



## **Transfer Admission Guarantee (TAG) for Glendale Community College**

The University of La Verne and Glendale Community College (GCC) have developed a "Transfer Admission Guarantee" (TAG) program to help facilitate the transfer process for students attending GCC who would like to matriculate into an undergraduate degree program offered by the University of La Verne. The TAG agreement works in conjunction with the Articulation Agreement between the two institutions and provides the framework for assisting the transfer of students between the two institutions. Eligible students should work with the appropriate personnel at La Verne and Glendale Community College to ensure a successful transfer to La Verne and the completion of a four-year degree.

To ensure a timely degree completion for the transfer student, it is recommended that students gain dual admission to both institutions when they begin their coursework at GCC. However, students may declare their intent to attend the University of La Verne and be admitted to the TAG program at any time in which they are currently enrolled at GCC.

### Student Benefits

#### All Students:

GCC students participating in TAG will be afforded the following services/benefits:

- A waiver of the application fee.
- Guaranteed admission to the University of La Verne provided the student meets all requirements listed in "Student Eligibility Requirements" section below.
- Access to a La Verne Admissions Counselor/Academic Advisor to inform and guide the student about the requirements to earn a bachelor's degree from University of La Verne.
- Access to a designated Financial Aid advisor at La Verne. TAG students will be eligible for the same financial aid that is available to other students who matriculate to the same La Verne program/campus.
- Courses from GCC that have been approved to fulfill the requirements of CSU-GE (California State University General Education) or IGETC (Intersegmental General Education Transfer Curriculum) will be accepted to meet like General Education requirements at La Verne provided a grade of C-or better has been earned. However, it is important that TAG students work closely with their La Verne admission representative to ensure for a seamless transfer.

### TAG Scholarship

- Students attending La Verne's CAPA program (Campus Accelerated Program for Adults on the La Verne Campus), one of the Regional Campuses (campuses on military bases are excluded), or La Verne Online will receive a Scholarship Award that will be applied to tuition costs based on enrollment status with the University (see Appendix A for specific Award levels). This scholarship award is applicable to all terms of enrollment at La Verne
- Traditional-Age students attending at the La Verne campus: a minimum scholarship of \$6,000 per year for up to four years of study.

### **Student Eligibility Requirements**

1. Complete a La Verne/GCC TAG application at the time of initial admission to GCC or any time thereafter while enrolled at the community college. TAG applications are not valid unless signed by a University of La Verne Admissions representative. Original documentation will be retained by La Verne and copies will be provided to the student and GCC Transfer Center.
2. Submit a University of La Verne application for admission.
3. Complete a minimum of 28 semester hours of transferable coursework. A minimum cumulative GPA of 2.7 and the completion of a college-level English course is required. Adult students wishing to transfer to CAPA (Campus Accelerated Program for Adults on the La Verne Campus), one of the seven regional campuses (campuses on military bases are excluded), or La Verne Online. If they do not meet these requirements they will be considered for admission but would not be eligible for the TAG scholarship.
4. Meet all the admission requirements for the degree program and campus for which the student is applying that are articulated in the La Verne catalog in effect at the time of their TAG admission
5. Transfer to La Verne the semester/term immediately following their attendance at GCC, summer term excluded.
6. Students may be currently enrolled at both institutions.
7. TAG Students must matriculate at La Verne within two (2) years of the TAG admission. Students may re-apply for the TAG program if the program is open to new applicants.
8. Application Deadlines
  - The priority deadline to submit a TAG application and a University of La Verne application to the traditional-aged undergraduate programs on the La Verne campus is December 1 for admission to the following spring semester and April 1 for admission to the following fall semester.
  - Priority deadline to submit a TAG application and a University of La Verne application for the CAPA program (Campus Accelerated Program for Adults on the La Verne Campus), for one of the Regional Campuses (campuses on military bases are excluded), or La Verne Online is 60 days prior to the start of the term/semester for which they intend to matriculate.
  - However, the University of La Verne will continue to accept and admit TAG students until the start of each semester/term upon availability of space and adequate time to complete the TAG admission process.

### **Transfer Center's Responsibilities**

1. The Transfer Center at Glendale Community College (GCC) will inform students interested in transferring to a 4-year university about the University of La Verne's TAG Agreement.
2. The Transfer Center will provide interested transfer students a TAG Application. Completed applications will be reviewed and signed by a University of La Verne admission representative. The student and the Transfer Center will be provided a copy of the signed TAG Agreement.
3. GCC will post information about the University of La Verne's TAG agreement on their appropriate web sites.
4. GCC will inform its students of the Scholarship Award benefit available to them and to their spouses or domestic partners.

**Employee Partnership Award**

As part of this Transfer Admission Guarantee (TAG) agreement, GCC employees, and spouses and domestic partners of employees, shall also receive an award that will be applied to their cost of tuition based on enrollment status with the University (see Appendix A for specific Award Level). This Partnership Award is applicable for all degree and credential programs offered by the University at the central campus and/or at the regional campuses with the exception of the following programs: traditional-aged undergraduate program at the central campus, programs offered through the College of Law, programs offered on military bases, The Masters in Physician Assistance program and the non-degree Professional Development Courses; however, the University reserves the right to modify the eligible programs and offerings at any time. The Partnership Award is applied in the term in which the student has been officially admitted and employment verification is received by the University and is not retroactive to prior terms.

GCC employees must meet all admission requirements for the program and campus to which they are applying. Once an employee is admitted to a degree or credential program, the Award is valid for five years from the date of the initial official admission and verification of employment and under the condition that the student remains an active University student and is not required to apply for readmission due to a break in attendance as specified in the University's catalog. The Partnership Award cannot be combined with other Awards offered by the University. The required employment documentation is described in Appendix B. The University reserves the right to modify the required documentation as necessary.

This TAG agreement becomes effective during the current University term/semester in which this document is signed by both Parties and shall terminate three years from that date, unless previously terminated by either Party. The Parties may renew this Partnership upon mutual consent.

This agreement is signed by the representatives of the University of La Verne and Glendale Community College.

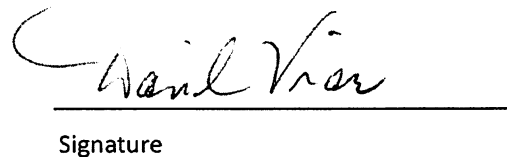
University of La Verne Authorized Signature

Glendale Community College  
Authorized Signature

**Name:** Devorah Lieberman  
**Title:** President, University of La Verne

**Name:** David Viar  
**Title:** President, Glendale Community  
College

  
Signature

  
Signature

University of La Verne  
1950 Third Street  
La Verne, CA 91750

Glendale Community College  
1500 N. Verdugo Rd.  
Glendale, CA 91208

**APPENDIX A**

**Scholarship/Partnership Award Amounts**

<b>Undergraduate</b>		
	<b>Half-Time</b>	<b>Full-Time</b>
<b>Term</b>		
Units to Qualify	4-7 Units	8+ Units
Amount of Award	\$400	\$800
<b>Semester</b>		
Units to Qualify	6-11 Units	12+ Units
Amount of Award	\$800	\$1200
<b>Teacher Education</b>		
<b>Term</b>		
Units to Qualify	4-7 Units	8+ Units
Amount of Award	\$400	\$800
<b>Semester</b>		
Units to Qualify	6 Units	12 Units
Amount of Award	\$800	\$1200
<b>Graduate (masters)</b>		
<b>Term</b>		
Units to Qualify	3-5 Units	6+ Units
Amount of Award	\$300	\$600
<b>Semester</b>		
Units to Qualify	5-8 Units	9+ Units
Amount of Award	\$600	\$900
<b>Psy D / Ed D</b>		
<b>Semester</b>		
Units to Qualify	5-8 Units	9+ Units
Amount of Award	\$600	\$900
<b>DPA</b>		
<b>Term</b>		
Units to Qualify	3-5 Units	6+ Units
Amount of Award	\$300	\$600

## Appendix B

### Employee Documentation

Proof of Company employment can be documented in the following ways:

- Provide a letter on Company letterhead from the Human Resources Department or from the employee's supervisor that verifies current Company employment, or,
- Provide a copy of a current pay stub that lists the Company's name, the name of the employee, address of the employee, and the date of the pay period. All financial information applicable to the employee should be redacted.

### Spouses or Registered Domestic Partners Documentation

#### Spouses:

- To receive a Partnership Award for a spouse, the employee must provide a letter/email indicating the name of his/her spouse and,
- A driver's license or state identification card which indicates that he/she has the same last name as the employee and resides at the same residence.
- If the above information does not match, a copy of their marriage certificate is required.

#### Domestic Partners:

- To receive a Partnership Award for a domestic partner, the employee must provide a letter/email indicating the name of his/her domestic partner and,
- Provide proof of being a registered domestic partner in the State of California or any other State.

#### Student Status of Employee:

If the employee is not currently a La Verne student, employment documentation as described above must be provided and included with the spouse/domestic partner documentation. In addition, proof of address for the employee must be provided in the form of a driver's license, state identification card or a paycheck stub, and it must match the address of the spouse.

**APPENDIX C**

The students/employees of the Community College will receive a Scholarship or Partnership Award applied to cost of tuition according to the terms of this document provided the Community College implements opportunities to promote the University's programs as noted below:

Activity Selected	ACTIVITY	DATE, POPULATION or DESCRIPTION OF EVENT (If necessary)
YES ___ N/A ___	La Verne Posters in all Community College Departments and teachers' lounges (required)	All College sites - Posters delivered to Community College by La Verne
YES ___ N/A ___	Email – sent by Community College announcing partnership. <u>Frequency:</u> x times a year	
YES ___ N/A ___	La Verne flyers distributed to Community College at La Verne's expense <u>Frequency:</u> x times a year (Approved by Community College in advance)	
YES ___ N/A ___	Web Links (Partnership information posted on Community College HR website )	
YES ___ N/A ___	Onsite Information Sessions – Coordinated with Community Colleges in advance	
YES ___ N/A ___	Table Top Displays (lobby, lunch area, etc.)	