

MEMORANDUM OF UNDERSTANDING BETWEEN

FROSTBURG STATE UNIVERSITY

and

HAGERSTOWN COMMUNITY COLLEGE

regarding the

BACHELOR OF TECHNICAL AND PROFESSIONAL STUDIES
in Criminal Justice

Frostburg State University and Hagerstown Community College agree to offer a Bachelor of Technical and Professional Studies (BTPS) degree as an articulated program for students who have completed an Associate degree in Criminal Justice and are pursuing the specialty area of Criminal Justice in compliance with the Maryland Higher Education Commission criteria.

Under these terms, students will be admitted to the BTPS program under the same standards as are all other students with a degree from any Maryland Community College. Frostburg State University will accept no less than 60 credits and no more than 70 credits for the Associate degree earned.

All information related to registration, including course offerings and schedules of classes, will be made available at the community college site or via the Web for students enrolled at Frostburg State University. Frostburg State University classes will be held at the University System of Maryland at Hagerstown site. To the extent possible, classes will be flexibly scheduled at times that meet the needs of the students and provide the greatest access. In case classes may not be scheduled to accommodate the working adult, selected dual enrollment classes will be made available at Hagerstown Community College.

Attached is a description of the current programmatic and degree requirements. Each campus will have a planning unit to work out short-term and long-term course schedules for students enrolled in the program. These units will meet each semester for the first two years, and at least annually thereafter to discuss program and/or degree requirements and to review academic processes and procedures. A department-based unit will be responsible for certifying internship/field placement experiences offered in Hagerstown Community College's geographic area or other mutually agreed upon sites. Placement of the students will be determined in advance of the students' registration and will be supervised by faculty at one of the institutions involved in the program.

Student records will be maintained at Frostburg State University and will be made accessible to faculty and staff at Hagerstown Community College with written student permission on an as-needed basis.

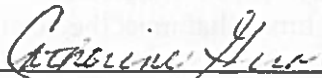
Academic and professional advising will be a shared responsibility of both institutions. Faculty at Frostburg State University will be available via telephone, E-mail, or on-site at Hagerstown Community College. The degree of shared responsibility for advising will be determined at the start of the program and may be specified as an addendum to the MOU.

Tuition and fees assessed will be that of Frostburg State University.

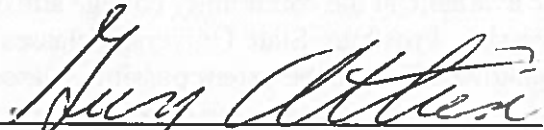
Financial aid will be made available to student who qualify and will be administered under the direction of Frostburg State University's Office of Financial Aid with information available at the community college site. Students at Hagerstown Community College enrolled in the BTPS program will be treated the same as other students at Frostburg State University.

The responsibilities of faculty involved in teaching in the BTPS program will be the same as those specified by the institution for which they are normally under contract. These include office hours (in person or by E-mail) to provide student access to faculty responsible for instruction, preparation of course syllabi and all course requirements, ensuring that texts and other instruction-related materials have been ordered for student purchase, advising related to instruction, referral to academic and/or other student services as needed by the student, and career-related advising.

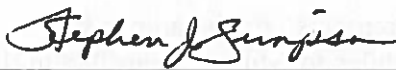
Curricular and/or programmatic changes will require review by both institutions and approval through Frostburg State University's normal curricular approval processes. The curricula and internship sites will be reviewed by both institutions every two years. Substantial changes to the program of study, or curtailment or discontinuance of this program, will be submitted to the Maryland Higher Education Commission through a transmittal letter signed by the presidents and provosts/vice presidents for academic affairs from both institutions. This agreement may be ended by one or both parties with prior notification of one year. All students who are currently enrolled in the BTPS will have the opportunity to complete the program.



Dr. Catherine Gira
President, Frostburg State University



Dr. Guy Altieri
President, Hagerstown Community College



Dr. Stephen Simpson
Provost and Vice President for Academic Affairs
Frostburg State University



Dr. Julian Sidlowski
Dean of Instruction
Hagerstown Community College

Date

April 15, 2004

Date

Summary of Requirements for a Major in Criminal Justice

1. An Associate of Applied Science in the Administration of Justice from Hagerstown Community College or an Associate's or Associate of Applied Science degree in Criminal Justice from Frederick Community College.

2. General Education Requirements: You must complete a minimum of 40 credits in general education as part of the baccalaureate program.

3. Program Core Courses at Hagerstown and Frederick Community Colleges:
(27 hours)

Hagerstown Community College

ADJ 101: Intro to Criminal Justice
PSY 201: General Psychology
POL 101: American Government
SOC 103: Criminology
ADJ 209: Corrections Management
ADJ 204: Criminal Investigation
ADJ 208: Police Management
POL 202: Constitutional Law
ADJ 201: Law Enforcement/Community

Frederick Community College

CJ 101: Intro to Criminal Justice
PS 101: Intro to Psychology
PI 104: American Government: National
SO 201: Criminology
CJ 214: The Correctional Process
CJ 220: Criminal Evidence and Procedure
CJ 204: Police Operational Services
CJ 110: Criminal Law
CM or CMSP 103: Speech Fundamentals

4. Program Core Courses at Frostburg State University:
(27-30 hours)

SOCI 442: Juvenile Delinquency
POSC 323: Public Administration
POSC 423: Constitutional Law II
ENGL 338: Technical Writing or ENGL 330: Business Writing
SOCI 311: Basic Research Methods
CRJU 490: Advanced Topics in Criminal Justice (6 hours)
CRJU 494: Field Experience (6-9 hours)

5. Program Elective Courses at Frostburg State University:
(6 hours)

MGMT 351: Management of Organizations
MGMT 356: Leadership and Interpersonal Skills*
MGMT 357: Human Resource Management*
POSC 321: State and Local Politics
POSC 358: American Public Policy
POSC 422: American Constitutional Law I

*Requires MGMT 351 as prerequisite

Criminal Justice

Collaborative Program

Hours required at Hagerstown or Frederick Community College:	62-70
Hours required at Frostburg State University:	50-58
Total Hours Required:	120

Major

Coordinator:

David Lewis, Department of
Political Science

Coordinating Committee:

Professor:

T. Mappes (Philosophy)

Associate Professors:

Lewis (Political Science)

Olson (Sociology)

Assistant Professor:

Johnson (Political Science)

McMullen (Sociology)

- If you complete the major in criminal justice, you will earn the Bachelor of Technical and Professional Studies (BTPS) degree.
- Since criminal justice is an interdisciplinary program, grades in all program courses completed at FSU count in the major grade point average.
- Six credits of field experience are required.
- Students who do not hold an AAS in criminal justice should see the Law and Society major with concentrations in criminal justice and legal studies for additional paths to careers in law and law enforcement.

The Bachelor of Technical and Professional Studies degree in criminal justice is a collaborative program between Frostburg State University, Hagerstown Community College, and Frederick Community College. The program is designed to provide advanced career opportunities for students who hold an Associate of Applied Science degree in criminal justice from HCC or FCC, or an AA degree in criminal justice from FCC. If you hold a similar degree from another program, you may be considered for admission based on an articulation agreement between FSU and the other undergraduate institution.

The program is designed to prepare students for advancement in careers in law enforcement, corrections, and probation and parole. Building on the technical skills gained in the associate degree program, and on experience in the field, the baccalaureate program will enhance your understanding of societal issues, political processes, and administrative structures that impact the criminal justice system, and provide opportunities to hone your writing, research, and management skills.