

**MEMORANDUM OF  
UNDERSTANDING BETWEEN  
FROSTBURG STATE UNIVERSITY  
AND  
HAGERSTOWN COMMUNITY  
COLLEGE**

**Dual Admission Program**

This agreement serves to establish a Dual Admission Program between Hagerstown Community College (HCC) and Frostburg State University (FSU). The purpose of the Dual Admission Program is to enhance and maintain the relationship between HCC students and FSU and, in the process, eliminate students' anxiety and reduce attrition. The intent of the agreement is to encourage students to complete an associate degree at HCC prior to transferring to FSU. Benefits exist for those students completing the associate degree. Through articulated curricula and established policies, the Dual Admission program allows for seamless enrollment from the associate's degree at HCC through the bachelor's degree at FSU.

While enrolled at HCC, Dual Admission students have access to services at FSU including academic advising, financial aid information and career advising, along with the use of library resources and other on-campus facilities at FSU and the University System of Maryland Center in Hagerstown. The FSU Office of Admissions will provide newsletters and information about campus events and other academic programs.

*Terms of agreement:*

1. Students apply for Dual Admission by completing the HCC/FSU application for Dual Admission form available online and at the Academic Advising and Office of Admissions/Registration at HCC. HCC will provide FSU with the information necessary to build a record for the student.
2. Students may apply for Dual Admission as early as their senior year of high school but no later than the completion of 30 college-level credit hours at HCC. Students attempting to enter this program after 30 credit hours will be reviewed on a case by case basis. Upon application, students will receive a letter from FSU which emphasizes that a seat is reserved for the student two years in advance.
3. Students will receive the benefit of co-advising (having academic advising at HCC and FSU). The FSU Office of Admissions' Transfer Coordinator will provide advising to HCC students through visits to the HCC campus one to four times each semester. In addition, students who have demonstrated an interest in a particular major will have a contact person in that department of their major at FSU. That individual will work with students to make them aware of admission requirements for that particular program.

4. FSU will notify the student at the time of Dual Admission of catalog requirements and admission requirements for specific majors. Students will be governed by the FSU degree requirements in effect at the time of Dual Admission as long as the students maintain continuous enrollment.
5. Based on the students' signatures on the Dual Admission application, a copy of the students' HCC academic transcripts will be sent to FSU at the conclusion of each semester. These transcripts will be evaluated for the purpose of advising the student on course selection for future semesters during the regularly scheduled transfer advising days at HCC. This is in addition to the student working with his/her HCC advisor.
6. Students who have been accepted into the Dual Admission Program must maintain continuous enrollment and meet FSU admissions requirements, including grade point average for their intended major to maintain their guaranteed admission. Some majors require special standards and GPA requirements for admission. The FSU admission requirements will be made available to HCC on an annual basis.
7. Students may change their HCC or FSU major at any time; however, they will be required to meet the entrance requirements for the new major at the time of change.
8. FSU will communicate with the student prior to the semester they plan to officially enroll at FSU concerning application procedures. The application fee will be waived. An official transcript from HCC will be required. Students will receive an official admission letter from FSU once they have completed the application for admission and FSU has received their official transcript. Upon receipt of the final HCC transcript, FSU will complete a final official transcript evaluation.
9. Students will be provided with financial information for both institutions. They will receive full consideration for FSU financial aid after acceptance to FSU provided that FSU has received all required documentation. Special emphasis will be placed on encouraging students to apply as early as possible for financial aid. In addition, merit scholarships will be made available to Dual Admission students who meet the scholarship requirements. Students may also apply for University housing after acceptance to FSU. HCC students are not eligible for FSU housing until matriculation to FSU.
10. HCC and FSU jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of the Dual Admission Program.

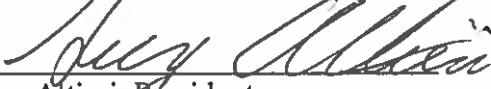
11. The Director of Admissions in each institution will be designated as a representative who will coordinate the Dual Admission Program between the two institutions.
12. FSU will welcome the Dual Admission students as special campus visitors. They will have a special ID card which will allow them to take part in various FSU activities. These will include admission benefits enjoyed by current FSU students to athletic and campus events, library access, and other University activities. FSU will also encourage them to become part of the FSU campus community.
13. Students will also have access to all academic resources at the University System of Maryland at Hagerstown.
14. Priority scheduling for enrolling in the first semester at FSU will be made available to Dual Admission students who earn the Associates Degree. Students who follow the established application timeline will register at the earliest possible date for the upcoming semester.
15. Either institution may terminate this agreement at any time by providing written notice at least one year in advance of the effective date. Students in progress at the time of termination will be permitted to complete their HCC program and then transfer to FSU under the terms of the agreement. The agreement may be revised by mutual consent of the institutions involved.

This Dual Admissions Program is agreed upon and effective as of \_\_\_\_\_.

**FROSTBURG STATE UNIVERSITY**

**HAGERSTOWN COMMUNITY COLLEGE**

By:   
Ronald Nowaczyk, President

By:   
Guy Altieri, President

Date: 11/22/16

Date: 11/10/16