

Memorandum of Understanding
between
Wor-Wic Community College
and
Salisbury University
regarding
Articulation of Courses in Criminal Justice
toward the
Bachelor of Science in Integrated Science, Forensic Science Track

This Memorandum of Understanding (“MOU”) is effective this 1st day of July, 2023 between Wor-Wic Community College (“WWCC”), located at 32000 Campus Drive, Salisbury, Maryland, 2184 and Salisbury University (“SU”), a constituent institution of the University System of Maryland, an agency of the State of Maryland, located at 1101 Camden Ave, Salisbury, Maryland, 21801 (collectively the “Parties” or “Institutions”).

Recitals

Whereas, WWCC and SU are committed to partnering to expand the educational opportunities and collaborative academic programming of their respective Institutions; and

Whereas, the intent of the Institutions is to avoid duplication of curricula, where appropriate, within articulated programs of studies; and

Whereas, the Institutions agree that the educational growth of students and the economic development of the community is better served through cooperative educational planning and optimal utilization of community resources.

Whereas, this MOU commits the Parties to full support of an articulation process to deliver certain coursework for students. This MOU will allow SU students to receive critical content knowledge in Criminal Justice toward completion of their bachelor of science degree in Integrated Science, Forensic Science track.

Now therefore, the Parties agree as follows:

I. Purpose

This MOU sets forth the conditions whereby SU students may take courses in Criminal Justice at WWCC as part of program requirements to earn a Bachelor of Science degree in Integrated Science, Forensic Science track.

II. Courses, instruction and academic support

- A. WWCC will permit SU students who have declared their major as Integrated Science, Forensic Science track to enroll in the following WWCC courses as part of their degree program:

- CMJ 104 – Criminal Law
- CMJ 105 – Introduction to Forensic Science
- CMJ 155 – Ethics in Criminal Justice
- CMJ 201 – Evidence and Procedure
- CMJ 251 – Criminal Investigation
- CMJ 256 – Crime Scene Investigation

- B. Courses will be held on the campus of WWCC during the fall and spring semesters. If conditions necessitate moving the courses to an online or hybrid format, WWCC will notify SU as soon as is practical. If it becomes desirable for WWCC to deliver any of these courses on the campus of SU, SU and WWCC will collaborate to find appropriate space and scheduling.
- C. SU students will have access to all the academic support resources available to all non-degree seeking WWCC students including advising, tutoring, computing, and library resources. Additionally, the instructors at WWCC will make themselves available to SU students via in-person or virtual office hours, or by phone appointment for support outside of scheduled class times.

III. Admission to WWCC

- A. SU students seeking to enroll in criminal justice courses must first enroll in the Investigative Forensic Technology Certificate at WWCC. There is no fee to apply at WWCC. SU students only need to submit transcripts when applying for the certificate degree. SU students admitted to WWCC will be notified of their admission status via email.
- B. In accordance with the WWCC Policy on Student Classification for Admission and Tuition Purposes, SU students seeking to enroll at WWCC must complete the residency portion of the application for admission to determine residency status for tuition and billing purposes. Students with questions about their residency status should contact the Admissions Office at WWCC.

IV. Enrollment/Registration

- A. Upon admission in the Investigative Forensic Technology Certificate, SU students are eligible to enroll in WWCC's Criminal Justice courses. Students will be enrolled in courses by the Academic Advising department following the same policies for all students.
- B. SU will provide the WWCC Criminal Justice Program with verification of good standing in the bachelor of science in Integrated Science, Forensic Science track program for SU students in this MOU; however, students will maintain their own academic standing within WWCC based on its catalog policies.

- C. SU students shall assume responsibility for their courses including all academic requirements and any WWCC financial obligations that are not covered by this MOU. SU students are expected to comply with all WWCC policies and procedures including enrollment dates and deadlines for applicable courses, as noted in WWCC's academic calendar.
- D. SU students are expected to comply with the standards of conduct articulated in the WWCC Code of Conduct.

V. Payment of Tuition and Fees

- A. SU agrees to pay for WWCC tuition and mandatory fees associated with each SU student's registration in any course listed in Section II.A of this agreement SU will provide WWCC's Accounts Receivable & Cashiers Office with a list of all eligible SU students registered for WWCC classes and the classes in which they are enrolled at least one week before WWCC's billing deadline and again on the first day of WWCC's semester.
- B. Upon receipt of the list from SU, WWCC will hold these student's course(s) from deregistration and prevent direct billing of students. WWCC will review and confirm the accuracy of the list provided by SU and submit an invoice to SU for payment. WWCC will send an invoice to SU immediately after the deadline to receive a refund. SU will pay the invoice within thirty (30) days of receipt. WWCC agrees not to charge SU late fees.
- C. SU students will be responsible for any costs incurred at WWCC not covered by this MOU, including costs related to course materials and laboratory fees.

VI. Grades/Transcripts

- A. SU students will provide SU with a copy of their own transcript through WWCC's online transcript ordering system and assume all costs associated with doing so. SU will indicate to their students where the transcript should be sent upon order.
- B. Final grades will be posted to the student's official WWCC record (transcript) immediately after grades are submitted by the instructor and approved by WWCC's Office of the Registrar.
- C. Once final grades are posted, WWCC will release any transcript holds that had been indicated to be "held for final grades."

VII. Administration of this MOU

- A. For SU, this MOU is being administered by Dr. Michael Scott, Dean of the Henson School of Science and Technology (msscott@salisbury.edu; 410-543-6489).

- B. For WWCC, this MOU is being administered by John Moses, Director of Criminal Justice (jmoses@worwic.edu; 410-572-8753).
- C. As administrators of this MOU, the respective designees of each Institution will facilitate any needed updates in collaboration with Institutional points of contact and ensure that any renewals are executed timely.
- D. The individuals listed below serve as points of contact for matters related to this MOU and for all official notices and correspondence, which shall be sent by U.S. mail or email.

Questions Regarding	Name	Title	Contact Info
MOU	Michael Scott	Dean of Science, SU	msscott@salisbury.edu
	John Moses	Department Head CMJ, WWCC	Jmoses@worwic.edu
Courses and Instruction	John Moses	Director, Criminal Justice Prog, WWCC	jmoses@worwic.edu
Admissions	Angie Hayden	Director of Admissions, WWCC	ahayden@worwic.edu
Billing	Tabitha Pilchard	Bursar, SU	twpilchard@salisbury.edu
	Megan Smith	Senior Director of Finance, WWCC	msmith@worwic.edu
Records and Registration	Martin Hunter	Registrar, SU	mjhunter@salisbury.edu
	Rhoda Lukens	Registrar, WWCC	rlukens@worwic.edu
Verification of Program Enrollment	Ryan Shifler	SU Program Coordinator, BS in Integrated Science	rmshifler@salisbury.edu

VIII. Governing Law

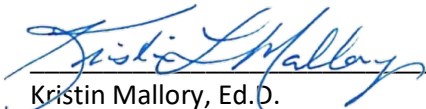
The terms of this MOU shall be governed by the laws of the State of Maryland of the United States, without regard to its conflicts of laws principles.

IX. Term, Renewal and Termination of MOU

- A. The initial term of this MOU is July 1, 2023 through June 30, 2024, but shall automatically renew for twelve (12) additional months each ensuing year unless one party gives the other written notice of its intention to terminate no later than the first day of classes of the beginning of the semester previous to the termination of the MOU.
- B. The Parties agree to mutually address and resolve any concerns or disputes related to this MOU. Should the Parties be unable to resolve any dispute arising from this MOU, WWCC and SU agree that termination of this MOU is the sole remedy.
- C. Should termination occur, both Institutions agree to continue to carry out the terms of this MOU for any student currently participating in the program.


In witness whereof, the undersigned individuals represent and warrant that they are expressly and duly authorized to execute this MOU.

WOR-WIC COMMUNITY COLLEGE

 6/26/23

Kristin Mallory, Ed.D.
Vice President of Academic Affairs

SALISBURY UNIVERSITY

 6/29/23

Karen L. Olmstead, Ph.D.
Provost and Senior Vice President
of Academic Affairs