

MEMORANDUM OF UNDERSTANDING
BETWEEN
HAGERSTOWN COMMUNITY COLLEGE
AND
MARYLAND POLICE AND CORRECTIONAL TRAINING COMISSIONS

I. PURPOSE

This memorandum of understanding ("understanding") is made by and between Hagerstown Community College ("HCC") and the Maryland Police and Correctional Training Commissions ("MPCTC"), who together are collectively referred to as the "parties".

Hagerstown Community College is a regionally accredited community college located in Hagerstown, Maryland. HCC offers associate degrees, certificates, and workforce development training. HCC is accredited by the Middle States Commission on Higher Education and is a Maryland state-supported institution.

The Correctional Training Commission is the body established by the Maryland Legislature to govern correctional certification and training in the State. The Correctional Training Commission was established in 1971 by the Maryland Legislature. It is the membership of this Commission that establishes the training objectives for entrance-level correctional officers, annual in-service, First Line Supervisors, and First Line Administrators.

HCC and MPCTC recognize the programs offered by the other and desire to establish their understanding regarding the transfer and applicability of coursework and technical experience from MPCTC to HCC. To that end, the parties enter into this understanding.

II. COURSE OF ACTION

The MPCTC offers a 37 day Correctional Officer Academy, which trains students to become Correctional Officers who are charged with the care and custody of individuals sentenced by the courts to serve time in state and local correctional facilities and those awaiting a court trial and sentencing throughout the State of Maryland. Students who complete the program through MPCTC and have received the Commission's completion of training certification will be awarded 18 credits at HCC to be granted toward the Associate of Applied Science ("A.A.S.") in Applied Technology. Official documentation of the student's credential is required for credit to be awarded.

III. ADMISSION REQUIREMENTS

MPCTC students seeking admission to the A.A.S. in Applied Technology must meet with the Director of Admissions at HCC and complete the application for admission. In addition, students must complete all admission requirements, including submission of transcripts and placement information. HCC will assess the high school diploma (or equivalent) of applicants wishing to enter the program and place them into courses on the basis of their placement test scores, academic background and demonstrated experience in specific courses. Applicants are required to participate in the HCC admission process to be considered for the program.

HCC Admission Requirements:

- The student must contact the Director of Admission to submit an application
- Enroll in the A.A.S. in Technical Studies at HCC, submit application materials for evaluation to the Admissions Office, meet the requirements for admission, and be accepted
- To continue enrollment, the student must attain the minimum Cumulative Grade

- Point Average (2.0) in all work attempted at HCC
- Students must earn a minimum of 25% of the required program credits at HCC to be awarded the A.A.S. Degree

IV. ACADEMIC PROGRAM CURRICULUM

MPCTC's correctional officer curriculum will be provided to HCC for review every three years, or when any curriculum changes have been made. This review will be limited to ensuring the curriculum meets HCC's standards for the A.A.S. degree. HCC will not further disseminate or publicize the curriculum.

HCC's A.A.S. in Applied Technology requires completion of 60 semester credit hours. Graduation requirements include a grade point average of 2.0 on all college work presented to fulfill curriculum program requirements.

Students awarded articulated credits under this agreement will not be charged tuition for these credits. Articulated credits are generally awarded after students have completed 15 credit hours with HCC.

While HCC maintains transfer agreements with many baccalaureate institutions, students should be aware that some institutions and programs might not accept college credits granted via articulation agreement. Students should consult with their HCC advisor prior to transfer.

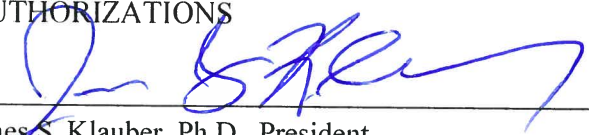
V. EFFECTIVE DATE, REVIEW, MODIFICATION AND TERMINATION

The memorandum shall become effective upon the date of the last signature of the authorized parties below, and it shall remain in effect for three years unless terminated as described below. A review of the memorandum of understanding shall be conducted by HCC every three years to determine if it should be renewed and if so, whether any modifications should be made.

Modifications to this agreement may be suggested by either party in writing throughout the three-year term of this agreement. Mutually agreed upon changes to this agreement will be added to this agreement as an addendum.

Either party may terminate this agreement upon advance written notice of thirty (30) days prior to the termination date.


VI. AUTHORIZATIONS



 James S. Klauber, Ph.D., President
 Hagerstown Community College

7/20/20

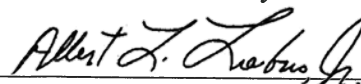
 Date



 Robert L. Green, Secretary
 Department of Public Safety and Correctional Services

7/23/20

 Date



 Albert L. Liebno, Jr., Executive Director
 Maryland Police & Correctional Training Commission

7/21/2020

 Date