

Articulation and Dual Admission Agreement

Hagerstown Junior College

Penn State Harrisburg, The Capital College

Hagerstown Junior College (HJC) and Penn State Harrisburg, The Capital College (PSH) agree to articulate their curricula so that students can transfer from HJC into a major at PSH having met the curricula admission requirements for the major. This transfer of credits, or degree, allows students to continue their studies toward a baccalaureate degree at PSH by building on the coursework that they have successfully completed at HJC. As an upper-division college of The Pennsylvania State University, PSH will admit HJC students with advanced standing who have successfully completed an associate degree. To facilitate this transfer HJC and PSH agree to a Dual Admission Program which provides students with articulated curricula that lead to a bachelor's degree at PSH.

Hagerstown Junior College and Penn State Harrisburg, The Capital College, officially confirm the following points of agreement;

1. The determination of major program requirements for a baccalaureate degree is the responsibility of PSH. Appropriate courses at HJC will be accepted in meeting the baccalaureate degree requirements at PSH. A concordance of HJC and PSH programs is included in the Appendix to this document.
2. Students accepted for admission are required to have at least a 2.0 cumulative grade point average (4.0 scale) for all college level grades received. If the student has attended more than one regionally accredited institution, the overall grade point average will be computed on college level grades received from all institutions. Some programs at PSH may require a higher cumulative grade point average for admission. Any course with a grade of "D" will be submitted for review by the academic program at PSH to which the student is applying.
3. HJC students will be eligible to transfer upon completion of the associate degree or 60 transfer credits. Although HJC students will be encouraged to complete the associate degree requirements, those students who request transfer to PSH prior to completion of the associate degree will normally be accepted at PSH if bachelor degree admission requirements have been met. Students may change majors at any time, however, they will be required to meet the entrance requirements for the new major at the time of change.
4. PSH will not require HJC transfer students to complete more than normal degree requirements in order to be eligible to receive the baccalaureate degree unless such students change their majors into an area for which their HJC preparation may not have been appropriate.
5. Credit earned at or transferred from HJC will be limited to those useful to the student's program of study at PSH.

6. The general guidelines for the HJC/PSH Baccalaureate Dual Admission Program include:
 - A. Students may apply for admission under the Baccalaureate Dual Admission Policy as early as their senior year of high school but no later than the completion of 30 transferable credits. Dual Admission students while enrolled at HJC have access to PSH academic, financial aid and career advising, together with the use of library resources.
 - B. Students apply for Dual Admission by completing the HJC/PSH Application for Dual Admission form available at the Counseling Office of the HJC campus they attend or from Enrollment Services at PSH. HJC will then provide PSH with the information necessary to build a record for the student.
 - C. Students who cannot maintain continuous enrollment in the Dual Admission Program should work closely with the Counseling Office at HJC to update themselves on program changes.
 - D. Both HJC and PSH will ensure that the student is provided with transfer counseling toward meeting the associate and baccalaureate degree requirements of the two institutions.
 - E. At the conclusion of each semester, during the student's associate degree studies, HJC will automatically send to PSH a copy of the student's transcript per authorization from the Dual Admission Application.
 - F. Students will be governed by the PSH degree requirements in effect at the time of dual admission as long as the student maintains continuous enrollment. PSH will notify the student at the time of dual admission of all entrance to major requirements. Students who do not maintain continuous enrollment should contact the Counseling Office for information on program changes.
7. PSH will annually provide HJC with admission information (e.g. number of students applied, accepted and enrolled). In addition PSH will monitor the academic progress of HJC transfer students attending PSH and annually provide HJC with data including individual grade point averages and majors.
8. Admitted HJC students will be provided full consideration for housing, financial aid, and registration.
9. HJC and PSH jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of this articulation and dual admission agreement.
10. A committee of three individuals from each institution will be charged with periodically meeting to coordinate all aspects of the articulation and dual admission agreement, including the resolution of any problems not resolved through normal procedures.
11. This agreement will automatically renew each year unless the persons at HJC or PSH determine that a meeting is necessary to renew and or amend the agreement. Either party may terminate the agreement upon six months notification to the other party. Students in progress will be permitted to complete their program.

HJC and PSH authorize this agreement to become effective on January 9, 1997.

For Hagerstown Junior College

Norman P. Shea
Dr. Norman Shea, President

Michael Parsons
Dr. Michael Parsons, Dean of Instruction

1/9/97
Date

*For Penn State Harrisburg
The Capital College*

John G. Bruhn
Dr. John Bruhn, Provost and Dean

1/9/97