



## MEMORANDUM OF UNDERSTANDING

### BETWEEN

### HAGERSTOWN COMMUNITY COLLEGE

### and

### FULTON COUNTY CENTER FOR CAREER AND TECHNOLOGY (McConnellsburg, PA)

#### I. PURPOSE

This memorandum of understanding is made this 9<sup>th</sup> day of December, 2021 by and between Hagerstown Community College ("HCC") and the Fulton County Center for Career and Technology ("FCCCT"), 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 Fulton County Center for Career and Technology has programs located on the campuses of three school districts in Fulton County, PA, including Forbes Road, Central Fulton, and Southern Fulton. Students attend their program of choice for two hours each morning and return to their home school after that. In their three years at FCCCT, students receive 1080 hours of instruction.

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

#### II. COURSE OF ACTION

Students who complete a program of study through any of the following: **Veterinary Technician, Construction Trades, Automotive Technology, or Drafting & Design Technology**, and have received the corresponding industry-recognized technical license or certification, may be awarded up to 15 credits in restricted electives at HCC, to be granted toward the Associate of Applied Science in Technical Studies. Official documentation of the student's credential (Pennsylvania Skills Certificate) is required for credit to be awarded.



### III. ADMISSION REQUIREMENTS

FCCCT students seeking admission to the A.A.S. in Technical Studies 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:

- Contact the Director of Admission for application materials;
- Enroll in the A.A.S. in Technical Studies at HCC, submit application materials for evaluation, meet requirements for admission, and be accepted
- Submit application materials for evaluation to the Admissions Office, meet
- 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

FCCCT's curriculum will be provided to HCC for review every three years, or when any curriculum changes have been made.

HCC's A.A.S. in Technical Studies 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. REVIEW

The memorandum shall become effective when it has been signed on behalf of HCC and FCCCT. A review of the memorandum of understanding shall be conducted by HCC every three years.

Dr. C. David Warner, Vice President Hagerstown Community College

Date

Erik Damgaard  
Executive Director  
Fulton County Center for Career and Technology

Date