

**Memorandum of Understanding  
between  
Old Dominion University and Hagerstown Community College**

Old Dominion University and Hagerstown Community College hereby establish this Memorandum of Understanding (MOU) to facilitate a clear student transfer process between the institutions for educational attainment beyond the associate degree level.

**PURPOSE**

The purpose of this MOU is to establish terms and conditions under which Old Dominion University and Hagerstown Community College support educational opportunities for transfer students. Both institutions will work to establish a mutually beneficial relationship to build transfer pathways that serve the best interests of students.

**NOW THEREFORE**, Old Dominion University and Hagerstown Community College hereby agree as follows:

1. That Old Dominion University and Hagerstown Community College will follow the designed and approved program outlines of any articulated transfer agreement which has been developed jointly by Old Dominion University and Hagerstown Community College, and the respective departments and divisions; and
2. That Old Dominion University guarantees institutional admission to Hagerstown Community College students who have completed all course requirements of an approved articulated transfer pathway via a specific approved associate of applied science degree with a cumulative 2.5 grade point average and made proper application for admission to Old Dominion University; such students will be admitted as upper-division students provided that they received grades of "C" or better in such course requirements; and
3. That Hagerstown Community College students in the agreed upon articulated transfer agreements will be offered the same consideration as native Old Dominion University students with regards to changes in academic program admission and course requirements; and
4. That Old Dominion University will accept credits earned for advanced placement by standardized and local testing of Hagerstown Community College students in the said articulated transfer agreements as credit toward completion of the program at Old Dominion University, providing:
  - a) that Old Dominion University's academic advanced placement policies in effect as of the date of the student's entry into the articulated transfer agreement are met; and
  - b) that Hagerstown Community College's locally developed advanced placement tests are acceptable to the appropriate Old Dominion University academic department; and
5. That Hagerstown Community College students with a minimum of twenty-four semester hours may apply for admission to Old Dominion University and enroll in coursework toward a baccalaureate degree; and
6. That Hagerstown Community College students who have completed an approved articulated transfer pathway are considered to have satisfied Old Dominion University's lower-division general education requirements based on requirements for out-of-state institutions except those required specifically by the college and/or major department; and

7. That Hagerstown Community College students will follow the graduation requirements for transfer students as stated in the Old Dominion University catalog as of the date of the student's initial entry into the appropriate articulated transfer agreement; and
8. That the articulated transfer agreement guide will be reviewed whenever major changes, due to academic policy are required, or annually.

## **RESPONSIBILITIES OF OLD DOMINION UNIVERSITY**

Old Dominion University agrees to provide the following transfer support services to Hagerstown Community College:

- Identify a single point of contact to serve as the liaison between Old Dominion University and Hagerstown Community College. This individual is to assist with investigating any special interests, opportunities, issues, or complaints and the resolution thereof.
- Provide student support services from inquiry to graduation. Includes preadmission advising, application and admission support, academic advising, student success coaching, technical support, and career services support.
- Encourage students to complete Hagerstown Community College's degree program prior to transfer.
- Accepts and applies regionally accredited credits towards graduation requirements.
- Provide eligible students the opportunity to submit a Letter of Intent (LOI) form. The LOI is a non-binding "intent to enroll" form. Students who sign the LOI will have access to specific academic offerings and policies described in the catalog at the time the agreement is signed. Completion of the form will assist with pre-advising and will activate the application fee waiver.
- Promote reverse transfer to Hagerstown Community College students who transfer without an associate degree.
- Review credits for application earned through AP, CLEP, IB, Cambridge, DSST, military and international credit. Students may also pursue credit for prior learning.
- Agrees to track student enrollment and achievement, using mutually agreed upon metrics. Data will be collected and shared on transfer rates, program of study, and degree completion.
- Offer Hagerstown Community College students the opportunity to apply for scholarships as they become available. Students must meet all scholarship qualifications for eligibility.
- Offer Hagerstown Community College students the opportunity to apply for a payment plan to assist with financial planning and tuition payment.
- Promote fast track programs and pathways to graduate degree programs where applicable.
- Promote opportunities for students to participate in research and internships.

- Establish a web presence on ODUGlobal’s website to reflect the partnership including relevant transfer student benefits and resources.

## **RESPONSIBILITIES OF Hagerstown Community College**

Hagerstown Community College agrees to provide the following transfer support services to Old Dominion University:

- Identify a single point of contact to serve as the liaison between Old Dominion University and Hagerstown Community College. This individual is to assist with investigating any special interests, opportunities, issues, or complaints and the resolution thereof.
- Provide early access to students who express an interest in continuing education beyond an associate degree.
- Opportunity to request Hagerstown Community College student directory information in compliance with all federal, state, and local laws.
- Invitation to transfer fairs and other college events.
- Collect and share data on yearly transfer rates to any colleges and universities based on program of study at graduation.
- Opportunities to promote the partnership through posting of marketing materials and distribution of transfer information to students.
- Establish a web presence on Hagerstown Community College’s website to inform students of the partnership including relevant transfer student benefits and resources.
- Inclusion of ODUGlobal in social media or print engagement with students.
- Promotion of partner sponsored events including conferences and webinars.

## **PARTNER COLLABORATION**

Old Dominion University and Hagerstown Community College agree to:

- Maintain good standing with regionally accrediting bodies.
- Schedule meetings with stakeholders as needed to facilitate communication between Old Dominion University and Hagerstown Community College to increase mutual understanding, improve transfer pathways, and provide feedback to improve overall success of the partnership.
- Support recruitment, enrollment, retention, and completion efforts, and communicate regularly and in a timely manner.
- Collect and share data on a yearly basis relating to transfer rates, program of study, degree completion.

- Each institution will agree to inform the other of curriculum changes that may impact transfer agreements.
- Identify scholarship opportunities and improve transfer processes to increase degree attainment for students.
- If both institutions deem it beneficial, a financial aid consortium agreement may be implemented to enable payment of financial aid between institutions.
- Utilize all relevant social media, digital platforms, and website placement to promote the partnership.
- Collaborate on joint submissions and secured grant or contract activity where applicable.
- Collaborate to share resources, identify, and make available opportunities for faculty/staff development, establish, and share quality standards and best practices.

## TERMS OF AGREEMENT

That this MOU will remain in effect until modified by the parties or terminated without cause by either institution in writing. In the event of a termination by Old Dominion University, Old Dominion University will make a good faith effort to honor the articulation agreement in effect at the time a student is admitted to an approved articulated transfer pathway at Hagerstown Community College.

If significant changes impacting the relationship occur, the parties will conduct a mid-cycle review and agree to an addendum, as determined necessary, to address the changes.

## SIGNATURES

In witness whereof, the parties to this agreement through their duly authorized representatives have executed this MOU on the days and dates set out below, and assuring that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

Dr. Brian Payne  
Vice Provost for Academic Affairs  
Old Dominion University

*Brian K. Payne* 4-10-24  
\_\_\_\_\_  
Signature Date

Dr. James S. Klauber  
President  
Hagerstown Community College

*[Signature]* 4/10/24  
\_\_\_\_\_  
Signature Date

Hagerstown Community College: Associate of Applied Science in Dental Hygiene  
**Old Dominion University: Bachelor of Science in Dental Hygiene Post-Licensure Online Program**

**2024-2027 AAS Transfer Agreement Guide**

Complete at Hagerstown Community College				Complete at Old Dominion University		
AAS DEGREE REQUIREMENT				BACHELOR'S DEGREE REQUIREMENT		
HCC Course	Credits	ODU Equivalent Course	Notes	ODU Course	Credits	Notes
ENG 101 English Composition	3	ENGL 110C English Composition		ENGL 211C or 231C Writing, Rhetoric, and Research	3	1
MAT 109 Intro to Statistics	3	STAT 130M Elementary Statistics		Liberal Arts Requirement	6	2
BIO 116/116L Human Anatomy & Physiology for Allied Health or BIO 203 & 204 Human Anatomy & Physiology I & II	4 or 8	BIOL 117N/118N Intro Human Biology & Lab or BIOL 250 & 251 Human Anatomy & Physiology I & II	3	BIOL 240 & 241 Fundamentals of Anatomy & Physiology I & II	0-8	3
BIO 205/205L Microbiology	4	BIOL 150/151 Intro Microbiology & Lab		SOC 201S Introduction to Sociology	3	1
COM 103 Public Speaking or COM 108 Intro to Human Communication	3	COMM 101R Public Speaking or COMM 200S Intro to Human Communication		Upper Division General Education	15	6
PSY 101 General Psychology	3	PSYC 201S Intro to Psychology		DNTH 412W Perspectives on Dental Hygiene Practice	3	
CHM 101/101L Intro to College Chemistry	4	CHEM 121N/122N Foundations of Chemistry I & Lab		DNTH 414 Educational Concepts for the Health Professional I	3	
General Education: Arts & Humanities Elective	3	Liberal Arts General Ed Req	4	DNTH 415 Research Methods in the Health Sciences	3	
DHY 101, 102C, 104, 108, 110, 111C, 112, 113, 116, 117, 201, 202C, 203, 204, 205, 210, 211, 220, 221C	43	HLTH 1ELE or 2ELE Health Electives	5	DNTH 416 Administrative Leadership and Professional Development	3	
				DNTH 440T Telehealthcare Technology	3	
<b>CREDITS PRE-TRANSFER: 70-74</b>				<b>CREDITS POST-TRANSFER: 42-50</b>		

Numbered Notes:

- **Note 1: Transfer course options.** ENG 102 Advanced Composition or ENG 112 Technical Writing at HCC meets the ODU Writing, Rhetoric, and Research requirement. SOC 101 Intro to Sociology at HCC satisfies the SOC 201S requirement at ODU.

- **Note 2: Liberal Arts Requirement.** 6 additional credit hours in ODU lower-division general education areas of Literature, Human Creativity, Philosophy and Ethics, Interpreting the Past, and Language and Culture. Any additional courses needed to complete the Liberal Arts requirement may be taken at HCC, ODU, and/or approved standardized examination (i.e., CLEP, DSST).
- **Note 3: Anatomy & Physiology Requirements.** Students are strongly encouraged to take BIO 203 Human Anatomy & Physiology I and BIO 204 Human Anatomy & Physiology II at Hagerstown. Otherwise, students will be required to take BIOL 240 Fundamentals of Anatomy and Physiology I and BIOL 241 Fundamentals of Anatomy and Physiology II upon transfer to ODU.
- **Note 4: Transferability of the Arts and Humanities Elective varies by course selection.** Before enrolling in an HCC General Ed Arts/Humanities course, seek guidance from an ODU enrollment coordinator or email [academicpartnerships@odu.edu](mailto:academicpartnerships@odu.edu) to ensure transferability to meet ODU's Liberal Arts General Ed req.
- **Note 5: Transferability of DHY courses.** Credit hours from the Associate of Applied Science in Dental Hygiene program are used to satisfy the BSDH Post-licensure Online Program as academic electives.
- **Note 6: Upper Division General Education.** Complete 15 credits at the upper division (300/400 level courses) to include a minimum of 6 credits to meet the Upper-Division General Education requirement.

General Notes:

- Completion of this transfer agreement guide alone does not guarantee admission to Old Dominion University. All students must meet the requirements set by the Office of Admissions. An additional application is required specifically for the Bachelor of Science in Dental Hygiene (BSDH) Post-Licensure Online Program. Formal acceptance into the dental hygiene program will be determined by the Admissions Committee for the BSDH Post-Licensure Online Program.
- Lower-Division General Education waiver and course substitutions are not automatic upon enrollment to ODU. Students must notify their ODU academic advisor for these to be processed upon verification.
- Grade of C or higher is required to receive transfer course credit from AAS courses, and all ODU Dental Hygiene (DNTH) courses require a C or higher.
- A minimum of 120 credit hours is required for graduation. Students must earn a minimum of 30 credits at Old Dominion University to be eligible for a degree.
- **Linked Bachelor's to Master's degree option:** Eligible students can apply to the Linked [Bachelor of Science in Dental Hygiene online program](#) to [Master of Science in Dental Hygiene online program](#). Qualified undergraduates can take up to 12 hours of graduate coursework that may be applied to both degrees.
- Course requirements listed in this agreement are based on the 2023-2024 catalogs for each institution and are valid until 2027, unless annual catalog curriculum changes or an updated agreement guide is created.
- **Students are encouraged to complete the Letter of Intent (LOI)** to gain access to exclusive benefits, including pre-advising, coaching, and a waived application fee. Submit the LOI at <https://online.odu.edu/transfer-intent>.
- Contact [academicpartnerships@odu.edu](mailto:academicpartnerships@odu.edu) to participate in this transfer agreement and connect with an ODU enrollment coordinator for pre-admission advising.

 4/8/24  
 Signature Date

Dawn M. Schoenenberger  
 Interim Vice President, Academic Affairs & Student Services  
 Hagerstown Community College

 4/21/24  
 Signature Date

Dr. Brian Payne  
 Vice Provost, Academic Affairs  
 Old Dominion University