Student Course Loads

Students are classified as full-time (12 or more credit hours in a semester), half-time (6 to 11 credits in a semester) or part-time (fewer than 6 credit hours in a semester). Developmental course Equivalent Hours (EH) count as the equivalent of credit hours when determining a student's full-time, half-time or part-time status. Audited courses do not count in this determination nor do classes from which a student has withdrawn. Students may not register for more than 18 credits without advisor approval.

Grades and Grading Policies

At the end of each semester or term, the semester grade-point average and cumulative grade-point average (GPA) are calculated. Both GPAs are shown on the official transcript. Grades earned in courses awarded in transfer from other institutions are not used in the calculation of the cumulative GPA and are not reflected in total credits earned.

The following grades earned at the college are used in the calculation of the GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Meaning</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent; well above average</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good; above average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Minimum passing, below average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>F*</td>
<td>Failure as a result of academic dishonesty</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grade designations are not used in the calculation of the grade-point average:

- H (Audit) signifies that a course was not taken for credit. The tuition and fee charges for auditing a course are the same as if the course were taken for credit, but auditing students are not evaluated and do not receive a grade.
- I (Incomplete) is a grade that is normally assigned if a student has satisfactorily completed 75 percent or more of a course's requirements but cannot finish on time due to extenuating circumstances. To receive this grade, an Incomplete Contract must be signed by the student, faculty member and appropriate department chair or dean and submitted to the Office of Admissions and Records when final grades for the course are submitted. Any incomplete grade must be made up prior to the end of the subsequent semester or the I grade is changed to F. Students should not re-register for a course in which they have an I grade. It is the responsibility of the student to contact the instructor who assigned the I grade and arrange to complete the work required for a regular grade to be assigned.
- P (Passing) signifies a passing grade in a nongraded course.
- Q (Withdrawn for Nonattendance) is assigned by the instructor to a student who either never attended a course or who ceased attendance during the first 20 percent of the course. The Q is a final grade and is treated as a withdrawal for GPA purposes. Once assigned, the Q will not be replaced with a W at a later time.
- TP (Toward Passing) was a deferred grade used to signify that the student was progressing but was unable to achieve the necessary level of proficiency prior to the end of the semester. A student receiving the TP grade was asked to reregister for the course in a subsequent semester. The last semester for use of the TP grade was the fall, 2008 semester.
- W (Withdrawal) indicates that the student voluntarily withdrew from the course prior to the twelfth week of classes or the equivalent.
Grade Reports
Students may view their grades online as soon as a course has ended and grades have been processed. Grade reports are no longer mailed to students.

Students who want to contest a final course grade must indicate their intent to appeal within 30 days of the electronic posting of the grade. Appeals that are filed after 30 days of the electronic posting of the grade will not be considered. The appeal must be submitted by e-mail or hard copy to the department chair or departmental office and must be accompanied by a completed Student Complaint Form. This form is located on myPGCC.edu.

No grades will be available to students who have an outstanding debt with the college until the Student Accounting Office certifies that the debt has been paid in full.

Transcripts and Enrollment Verifications
Official copies of transcripts may be obtained upon written request from the Office of Admissions and Records, Bladen Hall, Room 126. “While you wait” service is available between 5 p.m. and 7 p.m., Monday through Thursday for up to three transcript copies per evening. Otherwise, transcripts are sent within two working days of receipt of the request. Transcripts may be requested in one of three ways: in person, by mail, via the Internet (www.pgcc.edu). No transcript will be issued for students with an outstanding debt to the college. Students may print unofficial copies of their own transcripts through Owl Link, the college's online student system. Go to www.pgcc.edu or to my.pgcc.edu for more information.

Enrollment verifications are available free of charge upon written request or upon receipt of a properly signed release form through an external agency or organization. Such verifications are not done on a while-you-wait basis. All external agency forms are sent directly to the agency involved. Verification letters may be picked up by the student or mailed to the receiving party.

No enrollment verifications will be issued for a given semester until courses have begun and the refund period for the courses has passed. The college is a member of the National Student Clearinghouse and reports the enrollment status of all registered students several times during each semester. The college relies on the Clearinghouse to verify enrollment of students to lenders and other external agencies.

The college reserves the right to withhold transcripts or enrollment verifications for any student or former student who has an outstanding debt to the college, including but not limited to tuition, fees, returned check fees, parking fines and library charges.

Repeated Courses
Students may repeat any course in which a grade lower than A was received and may be required to do so if a grade of D or F was earned. When a course is repeated, the original grade remains on the student's permanent record but no longer contributes to total credits attempted or cumulative GPA. The new grade is entered for the appropriate semester of work and, unless a grade of W or Q was earned, the new grade becomes the one used in the calculation of the student's grade-point average for that course.

Students who, after receiving a D or an F grade in a course at Prince George's Community College, successfully complete a comparable course at another college, may use the transfer credit awarded for that course as a repeat of the course taken at this college. Students must be re-enrolled at the college and must request this treatment as soon as an official transfer evaluation is received by contacting the transfer evaluator in the Office of Admissions and Records, 301-322-0803. In such cases, the grade earned at Prince George's Community College is flagged as repeated and the impact of the grade on the GPA is eliminated. The college reserves the right to determine the comparability of another institution's course to the one taken here before applying this treatment.

Students may attempt a course twice without special permission. Permission to attempt any course a third time must be granted by an advisor or the appropriate department chairperson. Permission to attempt a course a fourth time (third repeat) must be granted by the academic dean of the division offering the course and is granted only in exceptional circumstances.

Changes of Program/Not Applicable Courses
Students must designate a program of study or curriculum at the time they apply for admission to the college. The choice of a program of study is an important one since it dictates what degree requirements a student must meet so long as they are enrolled in that curriculum. Students who realize that another curriculum is more appropriate to their goals should change the curriculum. Students who want to contest a final course grade must indicate their intent to appeal within 30 days of the electronic posting of the grade. Appeals that are filed after 30 days of the electronic posting of the grade will not be considered. The appeal must be submitted by e-mail or hard copy to the department chair or departmental office and must be accompanied by a completed Student Complaint Form. This form is located on myPGCC.edu.

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counted toward meeting graduation requirements.

The N/A designation will be applied to courses that were specifically required in the former program of study and that are not applicable to the new program as required courses or recommended electives. Courses that satisfy a general education requirement are not eligible for the N/A designation unless the new program of study lists specific general education courses as required courses and courses taken previously may not be used as approved substitutes for the required courses.

Students requesting this evaluation of their academic record should be aware that all such nonapplicable courses will receive the N/A designation regardless of the grade earned. Normally, this treatment may be requested only once.

**Academic Forgiveness**

Students readmitted to the college after an absence of at least five calendar years may request that up to 16 credit hours of previous coursework be made nonapplicable to their current program of study, above and beyond the provisions of the Changes of Program/Not Applicable Courses section above. The returning student, with the assistance and approval of an academic advisor, determines which courses taken before the break in enrollment are to be forgiven. Upon the approval of the vice president for academic affairs, these courses are marked N/A on the student's academic record and are no longer counted toward determining the student's grade-point average or total credits earned. Students who wish to request this privilege must be officially enrolled during the semester in which the request is made.

**Class Attendance/Participation**

While each faculty member has the authority to set attendance and participation requirements for his/her classes, the college in general expects that students will regularly attend the classes for which they are registered from the first day onward. In the case of distance learning courses, the expectation is for participation through timely completion of assignments, involvement in online discussion groups, contact with the instructor and other such indicators of engagement with the course.

Faculty are required to administratively withdraw any student who fails to attend or participate in a class during the first 20 percent of its meeting dates. This withdrawal is recorded as a Q grade and an effective date of last attendance must be assigned. It is treated the same as a student-initiated withdrawal in terms of its impact on the GPA.

Administrative withdrawals take priority over student-initiated withdrawals. Students who have been given a Q by the instructor may not, therefore, change this grade to a W at a later time in the semester.

**Withdrawal from Classes**

Students may withdraw from a class up until the published withdrawal deadline. This may be done online or in person. Students should determine the impact of a withdrawal from one or more courses on financial aid prior to completing the withdrawal, especially in cases where the withdrawal will result in a change from full-time to half-time status or from half-time to less-than-half-time status. The college recommends that any student withdrawing from all classes for a given semester meet with an advisor to discuss options prior to processing the withdrawal. Students may not continue to attend any course from which they have withdrawn.

Students should check their schedules in Owl Link 24 hours after withdrawing from a class to make certain the withdrawal was processed. Students who withdraw in person also should keep their copy of the withdrawal form until they can see that the grade of "W" has been recorded.

The last day to withdraw from a full-semester class is shown in the schedule of classes each semester and is normally at the end of the twelfth week of the semester. Students enrolled in classes that end earlier than the traditional length courses or that meet for a shorter period of time should ask the instructor for the withdrawal deadline. No student may withdraw after a course has ended or after a Q grade has been submitted by the instructor. The official withdrawal date is the date the Office of Admissions and Records receives the proper, signed withdrawal form or the date the withdrawal is successfully completed in Owl Link.

Students who follow this withdrawal procedure will receive a grade of W. A grade of W has no impact on the student's grade point average (GPA) but does count as one attempt at the course.

**Academic Standing**

At the end of each fall, spring and summer semester each student's cumulative grade-point average (GPA) is recomputed to determine that individual's academic standing. The cumulative GPA is computed by dividing the total number of quality points for all credits (A = 4 points, B = 3 points, C = 2 points, D = 1 point and F = 0 points) by the number of semester credit hours attempted. Developmental education courses do not contribute to the grade-point average. A student remains in good academic standing provided he or she maintains the minimum grade-point average standards set by the college.

**Dean's List**

Each semester the Dean's List is published to recognize students who have achieved academic distinction. To be eligible, a student may be full time or part time and must have completed at least 12 credit hours of college-level classes at Prince George's Community College with a GPA of 3.50 or above. Dean's List eligibility is determined after the student completes 12, 24, 36, 48, and 60 hours of college-level work.

**Minimum Standards for Good Standing**

1. Standards for students who have attempted 20 credit hours/ equivalent hours/continuing education units or less, including one or more developmental education courses:

<table>
<thead>
<tr>
<th>Courses Attempted</th>
<th>Completion Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 or more</td>
<td>50 percent passing</td>
</tr>
</tbody>
</table>

2. Standards for students who have enrolled in only credit courses or have attempted more than 20 credit hours overall:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6–18</td>
<td>1.50</td>
</tr>
<tr>
<td>19–31</td>
<td>1.75</td>
</tr>
<tr>
<td>32–44</td>
<td>1.85</td>
</tr>
<tr>
<td>45 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*For financial aid eligibility, however, each W or Q grade counts as one course attempt.
Students failing to maintain these standards are placed in the following categories:

- **Academic Warning**: A student who, at any point after six credits (or two developmental courses) are attempted, falls below the prescribed minimum standards for good academic standing is placed on academic warning. Students on academic warning may not register for more than 13 credit hours during any semester in this status. A student on academic warning must achieve a 2.00 semester GPA every period enrolled. A student on academic warning who fails to reach the prescribed minimum standard is placed on academic restriction.

- **Academic Restriction**: Academic restriction results when a student on academic warning fails to achieve a 2.00 semester GPA and/or reach the minimum cumulative GPA. Students on academic restriction, with the approval of an academic advisor, may register for no more than two courses. Courses must be selected from those that an academic advisor has prescribed to prepare for academic success. Students must achieve the minimum required GPA during the current enrollment period to return to academic warning status or, if applicable, to good standing. Students who fail to achieve the minimum required cumulative GPA but who achieve a 2.00 term GPA will remain on academic restriction. Those who fail to meet this requirement are dismissed.

- **Academic Dismissal**: Academic dismissal results when a student on academic restriction fails to achieve at least a 2.00 GPA during the current enrollment period. Academic dismissal precludes registration for any courses for a period of at least one semester unless the student has previously been dismissed from the college. A student dismissed for academic reasons a second or subsequent time is not permitted to register for any courses for one full calendar year.

**Appeals of Academic Standing**
To be readmitted following academic dismissal or restriction, regardless of when it occurred, students must meet with an academic advisor to complete an "Application for Reinstatement After Suspension or Dismissal" form and submit the completed form with all required supporting documents to the Office of Admissions and Records. The applications will be reviewed by a Reinstatement Committee, which will meet monthly. Students will receive notification of the Committee's decision within three business days after the meeting date, provided no additional information is needed.

**Academic Complaints**
Complaints of an academic nature are generally resolved within the division offering the course in which the complaint occurs. Questions about grades and performance in class should normally be discussed first with the instructor. Complaints that are not resolved in this fashion, or that are not suitable for resolution in this way, should be referred to the department chair or to the dean who is administratively responsible for the department. Appeals of decisions in academic matters may be directed to the vice president for Academic Affairs or her designee.

**Student ID Cards**
Every credit student is required to obtain a Prince George's Community College photo ID card and to wear it visibly at all times they are on campus or at any extension center. Students must be able to provide proper identification upon request and to access college programs and facilities. Such identification must include a properly validated college photo ID card and one other form of photo identification—a current driver's license, a Maryland Motor Vehicle Identification Card, a military ID card or a current passport/work authorization card/permanent resident card.

New students may obtain an ID card from the Library or from the Office of Admissions and Records after they have registered for classes for their first semester. A paid tuition receipt and another photo ID card or a current passport/work authorization card/permanent resident card must be presented before obtaining an ID card. Hours of operation are published in the credit class schedules and are available online.

Returning students should go to the Office of Admissions and Records in Bladen Hall or to the Library to have their ID cards validated for each semester after their first one. Photo ID cards and validation stickers also are available at University Town Center, Laurel College Center and the Joint Base Andrews degree centers.

The photo ID will allow access to various college departments and services, including but not limited to the Library, computer labs, testing center, natatorium, campus special events and as identification at the college's bookstore. Students who lose their ID card must pay a $10 reissue fee.

**Drug and Alcohol Policy**
It is the policy of the Board of Trustees to comply with the Drug-Free Workplace Act of 1988 and to provide for its students and employees a workplace which is drug-free. The President is authorized to make, promulgate, issue, rescind and amend reasonable rules, regulations and procedures to carry out this policy and to assure compliance with the Drug-Free Act of 1988. In addition, the college expects all members of the college community to comply with all federal, state, and local laws pertaining to the possession, use, manufacture, distribution, or dispensing of alcohol and drugs. A more detailed overview of the college's Drug and Alcohol Policy can be found on the college's website at www.pgcc.edu, HEA Disclosures.

**Student Code of Conduct**
The Prince George's Community College Code of Conduct, adopted by the Board of Trustees, defines the rights and responsibilities of students, employees and visitors and establishments a system of procedures for dealing with individuals charged with violations of the code and other rules and regulations of the college. The Code of Conduct is available in its entirety on the college website and is also printed in the Student Handbook available from the College Life Services Office in the Largo Student Center.

**Academic Integrity**
The college is an institution of higher learning that holds academic integrity as its highest principle. In the pursuit of knowledge, the college community expects that all students, faculty and staff will share responsibility for adhering to the values of honesty and unquestionable integrity. To support a community committed to academic achievement and scholarship, the Code of Academic Integrity
advances the principle of honest representation in the work that is produced by students seeking to engage fully in the learning process.

It is the responsibility of all faculty members at the beginning of every semester to call all students’ attention to the Code of Academic Integrity as part of the college’s commitment to academic honesty. It is the student’s responsibility to know, understand and be conversant in the tenets and sanctions associated with the violation of the Code of Academic Integrity. However, lack of awareness of this policy on the part of students shall not be considered a defense against charges of plagiarism or cheating. The definitions and policies regarding plagiarism contained in the Student Handbook and other college publications in no way preclude an individual faculty member or any academic unit from issuing supplemental guidelines on academic dishonesty.

A charge of cheating or plagiarism may result in failing the assignment and/or failing the course in addition to other disciplinary sanctions. Failing a course due to a violation of the Code of Academic Integrity will be recorded as such on the permanent academic transcript with a grade of F*.

The college shall maintain responsibility for providing information about the Code of Academic Integrity through its admissions and faculty appointment procedures and programs. The entire document is available on the college’s website at www.pgcc.edu; in the offices of the vice presidents for academic affairs and student services located in Kent Hall; the offices of the academic deans; and College Life Services.

Disruption of Class
Willful disruption of the instructional process both inside and outside the classroom, for whatever reason, will not be tolerated. Instructors will take appropriate actions to remove disruptive students from their classes. Students charged with disruptive behavior are subject to appropriate disciplinary action, which may lead to suspension or expulsion.

Falsification of Records
Intentional falsification of academic records, which includes but is not limited to grade reports, official and unofficial transcripts, enrollment verification forms and letters, transcripts from any college, demographic information reported on the application and residency documents is subject to appropriate disciplinary action and may lead to suspension or expulsion.

Graduation Requirements
Students who wish to graduate from Prince George’s Community College, either in an associate degree program or a certificate program, must successfully complete a prescribed group of courses called a curriculum, which differs for each program of study. Within any one curriculum, courses fall into one of three categories—program concentration courses, general education courses and elective courses. Program concentration courses are those required to specialize in the field the curriculum represents (i.e., management, criminal justice, art, etc.). General education courses are those required to fulfill college and state requirements for documentable learning in broad academic categories, such as science, mathematics or the humanities. Elective courses may be chosen by the student and allow the tailoring of a curriculum to the student’s career or transfer objectives. Some curricula have few or no electives. Certificate programs consist primarily of program concentration courses but also may have a few general education or elective courses listed. Students should follow requirements for the curriculum in which they plan to graduate exactly as it appears in the catalog in effect the semester in which they first officially entered that curriculum.

Additionally, PAS-1010, Principles and Strategies of Successful Learning, is required for students when they take DVR-0061 College Reading and Study Skills. For more information about PAS-1010, see Chapter 2, Registering for Classes and Chapter 6, Course Descriptions.

Requirements for the Associate of Arts, Associate of Science, Associate of Science in Engineering, Associate of Applied Science and Associate of Arts in Teaching Degrees
The overall requirements for the Associate of Arts, Associate of Science, Associate of Science in Engineering, Associate of Applied Science and Associate of Arts in Teaching degrees are as follows:

• A minimum of 60 credit hours in academic courses; at least 15 credit hours of this total must be earned at Prince George’s Community College. No more than 30 hours may be earned through nontraditional learning modes and of those no more than 15 may be earned through portfolio assessment and/or challenge exams.

• Completion of the degree requirements of the specific curriculum in which the degree is to be awarded, including the general education requirements, as described in the college catalog issued for the academic year in which study in that curriculum began, or which was in effect during the academic year of the most recent readmission to the college. Students in Health Sciences curricula must complete the program concentration requirements in place at the time of enrollment in the first course in the concentration.

• An overall grade-point average (GPA) of at least 2.00 for all courses taken at this college.

• The filing of a formal application for graduation prior to the deadline published in the academic calendar. The Office of Admissions and Records checks for completion of all degree requirements and verifies degree eligibility. The application is available online as well as from the Office of Admissions and Records, Bladen Hall, Room 126. A $25.00 Graduation Fee must be paid prior to the time the application is submitted.
Graduation with Honors
The college recognizes high academic achievement by awarding the following Honors designations to associate degree recipients based on overall grade-point average. These standards are:
- With Honor ................. GPA from 3.50 to 3.69
- With High Honor .......... GPA from 3.70 to 3.94
- With Highest Honor ...... GPA of 3.95 or higher

Requirements for Additional Associate Degrees
Students may earn additional associate degrees at Prince George’s Community College either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received. The requirements for earning additional degrees are as follows:

- Complete all requirements of each program of study including general education requirements.
- Earn a minimum of 15 credit hours at the college in addition to those required for the initial degree for each additional degree.
- Maintain a minimum grade-point average of 2.00 for all courses completed in addition to the initial degree.

Certificate Requirements
The overall requirements for the award of a certificate of program completion are as follows:

- Complete the course and credit requirements of the certificate program of study as specified in the college catalog in effect for the academic year in which study toward the certificate began or in effect for the academic year of the most recent readmission to the college.
- Earn at least 15 credit hours at this college, which are applicable to the certificate, except where special permission is granted by the vice president for instruction.
- In cases where a certificate program requires fewer than 15 credits, half of the required credits must have been earned at this college.
- Maintain an overall grade-point average of at least 2.00 for all courses taken at the college.
- File a formal application for graduation at the time of the final semester’s registration. The application is available online as well as from the Office of Admissions and Records, Bladen Hall, Room 126. A $25.00 Graduation Fee must be paid before the application can be submitted.

Letter of Recognition Requirements
The college offers within many of its occupational programs of study the opportunity for students to earn a letter of recognition, signifying successful completion of a cluster of courses that together provide specific skills or areas of competency. The letter of recognition is awarded for the completion of a prescribed cluster of courses of less than 12 credit hours with a 2.00 cumulative GPA for the courses required. At least one required course must have been completed at Prince George’s Community College. To request a letter of recognition, contact the Office of Admissions and Records.

Records Policy (FERPA)
Notification of Rights under FERPA for Postsecondary Institutions
The Family Educational Rights and Privacy Act (FERPA) affords the following student rights with respect to education records:

1. The right to inspect and review the education records within 45 days of the day the college receives a request for access.
   - The student must submit to the director of Admissions and Records a written request that identifies the record(s) they wish to inspect. The director will make arrangements for access and send notice of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise the student of the college official to whom the request should be addressed.
2. The right to request the amendment of education records believed to be inaccurate or misleading.
   - The student must write the college official responsible for the record, clearly identify the part of the record in question and specify why it is inaccurate or misleading.
   - If the college decides not to amend the record as requested, the college will send notice of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.
3. The right to consent to disclosures of nondirectory, personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.
   - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.
   - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   - Directory information is information which may be released to a third party without written consent of the student. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, dates of attendance, degrees earned and previous colleges attended. While the college does not routinely release such information to everyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. Students may refuse to permit such disclosure without written consent by notifying the director of Admissions and Records.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605