



DUAL ADMISSION AND ARTICULATION AGREEMENT

Wilson College and
Hagerstown Community College

December 2018



Wilson College Mission Statement

Wilson College empowers students through an engaged, collaborative, liberal arts education that combines the skills and focused study needed for success in work and life. We are a close, supportive community that develops the mind and character of all students, preparing them to meet the challenges of a global society.



Preface

Wilson College (WC) and **Hagerstown Community College (HCC)** believe that cooperative programs benefit the community, employers, and students in their regions. It allows smooth transition for students transferring between institutions and maximizes allowable transfer of credits. The principle beneficiaries are the students, who are served by current information about programs and protected by firm arrangements between institutions of higher education. The students are thereby provided the opportunity of planning a total baccalaureate degree program at the outset of the college education.

Principles of Agreement

Wilson College and Hagerstown Community College confirm the following points of agreement to assure equal treatment of college and transfer students.

1. WC agrees that if a student satisfactorily completes the Associate of Arts or the Associate of Science Degree from HCC and presents the appropriate transcript documentation of such to the Registrar of WC, he/she:
 - a. Will receive full recognition of that degree and will have all eligible credits applied toward the completion of a Bachelor's degree. Eligible credits are those earned with a grade of 'C' or better.
 - b. Is assured admission to WC with a junior-level standing, if transferring 60 credit hours.
 - c. Will be awarded a Bachelor's degree after the appropriate personnel at WC have determined that the requirements for the baccalaureate degree have been completed. Some majors may require more than four semesters for completion.

Students interested in transferring to WC are encouraged to consult with the Transfer Coordinator at HCC and the WC Transfer Admission Counselor to assist in choosing courses which will transfer into the qualified declared major.

Students may request an unofficial transcript evaluation prior to submitting their application.

2. Students transferring without an Associate's Degree will have credits evaluated on a course-by-course basis.
3. Under the Dual Admissions Agreement, HCC students will have the application fee waived and will be guaranteed admissions into a Bachelor's Degree program with WC provided the following conditions are met:
 - a. Graduation from HCC with an Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree with a minimum cumulative GPA of 2.0;
 - b. Submission of a "Dual Admissions Intent" form by the 30th credit;
 - c. Satisfaction of all other WC transfer admissions requirements.



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4. WC agrees to accept all general education core requirements embedded in the HCC Associate in Arts (A.A.) and Associate in Science (A.S.) into WC's corresponding general education requirements. Transferred credit does not alter the requirements of the student's major field of study or its admissions standard as identified in the WC catalog. This transfer agreement applies to all HCC A.A. and A.S. graduates and is not limited to graduates who participate in the Dual Admissions Agreement.
 5. The same criteria for transferring individual courses by other transfers to WC will be applicable to HCC students. Specific course transfers must be completed with a grade of "C" (2.00 on a 4.00 scale) or better, unless specific departments require a higher grade point average (GPA).
 6. Credits earned at or transferred from HCC will be limited to 72 credit hours.
 7. HCC transfer students with 30 or more transfer credits accepted at the time of admission to WC have the First Year Seminar requirement waived. A student may need to complete an additional elective course to meet the graduation credit requirement in place of this waiver.
 8. WC agrees to waive placement testing for HCC students who have achieved a grade of "C" or better in their college level general education courses in communication and computation, as appropriate to the student's intended major area of study.
 9. When program requirements change at WC, students studying at HCC who have submitted a letter of intent to enroll at WC will have the option of satisfying "old" program requirements in the same manner as native WC students. The "grandfathering" will have a time limit of four years from the date of the implementation of the change at WC, except for when changes are required by an accrediting agency.
 10. No time limit (years) shall be placed on the acceptance of credit transferable from HCC to WC unless there is a specific policy limitation for native WC students.
 11. Though remedial and orientation courses do not normally fulfill graduation requirements, WC will, on a course-by-course basis, treat transfer credit from HCC for courses in remediation and orientation in the same manner as comparable courses at WC.
 12. HCC students transferring to WC will be treated the same as native WC students of equal class standing when applying for financial aid and in the award and distribution of funds.
 13. HCC students transferring to WC will be treated the same as native WC transfer students of equal grade point average standing in the review and award of Scholarships.
 14. HCC students transferring to WC will receive consideration for campus housing on the same basis as newly enrolling students.
 15. HCC students transferring to WC will receive equal opportunity to pre-register for classes and have access to other student services on the same basis as native WC students of equal class standing.
 16. HCC students transferring to WC will be eligible for a range of merit-based scholarships that WC offers for transfer students.



Obligations of Wilson College

1. To attend regularly scheduled transfer programs at HCC. WC will provide HCC with "Dual Admissions Intent" forms and fact sheets to distribute upon request.
2. To invite HCC students who have completed a "Dual Admissions Intent" form to an informational/ advising meeting with WC faculty and staff on a regular basis at both HCC and WC, in order to facilitate smooth curricular and co-curricular integration to WC.
3. To send a WC letter of pending or conditional admission to all HCC students who complete a "Dual Admissions Intent" form and meet the conditions set forth above. HCC students who complete "Dual Admissions Intent" forms will be governed by the WC degree requirements in effect at the time of signing the "Dual Admissions Intent" form.
4. To work with HCC on program to program curriculum articulation agreements that specify for HCC transfer students the HCC courses that satisfy major requirements required for degree completion at WC.
5. To maintain accurate advising materials for HCC students.

Obligations of HCC

Publicize this Agreement to prospective and current HCC students in its promotional literature, and make special arrangements for WC recruiters and advisors to visit HCC and meet with prospective and current Dual Admissions students.

Joint Obligations

1. Consult with each other through appropriate channels prior to implementing major changes in policy or curricula that directly affect students transferring under the terms of this Agreement, and keep each other informed of any other changes of policy or curricula that affect those students. Both WC and HCC will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both HCC and WC sign a revised document.
2. Collaborate in providing students with information and academic advising about this agreement, WC academic requirements, and the process of transferring to WC.
3. HCC and WC jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of dual admission and articulation agreement.
4. Each institution will designate a representative or representatives who will coordinate the Dual Admission and Articulation Agreement between the two institutions.



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5. Exchange data and documents annually that will contribute to the maintenance and improvement of this arrangement, enhance the transfer process, and promote effective cooperation between institutions. These will consist of data about individual transfer students, including admissions information and grades, retention information, and reports on the results of program reviews, assessments of student learning, and decisions of curricular and other committees. The institution(s) will exchange data after obtaining appropriate permission from the students as indicated on the Dual Admissions form.
 6. Facilitate and support consultation and collaboration between their faculties related to this agreement, general education, degree requirements, and other academic matters.
 7. To provide direct links between WC and HCC websites.

Revision, Renewal and Termination of this Agreement

1. An informal review of programs will occur every year for the purpose of updating advising information for students and staff. The review will be initiated by the WC Transfer Advisor.
2. This agreement will automatically renew unless personnel from HCC and WC determine that a meeting is necessary to review and/or amend this agreement. Either institution may terminate this agreement at any time by written notice of at least one (1) year in advance of the effective date of termination. This agreement will be reviewed every five years. Students in progress will be permitted to complete their HCC program and then transfer.
3. Upon formal approval of this agreement, by the appropriate officials of the two institutions, joint advertisement and promotion will be developed by the appropriate representative at each institution.

This agreement requires full disclosure of the partnership and will be listed on the Wilson College website along with the logos of both institutions.




SIGNATURES

Wilson College and Hagerstown Community College authorize this Agreement to become effective on the date of its signing.

For Wilson College



Dr. Barbara K. Mistick, President



Dr. Elissa Heil, Vice President for Academic Affairs and Dean of the Faculty



Date


For Hagerstown Community College



Dr. James S. Klauber, President



Dr. C. David Warner, Vice President of Academic Affairs and Student Services



Date

