POLICY Board of Trustees - Montgomery College **41001**

Chapter: Student Affairs Modification No. 005

Subject: **Admission to Montgomery College**

I. Admissions Policy

Montgomery Community College is committed to a policy of equal opportunity in student admissions, student financial assistance and other student policies and procedures without regard to age, sex, race, color, religious belief, national origin, or disability.

It is the policy of the Board of Trustees of Montgomery Community College that all who are high school graduates, or the equivalent, and who can benefit from the programs and services of the College, shall qualify for admission. Others may also, under certain circumstances, be considered for admission. In order to accommodate the various interests and goals of persons requesting admission to the College, applicants, depending on their objectives and educational background, are admitted to the credit programs and courses of the College in the following categories: degree or certificate seeking (curriculum decided); degree or certificate seeking (curriculum undecided); or non-degree seeking.

In setting priorities for admission to limited-enrollment curricula, the President (or designee) is authorized to establish minimum standards for admission to such curricula, as well as criteria to rank applicants for admission to such curricula in circumstances where the number of applicants exceeds the number of available spaces.

Applicants may also be admitted to noncredit continuing education courses.

Board Approval: April 21, 1980; April 21,1986; May 21, 1990**;** June 18, 2001; September 17, 2002.

Chapter: Student Affairs Modification No. 019

Subject: **Admission to Montgomery College**

I. General

A. All applicants for admission to the College must submit a completed application for admission to the campus Office of Admissions, Records and Registration along with a nonrefundable application fee. The Director of Admissions, Records, and Registration is authorized to waive the application fee for purposes of a targeted enrollment goal.

B. To ensure the availability of all appropriate assessment and advising services, applications for admission must be received in the Office of Admissions, Registration, and Records a minimum of ten days prior to the start of the semester for which application is being made.

C. Some curricula of the College have a limit on the number of students who may be admitted. These limitations are set by the campus vice president/provost.

D. Students who wish to enroll in the music curriculum on the Rockville Campus must be auditioned prior to registering for certain classes.

II. Criteria for Admission to Montgomery College

A. In order to satisfy minimum qualifications for enrollment in MC credit courses, in addition to submitting an application, the applicant must meet any one of the following conditions:

1. Be a graduate of an accredited high school.

2. Have satisfactorily completed the General Equivalency Diploma examination.

3. Meet eligibility requirements as an Early Placement student.

a. For standard admission into the Early Placement Program, students who are at least 16 years old will:

1) Have completed their sophomore year prior to their participation in the program,
2) Have an articulated plan for high school and college attendance during their junior and/or senior years, which will include all courses required for high school graduation with time remaining in the schedule to include college courses.
3) Have an overall 3.0 (unweighted on a 4 point scale) cumulative grade point average at the end of their sophomore year or an overall 2.75 (unweighted on a 4 point scale) cumulative grade point average at the end of

their junior year (verified by an official copy of their high school transcript).

4) Have the approval of a parent (or guardian), high school counselor, and if necessary, the principal.

5) Home-school students: Submit verification from their county's home school program office, indicating that they are registered with the local school system as home schooled.

b. Under extraordinary circumstances:

1) Students who are at least 16 years old and enrolled in a public or private school, or equivalent, and who do not meet the requirements in II. A. 3.a. above, but whose achievement in a certain field of study is clearly exceptional. This achievement may be documented through testing or other means deemed necessary by the appropriate dean, department chair or faculty, and it must surpass the level of courses offered by the school attended. The College may admit the student upon the recommendation of the high school counselor or principal. The approval of the Dean of Student Development on the campus where the course is to be taken is also required.

2) Students under age 16 must be interviewed by the Dean of Students to obtain an exception to the age requirement, however these students must meet the standard requirement for admission and must be assessed at the college level in reading, English and math.

4. A person who is beyond the age of compulsory attendance in the State of Maryland and who has left secondary school.

B. In all cases, the College reserves the right to make the final decision on admission.

III. <u>Documents Required for Admission to Montgomery College</u>

A.

1. Application completed and signed.

2. Non-refundable admissions fee.

3. Official high school transcript or GED for students seeking admission within five years following high school attendance.

4. Official College/University transcripts (if applicable).

5. Early placement students must submit the early placement recommendation form, signed by their high school counselor, along with an official high school transcript.

6. Recent high school graduates and early placement students are also strongly encouraged to submit SAT or ACT scores. Some scores may waive requirements for testing.

B. Students who wish to register for credit courses must follow the College's assessment policies and procedures.

C. Additionally, applicants who lack a high school diploma or GED credentials will be limited to enrollment in two (2) courses per semester/summer term unless permission based on documented potential is granted by the Dean of Student Services or until they have completed twelve semester credit hours with a cumulative quality point average of 2.0 or better.

Early placement students may enroll in two courses or up to seven credits during fall and spring semesters and one course during each summer session. They may not enroll in developmental courses or courses that combine developmental and college level courses.

D. Additional admissions procedures are required for International Students on Student Visas (F-l/M-l). Beyond the above requirements, they must:

1. submit a Montgomery College application and all supporting data by June 1st for fall enrollment or October 1st for spring enrollment;

2. submit a high school transcript (certified translation if not in English) or GED certificate, Secondary External Examinations (GCE Ordinary or Advanced Level Exam Reports, Baccalaureate, CXC), secondary leaving certificate, as appropriate;

3. submit transcript(s) (translated into English) from any U.S. or foreign post-secondary institution;

4. submit a letter, if the applicant is currently enrolled at a language school in the United States, indicating the current or last date of enrollment;
5. provide evidence of satisfactory English language fluency (international students whose assessment test scores in English and reading, in accordance with College policies and procedures regarding assessment testing and placement, or whose academic records indicate deficiency in English language fluency, may be admitted, but will be required to take appropriate courses designed to improve their language fluency sufficiently to benefit from regular courses);

6. provide documented proof of sufficient financial support, as determined by the Office of Admissions.

   a. an affidavit of support that must be current within six months of the date the affidavit was completed and

   b. proof of financial support as demonstrated by one or any combination of the following items:

1) certified bank letter showing the date the account was opened, the amount deposited for the past year, and the present balance;

2) certified letter from the sponsor's employer showing the date and nature of employment and the salary paid and indicating if the position is temporary or permanent;

3) copy of scholarship award or authorization letter from sponsoring agency showing amount of support and length of time authorized as well as any special conditions of sponsorship; or

4) copy of the most recent income tax statement or commercial rating if the applicant's sponsor is self employed and resides in the United States.

IV. Additional Requirements for Admission to Medical Health Science Programs

All candidates seeking admission to one of the medical health science programs, which are selective admission programs, must meet the following additional admission requirements:

A. Must be eligible for admission to Montgomery College. (Submit separate Montgomery College admission application if not submitted previously.)

B. Must meet curriculum admission criteria, which have been approved in advance by the Campus Provost for the curriculum for which the student is applying.

C. Must meet minimum grade point average requirement of 2.5 out of 4.0 scale for consideration based on the most recent 24 college credits or equivalent high school units.

D. Must meet all legal requirements and/or standards imposed by recognized professional societies and by the institution or agency where the clinical practice is to occur.

E. Must understand that participation in certain clinical courses (e.g. those involving hospital practice) may require the passing of appropriate health examinations (i.e. TB test).

V. Workforce Development and Continuing Education Students

A. Criteria

1. The Continuing Education & Workforce Development unit of the College offers noncredit courses open to anyone regardless of previous educational experience. Individuals enrolled in the noncredit courses are admitted as Continuing Education students.

2. The Workforce Development and Continuing Education unit also coordinates the offering of off-campus and non-traditional credit

courses/programs. Applicants for admission to these credit courses/programs are subject to the same criteria specified in section II above.

B. Admission Procedures

1. Registration in a noncredit Continuing Education course is equivalent to admission to the College as a Continuing Education student.

2. Applicants for admission to credit courses/programs sponsored and coordinated by the Workforce Development & Continuing Education unit are subject to the same procedures for credit courses/programs specified above.

Administrative Approval: March 4, 1974; May 1, 1980; May 21, 1990; April 1, 1991; January 7, 1992; April 29, 1993; May 6, 1993; December 4, 1995; July 12, 1997; August 13, 1998; October 8, 2000; June 18, 2001; November 17, 2001**;** September 17, 2002; December 3, 2002; March 26, 2003; August 7, 2007**;** June 24, 2013; June 29, 2015.