HAGERSTOWN COMMUNITY COLLEGE
FRANKLIN COUNTY CAREER and TECHNOLOGY CENTER

ARTICULATION AGREEMENT

ACADEMIC YEARS 2019-2020

This agreement between Franklin County Career and Technology Center and Hagerstown Community College has been entered into for the purpose of assisting students in the transition from high school to college. The agreement specifies the conditions under which Hagerstown Community College will award credit to students for work successfully completed while they attended Franklin County Career and Technology Center. With this latest articulation agreement, Franklin County Career and Technology Center and Hagerstown Community College reaffirm their partnership and their commitment to student success.

Dr. James S. Klauber, President
Hagerstown Community College

Superintendent
Franklin County Career and Technology Center

Date: 6-7-2019

Date: 6-27-19
HAGERSTOWN COMMUNITY COLLEGE
FRANKLIN COUNTY CAREER and TECHNOLOGY CENTER
ARTICULATION AGREEMENT

Introduction

General Requirements and Procedures

Faculty and staff from Franklin County Career and Technology Center and Hagerstown Community College have cooperatively developed course and program articulation requirements and procedures. In order to receive articulated credits, graduates of Franklin County Career and Technology Center must be enrolled at Hagerstown Community College as students in good standing, and meet course and program requirements as stated in this document. Additionally, students must submit an Articulation Certification form, signed by a high school program faculty member and guidance counselor. Forms are available at every high school, and at Hagerstown Community College. A list of specific procedures follows this Introduction.

Students awarded articulated credits under this agreement will not be charged tuition for these credits. Articulated credits are generally awarded within twelve months of high school graduation, although individual course and program requirements may vary.

If an HCC program or course that is part of the existing HCC/FCCTC articulation agreement is terminated, students’ articulation status will be determined on an individual basis.

Transfer of Articulated Credit

While Hagerstown Community College maintains transfer agreements with many baccalaureate institutions, students should be aware that some institutions and programs might not accept college credits granted for high school work. Students should consult with their Hagerstown Community College advisor prior to transfer.

This articulation agreement will be reviewed annually and updated as necessary.
Articulation Procedures
Hagerstown Community College (HCC) and
Franklin County Career and Technology Center (FCCTC)

The purpose of this document is to outline responsibilities for ensuring that students earn college credit for coursework that meets requirements specified in the HCC/FCCTC Articulation Agreement. Responsibilities are shared by FCCTC, HCC, and students.

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- Communicate details of articulation agreements, including time limits for earning articulated credit, to high school principals, teaching staffs, guidance personnel, and students.
- Program or course instructor and guidance counselor complete and sign Articulated Course Certification form.
- A copy of the Certification form is maintained in student's permanent record.

STUDENT

- Apply for admission to HCC and provide a copy of the high school transcript.
- Submit a copy of the Articulated Course Certification form to Academic Advising and Registration staff upon admission to the college or during the first semester of enrollment at HCC. Application for articulated credit must be submitted within twelve months of high school graduation, unless otherwise specified in this agreement.
- Discuss the articulation process with HCC advisor.
- Be enrolled as a student in good standing at HCC and successfully complete requirements described in the Articulation Agreement.

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- The Dean of Instruction maintains articulation agreements and coordinates updates to the agreements with WCPS.
- Office of Academic Advising and Registration staff, advisors, division directors, Registrar and faculty members maintain current knowledge of relevant articulation agreements and procedures.
- The Registrar and the Admissions Office maintains copies of completed Articulated Course Certification forms in student electronic records.
- Upon completion by the student of requirements specified in the articulation agreement, the Registrar awards the appropriate number of credits.
- The Registrar posts the credits awarded on the student's transcript and sends a copy of the transcript to the student.
- At the close of each semester, the Registrar sends a report listing the numbers of students receiving articulated credit and their programs of study to the Vice President of Academic Affairs and Student Services.
<table>
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<tr>
<th>FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER OR PROGRAM OF STUDY</th>
<th>HCC PROGRAM(S)</th>
<th>REQUIREMENTS TO BE MET</th>
<th>CREDITS ELIGIBLE FOR ARTICULATION</th>
<th>HCC DIVISION</th>
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| Computer Technologies | Information Systems Technology (IST) | • Completion of FCCTC Computer Maintenance and Repair program with a grade of 80% or better; and  
• Completion of FCCTC Introduction to Software; and  
• Enrollment in an HCC Information Systems Technology program; and  
• Application for articulation credit within 15 months of high school graduation | 3 (CSC 102) Introduction to Information Technology | TCS |
| Computer Technologies: Basic Networking | Information Systems Technology: Computer Support Specialist (IST) | • Completion of FCCTC Computer Networking Fundamentals program with a grade of 80% or better, and receipt of Pennsylvania Skills Certificate (Test Code 6148); and  
• Enrollment in an HCC Information Systems Technology program; and  
• Application for articulated credit within 15 month of high school graduation | 3 (IST 154) Networking Basics  
CCCNT Industry Certification  
3 (IST 155) Networking I  
3 (IST 156) Networking II | TCS |
| Computer Technologies: Computer Maintenance and Repair (A+) | Information Systems Technology (IST) | • Completion of FCCTC Computer Repair and Technology program with a grade of 80% or better, and receipt of Pennsylvania Skills Certificate (Test Code 6148 or 6299); and  
• Enrollment in an HCC Information Systems Technology program; and  
• Application for articulated credit within 15 months of high school graduation | 3 (IST 150) PC Tech: Repair and Troubleshooting  
3 (IST 151) PC Tech: Operating Systems | TCS |
| Graphic Communications | Graphic Design Technology (GDT) | • Completion of FCCTC Graphic Communications program  
• Completion of HCC’s GDT 116 or GDT 142 with a grade of “B” or better | 3 (GDT 112) Computer Graphics | TCS |
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| Marketing Education                                           | Management:   | • Completion of FCCTC Marketing program; and  
• Completion of MGT 104 (Marketing) with a grade of “C” or better | 3 (MGT 102) Sales  
1 (BUS 145) Customer Service | BSSB         |