No matter what the goal may be or how many times a student has previously attended college, the first step toward enrollment for credit classes at Prince George’s Community College is to complete and submit an application for admission with a nonrefundable $25.00 application fee.

**Eligibility for Admission**

It is the policy of the Board of Trustees of Prince George’s Community College that admission to the college (though not necessarily to a specific program or course) shall be open to:

- All high school graduates
- Holders of high school equivalency certificates or equivalency diplomas
- Completers of Maryland state-approved home school programs
- Persons 16 years of age or older who have permanently left elementary or secondary school according to the policies set forth by the Prince George’s County Board of Education
- Other high school junior and senior students who have attained the age of 16 and who meet criteria for concurrent or dual enrollment, as established by the college in coordination with the Prince George’s County Board of Education
- Other home school students who have attained the age of 16 and who can document current participation in a Maryland state-approved home school program and also meet the criteria for concurrent enrollment
- Students under the age of 16 identified as Talented and Gifted in accordance with state law and college procedure. Such applicants are not guaranteed admission and must contact the director of Admissions and Records to review the special admission criteria and documentation required prior to enrollment.

Students under the age of 16 who claim completion of high school must provide proof of graduation from an accredited United States high school. In the case of graduation from an online high school program, applicants must supply both proof of graduation and proof of accreditation of the program attended.

All applicants must complete an application for admission. The college prefers that this be done over the Web by going to the college’s website, www.pgcc.edu and following the link for Prospective Students. Printed applications also may be submitted at any of the college’s locations in the county. The forms are available at all of these locations.

After the application has been submitted the next steps vary depending on the student’s previous academic background. The various procedures follow.

**Note:** Students who need an F-1 “student” visa must complete a separate application from other students. This application is also available online or in person, along with a list of all other documents required before the required Form I-20 can be issued.

**New Students: First time to any college**

After being admitted, new students must take the college’s placement tests. They will then meet with an advisor to receive a result interpretation and to select classes appropriate to their first semester.

**Admission Procedures**

1. Complete an Application for Admission. The application is valid for one year from the date of submission.
   **Note:** The application form for students seeking an F-1 student visa is different from the one used by other applicants.

2. Pay a nonrefundable $25.00 application fee. Applicants requesting a fee waiver must apply in person, and must submit documentation of eligibility for the waiver along with the application. It will not be awarded retroactively.

3. Submit an official high school transcript or GED (General Education Diploma) score report or comparable document if under the age of 21.
4. Take the college’s placement tests. In some cases, appropriately high SAT or ACT scores may be used to waive these tests.

5. Upon receipt of an e-mail from the college regarding Owl Link, the college’s Web-based student system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.

6. Upon receipt of notification either by mail or e-mail, make arrangements to participate in the Owl Success Track Program, required of all first-year students. See Chapter 9 for more information on this program.

7. Meet with a college advisor to review results of the tests and to discuss registration for classes in an upcoming semester.

**Readmitted Students: Returning after two or more years**

Students who have not attended the college for two or more years must apply for readmission.

**Admission Procedures**

1. Apply for readmission using the same application forms and procedures as those who are new to the college.

2. Pay the nonrefundable $25.00 application fee. Once reactivated, all previous coursework is immediately available for use in establishing academic standing and in providing prerequisite background for courses to be taken.

3. Readmitted students are encouraged to meet with an advisor to determine how the program of interest to them may have changed since they were last enrolled.

4. Students being readmitted are expected to follow the curriculum requirements in the catalog in effect at the time of readmission.

5. Upon receipt of an e-mail from the college regarding Owl Link, the college’s Web-based student system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.

**Transfer Students: Those coming with prior attendance at another college**

Students who have earned credit at another college may be able to use that credit toward a degree at Prince George’s Community College regardless of the age of the courses taken. Students may also earn transfer credit from nontraditional sources, such as military or job training. See the section entitled Advanced Standing later in this chapter for more complete information.

**Admission Procedures**

1. Complete and submit the application for admission.

2. Pay the nonrefundable $25.00 application fee.

3. Complete and submit a Request for Transfer Evaluation form available from the Office of Admissions and Records on the Largo campus or from any of the other college sites.

In addition to or instead of placement testing:

4. Contact all previous institutions to have official copies of transcripts sent directly to the Office of Admissions and Records for evaluation. This includes official records of other credit sources such as examinations or military experience.

5. Provide unofficial copies of grade reports or transcripts to the academic advisor assisting with the first semester’s registration if an official evaluation has not yet been completed.

6. Upon receipt of an e-mail from the college regarding Owl Link, the college’s Web-based computer system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.

7. Students with fewer than 18 prior college credits will be required to participate in the Owl Success Track program for first-year students. See Chapter 9 for more information on this program.

**Note:** Transcripts from non-United States colleges must be evaluated by an external evaluation service recognized by the college. See Transfer Credit for Work at Other Colleges and Universities, page 12.

**Students with Prior Degrees**

Students who wish to take classes at the college but who have already earned an associate degree or higher from an accredited United States college or university are exempt from all placement tests. They also are free to enroll in a wide variety of courses without presenting proof of completion of course prerequisites. Students who enroll in a course or courses on the basis of their prior degree assume full responsibility for possession of the background skills and knowledge required for success in the course. Use of this prerequisite exemption may not be used later as grounds for an exceptional refund or as the basis for challenging a grade. The college reserves the right to limit the number of courses for which students may enroll using this exemption.

**Admission Procedures**

1. Complete and submit the Prince George’s Community College application for admission. Be sure to identify yourself as the holder of a prior degree on the application.

2. Pay the $25.00 nonrefundable application fee.

3. Contact all previously attended institutions to have official transcripts sent to the college for evaluation, if the intent is to earn a degree at this college and previous courses would contribute to that degree.


5. Upon receipt of an e-mail from the college regarding Owl Link, the college’s Web-based computer system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.

**Nondegree Seeking Students**

Many students come to the college in order to update job skills, for personal enrichment, to explore a new career field, or as short-term visitors from another college. Such students must be admitted in the same manner as any degree-seeking student and must meet individual course prerequisites.

See specific course descriptions in Chapter 6 of this catalog to determine the requirements for the courses in question.

Nondegree applicants must:

1. Submit an application for admission.

2. Pay the nonrefundable $25.00 application fee.

3. Meet all prerequisites for any courses they wish to take, either through testing or proof of prior college work.
4. Clearly identify themselves as nondegree seeking on the application for admission, under Program of Study.
5. Be aware they are not eligible for Federal financial aid so long as they remain nondegree seeking.
6. Upon receipt of an e-mail from the college regarding Owl Link, the college’s Web-based computer system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.
7. First-year students will be contacted by mail or e-mail regarding participation in the college's required first year experience program, called Owl Success Track. See Chapter 9 of this catalog for more information.

International Students

Permanent Residents and Those on Other Than Student Visas

While more than 10 percent of the college’s students are non-citizens, most of them are already living in the community and would be asked to follow the procedures for new students or transfer students given above. The only additional step for such students is the requirement to present a visa and passport, or permanent residence card, before their first registration so that their entitlement to in-county status for tuition purposes may be determined. Those who fail to do this will still be admitted but will be classified as out-of-state residents for tuition purposes until such time as the documents are provided and a final determination is made.

Admission Procedures

1. Complete and submit the application for admission.
2. Submit proof of immigration status to the Office of Admissions and Records located in Bladen, Room 126 on the Largo campus, or to the University Town Center or Laurel College Center. Such proof would include an alien registration card, a valid visa, or a permanent resident card.
3. Pay the nonrefundable $25.00 application fee.
4. Arrange for English proficiency testing through the Student Assessment Services Center, if the native language is other than English, and follow the course placement recommendations which result.
5. Follow the procedures in place for other applicants with similar academic backgrounds such as a new student or a transfer student.

Students Requesting an F-1 Student Visa

Students requesting admission and the granting of a Form I-20 in order to obtain a student visa do not use the standard application for admission. A different form must be completed and additional requirements met before admission may be granted. Requirements include proof of financial support, housing and English proficiency as required by the Bureau of Immigration and Customs Enforcement. Early deadlines for admission for F-1 students are May 1 for fall semester admission and October 1 for the spring semester. The college reserves the right to deny an I-20 to any applicant who, in the college's judgment, fails to meet the academic, English language proficiency, or financial criteria or who fails to supply requested information in a timely manner.

F-1 Admission Procedures

1. Apply for admission as a degree-seeking student using the special application form for F-1 students. This special application form is found online at the college’s website, www.pgcc.edu, through the link for Prospective Students under Owl Link, or a printed copy can be obtained from the Office of Admissions and Records. It must be mailed to the prospective student. The non-refundable $25.00 application fee is required as well as a $25.00 nonrefundable processing fee. Only applications signed and submitted by the prospective student directly to the college will be honored. We will not accept applications mailed or brought to us by anyone other than the student.
2. Submit all previous school documents (transcripts), financial certification forms and results of the Test of English as a Foreign Language (TOEFL) by May 1 for fall or by October 1 for spring.
3. Have international documents translated prior to submission to the college. Transcripts from colleges outside the United States must be submitted to a college-recognized evaluation service for translation and transfer credit recommendations. Call 301-322-0803 for a list of services.
4. Achieve a minimum score of 450 or better on the paper-based TOEFL, 133 or better on the computer-based TOEFL, or 46 or better on the Internet-based TOEFL. Applicants admitted on the basis of TOEFL scores are required to take a college-required examination for course placement prior to registration unless they achieve a score of 550 or higher on the paper-based TOEFL or 213 or higher on the computer-based TOEFL or a score of 99 or higher on the Internet-based TOEFL.
5. Meet with an International Student Services advisor prior to each registration and anytime during a semester should problems or concerns arise.

Note: Applications cannot be accepted from anyone other than the applicant. The printed International Application for Admission must be completed, signed and returned directly to the college by the applicant in person, through the U.S. Postal Service, or by independent courier service (UPS, Federal Express, DHL) from the applicant’s current address, without third-party intervention. Sponsors, relatives, friends or others cannot submit the application on the student’s behalf, though they may provide all other documents.

F-1 students who wish to have money sent directly to the college for payment of tuition and fees are limited to a per-semester amount of $4,300. (Checks with a total amount higher than this will not be accepted.) Any refund due the student will be issued in accordance with the refund timelines in effect for that semester.

Each F-1 student admitted to Prince George’s Community College will receive a letter of admission as well as a Form I-20. Documents will indicate the date by which the student is to report to the college. Students who do not abide by the listed dates may be denied admission/registration and have their I-20 canceled in SEVIS, the automated tracking system used by the Bureau of Immigration and Customs Enforcement.

Students, by accepting the I-20 form, agree to maintain full-time status during their studies in the United States and to inform the Office of Admissions and Records of any change of address or other pertinent information within 15 days after the change has occurred.
Note: Acceptance of the I-20 form from Prince George’s Community College to use for the receipt of an F-1 visa precludes any residency classification other than out-of-state for tuition purposes.

Undocumented Students
Undocumented students are welcome to attend the college. Students should follow the admission procedures above that match their academic situation—first-time college, transfer student, etc. Such students will be classified as out-of-state residents for tuition purposes.

Current High School/Home School Students
Students who are still in high school or involved in a state recognized home school program may be eligible to take college courses as follows:

Concurrent or Dual Enrollment—16 or Older
The Concurrent Enrollment Program and the Dual Enrollment Program are for those 16 or older who wish to take courses from the college while still enrolled in high school or an approved home school program. Students must be high school seniors or, if in an approved home school program, provide documentation of the completion of junior-level work. High school juniors may be eligible for participation provided they are 16 years of age and have completed all high school coursework in a particular field with a 2.50 cumulative grade-point average and a 3.00 in the field in question. Students should speak with their high school counselor before deciding whether to participate in the Concurrent Enrollment or the Dual Enrollment Program, since there are some important differences between them. In addition, each student must:

1. Have a cumulative grade-point average of 2.50 or the equivalent.
2. Be certified by the school principal or equivalent authority as approved for participation.
3. Apply for admission and identify themselves as concurrent enrollment or dual enrollment students under Program of Study.
4. Pay the nonrefundable $25.00 application fee.
5. Take relevant college placement tests, achieving college-level placement scores, prior to registration.
6. Take no more than two courses each semester.
7. Abide by all college policies, procedures and regulations while on campus or in the classroom.
8. Upon receipt of an e-mail from the college regarding Owl Link, the college’s Web-based computer system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.

Early Admission
The Early Admission Program is for Prince George’s County high school students who wish to complete their high school graduation requirements by attending the college as full-time students during their senior year. Since students must first meet all high school requirements for participation in this program, each student should contact a high school counselor to determine his or her eligibility before contacting the college. Call the Office of Admissions and Records, 301-336-6002, for more information regarding the entrance requirements for this program. If admitted, students must identify themselves as Early Admission under Program of Study. The application deadline for early admission consideration is June 30.

Underage Students—Talented and Gifted Program
The Talented and Gifted program (TAG) is for students under 16 years of age who do not yet have a high school diploma or GED and who cannot meet the grade-level or age requirements for concurrent enrollment. Such students must meet one or more of the following criteria:

1. Identification by the student’s public school Board of Education or private school governing board as talented and gifted according to their published criteria.
2. Completion of at least the seventh grade and a standardized test score of 1200 on the SAT (with no less than 500 in either the verbal or math portion) or 22 on the ACT. Designation as a PSAT/NMSQT finalist or semifinalist also will suffice.
3. Admission to a recognized TAG program in the state of Maryland or identification by local professionally qualified individuals or entities as having outstanding abilities in a particular field that would qualify them for advanced study in that area. The college reserves the right to determine whether or not it will recognize a program or professional entity as meeting this criterion prior to accepting the recommendation.
4. Students who are home schooled may, in lieu of the first two criteria listed, be assessed by a psychometrist or other professional qualified to administer and interpret the results of one of the following tests: Comprehensive Test of Basic Skills, Test of Cognitive Skills, or WISC-III. The student must score in the 95th percentile or higher by age.

In addition to the preceding, any student who wishes to enroll under this program must:

1. Submit the application for admission indicating the TAG program in Program of Study.
2. Pay the nonrefundable $25.00 application fee.
3. Take the college’s placement test battery and achieve scores indicative of readiness for college-level work in all three areas—reading, English and mathematics.
4. Attend an interview with the director of Admissions and Records to review program requirements. One or both parents/guardians also must be present. In no instance can this interview be held in the absence of the student.
5. Enroll in no more than two daytime courses per semester with continuance dependent upon satisfactory performance in all previous semesters.

For necessary forms and more information on this special admission program, contact the Office of Admissions and Records, 301-336-6000.
**Student Identification Numbers**

Every student who applies for admission to the college will be immediately issued a unique, randomly selected student ID number. This identification number will be the student's unique identifier in the college's computer system. Students must take care to learn and remember this ID number in order to interact with the college's Web services and in order to request and obtain documents such as transcripts or enrollment verifications.

Current students and new students who applied in person will receive their ID numbers at the time of application. Students applying over the Web will see their ID numbers within an e-mail sent by the college within two working days after the application is submitted. This e-mail also will give instructions on activation of the student's Prince George's Community College Web account in Owl Link.

It is the student's responsibility to protect their unique number from use by other individuals. The college takes every precaution to protect students' identities from unauthorized access but will assume no responsibility for security violations which occur as a result of the student sharing his or her ID number with another individual.

**Placement Testing**

*Student Assessment Services*

Bladen Hall, Room 100

301-322-0147

To ensure a foundation for college-level instruction, students seeking enrollment in credit courses for the first time will be required to demonstrate basic academic skills—proficiency in reading, written expression and mathematics—through placement testing or through completion of developmental coursework.

Students who earn a minimum SAT critical reading or math score of 550, or an ACT composite score of 21 may have all or part of the placement test waived. Official SAT or ACT score reports should be sent to the Student Assessment Services Center so that scores can be posted to the student's record.

Basic skills (placement) testing for new students must be completed after the admissions application is submitted but before course registration. Following the test, students must arrange to meet with academic advisors to discuss examination results, course placements and future educational plans. Students transferring from other institutions may be exempt from all or part of this test battery, provided they bring proof of successful completion of prerequisite courses with them for advisor or departmental approval prior to their first registration and provided that an official evaluation of previous college work has been completed prior to any subsequent registration. Students who hold degrees from other United States colleges or universities are exempt from all placement testing requirements.

Placement tests are given at Prince George's Community College at Joint Base Andrews, Laurel College Center and Prince George's Community College at University Town Center, as well as on the Largo campus.

Students whose native language is not English and whose English skills are limited will be asked to take an appropriate alternative test designed to assess their level of English proficiency prior to their first registration.

In cases where a student's basic academic skills as measured by the placement test do not meet the minimum standards as established by the instructional departments, successful completion of prescribed developmental courses will be mandatory before enrollment in related courses can be accomplished.

**Advanced Standing—Credit for Prior Learning**

Students may be awarded credit for prior educational experiences in which college-level learning may be verified through documentation or assessment. A maximum of 45 credit hours may be transferred for any one associate degree, of which not more than 30 credits may have been earned through nontraditional or noncollegiate sources.

**Transfer Credit for Work at Other Colleges and Universities**

Students who enroll at Prince George's Community College after completing one or more semesters at another college or university may be eligible to receive credit toward their community college degree without regard to the age of the prior credits. The following guidelines apply:

- The student must request an evaluation by completing a Request for Transfer Evaluation form available online or from the Office of Admissions and Records or at any extension center. The student must clearly indicate the curriculum to which the incoming credits are to be applied and all institutions from which transcripts will be coming.

- The student must arrange to have official transcripts from United States colleges previously attended sent to the Office of Admissions and Records. No evaluation of transfer credits will be done until official transcripts are received from each source from which credits are to be transferred. Transcripts should be mailed to Prince George's Community College, Transfer Evaluator, 301 Largo Road, Largo, MD 20774.

- Transcripts from colleges and universities outside the United States must be sent to a college-recognized evaluation service such as World Education Service for translation and credit recommendations. Call 301-322-0803 for more information.

- All credits earned previously with passing grades are transferable provided they are applicable to the student's program of study at Prince George's Community College (refer to program requirements in Chapter 5). However, the overall grade-point average for the courses transferred must be at least 2.00.

**Note:** No grade below a C will transfer from any out-of-state institution when the student's cumulative GPA at that institution was below a 2.00.

Prince George's Community College will honor waivers of required courses by the sending institution due to the student's demonstrated proficiency, but an equal number of credits must be earned in other coursework.

**Credit for Nontraditional Learning: Work and Military Experience**

A maximum of 30 college credits may be awarded for various educational and training activities conducted by such noncollegiate organizations as the military, businesses and government agencies, and proprietary schools. In general, the college conforms to the credit recommendations of the American Council on Education (ACE), which has undertaken the evaluation of noncollegiate learning experiences available through industry and various government agencies as published in The National Guide, available through ACE. The college also will grant credit for military training that has been evaluated by the Office of Educational Credit and Credentials of ACE. For further information or assistance, contact the Office of Admissions and Records, 301-322-0803.
Credit for Military Training
To receive credit for military training, students must complete the Request for Transfer Evaluation form, attach a copy of the DD-214 and have military transcripts (AARTS, SMARTS, CCAF) sent to the Office of Admissions and Records.

Note: Students receiving veterans educational benefits are required by the Department of Veterans Affairs to do this before the end of their second semester of attendance to avoid interruption of benefit payments.

Prior Learning Assessment Network (PLAN)
Students whose personal and professional experiences provide evidence of mastery of college-level subjects may find portfolio assessment an appropriate method of gaining credit for their knowledge and skills. Students who wish to apply for credit through portfolio assessment are required to attend an orientation, meet with a PLAN advisor and petition to register for a three-credit hour course, CAP-1050—Portfolio Development. The purpose of this course is to guide students through the process of assembling the necessary documentation and evidence for learning experiences worthy of credit. The completed portfolio is reviewed and evaluated by faculty in the appropriate subject matter areas who determine if credit is to be awarded. A 15-credit limit per degree exists for portfolio or challenge exams. Since writing skills are critical in this process, students must test as eligible for EGL-1010 or have completed at least the equivalent college-level writing course prior to registration in CAP-1050. For further assistance or to sign up for an orientation, contact the Prior Learning Assessment Network (PLAN) Office, Bladen Hall, Room 124, or call 301-322-0151.

Credit through Examination/Portfolio Restrictions
A student may not use a credit-through-examination procedure, which includes CLEP, challenge or competency examinations, or portfolio assessment, for the purpose of improving a grade or removing a withdrawal or incomplete from the academic record.

A 15-credit limit per degree exists for any combination of portfolio or challenge exams.

Prince George's County Tech-Prep
Prince George's Community College, Prince George's County Public Schools, Prince George's County Chamber of Commerce and Prince George's County Economic Development Corporation participate in a consortium designed to ensure that high school students acquire more rigorous academic and technical competencies. A coordinated sequence of courses prepares students for lifelong learning and provides a choice of career options including employment, advanced study at Prince George's Community College and transfer to four-year colleges and universities.

Students who have completed an approved Tech-Prep program in high school may be eligible for credit at the college, provided they enroll within two years of graduation, enter a program directly related to the high school program and submit their high school transcript and Tech-Prep certificate of completion for evaluation.

Special Admission Criteria: Nursing and Allied Health
The health science clinical programs listed below have limited enrollment capacity and rigorous academic standards. Each requires additional procedures for selective admission, initial enrollment and continuation in the program. Therefore, there is a special process, called petitioning, associated with admission into each program. Admission to the college does not guarantee admission into any of the health science clinical programs. Interested students must contact an advisor to discuss the petitioning process and the minimum requirements in place for each clinical program.

- Respiratory Therapy†
- Emergency Medical Technician-Intermediate†
- Emergency Medical Technician-Paramedic†
- Health Information Management†
- Medical Coder/Billing Specialist Certificate†
- Nuclear Medicine Technology—A.A.S. and Certificate†
- Nursing (LPN) Certificate Program†
- LPN to RN Transition Program†
- Nursing (RN) Degree Program†
- Radiography†
- Respiratory Therapy†

* Employees of the Prince George's County Fire/EMS Department will receive priority admission.
† Designated as either Health Manpower Shortage or Statewide Instructional Programs. Out-of-county Maryland residents should review the information about these programs in chapter 3.
Priority will be given to admission of Prince George's County residents when possible. However, in programs designated as Statewide Instructional or as Health Manpower Shortage Programs, 10 percent of the available seats will be reserved for residents of other Maryland counties until a priority registration deadline published in the schedule of classes has passed. Remaining seats will then be made available without regard to county of residence. Per the articulation agreement with the College of Southern Maryland (CSM), the Radiography and Respiratory Therapy programs reserve 25 percent of their seats for transfer students from CSM until the priority registration deadline published in the schedule of classes has passed. At that time, any remaining seats become available to the best qualified petitioners still in the pool, regardless of county residence.

Out-of-state residents will be accepted only if remaining seats exist after all qualified Maryland residents have been admitted. Students attending the college on a non-domiciliary visa, as determined by the college, will not be considered for admission to any of these programs.

Students interested in petitioning for admission to any of these programs must first meet with an advisor to obtain a list of admission criteria and prerequisite coursework. The petition for program admission should not be completed until all criteria have been met or the student is enrolled in and attending the last prerequisite course. Students currently enrolled in one health science clinical program may not petition for admission to another clinical program. Students who wish to enroll in a different clinical program must officially graduate or withdraw from the current program before filing a petition for a new clinical program. Advisors’ offices are located in Bladen Hall, Room 124. Call 301-322-0151 for more information.

A criminal background check and drug screen are required of all students in the health science clinical programs. Continued participation in each program is contingent upon a satisfactory response on the background check and drug screen. All information on the background check and drug screen remains confidential and is only shared with the requesting clinical agencies. If a clinical agency denies clinical placement for a student because of the background check or drug screen, that student may not be able to complete the clinical program. The costs of the criminal background check and drug screen are the responsibility of the student. Specific information related to the process used for obtaining a criminal background check and drug screen will be discussed with students at orientation.

For a current price of the criminal background check and drug screen, please contact AlliedHealthandNursingOffice@pgcc.edu.

Students, at their own expense, also may be required to submit to a random urine drug testing at clinical sites. Results of random urine drug testing may result in the student not being able to complete the clinical program.

All students in health science clinical programs are required to submit a completed health assessment form, verifying general health, immunization status, and ability to meet the program’s technical standards. Students with incomplete health records on file with the college will not be able to complete the clinical program. It is highly recommended that clinical health sciences students carry health insurance. At the request of a clinical agency, students may be required to show proof of health insurance. If a clinical agency denies clinical placement for a student because of lack of health insurance, that student may not be able to complete the clinical program.

Students should be aware that the courses and grades indicated on the following page are the minimum standard to be met for program consideration. If there are more petitioners than seats in a class, then students will be ranked according to their cumulative GPA in all general education courses required by the program in question, not just those which are required to petition. Students with the best GPAs for the greatest number of required general education courses will be admitted first, followed by those with lower GPAs and fewer completed courses, until the class is filled.

For details regarding entry to these limited enrollment programs, contact an academic advisor, 301-322-0151. Advisors’ offices are located in Bladen Hall, Room 124.

**Associate Degree Progression Policy Addendum for Graduates of the Prince George's Community College Practical Nursing Program**

Graduates of the Prince George’s Community College Practical Nursing (LPN) certificate program who have an active, unencumbered Maryland LPN license and have successfully completed the required prerequisite courses for the associate degree in nursing (including BIO-2010 and MAT-1120) with a grade of C or better may petition for direct admission into the second year of the nursing program without taking the LPN-RN transition course (NUR-1060). To be eligible, LPN graduates must have completed the certificate program within the five-year period prior to taking the first course in the second year of the RN program. Those LPN graduates who finished the program more than five years before beginning the RN courses must successfully complete NUR-1060 in order to be admitted to the second year.

The petition deadlines for students who fall within the five-year window for admission to the second year are March 1 for the fall semester and October 1 for the spring semester.

Petitioners must provide written evidence of recent clinical practice and experience for at least six months following receipt of the Maryland LPN license and prior to petitioning. Employment verification forms may be obtained in the Advising Office, Bladen Hall, Room 124, or the Department of Nursing, Lanham Hall, Room 312. Successful petitioners will be admitted into the third semester of the associate degree program (RN).
Nursing and Allied Health—Prerequisite Courses

Each health science clinical program requires that students complete certain prerequisite courses, listed below, with grades of C or higher, maintain a specified GPA and meet program-specific requirements prior to petitioning for admission to that program. In some cases, students may petition while currently enrolled in their final prerequisite courses. Students may repeat a prerequisite course only once to achieve the required grade. Please note that the criteria listed below are the minimum requirements for consideration. There is no guarantee of admission to any of these programs based solely upon meeting the minimum standard.

Emergency Medical Technician–Intermediate (Certificate)

Deadline for petitioning is August 1.
Eligibility for EGL-1010 and MAT-0104 (formerly MAT-1040)
Licensed as an EMT-B for one year, or have approved field experience that meets the Maryland State standard

Emergency Medical Technician–Paramedic (A.A.S. and Certificate)

Deadline for petitioning is August 1 for the A.A.S and May 1 for the Certificate.
Eligibility for EGL-1010 and MAT-0104 (formerly MAT-1040)
EMT-B Certification
Completion of an approved EMT-I curriculum or EMT-I licensure

Health Information Management (A.A.S. and Certificate)

A.A.S.—Health Information Management Certificate—Medical Coder/Billing Specialist
Deadline for petitioning is July 1. If seats remain, petitions will be accepted through the end of the summer term.
INT-1010 (formerly CIS-1010), BIO-1010, BIO-2050
Eligibility for EGL-1010
Eligibility for MAT-1140 (A.A.S.)
Eligibility for MAT-0104 (formerly MAT-1040) (Certificate)
An average GPA of 2.00 or better for the three courses listed with no grade below a C

Nursing (RN & LPN)
Deadline for petitioning for LPN is April 1 only.
Deadline for petitioning for RN is April 1 for fall and November 1 for spring.
EGL-1010, PSY-1010, BIO-1010, BIO-2050, and BIO-2060
RN only: NUR-1010 and MAT-1120 or higher.
LPN only: NUR-1000 and eligibility for MAT-1120 or higher.
An average GPA of 2.50 or higher for all courses listed with no grade below a C

Nursing Transition (LPN–RN and EMT–RN) (continued)
Students are strongly encouraged to complete all other general education courses prior to enrollment in the transition course, NUR-1060 (LPN–RN) or NUR-1070 (EMT–RN).
An average GPA of 2.50 or higher for the seven courses listed with no grade below a C

LPN–RN also requires:
• Petitioning deadline of March 1 for fall and October 1 for spring.
• Current Maryland LPN License (or Compact License from another state) see page 14 for special requirements for graduates of the Prince George's Community College LPN program.

EMT–RN also requires:
• Petitioning deadline of February 1 for summer.
• Current Maryland license as a paramedic and National Board of Registry Certification (NREMT).
• Must be a graduate from an accredited program.

Nuclear Medicine Technology (A.A.S. and Certificate)

This program begins only in the spring semester.
Deadline for petitioning is November 1.
BIO-2050, BIO-2060, INT-1010 (formerly CIS-1010), MAT-1120, MAT-1140, and PSC-1150 or CHM-1010
Eligibility for EGL-1010
An average GPA of 2.50 or higher for the seven courses listed with no grade below a C

Note: License or certification in Radiography, Respiratory Therapy, Medical Technology, Radiation Therapy, or Nursing required for admission to the certificate program.

Radiography
This program begins only in the fall semester.
Deadline for petitioning is May 1.
EGL-1010, BIO-2050, BIO-2060, MAT-1120 or higher, HIM-1800 (formerly MHE-2000)
An average GPA of 2.50 or higher for the five courses listed

Respiratory Therapy
This program begins only in the fall semester.
Deadline for petitioning is May 1.
MAT-1120, BIO-2050, BIO-2060, and PSC-1150 or CHM-1010
Eligibility for EGL-1010
An average GPA of 2.00 or higher for the four courses listed with no grade below C.

Note:
License or certification in Radiography, Respiratory Therapy, Medical Technology, Radiation Therapy, or Nursing required for admission to the certificate program.