

Dual Admission Program

Hagerstown Community College and University of Maryland University College

This agreement serves to establish a Dual Admission Program between Hagerstown Community College (HCC) and University of Maryland University College (UMUC). The purpose of the Dual Admission Program is to enhance and maintain the relationship between HCC students and UMUC 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 UMUC. 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 UMUC.

While enrolled at HCC, Dual Admission students have access to services at UMUC including academic advising, financial aid information and career advising, along with the use of library resources and other student services at UMUC and the University System of Maryland Center in Hagerstown. The UMUC Community Relations office will provide information about student services and other academic programs.

Terms of agreement:

1. Students apply for Dual Admission by completing the HCC/ UMUC application for Dual Admission form available online and at the Academic Advising and Office of Admissions/Registration at HCC. HCC will provide UMUC with the information necessary to build a record for the student. UMUC Community Relations representatives and UMUC at USM Hagerstown will also have the applications on hand in case a prospective UMUC student is a candidate for dual enrollment. UMUC will fax or mail the application to HCC's Admissions/Registration office.
2. Students may apply for Dual Admission as early as their senior year of high school but prior to associate degree completion at HCC.
3. Students will receive the benefit of co-advising (having academic advising at HCC and UMUC). The UMUC Community Relations Coordinator will provide advising to HCC students through visits to the HCC campuses on a consistent basis. That individual will work with students to make them aware of admission requirements for that particular program along with scholarship and financial aid options.
4. UMUC will notify the student at the time of Dual Admission of catalog requirements and admission requirements. Students will be governed by the UMUC degree requirements in effect at the time of Dual Admission as long as the students maintains continuous enrollment. Continuous enrollment is defined as not experiencing a two year break in attendance at any Maryland college or university.

5. Based on the students' signatures on the student's request, a copy of the students' HCC academic transcripts will be sent to UMUC at the conclusion of each semester or at the time of associate degree completion. UMUC will issue an evaluation of transfer credits for the purpose of advising the student on course selection for future semesters during the regularly scheduled transfer advising days at HCC per the student's request. 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 UMUC admissions requirements, including grade point average for admission.
7. Students may change their HCC or UMUC major at any time; however, academic requirements for the new major may affect the number of transferable credits.
8. UMUC will send an official UMUC application to the student prior to the semester they plan to officially enroll at UMUC. The application fee will be waived. An official transcript from HCC will be required. Students will receive an official admission letter from UMUC once they have completed the application and UMUC has received their official transcript. Upon receipt of the final HCC transcript, UMUC will complete a final official transcript evaluation.
9. Students will be provided with financial information for both institutions. They will receive full consideration for UMUC financial aid after acceptance to UMUC provided that UMUC has received all required documentation. Special emphasis will be placed on encouraging students to apply as early as possible for financial aid. In addition, the Maryland Community College Transfer Scholarship will be made available to Dual Admission students who earn the Associates Degree and who have earned at least a 3.0 GPA.
10. HCC and UMUC jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of the Dual Admission Program.
11. Each institution will designate a representative who will coordinate the Dual Admission Program between the two institutions.
12. Students will have access to all academic resources at the University System of Maryland at Hagerstown.
13. Priority scheduling will be made available to Dual Admission students who earn the Associates Degree. In addition, UMUC will work to provide orientation and registration sessions either on HCC's campus or USM Hagerstown Center for HCC graduates.

14. 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 UMUC under the terms of the agreement. The agreement may be revised by mutual consent of the institutions involved.

UNIVERSITY OF MARYLAND
UNIVERSITY COLLEGE

By: Susan C. Aldridge

Printed Name: Dr. Susan C. Aldridge

Title: President

Date: December 2, 2010

HAGERSTOWN COMMUNITY
COLLEGE

By: Guy Altieri

Printed Name: Dr. Guy Altieri

Title: President

Date: December 2, 2010