

***PLEASE NOTE: JCC STUDENTS COMPLETING AN ASSOCIATE DEGREE ARE GUARANTEED ADMISSION TO SUNY POTSDAM. TO INDICATE INTEREST IN THIS OPPORTUNITY, JEFFERSON STUDENTS SHOULD SUBMIT THE ELECTRONIC FORM AT:
apply.potsdam.edu/register/JCCguarantee***

**MEMORANDUM OF UNDERSTANDING
ON CONDITIONAL GUARANTEED ADMISSION
between
JEFFERSON COMMUNITY COLLEGE
and
SUNY POTSDAM**

In order to benefit both Jefferson Community College (JCC) and SUNY Potsdam in the areas of student recruitment and retention, and to assist JCC students with their educational planning in pursuit of a baccalaureate degree, Jefferson Community College and SUNY Potsdam wish to enter into an agreement of conditional guaranteed admission.

Under this agreement, SUNY Potsdam will admit qualified JCC graduates into the University. SUNY Potsdam agrees to define qualified JCC graduates as those who have:

- Completed an associate degree at the time of transfer.
- Achieved a minimum cumulative college GPA of 2.0.
- Submitted a completed transfer application by the applicable semester's deadline.

This agreement *does not* guarantee admission to a degree program within the University. Additional program or university requirements must be met in order to officially declare certain baccalaureate degree programs.

Jefferson Community College and SUNY Potsdam agree that:

- JCC will inform prospective students of this partnership.
- JCC will inform accepted associate degree program students of this partnership.
- Both institutions will advertise this partnership on their websites.
- JCC will provide SUNY Potsdam with the contact information of students who indicate interest in this conditional guaranteed admission offer.
- SUNY Potsdam will mail a letter of conditional guaranteed admission to all students who select this program.

Admission

- JCC students should apply to SUNY Potsdam the semester prior to their intended transfer date. Applying early in that semester is encouraged.
- The application is available online at www.suny.edu/applysuny - the application fee is waived for students transferring with an associate degree from JCC.
- An official transcript is required from every college attended.
- An official high school transcript or copy of the GED/TASC is also required to be on file for federal financial aid purposes.
- Students transferring with the associate degree and a 2.0 or higher grade point average are guaranteed admission to SUNY Potsdam.
- Transfer scholarships are available to transfer students with a 3.0 or higher GPA and are renewable for one year if GPA is maintained – apply at www.potsdam.edu/scholarships.

Transfer of Courses

- All college-level non-major courses with a D (1.0) or higher will transfer; all major requirement courses with a C (2.0) or higher will transfer and count toward the major.
- There is no maximum number of transfer credits, but a minimum of 30 credits, including 15 upper-division credits in the major, must be completed with SUNY Potsdam coursework. Students transferring credits in excess of those required by the associate degree at JCC may complete more than 120 total credits in pursuit of the baccalaureate degree.
- JCC students transferring upon completion of an A.A. or A.S. degree have satisfied SUNY General Education requirements.
- An evaluation of transfer credit is provided at the time of acceptance.

Transfer/Student Support Services

- JCC students should work closely with advisement and SUNY Potsdam's Transfer Coordinator to select courses specifically needed for the baccalaureate major program of study.
- New transfer students are required to attend a transfer student orientation.
- New transfer students receive individual advising with specially trained transfer advisors.
- SUNY Potsdam's transfer course equivalency tables can be accessed at: www.potsdam.edu/admissions/apply/transfer.