

## Hood College and Harford Community College Transfer Policy Agreement

This Enrollment Agreement ("Agreement") between Hood College, 401 Rosemont Avenue, Frederick, MD 21701 and Harford Community College (hereafter referred to as "HCC") 401 Thomas Run Road, Bel Air, MD 21015 is effective November 1, 2018.

Whereas both entities recognize the need and importance of facilitating the transfer of students from HCC to Hood College as these students pursue their educational goals; and

Whereas Hood College and HCC recognize that to enhance students' transition, this Agreement between Hood College and HCC shall be established; and

Whereas Hood College and HCC have entered into this Agreement in the spirit of cooperation, mutually recognizing each other as quality institutions of higher education. An important consideration of this Agreement is to encourage and enable HCC students who transfer to Hood College to complete an associate degree prior to transfer or post-transfer through the reverse transfer program.

### ***Special Admission Requirements***

Subject to the terms and conditions of this Agreement, Hood College shall provide students graduating from HCC the opportunity to transfer into any of the bachelor's degree programs offered by Hood College that do not have special admission requirements. Hood College's Office of Undergraduate Admission will retain the final authority in all admission decisions.

### ***Nursing Requirements***

HCC students interested in entering the 4-year Bachelor of Science in Nursing (BSN) program at Hood College must meet the following admission requirements:

- Select Nursing as the intended major
- Maintain a GPA of 3.0 or higher
- Apply before March 1

HCC students interested in entering the 3-year Bachelor of Science in Nursing (BSN) program at Hood College must meet the following admission requirements:

- Select Nursing as the intended major
- Maintain a GPA of 2.75 or higher
- Apply before March 1
- Complete the following courses with a grade of C or higher:

- BIO 203 (Anatomy & Physiology I)

-BIO 204 (Anatomy & Physiology II)

-CHEM 100 (Chemistry for Changing Times) or CHEM 111 (General Chemistry I)

Not everyone who meets the admission requirements will be admitted into the program, due to the competitive nature of the program and spot availability.

### ***Transfer of HCC Credits to Hood College***

Subject to the terms and conditions of this Agreement, Hood College shall accept the transfer of HCC credits up to a maximum of sixty-two (62) applicable semester credit hours. Students transferring to Hood College with an associate of arts (A.A.), associate of science (A.S.), or an associate of arts in teaching (A.A.T.) degree will satisfy the requirements specified in the Hood College Core Curriculum with the exception of the Global Perspectives requirement which may be fulfilled with appropriate transfer courses.

Students transferring to Hood College with an associate of applied science (A.A.S.) or an associate of fine arts (A.F.A.) degree may be required to take additional Hood College general education courses to satisfy the Hood College Core Curriculum requirements.

### ***Benefits to HCC Students***

HCC students with at least 15 credits who enroll full-time at Hood College will be eligible for a transfer merit scholarship based on full-time admission. The scholarship will be renewable for a specific number of semesters, determined at time of admission.

Scholarship Name	Amount	Minimum Required GPA (transferrable courses only)
Leaders' Scholarship	40% of tuition	3.50
Trailblazer Scholarship	33% of tuition	3.00
Recognition Award	25% of tuition	2.50

1. The above scholarship structure is subject to change, please refer to the most recent scholarship levels on the Hood College website ([hood.edu/financial-aid/scholarships/for-transfer-students.html](http://hood.edu/financial-aid/scholarships/for-transfer-students.html))
2. HCC students not already eligible for the Leaders' Scholarship may be considered for an increase to their transfer merit scholarship amount, based on an on-campus interview.
3. HCC students who transfer to Hood College and enroll on a full-time basis will be awarded a special Harford Community College Scholar Scholarship in the amount of \$500 per semester.
4. HCC students will have a designated Transfer Counselor (non-academic) to provide general college information and resources.

### ***Eligibility***

To be admitted to Hood College, students must complete the following steps:

- Submit the appropriate online transfer application.
- Submit official transcripts from all post-secondary institutions attended.
- Meet the general transfer requirements as outlined in the Hood College Catalog.

Students interested in the associate degree completion program through reverse transfer of credit must complete a Request Transcript Authorization Form, available on the Hood College Self-Service site.

### ***Reverse Transfer***

Hood College will encourage students to complete their associate degree at HCC. Hood College will promote reverse transfer to HCC students who have transferred to Hood College and have not completed an associate degree at HCC. Interested students must sign a FERPA<sup>1</sup> waiver to allow Hood College and HCC advisors to exchange student academic records to implement dual advising and promote reverse transfer opportunities. Hood College will annually conduct outreach to current Hood College students who have transferred from HCC that have completed forty-five (45) credits at Hood College, transferred at least fifteen (15) credits from HCC, and have not completed an associate degree.

### ***Responsibilities***

HCC will be responsible for

1. Advising all students regarding courses needed to complete an associate degree or coursework needed to complete the reverse transfer program.
2. Notifying students of transfer opportunities to Hood College by posting links to the agreement on the HCC Counseling website (<http://www.harford.edu/student-services/academic-advising/transfer-services.aspx>).

Hood College will be responsible for

1. Ensuring that all HCC students who apply for transfer to Hood College are considered on the same basis for admission to competitive programs, registration, financial aid, scholarships, student housing, parking and any other opportunities open to all students.
2. Provide contact and resource information from Transfer Counselor (non-academic) for transition and continuing orientation programs and resources.

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<sup>1</sup> The parties will comply with all provisions of the federal Family Education and Privacy Act ("FERPA") in all disclosures of FERPA protected information between HCC and Hood College. For example, the parties may be able to share personally identifiable information from a student's record for purposes related to enrollment or transfer, per 34 C.F.R §§ 99.31 (a)(2) and 99.34. In addition, pursuant to 34 C.F.R. §§ 99.31 (a)(6)(i), the parties may share with each other personally identifiable information from students' educational records without consent for the sole purpose of conducting studies to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. Also consistent with FERPA, the parties shall use reasonable methods to ensure that they provide only those education records that are necessary to this Agreement. Nothing in this Agreement may be construed to allow the parties to maintain, use, disclose, or share student record information in a manner not allowed under Federal law or regulation.

**Review of the Agreement**

Hood College and HCC will review this agreement every three years to make adjustments as deemed appropriate to maintain the integrity and for the improvement of the transfer process and student articulation. Changes will not adversely affect students already enrolled under the provisions of the existing enrollment agreement.

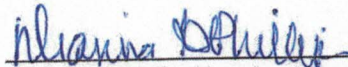
The enrollment agreement will remain in effect until terminated by either party upon written notice. Such notice should be given one year in advance of the date of termination so that students who entered under the enrollment agreement may take advantage of its terms for two years after termination becomes effective.



Dr. Andrea Chapdelaine, President  
Hood College

11/9/2018

Date



Dr. Dianna G. Phillips, President  
Harford Community College

11.1.2018

Date