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Chapter: Student Affairs

Modification No. 007

Subject: **Admission to Montgomery College**

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- I. Montgomery College is committed to a policy of equal opportunity in student admissions, and other student policies and procedures. in accordance with Policy 41002-Equal Education Opportunity and Non-Discrimination Policy.
- II. In order to accommodate the various interests and goals of persons requesting admission to the College, applicants may be admitted to credit programs and courses as either degree or certificate seeking, or non-degree seeking, depending on their objectives and educational background, Applicants may also be admitted to noncredit workforce development and continuing education courses.
- III. General admission to Montgomery College credit programs and courses is open to all who are high school graduates, or the equivalent and those who are beyond the age of compulsory secondary school attendance in the state of Maryland.
- IV. Individuals without a high school diploma, GED, or the equivalent, and who are over sixteen (16) years of age, may register as non-credit students for noncredit workforce development and continuing education courses, with exception of some courses that require lab/internship/clinical experiences that may require students to be over 18 (eighteen) years of age. Those under aged sixteen (16) years of age may also, under certain circumstances, be eligible to enroll with permission of the program director by the start date of class.
- V. Individuals without a high school diploma who are attending high school may be admitted as a dual enrollment student. Maryland law defines a dually enrolled student as a “student who is dually enrolled in: (1) a secondary school in the State; and (2) an institution of higher education in the State.”
- VI. 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.
- VII. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

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Board Approval: April 21, 1980; April 21, 1986; May 21, 1990; June 18, 2001; September 17, 2002; May 16, 2016; April 15, 2024.

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Modification No. 023

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I. General

- A. All applicants seeking admission to the College must submit a completed electronic or paper application for admission to the Office of Records and Registration.
- B. To ensure the availability of all appropriate assessment and advising services, applications for admission must be received by the Office of Records and Registration 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 a dually enrolled student. Maryland law defines a dually enrolled student as a “student who is dually enrolled in: (1) a secondary school in the State; and (2) an institution of higher education in the State.”
    - a. For standard admission into Dual Enrollment, students will:
      - 1) Have verifiable enrollment in a secondary school in the State.
      - 2) Have an articulated plan for high school and college attendance which will include all courses required for high school graduation with time remaining in the schedule to include college courses for the registered term, verified by a high school official
      - 3) Have an overall 2.75 (unweighted on a 4-point scale) cumulative high school grade point average as a Junior or below or an overall 2.50 (unweighted on a 4 point scale) high school 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).
  - 5) Students enrolled in an out of state school may be eligible to participate if they meet all criteria above.
- b. For admission into Dual Enrollment as a home-schooled student, students will:
- 1) Submit verification from their county's home school program office, indicating that they are registered with the local county or district school system as home schooled high school level student.
  - 2) Have an articulated plan for high school and college attendance which will include all credits required for high school graduation with time remaining in the schedule to include college courses for the registered term, verified by a home school approver.
  - 3) Have an overall 2.75 (unweighted on a 4-point scale) cumulative high school grade point average as a Junior or below or an overall 2.50 (unweighted on a 4-point scale) high school cumulative grade point average at the end of their junior year (verified by an official copy of their high school transcript from a MSDE registered non-public entity).
  - 4) Students without a verifiable high school transcript must test college ready in English, reading and math.
  - 5) Have the approval of a parent (or guardian).
- c. Under extraordinary circumstances:
- 1) Students who are 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 may be enrolled as a Dual Enrollment student. This achievement may be documented through testing or other means deemed necessary by the appropriate instructional dean, department chair or faculty, and it must surpass the level of courses offered by the school attended. The approval of the director of academic initiatives or designee is also required.
  - 2) Students under age 14 must also be interviewed by the director of academic initiatives or designee, however

these students must first meet the standard requirement for admission and meet all course assessment levels, prerequisites, and any other course requirements.

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. Documents Required for Admission to Montgomery College

A. Required Documentation

1. Application completed and signed.
2. Official high school transcript or GED for students seeking admission within five years following high school attendance. The U.S. Department of Education requires colleges that receive federal funds to adopt procedures to determine the validity of a student's high school completion status when the student applies for Federal Student Aid (FSA). In accordance with 34 C.F.R 668.16, if Montgomery College or the U.S. Department of Education has reason to believe that the high school diploma or transcript is not valid or was obtained from an entity that does not provide secondary education, the College must review further. In cases where the validity of graduation information is in question, Montgomery College will request supporting documentation, including any of the following:
  - a. Documentation from the secondary school to confirm the validity.
  - b. Documentation from the relevant department or agency in the state or country in which the secondary school is located to confirm that the secondary school is recognized as a provider of secondary school education.
  - c. An educational evaluation completed by an accepted credential evaluation agency.
3. Official College/University transcripts (if applicable).
4. Dually enrolled students must complete all dual enrollment criteria and submit their most recent official high school transcript for each semester seeking enrollment.
5. Recent high school graduates are also strongly encouraged to submit SAT or ACT scores. Some scores may waive requirements for assessment testing.

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

- C. Dual Enrollment students may not enroll in developmental courses or courses that combine developmental and college level work, except in rare and unusual circumstances and with approval of the director of academic initiatives.
  
- D. Additional admissions procedures are required for International Students on Student Visas (F-1/M-1). Beyond the above requirements, they must:
  - 1. submit a Montgomery College application and all supporting data by June 1<sup>st</sup> for fall enrollment or October 1<sup>st</sup> 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 Records and Registration..
    - 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.

VI. Readmission Procedures

1. Once admitted to Montgomery College, students are eligible to return at any time in the future without a subsequent application.
2. In accordance with regulation 53001a(8.3)(D)(3), students whose period of non-enrollment at Montgomery College (excluding summers) is two consecutive academic years must select and complete a curriculum as specified in any catalog in effect during their subsequent enrollment. Specialized programs may have additional re-admittance requirements.
3. In accordance with federal regulations, 34 C.F.R. 668.18, and the Department of Defense Voluntary Education Partnership Memorandum of Understanding, Montgomery College allows military service members and reservists who are temporarily unable to attend class or have to suspend their studies due to service requirements to be promptly readmitted with the same academic status and without completing a new curriculum.

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