PurPOSE:

The purpose of this AGREEMENT is to establish the criteria for the awarding college credits to graduates from the Virginia Department of Correctional Education, hereinafter DCE, who complete the DCE Computer System Technology Program and enroll in the Hardware & Software Support Career Studies Certificate Program at Paul D. Camp Community College, hereinafter PDCCC.
PROCEDURES:

Students who wish to apply for direct credit in the Articulated Program must:

1. Enroll in the Hardware & Software Support Career Studies Certificate within two years of release from the custody of the Department of Corrections;
2. Present to the Admissions and Records Office, a completed PDCCC Application for Course Credit form with the following attachments: (1) the appropriate Completion Education Record for the Computer System Technology Program in accordance with this AGREEMENT, from DCE and (2) a copy of the student's final exam agreed upon by the DCE instructor and PDCCC faculty (The student must make a grade of “B” or higher for credit);
3. Request an official transcript to be sent from the Virginia Department of Correctional Education to the PDCCC Admissions and Record Office;
4. Successfully completed the equivalent of six (6) semester hours of study at PDCCC in the articulated program area prior to official awarding of the articulated credits; and
5. All general education courses may be completed through PDCCC or any other accredited institution, in accordance with PDCCC’s college catalogue.
6. This agreement will remain in effect until either party notifies the other in writing of their desire to have it terminated.

CREDIT:

Based upon evaluation of the competencies by the Information Systems Technology Department and the recommendation of the Career and Technical Education teacher, students meeting all criteria are eligible to receive credit for the courses listed below:

<table>
<thead>
<tr>
<th>PDCCC</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITN 106 Microcomputer Operating System</td>
<td>3</td>
</tr>
<tr>
<td>ITN 107 Personal Computer Hardware/Troubleshooting</td>
<td>3</td>
</tr>
</tbody>
</table>

A total of six (6) credit hours of the 27 credit hours program will be awarded to the students that have successfully completed all procedures in accordance with this AGREEMENT and have completed a minimum of six hours of semester credit from PDCCC within two years of release from the Department of Corrections.

DUTIES & RESPONSIBILITIES:

The Virginia Department of Correctional Education facilities teaching the Computer System Technology Program and participating in the agreement agree to the following:

1. Identify all eligible inmates who meet the criteria and eligibility to apply for selection into the college program;
2. Interview and process student candidates;
3. Arrange for required assessment testing; DCE instructor will contact PDCCC Information Systems Technology instructor to agree on final exam.
4. Provide supervision of inmates enrolled in courses through PDCCC, including assisting students through the process with PDCCC;
5. Provide computer use for inmates enrolled in courses (when needed) through PDCCC
6. Provide proctoring of mid-term/final exams (when needed) for courses through PDCCC
7. Coordinate or assist students with correspondence related to this Program
8. Act as liaison for DCE, PDCCC and students
9. Maintain educational files for all enrolled students (separate from institutional/DCE files)
10. Arrange college professionals access to the correctional center and into the DCE school, upon proper advanced notice to DCE; and

Paul D. Camp Community College agrees to the following:

1. Provide advisement to students enrolled in PDCCC classes; and
2. Conduct student college placement testing for students enrolled in PDCCC courses;

RECORDS:

All records will be maintained in accordance with current college policy and procedures. The student’s transcript of grades at PDCCC will include credits that have been awarded to the student.

Entered this 5th day of November, 2008.

Dr. Maxine B. Singleton
VP Instruction & Student Development
Paul D. Camp Community College

Dr. Doug W. Boyce
President
Paul D. Camp Community College

D. Wayne Bennett
Senior Deputy Superintendent
Career & Technical Education Programs
Department of Correctional Education

Walter A. McFarlane
Superintendent
Department of Correctional Education