CHAPTER 1
ADMISSION TO COLLEGE
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 non-refundable $25 application fee. Students planning to enroll in Workforce Development and Continuing Education classes should not follow the steps outlined in this chapter. Instead, refer to the procedures found for WDCE students in Chapter 12.

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 U.S. 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 online by going to the college’s website, www.pgcc.edu and following the link for Admission & Registration. 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.

ALL PROSPECTIVE STUDENTS MUST COMPLETE THE FOLLOWING STEPS:

1. Submit an Application for Admission either online at www.pgcc.edu or in person at the following college sites—Largo, Joint Base Andrews, Laurel College Center, University Town Center. Note: Those requesting a student visa may apply only through the Largo campus, Office of Admission and Records. Applications must be submitted directly by the student.

2. Pay a non-refundable $25 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. 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.

4. Upon receipt of a second e-mail from the college regarding Owl Mail, the secure student e-mail system, follow the instructions given to activate the assigned Owl Mail account. Students are required to use this account for all interaction with the college once they have enrolled.
NEW STUDENTS: FIRST TIME TO ANY COLLEGE
In addition to the steps required of all students, first-time college students must do the following:
1. Submit an official high school transcript or GED (General Education Diploma) score report if a graduate in the past two years.
2. Take the college’s placement tests. In some cases, appropriately high SAT or ACT scores may be used to waive these tests.
3. 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.
4. Meet with a college advisor to review results of the tests, to create an education plan, 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. Readmitted students are encouraged to meet with an advisor to determine how the program of interest to them may have changed since their last enrollment. They are expected to follow the curriculum requirements in the catalog in effect at the time of readmission.

TRANSFER STUDENTS: THOSE COMING AFTER 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, with the exception of science courses in the Nursing Program, which must be taken within 10 years of petitioning. Students also may earn transfer credit from nontraditional sources, such as military or job training. See the section titled Advanced Standing later in this chapter for more complete information. In addition to the steps required of all applicants listed above, transfer students should also do the following:
1. Complete and submit a Request for Transfer Evaluation form available online or from the Office of Admissions and Records on the Largo, UTC, or Laurel campuses.
2. In addition to or instead of placement testing:
   • 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 as well as previous colleges. Documents reaching the college 6 weeks or more prior to the start of the semester will receive processing priority.
   • 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.
3. Students with fewer than 18 prior college credits will be required to participate in the Owl Success Track program for first-year students and may be required to take all or part of the placement tests prior to registration.

Note: Transcripts from non-United States colleges must be evaluated by an external evaluation service recognized by the college. See the “Transfer Credit for Work at Other Colleges and Universities,” later in this chapter.

STUDENTS WITH PRIOR DEGREES
Transfer 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. Otherwise, students with prior degrees must follow the same steps as other transfer students.
INTERNATIONAL STUDENTS
Permanent Residents and International Students (non-F-1 Visa holders)
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, 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.
If the applicant’s native language is not English, he or she must also take placement tests for non-native speakers of English and follow any English as a Second Language (ESL) course recommendations which result. Otherwise, applicants should follow the procedures in place for other applicants with similar academic backgrounds (first-time student or 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 must complete a different application form and must meet additional requirements before admission is granted. Requirements include proof of financial support, housing, and English proficiency as required by the Department of Homeland Security. 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 may be found online at the college’s website, www.pgcc.edu, through the link for Admissions & Registration or through e-mail. A printed copy can be obtained from the Office of Admissions and Records. The non-refundable $25 application fee is required as well as a $25 non-refundable processing fee. Only applications signed and submitted by the prospective student directly to the college will be honored. The college 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. There is no admission of F-1 students for Intersession or for the summer terms.
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. E-mail internationalgroup@pgcc.edu for a list of providers of this service.
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. TOEFL scores must be submitted directly from the College Board.
5. Meet with an advisor prior to each registration and anytime during a semester when problems or concerns arise. Students who fail to maintain full-time student status will be terminated from the college and reported to the Department of Homeland Security.

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 time lines 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 Department of Homeland Security.

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, program of study, 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. Undocumented students will be classified as out-of-state residents for tuition purposes unless they qualify for lower rates under the Dream Act. Contact the Office of Admissions and Records to obtain a petition for Dream Act consideration. Complete information and an online petition can also be found on the college’s website at https://www.pgcc.edu/Admissions_and_Registration/Services/Residency_Information.aspx.

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:

HIGH SCHOOL DUAL ENROLLMENT
In accord with the College and Career Readiness and College Completion Act of 2013, the college’s Dual Enrollment Program is for high school juniors and seniors who test college ready in mathematics, reading, and or/English and wish to take courses from the college while still actively enrolled in a Prince George’s County public high school. The program is administered through a partnership between the college and the Prince George’s County Public School System. Admission to this program requires permission of the high school principal or counselor since, in many cases, the courses taken at the college will also be used to satisfy high school graduation requirements. Prospective dual enrollment students must meet with their high school counselor to get additional information about this option and begin the admission process for this program.

HIGH SCHOOL CONCURRENT ENROLLMENT
The Concurrent Enrollment Program is designed for high school seniors or juniors who wish to take courses from the college while still enrolled in any private school, a non-Prince George’s County public high school, or in 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. In addition, each student must:

• Have a cumulative grade-point average of 2.50 or the equivalent;
• Be certified by the school principal or equivalent authority as approved for participation;
• Identify themselves as concurrent enrollment students under “Program of Study” on the college application;
• Take relevant college placement tests, achieving college-level placement scores, prior to registration;
• Take no more than two courses each semester; and
• Abide by all college policies, procedures, and regulations while on campus or in the classroom.

Students who wish to attend the college full time in place of their senior year of high school or home study should contact their principal or comparable home study coordinator during the 10th grade to learn more about this early admission option.

The above requirements are subject to change in the 2015–2016 academic year. For updates, go to www.pgcc.edu for the electronic version of the catalog or call 301-546-7422.
ACADEMY OF HEALTH SCIENCES @ PRINCE GEORGE'S COMMUNITY COLLEGE

In 2011, Prince George's Community College (PGCC) and the Prince George's County Public Schools (PGCPS) partnered to open the Academy of Health Sciences @ PGCC, the first middle college high school in Maryland. The Academy of Health Sciences (AHS) is a public high school located on PGCC's Largo campus and enrolls just over 400 students, approximately 100 students in each grade 9–12. The AHS prepares students for careers in the health sciences through a rigorous dual enrollment curriculum with wraparound support services. Students have the opportunity to graduate at the end of four years with a high school diploma and an associate degree in general studies with an emphasis in health sciences.

To be considered for admission to the AHS, rising 9th grade PGCPS students must take an entrance exam that will be administered at their schools. For more information, visit: www1.pgcps.org/academyatpgcc.

INFORMATION TECHNOLOGY EARLY COLLEGE PROGRAM

In fall 2014, with grant support from the Maryland State Department of Education (MSDE) and Maryland four-year colleges, businesses, and county government partners, PGCC began the Information Technology Early College (ITEC) Program. The ITEC Program is comprised of students who attend and are located at the Chesapeake Math and Information Technology (C-M-I-T) Academy, a public charter school in Laurel, Maryland. The ITEC Program is designed to enroll students in grades 9–12. The current ITEC dual enrollment curriculum follows a track of the PGCC Information Technology A.A.S. in which students take courses that result in multiple industry certifications. Students have the opportunity to graduate at the end of four years with a high school diploma and an associate degree in Information Technology.

To be considered for admission to the ITEC Program, rising 9th grade CMIT students must demonstrate academic readiness based upon Accuplacer placement exam scores. For more information, visit: cmitacademy.org/.

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:

- Identification by the student's public school Board of Education or private school governing board as talented and gifted according to their published criteria. 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.
- 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.
- 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:

- 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.
- Attend an interview with the registrar 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.
- 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, 301-546-7422.
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 | 301-546-0147

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, writing, or math score of 550, or an ACT composite and subject 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, with the exception of science courses in the Nursing Program, which must be taken within 10 years of petitioning. 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 U.S. 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. E-mail transfercredit@pgcc.edu 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 8). 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 in order to meet the published credit hour requirement for graduation in the student's chosen program.

TRANSFER EVALUATION PROCESS

The Office of Admissions and Records is responsible for the evaluation of documents submitted for transfer credit, regardless of the source. Evaluators use catalogs from other colleges, a state-wide shared list of equivalencies, recommendations from entities such as The American Council on Education and the College Board, military transcripts, and recommendations from other nationally recognized accrediting bodies in order to provide an accurate evaluation. In cases where the course comes from an accredited source, but for which no equivalency can be determined, course descriptions may be forwarded to the academic department responsible for the course content area for a determination of equivalency and transferability. International transcripts are evaluated in accordance with the recommendations made by AACRAO or WES or other external groups approved to evaluate such documents.

Students who believe that a course has been unfairly evaluated by the Office of Admissions and Records may appeal directly to the chair of the academic department responsible for that course's subject area for a second evaluation. Any outcome disagreements at this level will be directed to the academic dean over the content area and, ultimately, to the vice-president for Academic Affairs, whose decision is final.

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; e-mail transfercredit@pgcc.edu if you have questions.
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 301-546-0151.

CREDIT THROUGH EXAMINATION
AP, IB, AND CLEP EXAMINATIONS
Students may earn nontraditional credit through three national testing programs. The College Board’s Advanced Placement program (AP), available to high school students, gives the opportunity to enter college with credit already earned toward a degree. The International Baccalaureate (IB) accomplishes the same thing. The College-Level Examination Program (CLEP) affords that same opportunity to adults who have expertise in a subject.

Students who wish to have their AP, IB, or CLEP results evaluated for transfer credit should have official score reports sent directly to the college’s Office of Admissions and Records and complete a Request for Transfer Evaluation form, also available from that office.

For more information, including a current listing of AP, IB, or CLEP exams honored by the college for award of credit, contact the Office of Admissions and Records, Bladen Hall, Room 126, or e-mail transfercredit@pgcc.edu.

CHALLENGE EXAMINATIONS
Students who wish to earn college credit by demonstrating their prior mastery of the content of certain courses may participate in the college’s Challenge Examination Program. Challenge examinations are prepared and graded by college faculty members and administered by Student Assessment Services. If a passing score is obtained, credit is granted for the course, although no grade is assigned and the credit awarded is designated on the student’s transcript as having been earned by examination. A 15-credit limit per degree exists for portfolio and challenge exams.

For further information, including a list of available examinations, contact Student Assessment Services, Bladen Hall, Room 100, or call 301-546-0147.

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

HEALTH SCIENCES PROGRAMS

Admission to the college does not guarantee admission into any of the health science clinical programs. The 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. Interested students must contact an advisor to discuss the petitioning process and the minimum requirements in place for each clinical program.

- Health Information Management†
- Medical Assisting
- Medical Coder/Billing Specialist Certificate†
- Nuclear Medicine Technology—A.A.S.†
- Nursing (LPN) Certificate Program†
- Nursing (RN) Degree Program†
- Nursing LPN to RN Transition Option†
- Paramedic*†
- Paramedic to RN Transition Option
- Radiography†
- Respiratory Therapy†
- Surgical Technology

* 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 Programs, 10 percent of the available seats will be reserved for residents of other Maryland counties until the petitioning deadline published in this catalog 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 petitioning deadline published in the college catalog has passed. At that time, any remaining seats become available to the best qualified petitioners still in the pool, regardless of Maryland county of 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 petitioning to these programs must submit a copy of their social security card as part of their petition.

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 301-546-0151 for more information.

A criminal background check and drug screen are required of all students in the health science clinical programs. Social security numbers will be verified as part of the background check. 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. 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 cost of the criminal background check and drug screen is 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, may also be required to submit to 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 required that all health sciences clinical students carry health insurance. Each student must provide documentation of current health insurance coverage prior to the first day of classes. It is the responsibility of the student to maintain health insurance coverage while enrolled in the program. Before being assigned to a clinical agency, students may be required to show the agency proof of current health insurance. It will be the clinical agency, not the college, that will make any final determination about clinical placement. 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. Effective fall 2015, if there are more petitioners than seats in a class, then students will be ranked according to their qualifying GPA in all prerequisite courses required by the program in question. Students with the best qualifying GPAs will be admitted first, followed by those with lower GPAs, until the class is filled. Additional changes to the selective admissions criteria for health sciences clinical programs are being developed and will go into effect beginning with admissions for spring 2016. Please refer to the Health Sciences Division website, http://www.pgcc.edu/Programs_and_Courses/Divisions_and_Departments/Health_Sciences_Division/Health_Sciences_Division.aspx, for updated information.

For details regarding entry to these Special Admissions Health Sciences Clinical Programs, contact an academic advisor, 301-546-0151. 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 or higher) with a grade of C or better may return 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.

PGCC LPN graduates wishing to return to the RN Program must make an appointment to see the chair of the Nursing Department. PGCC LPN graduates are not required to petition to the RN Program. LPNs must provide receipt of a Maryland LPN license prior to registration into the third semester of the RN Program. Successful LPN graduates will be admitted into the third semester of the associate degree program (RN) based on seat availability.

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.
Health Information Management (A.A.S.) and Medical Coder/Billing Specialist (Certificate)
- Deadline for petitioning is May 1. If seats remain, petitions will be accepted through the end of the summer term.
- EGL-1010, INT-1010, BIO-2050, HIM-1530
- Eligibility for MAT-1120 (A.A.S.)
- Eligibility for MAT-0104 (formerly MAT-1040) (Certificate)
- An average GPA of 2.00 or higher for the four courses listed with no grade below a C

Medical Assisting (A.A.S.)
- Deadline for petitioning is May 1 for fall and November 1 for spring.
- Eligibility for EGL-1010 and MAT-1120 or higher is required

Nuclear Medicine Technology (A.A.S.)
- This program begins only in the spring semester. Deadline for petitioning is November 1.
- The following courses must be completed prior to petitioning: BIO-2050, MAT-1350, PHY-1010, CHM-1010, and EGL-1010.
- An average GPA of 2.50 or higher for the five courses listed with no grade below a C

Nursing (RN and 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-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 to RN and EMT/Paramedic to RN)
- The following courses must be completed prior to petitioning: EGL-1010, MAT-1120 or higher, PSY-1010, BIO-2050, BIO-2060, and BIO-2010
- Students are strongly encouraged to complete all other general education courses prior to enrollment in the transition course, NUR-1060 (LPN to RN) or NUR-1070 (EMT to RN).
- An average GPA of 2.50 or higher for the six courses listed with no grade below a C

LPN to RN also requires:
- Deadline for petitioning is March 1 for fall and October 1 for spring.
- Current Maryland LPN License (or Compact License from another state); see page 18 for special requirements for graduates of the Prince George’s Community College LPN program.

Paramedic to RN also requires:
- Meeting with the Nursing Department chair by 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.

Paramedic (A.A.S. and Certificate)
- Deadline for petitioning is May 1 for fall and October 1 for spring
- Eligibility for EGL-1010 and MAT-0104 (formerly MAT-1040)
- EMT-B Certification

Radiography
- This program begins only in the fall semester. Deadline for petitioning is May 1.
- EGL-1010, BIO-2050, MAT-1120 or higher
- An average GPA of 2.50 or higher for the three courses listed with no grade below a C

Respiratory Therapy
- This program begins only in the fall semester. Deadline for petitioning is May 1.
- MAT-1120 or higher, EGL-1010, and BIO-2050
- An average GPA of 2.50 or higher for the three courses listed with no grade below a C

Surgical Technology (A.A.S.)
- Eligibility for EGL-1010 and MAT-1120 or higher is required