

# West Chester University and Philadelphia University

## 3+2 Cooperative Agreement

### A. INTRODUCTION

West Chester University and Philadelphia University agree to extend their educational program in liberal arts and sciences and engineering. Successful completion of the programs described in this 3+2 agreement will lead to an appropriate baccalaureate degree from each institution.

Such a cooperative program is being sustained in an effort to fulfill the following objectives:

- i. To cooperatively provide a general education in liberal arts and sciences as well as engineering for each student enrolled, so that through approximately five years of study, depending on the major and completion of recommended courses, a student may complete what otherwise could require six or more years.
- ii. To provide a West Chester student who has not yet decided between engineering and other disciplines additional time to make that decision while s/he studies arts and sciences during the first three years at West Chester University.
- iii. To enable Philadelphia University to attract a more diverse population to its engineering programs.
- iv. To enable qualified students to simultaneously receive both liberal arts and technical degrees, and in so doing, provide the Commonwealth and the Nation with more broadly educated engineers.

### B. OVERVIEW

Three years, or the equivalent, will be spent by a participating student at West Chester University, where the student will study liberal arts and science subjects along with pre-engineering courses.

Upon satisfactory completion of the first three years, recommendation from the faculty of West Chester University, and upon acceptance to Philadelphia University, the student will enter Philadelphia University and complete engineering major degree requirements for either the BSE in Mechanical Engineering or the BSE in Engineering (with concentrations in either architectural, composites, industrial, or textile engineering).

Successful completion of these programs will lead to an appropriate baccalaureate degree from each institution.

1. The following engineering majors are available at Philadelphia University to students participating in the 3+2 year program:
  - BSE in Mechanical Engineering
  - BSE in Engineering (with concentrations in either architectural, composites industrial, or textile engineering.

As other BSE engineering concentrations are developed and offered at Philadelphia University, students will be eligible to matriculate in these disciplines as long as the three year study at West Chester University is compatible with the overall engineering curriculum degree requirements for the newly developed fields of engineering study.

### **C. PROCEDURES FOR TRANSFER ADMISSION AND ADVISING**

Counseling, admissions and the transfer of students in this 3+2 program will be through the following procedures and policies:

1. Application for admission to the liberal arts program will be made to West Chester University, where the candidate will be subject to the admission requirements of that institution.
2. West Chester University is responsible for informing students in the 3+2 program of the requirements for admission to Philadelphia University, as described in this document. West Chester University will provide a copy of the 3+2 Program Overview, containing program requirements and expectations, and the Philadelphia University check sheets appended to this contract. Through academic advising at West Chester University, students will be made aware of the courses available at West Chester University that can be used to meet degree requirements for each of the majors that are part of this agreement.
3. West Chester University will advise students that some government-provided financial aid may not be available for a total of more than four years of study because engineering is considered, by financial-aid regulations, to be a four-year program.
4. A prospective or accepted student will indicate the desire to follow the 3+2 program either:
  - a) at the time of the student's admission to West Chester University or
  - b) early enough in the student's academic program to permit the student to complete as many of the suggested prerequisite courses listed in the appended check sheets for the appropriate Philadelphia University engineering program as possible.
5. At the end of the first (Fall) semester of the third (3<sup>rd</sup>) year, a student becomes a candidate for transfer for any of the available engineering majors if the student has attained a cumulative grade point average of 3.00 (on a 4.00 scale) or greater.

In all cases, the cumulative grade point average that will be used to determine eligibility for engineering major will be calculated by the method used at Philadelphia University. Original grades for courses that were repeated will be used in the

calculation. West Chester University may require higher academic standards for transfer.

6. The West Chester University student should submit an application (available on the Web) to the Admissions Office of Philadelphia University in the Fall of the student's third (3<sup>rd</sup>) year at West Chester University. The application should clearly indicate that the student is applying as a 3+2 student.

Submitted no later than February 1<sup>st</sup>, the completed application should be supported by the following documents:

- a) Final high school record
- b) Official West Chester University transcript, including all grades earned through the Fall Semester or Term of the third year
- c) Schedule of courses for the Spring of the third year
- d) Check sheet (see Appendix) of the courses taken and those planned for the Spring of the third year, as they relate to Philadelphia University courses listed for the requested engineering major. Students must retain a copy of the check sheet for their own records

The application and supporting documents will be evaluated by the appropriate officer in the Admissions Office and the respective Dean's Office of Kanbar College of Design, Engineering and Commerce at Philadelphia University.

If the applicant meets the entrance requirements, the applicant will be offered provisional admissions to Philadelphia University in the 3+2 program, commencing with the following fall semester.

At the completion of the third (3<sup>rd</sup>) year, a copy of the final official transcript of work taken at West Chester University should be forwarded to the Admission's Office at Philadelphia University. Upon receipt, the applicant's admission to Philadelphia University will be changed from a provisional to a permanent, if the student has maintained the minimum cumulative grade point average required for the major, is in good standing at West Chester University, and has fulfilled all conditions, if any, specified in the student's provisional admission.

#### **D. STUDENT REQUIREMENTS**

1. A minimum of 60 transferable and applicable credits must be completed at West Chester University.
2. The student will be placed in the engineering major in which provisional admission was offered, provided all entrance conditions are met.
3. The student's preparedness for engineering courses will be assessed by his/her major department and will be based on the courses taken at West Chester University, as described on the completed course check list.
4. If the student has not taken all the possible recommended course at West Chester University, it is very likely that more than two years (4 semesters) will be required to complete the Philadelphia University degree requirements. The need to take missing requirements and the effect this may have on the student's graduation date will be determined by the students' major department at Philadelphia University. West Chester advisors will disclose this information to students.
5. The suggested and available exposure to mathematics, science, engineering, computer science, liberal arts, and communications courses at West Chester University is illustrated in the appended check sheets. It is in the student's best interest to complete as many of the suggested courses for their intended engineering major as possible at West Chester University allowing them to complete the degree requirements at Philadelphia University in the timeliest manner.
6. For satisfying Kanbar College of Design, Engineering, and Commerce (K-DEC) Core courses where there is no one-to-one equivalency it is the responsibility of the West Chester University student to complete course requirements through Philadelphia University's on-line or face-to-face DEC offerings.
7. Students must bring a completed check sheet with them for their first meeting with their Philadelphia University engineering faculty advisor.
8. Students will be required to comply with the rules and regulations governing academic performance, grade appeals, and student behavior as established and published by West Chester University and Philadelphia University, depending on the institution at which the student is currently enrolled or where the applicable event/conduct occurred.
9. Students are responsible for providing an official Philadelphia University transcript to West Chester University for purposes of completing the bachelor of liberal arts degree.

## **E. TUITION AND FEES**

1. Students shall pay the appropriate tuition and fees to each institution for all course work taken at that institution.
2. Students shall be responsible for any tuition and fees regularly charged by each institution for transfer of credits and awarding of the respective baccalaureate degrees.

## **F. PROCEDURES FOR PROGRAM ADMINISTRATION**

1. Both parties will provide the results from aptitude and achievement tests, records of scholastic achievement, and other pertinent information will be exchanged between institutions to aid both in guiding and counseling students and prospective students.
2. Philadelphia University will provide West Chester University with copies of curriculum planning guides used by advisers at Philadelphia University for each West Chester engineering major.
3. West Chester University shall provide the Philadelphia University with a list of students at West Chester University who have indicated their desire to participate in the 3-2 program. The list will include the names of students, their contact information, their intended major, and the year for which they will be seeking admission to Philadelphia University.
4. The course requirements for West Chester students are provided in the attached spreadsheets along with the Philadelphia University equivalencies.
5. Course numbers and descriptions may change by the actions of the West Chester University or Philadelphia University faculty. In such cases, only the appended check sheets need to be amended.
6. Both parties will send and receive regular updates about curricular changes in the as they relate to the 3+2 program.

## **G. TERM AND TERMINATION**

This agreement shall be reviewed on a 5-year cycle. As part of the review process, special attention will be paid to the total number of students and to the number of women and members of other under-represented groups in engineering that participate in the program from West Chester University. A lack of response to requests for information and lack of adequate participation may result in termination of the agreement.

## H. CONTACTS

<b>Philadelphia University</b>	<b>West Chester University</b>
<b>3+2 Coordinator</b> Mike Leonard, Academic Dean	<b>3+2 Coordinator</b>
<b>Undergraduate Admissions</b> Jennifer Reger, Associate Director Admissions	<b>Undergraduate Admissions</b>
<b>Engineering Program</b> Matt Traum, Associate Professor and Director Engineering Programs	<b>Engineering Program</b>

## I. SIGNATURES

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Provost

Philadelphia University

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Date

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Provost and Vice President for Academic Affairs

West Chester University

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Date