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**Admissions  
Policy and Procedures**

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# **Admissions Policy and Procedures**

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## **I. Philosophy and Scope**

Frederick Community College (“FCC” or the “College”) is an open admissions College committed to lifelong learning that provides access to postsecondary education. A student may be admitted to the College without being admitted to a specific credit or continuing education program. The College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.

Admission to the College does not guarantee admission to all programs of study and courses. A high school diploma is not required to participate in credit or continuing education courses or programs. However, a high school diploma or GED may be required to qualify for federal financial aid; and there may be additional eligibility requirements for credit degree, certificate, and letter of recognition programs. Admission to a specific program of study shall be in accordance with the requirements and procedures established for the specific program of study as adopted by the College. Admission to a specific program of study will be granted based on verifiably accurate application materials, which may include the application for admission, academic transcripts, test data, and other appropriate educational information or credentials, and/or where required, evidence of physical exams, background checks, or test results. First-time college students who apply for admission into degree programs are required to be assessed for reading, writing, computer literacy, and mathematics proficiency prior to initial registration. Based on assessment scores, students will be placed in the appropriate level of developmental or college-level mathematics or English course(s).

Admission to the College may be denied or revoked for those persons whom the College considers to be a potential danger to the safety, security, and educational environment of the College. Such decisions will be made on a case-by-case basis with individuals being afforded due process, which includes notification and explanation of the decision and an opportunity to respond.

## **II. Definitions for the Purpose of this Policy and Procedures**

The College reserves the right to define the classification of each student at the College. The College categorizes students for the purpose of local, state, and/or federal reporting requirements and regulations.

### **A. Articulation Agreements**

Articulation Agreements refer to officially approved agreements that allow students to apply credits they have earned in specific programs toward advanced standing, entry, or transfer into a specific program at another institution. These agreements outline the specific courses that count for transfer credit at the other institution, as well as the grades a student must earn in order to receive these credits. Students may also earn credit for prior learning and experience to be used toward degree completion at FCC. Students should start with their Program Manager or Assigned Academic Advisor to determine if there are approved agreements available in their program of study.

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### B. Application Categories for Credit Students

Individuals applying to FCC for a credit course or courses must select one of the following:

1. **“Courses of Interest (Non-FCC Degree Seeking)”** Refers to three different categories of students at the College that are not eligible for Federal Financial Aid. The three categories of Courses of Interest include:
  - a. **“Personal Enrichment”** refers to a Courses of Interest student who is taking courses listed as credit in the FCC catalog to enhance their knowledge and for personal enjoyment and exploration of the subject matter.
  - b. **“Professional Development”** refers to a Courses of Interest student who is taking courses listed in the FCC catalog to enhance their professional knowledge set.
  - c. **“Visiting Student from another College”** refers to a Courses of Interest student who is taking courses with the intention to transfer the credits back to their home institution. To ensure transferability, a student should have written authorization from their home institution.
2. **“Dual Enrollment”** refers to a current high school student who seeks to earn college credit. Dual Enrollment students are not eligible for Federal Financial Aid.
  - a. **“High School Based”** refers to a high school student who takes an FCC course that is taught at their local high school.
  - b. **“Open Campus”** refers to a high school student who takes a College course(s) on College premises or through FCC Online. The course(s) may be during or outside the regular school day.
  - c. **“Career Pathways”** refers to a high school student who takes select FCC courses in a specific career track at their local high school or at FCC, earning both a high school diploma and an industry certification or credential simultaneously.
  - d. **“Early College”** refers to a high school student who is admitted to the Early College program and attends FCC full-time during their junior and senior years - earning both an associate degree and completing their high school requirements.
3. **“Gifted & Talented”** refers to a student under the age of 16 years, who has been identified as having exceptional academic or fine arts talent in selected FCC courses. The student must be at least 12 years of age and have completed the seventh grade or equivalent education. Gifted & Talented students are not eligible for Federal Financial Aid.
4. **“New”** refers to a student who is attending College for the first time, who never applied or registered for a credit course at FCC, except as a Dual Enrollment student, and has not earned credits from another institution of higher learning after high school graduation or equivalency.

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5. **“Readmit”** refers to a student who has attended credit courses at FCC previously, but not within the last two years (two fall and two spring semesters – exclusive of the summer sessions), who seeks to reenroll.
6. **“Transfer”** refers to a student who has attended another institution of higher learning after high school graduation or equivalency, and who seeks to receive credit for prior coursework completed at previous institutions.

### **C. Admission Status**

1. **“Prospective Student”** refers to an individual who has become a part of the College recruitment database who has been assigned an FCC student identification number.
2. **“Applicant”** refers to an individual who has an assigned FCC student identification number and who has submitted a College application for credit enrollment.
3. **“Registrant”** refers to an individual who has an assigned FCC student identification number, who has submitted a College application for credit enrollment or a student profile for continuing education, and who has registered for a course or courses.
4. **“Student”** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangement for payment of tuition and/or fees.
5. **“Enrolled Student”** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes, who has either paid or made arrangements for payment of tuition and/or fees, and whose participation in a class has been verified.

### **D. Student Status**

1. **“Full-time Student”** refers to a student who enrolls in coursework of twelve (12) credit hours or more during a semester.
2. **“Part-time Student”** refers to a student who enrolls in coursework of less than twelve (12) credit hours during a semester.

### **E. Program Type**

1. **“Degree Programs”** refer to Career and Transfer programs that lead to an associate degree. Degree Programs are generally 60 credits, unless otherwise specified.
2. **“Certificate Programs”** refer to a sequence of specific credit courses resulting in a formal award of completion of up to 36 credits.
3. **“Letter of Recognition (LOR)”** refers to an award for the completion of a series of specific credit courses comprised of six to 11 credits.
4. **“Industry-Based Certifications”** refers to an independent third-party credential that is industry-accepted and results from a process whereby an individual’s knowledge and/or skill in a particular area is verified against a set of pre-determined standards. Many credit and continuing education courses and

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programs prepare students for industry certifications that support or enable employment. Students who hold industry based certifications may be eligible to have credit awarded through a College articulation agreement.

5. **“Selective Admission Programs”** refer to programs with specified admissions requirements and may have limited capacity to the number of students admitted to the program.
  6. **“Workforce Development Programs”** refer to short term non-credit instruction for entering an occupation, gaining industry-based certification, or engaging in professional development.
  7. **“Personal Enrichment Programs”** refer to instructional programs that are designed to support lifelong learning and personal interest. Special programs are designed for people in retirement, for youth, and for adults with intellectual disabilities.
  8. **“Youth Programs”** refer to Kids on Campus (KOC) & Teens on Campus (TOC): These programs are open to any youth between ages four through 17 years of age. There are some prerequisites.
  9. **“Adult Basic Education Program”** refers to programs including basic reading and math skills, as well as High School completion programs for adults. High School completion students must have been officially withdrawn from the secondary school system. The High School Diploma credential is awarded by the State of Maryland for successful completion of the GED Test or the National External Diploma Program.
  10. **“English as a Second Language (ESL) Program”** refers to a program open to students who are 16 years old or older, who are non-native English speakers seeking to improve their language skills. There are three levels of ESL that include both credit and continuing education options. (American Sign Language/Deaf students not included)
    - a. **“Basic ESL”** refers to free classes for students who need to learn basic English for life and work.
    - b. **“Targeted ESL”** refers to fee-based classes for students who have intermediate or higher level English proficiency. Courses focus on specific English skill development, to include oral, reading, writing, and grammar. Courses are designed to transition students from basic English to higher level English.
    - c. **“Academic ESL”** refers to tuition-based classes for students with high-intermediate proficiency in English. Courses focus on developing academic English proficiency to prepare students for the rigor of degree programs and/or professional communication.
- F. **“Degree plan”** refers to the plan that is selected in consultation with an academic advisor, required for all new students seeking a degree. The degree plan does not include developmental coursework that may be part of the student’s academic pathway.

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- G. **“Prior Learning Assessment”** refers to the evaluation of college-level or experience-based learning that an individual has achieved outside of the traditional classroom environment that can be used to demonstrate college-level learning for academic credit awards.
- H. **“College premises”** refers to buildings or grounds owned, leased, operated, controlled, supervised, or temporarily used by the College.
- I. **“Workdays”** refers to Monday through Friday and does not include weekends, holidays, scheduled breaks, or other days the College is closed.

### III. Responsible Senior Leader and Responsible Office

Vice President for Learning Support

Office of the Vice President for Learning Support

### IV. Entities Affected by this Policy and Procedures

Potential and current students

### V. Enrollment Process for Credit Students

#### A. Requirements

To comply with the Maryland College and Career Readiness Act of 2013 and the College [Academic Assessment and Placement Policy and Procedures](#), the College requires that:

- Upon entering the College, all students, unless otherwise exempted, are required to complete the prerequisite placement test(s) for any course(s) in which they intend to register. However, the College recommends that all mathematics, reading, writing, and skills placement tests be taken upon entering to support the development of the degree plan.
- Upon entering the College, all students who are seeking a degree, must file a degree plan that is developed in consultation with an academic advisor.
- Upon reaching 24 credits, all students must have completed developmental courses and the first college-level English and Math courses required by their degree plan.

#### B. Enrollment Steps

1. **Application for Admission** – A complete application for admission is required for enrollment in credit courses. A student can apply by completing and submitting an application for admission either online via [www.frederick.edu](http://www.frederick.edu) or in-person. Applications for admission are accepted year round.
2. **Residency** – A student’s residency for tuition purposes is determined at the time they apply to the College. The burden of proof of residency is to be upon the student, and they will be required to certify by signature to the accuracy of the

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information provided on the College application (see [Determination of Residency for Tuition Purposes Policy and Procedures](#)).

3. **Official Documentation** – A student may need to submit a copy of their high school and/or college transcript(s), ACT and/or SAT scores, Advanced Placement score report, military transcripts, CLEP transcript, International Baccalaureate (IB), Partnership for Assessment of Readiness for College and Careers (PARCC) scores, DSST (formerly Dantes) transcript, Foreign Credential Evaluation (NACES approved), transcripts from American Council on Education (ACE) recognized organizations to receive credit, and/or any other prior learning documents.
4. **Placement Assessment** – Unless otherwise exempted, upon entering the College, all new students are required to complete the prerequisite placement test(s) for any course(s) in which they intend to register. A student who does not achieve the required assessment scores for reading, writing, or mathematics must successfully complete appropriate developmental coursework prior to entering the specific curriculum.
5. **myFCC E-mail Account Activation** – Students must activate their myFCC e-mail and enroll for password self-service at <http://myfcc.frederick.edu/>.
6. **Academic Advising Session** – A student is required to consult with an academic advisor to assess any developmental requirements, select a degree plan, select courses for registration, and establish the pathway to their academic goal(s).
7. **Registration for Courses** – A student will need to complete the registration process by registering for a course(s) in person or online through [myFCC](#).
8. **Financial Aid** – If seeking financial aid, a student will need to complete the Federal Application for Student Aid (FAFSA) (<https://FAFSA.gov/>) for the school year they plan to attend and list FCC in Step 6 of the FAFSA (School Code 002071). Additional verification documents may be required. Undocumented students, including DACA students, are NOT eligible for federal financial aid (including the Federal Pell Grant). However, they may be eligible for certain State financial aid programs. To be considered for certain State financial aid programs the Master Student Financial Assistance Agreement (MSFAA) is required. The MSFAA will be used to calculate students' award eligibility for state grants and scholarships.
9. **FCC Foundation Scholarships** – If seeking FCC Foundation scholarships, students will need to apply through the College online scholarship application system. (<https://frederick.academicworks.com/>)
10. **Payment Process** – A student is required to make payment arrangements and/or pay their bill within the established timeframe, in order to avoid being dropped from a course or courses for non-payment. A student who is receiving financial aid will have their aid credited to their account but will be responsible for paying any remaining charges.

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11. **Attendance in Class** – A student must attend class to ensure that full academic instruction is received. Students not attending class may lose their federal financial aid, scholarship, VA benefits, and/or visa status.

The College reserves the right to refuse readmission to a former student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. A prospective student who has registered previously in only continuing education courses must apply as a “New Student” in order to participate in credit courses. A dual enrollment student previously enrolled in a course(s) while in high school, who is planning to attend FCC after high school graduation, must re-apply as a “New Student” in order to participate in credit courses.

### **VI. Enrollment Process for Continuing Education Students**

#### **A. Requirements**

To be a Continuing Education Student at FCC, students must complete either a Continuing Education Student Profile using Lumens or a Continuing Education Registration form. Becoming a Continuing Education student does not admit the student for credit instruction. Students must follow the Enrollment Process for Credit Students in Section V.

Some programs are designed for specific age ranges and have restricted access for registration based on birth date.

Some courses require prerequisites or pre-testing and are noted in the Continuing Education schedule of classes.

#### **B. Enrollment Steps**

1. **Open Enrollment Courses** – Most courses are eligible for online registration through the Lumens online registration system ([www.frederick.edu/QuickEnroll](http://www.frederick.edu/QuickEnroll)). Students may also register in person to submit the registration form needed. Payment for tuition and fees is due at the time of registration. If a student is receiving a scholarship or the class is paid by a third party, supporting documents must be included when registering.

Courses which require prerequisites or pre-testing are noted in the Continuing Education schedule of classes. These courses or programs require that a student submit the documents needed for registration in person.

ESL students must complete an English assessment and may need to attend an orientation to be placed in the appropriate level of class. ESL students should see Section VII.C. of this Policy and Procedures for complete instructions.

2. **Contract Courses** – Students receiving instruction under contract with an employer or other external partner will be enrolled as Continuing Education students. Students will be required to complete an online registration through Lumens or complete a registration form prior to the beginning of class. Some contract courses may require prerequisites. There are no fees or tuition charged to the student for contract courses.



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3. Adult Education – Students must attend an orientation to gain access to Adult Education. Orientation dates are published for each term in the CE schedule of classes – Assessments are required to determine appropriate class placement. Once class placement is determined, students must complete a CE Registration form to become a CE student registered in a course. All courses are free to the student, except for the National External Diploma Program.

### **VII. Additional Requirements for Specific Students**

#### **A. Transfer Students**

A student may be enrolled with advanced standing. The transfer of credits will be considered on the basis of applicability to the student's chosen program of study.

FCC adheres to the general education and transfer policies of the Maryland Higher Education Commission. For a student transferring from a University of Maryland System college or university, all applicable general education coursework with a grade of "D" or higher will be accepted in transfer, with the exception of ENGL101 which requires a grade of "C" or better. For non-general education coursework, grades of "D" will be accepted only if the calculated grade point average for the entire block of non-general education courses is 2.00 or higher. For a student transferring from outside the University of Maryland system, grades of "D" will be accepted only if the cumulative grade point average is 2.00 or higher, with the exception of ENGL101 which requires a grade of "C" or better. Please note that some FCC programs of study require a grade of "C" or better in all (or some) courses.

The following sources may be considered as accepted forms of transfer:

- 1) college-level coursework at accredited institutions as listed in "Accredited Institutions of Postsecondary Education" published by the American Council on Education or an institution accredited by an agency recognized by the U.S. Department of Education;
- 2) credential assessment or credit by examination (e.g., CLEP, Advanced Placement, DSST (Formerly Dantes), International Baccalaureate);
- 3) credit received in an evaluation of military education and/or training;
- 4) credit received in an evaluation of educational programs at non-collegiate organizations approved by the American Council on Education;
- 5) credit received through high school agreements
- 6) credit received through other articulation agreements;
- 7) prior learning credits received through portfolio assessment once enrolled.

To be considered for advanced standing, a student must:

1. Complete the College admissions procedures.
2. Arrange for the previous institution(s) attended to send an official transcript or provide an official copy in an unopened, sealed envelope (see <http://www.frederick.edu/credit-admissions/incoming-transfer-students.aspx>).

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3. Arrange an appointment with a College academic advisor to plan their program of study.
4. Complete at least 25% of degree, certificate, or letter of recognition credits at FCC.

All transcripts received are the property of the College and cannot be released to the student. Transcripts will not be duplicated, returned to the applicant, or forwarded to any other college, university, individual, or agency. A student who experiences extreme hardship in obtaining official copies of their transcripts may petition the College Registrar for assistance by completing a third-party release form. These documents will be available only to an individual involved in the admissions and/or advising process. Transfer students with no placement test exemptions or official transcripts will take the standard entry assessments.

International students considering transfer must follow the procedures for Non-immigrant (F-1) Students and Students with Other Visas, in addition to the requirements set forth in this section.

### **B. Students Seeking Credit for Prior Learning**

Prior Learning Assessment (PLA) is an evaluation of experience-based learning achieved outside of traditional classroom environment that can be used to demonstrate college-level learning for academic credit awards to include (not limited to) work experience, workplace training, professional licensure and certifications, military training and service, volunteer activities, life experiences, credits earned by standardized testing, and volunteering and community service activities.

Students who participate in the Prior Learning Assessment program save time and money and avoid having to complete courses already mastered, completing their education goals at a higher rate. Credit for Prior Learning is not awarded for experience alone, but for a combination of experience and college-level learning.

PLA consists of several pathways designed to allow students to have their college level learning completely assessed. FCC offers seven (7) paths for students to earn prior learning credit, including portfolio assessment, institutional departmental exams, certificate and licensure evaluation, credit by examination and college level examination program (CLEP)/DSST (formerly DAN TES Subject Standardized Tests)/international baccalaureate (IB)/advanced placement (AP), American Council on Education (ACE), national college credit recommendation service (NCCRS), and military training and service.

For students to be eligible to earn prior learning credit, the student must be an FCC student and declare a major in a degree or certificate program.

PLA Guidelines:

1. Students may earn up to 75% required for a program of study through all Prior Learning Assessments pathways.
2. Students must earn at least 25% of the credits required for a program at FCC.
3. A maximum of 15 credits can be earned through ‘Portfolio Assessment’ and ‘Institutional Department Exams.’

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### **C. Non-immigrant (F-1) Students**

The College is authorized under federal law to consider applications for enrollment of non-immigrant alien students in the F-1 visa status. A prospective student must meet academic and College admission requirements, and the requirements for the certificate of eligibility (I-20 Form) prior to applying for the F-1 Student Visa. International students studying at FCC must pursue a full course of study of 12 credits per fall and spring semester toward an associate degree. F-1 visa students are not allowed to enroll in Pre-Health Programs, Bio-Technology, Emergency Management, or English as a Second Language. An F-1 visa student must:

1. Submit a completed application for admission to FCC with a local (Maryland) sponsor's address and student's address from their home country.
2. Submit an official high school (secondary school) transcript evaluation in English. The accepted evaluator is World Education Services ([www.wes.org](http://www.wes.org)) or any member of the National Collegiate Evaluation Services (NACES).
3. Submit I-134 Affidavit of Support - a statement of financial resources including the amount and source of support for the prospective student. The College will not provide Foundation scholarship assistance to F-1 visa students. The estimated minimum cost of tuition, fees, books, health, and living expenses per year is \$25,000. Students attending the College on the F-1 Visa will be classified as out-of-state residents for tuition purposes while at FCC.
4. Submit the Test of English as a Foreign Language (TOEFL) scores directly to the Admissions Office. Minimum acceptable score is 500 on the paper-based test, 173 on the computer-based test or 61 on the Internet-based test (IBT).
5. Submit a copy of current passport.
6. Submit all application materials and required documents by June 1 for the subsequent fall semester and October 1 for the subsequent spring semester.

Once the student has been approved for the F-1 Visa, and after they have met with the College Designated School Official (DSO) to report F-1 Visa approval, they must complete the College placement tests as appropriate.

### **D. Students with Other Visas**

International students with other types of visas are also eligible to attend the College. The student must present proof of immigration status and type for purposes of determining tuition rate (see [Determination of Residency for Tuition Purposes Policy and Procedures](#)).

### **E. English as a Second Language (ESL) Students**

An ESL student must:

1. Complete and submit an [application](#) for admission.
2. Take the Accuplacer ESL exam in the Testing Center (allow three hours for testing) and obtain a copy of the Accuplacer ESL exam results.
3. Obtain minimum placement scores on the Accuplacer ESL exam to enroll in Academic ESL courses. Students whose scores fall below the established

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minimum will be limited to enrollment in Basic or Targeted ESL Continuing Education courses until such time that they are able to demonstrate proficiency required for enrollment in Academic ESL courses.

- a. If the minimum score for Academic placement is achieved, students should arrange to meet with an academic advisor. Continue with the Admissions Policy and Procedures Section V.B.6 to complete the registration process.
- b. If the minimum score for Academic ESL placement has not been met, students must arrange to meet with the ESL program manager. The ESL program manager will assist students in determining which Continuing Education ESL program is appropriate for them and help them complete the registration process.

Note: The ESL program manager can assist credit and continuing education students with academic decision-making at any time. If a student is not sure which courses to take or has questions about their study plan, meeting with the ESL program manager is recommended.

4. A student is required to make payment arrangements and/or pay their bill within the established timeframe.

### **F. Registered Sex Offender**

FCC requires registered sex offenders (RSOs) to self-disclose their status and receive approval from the College to register for courses by following the steps articulated below in this procedure. In accordance with Maryland law, RSOs are required to register with the designated law enforcement agency in the jurisdiction where school enrollment is sought. If an RSO changes jurisdictions, they must re-register in the new jurisdiction's designated law enforcement agency and identify the address of the new school they plan to attend. The College will review the Maryland Sex Offender Registry on a regular basis to identify students who do not self-disclose and suspend any registration until the conditions of this procedure are met. Per the FCC Admissions Policy, admission to the College may be denied or revoked for those persons whom the College considers to be a potential danger to the safety, security, and educational environment of the College. Such decisions will be made on a case-by-case basis with individuals being afforded notification and explanation of the decision and an opportunity to respond.

Before an RSO is allowed to come on College premises, they are required to request and obtain permission to be on College premises by scheduling a meeting with the Vice President for Learning Support or the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development, or their designee, to disclose their status.

1. Prior to completing the registration process, the prospective student must schedule a meeting and request permission to register each semester.
2. The Vice President for Learning Support or the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development, or their designee will discuss the procedure and assess the conviction(s) and circumstances which led to the individual being an RSO.

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3. The Vice President for Learning Support or the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development, or their designee will contact the assigned probation officer, when applicable, and the jurisdiction's Sex Offender Registrar to update the individual's status related to any violations.
4. The Vice President for Learning Support or the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development, or their designee may research criminal records, information from other jurisdiction(s), or information from prior schools attended pertaining to the RSO.
5. The Vice President for Learning Support or the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development, or their designee will render a decision and notify the RSO of that decision in writing within five workdays of the initial meeting. An RSO that is authorized to maintain their enrollment will be required to sign a "Conditions of Admission and Enrollment" agreement, and present the letter of admission approval to their Sex Offender Registrar and Probation Officer, when applicable. In such cases where admission is denied or revoked, the written response to the RSO will afford notification, give an explanation of the decision, and provide an opportunity to respond.

The Maryland Department of Public Safety and Correctional Services maintain the Maryland Sex Offender Registry, which provides information about RSOs to the public. The Registry is located on the web at <http://www.dpscs.state.md.us/>.

### **VIII. Selective Admission Programs**

Admittance into selective admission programs is on a competitive basis, and there are program-specific entrance requirements beyond those required for admission to the College. Many of the courses are open only to students officially accepted into the Program. *Admission to FCC does not guarantee entry into a Selective Admission program.* Please refer to individual admissions standards to assess competitiveness of the application process.

#### **A. Health Science Selective Admission Programs**

The Health Sciences programs listed below have limited enrollment capacity and rigorous academic standards. All applicants must meet the following additional requirements.

- Be eligible for admission to FCC (submit separate FCC admission application).
- Meet prerequisite requirements for the specific program.
- Meet minimum grade point average requirement.
- Meet all legal requirements and/or standards imposed by accrediting bodies, recognized professional societies, and by the institution or agency where the clinical practice training is to occur (e.g., drug screening, background check, and fingerprinting).

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- Understand that participation in certain clinical courses (e.g., those courses involving hospital practice) may require the passing of appropriate health examinations (e.g., TB test).
  1. Associate Degree Nursing, Practical Nursing Certificate, and Transition-to-AND Enrollment in the associate degree nursing (ADN) program, the practical nursing certificate (LPN) program, and Transition-to-ADN program is limited by accreditation guidelines. To be considered for admission, a student must:
    - a. Complete and submit a College application for admission and provide proof of residency.
    - b. Complete and submit a separate application for the ADN, LPN, or Transition-to-ADN program to the Department of Health Sciences Nursing. The application deadline for the daytime ADN and LPN programs is February 1<sup>st</sup> preceding the expected fall semester entrance. The application for the evening and weekend ADN program is September 15<sup>th</sup> prior to the expected spring semester entrance. The application deadline for the Transition-to-ADN program is May 1<sup>st</sup> preceding the expected fall semester entrance. Applications are available online at [www.frederick.edu/nursing](http://www.frederick.edu/nursing). Residents of Frederick County, active-duty military, their legal dependents, and military veterans are given priority consideration for admission.
    - c. Register and complete the Test of Essential Academic Skills (ATI TEAS) before the application deadline. Information on ATI TEAS may be found at [www.frederick.edu/nursing](http://www.frederick.edu/nursing).
    - d. Submit official transcripts from all previously attended colleges and universities to Registration and Records by the deadline.
    - e. Complete FCC assessment testing unless otherwise exempted.
    - f. Develop and file a degree plan in consultation with an academic advisor.

To be included in the pool of applicants for admission to the clinical portion of the nursing program (ADN, LPN, and Transition-to-ADN), students must complete or have transfer credit for required prerequisite coursework, and BSCI 201, BSCI 202, and BSCI 223/ BSCI263 by the end of the semester in which they are applying, and send all official college transcripts from other colleges and universities to Registration and Records by the application deadline. With their application, applicants must submit qualifying ATI TEAS scores that are no older than 2 years at the application deadline.

A point system is used to select candidates for admission to the clinical portion of the Nursing Program. Points will be assigned only to those students who have submitted the Application for Admission to the Nursing Program with qualifying ATI TEAS scores. If a student is completing a prerequisite science course during the application semester, the midterm course grade will be applied to the point scale (including transfer courses). Students will be allowed to repeat any prerequisite science course one time only, including withdrawals, audits, and transfer credits, within five (5) years of the application deadline. All science prerequisites must be completed within five (5) years of application deadline.

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See COVID-19 pandemic exceptions for prerequisites taken during the pandemic.

The students with the highest point total will be conditionally accepted into the clinical portion of the Nursing Program and each accepted student will be offered an available clinical seat until all positions are filled. Students with equal point totals will be ordered by GPA from highest to lowest (application GPA is a cumulative calculation that includes all undergraduate courses attempted). A standby list of applicants eligible for admission will be determined by the Director of Nursing Education. If an accepted student declines their seat in the program, the next eligible student on the standby list will be offered admission to the program.

Once final grades have been posted for admitted applicants in-progress with any science prerequisites at the time of application, transcripts for those accepted conditionally will again be evaluated. If, after re-evaluation, a student's new point total falls below the cut-off score for admittance, they will not be eligible for admittance into the program and the next qualified candidate will be admitted.

### **2. Respiratory Care (RC)**

To be considered for admission into the Respiratory Care program, a student must:

- a. Complete and submit a College application for admission and provide proof of residency.
- b. Submit a Respiratory Care application to the Department of Health Sciences Respiratory Care Program by June 1.
- c. Complete all required prerequisite coursework prior to applying to the program.
- d. Achieve a "C" or higher in "all" prerequisite courses applied toward the RC program requirements. The prerequisite courses are: ENGL 101, PSYC 101, BSCI 201, BSCI 202, BSCI 223, COMM 105, PHED/NUTR Elective, and Math 120 or higher.
- e. Complete Anatomy & Physiology I (BSCI 201) with a "C" or better prior to applying to the program by June 1.
- f. Be in good academic standing (see the [Academic Standards Policy and Procedures](#)).
- g. Have a minimum GPA of 2.0. [Note, the minimum GPA of 2.0 may not be competitive based on the pool of applicants].
- h. Have all official transcripts from other colleges/universities sent to Registration and Records by June 1.
- i. Apply for admission to FCC.
- j. Develop and file a degree plan in consultation with an academic advisor.

Points will be assigned only to those students who have returned the "Student Application for the Respiratory Care Clinical Class" and met the above criteria. The point value for non-clinical courses completed and residency are shown on the "Criteria for Admission to the Respiratory Care Program" sheet.

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The students with the highest point total will be accepted conditionally into the clinical portion of the program and will be informed of their status by June 30. Students with equal point totals will be ordered by GPA from highest to lowest (GPA calculated only from courses listed on “criteria for admissions”). If an accepted student declines their seat in the program, the next eligible student with the highest score is offered admission to the program.

Participation in the job shadowing experience is required prior to applying to the Program. Those with documented job shadowing will be awarded an additional point on their application.

See COVID-19 pandemic exceptions for job shadowing requirement during the pandemic.

### 3. Surgical Technology (ST)

Enrollment in the Surgical Technology program is limited to 20 students in each of two starting dates, fall and spring. To be considered for admission into the Surgical Technology program, a student must:

- a. Complete and submit an FCC application for admission and submit proof of residency if required.
- b. Complete and submit a Surgical Technology application to the Department of Health Sciences Surgical Technology Program. List surgical technology as your major. This application may be completed online. All applications will be reviewed and seats will be offered according to the point scale and application date. Although applications will be reviewed at any time, first consideration is given to students who submit an application by the first consideration date for the fall or spring classes. Refer to the online application (<http://www.frederick.edu/degrees-certificates/surgical-technology.aspx>).
- c. Provide evidence of minimum skill levels in the areas of reading, writing, math, and allied health science for an application to be considered. Students may meet these requirements by taking the placement assessments and meeting the minimum skill levels or by taking appropriate developmental coursework in these subjects.
- d. Achieve a “C” or higher in all prerequisite courses and any other course a student plans to apply toward the ST program requirements. All general education and elective courses required for the Associates of Applied Science Degree in Surgical Technology must be completed prior to beginning the surgical technology program in a spring or fall semester. Applicants may be enrolled in required courses for the degree in the semester prior to beginning the surgical technology courses (SURG).

A point system is used to determine selection to the program. Points will be assigned only to those students who have returned the Application for Admission to the Surgical Technology Class.

When there are more qualified applicants than there are seats in the program, those with the highest point totals will be offered first consideration. Other qualified applicants will be offered seats as they become available.



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Participation in the job shadowing experience is highly recommended. Those with documented job shadowing will be given priority. Refer to the online documents for this opportunity (<https://www.frederick.edu/degrees-certificates/downloads/jobshadowing.aspx>).

See COVID-19 pandemic exceptions for job shadowing recommendation during the pandemic.

### **B. Non-Health Selective Admission Program**

#### **ASL Interpreter Preparatory Program (IPP)**

Enrollment in the associate of Arts and Science in ASL Interpreter Preparatory Program and certificate is limited to those accepted into the program (max of 16 students per cohort). To be considered for admission, a student must:

1. Complete and submit a College application for admission and provide proof of residency.
2. Complete and submit a separate application for the IPP to the ASL/IPP Program Manager by August 1st (for Fall admission) and January 1st (for Spring admission). Applications can be found at: <https://www.frederick.edu/programs/arts-humanities/sign-language-interpreter-preparatory-program.aspx>.
3. Submit official transcripts from all previously attended colleges and universities, and other forms of prior learning to Registration and Records by the deadline.
4. Complete FCC assessment testing unless otherwise exempted.
5. Arrange for an appointment with the ASL/IPP Program Manager (required).

Interpreting program requires students to take the National Certification written exam before being approved to be placed on internships. In order to apply and be included in the pool of applicants for admission to the internship portion, students must have a 3.0 or higher. Students must have a 'B' or better in core coursework by the end of the semester in which they are applying. All applications will be reviewed and applicants will be selected for interviews if all pre-program requirements are met.

### **IX. Special Admission Programs**

The following programs have conditions which must be met in order for the individual applying for admission to be categorized and admitted to the credit courses and programs.

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### **A. Police Science Program**

1. The Maryland State Police (MSP) Associate of Applied Science Degree in Police Science is presented to trooper candidates through a partnership between FCC and the MSP. This program has been created to assist MSP in its effort to develop a highly professional police force. The Police Science program for MSP is open to any trooper candidate employed by the Maryland Department of State Police and accepted into the MSP Academy. This program integrates general education coursework with major components of the criminal justice process learned while attending the MSP Academy.

All of the tuition, fees, and books are paid in full by the MSP. Veterans are eligible for VA benefits while enrolled in the Academy and during the time they take FCC general education courses.

2. The Associate of Applied Science Police Science Program available on-campus is open to students separate from the Maryland State Police program. To be considered for admission into the on-campus Police Science Program, a student must:
  - a. Be a sworn and currently employed Maryland law enforcement official who has graduated from a Maryland police academy that has been certified by the Maryland Police and Correctional Training Commissions (MPCTC) (or officials who have completed Comparative Compliance Training for Maryland).
  - b. Be enrolled in the Police Science Degree Program at FCC.
  - c. Present a current copy of their Certification and Training Standards Compliance Card from the MPCTC.

Retired law enforcement officials are not eligible.

Additional information about this program may be located at <http://mdsp.maryland.gov/Careers/Pages/StateTrooper.aspx>.

### **B. Honors College**

Honors College is an enrichment program that can be incorporated into most transfer degree programs at FCC. All honors learning is designed to go deeper, broader, or more complex, and the program strives to develop emerging scholars and leaders. Students who graduate from the Honors College, complete an honors independent study project, present at a conference, or earn service or leadership certificates, gain a competitive advantage when applying for admission to selective four-year colleges and transfer scholarships.

Students automatically qualify for the Honors College with the following test scores: SAT = 1100 overall (out of 1600) with at least 550 on verbal, or ACT = Reading 23+, or FCC placement exams = Honors level reading (268) and proficient college-level writing. Applicants with strong academic records (3.5 GPA) or faculty recommendations are encouraged to apply. The Honors College also offers an Open Campus membership for high school or home school students with a 3.5 GPA or

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higher. To apply, complete the [Honors College Application](#) in the Honors Office (H-245) and at <http://www.frederick.edu>, and submit as directed.

The final step to Honors College admission will be meeting with an Honors advisor to identify your goals and to develop your personal honors plan. Your honors plan can be updated any time. The Honors College also offers ACCE 110H as a first-year experience course to help students make the transition to college and honors learning. Second-year honors peer mentors are embedded in the course as another source of help and support. Any student whose grade point average drops below 3.0 or violates FCC policy will no longer be in good standing with the program.

### **C. Advanced Credit/Dual Enrollment Programs**

Students 16 years of age and older may enroll in FCC courses while concurrently enrolled in high school or home schooled. Students dually enrolled are subject to the same assessment and placement policies and procedures as other students. All Open Campus and High School Based students must also meet with a guidance counselor at their high school prior to registration. Dual Enrollment courses can be used for high school graduation credit as well as college credit if granted permission to do so by the school system. Students must contact their high school guidance office for further information.

### **D. Gifted and Talented Students Under 16 Years of Age**

The Gifted and Talented program provides an opportunity for students under age 16 who have been identified as having exceptional academic or fine arts talent to enroll in selected FCC courses. Students must be at least 12 years of age and have completed the seventh grade or equivalent education. Students must demonstrate exceptional academic or fine arts talent, and be deemed able to adhere to College standards of behavior. In addition to submitting the standard application for admission, students must meet with an academic advisor and submit documentation to enable an appropriate admission decision, which may include, but not be limited to, an official high school transcript, letters of recommendation, samples of student work, and evidence of meeting criteria of exceptional academic or fine arts talent as described below.

#### **1. Exceptional Academic Talent**

Students must meet the appropriate placement score or exemption for the courses in which they intend to register as outlined in the [Academic Assessment and Placement Policy and Procedures](#).

#### **2. Exceptional Fine Arts Talent**

In lieu of meeting the criteria for exceptional academic talent, students applying for courses in the fine arts (studio art, studio music, theater performance) may present a recommendation from a professionally qualified individual or entity as having outstanding abilities which qualify them for advanced study in that area. The College reserves the right to determine whether or not it will recognize an individual or professional entity as meeting this criterion. Additionally, the student may be asked to audition or to present a portfolio of work.

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Students must submit an application for admission and complete an interview with an academic advisor prior to completing the admissions process.

Students interested in taking courses other than fine arts must meet the appropriate placement score or exemption for the courses in which they intend to register as outlined in the College Academic Assessment and Placement Policy and Procedures.

Students enrolled under the Gifted and Talented program will be limited to a maximum of two courses per semester, with continuance at the College based upon satisfactory performance in the previous semester.

Admissions decisions for students applying for the fine arts courses on the basis of a professional recommendation will be made in conjunction with the program manager or department chair for that area. Students approved for admission under this criterion may only enroll in those courses related to their particular talent.

Failure to comply with any portion of this process will result in denial of admission. All required documents must be submitted, and all evaluation results in place, no less than two weeks prior to the start of the semester for which the student seeks enrollment.

### **E. Home School Students**

Students who are home schooled and are 16 or older follow the Enrollment Process of this Policy and Procedures. Home schooled students under the age of 16 must follow the Special Admission procedures for Gifted and Talented students unless enrolling in a Continuing Education Home School Enrichment course designed for specific age groups.

### **F. Students without a High School Diploma**

Persons without a high school diploma who are 18 years old or older, and who demonstrate college readiness through placement testing are eligible for admission and to register for credit and continuing education courses.

Students without a high school diploma have limited access to financial aid. Students should meet with a financial aid counselor or advisor to get information about financial aid. Students should also visit the Office of Adult Education to get information about how to earn a high school diploma while concurrently studying at FCC.

## **X. Mid-Maryland Allied Healthcare Education Consortium**

The Mid-Maryland Allied Healthcare Education Consortium (MMAHEC) is a state-approved consortium designed to increase the number of allied health professionals in critical shortage areas. The agreement is to share specific allied health programs between FCC, Howard Community College, and Carroll Community College. Regardless of county of residence, students completing credit programs in the MMAHEC must apply to and be registered in the college granting the program's certificate or degree. Students must be residents of Howard, Carroll, or Frederick counties to be eligible for these programs. Applications for MMAHEC programs are available on the respective

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consortium school websites during application periods. Applicants to these programs must meet with an allied health advisor at their home school to submit their application materials. Programs offered through the MMAHEC require that the student apply for and register at the institution that grants the degree or certificate.

Students will need to take the placement tests at their home institution to determine eligibility for all courses and prerequisites for courses. Developmental coursework may be required and must be completed, in full, at the home institution. When prerequisite requirements are complete and students are considered ready for clinical or program courses, students will need to apply to the sponsoring institution directly.

### **XI. Related Policies and Procedures**

[Academic Assessment and Placement](#)

[Academic Standards](#)

[Determination of Residency for Tuition Purposes](#)

[Tuition and Fees](#)