitted with Flexible Degree Track (part-time) status, if they live in the Williamsburg area and can show a compelling reason why full-time status is not feasible. Students seeking such status must attach a letter to their application explaining the request. Flexible Degree Track students must earn a minimum of 12 credit hours each year and may take no more than 10 credit hours in their first semester at W&M.

Co-enrolled students who do not meet the minimum standards outlined in this agreement may seek admission to W&M through the normal application procedures.

## **Section IV Tuition and Financial Aid**

VPCC-W&M co-enrolled students will pay tuition and fees to VPCC at the VPCC rate with the exception of courses that require associated fees. These students are eligible for financial aid from VPCC.

Once enrolled as degree candidates at W&M, students will pay tuition to W&M at the W&M rate. Students seeking admission as degree candidates to W&M under the provisions of this agreement and who wish to apply for financial aid should file the free Federal Application for Student Assistance (FAFSA) and the CSS Profile with the Office of Financial Aid as soon after January 1 as possible, but no later than March 1, for the following academic year. Students expecting to be admitted in the spring semester should file the FAFSA as soon after September 1 as possible, but no later than November 1.

**Section V**  
**Reporting Requirements and other Responsibilities**  
**of VPCC and William and Mary**

Documentation Required of Parties

VPCC shall provide the following documentation to W&M:

1. Copies of the “*Letter of Intent to Matriculate at William and Mary*”, together with the students’ transcripts from VPCC. VPCC must submit these materials as a group (not individually) to the W&M Registrar’s office by March 1 for fall semester and November 1 for spring semester.
2. The student is responsible for submitting the College Report when matriculating. This form certifies that the co-enrolled student remains in “good conduct standing” at VPCC at the time of program completion and must be submitted to the W&M Admission office.

W&M shall provide the following information to VPCC:

1. Grades for co-enrolled students by deadline. Grades for the spring semester will be provided by June 1, grades for the summer terms by August 20, and grades for fall term by January 6. The W&M Registrar’s Office will field queries about a student’s grades before the January date if necessary.
2. Academic progress information for matriculated co-enrollment students upon request from VPCC.
3. List of faculty teaching co-enrollment courses each term and their credentials upon request.

In addition, designated staff and officials from both institutions may meet annually to discuss student success and review the academic status of VPCC-W&M co-enrolled students and those matriculated to W&M. Both institutions agree to share data on the performance of students who are co-enrolled and/or admitted under the terms of this agreement, as well as data necessary for comparison with native students.

**Section VI**  
**Requirements as Degree Candidates at**  
**William & Mary**

Degree Candidates

Students admitted as degree candidates to W&M under the provisions of this agreement will be (a) granted junior academic status, defined as having earned a minimum of 54

credit hours of coursework toward the baccalaureate degree; and (b) bound by the requirements in place during their first semester of full-time enrollment at William & Mary.

Degree candidates are considered to have completed lower-division general education and proficiency requirements at W&M with the exception of the requirements listed below:

1. Foreign language requirement: Foreign Language proficiency (202-level). The foreign language proficiency requirements may be fulfilled prior to matriculation, in accordance with the W&M Undergraduate Catalog.
2. Arts proficiency (2 credits) – may be fulfilled through test or transfer credit or in residence at W&M
3. COLL 150 – all students must take COLL 150 – First Year Seminar in residence at W&M (4 credits)
4. COLL 200 – 3 credits of coursework carrying the COLL 200 designation must be earned in residence at W&M post-matriculation (6 credits waived)

Note that the College Curriculum also includes three upper-division requirements, COLL 300, COLL 350, and COLL 400 (Capstone). In rare cases, pre-matriculation transfer credit may be granted for COLL 300, but COLL 350 and 400 must be taken in residence at William & Mary by all students.

Students must abide by all other provisions and regulations set forth in the *Undergraduate Course Catalog*, including the following requirements:

1. Students must complete at least 60 credit hours in residence at W&M. Credit hours completed in co-enrollment are included in this calculation.
2. Students must complete degree requirements within 10 semesters. This includes work that was accepted for transfer to W&M. Please refer to the Undergraduate Course Catalog or the Academic Advising website for details.
3. Students must complete degree requirements within six calendar years of admittance as degree candidates to W&M.
4. Students in Arts and Sciences subject fields must earn 72 credits in fields outside their major. Exceptions are enumerated in the Undergraduate Course Catalog.

Unless admitted as degree candidates with Flexible Degree Track status, students are expected to enroll as full-time students, meaning they must carry a minimum of 12 credit hours of courses each semester. Full-time students who wish to change their status to Flexible Degree Track must petition for approval from the Committee on Academic Status.

**Section VII  
Academic Major Requirements**

Declaring a Major

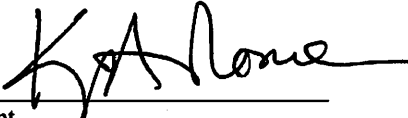
Students admitted under the terms of this agreement must declare a major with the Office of the University Registrar by the end of their first semester of full-time study. Students are bound by the requirements in the major in place at the time they declare their major. Separate application processes exist for the Mason Schools of Business and School of Education. Students must contact those Schools directly for more information.

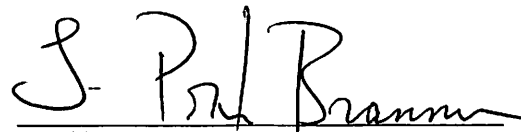
Courses taken at VPCC may be used to fulfill major requirements, if they have a W&M equivalent, as designated in "Virginia Community College System (VCCS) Courses and their William & Mary Equivalents." Courses awarded academic credit but designated as "elective" may **not** be used to satisfy major requirements.

**Section VIII  
Effective Date and Signatures**

The terms of this co-enrollment and articulation agreement shall become effective with students first co-enrolling in Fall 2025 and shall remain in place unless abrogated by either party with thirty days' notice. Students who co-enroll under this agreement may take advantage of its terms for continued co-enrollment and admission for a period of two years following its termination.

A list of individuals with responsibility for co-enrollment, guaranteed admission, and transfer is attached.

  
\_\_\_\_\_  
President  
William & Mary

  
\_\_\_\_\_  
President  
Virginia Peninsula Community College

2.6.25  
\_\_\_\_\_  
Date

3-11-2025  
\_\_\_\_\_  
Date