

# GARRETT COLLEGE

EXPERIENCE. EXPLORE. EXCEL.



Course Catalog  
2015-2016



## Garrett College 2015-2016 Catalog

Garrett College ▪ 687 Mosser Road ▪ McHenry, MD 21541 ▪ 301.387.3000 ▪ [www.garrettcollege.edu](http://www.garrettcollege.edu)

Garrett College is a public, two year, associate's degree granting institution of the State of Maryland.

## **GARRETT COLLEGE CATALOG 2015-2016, AS PRODUCED APRIL 2015**

Students are not to regard the provisions of this catalog as a contract between themselves and Garrett College. In order to continually serve the interests of the College and its students, the College reserves the right to change the regulations and conditions of this catalog. Refer to the College website for the most current version of the catalog. Students' failure to read this catalog does not excuse them from the regulations and conditions contained in it.

Garrett College does not discriminate on the basis of race, sex, color, religion, national origin, ethnic origin, or handicapping conditions. This nondiscrimination policy includes equal treatment for students in regard to admission, programs/activities, financial assistance, and equal treatment of faculty and staff in employment.

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# ACADEMIC CALENDAR

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## FALL SEMESTER 2015

Payment Due Date.....	August 10
Disenrollment for Non-Payment .....	August 11
Payment Due Date For Registrations Aug 11 –25 (After this Date Payment Due at time of Registration) .....	August 25
Disenrollment for Non-Payment .....	August 26
Residence Hall Move-in .....	September 7
<i>Labor Day Holiday (Offices Closed, Residence Halls Open).....</i>	<i>September 7</i>
New Student Orientation / Late Registration (Payment Due at Registration) / Schedule Adjustment.....	September 8
<b>First Day of Classes .....</b>	<b>September 9</b>
Last Day to Drop a Class with No Grade / Last Day for 100% Tuition Refund .....	September 15
Last Day for 50% Tuition Refund .....	September 24
Mid-Term Grade Reports Due .....	October 23
Last Day to Withdraw from a Class (No Refund) .....	October 30
Residence Halls Close .....	November 24
<i>Thanksgiving Holiday (Offices Closed, No Classes) .....</i>	<i>November 25 - November 29</i>
Residence Halls Re-open .....	November 29
<b>Last Day of Classes.....</b>	<b>December 11</b>
Final Exams .....	December 14 - December 17
Residence Halls Close .....	December 18
<i>Winter Break (Offices Closed, No Classes) .....</i>	<i>December 24, 25, 28, 29, 30, 31 and January 1</i>

## SPRING SEMESTER 2016

Payment Due Date.....	January 11
Disenrollment for Non-Payment .....	January 12
Payment Due Date For Registrations Jan 12 –21 (After this Date Payment Due at time of Registration) .....	January 21
Disenrollment for Non-Payment .....	January 21
Residence Halls Move in.....	January 25
New Student Orientation / Late Registration (Payment Due at Registration) / Schedule Adjustment.....	January 25
<b>First Day of Classes .....</b>	<b>January 26</b>
Last Day to Drop a Class with No Grade / Last Day for 100% Tuition Refund .....	February 1
Last Day for 50% Tuition Refund .....	February 11
<i>President’s Day Holiday (Offices Closed, No Classes) .....</i>	<i>February 15</i>
Mid-Term Grade Reports Due .....	March 11
Residence Halls Close .....	March 11
<i>Spring Break (No Classes, Offices Open Mon, Tues, Wed then Closed Thurs and Fri ) .....</i>	<i>March 12 - March 20</i>
Residence Halls Re-open .....	March 20
<i>Good Friday Holiday (Offices Closed, No Classes).....</i>	<i>March 25</i>
Last Day to Withdraw from a Class (No Refund) .....	March 28
<b>Last Day of Classes.....</b>	<b>May 11</b>
Final Exams .....	May 12-13 and May 16-17
Residence Halls Close .....	May 17
Commencement .....	May 21
<i>Memorial Day Holiday (Offices Closed, No Classes) .....</i>	<i>May 30</i>

Note: These dates apply to standard courses running the entire semester. Dates applicable to modified schedule and ASI field courses differ. The student’s class schedule, available on line in the Student Portal, indicates the specific dates for each of the student’s classes

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# GENERAL INFORMATION

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## **ACCREDITATION**

Garrett College is a public, two-year institution accredited by the Middle States Commission on Higher Education and is approved by the Maryland Higher Education Commission.

The College's Emergency Medical Technician-Paramedic training is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)).

Documents describing accreditation and approval are available for review on the Garrett College website ([www.garrettcollege.edu/about/accreditation](http://www.garrettcollege.edu/about/accreditation)).

## **MISSION AND GOALS**

Garrett College provides accessible, quality education in a supportive environment to a diverse student population. We offer associate degrees and certificate programs as well as continuing education to meet the transfer, career, workforce development, and lifelong learning needs of our students and the community. We are committed to the on-going development of engaging, innovative, and sustainable curricula, programs, and initiatives that are responsive to a changing world.

### **INSTITUTIONAL GOALS**

*Accessibility:* Make higher education accessible to a diverse student population through appropriate admissions practices, active recruitment of a diverse student body, affordable tuition and fees, financial aid and scholarship assistance, developmental studies for students who are under-prepared for college-level work, student support services, and delivery of courses at times and via media that are responsive to student needs.

*Student Satisfaction and Success:* Create and sustain a supportive learning environment that encourages student growth and achievement through appropriate advising and career counseling, transfer and career preparation programs, experiential learning opportunities, and curricular as well as extra-curricular activities that encourage student engagement and responsibility.

*Educational Effectiveness:* Ensure, through an emphasis on teaching excellence, that graduating students are able to demonstrate mastery with respect to oral and

written communications skills, information literacy, critical reasoning and analysis, quantitative reasoning, scientific literacy, and information management; that they have achieved the requisite levels of academic and technical proficiency in their major; and that, through activities focusing on diversity and cultural awareness, they are adequately prepared to live and work in a global society comprised of diverse cultures and beliefs.

*Workforce Development:* Support the economic development of Garrett County and the surrounding region by creating a skilled workforce through credit programs, as well as non-credit job readiness and workforce preparation courses; Garrett College will also be the provider of choice for affordable contract and customized training in response to the emerging needs of new and growing businesses.

*Community Service:* Serve, within the scope of available resources, the specific needs of the community through partnerships with local government, businesses, community and arts organizations, schools, and non-profit agencies; and by providing continuing education courses for personal enrichment, lifelong learning, and community need.

*Effective Use of Financial, Human, and Physical Resources:* Ensure, through the application of "best practices", that financial, human, and physical resources are managed effectively and efficiently for optimal results.

## **ACADEMIC PROGRAMS**

### **DEGREE & CERTIFICATE PROGRAMS**

Garrett College operates on a semester basis and offers a variety of transfer and career advancement programs leading to Associate in Arts (A.A.), Associate of Arts in Teaching (A.A.T.), Associate of Science in Engineering (A.S.E.), and Associate in Applied Science (A.A.S.) degrees as well as one-year certificate programs. Refer to the Academic Programs section (Page 49) for a list of academic degrees and majors.

### **NON-DEGREE TRANSFER PROGRAMS**

A variety of transfer programs have been established with other regional institutions. These programs require transfer for completion; no degree is issued from Garrett. Students interested in learning more

about these programs should contact the Office of Admissions.

## **COMMUNITY COLLEGE ALLIANCE PROGRAMS**

Through a unique educational alliance with Garrett College, students have the opportunity to earn a Bachelor degree online from either Franklin University or University of Maryland University College. A variety of majors are available. This online format provides the flexibility for you to attend class and complete coursework without leaving your community. Interested students may visit the following websites for more information.

*Franklin Univer. Community College Alliance Program:*  
[franklin.edu/getting-started/community-college-students/](http://franklin.edu/getting-started/community-college-students/)

*Franklin Univer. Transfer Guides for Garrett College:*  
<http://forms.franklin.edu/transferguides/>

*University of Md University College Alliance Program:*  
[umuc.edu/prog/community\\_college/alliances/faq\\_gc.shtml](http://umuc.edu/prog/community_college/alliances/faq_gc.shtml)

## **ARTICULATION AGREEMENTS**

Garrett College is accredited by the Middle States Commission on Higher Education and is approved by the Maryland Higher Education Commission. Credits earned at Garrett College are generally transferable to public two-year and four-year colleges and universities throughout the United States.

Specific articulation agreements have been developed between Garrett College, a variety of four-year colleges and universities in Maryland, and several out-of-state colleges and universities. It is recommended that students meet with their Academic Advisor or the Director of Advising and Academic Success to discuss available options.

## **ARTSYS - THE ARTICULATION SYSTEM**

To facilitate the process of transferring from two-year to four-year Maryland institutions, the University System of Maryland maintains ARTSYS—The Articulation System for Maryland Colleges and Universities. ARTSYS (<http://www.artsys.usmd.edu>) is an on-line tool that can be used to identify which courses from Garrett College will transfer to four-year institutions within the University of Maryland system.

## **PRE-NURSING ARTICULATED TRANSFER TO ACM**

Garrett College has an articulated nursing transfer program with Allegany College of Maryland. Students who are interested in pursuing a Nursing degree at ACM may complete required preparatory non-nursing

course work at Garrett College. Interested students should contact the Admissions Office at Garrett College for more information.

## **THE CAMPUS**

Our campus is nestled on 62 acres in scenic Western Maryland. Housed within the main complex are the Fine Arts/Administration, Learning, Student, and Technology centers, along with the Bookstore, Laker Café, the Learning Resource Center, and the Continuing Education and Workforce Development Center.

Adjacent to the main complex are the Center for Adventure and Outdoor Studies, the Garrett and Laker Halls residence complex, and the Community Aquatic and Recreation Complex (CARC).

## **LEARNING RESOURCE CENTER**

The Learning Resource Center is a vital and integral part of Garrett College providing a state of the art facility that supplies patrons with the information literacy skills needed for the 21<sup>st</sup> century. This includes Online databases and access to traditional print and resource materials. It is the philosophy of the LRC to provide to the College, as well as to the local community, a leadership role in moving patrons into the new information age with modern electronic resources. It also affords opportunities for lifelong learning to all individuals: staff, faculty, students, and community members.

The LRC includes the Library, multi-media classroom, and the Advising and Academic Success Center. The Library provides high-speed internet, including wireless computer access to all locations within the facility and multi-media classrooms. The Library subscribes to a multitude of electronic databases to satisfy patrons' research needs. Also included is a collection of over 28,000 books for research or personal reading, a large collection of DVDs and audio books, stationary computers and laptops, as well as group study rooms equipped with electronic access for learner-centered projects.

The Library staff provides one-on-one assistance for those with research needs or other questions and presents orientation sessions for new classes and information literacy lessons as an integral part of core curriculum. The collection is continuously augmented with new computer resources and other materials for classroom and community use and for self-study.

## RESIDENCE HALLS

In 1993, Garrett Hall, Garrett's first residence hall, opened to house sixty on-campus students. Laker Hall opened Fall 2007 offering students apartment style living.

## GARRETT COLLEGE OUTREACH CENTERS

### NORTHERN OUTREACH CENTER

The Garrett College Northern Outreach Center is located just east of Grantsville, Maryland, close to the intersection of Rt. 40 and Rt. 219. The Center offers a variety of credit and non-credit career preparation courses including computer, medical coding and billing, and commercial truck driving.

### SOUTHERN OUTREACH CENTER

The Garrett College Southern Outreach Center is located at 14 North 8th Street in Oakland, Maryland. The facility formerly housed the Oakland National Guard Armory. The Director of the Adult Basic Education program at Garrett is located at this site. The Southern Center also offers computer classes, personal interest classes as well as classes for child care providers.

### CAREER TECHNOLOGY TRAINING CENTER

The Garrett College Career Technology Training Center (CTTC) is located at 116 Industrial Drive in Accident, Maryland. The former manufacturing facility has been renovated to offer lab and classroom spaces. Courses offered at the CTTC are occupational in nature, many leading to industry recognized certification.

## ADVANCEMENT & ALUMNI

### GARRETT COLLEGE FOUNDATION

The Garrett College Foundation is a beneficial 501(c) 3 corporation that exists solely to advance the educational, cultural and research activities of Garrett College, so as to provide greater opportunities than would be available solely from governmental sources or from student tuition and fees. All contributions to the Foundation are tax deductible as charitable gifts subject to IRS regulations.

The Garrett College Foundation welcomes many types of cash gifts, bequests through estate planning and gifts of stocks and bonds. Online giving is available at [www.garrettcollegefoundation.org](http://www.garrettcollegefoundation.org) or by calling the Foundation office at 301-387-3100.

## GARRETT COLLEGE ALUMNI & FRIENDS ASSOCIATION

Membership to the Garrett College Alumni & Friends Association offers an opportunity to interact with other GC alumni and friends. The Association hosts the annual Garrett College Special Honors Reception featuring the presentation of the Garrett College Distinguished Alumni Award along with the Garrett College Athletics Hall of Fame awards. Additionally, the Association hosts a variety of special events throughout the year that are open to students and the community.

For more information about joining the Garrett College Alumni & Friends Association visit us online at [garrettcollegefoundation.org/alumni](http://garrettcollegefoundation.org/alumni) or call the Foundation Office at 301-387-3131.

## NOTICES

### AFFIRMATIVE ACTION FOR EDUCATIONAL OPPORTUNITY

Garrett College is committed to the principle and practice of Equality of Opportunity and Affirmative Action in employment and education.

- I. Admission. Garrett College provides an easily accessible education for all students who can profit from college-level instruction. All high school graduates are eligible for admission to the College. Students who have not received a high school diploma may be admitted on a provisional basis. No individual is denied admission to Garrett College because of race, religion, social, economic, or political affiliation.
- II. Treatment. The College will also ensure that all students are treated without discrimination on the basis of race, color, sex, creed, political affiliation, marital status, national origin, age, and physical or mental limitations. Specifically, this equitable treatment will include the following areas:
  - a. Access to and participation in course offerings and extracurricular activities, including campus organizations and competitive athletics.
  - b. Eligibility for financial aid and access to all college services.
  - c. Use of available facilities.

In addition to Affirmative Action guidelines, Garrett College monitors its policies and procedures as they relate to the following Federal Legislation:

- I. Title IX of the Educational Amendments of 1972, as amended, prohibits discrimination against students on the basis of sex, including admissions and recruitment of students; denial or differential provision of any aid, benefits, or services in any academic, extracurricular, research, occupational training or other education program or activity; financial or other benefits.
- II. Section 504 of the Rehabilitation Act of 1973, as amended, states: "No qualified handicapped person will, on the basis of handicap, be excluded from participation in, or be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance."

Requests for information about these regulations and questions may be directed to the Dean of Student Life, Garrett College, McHenry, Maryland 21541, or to the Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20207.

#### **GRIEVANCE PROCEDURES FOR EDUCATIONAL EQUITY**

Any questions which arise with respect to equal treatment can be pursued with the Dean of Student Life. This person has specific knowledge about Title IX and Section 504 as well.

If a student believes that his/her rights under Title IX and Section 504 have been violated, (s)he should file a Professional Misconduct Complaint. Details of the complaint and appeal processes are described in the *Student Handbook*.

#### **ACCESSIBILITY FOR HANDICAPPED STUDENTS**

Garrett College facilities are accessible to all students in compliance with government regulations. Special services are available which enable handicapped students to participate in college programs. For more information, write or call the Dean of Student Life.

#### **CAMPUS CRIME STATISTICS ACT DISCLOSURE**

In accordance with The Campus Sex Crimes Prevention Act, the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Campus SaVE Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Garrett College publishes an annual report that contains campus crime statistics and certain security policy statements. Information on campus crime rates, sexual harassment and sexual assault, hate crimes may be obtained from the Coordinator of Campus Security and are posted on the Garrett College website.

Information regarding local sexual predators may be obtained at [www.dpscs.state.md.us/sorSearch](http://www.dpscs.state.md.us/sorSearch).

#### **EMERGENCY ACTION PLAN**

As an institution of higher education, Garrett College takes the health and safety of students, faculty, staff and visitors very seriously. The College's Emergency Action Plan provides a framework for emergency event management that is consistent with the National Incident Management System (NIMS) prescribed by the United States Department of Homeland Security. This framework will facilitate coordination by the College with first responders from different agencies in the event of a major incident such as an earthquake, fire, or campus-wide power outage. Planning is key in assisting the College to prepare, respond, and recover should an emergency or disaster occur.

The College's Emergency Action Plan can be found online at [garrettcollge.edu/about/campussafety](http://garrettcollge.edu/about/campussafety).

#### **IMPACT OF EPIDEMIC OR OTHER EXTENDED EMERGENCY ON INSTRUCTIONAL HOURS**

In the event that Garrett College would need to be closed for an extended period of time due to severe weather event, health pandemic, or other emergency situation, consideration will be given to the timing and duration of the closure as follows:

- If the College were required to close during the spring or fall semesters for up to one week, there would be an opportunity to make up work missed and provisions made where feasible to provide the required contact hours per class credit without significantly altering the semester calendar/structure. For example: mandatory additional class sessions on Fridays and/or Saturdays; extension of class period.
- For any required closure extending beyond one week, or in situations where classes have to be cancelled on the same days/evenings over multiple weeks, the College may extend the length of the semester. (Note: A fall extension may require cancellation of Intersession; spring semester extension may mean that the summer session would not be offered.)
- If the College must close within four weeks of the end of the semester, based on the severity of the emergency, the College may petition MHEC to make an exception to the required contact hours and allow the award of grades based on the grade in place at the time of the closure.

- On-line courses hosted at another institution at off campus sites will follow the protocol of the host institution.
- Faculty (full-time or part-time) would not receive additional compensation for alternative instructional delivery; mandatory rescheduled class sessions; or extended semester.

In all cases of emergency closure, the Garrett College full- and part-time faculty will work with their Dean to ensure the academic integrity of instruction. Faculty are required to include in their syllabi a student communication plan through which course work may continue in case of closure due to emergency.

Note: While the College will attempt to keep its servers operating during an emergency closing, the institution does not have the resources to support a significant number of classes using alternative forms of instruction as a viable alternative for completing courses.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Director of Records and Registration written requests that identify the record(s) they wish to inspect. The Director of Records and Registration will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of Registration and Records, the Director of Registration and Records shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the Director of Registration and Records and clearly identify the part of the record they want changed, and specify why it is inaccurate. The Director of Registration and Records will contact the College official responsible for said record. If the College official decides not to amend the record as requested by the student, the College official will notify the student of the decision and advise the student of his or her right to a hearing regarding the request

for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is Federal and State data collection (see the following Notice). Another exception is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Garrett College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

The FERPA rights of a student begin when the student begins attendance at the College, as demonstrated by the student's physical presence in at least one classroom session or at least one log-in to an on-line course for which the student has registered. Those who apply but never register, as well as those who register but never attend/log-in, are not protected under FERPA.

### ***DIRECTORY INFORMATION***

In accordance with the provisions of the Act, directory information may be disclosed without the student's prior consent unless the student submits a Non-Disclosure of Information Form with the Office of Registration and Records. Non-Disclosure of

Information Forms must be submitted to the Office of Registration and Records within two weeks after the first day of class for the semester.

“Directory Information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, home town, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., under-graduate or graduate; full-time or part-time), participation in officially recognized activities and sports, degrees, honors, and awards received, dates of conferral, and the most recent educational agency or institution attended. (NOTE: The fact that this information can be disclosed does not require the College to do so.)

#### ***FERPA ANNUAL NOTICE TO REFLECT POSSIBLE FEDERAL AND STATE DATA COLLECTION AND USE***

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce

development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### **GAINFUL EMPLOYMENT PROGRAMS**

Garrett College is committed to creating an educated workforce by offering Certificate programs that lead to gainful employment. In accordance with U.S. Department of Education regulations, Garrett College discloses certain information about students who were enrolled in Gainful Employment Programs during an award year. Visit the College’s website ([garrettcollege.edu/disclosures/gainful-employment](http://garrettcollege.edu/disclosures/gainful-employment)) for gainful employment information such as the normal time to complete the program, program costs, and job placement rates for program completers.

### **HARASSMENT/ASSAULT POLICY**

Garrett College prohibits harassment or discrimination against any person on the basis of race, ethnicity, religion, gender, age, sexual orientation, veteran status, or physical or mental disability. This policy applies to and includes, but is not necessarily limited to, access to employment, equitable employment practices, access to educational programs, and access to services for individuals in these protected classes. The College will abide by all applicable requirements of state and Federal law prohibiting harassment or discrimination, mainly Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 and the Maryland Fair Employment Practices Act.

Specific categories of harassment and discrimination that fall under this policy include those in relation to hate crimes and sexual misconduct.

Hate Crime is defined as any act of intimidation, harassment, physical force or threat of physical force directed against any person, their property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic background, religious belief, sex, age, disability, gender identity or sexual orientation, with the intention of causing fear or intimidation; or with the intent to deter or resulting in the deterrence of the free exercise or enjoyment of any rights or privileges secured by the Constitution or the laws of the United State or Maryland whether or not performed under color of law.

Sexual Misconduct includes, but is not limited to, the following prohibited forms of discrimination and harassment: sexual harassment, gender-based harassment, sexual assault, non-consensual sexual

contact, sexual exploitation, dating violence, domestic violence, and stalking.

All reported violations of this policy will be investigated and adjudicated according to College policy (through Student Code of Conduct or Human Resources Manual).

### **SOLOMON AMENDMENT**

The Solomon Amendment is a federal law that mandates that institutions receiving federal funding must give military recruiters access to campus and to lists of students, including personally identifiable student information. The Solomon Amendment supersedes FERPA.

### **STUDENT GRIEVANCE PROCEDURES**

A student who feels that (s)he has not been treated according to College policy or as required by applicable state or federal regulations or law may file a grievance. For details refer to the Student Grievance Policy in the *Student Handbook*.

### **STUDENT RIGHT TO KNOW**

In compliance with the Student Right to Know Act, Garrett College has on file a copy of the Completion/Graduation and Transfer-Out Rate. Contact the Office of Institutional Research if you wish to access this information.

### **TAPING/PHOTOGRAPHING ON CAMPUS**

Because Garrett College is a public institution, photographs of students, staff, faculty, or visitors in common areas on campus or at public ceremonies or events can be used in printed and electronic public relations materials without their permission. The individual has no privacy rights in this instance and no model's release is required. However, effort will be made by the photographer to notify individuals within the shoot area so that they may choose to exclude themselves from the photograph.

# ADMISSION TO THE COLLEGE

## PHILOSOPHY

Garrett College has an open-door admissions policy. We welcome application from individuals 16 years of age and older who have graduated from a high school accredited either by its own state department of education or by a regional accrediting association recognized by the United States Department of Education, or have received a high school equivalency certificate/diploma. All other individuals who may benefit from instruction at Garrett College are encouraged to apply, according to procedures outlined in this catalog.

Some programs have specific admission requirements. Please consult the Academic Programs section of this catalog for information relative to a specific program of study.

## APPLICATION PROCEDURES

Garrett College offers credit courses as well as continuing education and workforce development programs. The following procedures apply to credit admission to the College:

- Individuals seeking admission must complete an application for admission and declare their current place of residence. Only an applicant's permanent residence may be used to determine residency for tuition classification. Students who do not intend to complete a program of study leading to a degree or certificate should complete the Special Student Application.
- Applicants should contact their high school guidance office or board of education to have an official transcript sent to the Garrett College Office of Admissions. Applicants who hold a high school equivalence diploma (GED) should have an official transcript sent to the Office of Admissions from the testing center or the appropriate state agency. A final high school transcript with a graduation date must be on file to complete the admissions process.
- Individuals who have not earned a high school diploma/GED and those without access to an official transcript/GED may seek provisional admission to the College. (Please see APPLICANTS WITHOUT A HIGH SCHOOL DIPLOMA)
- Non U.S. applicants should follow the steps for international student admission. For information concerning the most current regulations regarding the admission of international students, contact

the International Admissions Representative in the Office of Admissions.

- Applicants seeking financial assistance should complete a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Other sources of assistance, including scholarships and loans, also may require completion of the FAFSA. Applicants are urged to contact the Garrett College Office of Student Financial Aid for more information about all aid opportunities.
- Applicants who have earned college credit must have official college transcript(s) sent directly to the Garrett College Office of Admissions. Transcripts must be evaluated prior to registration for classes.
- Applicants who have taken the ACT or SAT should send official scores to the Office of Admissions. ACT/SAT scores are not required for new student admission but may exempt a new student from placement testing. (ACT/SAT scores may be required for certain scholarships and for admission to the Honors Program at Garrett College.)
- Official College Level Examination Program (CLEP) scores, Advanced Placement (AP) scores, and military transcripts, also should be sent to the Office of Admissions, if applicable.

## COURSE PLACEMENT

Garrett College utilizes the ACCUPLACER placement indicator to assess applicants' reading, writing, and mathematics abilities. All applicants, unless otherwise exempt, are required to take placement prior to scheduling an appointment for advising/registration.

- Certain ACT and/or SAT scores may warrant an exemption from taking the placement exam(s):

ACT/SAT Score	Course Placement
ACT English $\geq$ 21 -- or -- SAT Critical Reading $\geq$ 550	Waive English & reading placement tests. Student is placed in ENG101 with no additional reading requirement.
ACT math $\geq$ 21 -- or -- SAT math $\geq$ 550	Waive math placement test. Student is placed in MAT105 or MAT210. Students seeking a higher placement must take ACCUPLACER to determine exact course placement.

- Transfer students who have already successfully completed the equivalent of English 101 and/or college Algebra or higher, or those who have completed the full sequence of developmental

coursework and are prepared for college-level English and math also will be exempt from placement. Please note that official college transcripts must be on file in the Garrett College Office of Records and Registration before exemption will be considered.

Students identified by the placement test as needing additional preparation for college-level courses will be required to take the prescribed developmental courses, some of which may be taken concurrently with college-level courses. Students will be assisted by an advisor in making this determination. Developmental courses are not transferrable and do not apply toward degree or certificate completion.

### **PREPARING FOR THE PLACEMENT TEST**

Applicants should prepare in advance for placement by visiting the ACCUPLACER website and our testing preparation website:

[www.collegeboard.com/student/testing/accuplacer](http://www.collegeboard.com/student/testing/accuplacer)

[www.garrettcollege.edu/getstarted/pursue/placement](http://www.garrettcollege.edu/getstarted/pursue/placement)

### **ENGLISH PROFICIENCY**

All applicants for whom English is not the native language must provide evidence of English proficiency as part of the application process. Any or all of the following may be sufficient: (1) the Test of English as a Foreign Language (TOEFL); (2) the International English Language Testing Service (IELTS); (3) graduation from an accredited U.S. high school with a transcript showing "C/C-" or better in required English courses; (4) grades of "C/C-" or better in an accredited U.S. college-level English course; or (5) documentation of satisfactory completion of a formal intensive curriculum of English instruction at an accredited U.S. institution. A minimum score of 550 on the written TOEFL PBT test, 80 on the internet-based TOEFL iBT test, or 6 on the IELTS is required to enter most college-level coursework. TOEFL information may be obtained by contacting: TOEFL, P.O. Box 6151, Princeton, NJ 08541-6151, or on the Web at [www.toefl.org](http://www.toefl.org). IELTS information may be obtained by contacting: IELTS, British Council, 10 Spring Gardens, London, SW1A2BN, UK, or on the web at [www.ielts.org](http://www.ielts.org).

### **RETURNING STUDENTS**

Applicants who have previously been accepted and enrolled at the College must re-apply after 1) attendance at another college, or 2) an absence of two or more years (four regular semesters). If the applicant has attended another postsecondary institution during

the period of absence, official college transcripts must be provided for evaluation prior to registration.

All returning students must reaffirm their residency status each semester during registration, at which time the student must indicate whether their domicile is the same as or different from that affirmed at admission.

### **TRANSFER STUDENTS**

Students who have attended another institution of higher education are admissible to the College upon receipt of an application for admission and official college transcripts. High school transcripts are not required of applicants who have completed 12 or more hours of college credit. Once transcripts are received, applicants will be permitted to schedule placement (if required) and/or register for classes. An applicant who cannot provide official college transcripts from all institutions previously attended may be permitted to register as a special non-degree seeking student but will not be eligible for financial aid and veteran's benefits at Garrett College.

### **HOME SCHOOLED STUDENTS**

Home-schooled students who are over the age of 16 should follow the College's standard application procedures for new students. However, in keeping with guidelines provided by the Code of Maryland Regulations (COMAR 13B.02.02), consideration for admission of such students will include evaluation of the student's results on a placement indicator administered by the College. The home-schooled student must submit official high school transcripts and may submit other evidence of his/her ability to benefit, such as ACT or SAT scores. The home-schooled student must be admitted to the College on a provisional basis, unless (s)he has earned a General Educational Development Diploma (GED). Home-schooled students who have graduated may be eligible for financial aid and are encouraged to complete the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov). For more information, please see the following discussions on Applicants Without a High School Diploma. As with all applicants under the age of 16 years, home-schooled students under the age of 16 must qualify as gifted and talented.

### **APPLICANTS WITHOUT A HIGH SCHOOL DIPLOMA**

An applicant who has not attained a high school diploma or GED may be admitted to the College on a provisional basis. In keeping with guidelines provided by the Code of Maryland Regulations (COMAR

13B.02.02), consideration for admission of such students will include evaluation of the student's results on a placement indicator administered by the College. Other evidence of the applicant's ability to benefit from the institution may include ACT or SAT scores and high school transcripts. Applicants who wish to earn a Maryland diploma may contact the Garrett College Office of Adult Basic Education at 301-334-3770 or the Maryland Department of Labor, Licensing & Regulation, Division of Workforce Development & Adult Learning at 410-767-0538 or <http://dllr.maryland.gov/gedmd>.

After completing the placement indicator and after an institutional review of other relevant materials, the student who has not graduated from a high school accredited either by its own state department of education or by a regional accrediting association recognized by the United States Department of Education, nor received a high school equivalency certificate/diploma may be permitted to enroll as a General Studies major. The applicant will be assigned to an advisor who will assist him/her in appropriate course selection and will monitor his/her progress. When the student completes 24 credit hours of academic study and is in good academic standing, (s)he may gain regular admission status to the program of his/her choice, provided (s)he has satisfied all other admission requirements for that program. Admission to the program, however, does not guarantee successful completion of the program. Students without a high school diploma are not eligible for financial aid.

## APPLICANTS UNDER THE AGE OF 16

Persons under the age of 16 who have been designated as gifted and talented by the Garrett County Board of Education or who provide appropriate documentation to support the designation of gifted and talented may apply for admission to the College.

### CRITERIA FOR GIFTED AND TALENTED DESIGNATION

Students under the age of 16 who have been designated as gifted and talented by the Garrett County Board of Education (GCBOE), may apply to be admitted upon appropriate validation of talent or giftedness. Those who have been home schooled or who have attended an institution not recognized by the GCBOE also may seek admission as gifted and talented. Students accepted under this policy may enroll in courses appropriate to their level of preparation and interests *not to exceed eight credit hours*. Gifted and talented students may not enroll in a degree or certificate program or any program leading to a recognized educational credential until they are at least 16 years of age.

## APPLICATION PROCEDURES

The parent/guardian of a gifted and talented student under the age of 16 who is requesting admission of his/her child must provide the following:

- A letter specifically requesting admission of a student under age 16 along with a Special Student Application should be submitted to the College's Office of Admissions.
- Verification of gifted and talented status from the GCBOE or one or more of the following documents: Individualized intelligence test such as WISC or Stanford-Binet (required minimum score of 130); Standardized, nationally-normed achievement or cognitive abilities test administered at the high school level with a minimum score in the 93rd percentile; or Standardized college entrance exams (ACT minimum scores of 22 in English and mathematics or a SAT minimum composite critical reading and mathematics score of 1200 with a minimum of 550 on each subtest). This information can be obtained from the GCBOE or submitted directly from the testing agent to the admissions office.
- A completed *Parent/Guardian Release for Students Under 18* form.

Following receipt of required documentation, the Office of Admissions will consult with the Dean of Instruction to determine admissibility. The Office of Admission will notify the applicant of the outcome and if admitted, will assist student with registration.

## HIGH SCHOOL DUAL ENROLLMENT

### APPLICANTS

High school students over the age of 16, including home schooled students, are encouraged to take advantage of early college admission opportunities at Garrett College. Dual enrollment students are by definition those enrolled concurrently in both high school and college courses. Qualifying students should carefully consider course loads. Generally, no more than eight credit hours per semester are recommended.

Eligible Northern Garrett and Southern Garrett High School students who evidence readiness may be admitted to specific college courses and earn both high school and college credit upon satisfactory completion of the course(s). All dually-enrolled students are held to the rules, regulations, and standards of the college regardless of their physical location at the time the course is offered.

Dual applicants will complete the *High School Dual Enrollment* application/registration form. Placement testing for dually-enrolled students may be required and is typically administered in the student's junior year. For dually-enrolled students under 18 years of age, a *Parent/Guardian Release for Students Under 18* form must be completed prior to registration.

## INTERNATIONAL APPLICANTS

For information concerning the most current regulations regarding the admission of international students, contact the Primary Designated School Official (PSDO) in the Office of Admissions at 301-387-3044 or [admissions@garrettcollege.edu](mailto:admissions@garrettcollege.edu).

### PERMANENT RESIDENT STATUS APPLICANTS

A student with an Alien Registration Card has been given permanent residence in the United States as an immigrant, refugee, or alien and may enroll for full- or part-time study. Tuition costs are determined by location of residence. Proof of permanent resident status is required at the time of application. Permanent residents should apply through the normal admissions process and are eligible to apply for financial aid. The following documents must be submitted to the Office of Admissions prior to registration for courses:

- An application for admission.
- Transcripts translated into English from secondary schools and evaluated by World Education Services ([www.wes.org](http://www.wes.org)) to verify the equivalent of a U.S. high school diploma. *Applicants should ask for the "WES Basic Evaluation - Document by Document Report".*
- Transcripts from postsecondary institution(s) translated, certified, and evaluated by an independent agent approved by the College, such as World Education Services ([www.wes.org](http://www.wes.org)).
- Appropriate proof of permanent resident status in the form of an alien registration card (aka, Form I-551, a green card, or a permanent residence card).
- Documentation of English proficiency.

### NON-U.S. STUDENT APPLICANTS

International applicants who demonstrate appropriate academic ability, proficiency in the English Language, and the ability to finance all costs for their education may be offered admission.

Applicants must have the following documentation submitted directly to the Office of Admissions by June 1 for fall admission or November 1 for spring admission:

- An application for admission.

- Official bank statement or bank letter and an affidavit signed by the student and sponsor or family member (if applicable) guaranteeing that the student has adequate financial support for the first year of study. The letter must also indicate how the student will be supported for the remaining years of the program.
- Official or certified true copies of secondary and postsecondary grade reports, diplomas, and academic records (must include a copy in original language and English translation) certifying completion of at least the equivalent of a U.S. academic high school diploma. Transcripts must be evaluated by World Education Services ([www.wes.org](http://www.wes.org)). *For secondary (high school transcripts) applicants should ask for the "WES Basic Evaluation - Document by Document Report". For postsecondary records evaluated by WES, request a "Course-by-Course Report."*
- A 250-500 word essay written in English.
- Evidence of health/medical insurance in the native country or United States which can be easily used in the United States in case of an accident or injury. Student must also have the financial ability to renew this policy each year thereafter for the remaining years in their program.
- Proof of housing arrangements.
- Documentation of English proficiency (see page 9 for details).

In addition, the student must participate in a telephone interview with admissions representatives following the College's receipt of the above documents. Upon arrival, international students will be required to complete the ACCUPLACER test, which will determine final course placement.

Students who complete the above steps and who are accepted for admission into the College will qualify for the U.S. immigration document I-20, Certificate of Eligibility. International students required to have an F-1 visa must first be issued an I-20. However, College acceptance and issuance of an I-20 does not guarantee that a student will be granted a visa.

### APPLICATION FOR A STUDENT OR F-1 VISA

In order to apply for an F-1 student visa, applicants must present the I-20 along with proof of English proficiency, financial support for one year, proof of the ability to support himself/herself for the remaining years, and strong proof that the student has ties to his/her country and plans to return there upon completion of his/her education. Other items may be required to support the F-1 visa application. Applicants are encouraged to inquire at their local U.S. Embassy or Consulate to obtain an application for a student visa.

While the F-1 visa permits a student to study in the United States, it does not guarantee entry into the United States. Final decision on entry into the United States and permitted length of stay is made by the U.S. Citizenship and Immigration Services. USCIS agents will review a student's passport, I-94, and visa at the port-of-entry and indicate the length of stay, if approved.

### **F-1 VISA TRANSFER STUDENT ADMISSION**

Students with an F-1 visa seeking to transfer to Garrett College from another U.S. institution must submit the items required in the section on Non-U.S. Student Admissions plus the following documents:

- A copy of the visa, passport, and I-94 form.
- A copy of the I-20 from the previous institution.
- A letter from the institution previously attended indicating that the applicant is in good standing and is "in status" as an international student.
- An official transcript from the institution previously attended.
- Documentation of English proficiency (see page 9 for details).

The student's previous college must send the student's SEVIS record to Garrett College before the enrollment process can be considered complete.

### **STUDENTS WITH OTHER TYPES OF VISAS**

Tuition rates for prospective students who are citizens of countries other than the U.S. are based upon immigration status as determined by Maryland state law. Proof of immigration status must be submitted at the time of application. Such proof must be an official document; photocopies of credentials will not be accepted. Prospective students who cannot provide the appropriate immigration status documentation will be charged the out-of-state tuition rate (See Also: Non-U.S. Citizen Exemption from Non-Resident Tuition Rates on page 18).

Prospective students who are permanent residents or who have refugee or asylum status and who reside in Garrett County are, in accordance with State law, entitled to in-county tuition rates. These students are also eligible to apply for financial aid and Garrett College Foundation scholarships. Those with other visas, including A, CW, E-1, E-2, E-2C, G, H-1B, H-1C, H-4 (if dependent on a H-1B or H-1C and are under the age of 21), I, K, L, N, NATO, O-1 O-3 (if dependent on a O-1), R, T, TPS, U, and V may be eligible for in-county or in-state tuition in accordance with State laws but are not eligible for federal financial aid. Prospective students on J-1 visas can enroll in credit courses but cannot be degree-seeking. International citizens on B-1 or B-2 generally are not permitted to enroll in credit courses.

Those on other types of visas should consult with the Office of Records and Registration.

### **SPECIAL NON-DEGREE SEEKING STUDENTS**

Students not seeking a degree or certificate may enroll in credit courses of interest by submitting a *Special Student Application* at the time of registration. High school or college transcripts are not required unless needed to satisfy course pre-requisites. The special student classification pertains to a student enrolled less than full-time who is not seeking a degree or certificate. A student must declare a program of study on or before completion of 18 credit hours or must have permission from the Dean of Instruction to register for more than 18 hours. Students in this classification are not eligible for financial aid.

## **STUDENT CLASSIFICATIONS**

### **FULL-TIME/PART-TIME STATUS**

The normal course load of a full-time student is 12 to 18 credit hours (6 to 9 credit hours in Summer and 4 credit hours in Intersession). Loads above these maximums must be approved by the Program Director upon the recommendation of the advisor.

### **FULL-TIME DEGREE/CERTIFICATE SEEKING STUDENT**

This classification is for the student who declares a program of study upon admission to the College and is attending full-time. This includes students enrolled in degree programs that may require transfer for completion.

### **PART-TIME DEGREE/CERTIFICATE SEEKING STUDENT**

This classification is for the student who intends to seek a degree or certificate on a part-time basis.

### **SPECIAL STUDENT**

The Special Student classification pertains to a student who is enrolled less than full-time and does not intend to complete a program of study leading to a certificate or degree. A student must declare a program of study on or before the completion of 18 credit hours or must have permission to register from the Dean of Instruction. Students in this classification are not eligible for financial aid.

## DUAL ENROLLMENT STUDENT

High school students who evidence readiness through completion of the College placement indicator may be admitted to specific college courses and earn both high school and college credit upon satisfactory completion of the course(s). Some dual enrollment courses are offered via Interactive TV transmitted from the College to the local high school campuses.

Dually enrolled students are held to the same rules, regulations, and standards of the College regardless of their physical location at the time the course is offered.

## CLASS STATUS

**Freshman:** A student who has completed less than 28 credit hours of college level studies.

**Sophomore:** A student having earned 28 or more credit hours of college level studies.

## TRANSFER CREDITS

Students may transfer credits into Garrett from eligible post-secondary institutions. As part of the admissions process, students who have attended one or more institutions before transferring to Garrett College submit an official transcript from each institution. Prior to a transfer student's initial advising session, a transcript analysis is completed by the Office of Records and Registration. Students are informed of the results as part of the initial advising session. At the Official Enrollment date (approximately the third week of school), formal notification of credits accepted in transfer is sent to the student's College email. A student wishing to appeal the results of a transcript evaluation should first contact the Office of Records and Registration to discuss the evaluation. The student may subsequently request an appeal of the ORR's decision by sending a written request to the Dean of Instruction.

The following regulations apply to the transfer of credits:

- Only official transcripts from post secondary institutions accredited by a regional accrediting commission or approved by the American Council on Education are eligible for evaluation. Transcripts must be received directly by the Office of Records and Registration in a sealed, stamped envelope.
- Transcripts from post-secondary institutions outside of the U.S. must be translated, certified,

and evaluated by World Education Services ([www.wes.org](http://www.wes.org)).

- Only those credits applicable to the student's degree are transferred in.
- A maximum of 36 non-resident credits including transfer, military, etc., may be applied to a Garrett College degree.
- Credits approved for transfer will be recorded on the student's GC transcript.
- Grades for transfer courses are not recorded on the GC transcript and are not included in the GPA calculation.
- Credit hours for classes at a school operating on a quarter hour system are converted to Semester Hours. Each quarter hour of credit is worth 2/3 of one semester hour credit. Converted hours are rounded down to the nearest whole number.
- Degree-seeking students must earn at least 24 credits in residence at Garrett.
- Students seeking a certificate must take at least 12 credit hours of their program at Garrett College.
- For credits transferred from a Maryland public institution: 1) all applicable general education coursework with a grade of "D" or above is eligible for transfer, and 2) non-general education coursework with a grade of "D" will be eligible only if the calculated GPA for the block of non-general education transfer courses is 2.0 or above.
- For credits transferred from a Maryland non-public institution or an out-of-state institution: 1) all applicable coursework with grades of "C-" or above is eligible for transfer, and 2) applicable coursework with grades of "D" or above will only be considered if the cumulative GPA at the transfer institution is 2.0 or above.
- Transfer coursework will be held to the same standards as native coursework. In example, if a native student must earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a "C" or better to meet the same requirement.

Garrett College follows the General Education and Transfer Policies of the Maryland Higher Education Commission (MHEC). Title 13B Subtitle 06 Chapter 01 reprinted herein (see page 143).

## CREDIT FOR COMPETENCY-BASED EDUCATION (CREDIT FOR PRIOR LEARNING)

Credits toward a degree may be earned through a variety of formats other than the successful completion of courses while in residence at Garrett. College credits are assigned based upon an established assessment process that validates attainment of learning outcomes

established for equivalent courses. Students seeking alternative credits must be enrolled at GC at the time of request. In most cases, a fee is assessed for the application of alternative credits to the transcript.

Each source of alternative credit may be limited to a maximum number of credits that may be applied toward a degree or the courses to which they may be applied. A maximum of 36 credits from non-residential sources (alternative credit and transfer credits combined) may be applied to a Garrett College Associate Degree.

A student wishing to appeal the results of an evaluation should first contact the evaluator to discuss the evaluation. The student may subsequently request an appeal of the evaluator's decision by sending a written request to the Dean of Instruction.

Students planning to transfer to other colleges/universities should contact those institutions to determine whether or not Alternative Credits earned at Garrett will be accepted upon transfer.

## **MILITARY CREDIT**

Students enrolled in a degree program may request course equivalency credit be granted for certain military experiences as recommended by the American Council on Education (ACE). Courses appropriate to Garrett's curriculum and applicable to the student's major program of study may be accepted, at no charge to the student. A maximum of 36 non-residential credits, including transfer and alternative credits may be applied to an Associate Degree.

Students requesting to have military equivalency credit are required to contact the designated military review agency and obtain an evaluation of their military experience. The results of the evaluation should be sent directly to the Office of Records and Registration.

*Joint Services Transcript (encompasses Army, Coast Guard, Marine Corps, and Navy)*  
<https://jst.doded.mil/smart/signIn.do>

*Air University / Community College of the Air Force*  
<http://www.au.af.mil/au/cf/auregistrar/registrar.asp>

## **ADVANCED PLACEMENT (AP) CREDIT**

Upon enrollment at Garrett College, a student who has passed Advanced Placement (AP) Examinations with the allowable minimum score may request to have equivalent credits posted to his/her Garrett transcript, at no charge. A minimum score of 3 is required for most courses, with scores of 4 or 5 required on several

higher level and science courses. For detailed score requirements and course equivalencies, contact the Office of Records and Registration.

To receive credit, official documentation from the testing center must be sent directly to Garrett's Office of Records and Registration (score reports can be ordered online at [www.collegeboard.org/ap](http://www.collegeboard.org/ap)).

Advanced Placement Examinations are available through the College Entrance Examination Board of the Educational Testing Service, Princeton, NJ 08540.

## **INTERNATIONAL BACCALAUREATE (IB) CREDITS**

The International Baccalaureate Programme (IB) is a rigorous two-year curriculum offered in select secondary schools through the world. In order to receive college credit for IB, student must sit for the examination in each subject of study. Visit [www.ibo.org](http://www.ibo.org) for more information.

A minimum score of 4 on the Standard or Higher Level exam is required for most courses, with higher scores required in some areas. Detailed score requirements and course equivalencies can be obtained from Garrett's Office of Records and Registration.

To receive credit, official documentation must be sent directly to Garrett's Office of Records and Registration.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Enrolled degree-seeking students may earn college credit for prior-learning by taking CLEP (College Level Examination Program) exams. CLEP is a credit-by-examination program offered through the College Board. No more than 12 CLEP credits will be accepted and CLEP credits may only be applied to courses on the acceptable listing managed by the Office of Records and Registration. Additional fees apply.

Students must request the College Board forward CLEP test scores directly to Garrett College for evaluation. CLEP credit granted by another institution does not directly transfer to Garrett College.

For most disciplines, a minimum score of 50 must be achieved on the exam. For Level 2 French Language or Spanish Language exams, a score of 59 and 63 respectively must be achieved.

Students planning to transfer to other colleges/universities should contact those institutions before taking the CLEP exams to determine whether or

not credits earned through the CLEP will be accepted upon transfer.

## **CREDIT BY CERTIFICATION**

Enrolled degree-seeking students who have participated in training courses offered through professional organizations by licensed instructors leading to certification or licensure may be eligible to earn elective or major college credits. The training will be evaluated using ACE recommended credit awards whenever such evaluation is available. If ACE evaluation is not available, the student must demonstrate to the assigned faculty evaluator that (s)he has attained the learning outcomes of the course for which (s)he seeks credit. For more information, contact the Dean of Instruction. Additional fees may apply.

## **CREDIT BY EXAMINATION**

Enrolled degree-seeking students may earn credit for a course by requesting a proficiency exam. Not all courses qualify for Credit by Examination; contact the Dean of Instruction for more information. In the case of a repeated course, credit earned via proficiency exam does not replace a prior grade in the gpa calculation and credit can only be earned once. Appropriate fees will apply.

## **LIFE EXPERIENCE ASSESSMENT PROGRAM**

Students seeking a degree in a field directly related to his/her work, may request Life Experience credit. To be considered for life experience assessment, students must be currently enrolled in a degree program at Garrett College. Interested students should first meet with their academic advisor to discuss life experience possibilities. No more than 50% of the credits for major courses may be awarded through LEAP. LEAP credit may not be awarded for GER, institutional requirements, or elective courses. LEAP credits may only be awarded for courses within career preparation majors. For more information, contact the Dean of Instruction. Additional fees may apply.

### DOCUMENTATION FOR LEAP CREDITS

In order to receive LEAP credit the student must submit documentation that validates the attainment of the full range of skills, knowledge, and learning outcomes of a course. Such validation may be attained through the submission of work product, assigned work, and/or testing.

**Work Products:** Individuals may submit work products (products of work or creative works) for evaluation by a faculty member in the appropriate discipline who has been selected by the Dean of Instruction. The student must explain how each work product demonstrates attainment of the course learning outcome(s). Any work product submitted for evaluation must be validated as the work of the individual. A statement of authenticity should be included from an individual who can verify that the work is that of the individual submitting the work.

**Assigned Work:** A student may produce a work product(s) under the supervision of a faculty member assigned by the Dean of Instruction. The work will be evaluated by a faculty member selected by the Dean of Instruction.

**Testing:** A student may request an examination that will validate that (s)he possesses the full range of skills, knowledge, and attainment of learning outcomes for the course for which the student seeks his/her work experience. The examination should be equivalent to a comprehensive final examination for the course for which the student seeks credit. The exam will be prepared by one or more faculty in the discipline selected by the Dean of Instruction.

## **PORTFOLIO ASSESSMENT**

Students who are enrolled in a degree program at Garrett College are eligible to apply for portfolio credit for some courses. Portfolios must consist of work products that illustrate the ability to match a specific course's learning objectives. A student may earn a maximum of 12 credit hours through portfolio assessment. Portfolio Assessment is only available for career preparation courses for which there exists appropriate work product(s) that demonstrate attainment of course learning outcomes. A request for submission of a portfolio must be approved by the Dean of Instruction prior to the start of classes and the portfolio submitted for assessment no later than six weeks before the final examination period for the semester in which credit is sought. Portfolios will be reviewed by faculty in the discipline in which the course credits are sought. The decision of the reviewer(s) is final. Any work portfolio submitted for evaluation must be produced by the individual seeking the credits. Various fees apply.

**Table 1: Completion of Certification or Licensure Program at GC -- Alternative Credit Awards**

CE Program	Garrett College Degree Program	Maximum Alternative credits	Advanced Standing	Major credit	Elective Credits
MTDI	General Studies	12	N/A	N/A	12
Welding	General Studies	12	N/A	N/A	12
EMT	Math/Sciences General Studies	6 Credits (total major and elective credits)	N/A	1-6 ACE evaluation	1-6 ACE evaluation
EMT Intermediate/ CRT	Math/Sciences General Studies	15 Credits (total major and elective credits)	N/A	1-15 ACE evaluation	1-15 ACE evaluation
EMT Paramedic/ Paramedic	Math/Sciences General Studies	15 Credits (total major and elective credits)	N/A	1-15 ACE evaluation	1-15 ACE evaluation
MCSE/CISCO/ CS/Network Certifications	Comp Applications for Business Comp Info Tech	12 Credits (total major and elective credits)	CIS-waived and 200 level CS course substitution	1-6 credits	6-12 credits

## COMPLETION OF CERTIFICATION OR LICENSURE PROGRAM AT GARRETT COLLEGE

Continuing Education offers a number of non-credit programs that prepare students for certification and licensure by a professional or governmental agency. A student who completes such a program and obtains professional licensure or certification may seek alternative elective or major credit toward his/her degree and/or to be considered for advanced standing in a Garrett College Associate Degree program.

Listed in Table 1 are the certificate and licensure programs for which students may request alternative credit and/or advanced standing, the degree program(s) to which the alternative credits may be applied, the advanced standing available, and the number of alternative credits that can be applied.

To be eligible for alternative credit and/or advanced standing the student must:

- Have completed the training program at Garrett College.
- Have taken the specified professional certification or licensure exam and passed the exam within 5 years of matriculating into the GC degree program.
- Have current certification or licensure in the professional area for which alternative credit/advanced standing is being requested.

Whenever possible college credits will be assigned for major or elective credit based upon the recommendation of the American Council on Education (ACE). If an ACE recommendation is not available, a student may request credit by demonstrating that the instruction time and content meet the requirements

for a college level course (elective credit only) or that (s)he has attained the learning outcomes of a specific course. This evaluation will be carried out by the Dean of Instruction or designee.

A student seeking alternative credit and/or advanced standing may have to take college-level courses in the same subject areas in order to complete a degree. The Continuing Education courses focus on certification and licensure preparation and may not be of sufficient scope and depth to prepare students for advanced work within the content area.

## STUDENT RESIDENCY

For the purposes of assessing tuition charges, Garrett College follows residency guidelines established by the Maryland Higher Education Commission. A student's residency (aka domicile) is determined at the time of admission to the Garrett College. Each student will sign a statement affirming domicile and the factual basis for the claim of a domicile. At the time of each subsequent enrollment, the student will indicate whether his or her domicile is the same as or different from that affirmed at application.

The word "domicile" as used in this regulation shall mean the permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely. In the case of individuals that receive more than half of their financial support from another person, that person's place of abode during the most recently completed calendar year will be used. For the purpose of this rule, only one domicile may be maintained. Local addresses which pertain only during the school year and Residence Hall addresses will not be considered for determination of tuition charges.

The person seeking In-County or Out-of-County residency status shall have the burden of proving by clear and convincing evidence that (s)he satisfies the requirements and standards set forth herein. Assignment of residency status will be made upon a review of the totality of facts known or presented.

The College reserves the right to request any of the listed documentation and any additional information and documentation as it deems necessary to make an evaluation of residency status.

In the event incomplete, false, or misleading information is presented, the College may, at its discretion, revoke residency status and take disciplinary action. Such action may include suspension or expulsion. If a reduced tuition status was gained due to false or misleading information, the College reserves the right to retroactively assess the higher tuition rate for each semester affected.

### **QUALIFICATIONS FOR IN-COUNTY OR OUT-OF-COUNTY RESIDENCY AND REQUIRED EVIDENCE**

To qualify for In-County (IC) or Out-of-County (OC) tuition status, a student must demonstrate that, for at least three (3) consecutive months immediately prior to the first day of the semester for which the student seeks IC or OC status, the student had the continuous intent to:

- a. Make Garrett or another Maryland county his or her permanent home; and
- b. Abandon his or her former home county/state; and
- c. Reside in Garrett or another Maryland county indefinitely; and
- d. Reside in Garrett or another Maryland county primarily for a purpose other than that of attending an educational institution in Maryland.

#### **Required Evidence of Residency**

- A Maryland State Driver's license or Maryland State Identification Card issued by the Department of Motor Vehicles no less than 3 months prior to the first day of the semester.
- If not licensed to drive, documentation meeting two or more of the following requirements for a period of at least three (3) months prior to the first day of the semester for which the student seeks IC or OC status:
  - a. Owns or rents, and has continuously occupied, including during weekends, breaks and vacations,

living quarters in Garrett or another Maryland county. The student must provide evidence of a genuine deed or lease (minimum 12 months) and documentation of rent payments made. In lieu of a deed or lease, a notarized affidavit from a landlord showing the address, name of the student as occupant, term of residence, and history of rent payments made will be considered. A student may demonstrate that (s)he shares living quarters which are owned or rented and occupied by a parent, legal guardian or spouse.

- b. Has substantially all of his or her personal property, such as household effects, furniture and pets in Garrett or another Maryland county.
- c. Has paid Maryland income tax on all taxable income including all taxable income earned outside the State and has filed a Maryland resident income tax return.
- d. Has registered all owned or leased motor vehicles in Maryland.
- e. Is registered to vote in Maryland, if registered to vote.
- f. Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland.
- g. Has a legal ability under Federal and Maryland law to live permanently without interruption in Maryland.
- h. Has rebutted the presumption that he or she is in Maryland primarily to attend an educational institution, if the student's circumstances have raised the presumption.

### **NEW APPLICANTS**

A new student's residence is determined at the time (s)he is admitted to the College. Burden of proof of residency is to be upon the student, and (s)he will be required to sign a statement substantiating his/her claim.

In order to obtain "In-County" residency status, a student must:

- a. Be a U.S. Citizen, possess a U.S. Alien registration number, or be able to present a visa in an acceptable category according to COMAR regulations.
- b. Be financially independent (s/he has provided 51% or more of his/her financial support over the past year) and be able to provide documents that confirms the student's primary residence address is in Garrett County (as listed above in Qualifications for Maryland Residency and Required Evidence). --OR-- Be financially dependent on a supporter (a supporter is someone

who has provided 51% or more of the student's financial support over the past year) whose primary residence address is in Garret County and be able to provide documents (listed above) that confirms the supporter's primary residence address is in Garrett County.

In order to obtain "Out-of-County" residency status, a student must:

- a. Be a U.S. Citizen, possess a U.S. Alien registration number, or be able to present a visa in an acceptable category according to COMAR regulations.
- b. Be financially independent (s/he has provided 51% or more of his/her financial support over the past year) and must be able to provide documents that confirms the student's primary residence address is in Maryland but outside of Garrett County (as listed above in Qualifications for Maryland Residency and Required Evidence). --OR-- Be financially dependent on a supporter (a supporter is someone who has provided 51% or more of the student's financial support over the past year) whose primary residence address is in Maryland but outside of Garret County and be able to provide documents (listed above) that confirms the supporter's primary residence address is in Maryland but outside Garrett County.

All other students are considered to have "Out-of-State" residency status.

Unless information is received which would contradict or call into question the validity of the student's status, the College will accept the student's sworn statement. In the case of contradictory information, the College will assign residency status and the student will be asked to provide proof of domicile.

Students claiming Maryland residency and out-of-state students who are eligible for a reduced tuition rate must be able to, upon request, provide documented proof of residency. All documents must be in the name of the student (or supporter) and must reflect a period of NOT LESS THAN 3 MONTHS prior to the first day of the semester.

A student who provides untruthful responses or fraudulent documentation may be subject to the penalty of perjury.

## **NON-U.S. CITIZEN EXEMPTION FROM NON-RESIDENT TUITION RATES**

As an open-admission institution, Garrett College grants admission to all students regardless of immigration status. Maryland Senate Bill 167 enacted in the 2011 Session of the Maryland General Assembly, also known as the Dream Act, provides the opportunity for some non-U.S. citizens who attended high school in Maryland to receive in-county or out-of-county tuition rates based on the location of his/her high school. For students who have received a GED, the tuition rate would be based on where (s)he most recently attended high school.

In order to qualify for this exemption, students must meet the eligibility requirements set forth by the State of Maryland and provide Maryland Tax Returns and other documents substantiating compliance. Detailed eligibility requirements and a Request & Affidavit for Exemption from Non-Resident Tuition Rates form are available at [www.garrettcollege.edu/admissions](http://www.garrettcollege.edu/admissions).

## **RECIPROCITY AGREEMENTS AND STATEWIDE DESIGNATED PROGRAMS**

Students from outside Maryland who enroll as part of a reciprocity agreement negotiated between Maryland and another state or who enroll under a special program established by the Maryland Legislature or the Maryland Higher Education Commission may be eligible for tuition rates equated to the In-County rates.

Eligibility for Reciprocity or Statewide designation is based upon multiple factors, such as county of residence and matriculation in an approved program of study. As these items are not confirmed at the time of application, such students will initially receive a residency assignment based on their true place of residence.

Students wishing to participate in State-approved tuition reduction programs must complete additional declarations at the time of registration. The Office of Records and Registration will review the additional declarations and assign residency as appropriate.

## **MILITARY PERSONNEL**

In accordance with Section 15-106.4 of the Annotated Code of Maryland and the Choice Act of 2014, the College will determine residency for military personnel as follows.

An active duty member of the United States armed forces along with his/her spouse and dependent

children are to be considered Maryland residents if the active duty member is stationed in Maryland, resides in Maryland, or is domiciled in Maryland. If the active duty member moves out of the state, the dependents and spouse may maintain Maryland residency as long as they stay continuously enrolled. In-county or out-of-county status will be determined based upon the county where stationed/residing/domiciled.

An honorably discharged veteran who resides in or is domiciled in Maryland is considered a Maryland resident. In-county or out-of-county status will be determined based upon the county where residing/domiciled.

A member of the Maryland National Guard who joined or serves in the Guard to provide a Critical Military Occupational Skill or be a member of the Air Force Critical Specialty Code (as determined by the National Guard) is to be considered a Maryland resident.

Covered individuals receiving Montgomery GI Bill-Active Duty (Chapter 30) or Post 9/11 GI Bill (Chapter 33) benefits will be considered a Maryland resident, where 'covered individual' is defined as: a Veteran who lives in Maryland and enrolls within 3 years of discharge after serving 90 days or more on active duty; a spouse or child using transferred benefits who lives in Maryland and enrolls within 3 years of the transferor's discharge after serving 90 days or more on active duty; and/or a surviving spouse or child using benefits under the Fry Scholarship who lives in Maryland and enrolls within 3 years of the Service member's death in the line of duty after serving 90 days or more. Such students may maintain Maryland residency as long as they stay continuously enrolled. In-county or out-of-county status will be determined based upon the county where residing/domiciled.

## FOREIGN NATIONALS

A student-applicant with an Alien Registration Card has been granted residence in the United States as an immigrant, refugee or alien, and residency will be determined based on current place of domicile.

Residency status for citizens of countries other than the United States is based upon immigration status. However, an individual's immigration status may not preclude award of Maryland residency if the individual has the legal capacity to establish domicile in Maryland.

- a. Individuals holding a Student Visa (i.e., F-1 Visa) are here on a temporary basis and cannot legally establish domicile in Maryland. These students will be assigned Out-of-State residency.

- b. Individuals holding other visas, including A, CW, E-1, E-2, E-2C, G, H-1B, H-1C, H-4 (if dependent on a H-1B or H-1C and are under the age of 21), I, K, L, N, NATO, O-1 O-3 (if dependent on a O-1), R, T, TPS, U, and V are capable of establishing domicile in Maryland and, therefore, may be considered for In-County or Out-of-County residency status based on their place of abode.
- c. Individuals who have refugee or asylum status and who reside in Garrett County are, in accordance with State law, entitled to in-county tuition rates. Returning Students

A returning student must reaffirm his/her residency status at each semester's registration, at which time the student must indicate whether his/her domicile is the same as or different from that affirmed at admission.

Returning students claiming a change of residency must complete another Residency Declaration and provide the documentation required to substantiate the change.

## CHANGE OF RESIDENCY

A student who changes his residence during a semester will not have his/her tuition adjusted during that semester. The new tuition rate will be applied the following semester.

All requests for change of residence must be made in writing, and proper proof of residence must be presented before a change will be made.

## APPEAL PROCESS

If a student disagrees with the residency assignment, the student has a right to appeal the decision.

Additional evidence that will be considered includes, but is not limited to:

- Source of financial support. That is, Maryland employment and earnings history (not including work study, scholarships, grants, stipends, aid, student loans, etc.) --OR-- Evidence the student is financially dependent upon another person who is a resident of Maryland.
- Substantial participation as a member of a professional, social, community, civic, political, athletic or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to the student's community or to the State of Maryland.
- Registration as a Maryland resident with the Selective Service, if male.

- Evidence showing the student uses his or her Maryland address as his or her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.
- An affidavit from a person unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to live permanently in Maryland.

There is a three-level appeal process.

**Level 1:** If the student wishes to appeal the decision made by the Admissions Officer, the student must send written notification to the Director of Records and Registration within 15 days of the acceptance letter, or before the first day of the semester, whichever occurs first. Notification must include information substantiating the reason for the appeal request. The Director of Records and Registration will review the argument presented in the request along with any evidence provided and will determine the student's residency status.

**Level 2:** If the student wishes to appeal the decision made by the Director of Records and Registration, the student must notify the Dean of Administration in writing within three (3) working days of the Director of Records and Registration's decision. The request for

appeal must state the reason for said appeal. Upon receipt, the Dean of Administration will notify the student of an appropriate date and time for the student to present the evidence related to the student's residency status. Unless both the student and the Dean of Administration indicate that they desire the hearing to be open to the public, the hearing will be closed to all persons other than the student, the Dean of Administration, and any witnesses for either side who will present evidence. The Dean of Administration will determine the student's residency status based upon the evidence provided and send written notification of the decision to the student and the Director of Records and Registration.

**Level 3:** A subsequent appeal by the student may be made to the President of the College in writing within five (5) working days after the Dean of Administration's written notification to the student. The written request for an appeal must state the reasons for appeal. The President will review the determination of the Dean of Administration, will make a determination, and will send written notification to the student and the Director of Records and Registration.

Any further appeal may be made by the student through appropriate non-collegiate judicial channels.



## REPAYMENT POLICY

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds to the programs from which they are awarded.

A repayment may be required when cash has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of Title IV aid earned is determined by multiplying the total of Title IV aid (other than Federal College Work Study) for which the student qualified by the percentage of time during the term that the student was enrolled.

If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned aid is allocated between the College and the student according to the portion of disbursed aid that could have been used to cover College charges and the portion that could have been disbursed directly to the student once the college charges were covered. Garrett will distribute the unearned aid back to the Title IV programs as specified by law. The student will be notified of the amount the student owes to the Title IV programs and billed any amount due to the College resulting from the return of Title IV funds used to cover College charges. The student will have the choice of either making a payment to the College and the College returning the Title IV funds or making satisfactory payment of their portion of Title IV funds with the Department of Education debt collection office.

## TUITION RECIPROcity AGREEMENT

**WV Residents Enrolling at Garrett College:** Residents of designated West Virginia counties enrolled in designated career advancement programs are eligible to pay in-county tuition at Garrett College. Students enrolling in career advancement programs under West Virginia reciprocity must take the required courses listed in their program major. Students in need of more information on tuition reciprocity should contact Garrett's Admissions Office.

**Garrett County Residents transferring to WVU:** Garrett College students transferring to WVU in a program not

available at Frostburg State University may be accepted to WVU as part of the WV Reciprocity agreement. Additionally, GC students who wish to enroll in degree programs in engineering (with the exception of mechanical engineering) or in the five year teacher education program (with the exception of students interested in teaching Math, Science, or Technology) are also covered under this reciprocity agreement.

Student must be a resident of Garrett County, Maryland, and must be enrolled as full/part-time baccalaureate degree seeking student at WVU, at either its main campus or its Potomac State College campus. Student must have an associate's degree from Garrett College. In cases where the student's time to baccalaureate degree completion would be extended unnecessarily by completing the associate degree requirements at GC, the student may be considered for early transfer to West Virginia University without an associate's degree from Garrett College. Eligible students will be assessed the resident tuition and fee rates based on criteria established by WVU. Students who wish to take advantage of WVU Tuition Reciprocity should contact Garrett's Office of Academic Affairs.

## ACADEMIC COMMON MARKET

The Academic Common Market (ACM) is a program governed by the Southern Regional Education Board, an education consortium of 15 southern states. The ACM affords students an opportunity to enroll in certain out-of-state bachelor's and graduate programs that are not offered at their public in-state college or university, at reduced tuition rates.

Maryland students can find more information on the Maryland Higher Education Commission's website at <http://www.mhec.state.md.us/higherEd/acadAff/AcademicCommonMarket/commonmarket.asp>

Non-Maryland students enrolled in Frostburg State University's Parks and Recreation programs and are required to concurrently enroll in classes at Garrett College may be eligible for Common Market status. Declaration of Common Market Status must be made at FSU in order to receive ACM status with Garrett.

Additional information on the Academic Common Market program can be found online at <http://www.sreb.org>.

## TUITION WAIVERS

### **DISABLED MARYLAND RESIDENTS**

In accordance with Section 16-106(c) of the Maryland Annotated Code, a Maryland resident who is out of the workforce by reason of total and permanent disability may be exempt from payment of tuition for up to 6 credits per semester if non-degree seeking, or up to 12 credits per semester if degree seeking. All other fees or costs associated with enrollment are the responsibility of the student.

To apply for this waiver, the student must complete the following:

1. Download the Certification for Tuition Waiver ([www.garrettcollege.edu/services/registrar](http://www.garrettcollege.edu/services/registrar)) form and take it to the Social Security Administration office that serves your area. The SSA must certify that the student is receiving SSI or SSDI payments and is permanently disabled.
2. Return the completed Certification form to the Garrett College Financial Aid Office. The Certification is valid for one academic year (Fall to Spring).
3. Complete the Free Application for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and submit it to the Financial Aid office by August 15<sup>th</sup> (for Fall enrollment).

Any student Financial Aid, other than student loans, shall be applied first towards the tuition amount. Then, if eligible for this exemption, the waiver shall apply to the difference, if any, between the charge for tuition and the Financial Aid award (not including student loans).

### **FOSTER CARE RECIPIENTS**

In accordance with Section 15-106.1 of the Annotated Code of Maryland, the Maryland Tuition Waiver for Foster Care Recipients is available to foster care youth who are enrolled as a candidate for an associate or bachelor's degree at a Maryland Public institution of higher education. Students who meet the application and eligibility requirements set forth by the State of Maryland will receive a waiver of tuition (charged at the In County rate), combined fees and registration fees. Visit the Maryland Higher Education Commission ([www.mhec.state.md.us/financialAid/descriptions.asp](http://www.mhec.state.md.us/financialAid/descriptions.asp)) for details.

Important: Students must complete and file the Free Application for Federal Student Aid (FAFSA) by March 1<sup>st</sup> of each year for attendance during the following Fall, Spring, and Summer Terms. *You must make this*

*deadline to qualify!* Additional eligibility requirements apply; contact the GC Financial Aid Office for more information.

### **MARYLAND SENIOR CITIZENS**

In accordance with Section 16-106(b) of the Maryland Annotated Code, tuition may be waived for any Maryland resident who is 60 years of age or older. In order to obtain this waiver, an individual must at the time of registration provide verification of age. (All other fees or costs associated with enrollment are the responsibility of the student.)

### **UNACCOMPANIED HOMELESS YOUTH**

In accordance with Section 15-106.1 of the Annotated Code of Maryland, the Maryland Tuition Waiver for Unaccompanied Homeless Youth is available to unaccompanied homeless youth who are enrolled as a candidate for an associate, bachelor's degree or vocational certificate at a Maryland Public institution of higher education. To be eligible for the Maryland Tuition Waiver for Unaccompanied Homeless Youth, a youth must: 1) be declared as an unaccompanied homeless youth who is not in the physical custody of a parent or guardian; 2) be a homeless child or youth as defined by the McKinney-Vento Homeless Assistance Act; and 3) be verified as an independent student under the Federal College Cost and Reduction & Access Act. Additional eligibility requirements apply; contact the GC Financial Aid Office for more information.

Students who meet the application and eligibility requirements set forth by the State of Maryland will receive a waiver of tuition (charged at the In County rate), combined fees and registration fees. Visit the Maryland Higher Education Commission ([www.mhec.state.md.us/financialAid/descriptions.asp](http://www.mhec.state.md.us/financialAid/descriptions.asp)) for details.

Important: Students must complete and file the Free Application for Federal Student Aid (FAFSA) by March 1<sup>st</sup> of each year for attendance during the following Fall, Spring, and Summer Terms. *You must make this deadline to qualify!*

## **PAYMENT RESPONSIBILITY FOR MINOR STUDENTS**

Parents or guardians of students who are under the age of eighteen at the time of registration will be required to sign a Parent/Guardian Release for Students Under 18 form. This agreement confirms the parents' obligation to accept full payment responsibility for their son or daughter who is under the age of eighteen. Financial obligation includes, but is not limited to,

tuition, fees, and textbooks. Parent responsibility for student payment will continue until the student turns eighteen years of age; and parents must notify the Business Office when they are no longer responsible for their son/daughter's financial obligations to Garrett.

## **PAYMENT PLAN**

All tuition and fees are assessed at the time of registration and are payable by the published due date. By prior arrangement, a student may enroll in a payment plan by going to the Garrett College website at [www.garrettcollege.edu/payments](http://www.garrettcollege.edu/payments).

## **DELINQUENT ACCOUNTS**

A late fee of \$25.00 is charged for delinquent accounts. In addition, the delinquent accounts are referred to a collection agency which is currently the State of Maryland's Central Collection Unit. Once referred to CCU, a collection fee of 17% will be added to the account, the debt will be reported to consumer reporting agencies, and Garrett College can no longer settle the account.

## **RETURNED CHECKS**

The College will charge a \$35 fee for all checks returned by the bank.

## **HOLDS AND COLLEGE INDEBTEDNESS**

Garrett College utilizes a system of "Holds" when managing student accounts and records. Three types of holds may be applied to a student: Academic, Student, and Financial. Students who are in poor academic standing may be placed on an Academic Hold, preventing further registrations without reinstatement. Students with outstanding obligations such as judicial sanctions, required administrative paperwork, etc. may receive a Student Hold, preventing further registrations until the obligation is resolved. Students who are financially indebted to the College are placed on a Financial Hold until the financial obligation is met. Final grades, monetary awards, and transcripts will not be issued to a student who has a Financial Hold. Additionally, such student will not be allowed to register for upcoming semesters, nor will a student be permitted to participate in commencement and/or receive a diploma until all financial obligations to the College have been met.

If an account must be turned over to a collection agency, a handling fee will be charged to that account.

Payment made in cash, by Cashier's Check or Money Order, or by credit/debit card will result in the

immediate removal of the student's Financial Hold and restoration of privileges revoked as a result of indebtedness to the College.

Payments for the removal of a Financial Hold made by personal check will require a 30-day waiting period before the restoration of privileges revoked as a result of indebtedness to the College.

## **FINANCIAL AID PROGRAMS**

The Garrett College Financial Aid Office participates in most federally funded programs. More than 85% of all students enrolled at Garrett receive some form of financial aid. Last year Garrett College disbursed more than \$5,000,000 in funds from local, state, and federal programs.

All students are required to complete a Free Application for Federal Student Aid (FAFSA) to be considered for any aid program for which they may be eligible. The amount of the award is based on the financial need of the student and enrollment. Need is determined by subtracting the expected family contribution from the total student expense. The family contribution is estimated based on family income and expenses. An independent, objective, and nationally recognized method developed by the federal government is used to analyze financial circumstances. All financial aid awards to the students are determined by the Financial Aid Office.

The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov). Students should apply for financial aid as early as possible. Deadline dates for submitting financial aid information are published in the course schedule each semester.

An award letter explaining the award decision and giving information about the aid offered is sent to each applicant through <https://np.garrettcollege.edu>.

Financial aid awards are normally granted for an academic year and disbursed in equal installments per semester. If a student is awarded aid for an academic year and attends for only one semester, the student will receive half of the academic year award.

A student must apply for financial aid each academic year ([www.fafsa.gov](http://www.fafsa.gov)). However, aid usually continues at the same level each year, unless a student's resources or his/her expected family contribution changes.

## FINANCIAL AID POLICY

*Financial Aid Policies are subject to change in accordance with federal and state regulations.*

### ADMISSION STATUS

Only students classified as “degree-seeking” or “certificate-seeking” are eligible for financial aid. “Non-degree” students such as those classified as ECAP are not eligible for student financial aid. However, students in “non-degree transfer” programs may be eligible.

### AUDITED COURSES

Audited courses are not counted for financial aid purposes and cannot be paid with financial aid funds.

### CONTINUING EDUCATION COURSES

In most cases, Continuing Education Courses are not eligible for financial aid. Requirements for these programs differ from credit hour programs, and financial aid awards are not commonly given. Contact Continuing Education and Workforce Development to obtain financial aid information about these programs.

### SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by Garrett College must maintain satisfactory academic progress (SAP) towards the completion of a certificate or degree program of study. Satisfactory academic progress for financial aid recipients is measured by using a quantitative and qualitative standard and is an assessment of a student’s cumulative academic record at the college.

There are three conditions of satisfactory academic progress that a student must satisfy in order to continue to receive financial aid: Grades, Completion, and Maximum Time Frame. A student who does not meet any one of these requirements is in violation of SAP for financial aid purposes.

### SATISFACTORY ACADEMIC PROGRESS STANDARD MEASUREMENTS

#### CUMULATIVE GRADE POINT AVERAGE (CGPA)

Each semester of enrollment a student must maintain a minimum cumulative grade point average (CGPA) relative to the total number of credits attempted.

Conditions of the **Garrett County Scholarship** require a student to minimally achieve a 2.0 GPA each semester in order to maintain eligibility for the GCSP.

Total Credits Attempted	Minimum Cumulative GPA
1 – 15.99	1.5
16 – 28.99	1.75
29+	2.0
Garrett County Scholarship Program	2.0 <i>each semester</i>

#### COMPLETION RATE

A student must complete a minimum of 67% of his/her total attempted coursework to remain eligible for federal, state and college financial aid.

#### MAXIMUM TIME FRAME

A student must keep within a maximum timeframe which would be limited to no more than 150% of the published length of the program for undergraduate study. A student enrolled in an associate degree program that has attempted 98 credit hours or more, including transfer, developmental, and credit courses, will be required to meet with an Academic Advisor to complete a degree audit.

#### **KNOW YOUR STATUS – REGULARLY CHECK THE STUDENT PORTAL AND GC STUDENT EMAIL**

It is the student’s responsibility to be aware of his/her current progress. At the end of each semester once grades are posted, the Financial Aid Office notifies students via email and through USPS. It is imperative that students regularly check the Student Portal and their GC student email account.

#### **TRANSFER STUDENTS**

A student transferring from another post-secondary institution will be treated as a new student for their first semester. Any credits transferred in will be included as hours attempted in SAP calculations.

#### **FINANCIAL AID WARNING**

A student who fails to meet SAP is placed on **Financial Aid Warning** for the upcoming semester. Financial Aid funds may be awarded during a semester of Warning. Mitigating circumstances may exist which need to be reviewed via the appeal process described in this policy.

#### **FINANCIAL AID TERMINATION**

A student who while on Financial Aid Warning fails to complete 67% of the semester coursework attempted and/or fails to achieve the required CGPA is placed on Financial Aid Termination for the following Fall, Spring, Summer or Intersession semester. No financial aid will be disbursed during a Termination semester. Any aid already awarded for that semester will be cancelled. No further aid will be disbursed until aid is reinstated.

### **REINSTATEMENT OF AID**

Reinstatement of Financial Aid can be achieved in one of the following ways:

**Self-Pay** – If academically eligible to enroll, the student may enroll at GC during the termination semester. The student will self-pay the tuition, fees, books etc. without any student financial aid. If the student does well enough to satisfy the SAP standards, the student may submit a written request to the FA Office for review of the self-pay semester. If deemed eligible the student may then be removed from termination and regain eligibility for financial aid.

**Appeal** – As per the SAP policy, the student may appeal Financial Aid Termination. The terminated student prepares and submits a written appeal. The document should contain all information the student wishes for the committee to be aware of when considering the reinstatement of aid. Documentation from outside sources (physician, instructor, counselor, minister etc.) is recommended. Upon receipt the Assistant Director of FA convenes the Appeals Committee for review and consideration of submitted appeal. Allow 7-10 working days for this to be completed. Appeals are considered and results are disclosed to the student through email and US Mail. Appeals must be submitted to the Financial Aid Office ten working days prior to the first day of the semester. Appeals received on or after the first day of the semester will be reviewed by the Financial Aid Appeals Committee within 30 days of submission. The student will be responsible for any bill incurred; please see the Business Office for terms and status of enrollment.

Upon reinstatement the student must arrange the necessary meetings with his/her assigned Advisor, Program Director, Advising & Academic Success Center and Financial Aid and prepare an Action Plan. The Action Plan will specify courses the student must complete to bring the student to transfer status or graduation. Deviation from the plan may result in immediate reinstatement of Termination Status. It is the responsibility of the student to arrange necessary meetings, establish and follow the plan and schedule in a timely manner. Enrollment is not guaranteed. The established Action Plan must be followed and will be monitored by the Financial Aid Office.

### **FOR MORE INFORMATION**

The complete SAP Policy is available in the Financial Aid Office, on the Garrett College website (<http://www.garrettcollege.edu/financialaid>) and as Appendix B of this Catalog.

### **RETURN OF FEDERAL TITLE IV FUNDS**

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Title IV financial aid programs must be recalculated in these situations. If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula: *Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term.* (Any break of five days or more is not counted as part of the days in the term.) The percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: *aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.*

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student may owe a balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent (PLUS) Loans
4. Federal Pell Grants for which a return of funds is required
5. Federal Supplemental Opportunity Grants for which a return of funds is required
6. Other assistance under this Title for which a return of funds is required

### **FEDERAL PELL GRANTS (NO REPAYMENT)**

Applicants must complete a Free Application for Federal Student Aid (FAFSA) which is available online at

www.fafsa.gov). The Financial Aid Office will determine the actual amount the student will receive based on a student eligibility report which the federal government provides. Awards per academic year range from \$588 to \$5,775.

Requirements:

- Establish financial need as determined by the U.S. Department of Education;
- be enrolled in a degree or a certificate program;
- be a citizen or a permanent resident of the United States;
- maintain satisfactory progress; and
- not be in default or owe a refund on a Federal Grant or Federal Educational Loan.

Students seeking federal funds such as Pell Grant may be chosen for verification. This is a random selection by the U.S. Department of Education. If chosen, a student may be required to supply additional documentation to the Financial Aid office.

### **FEDERAL WORK STUDY**

The Federal Work Study program provides jobs for students to help pay for educational expenses. A student must establish financial need and maintain a 2.0 grade point average in order to hold a work-study job. Students may work 5-10 hours a week at the federal minimum wage.

Students must submit a Federal Application for Student Aid, the parents' and/or student's federal tax returns (if requested), and must attend a work study orientation.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (NO REPAYMENT)**

Grant for students with exceptional need; priority is given to students with Federal Pell Grants and the highest need. Awards available per academic year average \$750 depending upon need and availability of funds.

### **FEDERAL DIRECT LOAN PROGRAM**

#### **SUBSIDIZED DIRECT STAFFORD LOAN (NEED BASED)**

This program enables students to borrow from the federal government in order to finance educational expenses. The maximum loan is \$3,500 for freshmen and \$4,500 for sophomores. Loan amounts may not exceed financial need as determined by the Federal need analysis formula. Additional information is available at [www.studentloans.gov](http://www.studentloans.gov).

#### **UNSUBSIDIZED DIRECT STAFFORD (NOT NEED BASED)**

This is a non-need-based loan program. The maximum loan is \$5,500 for freshmen and \$6,500 for sophomores, less any subsidized amount. Loan amounts may not exceed educational expenses less any other financial aid. Additional information is available at [www.studentloans.gov](http://www.studentloans.gov).

#### **FEDERAL DIRECT PARENT (PLUS) LOANS**

This program offers a parent loan, through the federal government, that provides additional funds for educational expenses less any other financial aid. Parents may find applications online at [www.studentloans.gov](http://www.studentloans.gov).

### **MARYLAND STATE-FUNDED FINANCIAL AID PROGRAMS**

#### **PROGRAMS FOR UNDERGRADUATES**

The programs in this section are administered by MHEC and are available only to Maryland residents. To apply for these scholarships, you must complete the Free Application for Federal Student Aid. The deadline date to apply for these scholarships is March 1.

#### **EDUCATIONAL EXCELLENCE AWARD PROGRAM - GUARANTEED ACCESS GRANTS AND EDUCATIONAL ASSISTANCE GRANTS**

The purpose of the Educational Excellence Award (EEA) Program is to provide need-based scholarship assistance. The state's neediest students will be guaranteed access to postsecondary education in Maryland through Guaranteed Access (GA) Grants. Low and middle income students will be awarded financial assistance through Educational Assistance (EA) Grants.

Guaranteed Access Grant Awards are made in an amount equal to the State Scholarship Administration's Adjusted Need rounded to the nearest \$100. The maximum award amount may not exceed the amount a student would receive to attend the University of Maryland, College Park. Educational Assistance Grant Awards range between \$200 and \$3,000 per year.

Complete the FAFSA and apply by March 1. February is preferred.

#### **SENATORIAL SCHOLARSHIP**

The Maryland Senatorial Scholarship awards range from \$400 to \$2,000. Awards and amounts of awards are determined by the individual State Senators. Repayment is not required. Multiple year awards are possible with re-application.

To be eligible for these funds, students must submit a FAFSA and apply by March 1 (February is preferred) to your State Senator. For residents of Garrett County, Maryland, the State Senator is the Honorable George Edwards (James Senate Office Building, Room 406, Annapolis, Maryland 21401, telephone 410-841-3565).

### **HOUSE OF DELEGATES SCHOLARSHIP**

Members of the House of Delegates have a choice of two methods of awarding scholarships. First, delegates may award a student a scholarship in the amount of actual tuition and mandatory fees at any public college or university in Maryland. If used at an independent college, the award may not exceed \$1,827 per semester or \$3,654 per year. Second, delegates can use a set dollar amount. Awards range from \$200 to \$7,300 per year. The term of the award is for one to four years as decided by the delegate. No repayment.

To be eligible, students must complete a FAFSA and apply by March 1 (February preferred) to your State Delegate.

The Maryland State Scholarship Administration offers additional scholarships for a variety of fields. For additional information on Maryland State Scholarships visit [www.mhec.state.md.us/financialaid](http://www.mhec.state.md.us/financialaid).

### **GARRETT COUNTY SCHOLARSHIP PROGRAM**

The Garrett County Scholarship program offers recent county high school graduates scholarship opportunities while in attendance at Garrett College. Two scholarships are available: The Garrett County Academic Scholarship, for students interested in pursuing an academic degree or certificate program at Garrett College; and the Garrett County Occupational Scholarship, providing training opportunities for students who are not interested in a degree but would like a course or program leading to industry recognized certification.

The Garrett County Academic Scholarship requires a minimum 2.0 grade point average each semester and covers a maximum of 64 credit hours not including developmental coursework. Also note that repeated coursework will not be covered by the GCSP. Additional requirements, limitations, and information can be found on the Garrett College website at [www.garrettcollege.edu/GCSP](http://www.garrettcollege.edu/GCSP).

### **GARRETT COLLEGE FOUNDATION SCHOLARSHIPS**

The Garrett College Foundation, Inc., awards merit and need-based scholarships every academic year.

Scholarship applications are available in January of each year for the upcoming academic year. Information regarding scholarship deadlines and application procedures are included in the scholarship application. Scholarship information may be found on the Garrett College website or obtained by calling the Office of Financial Aid.

### **VETERANS PROGRAMS**

The GI Bill includes several educational programs which are serviced by the Department of Veterans Affairs (VA). GI Bill programs are designed to help active duty, Guard and Reserve Service members, as well as veterans and their families earn a degree, certification, and/or vocational training. Although programs differ depending on the user's status, participants can receive benefits which may cover up to 100 percent of their tuition and fees, a stipend for books and supplies, and a monthly housing allowance. Various educational pursuits are only available under specific GI Bill programs. The participants should ensure the education program in which they wish to enroll will qualify for reimbursement under the GI Bill for which they are eligible.

For more information, visit the GI Bill website at [www.gibill.va.gov](http://www.gibill.va.gov) or call toll-free 1-888-GIBILL (1-888-442-4551).

Additional questions regarding VA educational benefits can be directed to the GC Veterans Affairs Office (301-387-3057).

### **MARYLAND ARMY NATIONAL GUARD GRANT**

The Maryland National Guard and Garrett College have formed a joint relationship as Partners in Education where eligible guard personnel are billed at 50% of the in-county tuition rate. To receive the tuition waiver, guard personnel must present their tuition waiver authorization letter (obtained from their company commander) to GC at the time of registration each semester. For more information, contact the Maryland Army National Guard in Cumberland, MD (301-777-9395 or 301-268-5022).

### **STUDENT LABOR PROGRAMS**

The following Student Labor Programs are available at Garrett College:

#### **FEDERAL WORK STUDY**

The Federally-funded College Work Study program is a need-based program designed to give students career-related work experience. For more information, see Federal Work Study on page 27.

**INSTITUTIONAL LABOR**

The Institutional Labor program provides jobs to help pay for educational expenses. Employment is not based on financial need. Student must maintain a 2.0 grade point average. Students may work 5-10 hours per week at the federal minimum wage.

**INTERNATIONAL STUDENT EMPLOYMENT**

Interested students should contact the Primary Designated School Official (PDSO) in the Office of Admissions.

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# STUDENT LIFE

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## **STUDENT CONDUCT CODE**

All enrolled students at Garrett College are required to follow all College policies and procedures and are required to conduct themselves at all times in a professional, ethical, and appropriate manner.

Students who fail to meet the standards of behavior, including academic behavior, as outlined in the Student Conduct Code will be subject to Student Conduct Review and may be subject to sanctions. Students should be aware that sanctions may include removal from the residence halls and/or the College for a period of time or permanently.

Details of the Student Conduct Code, Student Conduct Review, and sanctions can be found in the *Student Handbook*. Students are responsible for knowing the code, the review process, and possible sanctions. Failure to become knowledgeable is not an affirmative defense for violation of the code.

## **STUDENT GOVERNMENT**

The Student Government Association is an elected body that provides guidance to student organizations and works with Student Life staff to develop activities to enrich the student experience. By participating, a student has the opportunity to assume the responsibility of leadership. Its Officers--President, Vice President, Secretary, and Treasurer--are elected by the entire student body; its freshman and sophomore class representatives are elected by their respective classes. Representatives from chartered organizations are selected by those organizations. SGA representatives participate in institutional government through participation in the Student Life and Services Committee.

The Student Government develops a budget with the Dean of Student Life. SGA officers are responsible for management of the budget as required by the SGA by-laws. The budget is allocated from student fees. All SGA meetings are open, and all students are encouraged to attend.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

Garrett College offers many extracurricular activities for all students. These activities, some funded by Student Government, provide students with

opportunities for self-expression; to make new friends, learn new skills, develop lifelong interests, and learn through practical experiences.

## **ADVISING & ACADEMIC SUCCESS CENTER: ADVISING SERVICES**

In the Advising and Academic Success Center, students can speak with trained advisors about academic, career, transfer, and personal issues. For more information on the services below, visit us online at [www.garrettcollege.edu/aasc](http://www.garrettcollege.edu/aasc) or call 301-387-3715.

### ***ACADEMIC ADVISING***

At Garrett College, academic advising is a collaborative process designed to help students succeed academically; develop an appropriate educational plan leading to graduation and beyond; focus on their life beyond the college experience; and assume a responsible and proactive role in their own education. Academic Success Advisors work with students in their first several semesters and students who are on academic probation, while Faculty Advisors work with students who have earned more than 12 college level credits and are in good academic standing. Students can find the name and contact information of their advisor by logging on to the Student Portal.

### ***CAREER ADVISING***

Career advising services at Garrett College provide opportunities for students to develop clear career goals and design action plans to reach those goals, including obtaining relevant career experience and developing the skills necessary to conducting an effective job search. Online career assessment and review are available for those needing to select a major and/or career direction. Students are encouraged to discuss their career advising needs with their advisor.

### ***TRANSFER ADVISING***

Students wishing to transfer to a 4-year institution are strongly encouraged to identify their transfer destination as soon as possible. Students who do so will have a much greater likelihood of a smooth transfer with a majority of credits transferring. Working with their advisor, students can use online tools such as ARTSYS ([www.artsys.umd.edu](http://www.artsys.umd.edu)) to plan their classes at Garrett College well in advance.

### ***PERSONAL COUNSELING/ADVISING***

The stressors of daily life, as well as illness, disease and other health related problems, can often disrupt educational opportunities and the future productivity of individuals. The College has on-staff a Certified Professional Counselor who offers the following free services to students: evaluations, individual counseling, group counseling sessions, health insurance information, mental health referrals, wellness programs and events. For more information, please call 301-387-3743.

### **ATHLETICS**

The Garrett Lakers athletic program offers one of the most competitive athletic programs in the nation. Garrett College is a member of the National Junior College Athletic Association (NJCAA) competing at the Division II and III levels. Garrett is affiliated with the highly respected Region XX of the NJCAA and participates in conference play with the Maryland Junior College Athletic Conference (MDJUCO).

The Lakers compete in intercollegiate baseball, men's golf, women's golf, men's basketball, women's basketball, softball, women's volleyball, men's cross country, and women's cross country. Garrett athletes play more games against tougher opponents than most junior college programs and have enthusiastic, hard working coaches leading their respective sports. Each student athlete, with the help of their coach, will work towards academic and athletic success to take them to the next level.

The Garrett College athletic facilities include the Community Athletic and Recreation Complex (CARC), featuring 'The Home of the Laker Nation' a 1,600 seat, three-court gymnasium and athletic training center, along with a competition pool, a warm water recreation pool, and a state-of-the-art fitness center. Our baseball and softball teams are able to practice year-round in our indoor batting facility. Outdoor facilities include the acclaimed Laker Baseball Diamond and use of the Lion's Club Softball Diamond adjacent to the campus.

### **BOOKSTORE**

The Garrett College Bookstore, located in the Student Assistance Center, is the place for all of your collegiate merchandise. We offer new and used books, school supplies and a wide variety of college logo items. During the Fall and Spring semesters, hours of operation are 8:30 – 4:30 Monday through Thursday, and 8:30 – 1:00 on Fridays, with extended hours at the

beginning of each semester. Closed June 30 to the last week in August.

A Book List detailing the book(s) required for a class, pricing, and ISBN information is available online at [garrettcollege.edu/services/bookstore](http://garrettcollege.edu/services/bookstore). The Bookstore conducts a book buy-back with a wholesale book company during the final week of the Fall and Spring semester.

### **FOOD SERVICE**

The College provides food services to resident and commuter students and staff through a contractor in the Laker Café.

The Laker Café is located in the Student Union across from the Learning Resources Center. Snacks and a full-service meal menu are available for breakfast, lunch and dinner on a regular schedule when classes are in session. Students and staff may make cash purchases or may buy a meal plan that allows for the purchase of special meal packages or individual items.

### **HEALTH AND COUNSELING SERVICES**

The Health Services office (located in the CARC) and the Counseling Services office (located in the AASC) offer limited health and/or counseling services, and can also provide referrals to local health professionals.

### **RESIDENCE LIFE**

Garrett College's conveniently located residence halls offer students two distinctive styles of residential living. Students may opt for apartment living in Laker Hall, or select Garrett Hall, which provides traditional housing. Through the residential experience, students are exposed to education and social programs, as well as activities that familiarize students with the diversity of lifestyles, backgrounds and personalities of their peers.

**Garrett Hall:** A common area with a sink and fridge is located on the first floor and can be used by Garrett Hall residents. Each room is provided with a microwave and a small refrigerator. Due to the limited access to cooking facilities, students in Garrett Hall must purchase a meal plan.

**Laker Hall:** There is a full kitchen in each suite in Laker Hall. Residents may cook all their own meals or may choose to purchase a meal plan.

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# ACADEMIC SERVICES

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## **CAMPUS TECHNOLOGY**

Registered Garrett College students have access to various College technology resources. Campus computer labs and library computers allow students to access email, Blackboard, and the Student Portal. All campus technology uses the same username and password. For assistance with username and password information, visit room TC-319 in the IT Administrative offices (a photo id will be required).

## **LAKER EMAIL**

Garrett College issues a College email account, Laker Email, to new students within 24 hours of registering for classes. From that point forward, all College communications are conducted through College email accounts. Information on how to set up the College email account is mailed to the new student within one week of registering for classes.

## **EXPECTATIONS ABOUT USE OF EMAIL**

Garrett College requires that email exchanges between students, faculty, and staff be conducted via their Garrett College email accounts.

Students are expected to check their College email account on a daily basis in order to remain informed of College related communications. Students have the responsibility to recognize that certain communications may be time-critical. Failure to receive and read College communications in a timely manner does not absolve the student from knowing and complying with the content of such communications.

## **APPROPRIATE USE OF EMAIL**

All use of email will be consistent with College policies outlined in the Student Handbook (e.g., harassment, appropriate language, responsibility for others, verbal abuse, etc.).

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is important that users are careful to send messages only to the intended recipient(s), especially when using the “reply” command during email correspondence. Users should remember that emails can be stored, copied, or forwarded by recipients.

## **STUDENT PORTAL**

The Student Portal offers students 24/7 access to a variety of features, including:

Class Schedules	Grades
Transcripts	Exam Schedules
Degree Audits	Billing Statements

To access the Student Portal, open the Garrett College website and click on the **Student Portal** button.

## **ACADEMIC SUPPORT SERVICES**

To aid students in achieving their academic goals, Garrett College offers a variety of academic support services.

## **ADVISING AND ACADEMIC SUCCESS CENTER**

In addition to its academic, career and personal advising services, the Advising and Academic Success Center (AASC) also offers tutoring and testing services in support of student learning at Garrett College. Students can visit the AASC in Room 519 of the Learning Resource Center.

## **TUTORING**

The AASC operates a Tutoring Center for Math, Writing and Science staffed by professional tutors who assist students in these subject areas. Writing professional tutors assist students with grammar, sentence structure, paragraph development, and general written communication proficiency. Math professional tutors provide instruction and support ranging from basic math through higher level math skills. The Science professional tutor assists students in further developing conceptual understanding in biology, chemistry, and physics courses. Hours are posted each semester, and students can drop in during these hours. Assistance is also available by appointment.

In addition to drop-in Math, Writing and Science tutoring, on-line tutoring and one-on-one or small group peer tutoring is also available. Visit [www.garrettcollege.edu/tutoring](http://www.garrettcollege.edu/tutoring) to apply online for these tutoring services. Tutors are assigned based on availability. Any students requesting a tutor for math or English courses must first complete 10 hours in the Math or Writing Tutoring Center, respectively, before a tutor will be assigned.

Students interested in being a paid peer tutor can also complete an application at the above listed website.

### **ACADEMIC SUCCESS SKILLS COACHING**

The Advising and Academic Success Center also offers academic success skill development services to interested students, including assistance with note taking, test taking, reading text books, and time management. Student should contact the AASC to learn more.

### **TESTING**

The Testing Center proctors both online and written tests for Garrett College students requiring 504 accommodations and for students participating in online courses. College placement testing, CLEP testing, and other testing services are also available. Appointments are requested but walk-ins during posted testing hours will be accommodated when possible. Please visit the Testing Center website for the current semester's testing hours. When a student takes an exam in the testing center, (s)he will be asked to provide a photo ID and may only bring items into the testing room that have been approved by the instructor. For more information or to schedule an appointment, please call 301-387-3471 or email [testingcenter@garrettcollege.edu](mailto:testingcenter@garrettcollege.edu).

### **DISABILITY SERVICES**

Students seeking accommodation for a documented disability should contact the Dean of Student Life. The College will make reasonable accommodation for documented disabilities. It is the responsibility of the student to provide documentation of the disability and to be tested, at the student's expense, if documentation is lacking or is not current.

After review of the documentation, the Dean of Student Life will work with the student to identify appropriate accommodation. An accommodation plan will be developed in writing. It is the responsibility of the student to share the plan with each instructor in whose class the student is requesting accommodation.

## **INTERNATIONAL STUDENTS**

Garrett College recognizes that international students on this campus bring with them both special resources and special needs. The increased international awareness, which they create, is important to the entire academic community. At the same time, the College wishes to ensure that each student has the best possible educational and personal experience while in the U.S. To achieve these objectives, the College offers a variety of services to international students.

## **COURSE LOAD**

Students who are on an F-1 visa are under the following restrictions in terms of credits.

- Must take a minimum of 12 credits during the Fall and Spring semesters; there is no minimum for the Summer. To take fewer than 12 credits, permission must be obtained from the Primary Designated School Official (PDSO). Permission will only be granted in accordance with federal regulations.
- Must register for at least 12 on-campus, in-class credits. Additionally, students may register for no more than 6 credits of online courses for a total of not more than 18 credits.

## **FINANCIAL INFORMATION**

### **INTERNATIONAL STUDENT SCHOLARSHIP**

While international students are not eligible for federal and state financial aid, they may apply for tuition assistance by working with the Primary Designated School Official (PDSO) in the Office of Admissions.

### **GARRETT COLLEGE FOUNDATION SCHOLARSHIPS**

Additional opportunities for funding may be available. For more information on scholarships available through the Garrett College Foundation, visit the Garrett College website ([www.garrettcollege.edu](http://www.garrettcollege.edu)).

### **OPTIONAL PRACTICAL TRAINING**

F-1 visa students are prohibited by the U.S. Citizenship and Immigration Services (USCIS) from working off-campus during their first academic year of U.S. study. However, Optional Practical Training (OPT), a USCIS program, offers F-1 students the opportunity to apply for a permit to work off-campus in jobs directly related to their major or field of study for the purpose of gaining practical, hands on, paid job experience.

Undergraduate students are eligible for a maximum of one year of OPT. Students wishing to work the summer after their first academic year must apply for OPT up to 90 days prior to the end of their first academic year. Students wishing to use the entire year of OPT at once may do so following graduation. In this case, the student should apply 60-90 days prior to graduation—failure to apply before graduation means the student cannot use their OPT unless they transfer on to a 4-year institution.

### **INTERNATIONAL STUDENT EMPLOYMENT**

International students who work on-campus do not need USCIS work authorization. Please note that paid on-campus jobs are limited. International students should discuss on-campus employment with the PDSO

at Garrett College and seek assistance in obtaining a U.S. social security number, which is required for campus employment. With the exception of OPT, international students are not permitted to work off campus.

## **RECORDS AND REGISTRATION**

The Office of Records and Registration supports teaching and learning at Garrett College by maintaining the integrity of academic policies and the student information system. The primary roles of this office is the maintenance of students' permanent academic records; support of the College's Student Information System; administration and application of academic policies; and data analysis and reporting.

This office is the perpetual stewards of students' records from application to degree conferral. Federal and state laws, college policy, and recommendations from professional organizations govern the retention of records. Items maintained on a permanent basis include grade reports, change of grade forms, and any correspondence relating to change of grades. In addition, a copy of any letters sent to a student notifying the student of any disciplinary action affecting his/her enrollment at the College will be placed in the file. All other correspondence and records related to sanctions imposed through the Student Conduct Review process will be held in the Office of the Dean of Student Life as described in the Student Conduct Code published in the *Student Handbook*.

## **CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT**

The Continuing Education & Workforce Development (CEWD) division of Garrett College provides a wide range of educational opportunities for the residents of

Garrett County and the surrounding region. If you would like to prepare for a new career, upgrade your skills, learn more about yourself, become fit, or develop a hobby, there is a course for you! Most non-credit courses are available to any participant regardless of past education or grade level.

Courses are planned in response to the needs of the community, and suggestions are always welcome. CEWD prepares three schedules per year, which are distributed in August, December and March. Courses are offered at five locations in Garrett County: the main campus in McHenry, the Northern Outreach Center in Grantsville, the Southern Outreach Center in Oakland, the Career Technology Training Center in Accident, and the Community Aquatic & Recreation Complex, also on the main campus in McHenry.

In addition to the courses appearing in the schedules, Garrett offers customized training for businesses or organizations, large or small, which can be held at any Garrett College location or on-site.

CEWD offers courses in the following areas: Adult Basic Education (basic skills improvement and preparation for the Maryland High School Diploma exam), Computers (beginner through advanced applications), EMS/Fire Training, Health/Wellness/Fitness, Home School/Just for Kids/Youth, Lifestyle/Leisure, Online, and Workforce Development/Career Prep.

Courses offered through CEWD are affordably priced and may be comprised of tuition and fees, or just fees. Special populations may be eligible for discounts on specific courses, please see the course schedule or the website ([garrettcolllege.edu/coned](http://garrettcolllege.edu/coned)) for details. Limited scholarship funds are available for select workforce development training courses.

To learn more about CEWD offerings, or to be placed on a mailing list, please phone (301) 387-3069.

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# ACADEMICS

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## ACADEMIC PROGRAM INFORMATION

### DEGREE REQUIREMENTS

1. A minimum of 60 credits is required for a degree.
2. Students must take all courses required in the curriculum. Certain requirements may be substituted or waived with the approval of the Dean of Instruction, see applicable guidelines found on page 48.
3. The General Education Requirement consists of not less than 21 credits for an A.A.S. degree, 31 credits for an A.A. or A.S.E. degree, and 36 credits for an A.A.T. degree. Consult the GER course list for applicable courses.
4. As an institutional requirement, students must complete one 3 credit hour Identity and Difference Course with a minimum grade of "C".
5. Each student must have a minimum cumulative grade point average of 2.00 (average grade of "C") to be eligible to receive a degree or certificate. Certain programs may require a CGPA above 2.00.
6. Students must minimally earn a "C" in their GER writing course as required by the degree program.
7. At least 24 credit hours of college level work must be completed while in residence at Garrett College.
8. The student's record must indicate that the student has achieved satisfactory compliance with all College regulations.
9. Students earning an Associate's degree are required to take the Collegiate Assessment of Academic Proficiency test the semester of graduation.
10. Certain degree programs may have additional requirements.

### CERTIFICATE REQUIREMENTS

Garrett College offers a variety of certificate programs. To earn a certificate, students must complete the required courses in the program. If pre-college level courses are needed to meet course prerequisites, students must complete the prerequisite courses at a satisfactory level.

### GENERAL EDUCATION REQUIREMENTS

Garrett College offers a strong general education program designed to enhance students' intellectual growth in a wide range of disciplines, in accordance with the Code of Maryland Regulations 13B.06.01.03 (see page 143).

### GOALS OF THE GENERAL EDUCATION PROGRAM

- Students will be able to communicate effectively in terms of listening, speaking, reading and writing.
- Students will develop the ability to think critically, solve problems, and apply the scientific method.
- Students will demonstrate information management skills that will enable them to interpret, analyze, evaluate, and use information effectively for lifelong learning.
- Students will develop ethical and cultural awareness.
- Students will establish educational and career goals.
- Students will demonstrate proficiency in a focused area of educational or vocational interest.

A specific distribution of general education credits is required for each degree. Additionally, many degree programs have designated the specific courses which must be taken to fulfill the general education requirements. A broad representation of the required hours follows:

#### GERs FOR A.A.S. DEGREES

English Composition .....	3 credits
Arts and Humanities .....	6 credits
Social and Behavioral Sciences .....	3 credits
Science.....	4 credits
Mathematics .....	3 credits
Interdisciplinary/Emerging Issues .....	2 or 3 credits
TOTAL CREDITS: 21/22	

#### GERs FOR A.A. DEGREES

English Composition .....	3 credits
Arts and Humanities .....	9 credits
Social and Behavioral Sciences .....	6 credits
Science.....	7 or 8 credits
Mathematics .....	3 credits
Interdisciplinary/Emerging Issues .....	3 credits
TOTAL CREDITS: 31/32	

#### GERs FOR A.S.E. DEGREES

English Composition .....	3 credits
Arts and Humanities .....	6 credits
Social and Behavioral Sciences .....	6 credits
Science.....	8 credits
Mathematics .....	4 credits
Interdisciplinary/Emerging Issues .....	4 credits
TOTAL CREDITS: 31	

## **GERs FOR A.A.T. DEGREES**

English Composition .....	3 credits
Arts and Humanities .....	9 credits
Social and Behavioral Sciences .....	6 credits
Science .....	12 credits
Mathematics .....	3 credits
Interdisciplinary/Emerging Issues .....	3 credits
<b>TOTAL:</b>	<b>36</b>

## **APPROVED GENERAL EDUCATION COURSES**

The courses listed below have been approved as fulfilling the requirements of Garrett College's General Education program. **Courses not specifically listed below will not fulfill the general education requirements.**

### **English Composition:**

ENG101, Composition I  
ENG103, Technical Writing

### **Arts and Humanities:**

ART101, Basic Design I  
ART102, Basic Design II  
ART103, Art Appreciation  
ART115, Visual Imagery  
ART201, Drawing I  
ART206, Painting I  
ART207, Ceramics I  
ART208, Printmaking  
ART246, Painting II  
ENG102, Introduction to Literature  
ENG112, Honors Composition and Literature  
ENG215, Films and Literature  
ENG252, Survey of American Literature  
FRN101, Elementary French I  
HIS101, Western Civilization to 1500  
HIS102, West. Civilization 1500-Present  
HIS105, History of World Civ. I  
HIS106, History of World Civ. II  
HIS111, American History to 1865  
HIS112, American History Since 1865  
HIS121, Twentieth Century World  
HUM210, Society and the Environment  
MUS110, Music Appreciation  
MUS205, Rock and Roll Through the 60's  
PHL101, Introduction to Philosophy  
PHL110, Intro to Logical Reasoning  
SPC101, Introduction to Communication  
SPN101, Elementary Spanish I  
SPN102, Elementary Spanish II  
THE101, Introduction to Theatre  
THE104, Fundamentals of Tech Theatre  
THE105, Fundamentals of Acting I  
THE106, Fund. of Tech. Theatre: Lighting, Costume, Sound

### **Social and Behavioral Sciences:**

ECN104, Introduction to Economics  
ECN201, Principles of Economics I (MACRO)  
ECN202, Principles of Economics II (MICRO)  
GEO201, Cultural Geography  
POL140, American National Government  
POL204, American Constitutional Law  
PSY101, General Psychology  
PSY102, Human Growth & Development  
PSY121, General Psychology (Honors)  
PSY150, Psychology of Human Relations  
PSY220, Child Psychology  
PSY221, Adolescent Psychology  
PSY230, Psychology of Adjustment  
PSY234, Death & Bereavement  
PSY240, Intro to Abnormal Psychology  
SOC101, Principles of Sociology  
SOC201, The Family  
SOC211, Social Problems  
SOC260, Gender Roles

### **Science (with laboratory):**

BIO101, General Biology I  
BIO102, General Biology II  
BIO104, Principles of Biology  
BIO109, Human Biology and the Environment  
BIO141, General Microbiology  
BIO200, Anatomy and Physiology I  
BIO201, Anatomy and Physiology II  
CHE100, Intro. to College Chemistry  
CHE101, General Chemistry I  
CHE102, General Chemistry II  
ESC101, Physical Geology  
ESC121, Physical Geography  
PHY101, General Physics I  
PHY102, General Physics II  
PHY111, Gen. Physics I (Calculus Based)  
PHY112, Gen Physics II (Calculus Based)  
PHY130, Physical Science  
PHY145, Meteorology

### **Science (non-lab):**

BIO130, Principles of Nutrition (not a lab science)  
BIO150, General Ecology (not a lab science)  
PHY147, Astronomy (not a lab science)

### **Mathematics:**

MAT105, College Algebra  
MAT107, Trigonometry  
MAT110, Pre-Calculus  
MAT122, Elementary Mathematics II  
MAT190, Calculus I  
MAT191, Calculus II  
MAT192, Calculus III  
MAT210, Statistics  
MAT281, Differential Equations

### **Interdisciplinary/Emerging Issues**

BUS214, Intro to Business Ethics  
BUS289, Entrepreneurship  
CIS105, Introduction to Computers  
CIS106, Intro to Cybersecurity  
CIS130, Programming Logic  
CIS170, Computer Science Programming I  
CSC180, Intro to Geographic Info Systems

## **ADDITIONAL DEGREE REQUIREMENTS**

### **IDENTITY AND DIFFERENCE COURSES**

Students should note that these may not fulfill an Identify and Difference requirement at another institution to which the student may transfer. Minimum "C" grade required.

GEO201 Cultural Geography (Social Sciences GER)  
HIS101 Western Civilization to 1500 (Soc Sciences GER)  
HIS102 Western Civilization since 1500 (Soc Sci GER)  
HIS121 20<sup>th</sup> Century World (Social Sciences GER)  
HUM210 Society and the Environment (Hum. GER)  
POL140 American Natl Govt (Social Sciences GER)  
PSY101 General Psychology (Social Sciences GER)  
PSY140 Psychology of Women  
PHL103 Comparative Religion  
PHL112 Philosophy and Religion  
SOC101 Principles of Sociology (Social Sciences GER)  
SOC225 Social Diversity  
SPN101 Spanish I (Humanities GER)  
SPN102 Spanish II (Humanities GER)

### **OUTCOMES ASSESSMENT**

In compliance with the Middle States Commission on Higher Education accreditation requirement that all institutions of higher education assess student learning in general education courses prior to degree completion, Garrett administers the Collegiate Assessment of Academic Proficiency (CAAP) test in the spring semester for its prospective degree graduates. The purpose of this assessment is to gather data on student learning in general education at Garrett. Results permit the College to evaluate curriculum and instruction at the institution and to determine academic areas that need to be strengthened.

Although a student's performance on this test will not alter his or her graduation status, it is an institutional requirement and the results will be available to those who request them. Garrett will make every effort to ensure that the test will be given at reasonable and convenient times. Students who would like to be informed of their performance on the test may request this information. The results will be available at Garrett no later than July of the graduation year. Students who

score above the national mean will be awarded a Certification of Recognition.

Students may also be required to participate in other assessments.

## **PROGRAM MATRICULATION: DECLARING OR CHANGING MAJOR**

Matriculation means declaring a major program of study. New students declare a major as part of the new student registration process, and the student is held to the program requirements indicated in the College Catalog in effect at that time.

At the time of enrollment and up to the first day of the semester, students may change academic programs by submitting a Curriculum Change Form to the Office of Records and Registration. Mid-semester declarations will be held until the next registration cycle. Students who change programs will be responsible for completing the major requirements in effect at the time of change.

Students are responsible for adhering to the regulations and policies stated in the current College catalog. Although students may be grandfathered whenever possible regarding specific program requirements, changes in course prerequisites and policies governing audits, withdrawals, academic standards, etc. apply to all students regardless of date of matriculation.

## **ACADEMIC REGULATIONS**

In order to ensure student progress, the following academic standards and regulations have been established. Exceptions may be granted under special circumstances through the established appeal process.

### **ACADEMIC CALENDAR**

Garrett College operates on a semester basis, following a standard academic calendar consisting of a 15-week Fall and a 16-week Spring semester, along with compressed Intersession and Summer semesters which vary in length.

### **ASSIGNMENT OF CREDIT HOURS**

Garrett College adheres to and applies the U.S. Department of Education's definition of a credit hour to all credit courses in all modalities (34 CFR 600.2).

*...a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of*

*student achievement that is an institutionally established equivalency that reasonably approximates not less than--*

*(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*

*(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.*

### **CREDIT TO CLOCK HOUR CALCULATION**

In accordance with the U.S. Department of Education, and the Code of Maryland Regulations (13b.02.02.16.D) Garrett College assigns credit hours as follows:

- Per credit hour, each course must account for 37.5 hours of direct instruction and out-of-class student work.

One credit is equivalent to 50 minutes (at a minimum) of direct instruction per week in conjunction with a minimum of 100 minutes of out-of-class student work per week.

$150 \text{ minutes} \times 15 \text{ wks} / 60 \text{ minute hour} = 37.5 \text{ Hours}$

- A 3-credit course typically encompasses a total of 112.5 hours of work.

Over a 15 week semester, the course meets at least 150 minutes per week (37.50 hours, direct instruction) and students perform out-of-class work for minimum of 300 minutes per week (75 hours, out-of-class).

$150 \times 15 / 60 = 37.5 \text{ Direct Instruction Hours}$   
 $+ 300 \times 15 / 60 = 75.0 \text{ Student Out-of-Class Hours}$   
112.5 Total Hours

$112.5 \text{ Hours} / 3 \text{ Credits} = 37.5 \text{ Hours per Credit}$

### **PRE-COLLEGE EDUCATION: DEVELOPMENTAL STUDIES**

Garrett College offers foundational studies courses for students who require academic skill development prior to entrance into college-level studies. Courses covering various levels of English, Reading, and Mathematics are provided for students who demonstrate need for academic development. Although no college-level

credit is earned, performance in developmental courses is graded with letter grades of A, B, C, or F and is included in a student's grade point average. Credit/instructional hours for these courses are not transferable and do not apply toward degree or certificate completion (see Pre-College Grading System on page 39 for more information).

- A degree seeking student identified by the placement test as needing additional preparation for college-level courses will be required to enroll in and complete the prescribed developmental classes in his/her first semester and, if applicable, the semester that immediately follows until (s)he has successfully completed the associated College-level course (or in the case of Reading, the terminal developmental course).
- Students who enroll in a developmental English course must also successfully complete a First Year Experience course in their first semester or the course will need to be repeated in the subsequent semester(s) until successful. The First Year Experience class facilitates a successful transition into higher education, emphasizing academic success, personal growth and self-management, campus/community resources and involvement, and ethical citizenship and diversity through interaction between faculty, staff, students and the community.
- Students who enroll in developmental Math are strongly encouraged to take a First Year Experience course.
- Students may not drop or withdraw from a developmental or an FYE course.

Students seeking to waive the above requirements due to extraordinary circumstance may appeal to the Dean of Instruction.

### **CONTINUOUS ENROLLMENT IN ENGLISH, READING & MATHEMATICS**

Garrett College supports The College and Career Readiness and College Completion Act of 2013, by requiring all degree seeking students to maintain continuous enrollment in English, Reading and Mathematics until (s)he has successfully completed the associated College-level course (or in the case of Reading, the terminal developmental course).

Students seeking to waive the above requirements due to extraordinary circumstance may appeal to the Dean of Instruction.

## ACADEMIC GRADING SYSTEM

Each student's academic progress is evaluated and reported at the end of each semester. Students are expected to meet stated standards of the course.

### COLLEGE-LEVEL GRADING SYSTEM

For college-level coursework (i.e., courses numbered 100 and above), Garrett uses a modified plus (+) and minus (-) grading system to more accurately reflect a student's level of achievement/performance in a course. These grades have the following equivalent quality points which are used in computing a student's semester and cumulative grade point averages.

A	(93-100%)	is equal to 4.0 quality points
A-	(90-92%)	is equal to 3.7 quality points
B+	(87-89%)	is equal to 3.3 quality points
B	(83-86%)	is equal to 3.0 quality points
B-	(80-82%)	is equal to 2.7 quality points
C+	(77-79%)	is equal to 2.3 quality points
C	(70-76%)	is equal to 2.0 quality points
D	(60-69%)	is equal to 1.0 quality points
F	(0-59%)	is equal to 0.0 quality points

I Incomplete: A student who, due to extraordinary circumstances, is not able to complete a limited amount of work (a final paper, project or final exam) in a course prior to the end of the due date for grades, may request an incomplete from the instructor. The student and instructor must complete a Contract for Grade of Incomplete which details the work to be completed and a deadline for its completion which can be no later than the last day of classes in the following semester (excluding Intersession or Summer sessions). Work still outstanding at the deadline will receive the score of zero, which will be included in the final grade computation. All incompletes must be cleared prior to graduation.

W Withdrawal: The grade assigned when the student officially withdraws from a course after the course's last drop date but before the last withdrawal date, unless a grade has already been issued. Administrative withdrawals may be authorized by college officials in special cases for extraordinary circumstances.

AU Audit: Student registers to participate in a course but elects to receive no credit.

F Failure: Student demonstrated attendance in the course, but failed due to performance.

FA Failure, Poor Attendance: Student's academic failure can be attributed to attendance issues.

FX Failure, No Show: Student never attended the course but is still on the roster because (s)he did not drop/withdraw from the course or the college.

CR/NC Certain internship, practicum, Intro/Basic Adventure Sports, and physical education courses are graded on a credit/no credit basis (CR/NC). Credits earned are counted toward graduation but are not computed into the student's GPA.

### PRE-COLLEGE GRADING SYSTEM

Performance in developmental courses (i.e., courses numbered below 100) is graded with letter grades of "A, B, C, or F". These grades have the following equivalent quality points which are used in computing a student's semester and cumulative grade point averages.

A	(90-100%)	is equal to 4.0 quality points
B	(80-89%)	is equal to 3.0 quality points
C	(70-79%)	is equal to 2.0 quality points
F	(0-69%)	is equal to 0.0 quality points

Letter grades "A" through "C" indicate satisfactory completion; the student has mastered the course content as determined by course assessment instruments and is ready to move on to the next developmental or college-level course. A student who does not successfully complete the course as determined by course assessments will receive a letter grade of "F" and will be required to repeat the course according to academic policy for repeating courses.

Developmental courses do not count towards hours earned, and are not included when determining eligibility for academic awards. However, developmental courses are included in credit hours attempted and in quality hours, which are used in the semester and cumulative grade point average calculations. Subsequently, the credit hours attempted and cumulative grade point average is used to determine a student's academic status (good standing, probation or dismissal) according to policies published in the *College Catalog*.

### APPEAL OF FINAL GRADE

A student may appeal the final grade received in a course, however, an appeal may only be requested in cases of clerical error or miscalculation; or if the grading criteria, as outlined by the course syllabus, have not been followed. A grade may not be changed

based upon work that is submitted after the final date for the grade submission for the course.

### **PROCEDURE**

If a student earns a final grade with which (s)he disagrees, (s)he should first approach the faculty member who has assigned the grade in question. This conversation should be an open, mutual exchange; its purpose is to help the student understand why the grade was earned.

If the student and faculty member agree that a change is appropriate, the faculty member submits a Grade Change Form to the Dean of Instruction. The DI will review the request and documentation and will, if warranted, notify the Office of Records and Registration to change the grade.

If the faculty member and student do not agree that the change should be made, the student may appeal in writing to the Dean of Instruction who will, if warranted, convene the Academic Review Board. In order to be considered, the documentation must support one of the above criteria for grade change.

If the Academic Review Board determines that the grade should be changed, the student and faculty member will be notified. The DI will notify the Office of Records and Registration to change the grade. If the ARB deems that no change is warranted, it will issue a brief, written statement to the student, faculty member, and the Office of Records and Registration. The decision of the ARB is final.

**Note:** If, after students have followed the above steps, they believe that the grade was based upon discriminatory or unfair practices, students may use the Student Grievance Procedures as outlined in the *Student Handbook*.

### **TIME FRAME FOR GRADE APPEALS**

Students should file appeals immediately after the questioned grade is assigned since faculty have an obligation to keep copies of student work for only one term beyond a student's enrollment in a course. If a student fails to appeal a final grade within 15 working days from the date the grade is posted to the student's record, the student forfeits the right to appeal.

### **FACULTY INITIATED CHANGE OF GRADE**

If a faculty member discovers that a final grade change is needed because of a miscalculation or clerical error on his or her part, (s)he may submit a Grade Change Form directly to the Office of Records and Registration.

## **ACADEMIC HONESTY**

The academic community of Garrett College aspires to promote attitudes of honesty, self respect, responsibility, and moral courage in all students. Maintaining a classroom in which students are encouraged to submit work that reflects their true level of performance so that all students are evaluated equitably is the responsibility of the faculty member. Although faculty cannot assume total responsibility for the moral and ethical development of their students, it is our intention to promote a learning atmosphere which reinforces the importance of honest, ethical behavior.

Academic honesty means using one's own thoughts and materials in writing papers, taking exams, and participating in other classroom-related activities. Academic honesty also includes the proper citation of sources of information. Students are expected to give full credit for the borrowed words and ideas of others. Intentional or unintentional use of another's works or ideas without acknowledgement of the source (author) constitutes plagiarism. Likewise, a student found to have knowingly aided another student(s) in the commission of an act of academic dishonesty is considered equally responsible for violations of academic dishonesty.

When a faculty member has reason to believe that a violation of the Student Conduct Code with respect to Academic Honesty has occurred, the faculty member will submit an incident report to the Dean of Student Life with a copy to the Dean of Instruction, who will notify the Office of Records & Registration to place an academic hold on the student record. The hold will prevent the student from withdrawing from the course during the investigative process. Verified acts of academic dishonesty can result in failure of assignments, failure of the course, suspension, and/or expulsion from the College. For details regarding acts of academic dishonesty, student conduct proceedings, and sanctioning, see the [Student Conduct Code](#), Article III: Proscribed Conduct (Part B) and Article IV: Student Conduct Code Procedures (Parts A and B), which can be found on-line in the *Student Handbook*.

## **GRADE POINT AVERAGE**

A student's grade point average is computed by dividing the sum of earned quality points by the sum of attempted hours for all courses receiving a grade used in calculating the GPA (in general, letter grades A through F). Only courses taken at GC are used in the GPA calculation. The computation of the grade point average may be affected by repetition of courses;

courses for which grades are not given, but credit is earned; or other academic regulations which exclude certain courses from the grade point average.

A student earns a semester Grade Point Average and a Cumulative Grade Point Average (CGPA). The CGPA is computed using all enrolled semesters.

## REPEATED COURSES

A student may repeat a course for a grade once. A student who wishes to repeat a course for a second time must seek permission from the Dean of Instruction.

Students who are on academic probation or who have been academically dismissed from the College may be required to repeat courses as a condition for re-admittance to the College or to continue enrollment.

When a course is repeated the higher grade will be used to compute the cumulative GPA. Although all grades will be recorded on transcripts, the student may earn credit only once. Academically, a Withdraw 'W' grade is not included in hours attempted and is not considered a repeat.

Federal Pell Grant, Scholarships, and other financial awards have specific regulations regarding repeating courses. As such, your Financial Aid award *may not pay for repeats*; contact the Financial Aid Office directly for more information.

## GRADE FORGIVENESS

Students who have not attended Garrett College for a minimum of five years and who wish to re-enroll to continue their education may petition for approval to use Garrett's grade forgiveness policy for deficient grades (D+ and below) earned during a previous enrollment.

The student must be currently enrolled at Garrett College, and will work with his/her advisor to determine which course grades should be forgiven and submit a Grade Forgiveness request form to the Office of Records and Registration for approval. A maximum of 16 credits may be "forgiven". In the case of repeated courses, forgiveness must be requested for each occurrence. When the grades have been forgiven a new CGPA will be computed that does not include these grades. Original grades are not expunged from the student's record; the courses will remain on the student's transcript.

Grade forgiveness may be used no more than one time, regardless of the number of times a student may begin and discontinue enrollment.

## AUDITING COURSES

A student who wishes to enroll in a course but not earn college credit may register as an auditor. The auditing student pays the regular tuition and fees but need not take course examinations or complete other assignments required of students earning credit for the course. Courses taken for audit do not receive a grade or credit and do not satisfy course prerequisite and graduation requirements.

Courses can be changed from audit to credit status up to the last day to add the course, and from credit to audit up to the course's Last Day to Withdraw.

## COURSE ATTENDANCE/ABSENCE POLICY

It is the expectation of the College that an enrolled student will attend all class sessions. Each faculty member defines the attendance/absence policy for his/her course and that policy is published in the course syllabus. Non-attendance which exceeds that allowed by the course policy may negatively affect one's grade in the course and can result in failure. It is the responsibility of the student to understand and to follow the attendance policy as established by each instructor. If a student must be absent from class, the student should discuss the absence with the instructor, preferably in advance. While this may not always be possible, especially in cases of severe illness, the student is responsible to contact her/his instructor immediately following the missed class(es). Student athletes who will be absent due to a scheduled game should discuss the upcoming absence with the instructor prior to said absence. At the discretion of the instructor, documentation verifying reason for absence may be requested.

## NON-ATTENDANCE "NO SHOW" POLICY

A student who by the Official State Reporting Date has not attended (or logged in to) at least one class session of any course in which (s)he has enrolled is considered a "No Show." A student who is a No Show is dropped from all courses with a drop date of the first day of classes. The student receives no grade, has no financial obligation\* to the College except for non-refundable fees and/or deposits, and forfeits all Federal Financial Aid opportunities for that semester.

\*If a Financial Aid award has been disbursed, federal statute requires the College to recalculate federal

financial aid eligibility and request the student return the funds to the College for reimbursement to the appropriate federal program.

## **PREREQUISITES**

Many courses have prerequisites. The intent of a prerequisite is to ensure that students possess the level of skill and knowledge necessary for success in the course.

The specific prerequisites for a course are listed in the course description. Students must minimally earn a C in courses that are prerequisites or obtain a waiver from the course's instructor.

The College reserves the right to drop students from courses in which the prerequisites have not been met. See your Academic Advisor if you have any questions.

## **ADDS, DROPS AND WITHDRAWALS**

All drop, add and withdrawal dates are published in the Academic Year Calendar (AYC) available at the Garrett College Website.

A "standard schedule course" is a course that begins on the official start of the semester as published in the Academic Year Calendar (AYC), and runs for the entire semester.

A "modified schedule course" is one that begins either before or after the official start of the semester or is more/less than a standard semester in length. Most online courses offered through other institutions start before or after Garrett's standard semester; these courses will be treated as "modified schedule courses" for add, drop, and withdrawal.

### **ADDING A COURSE**

A student may not add a course after the class has met for the number of hours equivalent to the credits assigned to the course.

### **DROPPING A COURSE**

Course drop regulations vary depending upon the type of course, standard or modified schedule course, or an Adventure Sports (ASI) Field course. Dropped courses do not appear on the student's academic transcript.

The following applies to the standard Fall and Spring semesters:

#### ***DROPPING A STANDARD SCHEDULE COURSE:***

Students may drop a Standard Schedule Course within the first full week of the semester for a 100% refund of tuition and fees. The "Last Date to

Drop" is published in the AYC and on the students' course schedules.

#### ***DROPPING A MODIFIED SCHEDULE COURSE:***

Students may drop a Modified Schedule Course within the first 10% of the course for a 100% refund of tuition and fees. The "Last Date to Drop" varies by course and is published on the students' course schedules.

#### ***DROPPING AN ASI FIELD COURSE:***

Students may drop Adventure Sports field courses any time prior to the first day of the class, however, the refund associated with that drop varies as follows.

- Field courses dropped at least two weeks prior to the first day of the class receive a 100% refund of tuition and fees.
- Field courses dropped up to one week prior to the first day of the class receive a 50% refund of tuition and fees.
- A student who drops an Adventure Sports field course during the one week period prior to the first day of the class receives no refund and is financially responsible for all tuition and fees associated with that class.

The "Last Date to Drop," "Last Date for 100%," and "Last Date for 50%" are published on the students' course schedules.

### **WITHDRAWING FROM A COURSE(S)**

A student may ask to withdraw from one or more courses from the end of the drop period until the "Last Date to Withdraw." Withdraws from Standard and Modified Schedule courses that occur before 20% of the class has transpired will be eligible for a 50% refund of tuition and fees; withdrawals after the 20% point receive no refund. Students may withdraw from an ASI Field Course prior to the end of the first day of class. The "Last Date for 50%" and "Last Date to Withdraw" are published on the student's course schedule.

A student who withdraws from a course receives a "W" grade for the course. "W" grades appear on the student transcript, but are not calculated in the student's academic grade point average.

*Financial Aid Implications:* Withdrawing from a course may negatively affect a student's Financial Aid status. Federal financial aid regulations require a student to demonstrate satisfactory academic progress as evidenced by successful completion of coursework. For financial aid purposes a "W" grade is NOT considered successful completion. Students receiving financial aid

should contact the Financial Aid office to discuss the ramifications of withdraw.

*Administrative Withdrawal:* A student with extraordinary circumstances which prevent the student from attending and/or effectively participating in a course(s) and who wishes to withdraw from said course(s) after the permissible withdraw date must submit a request in writing to the Dean of Instruction. The DI will consult with the Dean of Administration and Finance to determine if a refund is warranted. The request should include official documentation of extenuating circumstances. If the circumstances include a medical condition or injury, the date of onset of condition/injury and the date the student is eligible to return to classes should be included. When granted a “W” grade is recorded on the transcript (unless a letter grade has already been issued).

### **TUITION REFUNDS**

Refunds will be determined by college refund policy dates. Refund dates vary by course; dates and percentages are printed with each course on the student’s schedule.

### **ENROLLMENT AND GRADING STATUS**

A student who registers for a course is considered enrolled in the course until (s)he takes action to drop, to withdraw, or is withdrawn\*. A student who is considered enrolled in a course (standard, non-standard) and who does not drop or withdraw during the allowable periods for the course will receive a letter grade in the course and is responsible for all financial obligations.

Never attending or ceasing to attend a course does not constitute dropping or withdrawing\*. A student who never attends a class or who stops attending a class without officially dropping/withdrawing in writing will be subject to a failing grade and is responsible for associated tuition and fees. No refunds will be available in such instances.

All requests for a change in enrollment status must be filed in writing with the Office of Records and Registration. The timing of the drop/withdrawal may impact a student’s academic standing and eligibility to receive financial aid. The date of the drop/withdrawal from a course is the date the written notice is received by the Office of Records and Registration.

\*Garrett College’s Non-Attendance “No Show” Policy supersedes this discussion (see page 41 for more information).

## **ONLINE LEARNING OPPORTUNITIES**

A student interested in taking an online, hybrid, or web-enhanced course should visit [www.garrettcollege.edu/services/onlinesupport](http://www.garrettcollege.edu/services/onlinesupport) for information regarding required resources along with policies and procedures. It is the student’s responsibility to provide his/her own hardware and software resources, as well as the technical support for those resources.

### **BLACKBOARD COURSES (ONLINE, HYBRID AND WEB-ENHANCED)**

The College uses Blackboard course management software as a platform for the delivery of online, hybrid, and web-enhanced courses through a personal computer. These courses may originate from Garrett College or from partner institutions in the Western Maryland Consortium or through Maryland On-line (MOL). Access to Blackboard-supported courses requires a user name and password provided by Garrett’s Information Technology department. You can log in to Blackboard at [blackboard.garrettcollege.edu](http://blackboard.garrettcollege.edu).

It is the responsibility of the student to follow the College Computer Use Policy regarding the use of the user name and password. Violation of the policy including giving access information to another individual may result in loss of technology privileges and referral to the Student Conduct Review Board. Students should be aware that college sanctions may include dismissal, suspension, or expulsion. Such action may constitute a violation of state and/or federal law for which prosecution may be initiated by the responsible law enforcement agency resulting in criminal prosecution with potential fine and imprisonment penalties.

**Online courses** are offered fully over the Internet; however you may be required to come to campus to take exams. Students may also be required to participate in mandatory chats or other activities at specified times. Much like face-to-face courses, courses are typically set up in weekly increments with deadlines for course work and assignment due dates. Students are encouraged to complete an orientation session (either online or on-campus) prior to the start of their online course(s). Check the Garrett College website for dates and times.

**Hybrid courses** are a blend of face-to-face instruction with online learning. In a hybrid course, learning is typically 50% in-class and 50% online (although other combinations are possible). As a result, the amount of time on campus is reduced. The course schedule will

identify the on-campus meeting day and time. Hybrid courses are noted in the course schedule.

**Web-enhanced courses** are face-to-face courses that meet on-campus. However, they use the Blackboard Learning Management System or a publisher's website to supplement class time and offer more learning resources. These web-enhanced courses are not noted in the course schedule. Your instructor will inform you if the course is web-enhanced.

### **INTERACTIVE TELEVISION (ITV)**

Advanced communication technology enables Garrett to offer and receive selected courses via an interactive television network broadcast from its ITV (Interactive Television) lab. Garrett's network is connected with Northern and Southern Garrett County High Schools. This unique two-way transmission enables participants at the connected sites to be both seen and heard over the television network.

### **INDEPENDENT STUDY**

Limited independent study opportunity may be available to allow exploration of an area of interest or to provide access to inaccessible courses. This method of instruction is to be used for rare or extenuating circumstances.

After consultation with an academic advisor, interested students initiate a request for independent study with a faculty member willing to act as the supervisory instructor. The student and the supervisory instructor prepare an Independent Study Proposal for submission to the Dean of Instruction. The proposal should clearly state a plan of study including contact hours, hours of face-to-face instruction with the supervisory instructor, work product(s) to be completed, and the grading rubric. The Dean must approve the independent study before the student may register for the course.

A student may take no more than one independent study course in a given semester, with a maximum of 8 credit hours applicable to an Associate's degree. A student must have a 2.5 cumulative grade point average to be approved for Independent Study. An additional fee is charged.

### **SCHOLASTIC RECOGNITION**

Garrett College recognizes the outstanding and exceptional academic achievement for both full-time and part-time students who are currently enrolled in a degree seeking or certificate program.

### **THE DEAN'S LIST**

At the end of each fall and spring semester, full-time degree- and certificate-seeking students who complete a semester's work of 12 or more hours in college-level courses and earn a semester Grade Point Average (GPA) of 3.50 or higher are named to the Dean's List.

### **THE HONORS LIST**

At the end of each fall and spring semester, full-time degree- and certificate-seeking students who complete a semester's work of 12 or more hours in college-level courses and earn a semester GPA of 3.00 to 3.49 are named to the Honors List.

### **THE MERIT LIST**

At the end of each fall and spring semester, part-time degree- and certificate-seeking students who complete a semester's work of 6 or more hours in college-level courses and earn a semester GPA of 3.50 or higher are named to the Merit List.

### **THE RECOGNITION LIST**

At the end of each Fall and Spring semester, part-time degree- and certificate-seeking students who complete a semester's work of 6 or more hours in college-level courses and earn a semester GPA of 3.00 to 3.49 are named to the Recognition List.

### **PHI THETA KAPPA**

Students who have demonstrated academic excellence may be inducted into Phi Theta Kappa, a national honor society recognizing students who have attained outstanding academic performance.

To be nominated to Phi Theta Kappa, a student must be enrolled in a degree program and must have earned a minimum of 12 credit hours at Garrett with a minimum cumulative grade point average of 3.50. Credits earned through Advanced Placement courses are regarded as institutional credits.

A student must have completed all developmental requirements prior to being eligible for induction into Phi Theta Kappa. Initiation into Phi Theta Kappa is usually held in the fall semester. Phi Theta Kappa students must maintain a cumulative GPA of 3.25 in college-level coursework to be eligible for scholarly recognition at graduation.

### **ACADEMIC STANDING AND DEGREE PROGRESS**

Students at Garrett College are expected to take responsibility for their own academic success and degree achievement. This includes making satisfactory

progress each semester towards completion of their academic program. Students who are satisfactorily completing their academic program requirements are considered to be in good academic standing. Students must maintain good academic standing in order to be eligible for graduation, and in many cases, to be able to transfer to another institution. Academic standing may also affect athletic and financial aid eligibility. *Important Note:* As required by Federal regulations, students receiving financial aid are subject to additional standards of Satisfactory Academic Progress. A student who does not achieve the standards for Financial Aid Satisfactory Academic Progress could lose his/her funding. Refer to the Financial Aid section of the College website for more information.

Academic standing is calculated at the end of the fall and spring semesters, and is determined by the number of credit hours attempted and the student's cumulative grade point average (CGPA). Note that developmental courses, which are not considered college-level courses and do not count towards hours earned, are used in the grade point calculations and subsequently the assessment of academic standing.

### **GOOD ACADEMIC STANDING**

Good academic standing means that a student is making satisfactory progress toward the completion of his/her degree. A student is in good academic standing if (s)he meets the following standards:

0-15.99 credit hrs attempted and CGPA of 1.50 or greater  
16-28.99 credit hrs attempted and CGPA of 1.75 or greater  
29+ credit hrs attempted and CGPA of 2.00 or greater

### **ACADEMIC PROBATION**

When a student fails to meet the requirements for good academic standing, (s)he is placed on academic probation (or is academically dismissed if already on probation). Students placed on academic probation work with an Academic Success Advisor to develop a plan for returning to good standing. Failure to attain good academic standing while on probation will result in dismissal from the College.

### **CONTINUED PROBATION**

A student on academic probation who earns a semester grade point average of 2.0 or higher but still has a cumulative grade point average below that required for good academic standing will continue on academic probation.

### **ACADEMIC DISMISSAL**

A student who is on probation and in the following semester does not meet the cumulative grade point average (CGPA) standard to be removed from

probation will be academically dismissed from Garrett College. To allow time for reflection and revelation regarding his/her academic performance, an academically dismissed student will be required to spend one year away from the College from the time of dismissal.

Students have the right to appeal their academic dismissal, as outlined in the procedures which follow. Careful consideration should be given as to whether immediate reinstatement is appropriate. Academic dismissal is not a punishment; it is a consequence of repeated poor performance. Students who have reached this point are removed from the College to allow time to reflect on the factors causing poor performance. Rather than appeal for immediate reinstatement, students are encouraged to use this time to evaluate their academic/professional goals, to address the challenges that contributed to poor performance, and to formulate a plan for return when better positioned for success.

If a dismissed student has pre-registered for the Intersession or Summer semesters, (s)he will be administratively withdrawn from those semesters(s). A dismissed student who is pre-registered for the upcoming Fall (or Spring) semester may remain enrolled in that semester pending an appeal; if the student does not submit an appeal by the published deadline, (s)he will be administratively withdrawn from the upcoming Fall or Spring semester.

### **REINSTATEMENT TO THE COLLEGE**

Once the dismissal period has lapsed, an academically dismissed student will be automatically reinstated to the College; no further review is required. The semester of return must be a Fall or Spring semester. The student may make an appointment with his/her Academic Success Advisor to discuss a plan for success and register for classes. (Students having been away from the College for two or more years along with students who have attended another institution during their absence, must first apply for re-admission to Garrett College. Contact the Office of Admissions for more information.)

Reinstated students return to the College in a probationary status and must demonstrate satisfactory academic progress by attaining good academic standing or by minimally achieving a semester gpa of 2.0 in the reinstatement semester or be subject to Academic Dismissal.

### **APPEAL OF ACADEMIC DISMISSAL**

An academically dismissed student who feels that extenuating circumstances warrant reconsideration of

his/her status may complete the Academic Dismissal Appeal Packet requesting reinstatement before the end of the dismissal period. The appeal packet provides a process where the student can reflect on past performance and recognize/commit to areas of improvement.

A board of College faculty and staff reviews the appeal packets and makes decisions regarding potential reinstatement. The decision of the Academic Dismissal Appeals Board is final and no further appeal is possible.

Appeals are reviewed twice a year, in January and in June and students may appeal in either session. Strict deadlines for filing an appeal are adhered to so as to allow the Board time for a comprehensive review. A student must submit his/her appeal before the published deadline. It is the student's responsibility to adhere to the appeal deadlines; students will not be reinstated without Board review and ad-hoc reviews will not be granted.

Directions for filing an appeal are included in the dismissal notification letter sent to the student and are available on the College website. A notification letter is sent to the mailing address on file in the Office of Records and Registration and emailed to the student's College email account. A student's failure to provide a current, accurate mailing address or to check his/her College email account is not an adequate defense for not filing an appeal on time.

A student whose appeal is granted may return only in a Fall or Spring semester. The student returns to the College in a probationary status and must demonstrate satisfactory academic progress by attaining good academic standing or by minimally achieving a semester gpa of 2.0 in the re-instatement semester or be subject to Academic Dismissal.

## **GRADUATION**

Degrees are awarded in August, December, and May upon successful completion of all degree requirements:

- Successful completion of Garrett's General Education Requirements (GER)
- Achievement of a "C" or better in one 3 credit hour Identity and Difference course
- Successful completion of all required major courses in the program of study
- Successful completion of elective credits as applicable
- Achievement of minimum cumulative grade point average required for program (generally, 2.0 for

the A.A., A.S.E., and A.A.S. degrees, and 2.75 for the A.A.T. degree)

- Satisfactory completion of the PRAXIS CORE examination for entry into education programs at four-year institutions in Maryland (AAT degree seekers only)
- Completion of the Collegiate Assessment of Academic Proficiency test
- Resolution of all incomplete grades

Certificates are awarded upon successful completion of the courses listed in the student's certificate program with a minimum cumulative grade point of 2.0 unless otherwise specified by the certificate requirements.

### **APPLICATION FOR GRADUATION**

The completion of an Application for Graduation & Diploma is required of all students prior to the awarding of the degree. Applications are available in the Office of Records and Registration. Deadlines for application are: July 1<sup>st</sup> for August conferral, November 1<sup>st</sup> for December conferral, and January 1<sup>st</sup> for May conferral.

### **GRADUATION REQUIREMENTS**

Students are responsible for knowing and meeting the graduation requirements as stated in the applicable *College Catalog*. The following provisions apply to part-time as well as full-time students.

To meet the graduation requirements of Garrett College, the student must satisfy either the graduation requirements of the catalog in effect when the student first matriculated or the requirements of the current catalog. The student must declare his/her catalog at the time of application for graduation. This is the catalog which will be used for a graduation degree audit. The following qualifications apply to the provisions stated above:

- If the college changes a program in a way that prevents students from meeting graduation requirements as stated in the applicable catalog, the college will make accommodations that may necessitate course substitutions but will not increase requirements.
- Garrett College reserves the right to make program changes from time to time. However, the College will provide for course substitutions so students have reasonable opportunity to complete their courses of study.
- Because general education requirements are mandated by the State, students who discontinue enrollment for more than one semester (fall or spring) are obligated to conform to the most recent State requirement for general education.

- If more than seven years have elapsed since the student was last enrolled in college course work, (s)he will have to meet the requirements of the current catalog when (s)he re-enrolls.
- Students who take longer than 10 years to complete a degree will be subject to the catalog current during the year of degree completion. The College, will make reasonable effort to apply previously earned credits to current requirements.
- Courses in which course content changes frequently and significantly, such as computer science courses, that were taken five years prior to completion of degree requirements for graduation, may not be counted toward graduation and may have to be repeated.

### GRADUATION HONORS

Graduation Honors include three categories applicable to those students graduating from degree programs:

Cum Laude .....	3.50 to 3.69
Magna Cum Laude .....	3.70 to 3.84
Summa Cum Laude .....	3.85 to 4.00

The student earning the highest cumulative GPA while completing at least 60 hours in residence at Garrett College will also be acknowledged at graduation.

### CONFERRAL OF DEGREES AND COMMENCEMENT

Degrees are conferred in August, December, and May. Diplomas are mailed to the address of record approximately one month after conferral.

A student's diploma will reflect the graduation year as that of the Academic Year of the semester/term in which (s)he completed graduation requirements.

The College holds one Commencement per year at the end of the spring semester. A student must complete all degree requirements prior to the deadline for May commencement, to participate in Commencement exercises and to be considered a graduate in that Academic Year. A student who has not completed all degree requirements but meets certain criteria may petition to participate in May Commencement.

### PETITION TO PARTICIPATE IN MAY COMMENCEMENT

A student who needs 6 or fewer credits in no more than two courses to complete his/her graduation requirements for May graduation, may petition to be able to participate in the May commencement ceremony.

To be eligible to petition, the student must be registered for the outstanding coursework, and must complete all remaining requirements by July 31. A

student may request to complete such requirements at another institution, if the transfer courses are pre-approved by Garrett's Director of Records and Registration. The courses must be completed at the transfer institution and an official transcript must be filed with the Office of Records and Registration prior to July 31. Otherwise, the student will not be recorded as a graduate and must reapply for graduation.

Students who are permitted to participate in May Commencement, but have not completed all degree requirements, will be clearly identified in the Commencement Program.

### NON-CLAIMED AND REPLACEMENT DIPLOMAS

Diplomas will be held in the Office of Academic Affairs for up to three years. Unclaimed diplomas will then be destroyed. If a diploma has been lost or destroyed, alumni may request a replacement diploma. Replacement diplomas will be in the format of the current Garrett College diploma and will bear the most recent commencement date, the signatures of the current university officials, and the student's name as recorded at the time of graduation. *"This diploma is issued in place of one granted (month, date, year)"* appears at the bottom of all replacement diplomas. Additional fee applies.

### EARNING A SECOND DEGREE

In order to earn an additional degree at Garrett College, the following provisions apply:

- General Education Requirement (GER) courses applied toward the first degree will be counted toward the GER credits for the second degree. However, additional GER coursework may be required to meet the appropriate number of GER credits for the degree (see page 35).
- An additional 24 credit hours per degree must be completed, not less than 8 of which must be taken at Garrett. If the new degree does not have enough new credits to meet this requirement, elective courses may be taken to satisfy the 24 hour credit requirement.
- The General Studies program is not allowed as a second degree.

### DUAL MAJOR

In the case where the requirements for two program majors have been met, but the minimum for awarding a second degree has not, completion of a dual major will be noted on the student's transcript. One diploma is issued with notation of the dual major. The General Studies program is not allowed as a Dual Major.

**CERTIFICATE AND A.A. / A.A.S. DEGREES ISSUED  
SIMULTANEOUSLY**

A certificate and degree may only be awarded simultaneously if they are from two different disciplines. The student must complete a graduation application for each. Only the highest degree will be announced at graduation.

**EARNING A SECOND CERTIFICATE**

Multiple certificates may only be awarded if they are from different disciplines. Students who wish to earn more than one certificate must complete an additional 12 credits per certificate.

**PETITION FOR CHANGE OF REQUIREMENTS**

Any student may make a written request to his/her advisor for a course substitution or waiver of program requirements due to unavoidable, extenuating circumstances. The Dean of Instruction must approve all course substitutions or waivers of degree or certificate requirements.

No more than three total course substitutions and waivers can be approved per degree, with a maximum of two substitutions per certificate. Within these three a maximum of two course substitutions may be approved within the GER or major requirements.

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# ACADEMIC PROGRAMS

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## **TRANSFER PROGRAMS**

### **ASSOCIATE IN ARTS DEGREE**

These programs are designed for transfer to a four-year institution.

#### *Arts and Sciences:*

*Fine and Performing Arts*

*Liberal Arts*

*Mathematics/Science*

*Social and Behavioral Sciences*

*--Psychology (FSU Transfer)*

*--Social Work (FSU Transfer)*

*Wildlife/Fisheries*

*Business Administration*

*Business Administration (FSU Transfer)*

*General Studies*

*General Studies (FSU Transfer)*

#### *Teacher Education:*

*Early Childhood Education*

*Elementary Education*

*Physical Education and Health*

*--Recreation*

*--Teaching and/or Coaching*

*Secondary Education*

### **ASSOCIATE OF ARTS IN TEACHING DEGREE**

These programs are designed for transfer to a four-year Maryland institution.

#### *Teacher Education:*

*Early Childhood Ed/Early Childhood Special Ed*

*Elementary Ed/Elementary Special Education*

### **ASSOCIATE OF SCIENCE IN ENGINEERING DEGREE**

This program is designed for transfer into parallel four-year engineering programs in Maryland.

*Electrical Engineering*

### **NON-DEGREE TRANSFER PROGRAMS**

These programs require transfer for completion; no degree is issued from Garrett.

#### *Culinary Arts*

#### *Allied Health Services:*

*Pre-Dental Hygiene*

*Pre-Human Services Associate*

*Pre-Medical Assistant*

*Pre-Medical Lab Technician*

*Pre-Nursing*

*Pre-Occupational Therapy Assistant*

*Pre-Physical Therapy Assistant*

*Pre-Radiologic Technology*

*Pre-Respiratory Therapy*

## **CAREER ADVANCEMENT PROGRAMS**

### **ASSOCIATE IN APPLIED SCIENCE**

These programs are designed for immediate entry into the workforce.

*Adventure Sports Management*

#### *Business and Information Technology:*

*Business Management*

*Computer Applications for Business*

#### *Computer Information Technology:*

*--Graphic/Web Design*

*--Network Administration*

*Cybersecurity*

*Natural Resources and Wildlife Technology*

### **CERTIFICATE PROGRAMS**

These programs provide job entry skills and knowledge.

*Adventure Sports Management Certificate*

#### *Business and Information Technology:*

*Business Management Certificate*

*Computer Applications for Business Certificate*

#### *Computer Information Technology:*

*-- Graphic/Web Design Certificate*

*-- Repair/Network Technician Certificate*

*--Network Administration Certificate*

*Cybersecurity Certificate*

*Paramedic Certificate*

<b>Major</b>	<b>Degree</b>	<b>GC Code</b>	<b>Page</b>
Adventure Sports Management.....	A.A.S. Degree.....	207.....	53
Adventure Sports Management.....	Certificate.....	116.....	54
Allied Health: Dental Hygiene (ACM Transfer).....	Non-degree.....	364.....	99
Allied Health: Medical Assistant (ACM Transfer).....	Non-degree.....	384.....	100
Allied Health: Medical Lab Technician (ACM Transfer).....	Non-degree.....	365.....	100
Allied Health: Nursing (ACM Transfer).....	Non-degree.....	362.....	101
Allied Health: Occupational Therapy Ass't (ACM Transfer).....	Non-degree.....	385.....	101
Allied Health: Physical Therapy Assistant (ACM Transfer).....	Non-degree.....	386.....	102
Allied Health: Pre-Human Service Associate (ACM Transfer).....	Non-degree.....	366.....	102
Allied Health: Radiologic Technology (ACM Transfer).....	Non-degree.....	367.....	103
Allied Health: Respiratory Therapy (ACM Transfer).....	Non-degree.....	368.....	103
Business Administration.....	A.A. Degree.....	350.....	67
Business Administration (FSU Articulation).....	A.A. Degree.....	351.....	68
Business Management.....	A.A.S. Degree.....	201.....	69
Business Management.....	Certificate.....	101.....	70
Computer Applications for Business.....	A.A.S. Degree.....	212.....	71
Computer Applications for Business.....	Certificate.....	114.....	72
Computer Information Tech: Graphic/Web Design.....	A.A.S. Degree.....	226.....	73
Computer Information Tech: Graphic/Web Design.....	Certificate.....	126.....	74
Computer Information Tech: Network Administration.....	A.A.S. Degree.....	221.....	75
Computer Information Tech: Network Administration.....	Certificate.....	121.....	76
Computer Information Tech: Repair/Network Technician.....	Certificate.....	122.....	77
Culinary Arts (ACM Transfer).....	Non-degree.....	392.....	99
Cybersecurity.....	A.A.S. Degree.....	225.....	78
Cybersecurity.....	Certificate.....	125.....	79
Education: Early Childhood Ed/Early Childhood Special Ed.....	A.A.T. Degree.....	381.....	91
Education: Early Childhood Education.....	A.A. Degree.....	378.....	92
Education: Elementary Education/Elementary Special Ed.....	A.A.T. Degree.....	380.....	93
Education: Elementary Education.....	A.A. Degree.....	370.....	94
Education: Physical Education & Health – Recreation.....	A.A. Degree.....	376.....	95
Education: Physical Education & Health – Teaching/Coaching.....	A.A. Degree.....	372.....	96
Education: Secondary Education.....	A.A. Degree.....	371.....	97
Electrical Engineering.....	A.S.E. Degree.....	325.....	81
Fine and Performing Arts.....	A.A. Degree.....	300.....	57
General Studies.....	A.A. Degree.....	360.....	83
General Studies (FSU Articulation).....	A.A. Degree.....	361.....	84
Liberal Arts.....	A.A. Degree.....	330.....	58
Mathematics / Sciences.....	A.A. Degree.....	320.....	59
Natural Resources & Wildlife Technology.....	A.A.S. Degree.....	203.....	86
Paramedic.....	Certificate.....	160.....	89
Social & Behavioral Sciences.....	A.A. Degree.....	310.....	60
Social & Behavioral Sciences – Psychology (FSU Articulation).....	A.A. Degree.....	311.....	61
Social & Behavioral Sciences – Social Work (FSU Articulation).....	A.A. Degree.....	312.....	62
Wildlife / Fisheries.....	A.A. Degree.....	340.....	63

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# ADVENTURE SPORTS MANAGEMENT

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*Adventure Sports Management A.A.S. Degree* ..... page 53  
*Adventure Sports Management Certificate*..... page 54

The Adventure Sports Management program, the first of its kind in the nation, was developed and officially announced to the public at the 1992 United States Whitewater Olympic Team Trials, organized and conducted by Garrett College and held on the nearby Savage River. Efforts to institutionalize adventure education at the collegiate level extends back to the mid-1980's when western Maryland's Garrett and Allegany counties hosted the 1989 Whitewater World Championships. At that time, it was realized that because of its distinctive four-season climate, diverse geographical and geological features, and ease of access to a majority of eastern United States population, western Maryland's Garrett College was a perfect location for such an academic program.

The mission of the Adventure Sports Management program is to develop leaders and professionals in adventure sports and outdoor recreation industries who have a strong sense of environmental stewardship and community service. In an effort to meet its mission, the program has developed a broad set of programmatic outcomes that addresses these main points: the gaining of information literacy; improved communication skills, both verbally and written; the demonstration of an understanding of environmental and earth sciences as they relate to the recreation profession; the modeling of technical proficiencies required for success in the Adventure Sports industry; the understanding of diverse teaching and learning styles; the application of effective leadership skills; and the management of risks.

The Adventure Sports Management program awards the Associates in Applied Science (AAS) degree, and many of its graduates transfer to four-year colleges and universities across the US. In addition, Garrett College awards a Certificate in Adventure Sports for those individuals seeking training specifically in adventure sports coursework. Beyond the awarding of accredited college degrees and certificates, the Adventure Sports Management program makes available independent

third-party certifications from many nationally and/or internationally recognized organizations including the American Association of Snowboard Instructors (AASI), the American Canoe Association (ACA), the American Mountain Guide Association (AMGA), Leave-No-Trace (LNT), the National Association for Search and Rescue (NASAR), the Professional Association of Diving Instructors (PADI), the Professional Ski Instructors of America (PSIA), and the US Department of Transportation sanctioned Wilderness First Responder (WFR) advanced first aid certification.

A question often asked is, "What does an Adventure Sports graduate do?" Besides successfully transfer to other colleges and universities, here is a partial list of job titles earned by recent program graduates: Director, Wisp Ski School; Director, Outdoor Recreation Program, Franklin Pierce College; Director, West Virginia University's Adventure West Virginia New Student Wilderness Orientation program; Wilderness (Therapeutic) Instructor, Alldredge Academy; Challenge Course Facilitator, Mammoth Ski Area (CA); Chief Guide, Seneca Rocks Mountain Guides (WV); Course Instructor, North Carolina Outward Bound; Youth Activity Coordinator, Cruise Lines; Outdoor Instructor/Programmer, Harford County (MD) Department of Parks and Recreation; Administrative Assistant, Adventure Sports Center International; and Maryland DNR Park Ranger, Point Lookout State Park.

For more information, visit the website of the program's closely associated Adventuresports® Institute at [www.adventuresportsi.org](http://www.adventuresportsi.org), email us at [adventuresports@garrettcollege.edu](mailto:adventuresports@garrettcollege.edu), or call the office at 301-387-3330.

## **PROGRAM GOALS**

### **ADVENTURE SPORTS MANAGEMENT**

*Information Literacy Skills:* AVS students will incorporate information literacy skills that will enable them to locate, evaluate, and effectively use

information in a variety of contexts pertaining to the recreation industry.

*Communication Skills:* AVS students will communicate effectively, both orally and in writing. AVS students will demonstrate effective communication skills when leading, instructing, guiding, or facilitating recreation activities.

*Critical Analysis and Reasoning Skills:* AVS students will demonstrate the ability to recognize and evaluate potentially dangerous or hazardous situations and to implement strategies for managing risk effectively.

*Scientific Literacy and Quantitative Reasoning Skills:* AVS students will demonstrate an understanding of and appreciation for the environmental and earth sciences as they apply to outdoor recreation activities.

*Information Management Skills:* AVS students will use computer technology effectively for communication, to

access industry-related information (e.g., weather reports and hydrologic data), and for other applications relevant to the outdoor recreation industry.

*Academic and Technical Proficiency in the Major:* AVS students will demonstrate proficiency in the knowledge, skills and abilities required for success in the Adventure Sports industry. AVS students will demonstrate technical proficiency in at least two industry-recognized skill development areas.

### **ADVENTURE SPORTS MANAGEMENT CERTIFICATE**

This certificate is designed to concentrate on the courses that are more closely aligned with the adventure sports industry and its needs. This option is generally attractive to an individual who has already attained a college degree in some other field and wants to acquire adventure sports industry related training.

**ADVENTURE SPORTS MANAGEMENT -- ASSOCIATE IN APPLIED SCIENCE DEGREE**  
**CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 207**

**GER REQUIRED CREDITS: .....22**

English Composition	
ENG101 Comp I--Expos Writing .....	3
<i>-- Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication.....	3
HUM210 Society & the Environment.....	3
Social and Behavioral Sciences	
GER Soc & Behavioral Science Course <sup>6</sup> .....	3
Science	
GER Science Lab Course <sup>6</sup> .....	4
Mathematics	
MAT105 College Algebra	
or MAT210 Statistics .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

A minimum grade of C in HUM210 will fulfill the Identity & Difference Requirement.

**MAJOR COURSES: .....34**

ASI Basic Skills Courses .....	3
ASI Intermediate Skills Courses .....	3
ASI Instructor Level Course .....	1
ASI Rescue Skills Course .....	1
ASI101 Intro ASI, Park, Recreation.....	3
ASI110 Back Country Living Skills.....	3
ASI164 Adv. Level First Aid & CPR.....	3
ASI170 Guiding & Instructing Adv Sports.....	3
ASI200 ASI Program Mgmt.....	3
ASI201 Leadership/Grp Dynamics .....	3
ASI206 Practicum Preparation .....	1
ASI207 Practicum .....	1
ASI271 Wilderness Guide Ins Dev (LNTME) ...	1
Colloquia (ASI104, ASI105, ASI204, & ASI205) ....	1
BIO110 Natural History .....	4

**ELECTIVES: .....4**

Choose courses after consultation with advisor

**TOTAL CREDIT HOURS REQUIRED: .....60**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
(S) Offered SPRING semester only  
(I) Offered INTERSESSION semester only

**FALL**

ENG101 Comp I--Expos Writing.....	3	
MAT105 or MAT210 .....	3	
ASI110 Back Country Living Skills .....	3	(F)
ASI101 Intro ASI, Park, Recreation .....	3	(F)
ASI104 Colloquium I .....	0.25	
ASI Skills Classes .....	3	
ASI Rescue Skills Course .....	1	
<b>TOTAL.....</b>	<b>16.25</b>	

**INTERSESSION**

ASI164 Adv. Level First Aid & CPR .....	3	(I)
<b>TOTAL.....</b>	<b>3</b>	

**SPRING**

SPC101 Intro to Communication .....	3	
ASI105 Colloquium II .....	0.25	
ASI170 Guiding & Instructing Adv Sports .....	3	
ASI200 ASI Program Management .....	3	(S)
ASI Skills Course.....	3	
ASI Instructor Level Course.....	1	
<b>TOTAL.....</b>	<b>13.25</b>	

**FALL**

GER Social & Behavioral Science Course <sup>6</sup> .....	3	
ASI201 Leadership/Group Dynamics .....	3	(F)
ASI204 Colloquium III .....	0.25	
ASI206 Practicum Preparation.....	1	(F)
BIO110 Natural History.....	4	(F)
Electives.....	3	
<b>TOTAL .....</b>	<b>14.25</b>	

**SPRING**

GER Science Lab Course <sup>6</sup> .....	4	
ASI205 Colloquium IV .....	0.25	
ASI207 Practicum.....	1	
ASI271 Wilderness Guide Ins Dev (LNTME) ....	1	
CIS105 Introduction to Computers.....	3	
HUM210 Society & the Environment .....	3	
Electives.....	1	
<b>TOTAL .....</b>	<b>13.25</b>	

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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## ADVENTURE SPORTS MANAGEMENT -- CERTIFICATE

CERTIFICATE PROGRAM GC CURRICULUM CODE: 116

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### REQUIRED COURSE WORK: .....29.50

ASI101 Intro to ASI, Park, Recreation .....	3
ASI110 Back Country Living .....	3
ASI164 Adv. Level First Aid & CPR .....	3
ASI170 Guiding & Instructing Adv Sprts .....	3
ASI200 ASI Program Mgmt. ....	3
ASI201 Leadership/Group Dynamics .....	3
ASI206 Practicum Preparation.....	1
ASI104 Colloquia.....	0.25
ASI105 Colloquia.....	0.25
ASI Basic Skills Courses .....	2
ASI Intermediate Skills Courses .....	3
ASI Instructor Level Skills Course.....	1
ASI Rescue Skills Course .....	1
ASI109 Intro Therapeutic Recreation or BUS101 Intro to Business .....	3

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### TOTAL CREDIT HOURS REQUIRED: .....29.50

### RECOMMENDED SEQUENCE

(F) Offered FALL semester only  
(S) Offered SPRING semester only  
(I) Offered INTERSESSION semester only

#### FALL

ASI Skills Courses.....	3	
ASI Rescue Skills Course .....	1	
ASI101 Intro ASI, Park, Recreation .....	3	(F)
ASI104 Colloquium I.....	0.25	
ASI110 Back Country Living Skills .....	3	(F)
ASI201 Leadership/Group Dynamics.....	3	(F)
ASI206 Practicum Preparation .....	1	(F)
TOTAL.....	14.25	

#### INTERSESSION

ASI164 Adv. Level First Aid & CPR.....	3	(I)
TOTAL.....	3	

#### SPRING

ASI105 Colloquium II.....	0.25	
ASI170 Guiding & Instructing Adv Sprts .....	3	(S)
ASI200 ASI Program Mgmt. ....	3	(S)
ASI109 Intro Therapeutic Recreation or BUS101 Intro to Business.....	3	
ASI Skills Course .....	2	
ASI Instructor Level Course .....	1	
TOTAL.....	12.25	

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Students receiving the Adventure Sports Certificate must demonstrate mathematics competency equivalent to completion of MAT075 Intermediate Algebra and English competency equivalent to ENG101 preparedness.

Garrett College is committed to creating an educated workforce by offering Certificate programs that lead to gainful employment. In accordance with U.S. Department of Education regulations, Garrett College discloses certain information about students who were enrolled in Gainful Employment Programs during an award year. Visit the College's website ([www.garrettcollege.edu/disclosures/gainful-employment](http://www.garrettcollege.edu/disclosures/gainful-employment)) for gainful employment information such as the normal time to complete the program, program costs, and job placement rates for program completers.

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# ARTS & SCIENCES

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*Fine and Performing Arts A.A. Degree*..... page 57  
*Liberal Arts A.A. Degree* ..... page 58  
*Mathematics / Sciences A.A. Degree*..... page 59  
*Social and Behavioral Sciences A.A. Degree* ..... page 60  
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*Wildlife / Fisheries A.A. Degree* ..... page 63

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The Arts and Sciences cover a broad range of subjects and disciplines. Students enrolled in the Arts and Sciences programs select a major program to graduate with an A.A. Degree or option in preparation for transfer to a four-year college or university. The focus of this academic major may be as diversified as fine and performing arts, social and behavioral sciences, liberal arts, or mathematics/sciences. Academic advisors will assist students in appropriate course selection and guide them in reviewing transfer requirements to four-year institutions.

## PROGRAM GOALS

### **FINE AND PERFORMING ARTS**

*Information Literacy Skills:* Students will be able to recognize when artistic research is needed and have the ability to locate, evaluate, and effectively use the information.

*Communication Skills:* Students will be able to present or perform artistic ideas in written, visual, and oral formats.

*Critical Analysis and Reasoning Skills:* Students will be able to critique and/or create works of art within two areas of concentration in the Fine Arts: Music, Art, or Theatre.

*Information Management Skills:* Students will demonstrate the ability to use a variety of print and electronic sources for research, communication, and practical application, and to effectively collect, organize, and synthesize this information to display meaningful results.

*Academic and Technical Proficiency in the Major:* Artistic proficiency in the student's area of concentration will be demonstrated through portfolio

or performance. Students will be prepared to transfer to 4-year institutions.

### **LIBERAL ARTS**

*Communication Skills:* Students will demonstrate oral and written skills that will enable them to communicate effectively in academic and business settings.

*Critical Analysis and Reasoning Skills:* Students will demonstrate the ability to make informed, logical choices about issues brought forth from readings and discussions about history, literature, science, religion, social diversity, politics, and the environment.

*Scientific Literacy and Quantitative Reasoning Skills:* Students will demonstrate an understanding of the scientific method of inquiry and show an ability to engage in numerical analysis.

*Information Management Skills:* Students will demonstrate the ability to use a variety of print and electronic sources for research, communication, and practical application, and to effectively collect, organize, and synthesize this information to display meaningful results.

### **MATHEMATICS/SCIENCES**

*Information Literacy Skills:* Students will incorporate information literacy skills that will enable them to locate, evaluate, and effectively use information to complete assignments.

*Communication Skills:* Students will demonstrate competency in written and verbal communication appropriate to the math/science area.

*Critical Analysis and Reasoning Skills:* Students will develop the capacity for critical thinking through application of deductive and inductive reasoning.

*Scientific Literacy and Quantitative Reasoning Skills:* Students will acquire an informed perspective on current topics of a scientific or quantitative nature.

*Information Management Skills:* Students will use appropriate software for research, communication, and practical application.

*Academic and Technical Proficiency in the Major:* Students will demonstrate mastery of the fundamental knowledge, skills, and abilities required for success in the disciplines of mathematics and science.

### **SOCIAL AND BEHAVIORAL SCIENCES**

*Information Literacy Skills:* Students will demonstrate literacy skills that will enable them to locate, evaluate and effectively use information to complete assignments.

*Communication Skills:* Students will demonstrate competency in written and verbal communication in the major of Social and Behavior Sciences.

*Critical Analysis and Reasoning Skills:* Students will be able to assess claims and make judgments based on well-supported evidence in Social and Behavioral Sciences.

*Scientific Literacy and Quantitative Reasoning Skills:* Students will demonstrate the ability to analyze and interpret the research used in Social and Behavioral Sciences.

*Information Management Skills:* Students will demonstrate the ability to use and apply electronic media for research and oral and written presentations in Social and Behavioral Sciences.

*Academic and Technical Proficiency in the Major:* Students will demonstrate academic and technical proficiency in their area of concentration within the Social and Behavioral Sciences.

### **WILDLIFE/FISHERIES**

This transfer program is articulated with the Wildlife and Fisheries Program at FSU. Students interested in this program should work closely with their academic advisor.

*Information Literacy Skills:* Students will incorporate information literacy skills that will enable them to locate, evaluate, and effectively use information to complete assignments.

*Communication Skills:* Students will demonstrate competency in written and verbal communication appropriate to the math/science area.

*Critical Analysis and Reasoning Skills:* Students will develop the capacity for critical thinking through application of deductive and inductive reasoning.

*Scientific Literacy and Quantitative Reasoning Skills:* Students will acquire an informed perspective on current topics of a scientific or quantitative nature.

*Information Management Skills:* Students will use appropriate software for research, communication, and practical application.

*Academic and Technical Proficiency in the Major:* Students will demonstrate mastery of the fundamental knowledge, skills, and abilities required for success in the disciplines of mathematics and science.

FINE AND PERFORMING ARTS -- ASSOCIATE IN ARTS DEGREE  
TRANSFER PROGRAM GC CURRICULUM CODE: 300

**GER REQUIRED CREDITS:.....31**

English Composition	
ENG101 Comp I--Expos Writing .....	3
<i>-- Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication.....	3
GER Literature Course <sup>6</sup> .....	3
GER Humanities Course <sup>6</sup> .....	3
Social and Behavioral Sciences	
Two GER Soc & Behavioral Sciences courses from two different disciplines <sup>6</sup> .....	6
Science	
Two GER Science Courses <sup>6</sup> (at least one must be a Lab course) .....	7
Mathematics	
MAT105 College Algebra or MAT210 Introductory Statistics .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
*-- Min. C grade required.*

**MAJOR COURSES: .....18**

Select SIX courses in at least two of the following areas: ART, MUS, and THE.

**ELECTIVES .....11**

Choose courses after consultation with advisor.

**TOTAL CREDIT HOURS REQUIRED: ..... 60**

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

**RECOMMENDED SEQUENCE**

**FALL**

ENG101 Comp I--Expos Writing.....	3
MAT105 or MAT210 .....	3
GER Social & Behavioral Science Course <sup>6</sup> .....	3
Major Coursework .....	6
TOTAL .....	15

**SPRING**

CIS105 Intro to Computers .....	3
GER Science Course <sup>6</sup> .....	3
SPC101 Intro to Communication .....	3
Major Coursework .....	6
TOTAL .....	15

**FALL**

GER Science Lab Course <sup>6</sup> .....	4
GER Social & Behavioral Science Course <sup>6</sup> .....	3
Major Coursework .....	3
Electives .....	5
TOTAL .....	15

**SPRING**

GER Humanities Course <sup>6</sup> .....	3
GER Literature Course <sup>6</sup> .....	3
Major Courses .....	3
Electives .....	6
TOTAL .....	15

**LIBERAL ARTS OPTION -- ASSOCIATE IN ARTS DEGREE**  
**TRANSFER PROGRAM GC CURRICULUM CODE: 330**

**GER REQUIRED CREDITS: .....31**

- English Composition
  - ENG101 Comp I--Expos Writing .....3
  - *Min. C grade required.*
- Arts and Humanities
  - SPC101 Intro to Communication .....3
  - ENG102 Intro to Literature .....3
  - GER Humanities Course <sup>6</sup> .....3
- Social and Behavioral Sciences
  - Two GER Soc & Behavioral Sciences Courses from two different disciplines <sup>6</sup> .....6
- Science
  - Two GER Science Courses <sup>6</sup> (at least one must be a Lab course).....7
- Mathematics
  - GER Mathematics Course <sup>6</sup>.....3
- Interdisciplinary/Emerging Issues
  - CIS105 Intro to Computers .....3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 – *Min. C grade required.*

**MAJOR COURSES: .....6**

- ENG104 Arg. & Persuasive Writing .....3
- Foreign Language .....3

**HISTORY COURSEWORK: .....6**

- Select **TWO** from the following:
- HIS101 Western Civilization to 1500
  - HIS102 Western Civilization 1500-Present
  - HIS105 History of World Civilization I
  - HIS106 History of World Civilization II
  - HIS111 American History to 1865
  - HIS112 American History since 1865
  - HIS121 Twentieth Century World

**FINE ARTS COURSEWORK: .....6**

- Two courses from two different disciplines  
 ART103, MUS110, MUS115, or THE101.....6

**ELECTIVES .....11**

Second course in Foreign Language is recommended. Choose courses after consultation with advisor.

**TOTAL CREDIT HOURS REQUIRED: .....60**

Students seeking to transfer to a liberal arts institution for programs such as English, Journalism, History, Philosophy, Languages, or Pre-Law should consider majoring in Liberal Arts at Garrett College.

**RECOMMENDED SEQUENCE**

(S) Offered SPRING semester only

**FALL**

- ENG101 Comp I--Expos Writing .....3
- GER Mathematics Course <sup>6</sup> .....3
- GER Humanities Course <sup>6</sup> .....3
- Major, History, or Fine Arts Course..... 3
- TOTAL ..... 15

**SPRING**

- ENG102 Intro to Literature .....3
- GER Science Course <sup>6</sup> .....3
- Major, History, and/or Fine Arts Courses .....6
- Electives ..... 3
- TOTAL ..... 15

**FALL**

- CIS105 Intro to Computers.....3
- SPC101 Intro to Communication.....3
- Major, History, and/or Fine Arts Courses .....6
- Electives ..... 3
- TOTAL ..... 15

**SPRING**

- GER Science Lab Course <sup>6</sup> .....4
- GER Social & Behavioral Science Course <sup>6</sup> .....3
- ENG104 Arg. & Persuasive Writing .....3 (S)
- Electives ..... 5
- TOTAL..... 15

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

**MATHEMATICS / SCIENCES OPTION -- ASSOCIATE IN ARTS DEGREE**

TRANSFER PROGRAM GC CURRICULUM CODE: 320

**GER REQUIRED CREDITS:.....32**

English Composition	
ENG101 Comp I--Expos Writing .....	3
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication.....	3
GER Literature Course <sup>6</sup> .....	3
GER Humanities Course <sup>6</sup> .....	3
Social and Behavioral Sciences	
Two GER Soc & Behavioral Sciences Courses	
from two different disciplines <sup>6</sup> .....	6
Science	
One two-semester GER Science Sequence	
from the following selection .....	8
BIO101 & BIO102 General Biology	
or CHE101 & CHE102 General Chemistry	
or PHY101 & PHY102 General Physics	
or PHY111 & PHY112 Gen Physics (Calc)	
Mathematics	
MAT210 Introductory Statistics	
or MAT190 Calculus .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
-- *Min. C grade required.*

**MAJOR COURSES: .....19**

Select **FOUR** courses from the following:  
 BIO101\*, BIO102, BIO141, BIO200, BIO201,  
 CHE101, CHE102, ESC101, ESC121, MAT110,  
 MAT190, MAT191, MAT192, MAT281, PHY101\*,  
 PHY111, PHY112 and/or PHY102 ..... 16  
 Select **ONE** additional course (**101 or above**)  
 In BIO\*, CHE, ESC, or PHY\* or MAT107\* ..... 3  
 \*If BIO101 taken, cannot take BIO104;  
 if PHY101/111 taken, cannot take PHY130;  
 If MAT110 taken, cannot take MAT107.

**ELECTIVES .....9**

Choose courses after consultation with advisor.

**TOTAL CREDIT HOURS REQUIRED: .....60**

Students interested in majoring in Biology, Chemistry, Physics, or Mathematics as well as students seeking to transfer to Pre-Med, Pre-Veterinarian, Pre-Pharmacy, and other pre-professional programs related to health and science should consider majoring in Math & Science.

**RECOMMENDED SEQUENCE**

**FALL**

ENG101 Comp I--Expos Writing.....	3
MAT210 or MAT190 .....	3
GER Social & Behavioral Science Course <sup>6</sup> .....	3
Major Course .....	4
<b>TOTAL .....</b>	<b>13</b>

**SPRING**

GER Literature Course <sup>6</sup> .....	3
GER Science Lab Course <sup>6</sup> .....	4
SPC101 Intro to Communication .....	3
Major Course .....	4
Elective .....	3
<b>TOTAL .....</b>	<b>17</b>

**FALL**

CIS105 Intro to Computers .....	3
GER Humanities Course <sup>6</sup> .....	3
Major Course .....	4
Electives .....	3
<b>TOTAL .....</b>	<b>13</b>

**SPRING**

GER Science Lab Course <sup>6</sup> .....	4
GER Social & Behavioral Science Course <sup>6</sup> .....	3
Major Courses .....	7
Electives .....	3
<b>TOTAL .....</b>	<b>17</b>

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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## SOCIAL AND BEHAVIORAL SCIENCES -- ASSOCIATE IN ARTS DEGREE

TRANSFER PROGRAM GC CURRICULUM CODE: 310

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### GER REQUIRED CREDITS: .....31

English Composition	
ENG101 Comp I--Expos Writing .....	3
<i>-- Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication .....	3
GER Literature Course <sup>6</sup> .....	3
GER Humanities Course <sup>6</sup> .....	3
Social and Behavioral Sciences	
Two GER Soc & Behavioral Sciences Courses from two different disciplines <sup>6</sup> .....	6
Science	
Two GER Science Courses <sup>6</sup> (at least one must be a Lab course).....	7
Mathematics	
GER Mathematics Course <sup>6</sup> .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

### IDENTITY & DIFFERENCE REQUIREMENT:

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
*-- Min. C grade required.*

### MAJOR COURSES: .....18

Select SIX courses in at least two of the following areas: ECN, GEO, HIS, PSY, SOC, CJC

### ELECTIVES .....11

Choose courses after consultation with advisor.

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### TOTAL CREDIT HOURS REQUIRED: .....60

### RECOMMENDED SEQUENCE

#### FALL

ENG101 Comp I--Expos Writing .....	3
GER Mathematics Course <sup>6</sup> .....	3
GER Science Lab Course <sup>6</sup> .....	4
GER Social & Behavioral Science Course <sup>6</sup> .....	3
Elective .....	<u>2</u>
TOTAL.....	15

#### SPRING

GER Humanities Course <sup>6</sup> .....	3
GER Literature Course <sup>6</sup> .....	3
GER Social & Behavioral Science Course <sup>6</sup> .....	3
Major Courses .....	<u>6</u>
TOTAL.....	15

#### FALL

SPC101 Intro to Communication.....	3
Major Courses .....	6
Electives .....	<u>6</u>
TOTAL.....	15

#### SPRING

CIS105 Intro to Computers .....	3
GER Science Course <sup>6</sup> .....	3
Major Courses .....	6
Electives .....	<u>3</u>
TOTAL.....	15

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

**SOCIAL AND BEHAVIORAL SCIENCES – PSYCHOLOGY (FSU ARTICULATION) -- ASSOCIATE IN ARTS DEGREE**  
**TRANSFER PROGRAM GC CURRICULUM CODE: 311**

**GER REQUIRED CREDITS:.....35**

- English Composition  
 ENG101 Comp I--Expos Writing ..... 3\*  
 -- *Min. C grade required.*
- Arts and Humanities  
 SPC101 Intro to Communication..... 3  
 ENG102 Comp II-Intro to Literature..... 3  
 FSU GER Humanities Course <sup>6</sup>  
 (HIS, PHL, or Languages)..... 3  
 FSU GER Fine Arts Course  
 (ART, MUS, or THE) ..... 3
- Social and Behavioral Sciences  
 Two GER Soc & Behavioral Sciences Courses  
 from two different disciplines <sup>6</sup> ..... 6
- Science  
 BIO101 General Biology  
 or BIO109 Human Biology & the Env ..... 4  
 One GER Science Lab Course<sup>6</sup> (*not BIO104*)... 4
- Mathematics  
 MAT210 Introductory Statistics (*Recommended*)  
 or MAT105 College Algebra ..... 3\*  
 -- *Min. C grade required.*
- Interdisciplinary/Emerging Issues  
 CIS105 Intro to Computers ..... 3

**IDENTITY & DIFFERENCE REQUIREMENT:**

A minimum grade of C in PSY140 will fulfill the Identity & Difference Requirement.

**MAJOR COURSES: ..... 18\***

- *Min. C grade required in all major courses.*
- PSY101 General Psychology ..... 3\*  
 PSY140 Psychology of Women ..... 3\*  
 PSY230 Psychology of Adjustment  
 or PSY234 Death and Bereavement ..... 3\*  
 PSY235 Forensic Psychology ..... 3\*  
 PSY240 Abnormal Psychology..... 3\*  
 PSY250 Research Methods ..... 3\*

**DEVELOPMENTAL COURSE:.....3\***

- *Min. C grade required.*  
 Select one course from the following:  
 PSY102 Human Growth & Development\*  
 PSY220 Child Psychology\*  
 PSY221 Adolescent Psychology\*

**ELECTIVES .....4**

Additional psychology course is recommended.

**TOTAL CREDIT HOURS REQUIRED: ..... 60**

**RECOMMENDED SEQUENCE**

- (F) Offered FALL semester only  
 (S) Offered SPRING semester only  
 (U) Offered SUMMER semester only

**FALL**

- ENG101 Comp I--Expos Writing.....3  
 MAT210 or MAT105 .....3  
 BIO101 or BIO109(F).....4 (F)  
 PSY101 General Psychology..... 3  
 ↳ Students with PSY101 credit should take PSY221,  
 PSY230, or PSY240 during the first Fall semester.  
 CIS105 Intro to Computers ..... 3  
 TOTAL .....16

**SPRING**

- ENG102 Comp II-Intro to Literature .....3  
 GER Social & Behavioral Science Course <sup>6</sup> .....3  
 PSY250 Research Methods .....3 (S)  
 PSY140 Psychology of Women .....3 (S)  
 SPC101 Intro to Communication ..... 3  
 TOTAL .....15

**SUMMER (optional)**

- PSY220 Child Psychology .....3 (S & U)  
 PSY234 Death and Bereavement.....3 (U)  
 ↳ Taking either course during Summer reduces  
 the Fall load to 13 hours.

**FALL**

- GER Fine Arts Course <sup>6</sup>.....3  
 GER Science Lab <sup>6</sup> .....4  
 PSY102 or PSY221 .....3  
 ↳ only if PSY220 not taken during summer  
 PSY230 Psychology of Adjustment .....3 (F)  
 ↳ only if PSY234 not taken during summer  
 PSY240 Intro to Abnormal Psych ..... 3 (F)  
 TOTAL ..... 13 or 16

**SPRING**

- GER Humanities Course <sup>6</sup> .....3  
 GER Social & Behavioral Science Course <sup>6</sup> .....3  
 PSY235 Forensic Psychology.....3  
 Electives ..... 4  
 TOTAL .....13

**\* Minimum C grade required for this major.**

<sup>6</sup> **GER Courses must be on the Approved General Education Course list (see page 36).**

**SOCIAL AND BEHAVIORAL SCIENCES - SOCIAL WORK (FSU ARTICULATION) -- ASSOCIATE IN ARTS DEGREE**  
**TRANSFER PROGRAM GC CURRICULUM CODE: 312**

**GER REQUIRED CREDITS: .....35**

- English Composition
  - ENG101 Comp I--Expos Writing .....3
  - *Min. C grade required.*
- Arts and Humanities
  - SPC101 Intro to Communication .....3
  - ENG102 Comp II-Intro to Literature .....3
  - HIS121 Twentieth Century World
  - or PHL101 Intro to Philosophy .....3
  - ART103, MUS110, THE101, or THE104 .....3
- Social and Behavioral Sciences
  - Two GER Soc & Behavioral Sciences Courses
  - from two different disciplines <sup>6</sup> .....6
- Science
  - BIO109 Human Biology & the Env .....4
  - One GER Science Lab Course<sup>6</sup> (*not BIO104*) ...4
- Mathematics
  - MAT210 Introductory Statistics .....3
- Interdisciplinary/Emerging Issues
  - CIS105 Intro to Computers .....3

**IDENTITY & DIFFERENCE REQUIREMENT:**

A minimum grade of C in PSY101, PSY140, POL140, SOC101 or GEO201 will fulfill the Identity & Difference Requirement.

**MAJOR COURSES: .....18**

- PSY101 General Psychology .....3
- PSY140 Psychology of Women
- or GEO201 Cultural Geography .....3
- SOC101 Principles of Sociology .....3
- POL140 American National Government .....3
- SOC211 Social Problems.....3
- Any ECN, GEO, HIS, POL, PSY, or SOC .....3

**ELECTIVES .....7**

Choose courses after consultation with advisor.

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**TOTAL CREDIT HOURS REQUIRED: .....60**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only

**FALL**

- ENG101 Comp I--Expos Writing .....3
- MAT210 Introductory Statistics .....3
- BIO109 Human Biology & the Env.....4 (F)
- HIS121 or PHL101.....3
- SOC101 Principles of Sociology ..... 3
- TOTAL..... 16

**SPRING**

- CIS105 Intro to Computers.....3
- ENG102 Comp II-Intro to Literature.....3
- GER Social & Behavioral Science Course <sup>6</sup> .....3
- PSY101 General Psychology .....3
- Any ECN, GEO, HIS, POL, PSY, or SOC..... 3
- TOTAL ..... 15

**FALL**

- ART103, MUS110, THE101, or THE104 .....3
- GER Social & Behavioral Science Course <sup>6</sup> .....3
- POL140 American National Government.....3
- SPC101 Intro to Communication .....3
- Electives ..... 3
- TOTAL ..... 15

**SPRING**

- GER Science Lab Course <sup>6</sup> .....4
- PSY140 or GEO201 .....3
- SOC211 Social Problems .....3
- Electives ..... 4
- TOTAL ..... 14

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

**WILDLIFE / FISHERIES OPTION -- ASSOCIATE IN ARTS DEGREE**  
**TRANSFER PROGRAM GC CURRICULUM CODE: 340**

**GER REQUIRED CREDITS:.....35**

English Composition	
ENG101 Comp I--Expos Writing .....	3
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication.....	3
ENG102 Comp II-Intro to Literature.....	3
GER Humanities Course <sup>6</sup>	
(HIS, PHL, or Languages).....	3
GER Fine Arts Course <sup>6</sup>	
(ART, MUS, or THE) .....	3
Social and Behavioral Sciences	
Two GER Soc & Behavioral Sciences Courses	
from two different disciplines <sup>6</sup> .....	6
Science	
CHE101 General Chemistry I .....	4
ESC121 Physical Geography .....	4
Mathematics	
MAT210 Intro to Statistics .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 -- *Min. C grade required.*

**MAJOR COURSES: .....25**

BIO101 General Biology I .....	4
BIO102 General Biology II .....	4
BIO120 Dendrology.....	3
BIO150 General Ecology .....	3
BIO214 Plant Taxonomy .....	3
CHE102 General Chemistry II .....	4
MAT190 Calculus I .....	4

**TOTAL CREDIT HOURS REQUIRED: .....60**

**RECOMMENDED SEQUENCE**

**FALL**

ENG101 Comp I--Expos Writing.....	3
MAT210 Intro to Statistics.....	3
BIO101 General Biology I.....	4
BIO120 Dendrology .....	3
CIS105 Intro to Computers .....	3
TOTAL .....	16

**SPRING**

BIO102 General Biology II.....	4
ENG102 Comp II-Intro to Literature .....	3
ESC121 Physical Geography.....	4
GER Fine Arts Course <sup>6</sup> .....	3
TOTAL .....	14

**FALL**

BIO150 General Ecology .....	3
BIO214 Plant Taxonomy .....	3
CHE101 General Chemistry I.....	4
MAT190 Calculus I .....	4
TOTAL .....	14

**SPRING**

CHE102 General Chemistry II.....	4
GER Humanities Course <sup>6</sup> .....	3
GER Social & Behavioral Science Course <sup>6</sup> .....	6
SPC101 Intro to Communication .....	3
TOTAL .....	16

<sup>6</sup> **GER Courses must be on the Approved General Education Course list (see page 36).**

This transfer program is articulated with the Wildlife & Fisheries Program at Frostburg State University.

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# BUSINESS & INFORMATION TECHNOLOGY

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<i>Business Administration A.A. Degree</i> .....	page 67
<i>Business Administration (FSU Articulation) A.A. Degree</i> .....	page 68
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<i>Computer Applications for Business A.A.S. Degree</i> .....	page 71
<i>Computer Applications for Business Certificate</i> .....	page 72
<i>Computer Information Technology: Graphic/Web Design A.A.S. Degree</i> .....	page 73
<i>Computer Information Technology: Graphic/Web Design Certificate</i> .....	page 74
<i>Computer Information Technology: Network Administration A.A.S. Degree</i> .....	page 75
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The Business and Information Technology division offers a variety of programs in the fields of business and information technology that prepare students with the necessary and up-to-date knowledge and skills for the careers of today and the future.

The Business program awards degrees at two levels. Students intending to transfer to a 4-year institution may pursue the Associate in Arts (A.A.) degree in Business Administration, while students wishing to enter directly into the workforce may choose to pursue an Associate in Applied Science (A.A.S.) degree. Certificate programs are also available in several areas. The Business programs accommodate a wide variety of interests such as accounting, management, marketing, sales, advertising, economics, public relations, banking and investing, computer applications and office skills. There are many employment opportunities for business majors, including small businesses, corporations, banks, or entrepreneurial enterprises.

The Computer Information Technology program offers Associate in Applied Science (A.A.S.) degrees and Certificates designed to prepare students for technology-based careers. In order to provide students with more competitive skills for the job market, students in the information technology programs are encouraged to earn industry recognized certifications such as A+, Net+, CCNA, Security+ and more while attending Garrett College. After graduation, students can seek career opportunities in the information

technology field or further their education at four-year institutions.

## PROGRAM GOALS

### **BUSINESS ADMINISTRATION**

*Information Literacy Skills:* To incorporate information literacy skills that will enable students to locate, evaluate and effectively use information in the student's program option.

*Communication Skills:* To communicate effectively, orally and in writing, using BIT media.

*Critical Analysis and Reasoning Skills:* To use technology to analyze BIT case studies. To function effectively and efficiently to run a business either as an individual or as a team member. To distinguish critical from non-critical information in various BIT situations.

*Scientific Literacy and Quantitative Reasoning Skills:* To use technology and BIT applications to effectively collect data and analyze and display results.

*Information Management Skills:* To use BIT software for research, communication and practical application.

*Academic and Technical Proficiency in the Major:* Graduates of BIT will be proficient in the knowledge, skills and abilities to find employment in their chosen

field or to be qualified to continue their studies at another institution of higher learning.

### **BUSINESS MANAGEMENT**

*Information Literacy Skills:* To incorporate information literacy skills that will enable students to locate, evaluate and effectively use information in the student's program option.

*Communication Skills:* To communicate effectively, orally and in writing, using BIT media.

*Critical Analysis and Reasoning Skills:* To use technology to analyze BIT case studies. To function effectively and efficiently to run a business either as an individual or as a team member. To distinguish critical from non-critical information in various BIT situations.

*Scientific Literacy and Quantitative Reasoning Skills:* To use technology and BIT applications to effectively collect data and analyze and display results.

*Information Management Skills:* To use BIT software for research, communication and practical application.

*Academic and Technical Proficiency in the Major:* Graduates of BIT will be proficient in the knowledge, skills and abilities to find employment in their chosen field or to be qualified to continue their studies at another institution of higher learning.

### **COMPUTER APPLICATIONS FOR BUSINESS**

*Information Literacy Skills:* To incorporate information literacy skills that will enable students to locate, evaluate and effectively use information in the student's program option.

*Communication Skills:* To communicate effectively, orally and in writing, using BIT media.

*Critical Analysis and Reasoning Skills:* To use technology to analyze BIT case studies. To function effectively and efficiently to run a business either as an individual or as a team member. To distinguish critical from non-critical information in various BIT situations.

*Scientific Literacy and Quantitative Reasoning Skills:* To use technology and BIT applications to effectively collect data and analyze and display results.

*Information Management Skills:* To use BIT software for research, communication and practical application.

*Academic and Technical Proficiency in the Major:* Graduates of BIT will be proficient in the knowledge, skills and abilities to find employment in their chosen

field or to be qualified to continue their studies at another institution of higher learning.

### **COMPUTER INFORMATION TECHNOLOGY: GRAPHIC/WEB DESIGN**

*Information Literacy Skills:* To incorporate information literacy skills that will enable them to locate, evaluate, and effectively use information in the student's program option.

*Communication Skills:* To communicate effectively, both orally and in writing.

*Critical Analysis and Reasoning Skills:* To use technology to analyze case studies; to function effectively and efficiently to run a business either as an individual or as a team member; to distinguish critical from non-critical information in various situations.

*Scientific Literacy and Quantitative Reasoning Skills:* To use technology and computer applications to effectively collect data, analyze and display results.

*Information Management Skills:* To use software tools for research, communication and practical application.

*Academic and Technical Proficiency in the Major:* Graduates of BAIT will be proficient in the knowledge, skills and abilities to find employment in their chosen field or to be qualified to continue their studies at another institution of higher learning.

### **COMPUTER INFORMATION TECHNOLOGY: NETWORK ADMINISTRATION**

*Information Literacy Skills:* To incorporate information literacy skills that will enable them to locate, evaluate, and effectively use information in the student's program option.

*Communication Skills:* Students will demonstrate competency in verbal and written communication in technical areas relating to network administration.

*Critical Analysis and Reasoning Skills:* To use technology to analyze networking case studies; to use troubleshooting skills effectively and efficiently to diagnose and repair network problems; to distinguish critical from non-critical network problems in various situations.

*Scientific Literacy and Quantitative Reasoning Skills:* Students will demonstrate analytical skills in reading and interpreting diagnostic reports.

*Information Management Skills:* Students will use industry standard network management software to monitor and baseline computer networks.

*Academic and Technical Proficiency in the Major:* Graduates will be proficient in the knowledge, skills and abilities to find employment in their chosen field or to be qualified to continue their studies at another institution of higher learning.

### **CYBERSECURITY**

*Information Literacy Skills:* Students will demonstrate the ability to incorporate information literacy skills that will enable students to locate, evaluate and effectively use information in the student's program option.

*Communication Skills:* Students will demonstrate the ability to communicate effectively in verbal and written format related to general as well as technical fields.

*Critical Analysis and Reasoning Skills:* Students will demonstrate the ability of analytical, critical thinking and problem solving skills to apply in the study of various aspects of the cybersecurity program. Students will be able to demonstrate the skills through extensive hands-on lab experiences based on real world scenarios both as an individual and a member of a team.

*Scientific Literacy and Quantitative Reasoning Skills:* Students will demonstrate the ability to use their technical knowledge and skills and current technology tools to effectively collect, read, interpret and analyze the data and display the results.

*Information Management Skills:* Students will demonstrate the ability to use computer software and industry standard network management tools to assess and diagnose security related issues with the help of library and other online resources for research and communication.

*Academic and Technical Proficiency in the Major:* Graduates will demonstrate evidence to be proficient in the knowledge, skills and abilities to find employment in their chosen field or to be qualified to continue their studies at another institution of higher learning.

### **BUSINESS AND INFORMATION TECHNOLOGY**

#### **CERTIFICATES**

Entry level management skills are acquired through completion of the courses in the Business Management certificate program. This certificate program will help students to prepare for work as an employee or owner of a business.

The Computer Information Technology programs are designed to prepare students to meet the demand for trained computer and information personnel in the world of business. Many of the program requirements may not be transferable and may not count toward a Bachelor's degree.

To earn a globally recognized Microsoft Office Specialist certification for Microsoft Office, a candidate must pass one or more of the certification exams. Office Specialist exams provide a valid and reliable measure of technical proficiency and expertise by evaluating overall comprehension of Office applications, ability to use their advanced features, and ability to integrate the Office applications with other software applications. Core and Expert certifications are currently available for Office XP. Earning a Microsoft Office Specialist certificate proves a level of proficiency in an Office application and provides a current or potential employer evidence of skills.

Garrett College also offers applications courses that help to prepare a candidate for Microsoft Office Specialist certification and CISCO Certified Network Associate (CCNA) certification.

**BUSINESS ADMINISTRATION -- ASSOCIATE IN ARTS DEGREE**  
**TRANSFER PROGRAM GC CURRICULUM CODE: 350**

**GER REQUIRED CREDITS:.....32**

English Composition	
ENG101 Comp I--Expos Writing .....	3*
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication.....	3
GER Literature Course <sup>6</sup> .....	3
GER Humanities Course <sup>6</sup> .....	3
Social and Behavioral Sciences	
PSY101 General Psychology .....	3
GER Soc & Beh Sciences Course <sup>6</sup> (not PSY)	3
Science	
Two GER Lab Science Courses <sup>6</sup> .....	8
Mathematics	
MAT105 College Algebra	
or MAT210 Introductory Statistics .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 -- *Min. C grade required.*

**MAJOR COURSES: .....27\***

-- *Min. C grade required in all major courses.*

ACC210 Financial Accounting.....	3*
ACC213 Managerial Accounting.....	3*
BUS101 Intro to Business.....	3*
BUS170 Intro to Management .....	3*
BUS201 Principles of Marketing .....	3*
BUS203 Business Law.....	3*
ECN201 Economics I (Macro).....	3*
ECN202 Economics II (Micro).....	3*
Any BUS, CIS or MAT Course.....	3*

**ELECTIVES: .....1**

Check with Advisor about transferability.

**TOTAL CREDIT HOURS REQUIRED: ..... 60**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
 (S) Offered SPRING semester only

**FALL**

ENG101 Comp I--Expos Writing.....	3
MAT105 or MAT210 .....	3
ACC210 Financial Accounting .....	3
BUS101 Intro to Business .....	3
CIS105 Intro to Computers .....	3
TOTAL .....	15

**SPRING**

ACC213 Managerial Accounting .....	3
BUS170 Intro to Management.....	3
GER Literature Course <sup>6</sup> .....	3
GER Lab Science Course <sup>6</sup> .....	4
SPC101 Intro to Communication .....	3
TOTAL .....	16

**FALL**

BUS201 Principles of Marketing .....	3
ECN201 Economics I (Macro) .....	3
GER Soc & Beh Sciences Course <sup>6</sup> (not PSY) ...	3
PSY101 General Psychology.....	3
Any BUS, CIS or MAT Course .....	3
TOTAL .....	15

**SPRING**

BUS203 Business Law .....	3
ECN202 Economics II (Micro) .....	3
GER Humanities Course <sup>6</sup> .....	3
GER Lab Science Course <sup>6</sup> .....	4
Electives.....	1
TOTAL .....	14

**\* Minimum C grade required for this major.**

<sup>6</sup> **GER Courses must be on the Approved General Education Course list (see page 36).**

**BUSINESS ADMINISTRATION (FSU ARTICULATION) -- ASSOCIATE IN ARTS DEGREE**

TRANSFER PROGRAM GC CURRICULUM CODE: 351

**GER REQUIRED CREDITS: .....35**

- English Composition
- ENG101 Comp I--Expos Writing .....3\*  
-- *Min. C grade required.*
- Arts and Humanities
- SPC101 Intro to Communication .....3
- ENG102 Comp II-Intro to Literature .....3
- FSU GER Humanities Course <sup>6</sup>
- (HIS, PHL, or Languages) .....3
- FSU GER Fine Arts Course <sup>6</sup>
- (ART, MUS, or THE) .....3
- Social and Behavioral Sciences
- Two GER Soc & Behavioral Sciences Courses  
from two different disciplines <sup>6</sup> .....6
- Science
- Two GER Science Lab Courses<sup>6</sup> (*not BIO104*)...8
- Mathematics
- MAT105 College Algebra  
or MAT210 Introductory Statistics.....3
- Interdisciplinary/Emerging Issues
- CIS105 Intro to Computers .....3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
-- *Min. C grade required.*

**MAJOR COURSES: .....24\***

--*Min. C grade required in all major courses.*

- ACC210 Financial Accounting .....3\*
- ACC213 Managerial Accounting .....3\*
- BUS101 Intro to Business .....3\*
- BUS170 Intro to Management.....3\*
- BUS201 Principles of Marketing .....3\*
- BUS203 Business Law .....3\*
- ECN201 Economics I (Macro) .....3\*
- ECN202 Economics II (Micro) .....3\*

**ELECTIVES: .....1**

Check with Advisor about transferability.

**TOTAL CREDIT HOURS REQUIRED: .....60**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
(S) Offered SPRING semester only

**FALL**

- ENG101 Comp I--Expos Writing .....3
- MAT105 or MAT210 .....3
- ACC210 Financial Accounting.....3
- BUS101 Intro to Business .....3
- CIS105 Intro to Computers..... 3
- TOTAL ..... 15

**SPRING**

- ACC213 Managerial Accounting .....3
- BUS170 Intro to Management .....3
- ENG102 Comp II-Intro to Literature .....3
- GER Science Lab Course <sup>6</sup> .....4
- SPC101 Intro to Communication..... 3
- TOTAL ..... 16

**FALL**

- BUS201 Principles of Marketing.....3
- ECN201 Economics I (Macro) .....3 (F)
- GER Fine Arts Course <sup>6</sup> .....3
- GER Social & Behavioral Science Course <sup>6</sup> .. 6
- TOTAL ..... 15

**SPRING**

- BUS203 Business Law .....3
- ECN202 Economics II (Micro) .....3 (S)
- GER Humanities Course <sup>6</sup> .....3
- GER Science Lab Course <sup>6</sup> .....4
- Electives ..... 1
- TOTAL ..... 14

\* **Minimum C grade required for this major.**

<sup>6</sup> **GER Courses must be on the Approved General Education Course list (see page 36).**

**BUSINESS MANAGEMENT -- ASSOCIATE IN APPLIED SCIENCES DEGREE**

CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 201

**GER REQUIRED CREDITS:.....22**

English Composition	
ENG101 Comp I--Expos Writing .....	3*
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication.....	3
GER Humanities Course <sup>6</sup> .....	3
Social and Behavioral Sciences	
GER Soc & Behavioral Science Course <sup>6</sup> .....	3
Science	
GER Science Lab Course <sup>6</sup> .....	4
Mathematics	
MAT105 College Algebra	
or MAT210 Introductory Statistics.....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 -- *Min. C grade required.*

**MAJOR COURSES: .....33\***

-- *Min. C grade required in all major courses.*

ACC210 Financial Accounting .....	3*
ACC213 Managerial Accounting .....	3*
BUS101 Intro to Business.....	3*
BUS170 Intro to Management.....	3*
BUS201 Principles of Marketing .....	3*
BUS203 Business Law .....	3*
BUS294 Field Experience in Business.....	3*
ECN201 Principles of Econ I (MACRO) .....	3*
ECN202 Principles of Econ II (Micro) .....	3*
Any ACC, BUS, CIS, or ECN Courses.....	6*

**ELECTIVES: .....5**

Choose courses after consultation with advisor.

**TOTAL CREDIT HOURS REQUIRED: ..... 60**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
 (S) Offered SPRING semester only

**FALL**

ENG101 Comp I--Expos Writing.....	3
MAT105 or MAT210 .....	3
ACC210 Financial Accounting .....	3
BUS101 Intro to Business .....	3
CIS105 Intro to Computers .....	3
<b>TOTAL .....</b>	<b>15</b>

**SPRING**

ACC213 Managerial Accounting .....	3
BUS170 Introduction to Management .....	3
GER Arts and Humanities Course <sup>6</sup> .....	3
SPC101 Intro to Communication .....	3
Elective .....	3
<b>TOTAL .....</b>	<b>15</b>

**FALL**

BUS201 Principles of Marketing .....	3
GER Science Lab Course <sup>6</sup> .....	4
GER Social and Behavioral Science <sup>6</sup> .....	3
ECN201 Principles of Econ I (MACRO) .....	3 (F)
Any ACC, BUS, CIS, or ECN Course .....	3
<b>TOTAL .....</b>	<b>16</b>

**SPRING**

BUS203 Business Law .....	3
BUS294 Field Experience in Business .....	3
ECN202 Principles of Econ II (MICRO) .....	3 (S)
Any ACC, BUS, CIS, or ECN Course .....	3
Electives.....	2
<b>TOTAL .....</b>	<b>14</b>

**\* Minimum C grade required for this major.**

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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**BUSINESS MANAGEMENT -- CERTIFICATE**  
**CERTIFICATE PROGRAM GC CURRICULUM CODE: 101**

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**REQUIRED COURSE WORK: .....21**

ACC210 Financial Accounting .....	3
ACC213 Managerial Accounting .....	3
BUS101 Intro to Business .....	3
BUS170 Intro to Management .....	3
BUS203 Business Law .....	3
CIS105 Intro to Computers .....	3
ECN104 or ECN201 or ECN202 .....	3

**BUSINESS & INFO TECHNOLOGY ELECTIVE .....3**

Any ACC, BUS, or CIS course.....	3
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**TOTAL CREDIT HOURS REQUIRED: .....24**

**RECOMMENDED SEQUENCE**

**FALL**

ACC210 Financial Accounting.....	3
BUS101 Intro to Business .....	3
CIS105 Introduction to Computers .....	3
ECN104 or ECN201 or ECN202 .....	<u>3</u>
<b>TOTAL.....</b>	<b>12</b>

**SPRING**

ACC213 Managerial Accounting.....	3
BUS170 Intro to Management .....	3
BUS203 Business Law.....	3
Any ACC, BUS, or CIS course .....	<u>3</u>
<b>TOTAL .....</b>	<b>12</b>

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Students receiving the Business Management Certificate must demonstrate competencies equivalent to the completion of MAT075 Intermediate Algebra and ENG101 Comp I--Expos Writing.

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**COMPUTER APPLICATIONS FOR BUSINESS OPTION -- ASSOCIATE IN APPLIED SCIENCES DEGREE**  
**CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 212**

**GER REQUIRED CREDITS:.....22**

English Composition	
ENG101 Comp I--Expos Writing .....	3
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication.....	3
GER Humanities Course <sup>6</sup> .....	3
Social and Behavioral Sciences	
GER Soc & Behavioral Sciences Course <sup>6</sup> .....	3
Science	
GER Science Lab Course <sup>6</sup> .....	4
Mathematics	
MAT105 College Algebra	
or MAT210 Introductory Statistics .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 -- *Min. C grade required.*

**MAJOR COURSES: .....36**

ACC210 Financial Accounting .....	3
BUS101 Intro to Business.....	3
BUS294 Field Experience .....	3
CIS122 Spreadsheet Applications .....	3
CIS123 Database Applications .....	3
CIS121 Presentation Software Applications ..	3
CIS150 Desktop Publishing.....	3
CIS120 Word Processing Applications .....	3
CIS151 Image Editing .....	3
CIS200 Intro to Animation .....	3
CIS201 Web Page Design .....	3
Any ACC, BUS, ECN, or CIS Course .....	3

**ELECTIVES: .....2**

Choose electives with advisor consultation.

**TOTAL CREDIT HOURS REQUIRED: ..... 60**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
 (S) Offered SPRING semester only

**FALL**

ENG101 Comp I--Expos Writing .....	3	
MAT105 or MAT210 .....	3	
CIS105 Intro to Computers .....	3	
CIS150 Desktop Publishing .....	3	(F)
CIS120 Word Processing Applications .....	3	(F)
<b>TOTAL .....</b>	<b>15</b>	

**SPRING**

BUS101 Intro to Business .....	3	
CIS123 Database Applications .....	3	(S)
CIS151 Image Editing .....	3	(S)
GER Arts and Humanities Course <sup>6</sup> .....	3	
SPC101 Intro to Communication .....	3	
<b>TOTAL .....</b>	<b>15</b>	

**FALL**

ACC210 Financial Accounting .....	3	
CIS121 Presentation Software Applications ...	3	(F)
CIS200 Intro to Animation .....	3	(F)
GER Social & Behavioral Sciences Course <sup>6</sup> ...	3	
Any ACC, BUS, ECN, or CIS Course .....	3	
<b>TOTAL .....</b>	<b>15</b>	

**SPRING**

BUS294 Field Experience .....	3	
CIS122 Spreadsheet Applications .....	3	(S)
CIS201 Web Page Design .....	3	(S)
GER Science Lab Course <sup>6</sup> .....	4	
Elective .....	2	
<b>TOTAL .....</b>	<b>15</b>	

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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## COMPUTER APPLICATIONS FOR BUSINESS -- CERTIFICATE

CERTIFICATE PROGRAM GC CURRICULUM CODE: 114

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### REQUIRED COURSEWORK: .....27

CIS105 Introduction to Computers .....	3
CIS120 Word Processing Applications .....	3
CIS121 Presentation Software Applications ...	3
CIS122 Spreadsheet Applications .....	3
CIS123 Database Applications .....	3
CIS150 Desktop Publishing .....	3
CIS151 Image Editing .....	3
CIS200 Introduction to Animation .....	3
CIS201 Web Page Design .....	3

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### TOTAL CREDIT HOURS REQUIRED: .....27

### RECOMMENDED SEQUENCE

(F) Offered FALL semester only  
(S) Offered SPRING semester only

#### FALL

CIS105 Introduction to Computers .....	3	
CIS120 Word Processing Applications .....	3	(F)
CIS121 Presentation Software Applications ...	3	(F)
CIS150 Desktop Publishing .....	3	(F)
CIS200 Introduction to Animation .....	<u>3</u>	(F)
TOTAL .....	15	

#### SPRING

CIS122 Spreadsheet Applications .....	3	(S)
CIS123 Database Applications .....	3	(S)
CIS151 Image Editing .....	3	(S)
CIS201 Web Page Design .....	<u>3</u>	(S)
TOTAL .....	12	

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**COMPUTER INFORMATION TECHNOLOGY: GRAPHIC/WEB DESIGN -- ASSOCIATE IN APPLIED SCIENCES DEGREE**  
**CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 226**

**GER REQUIRED CREDITS:.....22**

English Composition	
ENG101 Comp I--Expos Writing .....	3
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication.....	3
GER Humanities Course <sup>6</sup> .....	3
Social and Behavioral Sciences	
GER Soc & Behavioral Sciences Course <sup>6</sup> .....	3
Science	
GER Science Lab Course <sup>6</sup> .....	4
Mathematics	
MAT105 College Algebra	
or MAT210 Introductory Statistics .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 -- *Min. C grade required.*

**MAJOR COURSES: .....33**

ART101 Basic Design I.....	3
ART102 Basic Design II.....	3
ART108 Intro to Graphic Design .....	3
BUS101 Intro to Business.....	3
BUS294 Field Experience .....	3
CIS123 Database Applications .....	3
CIS150 Desktop Publishing.....	3
CIS151 Image Editing .....	3
CIS200 Introduction to Animation .....	3
CIS201 Web Page Design. ....	3
Any ACC, BUS, ECN, or CIS Course .....	3

**ELECTIVES: .....5**

Choose after consultation with advisor.

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**TOTAL CREDIT HOURS REQUIRED: ..... 60**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
 (S) Offered SPRING semester only

**FALL**

ENG101 Comp I--Expos Writing .....	3	
MAT105 or MAT210 .....	3	
ART101 Basic Design I.....	3	(F)
CIS105 Intro to Computers .....	3	
CIS150 Desktop Publishing .....	3	(F)
<b>TOTAL .....</b>	<b>15</b>	

**SPRING**

ART102 Basic Design II.....	3	(S)
CIS123 Database Applications .....	3	(S)
CIS151 Image Editing .....	3	(S)
CIS201 Web Page Design .....	3	(S)
GER Humanities Course <sup>6</sup> .....	3	
<b>TOTAL .....</b>	<b>15</b>	

**FALL**

ART108 Intro to Graphic Design .....	3	(F)
BUS101 Intro to Business .....	3	
CIS200 Animation .....	3	(F)
GER Soc & Behavioral Sciences Course <sup>6</sup> .....	3	
SPC101 Intro to Communication .....	3	
<b>TOTAL .....</b>	<b>15</b>	

**SPRING**

BUS294 Field Experience .....	3
GER Science Lab Course <sup>6</sup> .....	4
Any ACC, BUS, ECN, or CIS Course .....	3
Electives.....	5
<b>TOTAL .....</b>	<b>15</b>

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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**COMPUTER INFORMATION TECHNOLOGY: GRAPHIC/WEB DESIGN -- CERTIFICATE**  
**CERTIFICATE PROGRAM GC CURRICULUM CODE: 126**

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**REQUIRED COURSEWORK: .....27**

ART101 Basic Design I.....	3
ART102 Basic Design II.....	3
ART108 Intro to Graphic Design.....	3
CIS105 Introduction to Computers.....	3
CIS123 Database Applications.....	3
CIS150 Desktop Publishing.....	3
CIS151 Image Editing.....	3
CIS200 Introduction to Animation.....	3
CIS201 Web Page Design.....	3

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**TOTAL CREDIT HOURS REQUIRED: .....27**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
(S) Offered SPRING semester only

**FALL**

ART101 Basic Design I.....	3	(F)
ART108 Intro to Graphic Design.....	3	(F)
CIS105 Introduction to Computers.....	3	
CIS150 Desktop Publishing.....	3	(F)
CIS200 Introduction to Animation.....	<u>3</u>	(F)
<b>TOTAL.....</b>	<b>15</b>	

**SPRING**

ART102 Basic Design II.....	3	(S)
CIS123 Database Applications.....	3	(S)
CIS151 Image Editing.....	3	(S)
CIS201 Web Page Design.....	<u>3</u>	(S)
<b>TOTAL.....</b>	<b>12</b>	

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**COMPUTER INFO. TECHNOLOGY: NETWORK ADMINISTRATION -- ASSOCIATE IN APPLIED SCIENCES DEGREE**  
**CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 221**

**GER REQUIRED CREDITS:.....22**

- English Composition
- ENG101 Comp I--Expos Writing ..... 3  
-- *Min. C grade required.*
- Arts and Humanities
- SPC101 Intro to Communication..... 3
- GER Humanities Course <sup>6</sup>..... 3
- Social and Behavioral Sciences
- GER Soc & Behavioral Sciences Course <sup>6</sup>..... 3
- Science
- GER Science Lab Course <sup>6</sup> ..... 4
- Mathematics
- MAT105 College Algebra
- or MAT210 Introductory Statistics ..... 3
- Interdisciplinary/Emerging Issues
- CIS105 Intro to Computers
- or CIS130 Programming Logic ..... 3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 -- *Min. C grade required.*

**MAJOR COURSES: .....29**

- CIS160 Operating System..... 4
- CIS161 PC Maintenance & Repair ..... 4
- CIS163 Intro to Cisco Networking ..... 4
- CIS164 Router Fundamentals ..... 4
- CIS220 Network Fundamentals (Net+) ..... 4
- CIS230 Security+ ..... 3
- CIS241 Managing Server ..... 3
- BUS294 Field Experience ..... 3

**MAJOR ELECTIVES:.....9**

Select from the following list:

- CIS130 Programming Logic, 3 crs.
- and/or CIS170 Computer Sci Programming I, 4 crs.
- and/or CIS210 Computer Sci Programming II, 4 crs.
- and/or CIS221 Advanced Routing & Switching, 4 crs.
- and/or CIS222 WAN Technologies, 4 crs.
- and/or CIS231 Computer Forensics, 3 crs.
- and/or CIS232 Adv Network Security, 4 crs.
- and/or CIS233 Ethical Hacking, Countermeasure, 3 crs.
- and/or CIS234 Ethics in the Information Age, 3 crs.
- and/or CIS240 Linux+, 3 crs.

**TOTAL CREDIT HOURS REQUIRED: ..... 60**

**RECOMMENDED SEQUENCE**

- (F) Offered FALL semester only
- (S) Offered SPRING semester only

**FALL**

- ENG101 Comp I--Expos Writing .....3
- MAT105 or MAT210 .....3
- CIS105 or CIS130 .....3
- CIS160 Operating System .....4
- CIS161 PC Maintenance & Repair ..... 4 (F)
- TOTAL .....17

**SPRING**

- CIS220 Network Fundamentals (Net+) .....4 (S)
- CIS241 Managing Server .....3 (S)
- SPC101 Intro to Communication .....3
- Major Elective..... 3
- TOTAL .....13

**FALL**

- CIS163 Intro to Cisco Networking .....4 (F)
- GER Humanities Course <sup>6</sup> .....3
- GER Social & Behavioral Science Course<sup>6</sup>.....3
- Major Electives ..... 6
- TOTAL .....16

**SPRING**

- BUS294 Field Experience .....3
- CIS164 Router Fundamentals .....4 (S)
- CIS230 Security+ .....3 (S)
- GER Science Lab Course <sup>6</sup> ..... 4
- TOTAL .....14

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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## COMPUTER INFORMATION TECHNOLOGY: NETWORK ADMINISTRATION -- CERTIFICATE

CERTIFICATE PROGRAM GC CURRICULUM CODE: 121

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### REQUIRED COURSEWORK: .....22

CIS160 Operating Systems.....	4
CIS163 Intro to Cisco Networking.....	4
CIS164 Router Fundamentals.....	4
CIS241 Managing Server.....	3
Major Electives (from the following).....	7-8
CIS161 PC Maintenance & Repair, 4 crs.	
and/or CIS170 Comp Sci Programming I, 4 crs.	
and/or CIS220 Network Fund'ls (Net+), 4 crs.	
and/or CIS221 Adv Routing & Switching, 4 crs.	
and/or CIS222 WAN Technologies, 4 crs.	
and/or CIS231 Computer Forensics, 3 crs.	
and/or CIS240 Linux+, 3 crs.	
and/or CIS242 Infrastructure, 3 crs.	
and/or CIS243 Directory Services, 3 crs.	
and/or CIS244 Directory Services Design, 3crs.	

### RECOMMENDED SEQUENCE

(F) Offered FALL semester only  
(S) Offered SPRING semester only

#### FALL

CIS160 Operating Systems .....	4	
CIS163 Intro to Cisco Networking .....	4	(F)
Major Elective .....	<u>3</u>	
TOTAL .....	11	

#### SPRING

CIS164 Router Fundamentals.....	4	(S)
CIS241 Managing Server .....	3	(S)
Major Elective .....	<u>4</u>	
TOTAL .....	11	

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### TOTAL CREDIT HOURS REQUIRED: .....22

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Garrett College is committed to creating an educated workforce by offering Certificate programs that lead to gainful employment. In accordance with U.S. Department of Education regulations, Garrett College discloses certain information about students who were enrolled in Gainful Employment Programs during an award year. Visit the College's website ([www.garrettcollege.edu/disclosures/gainful-employment](http://www.garrettcollege.edu/disclosures/gainful-employment)) for gainful employment information such as the normal time to complete the program, program costs, and job placement rates for program completers.

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## COMPUTER INFORMATION TECHNOLOGY: REPAIR/NETWORK TECHNICIAN -- CERTIFICATE

CERTIFICATE PROGRAM GC CURRICULUM CODE: 122

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### REQUIRED COURSEWORK: .....19

CIS160 Operating Systems.....	4
CIS161 PC Maintenance & Repair.....	4
CIS163 Introduction to Cisco Networking.....	4
CIS164 Router Fundamentals .....	4
Major Elective (from the following list) .....	3-4
CIS170 Comp Science Programming I, 4 crs.	
and/or CIS220 Network Fund. (Net+), 4 crs.	
and/or CIS221 Adv Routing & Switching, 4 crs.	
and/or CIS222 WAN Technologies, 4 crs.	
and/or CIS230 Security+, 3 crs.	
and/or CIS231 Computer Forensics, 3 crs.	
and/or CIS240 Linux+, 3 crs.	
and/or CIS241 Managing Server, 3 crs.	
and/or CIS242 Infrastructure, 3 crs.	
and/or CIS243 Directory Services, 3 crs.	
and/or CIS244 Directory Services Design, 3 crs.	

### RECOMMENDED SEQUENCE

(F) Offered FALL semester only  
(S) Offered SPRING semester only

#### FALL

CIS160 Operating Systems.....	4	
CIS161 PC Maintenance & Repair.....	4	(F)
CIS163 Introduction to Cisco Networking ...	<u>4</u>	(F)
TOTAL .....	12	

#### SPRING

CIS164 Router Fundamentals .....	4	(S)
Major Elective.....	<u>3</u>	
TOTAL .....	7	

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**CYBERSECURITY -- ASSOCIATE IN APPLIED SCIENCES DEGREE**  
**CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 225**

**GER REQUIRED CREDITS: .....22**

English Composition	
ENG101 Comp I--Expos Writing.....3	
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication .....3	
GER Humanities Course <sup>6</sup> .....3	
Social and Behavioral Sciences	
GER Soc & Behavioral Science Course <sup>6</sup> .....3	
Science	
GER Science Lab Course <sup>6</sup> .....4	
Mathematics	
MAT105 College Algebra	
or MAT210 Introductory Statistics.....3	
Interdisciplinary/Emerging Issues	
CIS106 Intro to Cybersecurity.....3	

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 -- *Min. C grade required.*

**MAJOR COURSES: .....31**

CIS160 Operating System .....4	
CIS163 Intro to Cisco Networking.....4	
CIS164 Router Fundamentals .....4	
CIS230 Security+ .....3	
CIS231 Computer Forensics.....3	
CIS232 Advanced Network Security .....4	
CIS233 Ethical Hacking, Countermeasure .....3	
CIS235 Introduction to Cyber Law .....3	
BUS294 Field Experience .....3	

**MAJOR ELECTIVES: .....7**

Choose courses after consultation with advisor.

- CIS130 Programming Logic, 3 crs.
- and/or CIS170 Computer Programming I, 4 crs.
- and/or CIS210 Computer Sci Programming II, 4 crs.
- and/or CIS220 Network Fund. (Net+), 4 crs.
- and/or CIS221 Advanced Routing & Switching, 4 crs.
- and/or CIS222 WAN Technologies, 4 crs.
- and/or CIS234 Ethics in the Information Age, 3 crs.
- and/or CIS240 Linux+, 3 crs.
- and/or CIS241 Managing Server, 3 crs.

**TOTAL CREDIT HOURS REQUIRED: .....60**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
 (S) Offered SPRING semester only

**FALL**

ENG101 Comp I--Expos Writ .....3	
MAT105 or MAT210 .....3	
CIS106 Intro to Cybersecurity .....3	(F)
CIS160 Operating Systems .....4	
CIS163 Intro to Cisco Networking .....4	(F)
<b>TOTAL</b> .....17	

**SPRING**

CIS164 Router Fundamentals.....4	(S)
CIS230 Security+.....3	(S)
GER Social and Behavioral Science <sup>6</sup> .....3	
SPC101 Intro to Communication.....3	
<b>TOTAL</b> .....13	

**FALL**

CIS231 Computer Forensics .....3	(F)
CIS232 Advanced Network Security .....4	(F)
GER Science Lab Course <sup>6</sup> .....4	
Major Elective .....4	
<b>TOTAL</b> .....15	

**SPRING**

BUS294 Field Experience.....3	
CIS233 Ethical Hacking, Countermeasure .....3	(S)
CIS235 Intro to Cyber Law .....3	(S)
GER Arts and Humanities Course <sup>6</sup> .....3	
Major Elective .....3	
<b>TOTAL</b> .....15	

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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**CYBERSECURITY -- CERTIFICATE**  
**CERTIFICATE PROGRAM GC CURRICULUM CODE: 125**

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**REQUIRED COURSEWORK: .....24**

CIS160 Operating Systems.....	4
CIS220 Networking Fundamentals (Net+) .....	4
CIS230 Security+ .....	3
CIS231 Computer Forensics .....	3
Major Electives (from the following) .....	10
CIS130 Programming Logic, 3 crs.	
and/or CIS161 PC Maintenance & Repair, 4 crs.	
and/or CIS163 Intro to Cisco Networking, 4 crs.	
and/or CIS164 Router Fundamentals, 4 crs.	
and/or CIS170 Comp Science Programming I, 4 crs.	
and/or CIS210 Comp Science Programming II, 3 crs.	
and/or CIS240 Linux+, 3 crs.	
and/or CIS241 Managing Server, 3 crs.	

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
(S) Offered SPRING semester only

**FALL**

CIS160 Operating Systems.....	4	
CIS231 Computer Forensics.....	3	(F)
Major Electives .....	<u>4</u>	(F)
TOTAL .....	11	

**SPRING**

CIS220 Networking Fundamentals (Net+) .....	4	(S)
CIS230 Security+ .....	3	(S)
Major Electives .....	<u>6</u>	
TOTAL .....	13	

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**TOTAL CREDIT HOURS REQUIRED: .....24**

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# ENGINEERING

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*Electrical Engineering A.S.E. Degree* ..... page 81

The Associate of Science in Engineering (ASE) program is a two-year transfer program that prepares students who wish to pursue a bachelor's degree in electrical engineering or other engineering majors in the state of Maryland and elsewhere. The curriculum is built around a strong basic core of mathematics, the sciences including chemistry and physics, and computer technology. Students will gain knowledge of engineering theory through engineering courses and application of theory to real world problems. The program will provide students hands-on experience in the design, development, implementation, and management of projects and in the communication and presentation of their ideas and project plans.

## **PROGRAM GOALS**

### ***ELECTRICAL ENGINEERING***

*Information Literacy Skills:* To incorporate information literacy skills that will enable them to locate, evaluate, and effectively use information in the student's program option.

*Communication Skills:* To communicate effectively, both orally and in writing; to demonstrate skills in technical writing.

*Critical Analysis and Reasoning Skills:* To be able to analyze case studies and solve problems relating to engineering field with the help of technology tools; to function effectively and efficiently using critical thinking and analytical skills in problem solving either as an individual or as a team member; to distinguish critical from non-critical information in various situations.

*Scientific Literacy and Quantitative Reasoning Skills:* To use technology and computer applications to effectively collect data, analyze and display results.

*Information Management Skills:* To use software tools for research, communication and practical applications.

*Academic and Technical Proficiency in the Major:* Graduates of the Engineering program will be proficient in the knowledge, skills and abilities to transfer to four-year institutions to continue their studies of higher learning.

ELECTRICAL ENGINEERING -- ASSOCIATE OF SCIENCE IN ENGINEERING DEGREE  
TRANSFER PROGRAM GC CURRICULUM CODE: 325

**GER REQUIRED CREDITS:..... 32**

English Composition	
ENG101 Comp I--Expos Writing .....	3
<i>-- Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication.....	3
GER Humanities Course <sup>6</sup> .....	3
Social and Behavioral Sciences	
Two GER Soc & Behavioral Science Courses	
From two different disciplines <sup>6</sup> .....	6
Science	
CHE101 General Chemistry I.....	4*
PHY111 Gen Physics I (Calc-based) .....	5*
Mathematics	
MAT190 Calculus I.....	4*
Interdisciplinary/Emerging Issues	
CIS170 Computer Science Programming I	4*

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
*-- Min. C grade required.*

**MAJOR COURSES: ..... 32**

ENR100 Intro to Engineering Design.....	3*
PHY112 Gen Physics II (Calc-based) .....	5*
MAT191 Calculus II .....	4*
MAT192 Calculus III .....	4*
MAT281 Differential Equations .....	4*
ENR210 Basic Circuit Theory .....	3*
ENR211 Electrical & Digital Circuit Lab .....	2*
ENR230 Sci & Engineering Computations....	3*
ENR240 Digital Logic Design .....	3*
ENR241 Digital Logic Design Lab.....	1*

**TOTAL CREDIT HOURS REQUIRED: ..... 64**

**\*ADDITIONAL GRADUATION REQUIREMENTS:**

- **Must achieve a grade of "C" or better in all computer science, engineering, mathematics, and natural/physical science courses.**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
(S) Offered SPRING semester only  
(U) Offered SUMMER semester only

**FALL**

CHE101 General Chemistry .....	4	(F)
ENR100 Intro to Engineering Design .....	3	
ENG101 Comp I--Expos Writing.....	3	
MAT190 Calculus .....	4	(F)
<b>TOTAL .....</b>	<b>14</b>	

**SPRING**

CIS170 Comp Science Programming I.....	4	
ENR210 Basic Circuit Theory.....	3	(S)
ENR211 Electrical & Digital Circuit Lab.....	2	(S)
MAT191 Calculus II .....	4	
SPC101 Intro to Communication .....	3	
<b>TOTAL .....</b>	<b>16</b>	

**FALL**

ENR240 Digital Logic Design .....	3	(F)
ENR241 Digital Logic Design Lab.....	1	(F)
GER Social Science Course <sup>6</sup> .....	3	
MAT192 Calculus III .....	4	(F)
PHY111 Gen Physics I (Calc-based).....	5	(F)
<b>TOTAL .....</b>	<b>16</b>	

**SPRING**

ENR230 Sci & Eng Computations.....	3	(S)
GER Humanities <sup>6</sup> .....	3	
GER Social Science <sup>6</sup> .....	3	
MAT281 Differential Equations .....	4	(S)
PHY112 Gen Physics II (Calc-based).....	5	(S)
<b>TOTAL .....</b>	<b>18</b>	

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

*This ASE program is designed for transfer to a four-year MARYLAND institution. Students wishing to transfer out-of-state should consult with the Director of Business and Information Technology to develop an educational plan.*

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# GENERAL STUDIES

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*General Studies A.A. Degree* ..... page 83

*General Studies (FSU Articulation) A.A. Degree* ..... page 84

The General Studies degree curriculum is a broadly based degree program designed for students who plan to pursue an Associate of Arts degree before transferring to a four-year college and/or university. It allows students to complete general education requirements and explore various disciplines which may assist them in determining a program major in preparation for transfer to a four-year college/university. Starting the first semester at Garrett College, students who choose this option are encouraged to work with an academic advisor to develop a plan for completing the degree and identify electives to best meet the specific requirements of transfer institutions. The large number of open electives enables students to tailor their program to their individual needs and interests.

## PROGRAM GOALS

### **GENERAL STUDIES**

*Information Literacy Skills:* Students will demonstrate competency in information literacy skills. Information literacy is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and effectively use the needed information.

*Communication Skills:* Students will demonstrate verbal communication skills and the ability to produce written

work that meets or exceeds established performance standards. Communication skills include making connections that create meaning between one's self and his or her audience; speaking, reading, writing, and listening effectively; using electronic media, technology, and data effectively; having information literacy skills that enable students to find, evaluate, incorporate, and present information effectively.

*Critical Analysis and Reasoning Skills:* Students will demonstrate the ability to use analysis and reasoning skills required to engage in clear and critical analysis of situations, events, issues, ideas, and texts by fusing experience, reason, and training into considered judgment.

*Scientific Literacy and Quantitative Reasoning Skills:* Students will demonstrate the ability to apply scientific literacy and quantitative reasoning skills including the use of appropriate scientific, mathematical or statistical models in interpreting quantifiable phenomena and the use of scientific, mathematical or statistical symbols, techniques, and logic in solving problems of a quantifiable nature.

*Information Management Skills:* Students will demonstrate the ability to use and apply electronic media for research, communication, and practical application including word processing, spreadsheets, databases, and presentation software.

**GENERAL STUDIES -- ASSOCIATE IN ARTS DEGREE**  
**TRANSFER PROGRAM GC CURRICULUM CODE: 360, 359 ONLINE**

**GER REQUIRED CREDITS:.....31**

English Composition	
ENG101 Comp I--Expos Writing .....	3
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication.....	3
GER Literature Course <sup>6</sup> .....	3
GER Humanities Course <sup>6</sup> .....	3
Social and Behavioral Sciences	
Two GER Soc & Behavioral Sciences courses	
from two different areas <sup>6</sup> .....	6
Science	
Two GER Science Courses <sup>6</sup>	
(at least one must be a Lab course) .....	7
Mathematics	
GER Mathematics Course <sup>6</sup> .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 -- *Min. C grade required.*

**ELECTIVES: .....29**

Check with advisor about transferability.

**TOTAL CREDIT HOURS REQUIRED: .....60**

**RECOMMENDED SEQUENCE**

**FALL**

ENG101 Comp I--Expos Writing.....	3
GER Mathematics Course <sup>6</sup> .....	3
GER Social Science Course <sup>6</sup> .....	3
GER Humanities Course <sup>6</sup> .....	3
Elective .....	<u>3</u>
TOTAL .....	15

**SPRING**

GER Science Lab Course <sup>6</sup> .....	4
GER Literature Course <sup>6</sup> .....	3
Electives.....	<u>8</u>
TOTAL .....	15

**FALL**

GER Social Science Course <sup>6</sup> .....	3
SPC101 Intro to Communication .....	3
CIS105 Intro to Computers .....	3
Electives.....	<u>6</u>
TOTAL .....	15

**SPRING**

GER Science Course <sup>6</sup> .....	3
Electives.....	<u>12</u>
TOTAL .....	15

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

The General Studies degree curriculum is a broadly-based degree program designed for students who plan to pursue an Associate of Arts degree before transferring to a four-year college and/or university. Students choosing this program should work with an academic advisor to develop a plan for completing the degree and identify electives to best meet the specific requirements of the transfer institution.

Traditional students seeking to enter the workforce for the first time and students looking to transfer to a baccalaureate program in a major otherwise available at Garrett College are not encouraged to pursue the General Studies program. Students seeking to transfer to a liberal arts institution for programs such as English, History, Philosophy, Languages, and Pre-Law should major in Liberal Arts at Garrett College, and students seeking to transfer to Pre-Med, Pre-Veterinarian, Pre-Pharmacy, and other pre-professional programs related to health and science should major in Math & Science.

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## GENERAL STUDIES (FSU ARTICULATION)-- ASSOCIATE IN ARTS DEGREE

TRANSFER PROGRAM GC CURRICULUM CODE: 361 FSU ARTICULATION

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### GER REQUIRED CREDITS: .....35

English Composition	
ENG101 Comp I--Expos Writing .....	3
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication .....	3
ENG102 Comp II-Intro to Literature .....	3
FSU GER Humanities Course <sup>6</sup>	
(HIS, PHL, or Language).....	3
FSU GER Fine Arts Course <sup>6</sup>	
(ART, MUS, or THE).....	3
Social and Behavioral Sciences	
Two GER Soc & Behavioral Sciences courses	
from two different areas: <sup>6</sup> .....	6
Science	
Two GER Science Lab Courses <sup>6</sup> .....	8
Mathematics	
GER Mathematics Course <sup>6</sup> .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers.....	3

### IDENTITY & DIFFERENCE REQUIREMENT:

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
-- *Min. C grade required.*

### ELECTIVES: .....25

Check with advisor about transferability.

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### TOTAL CREDIT HOURS REQUIRED: .....60

### RECOMMENDED SEQUENCE

#### FALL

ENG101 Comp I--Expos Writing .....	3
GER Mathematics Course <sup>6</sup> .....	3
GER Social Science Course <sup>6</sup> .....	3
FSU GER HUM Course <sup>6</sup> .....	3
Elective.....	<u>3</u>
TOTAL .....	15

#### SPRING

GER Science Lab Course <sup>6</sup> .....	4
ENG102 Comp II-Intro to Literature.....	3
Electives .....	<u>8</u>
TOTAL .....	15

#### FALL

GER Social Science Course <sup>6</sup> .....	3
SPC101 Intro to Communication.....	3
CIS105 Intro to Computers.....	3
Electives .....	<u>6</u>
TOTAL .....	15

#### SPRING

GER Science Lab Course <sup>6</sup> .....	4
FSU GER Fine Arts Course <sup>6</sup> .....	3
Electives .....	<u>8</u>
TOTAL .....	15

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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# NATURAL RESOURCES & WILDLIFE TECHNOLOGY

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*Natural Resources & Wildlife Technology A.A.S. Degree ..... page 86*

The Natural Resources and Wildlife Technology program strives to graduate technicians who are well prepared for employment in the field of natural resources management, who understand and appreciate the interrelationships among all components of an ecosystem, and who recognize the socioeconomic and political forces affecting resource management decisions. While taking a holistic approach to resource management, the program emphasizes wildlife, fisheries, and forest management, and soil and water conservation. Career opportunities for graduates include jobs in wildlife management, fisheries management, forest management, wetlands management, environmental consulting, ecological restoration, soil and water conservation, water quality monitoring, nature interpretation and education, and parks and recreation.

## **PROGRAM GOALS**

### ***NATURAL RESOURCES AND WILDLIFE TECHNOLOGY***

*Information Literacy Skills:* Students will incorporate information literacy skills that will enable them to locate, evaluate, and effectively use information, especially natural resources and environmental information, in both academic and career environments.

*Communication Skills:* Students will demonstrate competency in verbal and written skills, particularly those skills that enhance the level of performance in natural resource sciences.

*Critical Analysis and Reasoning Skills:* Students will critically analyze multifaceted natural resources and environmental problems/issues and develop and evaluate potential options and proposed solutions.

*Scientific Literacy and Quantitative Reasoning Skills:* Students will develop multiple proficiencies that will enable them to employ quantitative reasoning in conjunction with the scientific method in analyses of science-based information.

*Information Management Skills:* Students will demonstrate the ability to employ the latest technologies, including computer hardware and software, in the efficient management of environmental information.

*Academic and Technical Proficiency in the Major:* Students will demonstrate mastery of the fundamental knowledge, skills, and abilities required for success as a natural resources technician.

**NATURAL RESOURCES & WILDLIFE TECHNOLOGY -- ASSOCIATE IN APPLIED SCIENCES DEGREE**  
**CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 203**

**GER REQUIRED CREDITS:.....21**

- English Composition
- ENG101 Comp I--Expos Writing.....3\*
- Arts and Humanities
- SPC101 Intro to Communication .....3\*
- HUM210 Society & Environment.....3\*
- Social and Behavioral Sciences
- PSY101 General Psychology
- or SOC101 Principles of Sociology .....3\*
- Science
- BIO104 Principles of Biology
- or BIO101 General Biology I/Lab
- or BIO102 General Biology II/Lab .....4\*
- Mathematics
- MAT105 College Algebra
- or MAT110 Pre-Calculus
- or MAT190 Calculus..... 3 (or 4)\*
- Interdisciplinary/Emerging Issues
- CIS180 Intro to GIS.....2\*

**IDENTITY & DIFFERENCE REQUIREMENT:**

A minimum grade of C in HUM210, PSY101 or SOC101 will fulfill the Identity & Difference Requirement.

**MAJOR COURSES: .....45**

- NRW103 Nat Res Practical Skills I .....0.50\*
- NRW104 Nat Res Practical Skills II.....0.50\*
- ESC210 Soils.....3\*
- ESC265 Soil & Water Conservation .....4\*
- BIO120 Dendrology .....3\*
- BIO150 General Ecology .....3\*
- ENT170 Geospatial Data Coll/Analysis .....4\*
- ^ENT201 Chem/Quant Mthds for Ag/NR .....2\*
- ENT225 Water Quality Assessment .....3\*
- NRW101 NRWT Seminar I .....0.50\*
- NRW105 Env Sc/Contemp NatRes Issues
- or NRW106 Env Sc/Cont NatRes Issues ..2 (or 3)\*
- NRW180 Herbaceous Plant Identification
- or BIO214 Plant Taxonomy ..... 2 (or 3)\*
- NRW181 Wildlife Biology .....3\*
- NRW270 Forest Measurements .....2\*
- NRW275 Forest Management .....3\*
- NRW283 Fish Biology & Mgmt .....3\*
- NRW286 Wildlife Tech/Habitat Mgmt I .....3\*
- NRW287 Wildlife Tech/Habitat Mgmt II .....3\*
- NRW289 NRWT Seminar II .....0.50\*

**TOTAL CREDIT HOURS REQUIRED: .....66**

This program has been approved for an exception to the 60-credit limit mandated under the College and Career Readiness and College Completion Act of 2013.

**RECOMMENDED SEQUENCE**

- (F) Offered FALL semester only
- (S) Offered SPRING semester only

**FALL**

- ENG101 Comp I – Expos Writing ..... 3
- MAT105 or MAT110 or MAT190 ..... 3
- BIO104 or BIO101 or BIO102 ..... 4
- BIO120 Dendrology ..... 3
- NRW101 NRWT Seminar I .....0.50 (F)
- NRW103 Nat Res Practical Skills I .....0.50 (F)
- TOTAL ..... 14

**SPRING**

- CIS180 Introduction to GIS..... 2 (S)
- ENT170 Geospatial Data Coll/Analysis ..... 4 (S)
- NRW104 Nat Res Practical Skills II .....0.50 (S)
- NRW105 Env Sc/Contemp Nat Res Issues..... 2 (S)
- NRW181 Wildlife Biology ..... 3 (S)
- PSY101 or SOC101..... 3
- SPC101 Introduction to Communication .. 3
- TOTAL ..... 17.5

**FALL**

- BIO150 General Ecology..... 3 (F)
- ENT201 Chem/Quant Mthds for Ag/NR..... 2 (F)
- ESC210 Soils ..... 3 (F)
- NRW180 Herbaceous Plant Identification ..... 2 (F)
- ↳ course runs all summer and through fall
- NRW270 Forest Measurement ..... 2 (F)
- NRW283 Fisheries Biology/Management ..... 3 (F)
- NRW286 Wildlife Tech/Habitat Mgmt I ..... 3 (F)
- TOTAL ..... 18

**SPRING**

- ENT225 Water Quality Assessment ..... 3 (S)
- ESC265 Soil and Water Conservation..... 4 (S)
- HUM210 Society and The Environment..... 3 (S)
- NRW275 Forest Management ..... 3 (S)
- NRW287 Wildlife Tech/Habitat Mgmt II ..... 3 (S)
- NRW289 NRWT Seminar II ..... 0.50 (S)
- TOTAL ..... 16.5

\* Minimum C grade required for this major.

^ Student may request waiver of ENT201 when CHE101, CHE102, & MAT210 are taken.

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# PARAMEDIC

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*Paramedic Certificate* ..... page 89

The Paramedic Certificate curriculum is designed to provide instruction in the cognitive, psychomotor, and affective domains which will enable students to develop the knowledge and skills required for work in the emergency medical services (EMS) field. Areas of study include human anatomy and physiology, airway management, patient assessment, medical and trauma emergencies, clinical skills, professional ethics and other related topics. Students enrolled in this program are taught to work in the field as an extension of the emergency room. Students successfully completing the training will be qualified in advanced emergency care through a competency-based educational program and will be well prepared to enter the workforce in the EMS field as paramedics. In the United States, paramedics represent the highest practitioner level in the EMS domain.

The training is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, effective September 2012. The curriculum offered meets or exceeds the content and competency demands of the latest edition of the United States Department of Transportation, National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards, and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions Curriculum Supplement.

The paramedic training program at Garrett College operates on a two-year cycle, in which students are admitted in the fall of even numbered years. Admission to Garrett College does not guarantee admission to the Paramedic training program; specific eligibility requirements are listed with the program curriculum. The program is available for college-level credit or as a non-credit program through the College's Continuing

Education & Workforce Development division (visit [www.garrettcollege.edu/educationalopportunities/cewd](http://www.garrettcollege.edu/educationalopportunities/cewd) for more information on CEWD offerings).

## **PROGRAM GOALS**

This certificate is designed to concentrate on the courses that provide the required education for national paramedic certification. National Registry of Emergency Medical Technicians (NREMT) National Paramedic (NRP) certification requires successful completion of both a cognitive and psychomotor exam. This program should prepare students to obtain NRP certification and enter the workforce upon successful completion.

## **PARAMEDIC CERTIFICATE**

*Information Literacy Skills:* Students will incorporate information literacy skills that will enable them to locate, evaluate, and effectively use information, especially paramedic and Emergency Medical Services (EMS) information, in both academic and career environments.

*Communication Skills:* Students will demonstrate competency in verbal and written skills, particularly those skills that enhance the level of performance of the paramedic.

*Critical Analysis and Reasoning Skills:* Students will demonstrate the ability of analytical, critical thinking and problem solving skills and develop and evaluate potential options and proposed solutions. The practice of paramedicine includes tasks such as independent decision making, often in the face of incomplete, ambiguous and conflicting information. Decision making includes scene management, patient assessment, clinical problem solving, leadership, planning, disposition decisions, patient education and resource coordination. Students will be able to demonstrate the skills through extensive hands-on lab experiences, in-hospital clinical experiences and field

experiences both as an individual and a member of a team.

*Scientific Literacy and Quantitative Reasoning Skills:* Students will demonstrate the ability to use their technical knowledge and skills and current technology tools to effectively collect, read, interpret and analyze the data and provide the results.

*Information Management Skills:* Students will demonstrate the ability to employ the latest

technologies to assess and diagnose medical situations and in the efficient management of EMS practices and principles.

*Academic and Technical Proficiency in the Major (Certificate):* Students will demonstrate proficiency in the knowledge, skills and abilities required for national certification and to find employment in the EMS field.

PARAMEDIC - CERTIFICATE  
 CERTIFICATE PROGRAM GC CURRICULUM CODE: 160

**FALL 2016 Application Dates**  
 Applications for the Fall 2016 program will be accepted *March 1, 2016 - May 31, 2016.*

The Paramedic training program operates on a two-year cycle, in which students are admitted in the fall of even numbered years.

**FALL**

EMS120 Anat & Phys for EMS Providers.....	3
EMS130 EMS Preparatory.....	1.5
EMS131 Paramedic Airway I.....	0.50
EMS132 Paramedic Patient Assessment... ..	0.50
EMS150 Paramedic Lab I.....	1
EMS170 Paramedic Clinical I.....	<u>0.50</u>
TOTAL .....	7

**SPRING**

EMS133 Paramedic Medical .....	4
EMS134 Paramedic Trauma.....	2
EMS135 Paramedic Operations & Spec Cons	1
EMS151 Paramedic Lab II.....	1.5
EMS171 Paramedic Clinical II.....	<u>2</u>
TOTAL .....	10.5

**FALL**

EMS230 Paramedic Preparatory.....	1
EMS231 Paramedic Airway II .....	1
EMS233 Paramedic Trauma II.....	0.50
EMS250 Paramedic Lab III.....	1
EMS270 Paramedic Clinical III.....	<u>1.5</u>
TOTAL .....	5

**SPRING**

EMS234 Paramedic Medical II .....	1.5
EMS235 Paramedic Spec Considerations....	1.5
EMS251 Paramedic Lab IV .....	1.5
EMS271 Paramedic Clinical IV .....	<u>3</u>
TOTAL .....	7.5

**TOTAL CREDIT HOURS REQUIRED: ..... 30**

This training program is also available as a non-credit program through the College's Continuing Education & Workforce Development division. For more information contact CEWD at 301-387-3069.

**Admission Requirements:** Admission to Garrett College does not guarantee admission to the Paramedic training program. Applicants must:

- Be at least eighteen (18) years of age.
- Be a high school graduate (GED certificate accepted).
- Be currently certified as an EMT and have completed one year of service as a certified provider prior to the first class. Prior experience will be evaluated on a case by case basis.\*
- Be a member in good standing with a company providing advanced life support service or have applied for membership before the first class.\*
- Be currently CPR certified.
- Take an entrance exam to be administered by the training program provider. Math and reading skills along with EMT knowledge will be assessed to determine if students are prepared to complete the course of study.
- Be in good health and submit proof of physical exam. Accepted applicants must also submit proof of all required vaccinations/immunizations prior to starting class.
- Provide two letters of reference—one from candidate's sponsoring EMS department and one personal.
- Attend an interview with the Program Medical Director, Program Director, the Program Coordinator and a representative of GC. This committee will have the final approval for admission to the course. Final approval will be based collectively on results of testing, satisfying requirements and the decision of this committee's evaluation of the candidate.

\*Candidates who are not Maryland EMTs and/or not Maryland affiliated should contact the EMS Training Program Coordinator to determine entrance requirements.

The College reserves the right to revise program and admissions requirements as appropriate. Visit [garrettcollege.edu/educationalopportunities/cewd](http://garrettcollege.edu/educationalopportunities/cewd) for the most up-to-date information.

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# TEACHER EDUCATION

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*Early Childhood Ed/Early Childhood Special Education A.A.T. Degree..... page 91*  
*Early Childhood Education A.A. Degree ..... page 92*  
*Elementary Education/Elementary Special Education A.A.T. Degree ..... page 93*  
*Elementary Education A.A. Degree ..... page 94*  
*Physical Education & Health – Recreation Concentration A.A. Degree ..... page 95*  
*Physical Education & Health – Teaching and/or Coaching A.A. Degree ..... page 96*  
*Secondary Education A.A. Degree..... page 97*

The Teacher Education program prepares students who aspire to teach at the preschool, elementary, or secondary level for transfer into a four-year teacher education curriculum. Students have the opportunity to participate in classroom activities in the public schools as part of their pre-professional course work. Students in the AAT program may be required to take additional special education or inclusion courses as part of the requirements for a baccalaureate degree and teacher education certification at four year institutions.

Successful completion of PRAXIS CORE may be required for entry into many education programs. Students are highly encouraged to complete the PRAXIS CORE exam before applying to a transfer institution.

## **PROGRAM GOALS**

### ***TEACHER EDUCATION***

*Information Literacy Skills:* Students will incorporate information literacy skills that will evidence their ability to locate, evaluate, and effectively use information to complete assignments.

*Communication Skills:* Students will demonstrate competency in written and verbal communication appropriate to their teacher education focus (early childhood, elementary, secondary education).

*Critical Analysis and Reasoning Skills:* Students will research, analyze, and evaluate learning theories, strategies, and technology relevant to classroom instruction. Students will develop and demonstrate the ability to manage classroom activities and behavior.

*Scientific Literacy and Quantitative Reasoning Skills:* Students will demonstrate competent understanding of the life sciences, physical sciences, earth science, and mathematics as required for teacher certification.

*Information Management Skills:* Students will utilize technology in preparing reports and presentations appropriate to their area of study in teacher education.

*Academic and Technical Proficiency in the Major:* Students will demonstrate the skills required for a successful career in teaching including objective observation of students, developing lesson plans, and classroom management.

**EARLY CHILDHOOD EDUCATION/EARLY CHILDHOOD SPECIAL EDUCATION - ASSOCIATE OF ARTS IN TEACHING DEGREE**  
**TRANSFER PROGRAM GC CURRICULUM CODE: 381**

**GER REQUIRED CREDITS:..... 36**

English Composition	
ENG101 Comp I--Expos Writing .....	3
-- <i>Min. C grade required.</i>	
Arts and Humanities	
ENG102 Comp II—Intro to Literature .....	3
ART115 Visual Imagery .....	3
HIS111 American History to 1865	
or HIS112 American History since 1865	
or HIS121 Twentieth Century World .....	3
Social and Behavioral Sciences	
PSY101 General Psychology .....	3
GEO201 Cultural Geography .....	3
Science	
BIO101 General Biology I .....	4
PHY130 Physical Science .....	4
ESC101 Physical Geology	
or ESC121 Physical Geography	
or CHE101 General Chemistry I .....	4
Mathematics	
MAT105 College Algebra.....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

A minimum grade of C in GEO201, HIS121 or PSY101 will fulfill the Identity & Difference Requirement.

**MAJOR COURSES: ..... 26**

EDU105 Career Analysis in Education.....	1
EDU101 Early Childhood Educ. I .....	3
EDU102 Early Childhood Educ. II .....	3
EDU201 Foundations of Education .....	3
EDU210 Intro Exceptional Individual .....	3
EDU270 Process/Acquisition of Reading .....	3
EDU275 Teaching Lab .....	1
MAT121 Elementary Mathematics I .....	3
MAT122 Elementary Mathematics II .....	3
PSY220 Child Psychology .....	3

**TOTAL CREDIT HOURS REQUIRED: ..... 62**

**ADDITIONAL GRADUATION REQUIREMENTS:**

- **Must pass PRAXIS CORE exam (students with a 1100 math & reading SAT score or a 24 ACT score are exempt)**
- **Minimum CGPA 2.75**

This program has been approved for an exception to the 60-credit limit mandated under the College and Career Readiness and College Completion Act of 2013.

**RECOMMENDED SEQUENCE**

- (F) Offered FALL semester only
- (S) Offered SPRING semester only
- (U) Offered SUMMER semester only

**FALL**

ENG101 Comp I—Expos Writing .....	3	
ART115 Visual Imagery .....	3	
EDU105 Career Analysis in Education .....	1	(F)
PSY101 General Psychology.....	3	
MAT105 College Algebra .....	3	
CIS105 Intro to Computers .....	3	
<b>TOTAL .....</b>	<b>16</b>	

**SPRING**

ENG102 Comp II—Intro to Literature .....	3	
EDU101 Early Childhood Education I.....	3	
EDU201 Foundations of Education.....	3	(S)
BIO101 General Biology I.....	4	
<b>TOTAL .....</b>	<b>13</b>	

**SUMMER (optional)**

PSY220 Child Psychology .....	3	(S & U)
↳ If taken during Summer, Spring load will be 14 hours		

**FALL**

HIS111 or HIS112 or HIS121.....	3	
PHY130 Physical Science/Lab .....	4	
MAT121 Elementary Mathematics I.....	3	(F)
EDU102 Early Childhood Education II.....	3	(F)
EDU210 Intro Exceptional Individual.....	3	
<b>TOTAL .....</b>	<b>16</b>	

**SPRING**

PSY220 Child Psychology .....	3	(S & U)
↳ Only if not taken during Summer		
EDU270 Process/Acquisition of Reading .....	3	(S)
EDU275 Teaching Lab .....	1	
ESC101 or ESC121 or CHE101 .....	4	
GEO201 Cultural Geography.....	3	(S)
MAT122 Elementary Mathematics II.....	3	(S)
<b>TOTAL .....</b>	<b>14 or 17</b>	

*This AAT program is designed for transfer to a four-year MARYLAND institution. Students wishing to transfer out-of-state should consult with the Director of Education & Teacher Preparation to develop an educational plan.*

*Students may be required to take additional special education or inclusion courses as part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.*

## EARLY CHILDHOOD EDUCATION OPTION -- ASSOCIATE IN ARTS DEGREE

TRANSFER PROGRAM GC CURRICULUM CODE: 378

### GER REQUIRED CREDITS: .....31

English Composition	
ENG101 Comp I--Expos Writing.....3	
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication .....3	
ENG102 Comp II—Intro to Literature.....3	
GER Humanities Course <sup>6</sup> .....3	
Social and Behavioral Sciences	
PSY101 General Psychology.....3	
GER Soc & Beh Science Course (not PSY) <sup>6</sup> ...3	
Science	
Two GER Science Courses <sup>6</sup>	
(at least one must be a Lab course).....7	
Mathematics	
GER Mathematics Course <sup>6</sup> .....3	
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....3	

### IDENTITY & DIFFERENCE REQUIREMENT:

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 -- *Min. C grade required.*

### MAJOR COURSES: .....26

EDU105 Career Analysis in Education .....1
EDU101 Early Childhood Educ. I.....3
EDU102 Early Childhood Educ. II.....3
EDU201 Foundations of Education.....3
EDU210 Intro Exceptional Individual.....3
EDU270 Process & Acquis. of Reading .....3
EDU275 Teaching Lab .....1
PSY220 Child Psychology .....3
SOC201 The Family.....3
SOC211 Social Problems.....3

### ELECTIVES .....3

Choose after consultation with advisor.

### TOTAL CREDIT HOURS REQUIRED: .....60

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

### RECOMMENDED SEQUENCE

(F) Offered FALL semester only  
 (S) Offered SPRING semester only  
 (U) Offered SUMMER semester only

#### FALL

ENG101 Comp I--Expos Writing.....3	
PSY101 General Psychology .....3	
EDU105 Career Analysis in Education .....1	(F)
GER Mathematics Course <sup>6</sup> .....3	
GER Science Lab Course <sup>6</sup> .....4	
<b>TOTAL</b> .....14	

#### SPRING

EDU101 Early Childhood Educ. I.....3	
EDU201 Foundations of Education .....3	(S)
ENG102 Comp II--Intro to Literature .....3	
PSY220 Child Psychology.....3	(S & U)
↳ Recommend taking in the summer semester	
SPC101 Intro to Communication.....3	
GER Science Course <sup>6</sup> .....3	
<b>TOTAL</b> .....15 or 18	

#### SUMMER (optional)

PSY220 Child Psychology.....3	(S & U)
↳ Only if not taken in the Spring semester	

#### FALL

EDU102 Early Childhood Educ. II.....3	
EDU210 Intro to Exceptional Indiv. ....3	(F)
GER Arts and Humanities <sup>6</sup> .....3	
SOC201 The Family .....3	
Elective .....3	
<b>TOTAL</b> .....15	

#### SPRING

CIS105 Intro to Computers.....3	
EDU270 Proc & Acquisition of Reading .....3	(S)
EDU275 Teaching Lab.....1	
GER Soc & Behavioral Sciences Course <sup>6</sup> .....3	
SOC211 Social Problems .....3	
<b>TOTAL</b> .....13	

*This AA program is designed for transfer to an out-of-state institution. Students wishing to transfer to a Maryland institution should follow the AAT program.*

*Successful completion of PRAXIS CORE may be required for entry into many education programs. Students are highly encouraged to complete the PRAXIS CORE exam before applying to a transfer institution.*

ELEMENTARY EDUCATION/ELEMENTARY SPECIAL EDUCATION -- ASSOCIATE OF ARTS IN TEACHING DEGREE  
TRANSFER PROGRAM GC CURRICULUM CODE: 380

**GER REQUIRED CREDITS:..... 36**

English Composition	
ENG101 Comp I--Expos Writing .....	3
Arts and Humanities	
SPC101 Intro to Communication.....	3
ENG102 Comp II--Intro to Literature.....	3
HIS111 American History to 1865	
or HIS112 American History since 1865	
or HIS121 Twentieth Century World.....	3
Social and Behavioral Sciences	
PSY101 General Psychology .....	3
GEO201 Cultural Geography.....	3
Science	
BIO101 General Biology I .....	4
PHY130 Physical Science .....	4
ESC101 Physical Geology	
or ESC121 Physical Geography	
or CHE101 General Chemistry I.....	4
Mathematics	
MAT105 College Algebra.....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

A minimum grade of C in GEO201, HIS121 or PSY101 will fulfill the Identity & Difference Requirement.

**MAJOR COURSES: ..... 26**

ART115 Visual Imagery .....	3
EDU105 Career Analysis in Education.....	1
EDU201 Foundations of Education .....	3
EDU210 Intro Exceptional Individual .....	3
EDU270 Process/Acquisition of Reading .....	3
EDU275 Teaching Lab .....	1
MAT121 Elementary Math I.....	3
MAT122 Elementary Math II.....	3
PSY211 Educational Psych .....	3
PSY220 Child Psychology .....	3

**TOTAL CREDIT HOURS REQUIRED: ..... 62**

**ADDITIONAL GRADUATION REQUIREMENTS:**

- **Must pass PRAXIS CORE exam (students with a 1100 math & reading SAT score or a 24 ACT score are exempt)**
- **Minimum CGPA 2.75**

This program has been approved for an exception to the 60-credit limit mandated under the College and Career Readiness and College Completion Act of 2013.

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
(S) Offered SPRING semester only  
(U) Offered SUMMER semester only

**FALL**

ENG101 Comp I--Expos Writing.....	3	
EDU105 Career Analysis in Education .....	1	(F)
MAT105 College Algebra .....	3	
PHY130 Physical Science.....	4	
PSY101 General Psychology .....	3	
SPC101 Intro to Communication .....	3	
<b>TOTAL .....</b>	<b>16</b>	

**SPRING**

EDU201 Foundations of Education.....	3	(S)
ENG102 Comp II – Intro to Literature.....	3	
PSY220 Child Psychology .....	3	(S & U)
↳ Recommend taking in the summer semester		
BIO101 General Biology I.....	4	
<b>TOTAL .....</b>	<b>13</b>	

**SUMMER (optional)**

PSY220 Child Psychology .....	3	(S & U)
↳ Only if not taken in the Spring semester		

**FALL**

EDU210 Intro Exceptional Individual.....	3	(F)
ESC101 or ESC121 or CHE101 .....	4	
HIS111 or HIS112 or HIS121.....	3	
MAT121 Elementary Math I .....	3	(F)
PSY211 Educational Psychology .....	3	(F)
<b>TOTAL .....</b>	<b>16</b>	

**SPRING**

ART115 Visual Imagery .....	3	
CIS105 Intro to Computers .....	3	
EDU270 Process/Acquisition of Reading .....	3	(S)
EDU275 Teaching Lab .....	1	
GEO201 Cultural Geography.....	3	(S)
MAT122 Elementary Math II .....	3	(S)
<b>TOTAL .....</b>	<b>17</b>	

*This AAT program is designed for transfer to a four-year MARYLAND institution. Students wishing to transfer out-of-state should consult with the Director of Education & Teacher Preparation to develop an educational plan.*

*Students may be required to take additional special education or inclusion courses as part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.*

## ELEMENTARY EDUCATION OPTION -- ASSOCIATE IN ARTS DEGREE

TRANSFER PROGRAM GC CURRICULUM CODE: 370

### GER REQUIRED CREDITS: .....31

English Composition	
ENG101 Comp I--Expos Writing .....	3
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication .....	3
ENG102 Comp II – Intro to Literature.....	3
GER Humanities Course <sup>6</sup> .....	3
Social and Behavioral Sciences	
PSY101 General Psychology.....	3
GER Soc & Beh Science Course (not PSY) <sup>6</sup> ...	3
Science	
Two GER Science Courses from different disciplines <sup>6</sup> (one must be a Lab course) .....	7
Mathematics	
GER Mathematics Course <sup>6</sup> .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

### IDENTITY & DIFFERENCE REQUIREMENT:

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 -- *Min. C grade required.*

### MAJOR COURSES: .....20

EDU105 Career Analysis in Ed .....	1
EDU201 Foundations of Ed .....	3
EDU210 Intro to the Exceptional Child.....	3
EDU270 Process/Acquisition of Reading.....	3
EDU275 Teaching Lab.....	1
MAT121 Elementary Math I .....	3
MAT122 Elementary Math II .....	3
PSY211 Educational Psych .....	3

### ELECTIVES: .....9

Choose after consultation with advisor.

### TOTAL CREDIT HOURS REQUIRED: .....60

### RECOMMENDED SEQUENCE

(F) Offered FALL semester only  
 (S) Offered SPRING semester only

#### FALL

EDU105 Career Analysis in Ed .....	1	(F)
ENG101 Comp I--Expository Writing.....	3	
PSY101 General Psychology .....	3	
GER Science Course <sup>6</sup> .....	3	
GER Mathematics Course <sup>6</sup> .....	3	
Elective .....	3	
<b>TOTAL</b> .....	<b>16</b>	

#### SPRING

CIS105 Introduction to Computers .....	3	
EDU201 Foundations of Education .....	3	(S)
SPC101 Intro to Communication.....	3	
GER Literature Course <sup>6</sup> .....	3	
GER Science Lab Course <sup>6</sup> .....	4	
<b>TOTAL</b> .....	<b>16</b>	

#### FALL

EDU210 Intro to the Exceptional Child .....	3	(F)
GER Soc & Behavioral Sciences Course <sup>6</sup> .....	3	
PSY211 Educational Psychology .....	3	(F)
MAT121 Elementary Mathematics I .....	3	(F)
Elective .....	3	
<b>TOTAL</b> .....	<b>15</b>	

#### SPRING

EDU270 Process/Acquisition of Reading .....	3	(S)
EDU275 Teaching Lab.....	1	
GER Humanities Course <sup>6</sup> .....	3	
MAT122 Elementary Math II.....	3	(S)
Electives .....	3	
<b>TOTAL</b> .....	<b>13</b>	

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

*This AA program is designed for transfer to an out of state institution. Students wishing to transfer to a MARYLAND institution should follow the AAT program.*

*Successful completion of PRAXIS CORE may be required for entry into many education programs. Students are highly encouraged to complete the PRAXIS CORE exam before applying to a transfer institution.*

**PHYSICAL EDUCATION & HEALTH OPTION - RECREATION CONCENTRATION -- ASSOCIATE IN ARTS DEGREE**  
**TRANSFER PROGRAM GC CURRICULUM CODE: 376**

**GER REQUIRED CREDITS:.....32**

English Composition	
ENG101 Comp I--Expos Writing .....	3
-- <i>Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication.....	3
ENG102 Comp II--Intro to Literature .....	3
GER Humanities Course (not ENG) <sup>6</sup> .....	3
Social and Behavioral Sciences	
PSY101 General Psychology .....	3
SOC101 Principles of Sociology .....	3
Science	
BIO101 General Biology I .....	4
BIO200 Human Anatomy & Phys I .....	4
Mathematics	
MAT105 College Algebra	
or MAT210 Introductory Statistics .....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

Select an Identity & Difference Course from page 37. An I&D course used to fulfill another requirement may be reused here.  
 -- *Min. C grade required.*

**MAJOR COURSES: .....12**

ASI101 Intro Recreation, Parks, Adv. Sp. ....	3
ASI109 Intro Therapeutic Recreation.....	3
ASI164 Adv Level First Aid & CPR.....	3
PED210 Physical Education Practicum.....	3

**RECREATION CONCENTRATION: .....16**

BIO110 Natural History.....	4
BUS101 Intro to Business.....	3
BUS170 Intro to Management.....	3
PSY221 Adolescent Psychology	
or PSY102 Human Growth & Dev.....	3
SOC211 Social Problems .....	3

**TOTAL CREDIT HOURS REQUIRED: ..... 60**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
 (S) Offered SPRING semester only  
 (I) Offered INTERSESSION semester only

**FALL**

ENG101 Comp I--Expos Writing.....	3	
GER Mathematics Course <sup>6</sup> .....	3	
ASI101 Intro Recreation, Parks, Adv Sp .....	3	(F)
SPC101 Intro to Communication .....	3	
PSY101 General Psychology .....	3	
<b>TOTAL .....</b>	<b>15</b>	

**SPRING**

ENG102 Comp II--Intro to Literature .....	3
BIO101 General Biology I.....	4
CIS105 Intro to Computers .....	3
SOC101 Principles of Sociology .....	3
ASI109 Intro Therapeutic Recreation .....	3
<b>TOTAL .....</b>	<b>16</b>

**FALL**

BUS101 Intro to Business .....	3	
BIO110 Natural History.....	4	(F)
PSY221 or PSY102 .....	3	
BIO200 Human Anatomy & Phys I .....	4	
<b>TOTAL .....</b>	<b>14</b>	

**INTERSESSION**

ASI164 Advanced Level First Aid & CPR.....	3	(I)
<b>TOTAL .....</b>	<b>3</b>	

**SPRING**

GER Arts and Humanities Course <sup>6</sup> .....	3
SOC211 Social Problems.....	3
PED210 Physical Education Practicum .....	3
BUS170 Intro to Management.....	3
<b>TOTAL .....</b>	<b>12</b>

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

*Successful completion of PRAXIS CORE may be required for entry into many education programs. Students are highly encouraged to complete the PRAXIS CORE exam before applying to a transfer institution.*

**PHYSICAL EDUCATION & HEALTH OPTION – TEACHING AND/OR COACHING CONCENTRATION --**  
**ASSOCIATE IN ARTS DEGREE**  
 TRANSFER PROGRAM GC CURRICULUM CODE: 372

**GER REQUIRED CREDITS: .....32**

English Composition	
ENG101 Comp I--Expos Writing .....	3
<i>-- Min. C grade required.</i>	
Arts and Humanities	
SPC101 Intro to Communication .....	3
ENG102 Comp II--Intro to Literature .....	3
HIS111 American History to 1865	
or HIS112 American History since 1865	
or HIS121 Twentieth Century World .....	3
Social and Behavioral Sciences	
PSY101 General Psychology.....	3
GEO201 Cultural Geography.....	3
Science	
BIO101 General Biology I.....	4
BIO200 Human Anatomy & Phys I.....	4
Mathematics	
MAT105 College Algebra	
or MAT210 Introductory Statistics.....	3
Interdisciplinary/Emerging Issues	
CIS105 Intro to Computers .....	3

**IDENTITY & DIFFERENCE REQUIREMENT:**

A minimum grade of C in GEO201, HIS121 or PSY101 will fulfill the Identity & Difference Requirement.

**MAJOR COURSES: .....14**

BIO130 Principles of Nutrition.....	3
HEA152 Foundations of Health Education .....	3
PED117 Personalized Health & Fitness.....	2
PED150 First Aid .....	3
PED152 Foundations of Physical Education ...	3

**TEACHING CONCENTRATION:.....14**

EDU105 Career Analysis in Education .....	1
EDU201 Foundations of Education.....	3
EDU210 Intro Exceptional Individual.....	3
EDU275 Teaching Lab .....	1
PSY102 Human Growth & Development.....	3
PSY211 Educational Psychology .....	3

**TOTAL CREDIT HOURS REQUIRED: .....60**

**RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
 (S) Offered SPRING semester only

**FALL**

ENG101 Comp I--Expos Writing .....	3
MAT105 or MAT210.....	3
BIO130 Principles of Nutrition .....	3
PED152 or HEA152 .....	3 (F)
EDU105 Career Analysis in Ed .....	1 (F)
PSY101 General Psychology .....	3
TOTAL .....	16

**SPRING**

ENG102 Comp II--Intro to Literature.....	3
BIO101 General Biology I .....	4
SPC101 Intro to Communication.....	3
CIS105 Intro to Computers.....	3
EDU201 Foundations of Education .....	3 (S)
TOTAL .....	16

**FALL**

EDU210 Intro Exceptional Individual .....	3 (F)
PED152 or HEA152 .....	3 (F)
BIO200 Human Anatomy & Phys II.....	4
HIS111 or HIS112 or HIS121 .....	3
PSY211 Educational Psychology .....	3 (F)
TOTAL .....	16

**SPRING**

EDU275 Teaching Lab.....	1
GEO201 Cultural Geography .....	3 (S)
PED117 Personalized Health & Fitness .....	2
PED150 First Aid.....	3
PSY102 Human Growth & Development ....	3
TOTAL .....	12

**Successful completion of PRAXIS CORE may be required for entry into many education programs. Students are highly encouraged to complete the PRAXIS CORE exam before applying to a transfer institution.**

**Students wanting to transfer to a 4 year institution to pursue a Coaching pathway should consider following this concentration.**

**SECONDARY EDUCATION -- ASSOCIATE IN ARTS DEGREE**  
**TRANSFER PROGRAM GC CURRICULUM CODE: 371**

**GER REQUIRED CREDITS:.....35**

- English Composition
  - ENG101 Comp I--Expos Writing ..... 3
  - *Min. C grade required.*
- Arts and Humanities
  - SPC101 Intro to Communication..... 3
  - ENG102 Comp II-Intro to Literature..... 3
  - ART115 Visual Imagery
    - or MUS110 Music Appreciation
    - or THE101 Introduction to Theatre..... 3
  - HIS111 American History to 1865
    - or HIS112 American History since 1865
    - or HIS121 Twentieth Century World ..... 3
- Social and Behavioral Sciences
  - PSY101 General Psychology ..... 3
  - SOC101 Principles of Sociology
    - or GEO201 Cultural Geography
    - or POL140 American National Govt ..... 3
- Science
  - Two GER Science courses from the following ... 8
  - BIO101 General Biology I
    - or CHE101 General Chemistry I
    - or ESC121 Physical Geography
    - or PHY130 Physical Science
- Mathematics
  - MAT105 College Algebra..... 3
- Interdisciplinary/Emerging Issues
  - CIS105 Intro to Computers ..... 3

**IDENTITY & DIFFERENCE REQUIREMENT:**

A minimum grade of C in GEO201, HIS121 or PSY101 will fulfill the Identity & Difference Requirement.

**MAJOR COURSES: .....14**

- EDU105 Career Analysis in Ed..... 1
- EDU201 Foundations of Education ..... 3
- EDU210 Intro to the Exceptional Individual... 3
- EDU275 Teaching Lab ..... 1
- PSY102 Human Growth & Development ..... 3
- PSY211 Educational Psychology..... 3

**MAJOR ELECTIVES:..... 11**

Select based on desired teaching area; Math, Science, Social Studies, etc. Choose after consultation with advisor.

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**TOTAL CREDIT HOURS REQUIRED: ..... 60**

**RECOMMENDED SEQUENCE**

- (F) Offered FALL semester only
- (S) Offered SPRING semester only

**FALL**

- ENG101 Comp I--Expos Writing .....3
- MAT105 College Algebra .....3
- HIS111 or HIS112 or HIS121 .....3
- PSY101 General Psychology.....3
- SPC101 Intro to Communication .....3
- EDU105 Career Analysis in Ed..... 1 (F)
- TOTAL .....16

**SPRING**

- CIS105 Intro to Computers .....3
- ENG102 Comp II-Intro to Literature .....3
- EDU201 Foundations of Education.....3 (S)
- GER Science Lab Course.....4
- TOTAL .....13

**FALL**

- EDU210 Intro to Exceptional Individual.....3 (F)
- SOC101 or GEO201 or POL140.....3
- PSY211 Educational Psychology .....3
- Major Elective.....3
- BIO101 or CHE101 or ESC121 or PHY130 ... 4
- TOTAL .....16

**SPRING**

- PSY102 Human Growth & Development.....3
- ART115 or MUS110 or THE101 .....3
- EDU275 Teaching Lab .....1
- Major Electives ..... 8
- TOTAL .....15

*Successful completion of PRAXIS CORE may be required for entry into many education programs. Students are highly encouraged to complete the PRAXIS CORE exam before applying to a transfer institution.*

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# NON-DEGREE TRANSFER PROGRAMS

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These programs require transfer for completion; no degree is issued from Garrett College. Completion of a non-degree transfer program does not guarantee acceptance into the transfer institution/program. Contact the transfer institution for more information.

## ***Transfer to Allegany College of Maryland***

<i>Gen. Studies/ACM Culinary Arts .....</i>	<i>page 99</i>
<i>Gen. Studies/ACM Dental Hygiene .....</i>	<i>page 99</i>
<i>Gen. Studies/ACM Medical Assistant.....</i>	<i>page 100</i>
<i>Gen. Studies/ACM Medical Lab Technician.....</i>	<i>page 100</i>
<i>Gen. Studies/ACM Nursing.....</i>	<i>page 101</i>
<i>Gen. Studies/ACM Occupational Therapy Assistant .....</i>	<i>page 101</i>
<i>Gen. Studies/ACM Physical Therapy Assistant.....</i>	<i>page 102</i>
<i>Gen. Studies/ACM Pre-Human Service Associate .....</i>	<i>page 102</i>
<i>Gen. Studies/ACM Radiologic Technology.....</i>	<i>page 103</i>
<i>Gen. Studies/ACM Respiratory Therapy.....</i>	<i>page 103</i>

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## GEN. STUDIES/ACM CULINARY ARTS -- NON-DEGREE TRANSFER TO ACM

GC CURRICULUM CODE: 392

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**REQUIRED COURSE WORK: .....26**

ENG101 Comp I—Expository Writing .....	3
-- <i>Min. C grade required.</i>	
GER Humanities Course <sup>6</sup> (Except ENG102 or any HIS).....	3
GER Social & Behavioral Sciences Courses <sup>6</sup> (includes HIS) .....	6
BIO104 Principles of Biology	
or CHE100 Intro to College Chemistry .....	4
GER Mathematics Course <sup>6</sup> .....	3
CIS105 Intro to Computers .....	3
PED or ASI Course .....	1
BIO130 Principles of Nutrition .....	3

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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## GEN. STUDIES/ACM DENTAL HYGIENE -- NON-DEGREE TRANSFER TO ACM

GC CURRICULUM CODE: 364

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**REQUIRED COURSE WORK: .....35**

ENG101 Comp I—Expository Writing .....	3
-- <i>Min. C grade required.</i>	
SPC101 Introduction to communication.....	3
MAT105 College Algebra	
or MAT210 Introductory Statistics .....	3
CHE100 Intro to College Chemistry	
or CHE101 General Chemistry I.....	4
PSY101 General Psychology .....	3
SOC101 Principles of Sociology.....	3
BIO104 Principles of Biology	
or BIO101 General Biology I/Lab.....	4
BIO141 General Microbiology/Lab .....	4
BIO200 Human Anatomy & Physiology I.....	4
BIO201 Human Anatomy & Physiology II.....	4

**OPTIONAL:** BIO103 Medical Terminology is strongly suggested.

**TRANSFER NOTES:** Admission to this program is very competitive--Completion of these classes does not guarantee acceptance into the ACM program.

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## GEN. STUDIES/ACM MEDICAL ASSISTANT -- NON-DEGREE TRANSFER TO ACM

GC CURRICULUM CODE: 384

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**REQUIRED COURSE WORK:** ..... 27

ENG101 Comp I—Expository Writing .....	3
-- <i>Min. C grade required.</i>	
SPC101 Introduction to communication .....	3
PSY101 General Psychology .....	3
MAT105 College Algebra .....	3
CIS105 Intro to Computers.....	3
PED150 First Aid .....	3
BIO104 Principles of Biology	
or BIO101 General Biology I/Lab .....	4
BIO200 Human Anatomy & Physiology I .....	4
BIO103 Medical Terminology .....	3

**TRANSFER NOTES:** Admission to this program is very competitive--Completion of these classes does not guarantee acceptance into the ACM program.

Spring Admission at ACM – Must take MDAS101 at ACM in the Fall semester prior to applying.

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## GEN. STUDIES/ACM MEDICAL LAB TECHNICIAN -- NON-DEGREE TRANSFER TO ACM

GC CURRICULUM CODE: 365

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**REQUIRED COURSE WORK:** ..... 29

ENG101 Comp I—Expository Writing .....	3
-- <i>Min. C grade required.</i>	
GER Humanities Course <sup>6</sup> (except ENG102 or any HIS) .....	3
MAT105 College Algebra .....	3
GER Social & Behavioral Sciences Course <sup>6</sup> (includes HIS) .....	3
PED or ASI Physical Activity Course .....	1
BIO101 General Biology I/Lab .....	4
BIO141 General Microbiology/Lab .....	4
BIO200 Human Anatomy & Physiology I .....	4
CHE100 Intro to College Chemistry	
or CHE101 General Chemistry .....	4

**OPTIONAL:** BIO103 Medical Terminology

**TRANSFER NOTES:** Admission to this program is very competitive--Completion of these classes does not guarantee acceptance into the ACM program.

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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## GEN. STUDIES/ACM NURSING -- NON-DEGREE TRANSFER TO ACM

GC CURRICULUM CODE: 362

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### REQUIRED COURSE WORK: .....37

ENG101 Comp I—Expository Writing .....	3
<i>-- Min. C grade required.</i>	
Two GER Humanities Courses <sup>6</sup> (except ENG102) Must be from different disciplines ....	6
MAT105 College Algebra .....	3
PSY101 General Psychology .....	3
PSY102 Human Growth & Development .....	3
SOC101 Principles of Sociology.....	3
BIO104 Principles of Biology or BIO101 General Biology I/Lab.....	4
BIO141 General Microbiology/Lab .....	4
BIO200 Human Anatomy & Physiology I.....	4
BIO201 Human Anatomy & Physiology II.....	4

**NOTE:** ACM requires a minimum grade of C in all science coursework.

**OPTIONAL:** BIO103 Medical Terminology, BIO130 Nutrition (for BSN), CHE100/101 (for BSN) and MAT210 (for BSN).

**TRANSFER NOTES:** Admission to this program is very competitive--Completion of these classes does not guarantee acceptance into the ACM program.

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## GEN. STUDIES/ACM OCCUPATIONAL THERAPY ASSISTANT -- NON-DEGREE TRANSFER TO ACM

GC CURRICULUM CODE: 385

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### REQUIRED COURSE WORK: .....31

ENG101 Comp I—Expository Writing .....	3
<i>-- Min. C grade required.</i>	
GER Humanities Course <sup>6</sup> (except ENG102 or any HIS).....	3
MAT105 College Algebra .....	3
PSY101 General Psychology .....	3
PSY102 Human Growth & Development .....	3
SOC101 Principles of Sociology.....	3
PED or ASI Physical Activity Course .....	1
BIO104 Principles of Biology or BIO101 General Biology I/Lab.....	4
BIO200 Human Anatomy & Physiology I.....	4
BIO201 Human Anatomy & Physiology II.....	4

**NOTE:** Minimum C grade required in all General Education coursework.

**OPTIONAL:** BIO103 Medical Terminology and BIO141 Microbiology.

**TRANSFER NOTE:** This is a 1+1 program at ACM. Student must complete all General Education coursework with a grade of C or better before applying to the clinical phase of the program. General Education requirements must be completed within five (5) years prior to application to the clinical phase.

Completion of 32 documented volunteer hours with a licensed Occupational Therapist/Occupational Therapy Assistant at two different facilities must be completed by the ACM application deadline.

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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## GEN. STUDIES/ACM PHYSICAL THERAPY ASSISTANT -- NON-DEGREE TRANSFER TO ACM

GC CURRICULUM CODE: 386

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**REQUIRED COURSE WORK:** ..... 32

ENG101 Comp I—Expository Writing .....	3
-- <i>Min. C grade required.</i>	
SPC101 Introduction to Communication .....	3
MAT105 College Algebra .....	3
PED or ASI Activity Course .....	2
PSY101 General Psychology .....	3
PSY102 Human Growth & Development .....	3
SOC101 Principles of Sociology .....	3
BIO104 Principles of Biology .....	4
BIO200 Human Anatomy & Physiology I .....	4
BIO201 Human Anatomy & Physiology II .....	4

**OPTIONAL:** BIO103 Medical Terminology, BIO141 Microbiology, and/or PED150 First Aid

**TRANSFER NOTES:** Admission to this program is very competitive--Completion of these classes does not guarantee acceptance into the ACM program.

A meeting with the PTA Program Director or Clinical Coordinator is required within six (6) months prior to the May 1<sup>st</sup> deadline to be sure file is complete.

Completion of 40 documented volunteer hours with a licensed Physical Therapist/Physical Therapy Assistant at two different facilities must be completed by the ACM application deadline. Twenty (20) of the hours must be in a hospital or long term care setting and the remaining twenty (20) hours must be in an outpatient setting. The supervising physical therapist must directly send the observation forms to ACM's PTA Department by May 1<sup>st</sup>.

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## GEN. STUDIES/ACM PRE-HUMAN SERV ASSOC -- NON-DEGREE TRANSFER TO ACM

GC CURRICULUM CODE: 366

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**REQUIRED COURSE WORK:** ..... 38

ENG101 Comp I—Expository Writing .....	3
-- <i>Min. C grade required.</i>	
ENG104 or ENG103 .....	3
SPC101 Introduction to Communication .....	3
POL140 American National Government .....	3
HIS112 American History Since 1865 .....	3
Science GER Course <sup>6</sup> .....	4
MAT105 or MAT210 .....	3
PED or ASI Activity Course .....	1
PSY101 General Psychology .....	3
SOC101 Principles of Sociology .....	3
PSY240 Intro to Abnormal Psychology .....	3
PSY Elective .....	3
SOC Elective .....	3

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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## GEN. STUDIES/ACM RADIOLOGIC TECHNOLOGY -- NON-DEGREE TRANSFER TO ACM

GC CURRICULUM CODE: 367

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### REQUIRED COURSE WORK: .....27

ENG101 Comp I—Expository Writing .....	3
-- <i>Min. C grade required.</i>	
GER Humanities Course <sup>6</sup> (except ENG102 or any HIS).....	3
PSY101 or PSY121 or PSY150 .....	3
MAT105 College Algebra .....	3
PED or ASI Activity Course .....	1
CIS105 Intro to Computers .....	3
BIO104 Principles of Biology	
or BIO101 General Biology I/Lab.....	4
BIO200 Human Anatomy & Physiology I.....	4
BIO103 Medical Terminology .....	3

**OPTIONAL:** BIO201 Human Anatomy & Physiology II

**TRANSFER NOTES:** Admission to this program is very competitive--Completion of these classes does not guarantee acceptance into the ACM program.

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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## GEN. STUDIES/ACM RESPIRATORY THERAPY -- NON-DEGREE TRANSFER TO ACM

GC CURRICULUM CODE: 368

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### REQUIRED COURSE WORK: .....31

ENG101 Comp I—Expository Writing .....	3
GER Humanities Course <sup>6</sup> (except ENG102 or any HIS).....	3
PSY101 General Psychology .....	3
MAT105 College Algebra .....	3
CIS105 Intro to Computers .....	3
BIO104 Principles of Biology	
or BIO101 General Biology I/Lab.....	4
BIO141 General Microbiology/Lab .....	4
BIO200 Human Anatomy & Physiology I.....	4
CHE100 or CHE101 General Chemistry I .....	4

**OPTIONAL:** BIO103 Medical Terminology

**TRANSFER NOTES:** Admission to this program is very competitive--Completion of these classes does not guarantee acceptance into the ACM program.

Spring Admission at ACM – Must take RESP101 at ACM in the Fall semester prior to applying.

<sup>6</sup> GER Courses must be on the Approved General Education Course list (see page 36).

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# COURSE DESCRIPTIONS

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## COURSE NUMBERING

001-099 – Developmental courses intended for students who need further preparation before enrolling in college-level courses. These courses are not transferrable and do not satisfy degree or certificate requirements.

100-299 – College-level courses offered for credit and applicable to degree as well as certificate programs.

## PREREQUISITES AND CO-REQUISITES

Course descriptions include the specific prerequisites for each course. The prerequisite must be completed with a minimum grade of “C” prior to entry into the course unless the skill level has a “c” noted after it (indicating the skill level may be taken concurrently with the specific course). The absence of a skill level after the course description means that no prerequisite is required. Courses noted as co-requisites must be taken during the same semester.

Students should confer with academic advisors in planning their course work. Adhering to prerequisites and co-requisites assures students of having the academic skills necessary to be successful in college courses.

**All courses listed are not offered every semester.  
Check the current schedule of classes for course offerings.**

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## ACCOUNTING

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### ACC210 Financial Accounting (3 credits)

This course covers the accounting cycle and preparation of financial statements. Course emphasizes the application of accounting statements required to make informed decisions. General Accepted Accounting Principles and ethics are examined throughout the course as they relate to each area.

Instructional Hours: 3

Prerequisite: ENG071 and MAT075c and RDG075

*Offered FALL and SPRING semesters*

### ACC213 Managerial Accounting (3 credits)

The course will examine the accounting concepts used for internal decision making. Topics will include job order cost and process cost, budgeting, cost-behavior, differential analysis, and cost-volume-profit analysis.

Instructional Hours: 3

Prerequisite: ACC210

*Offered FALL and SPRING semesters*

### ACC290-299 Special Topics in Accounting (1 - 3 credits)

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: ACC210

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## ADVENTURE SPORTS

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### ASI101 Intro to Recreation, Parks & Adventure Sports (3 crs)

An overview of the recreation and adventure sports industries, including an analysis of the parks systems in various states and the nation.

Instructional Hours: 3

Prerequisite: ENG071

*Offered FALL semester*

### ASI104 Adventure Sports Colloquium I (0.25 credits)

Students meet to share information with speakers from the field of adventure sports. Typically, the speakers are small business owners within the field of adventure or work for agencies that offer adventure as a product. Students are presented with information from these speakers and have the opportunity to ask questions about the field. (CR/NC grade)

Laboratory Hours: .50

### ASI105 Adventure Sports Colloquium II (0.25 credits)

A continuation of ASI104. (CR/NC grade)

Laboratory Hours: .50

### ASI109 Intro to Therapeutic Recreation in the Adv Setting (3 crs)

This course presents an overview of services, agencies, and programs designed to meet the developmental, psychological, recreational, and therapeutic needs of special populations.

Instructional Hours: 3

Prerequisite: ENG101c

*Offered occasionally*

### ASI110 Back Country Living Skills (3 credits)

A course designed to introduce students to the basic skills and practices necessary to successfully and safely exist in the backcountry setting. Topics include proper dress, nutrition, backcountry navigation, personal hygiene, and shelter systems employing leave no trace and low impact techniques. (Intro)

Instructional Hours: 4

*Offered FALL semester*

### ASI111 Beginning Orienteering (1 credit)

A course involved with the use of special maps (orienteering maps) and magnetic compass in an effort to traverse a preset course, usually in a forested area. Students will learn basic map and compass skills and develop good technique of the sport of orienteering. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered occasionally*

**ASI115 Wilderness Survival Skills (1 credit)**

An introductory course teaching the theory and skills associated with surviving in wilderness locations. Addresses survival preparation, survival first aid, water and food procurement, survival clothing and equipment, fire craft, emergency signals, individual and group survival shelters, nighttime survival, and nighttime direction finding. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered FALL semester*

**ASI117 Cold Weather Outdoor Living Skills (1 credit)**

A course dealing with the special problems and considerations of outdoor living skills in temperatures below 50 degrees Fahrenheit. Typically, the course is offered during the month of January and thus the temperatures could range well below 0 degrees Fahrenheit. Students learn how to dress, travel with equipment, prepare food, construct shelters, and maintain a healthy spirit in the adverse conditions of cold, wet environs. (Intermediate) (CR/NC grade)

Instructional Hours: 2

Prerequisite: ASI110

*Offered occasionally*

**ASI120 Intro. to Traditional Rock Climbing (1 cr)**

This course is designed to introduce students to the basic concepts associated with traditional and top rope rock climbing. Emphasis will be given to basic knots, belay techniques and movement skills as well as to gaining general exposure to, and experience in, traditional rock climbing techniques. (Intro) (CR/NC grade)

Instructional Hours: 2

Prerequisite: ASI110c

*Offered FALL semester*

**ASI121 Rock Craft 1 (1 credit)**

This course is designed to build upon the skills, experience, and knowledge gained in ASI120. Students will focus on becoming competent seconds to a traditional lead climber. Emphasis will be given to belaying, ground anchors, cleaning protection and rope management in a multi-pitch setting. Top rope site management techniques will also be discussed and practiced. (Intro) (CR/NC grade)

Instructional Hours: 2

Prerequisite: ASI120c

*Offered FALL semester*

**ASI130 Intro. to Whitewater Kayaking (1 credit)**

A course designed to introduce students to fundamental knowledge and skills needed to safely paddle a whitewater kayak in moving water. Emphasis will be placed on skill development in the areas of equipment selection and fit, clothing, safety in and around moving water, paddling theory, strokes, maneuvers, rescue, group organization, and reading and running rivers. (Intro) (CR/NC grade)

Instructional Hours: 2

Prerequisite: ASI131c

*Offered FALL semester*

**ASI131 Intro. to Whitewater Paddlesports (1 credit)**

This course is designed to introduce individuals to the fundamentals of whitewater paddlesports. Participants will maneuver a variety of whitewater crafts, both individually and in groups, through class I - IV whitewater. Topics include: Individual and group responsibilities and safety, the nature and care of equipment, the relationship between paddlesports and the natural environment, trends and issues in paddlesports, and river dynamics. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered FALL semester*

**ASI133 Intro. to Whitewater Canoeing (1 credit)**

An introductory course in the skill of paddling an open canoe in mild whitewater conditions (class III and less). Topics include: paddling strokes, the dynamics of moving water, equipment, and safety/rescue in moving water. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered occasionally*

**ASI135 Intro. to Whitewater Oar Rafting (1 credit)**

This course is designed to introduce individuals to the fundamentals of whitewater oar rafting. Participants will maneuver whitewater oar rigs, both individually and in groups, through class I-III whitewater. Topics include: whitewater oar rigging, river reading, river dynamics, maneuvering in whitewater, the nature and care of equipment, river safety and rescue. Emphasis will be placed on individual and group responsibilities, the relationship between paddlesports and the natural environment, as well as trends and issues in paddlesports.

Instructional Hours: 2

*Offered FALL semester*

**ASI136 Intro. to Rafting and River Guiding (1 credit)**

An introductory course designed to instruct the fundamentals of the sport of whitewater paddle rafting. Students are presented information about rafting equipment, proper preparation for a river trip, paddling strokes, control of a raft, river dynamics, maneuvering in whitewater, reading the river, proper commands to give for safely descending and controlling a raft in rapids, river safety and rescue, and care for and minor repair of a raft. This course uses the American Canoe Association's whitewater rafting curriculum. Course meets requirements for the ACA paddle rafting curriculum. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered SPRING semester*

**ASI138 Introduction to Sea Kayaking (1 credit)**

A course concerned with the development of knowledge and skills necessary to safely operate an ocean/sea kayak in calm water, surf, and open sea environments. Material covered includes an introduction to equipment and history of the sport, kayak strokes, considering environmental factors such as wind, waves, and surf, self rescue, assisted rescues, and navigation. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered SPRING semester*

**ASI140 Intro. to Cross Country Mountain Biking (1 cr.)**

A course designed to develop in students the necessary skills for cross country mountain biking. Students will be introduced to trail riding on woods roads and single track trails over moderate terrain in whatever weather prevails. Topics include: basic bike maintenance and repair, bike riding technique for down hilling and climbing techniques, clothing, risk management, nutrition, and hydration. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered FALL semester*

**ASI145 Mountain Bike Mechanics I (1 credit)**

This course is designed to develop in students the skills and competencies needed to become a bike assembler/entry-level mechanic at a professionally managed bike shop. Emphasis will be given to knowledge and utilization of specific tools and timely assembly of a mountain bike. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered SPRING semester*

**ASI150 Beginning Alpine Skiing (1 credit)**

Students will acquire basic skiing techniques through instruction from Professional Ski Instructors of America (PSIA) teachers. Levels 1, 2, 3, and 4 will be presented to the students, thus taking them from walking on flat ground with skis, through skidding turns, and ending with wide track parallel skiing. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered occasionally*

**ASI154 Beginning Snowboarding (1 credit)**

A course designed to introduce students to the methods of alpine snowboarding. Topics include equipment selection and basic snowboarding techniques. Students will descend green circle (beginner) and some blue square (intermediate) slopes at a local ski area. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered occasionally*

**ASI158 Cross Country Skiing (1 credit)**

A beginning course in the basics of Nordic/cross country skiing. Topics include: proper dress for Nordic skiing, standing and moving on flat terrain, kick and glide techniques, snow plow stops, snow plow turns, step turns, kick turns, and basic downhill technique. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered SPRING semester*

**ASI159 Intro. to Telemark Skiing (1 credit)**

A course designed to develop the technique necessary to safely and properly practice the sport of Back country or telemark skiing. Topics include free heel equipment, wedge turns, basic telemark turning, basic alpine turning, and some advanced telemark technique tips. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered SPRING semester*

**ASI160 Swift Water Rescue (1 credit)**

A course in the methods of rescuing persons in swift water conditions. Students study the dynamics of moving water, natural and manmade hazards, swimming the rapids to assist in a rescue, how to deal with strainers, use of throw rope, rope rescue techniques, and the use of a rescue vest. Special topics are added as appropriate by the instructor. (Rescue) (CR/NC grade)

Instructional Hours: 2

*Offered FALL semester*

**ASI162 Fundamentals of Search and Rescue (NASAR Certification) (1 credit)**

A course to instruct individuals in the methods of searching for lost persons. Topics include search and rescue (SAR) hierarchy, personal preparedness, rescue, search, and preventative search and rescue. Course is hands-on oriented and includes one overnight experience. SARTEC III certification offered. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered every other SPRING semester*

**ASI164 Advanced Level First Aid & CPR (3 credits)**

An advanced level first aid and CPR course for individuals having professional responsibilities in the adventure industry. The certification awarded with this course depends upon the availability of instructional staff. Examples of certifications include the American Red Cross Emergency Response, the National Ski Patrol Outdoor Emergency Care, or a Wilderness First Responder course. In any case, a professional level CPR would be awarded.

Instructional Hours: 3

*Offered INTERSESSION semester*

**ASI170 Guiding & Instructing in Adv. Sports (3 credits)**

This course is designed to prepare the student for Guiding and Instructing in the Adventuresports field. Drawing on curricula from the American Canoe Association, (A.C.A.), the Professional Ski Instructors of America (P.S.I.A.), the American Mountain Guides Association (A.M.G.A.), the National Outdoor Leadership School (N.O.L.S.), and the Wilderness Education Association (W.E.A.), content will focus on: Teaching and Learning Styles, Assessment, Lesson Planning, Curriculum Design, Delivery Options, and Evaluation. Students will be required to design a course and facilitate a classroom session.

Instructional Hours: 3

Prerequisite: ENG101c

*Offered SPRING semester*

**ASI180 Introduction to New Games-Initiatives/Low Ropes Challenge Course (1 credit)**

A course designed to build interaction within a group by use of relating games and the low (approximately 3 feet or lower) ropes course. (Intro) (CR/NC grade)

Instructional Hours: 2

*Offered FALL semester*

**ASI200 Adv Sports Prgm Planning and Mgmt (3 credits)**

The planning, scheduling, and implementation of recreational activities and events are presented in this course. Students will learn through lecture, simulation, and practical experience the procedures involved in developing, staffing, budgeting, and managing risks for adventure sports programs for diverse audiences.

Instructional Hours: 3

Prerequisite: ENG101c and ASI101

*Offered SPRING semester*

**ASI201 Leadership and Group Dynamics of Adv Sports (3 cr)**

This course is designed to introduce students to the tools needed for planning and operating a professional level adventure outing. Emphasis will be given to risk management, group process, ethical issues in leadership, leadership models, experimental education models, and effective leadership skills.

Instructional Hours: 3

Prerequisite: ENG101c and ASI200

*Offered FALL semester*

**ASI204 Adventure Sports Colloquium III (0.25 credits)**

A continuation of ASI105. (CR/NC grade)

Laboratory Hours: .50

**ASI205 Adventure Sports Colloquium IV (0.25 credits)**

A continuation of ASI204. (CR/NC grade)

Laboratory Hours: .50

**ASI206 Practicum Preparation (1 credit)**

This course is designed to introduce the learner to effective job search strategies and prepare them for their internship experience. Emphasis will be given to developing interview skills; creating a resume, cover letter and online portfolio; and utilizing a variety of sources to locate potential internship/job opportunities in the adventure sports industry.

Instructional Hours: 1

Prerequisite: ASI101

*Offered FALL semester*

**ASI207 Practicum Internship (1 credit)**

Students complete a 180 hour (minimum) internship under the guidance of the Adventure Sports Internship Coordinator.

Instructional Hours: 1

Prerequisite: ASI206

*Offered FALL and SPRING semesters*

**ASI208 Practicum III (1 credit)**

Included in the curriculum for Frostburg State University students earning an A.A.S. degree at Garrett College.

*Offered occasionally*

**ASI210 Winter Adventure Skills (2 credits)**

This course is designed to introduce students to functional winter living and backcountry camping. Emphasis will be given to the ability to stay warm and dry, environmental impact, safe snow travel, proper hydration and nutrition, and cold weather hazards. (Intermediate)

Instructional Hours: 2

*Offered INTERSESSION semester occasionally*

**ASI212 Eastern Mountaineering (1 credit)**

A skill development expedition for beginner and intermediate mountaineers seeking both wilderness travel and mountaineering skill development. Topics include: self belay, self arrests, snow travel, rope team management, and the use of ice axes and crampons. This is a physically demanding course, please contact the instructor for fitness requirement information. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI110

*Offered occasionally*

**ASI220 Rock Craft 2 (1 credit)**

The course is designed to build upon the skills, experience and knowledge gained in ASI121. Students will focus on becoming competent seconds to a traditional lead climber. Emphasis will be given to belaying, ground anchors, cleaning protection and rope management in a multi-pitch setting. Top rope site management techniques will also be discussed and practiced. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI121c

*Offered FALL semester*

**ASI221 Rock Craft 4 (1 credit)**

This course is designed to build upon the skills, experience and knowledge gained in ASI220. Students will be introduced to the skills necessary to lead traditional rock climbs. Emphasis will be given to placing protection, anchor building and rope management in a multi-pitch setting. Top rope site management techniques will also be discussed and practiced. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI220c

*Offered SPRING semester*

**ASI222 Rock Craft 5 (1 credit)**

This course is designed to build upon the skills, experience and knowledge gained in ASI221. Students will practice the skills necessary to lead traditional rock climbs. Emphasis will be given to placing protection, anchor building and rope management in a multi-pitch setting. Students may earn the opportunity to lead a traditional rock climb. Top rope site management techniques will also be discussed and practiced. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI221c

*Offered SPRING semester*

**ASI226 Ice Climbing (1 credit)**

This course is designed to build upon the skills, experience and knowledge gained in ASI120. Students will be introduced to the basic skills needed to climb ice formations. Emphasis will be given to equipment, movement skills, and understanding ice formation and deformation. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI110 and ASI120c

*Offered occasionally*

**ASI230 Whitewater Kayaking Techniques I (1 credit)**

A course designed to build on the skills, experience, and knowledge gained in ASI130. Emphasis will be placed on strokes, lateral movement, attaining, maneuvers, rescue, group management, river reading and paddling in appropriate whitewater. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI130c

*Offered FALL semester*

**ASI231 Whitewater Kayaking Techniques II (1 credit)**

A course designed to build on the skills, experience, and knowledge gained in ASI230. Emphasis will be placed on technical correctness and application of strokes, more advanced surfing and river navigation. Students will practice trip planning, group management, and rescue of others. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI230c

*Offered FALL semester*

**ASI232 Whitewater Freestyle Kayaking (1 credit)**

An introduction to playboating using freestyle, planing hull kayaks. Course focuses on class II/III wave and hole surfing, playing eddy lines, and a brief introduction to rules and regulations for freestyle competition. Students enrolling in ASI232 MUST have a solid whitewater roll, as freestyle kayaking involves rigorous practice of maneuvers in river features that often result in capsizes. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI130c

*Offered SPRING semester*

**ASI233 Whitewater Canoeing Techniques I (1 credit)**

A continuation of ASI133. Course improves on paddling techniques and river maneuvers and elevates the paddling skills to class III+ whitewater. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI133c

*Offered occasionally*

**ASI236 Whitewater Rafting Tech. Development (1 cr)**

This course emphasizes the American Canoe Association whitewater rafting curriculum. It is intended to develop the techniques necessary to pass the ACA Whitewater Rafting Instructor Certification. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI136c

*Offered SPRING semester*

**ASI238 Sea Kayaking Techniques I (1 credit)**

This course is designed to build on the basic technical paddling and rescue skills introduced in ASI138 taking these techniques to a variety of new open water and tidal environments. New skills will focus on trip planning, open water navigation, group management and surf zone paddling. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI138c

*Offered SPRING semester*

**ASI240 Interm. Cross Country Mountain Biking (1 cr)**

This is an intermediate course for cross country mountain bike riders. Terrain covered will be rugged and the pace strenuous in whatever weather prevails. Topics include: bike handling, night riding, down hilling and climbing techniques on single track trails, obstacle negotiation, an introduction to racing philosophy, nutrition, hydration, clothing, and risk management. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI140c

*Offered FALL semester*

**ASI249 Whitewater Kayaking Techniques III (1 credit)**

A course designed to build on the skills, experience, and knowledge gained in ASI231. Emphasis will be placed on technical correctness and application of strokes, more advanced surfing and river navigation. Students will practice teaching and honing technical and professional knowledge. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI231c

*Offered SPRING semester*

**ASI250 Alpine Skiing Techniques I (1 credit)**

A continuation of ASI150, students will be presented levels 5, 6, and 7 from PSIA teachers. Content will begin with wide track parallel skiing and advance to parallel skiing, carved turns, and an introduction to steeper slope skiing with moguls. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI150c

*Offered occasionally*

**ASI251 Alpine Skiing Techniques II (1 credit)**

A continuation of ASI250, students will be presented levels 8, 9 and 10 from PSIA teachers. Content focuses on steep slope skiing with moguls and covers diverging and converging step turns. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI110 and ASI250c

*Offered occasionally*

**ASI254 Snowboarding Techniques I (1 credit)**

A continuation of ASI154. Students learn more advanced snowboarding techniques. Students will descend green, blue, and some black diamond (advanced) slopes at a local ski area. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI154c

*Offered occasionally*

**ASI255 Snowboarding Techniques II (1 credit)**

A continuation of ASI254. Students learn more advanced snowboarding techniques, particularly on intermediate and advanced slopes at a local ski area. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI110 and ASI254c

*Offered occasionally*

**ASI258 Cross Country Skiing Techniques I (1 credit)**

Builds on basic skills introduced in ASI158, Introduction to Cross Country Skiing. New techniques introduced are skating, off trail or backcountry skiing, and higher efficiency track skating. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI158c

*Offered SPRING semester*

**ASI259 Telemark Skiing Techniques I (1 credit)**

This course is designed to build on those skills that were introduced in ASI159, Introduction to Telemark Skiing. New techniques include: backcountry travel, intermediate telemark techniques, avalanche awareness, individual and group responsibilities and safety, the nature and care of equipment, the relationship between skiing and the natural environment, plus trends and issues in the ski industry. (Intermediate)

Instructional Hours: 2

Prerequisite: ASI159c

*Offered SPRING semester*

**ASI260 Rock Craft 3: Vertical Rock Rescue (1 credit)**

This course is designed with the intention that students will gain the essential skills necessary to perform a competent rescue of a partner utilizing standard equipment carried by traditional rock climbers. Emphasis will be given to belay escapes, knot passes, rescue rappel, litter lowers and litter carries. (Rescue)

Instructional Hours: 2

Prerequisite: ASI220c

*Offered FALL semester*

**ASI262 National Ski Patrol Training (1 credit)**

Students who have been accepted into a candidate program of the National Ski Patrol System may enroll in this course. To become a candidate, individual must check with a particular ski area as to their procedure. Normally, this is done the ski season prior to the individual's actual training. (Rescue)

Instructional Hours: 2

Prerequisite: Permission of Instructor (Candidate in NSPS)

*Offered occasionally*

**ASI264 Rescue Diving (1 credit)**

Training awarding certification allowing a diver to retrieve submerged materials. (Rescue)

Instructional Hours: 2

Prerequisite: ASI290c

*Offered occasionally*

**ASI270 Rock Craft 6: Rock Climbing Instructor Development (Certification Course) (1 cr)**

This course is designed to develop the skills needed to become a rock climbing instructor in a top rope or single pitch setting. Emphasis will be given to top rope setup and facilitation, rappel setup and facilitation, rescue scenarios, managing risk and professionalism. Students will have the opportunity to facilitate a rock climbing and rappelling experience for a client group. Maryland State Top Rope Site Manager and/or Professional Climbing Guides Institute Top Rope Guide/Single Pitch Instructor certification offered. (Instructor)

Instructional Hours: 2

Prerequisite: ASI170 and ASI220c

*Offered SPRING semester*

**ASI270A Rock Climbing Instructor Development (Amer Mtn Guides Assoc Climbing Wall Instr) (1 cr)**

This course addresses the basic technical skills necessary to manage an instructional program at a climbing facility. The course is designed to increase the level of professionalism in indoor climbing and improve the level of climbing wall instruction, and to provide guidance for further professional development. There are two certification levels: AMGA CWI Top Rope and AMGA CWI Lead. (Instructor)

Instructional Hours: 2

Prerequisite: ASI170 and ASI220c

*Offered FALL semester*

**ASI271 Wilderness Guide Instructor Development (Leave No Trace Master Educator) (1 credit)**

This course is designed to provide participants with a comprehensive overview of Leave No Trace skills and ethics through practical application in a field-based setting. The first day is spent in a classroom, introducing the course and schedule, providing in-depth information on the overall Leave No Trace program and the Center for Outdoor Ethics, reviewing gear, and packing. The remaining days are spent in the field on a backcountry trip learning and practicing the principles of Leave No Trace. Successful completion of the course will enable students to train others in Leave No Trace skills as well as facilitate Leave No Trace Trainer courses and Awareness Workshops. (Instructor)

Laboratory Hours: 1

Prerequisite: ASI110 and ASI170

*Offered SPRING semester*

**ASI273 Mtn Bike Guide Development and Certification (1 cr)**

A course designed to develop in students the necessary skills for leading mountain bike tours. Students will be introduced to the skills needed to manage mountain bike tours. Topics include: managing biking groups in the back country, teaching Leave No Trace Principles, managing risk for group mountain bike riders, site selection for teaching mountain biking, and all other topics covered in Introduction to Mountain Biking. Students will be required to teach a minimum of 1/2 day biking curriculum to novice riders. (Instructor)

Instructional Hours: 2

Prerequisite: ASI140c and ASI170 and ASI240c

*Offered FALL semester*

**ASI274 PSIA LEVEL I EXAM: ALPINE SKIING (1 credit)**

Students clinic under PSIA instructors for the purpose of developing techniques needed to become a Level I PSIA Instructor in Alpine skiing. Enrollees must qualify by demonstrating abilities. (Instructor)

Instructional Hours: 2

Prerequisite: ASI170 and ASI259c

*Offered occasionally*

**ASI274A PSIA LEVEL I EXAM: NORDIC TRACK (1 cr)**

Students clinic under PSIA instructors for the purpose of developing techniques needed to become a Level I PSIA Instructor in Nordic Track & Skate. Enrollees must qualify by demonstrating abilities. (Instructor)

Instructional Hours: 2

Prerequisite: ASI170 and ASI258c

*Offered SPRING semester*

**ASI274B PSIA LEVEL I EXAM: NORDIC TELEMAR** (1 cr)  
Students clinic under PSIA instructors for the purpose of developing techniques needed to become a Level I PSIA Instructor in Nordic Telemark. Enrollees must qualify by demonstrating abilities. (Instructor)  
Instructional Hours: 2  
Prerequisite: ASI170 and ASI259c  
*Offered SPRING semester*

**ASI274C PSIA LEVEL I EXAM: SNOWBOARDING** (1 cr)  
Students clinic under PSIA instructors for the purpose of developing techniques needed to become a Level I PSIA Instructor in Snowboarding. Enrollees must qualify by demonstrating abilities. (Instructor)  
Instructional Hours: 2  
Prerequisite: ASI170 and ASI255c  
*Offered occasionally*

**ASI275 Whitewater Canoe Instructor Training** (1 cr)  
Modeled after the American Canoeing Association instructor program, students enrolled must meet the ACA requirements for the passing of the Whitewater Certification portion of their program. For more information, contact the Adventure Sports program director. (Instructor)  
Instructional Hours: 2  
Prerequisite: ASI170 and ASI233c  
*Offered occasionally*

**ASI276 Whitewater Kayak Instructor Training** (1 cr)  
Modeled after the American Canoeing Association (ACA) Instructor Development Workshop, this course is designed to prepare students for certification by the ACA. Students will demonstrate competent modeling of whitewater strokes and maneuvers in class III whitewater, as well as teaching, professional and technical knowledge. (Instructor)  
Instructional Hours: 2  
Prerequisite: ASI170 and ASI231c  
*Offered SPRING semester*

**ASI277 Whitewater Rafting Instructor Training** (1 credit)  
A course designed to test whitewater rafting techniques in class III/IV whitewater. American Canoe Association whitewater rafting certification offered. (Instructor)  
Instructional Hours: 2  
Prerequisite: ASI170 and ASI236c  
*Offered SPRING semester*

**ASI279 Challenge Course Facilitation** (1 credit)  
This course focuses on refining students' understanding of experiential learning theory, facilitation techniques, program design, risk management and technical belay skills through their facilitation of the class throughout various challenge course elements. (Instructor)  
Instructional Hours: 2  
Prerequisite: ASI170 and ASI280c  
*Offered every other FALL semester*

**ASI280 Intermediate Ropes Course** (1 credit)  
A course designed to build self confidence and self reliance as well as group interaction and support through the use of a high ropes course. (Intermediate)  
Instructional Hours: 2  
Prerequisite: ASI110 and ASI180  
*Offered every other FALL semester*

**ASI290-299 Special Topics in Adventuresports** (1 - 3 credits)  
Students will study a topic of special interest under the supervision of a College faculty member.  
Instructional Hours: 1 -3  
Prerequisite: Permission of Instructor

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## ART

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**ART101 Basic Design I** (3 credits)  
A fundamental course in the art of two-dimensional design, including freehand drawing and various media in the study of the elements and principles of design. (*Arts and Humanities GER*)  
Instructional Hours: 2      Laboratory Hours: 2  
*Offered FALL semester*

**ART102 Basic Design II** (3 credits)  
A fundamental course in the art of three-dimensional design, including sculptural processes with various media in the study of the elements and principles of design. (*Arts and Humanities GER*)  
Instructional Hours: 2      Laboratory Hours: 2  
*Offered SPRING semester*

**ART103 Art Appreciation** (3 credits)  
A course that introduces a student to art in its various forms and develops an appreciation of the visual arts. The study includes a survey of media, styles and structures, theories and criticism of art. (*Art and Humanities GER*)  
Instructional Hours: 3  
Prerequisite: ENG101c or ENG103c  
*Offered FALL and SPRING semesters*

**ART108 Introduction to Graphic Design** (3 credits)  
A course in the development of techniques and skills used in the production of visual material for the printed media. The study includes the relationships between visual imagery and type as well as solutions to various problems in visual communications.  
Instructional Hours: 2      Laboratory Hours: 2  
*Offered FALL semester*

**ART110 Basic Digital Photography** (3 credits)  
This course presents the essential aspects of digital photographic techniques including digital camera features and accessories, photographic history and criticism, computer applications and processes, and techniques of printing and presentation. (Student must provide own digital SLR camera.)  
Instructional Hours: 2      Laboratory Hours: 2  
*Offered occasionally*

**ART115 Visual Imagery (3 credits)**  
A course designed to provide experience and theory in art techniques, media, ideas, and teaching methods for Early Childhood and Elementary Education majors. (*Arts and Humanities GER*)  
Instructional Hours: 3  
*Offered SPRING semester*

**ART120 Art Workshop (3 credits)**  
A course that introduces a student to the media, techniques, and basic concepts of a particular form of art. The specific focus of the course, such as fiber arts, stained glass, puppetry, or film making will be determined each semester.  
Instructional Hours: 2      Laboratory Hours: 2  
*Offered occasionally*

**ART201 Drawing I (3 credits)**  
A course in freehand drawing that explores various media approaches and concepts with an emphasis on visualization and composition. The study involves the creative rendering of natural objects and the human figure, and includes the development of personal expression with an individual project in drawing. (*Arts and Humanities GER*)  
Instructional Hours: 2      Laboratory Hours: 2  
*Offered SPRING semester*

**ART206 Painting I (3 credits)**  
A studio course that includes instruction and experimentation in various stylistic approaches to oil painting. The emphasis of the course is the development of painting skills and a creative understanding of color and composition. The history of painting, individual painters, and concepts of art are studied. (*Arts and Humanities GER*)  
Instructional Hours: 2      Laboratory Hours: 2  
*Offered occasionally*

**ART207 Ceramics I (3 credits)**  
A studio course that explores the possibilities of the materials and methods of ceramics for the production of functional and nonfunctional pottery and sculpture. The emphasis of the course is the understanding and manipulation of clay through hand building with experiences in glazing, throwing, and kiln operations. (*Arts and Humanities GER*)  
Instructional Hours: 2      Laboratory Hours: 2  
*Offered FALL and SPRING semesters*

**ART208 Printmaking I (3 credits)**  
An introduction to the processes of relief, intaglio and serigraphic printmaking. An investigation of materials and techniques for the production of both formal and expressive imagery, with an emphasis on the relationships of media and image. (*Arts and Humanities GER*)  
Instructional Hours: 2      Laboratory Hours: 2  
*Offered occasionally*

**ART210 Intro to Darkroom Photography (3 credits)**  
A course based in the essential aspects of film photography techniques. The course will cover 35mm camera features and accessories, photographic history and criticism, darkroom applications and processes, and techniques of printing and presentation.  
Instructional Hours: 2      Laboratory Hours: 2  
*Off Campus / Offered occasionally*

**ART246 Painting II (3 credits)**  
A course that provides further experiences with painting and techniques and concepts. The continuation of the study of composition and color in a particular painting medium, with an emphasis on the development of individual imagery and expression. (*Arts and Humanities GER*)  
Instructional Hours: 2      Laboratory Hours: 2  
Prerequisite: ART206  
*Offered occasionally*

**ART247 Ceramics II (3 credits)**  
A course that provides further experiences with ceramic techniques and concepts. The study involves advanced methods in creating pottery and sculptural forms through hand building and throwing, and through experimentation in glazing.  
Instructional Hours: 2      Laboratory Hours: 2  
Prerequisite: ART207  
*Offered occasionally*

**ART248 Printmaking II (3 credits)**  
A course that provides further experiences with printmaking techniques and concepts. Demonstration and experimentation with color and advanced processes with an emphasis on image refinement, studio disciplines and individual research.  
Instructional Hours: 2      Laboratory Hours: 2  
Prerequisite: ART208  
*Offered occasionally*

**ART249 Ceramics III (3 credits)**  
A course that provides further experiences with ceramic techniques and concepts. The study involves advanced methods in creating pottery and sculptural forms through hand building and throwing, experimentation in glazing, and development of an individual direction in expression.  
Instructional Hours: 2      Laboratory Hours: 2  
Prerequisite: ART247  
*Offered occasionally*

**ART290-299 Special Topics in Art (1 - 3 credits)**  
Students will study a topic of special interest under the supervision of a College faculty member.  
Instructional Hours: 1 - 3  
Prerequisite: Permission of Instructor

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## BIOLOGY

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**BIO101 General Biology I (4 credits)**  
The first of a two-course sequence in basic biology. This course covers the scientific method, cell biology, biochemistry, photosynthesis and respiration, genetics, evolutionary theory, and an introduction to the classification of organisms. It is strongly suggested that students have a solid background in high school biology, or have taken BIO104. (*Science GER*)  
Instructional Hours: 3      Laboratory Hours: 2  
Prerequisite: RDG075 and ENG071 and MAT075c  
*Offered FALL and SPRING semesters*

**BIO102 General Biology II (4 credits)**

The second course of a two-course sequence in basic biology for majors. This course covers the classification, structures, and function of the kingdoms of life (bacteria, protist, fungi, plants, and animals) with emphasis placed on the human body systems. *(Science GER)*

Instructional Hours: 3      Laboratory Hours: 2

Prerequisite: BIO101 or BIO104

*Offered SPRING semester*

**BIO103 Medical Terminology (3 credits)**

A course designed to provide a clear understanding of medical terms with emphasis on building a professional vocabulary required of the beginning medical office worker. Lab exercises will emphasize the study of body systems.

Instructional Hours: 3

Prerequisite: RDG075 and ENG071

*Offered FALL and SPRING semesters*

**BIO104 Principles of Biology (4 credits)**

A course designed to acquaint non-biology students with the general aspects of biology. Topics covered include biochemistry, cytology, physiology, genetics, ecology, and relation to both plants and animals. Special emphasis is placed on human biology. Laboratory exercises demonstrate basic biological principles. This course is not open to students who have completed BIO101 and/or BIO102. *(Science GER)*

Instructional Hours: 3      Laboratory Hours: 2

Prerequisite: RDG075 and ENG071 and MAT075c

*Offered FALL and SPRING semesters*

**BIO109 Human Biology & the Environment (4 credits)**

Study of the human species with emphasis on the interdependence of humans, other forms of life, and the physical environment. Not for Science majors. Intended for Social Science majors transferring to FSU. *(Science GER)*

Instructional Hours: 3      Laboratory Hours: 2

Prerequisite: RDG075 and ENG071

*Offered FALL semester*

**BIO110 Natural History (4 credits)**

A course in the basic principles of natural history including ecosystem structure and function, plant and animal identification, and geology. Field trips to local ecosystems exemplify those principles.

Instructional Hours: 2      Laboratory Hours: 4

Prerequisite: ENG101c or ENG103c

*Offered FALL semester*

**BIO120 Dendrology (3 credits)**

Classification, distribution, and identification of gymnosperm and angiosperm trees. Laboratory emphasis is placed on the use of dichotomous keys on leaves and twigs for summer and winter identification of timber trees.

Laboratory Hours: 6

*Offered FALL semester*

**BIO130 Principles of Nutrition (3 credits)**

This course is designed to develop an understanding of the essentials of nutrition in regard to general health, prevention of disease, and the functions of nutrients in body building. Emphasis will be placed on nutritional requirements for individuals in different stages of development, proper food selection, preparation, and specific nutritional problems of our times. *(Science—non-lab GER)*

Instructional Hours: 3

Prerequisite: RDG075 and ENG071

*Offered FALL and SPRING semesters*

**BIO141 General Microbiology (4 credits)**

An introductory course in basic microbiology with selected applied techniques in the areas of culture, identification, limited physiology of normal flora and well-known pathogens. Host responses to disease, organism transmission, and the relationship of organisms to man, animals, and environment will be examined. *(Science GER)*

Instructional Hours: 3      Laboratory Hours: 3

Prerequisite: BIO101 or BIO104 or BIO109 and ENG071

*Offered FALL and SPRING semesters*

**BIO150 General Ecology (3 credits)**

Basic principles of ecology. Interrelationships between animals and plants and their natural environments. Special emphasis is placed on the structure and composition of terrestrial and aquatic communities and population dynamics. The course is designed to provide the basic knowledge necessary for further studies in Wildlife Management. *(Science—non-lab GER)*

Instructional Hours: 2      Laboratory Hours: 4

*Offered FALL semester*

**BIO200 Human Anatomy and Physiology I (4 credits)**

A study of human structure and function with major emphasis on the basis of structure and function, body organization, tissues, body fluids and their regulation, and selected systems, including the integumentary, articular, skeletal, muscular, and circulatory. *(Science GER)*

Instructional Hours: 3      Laboratory Hours: 3

Prerequisite: BIO101 or BIO104 or BIO109

*Offered FALL and SPRING semesters*

**BIO201 Human Anatomy and Physiology II (4 credits)**

Second course in a sequence examining the structure and function of the circulatory, reproductive, urinary, digestive endocrine systems, nervous systems and the special senses. This course will emphasize normal human anatomy and physiology and common pathologic conditions. *(Science GER)*

Instructional Hours: 3      Laboratory Hours: 3

Prerequisite: BIO200

*Offered FALL and SPRING semesters*

**BIO210 Plant Systematics (4 credits)**

Classification, identification, and ecology of local vascular plants. Laboratory topics include the use of dichotomous keys, identification, collection, and preservation of plant specimens.

Instructional Hours: 3      Laboratory Hours: 2

Prerequisite: BIO120

*Offered occasionally*

**BIO214 Plant Taxonomy (3 credits)**  
Classification and identification of vascular plants. Lecture emphasizes the characteristics of selected vascular plant taxa and the science of plant taxonomy. Lab emphasizes field identification of herbaceous vascular plants of mid-Atlantic and central Appalachian regions using taxonomic keys.  
Instructional Hours: 1      Laboratory Hours: 4  
Prerequisite: BIO120  
*Offered FALL semester*

**BIO222 Herpetology (3 credits)**  
A course covering the identification, classification, biology, habitat requirements, and conservation of amphibians and reptiles. Species found in the central Appalachian/mid-Atlantic region are emphasized.  
Instructional Hours: 2      Laboratory Hours: 3  
Prerequisite: NRW181  
*Offered SPRING semester*

**BIO250 Neotropical Natural History (3 credits)**  
A study abroad field course in the basic principles and methodologies of natural history studies in a tropical environment. Topics include climates and ecosystems, rainforest structure and diversity, evolutionary patterns, coevolutionary complexities and the ecology of fruit, the neotropical pharmacy, land use in the neotropics, savannas and dry forest, mangroves and coral reefs, and deforestation and conservation of biodiversity. Field and lab activities will focus on amphibians, reptiles, birds and mammals. Students will study the taxonomy and ecology of each of these faunal groups and will develop skills in locating, observing, handling, and field identification of common neotropical species.  
Instructional Hours: 2      Laboratory Hours: 2  
Prerequisite: ENG101 or ENG103 and Permission of Instructor  
*Offered INTERSESSION semester only*

**BIO290-299 Special Topics in Biology (1 – 3 credits)**  
Designed to permit a student to undertake special individual work in a biological science area. Study projects are under the direct supervision of the instructor.  
Instructional Hours: Variable  
Prerequisite: BIO101 or BIO102 and Permission of Instructor

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## BUSINESS

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**BUS101 Introduction to Business (3 credits)**  
An introductory course that surveys the nature of business, its opportunities, and its environment. Topics covered include various types of ownership, organization, management, marketing, human resources, accounting, and finance.  
Instructional Hours: 3  
Prerequisite: ENG071 and MAT073 and RDG075  
*Offered FALL and SPRING semesters*

**BUS150 Personal and Consumer Finance (3 credits)**  
This course examines technology and its impact, real-world decision making, and provides the student with a strong foundation for current and future personal economic activities.  
Instructional Hours: 3  
Prerequisite: ENG071 and MAT075c and RDG075  
*Offered occasionally*

**BUS160 Introduction to Small Business (3 credits)**  
The organization and operation of small enterprises in retailing, wholesaling, manufacturing and service trades. Deals with practical, everyday problems of an independent entrepreneur.  
Instructional Hours: 3  
Prerequisite: BUS101  
*Offered occasionally*

**BUS170 Introduction to Management (3 credits)**  
This course examines in depth the principles and responsibilities of managers. Theories of management as well as practical applications of management techniques are emphasized.  
Instructional Hours: 3  
Prerequisite: BUS101 and ENG101c or ENG103c  
*Offered FALL and SPRING semesters*

**BUS201 Principles of Marketing (3 credits)**  
An analysis of the principles of marketing and emphasizing managerial efficiency in the marketing process. The student is encouraged to apply analysis to marketing problems.  
Instructional Hours: 3  
Prerequisite: BUS101 and ENG101c or ENG103c  
*Offered FALL and SPRING semesters*

**BUS203 Business Law (3 credits)**  
Basic principles and application of business law in society. Topics include introduction to law, court procedure, contracts, sales, real and personal property, agency partnerships, corporations and related areas.  
Instructional Hours: 3  
Prerequisite: BUS101c and ENG101c or ENG103c  
*Offered FALL and SPRING semesters*

**BUS214 Business Ethics (3 credits)**  
This course will explore such problem areas as the morality of capitalism, the social responsibility of business, the concept of corporate responsibility, business and the environment, the rights and responsibilities of employees, whistle blowing, the ethics of advertising, and ethics in multinational corporations. Interesting current events in the news relating to ethical business decision-making will be addressed.  
*(Interdisciplinary/Emerging Issues GER)*  
Instructional Hours: 3  
Prerequisite: BUS101  
*Offered occasionally*

**BUS230 Human Resource Management (3 credits)**  
This course will give an overview of the practical and theoretical considerations concerning the management of personnel. Covers all aspects of staffing including recruiting, interviewing, selection, and placement. This course will examine a human resource manager's role regarding training and development, performance appraisal, labor relations and compensation. Also includes laws affecting employee rights and management responsibility (Americans with Disabilities Act, Civil Rights Act, Equal Pay Act, and Sexual Harassment).  
Instructional Hours: 3  
Prerequisite: BUS101 and ENG101c or ENG103c  
*Offered occasionally*

**BUS285 Business Development Project (3 credits)**

This course emphasizes the development of strategy formulation and policy development as it relates to the operation of a business. The focus of the course is the analysis of business and industry problems utilizing a computer simulation. Students are given practice in analyzing companies, discovering problems and developing solutions in the areas of marketing, research and development (R&D), production, finance and total quality management (TQM).

Instructional Hours: 3

Prerequisite: BAIT Majors Only ACC210 or ACC211, and BUS101, BUS170, ECN104

*Offered occasionally*

**BUS289 Entrepreneurship (3 credits)**

This course is intended to provide understanding of the complexities of launching a new business. Topics for investigation include developing a business plan, identifying and marketing to potential customers, financial planning, and legal risks and benefits. (*Interdisciplinary/Emerging Issues GER*)

Instructional Hours: 3

*Offered SPRING semester*

**BUS294 Field Experience in Business (3 credits)**

This is the capstone course in the Associate in Applied Science (A.A.S.) Business Management degree program. Students are involved in a field experience related to business. Career-related activities are supervised within the participating organization. Students record their activities, projects, and assignments for discussion and evaluation. Emphasis will be given to defining an appropriate internship site, resume development, interviewing, and gaining job experience to bolster the learner's ability for post graduation employment.

Instructional Hours: 3

Prerequisite: BUS101 and (BUS170 or CIS151/201)

*Offered FALL and SPRING semesters*

**BUS290-299 Special Topics in Business (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 -3

Prerequisite: Permission of Instructor

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## CHEMISTRY

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**CHE100 Introduction to College Chemistry (4 credits)**

An introductory course in the fundamentals of chemistry. Some topics to be included are atomic theory, bonding, periodicity, stoichiometry, solutions, ionizations, acids-bases, and equilibrium. Also, selected topics will be chosen from organic and biochemistry. (*Science GER*)

Instructional Hours: 3      Laboratory Hours: 2

Prerequisite: ENG071 and MAT075c

*Offered SPRING semester*

**CHE101 General Chemistry I (4 credits)**

A course intended for students whose curricula require a year or more of chemistry. The general theories and principles of chemistry are introduced and emphasized in the lecture and reinforced in the laboratory work. Some topics included are atomic and molecular structure, periodicity, chemical bonding and structure, stoichiometry, kinetic molecular theory, solution chemistry, and redox reactions. (*Science GER*)

Instructional Hours: 3      Laboratory Hours: 3

Prerequisite: ENG101c and MAT105c

*Offered FALL semester*

**CHE102 General Chemistry II (4 credits)**

A continuation of CHE101 with topics that include equilibrium, kinetics, electrochemistry, coordination chemistry, descriptive chemistry, thermochemistry, and organic chemistry. (*Science GER*)

Instructional Hours: 3      Laboratory Hours: 3

Prerequisite: CHE101

*Offered SPRING semester*

**CHE290-299 Special Topics in Chemistry (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 -3

Prerequisite: CHE102

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## COMPUTER INFORMATION SYSTEMS

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**CIS105 Introduction to Computers (3 credits)**

This introductory course is designed to familiarize students with the general concepts of computers and information sciences. The course will introduce students to the features and uses of common applications software such as word processing, spreadsheet, database, and operating systems such as Windows. Students will also learn about the various hardware components and basic computer terminology. (*Interdisciplinary/Emerging Issues GER*)

Instructional Hours: 3

*Offered FALL and SPRING semesters*

**CIS106 Intro to Cybersecurity (3 credits)**

This course provides a broad overview of computer security issues. Basic concepts such as viruses, spyware, social engineering, password protection, firewalls, and intrusion detection will be discussed. Students will also be introduced to a wide variety of cybersecurity terms and issues, such as operating systems security, network security, counter measures, network defense, VPNs, cryptography and cloud computing security. (*Interdisciplinary/Emerging Issues GER*)

Instructional Hours: 3

*Offered FALL semester*

**CIS110 Computer-Aided Drafting (3 credits)**

This course is designed to introduce students to Computer Aided Drafting. Basic CAD operations will be covered, along with terminology and applications. AutoCAD software will be used.

Instructional Hours: 3

Prerequisite: CIS105

*Offered occasionally*

**CIS111 Advanced Computer-Aided Drafting (3 credits)**  
A continuation of CIS110, with emphasis on increasing the student's ability to work with more advanced computer-aided drafting operations. AutoCAD software will be used.  
Instructional Hours: 3  
Prerequisite: CIS110  
*Offered occasionally*

**CIS120 Word Processing Applications (3 credits)**  
This course provides in-depth coverage of word processing using Microsoft Word. Students will create, edit, and print various types of documents. Advanced Microsoft Word features will be explored. The course is also designed to prepare students for Microsoft Office Specialist Certification.  
Instructional Hours: 3  
*Offered FALL semester*

**CIS121 Presentation Software Applications (3 credits)**  
This course targets certification in presentation software using Microsoft PowerPoint. Students will learn the basics of creating computerized presentations. Also included will be converting existing information into a presentation, embellishing a presentation with text effects, illustrating a presentation, and communicating with graphs. The basic and advanced features of Microsoft PowerPoint will be explored. This course will help to prepare the student for Microsoft Office Specialist certification.  
Instructional Hours: 3  
*Offered FALL semester*

**CIS122 Spreadsheet Applications (3 credits)**  
This course introduces students to the capabilities of the computerized spreadsheet software, Microsoft Excel for Windows. Specific topics include the worksheet and entering data, auto-fill, workbooks, database management, using toolbars, dragging and dropping, view manager, Autosum, crosstabs, object linking and embedding, and graphics components. Students will be able to apply the commands, functions, formulas, and techniques to practical business accounting and management problems. This course targets certification in computerized spreadsheets using Microsoft Excel. This course will help to prepare the student for Microsoft Office Specialist certification.  
Instructional Hours: 3  
*Offered SPRING semester*

**CIS123 Database Applications (3 credits)**  
This course introduces the student to the capabilities of the computerized database software, Microsoft Access for Windows platform. Specific topics include creating a new database, creating a table, adding additional records, using a form to view data, creating a graph, querying a database, sorting data, maintaining a database, searching for records, and creating validation rules.  
Instructional Hours: 3  
*Offered SPRING semester*

**CIS130 Programming Logic (3 credits)**  
This is the first course in the study of computer programming languages. Topics covered will include details of computer logic, data storage concepts, computer arithmetic, control structures and file processing concepts. Major emphasis is given to computer programming problem analysis and planning with structured flowcharting techniques. The student will also be exposed to several common programming languages. (Interdisciplinary/Emerging Issues GER)  
Instructional Hours: 3  
*Offered occasionally*

**CIS150 Desktop Publishing (3 credits)**  
This course is designed to provide students with hands-on experience with the basics of desktop publishing. Students will work with the tools used to layout pages for publications.  
Instructional Hours: 3  
Prerequisite: CIS105c  
*Offered FALL semester*

**CIS151 Image Editing (3 credits)**  
This course is designed to provide students with hands-on experience with basic to advanced image editing and manipulation. Adobe Photoshop will be used. Students will work with the tools used to edit images in a variety of creative ways. This course prepares the student for electronic design and exposes them to the solutions to digital artistic expression.  
Instructional Hours: 3  
Prerequisite: CIS105  
*Offered SPRING semester*

**CIS160 Operating Systems (4 credits)**  
This course provides an overview of Windows operating systems. Topics include the strategies and tactics for installing, configuring, administering and troubleshooting Microsoft Windows Desktop Operating System in a networking environment.  
Instructional Hours: 4  
Prerequisite: CIS105c or CIS106c or CIS130c or CIS170c  
*Offered FALL and SPRING semester*

**CIS161 PC Maintenance & Repair (4 credits)**  
This course teaches students the fundamentals and basics of the operations of computer networks. Through hands-on training, students will learn the vendor-independent networking skills and concepts that affect all aspects of networking. Topics include incentives for computer networking, popular network models, network media, theory and practice of LANs and other networking concepts and skills including bridging, switching, routing and installing and configuring the TCP/IP client. The course also helps prepare students for CompTIA's Network+ Examination.  
Instructional Hours: 4  
Prerequisite: CIS105c or CIS130c or CIS106c  
*Offered FALL semester*

**CIS163 Introduction to Cisco Networking (4 credits)**

The first of four courses preparing students for CCNA certification. This course uses a SOHO network to introduce basic networking terminology, concepts and skills such as network models, LANs, networking topologies, devices, MAC and IP addressing and other networking protocols as well as cabling, wireless, and security, and how to plan, deploy, and troubleshoot small networks. Hands-on labs are designed to give students practical experience.

Instructional Hours: 3      Laboratory Hours: 2

Prerequisite: CIS105c or CIS106c

*Offered FALL semester*

**CIS164 Router Fundamentals (4 credits)**

The second of four courses preparing students for CCNA certification. This course uses small and medium business and enterprise-sized networks to take concepts such as IP addressing, switching, routing, WAN technologies, and security to the next level. Topics include TCP/IP, routing protocols and processes, router commands and configuration and troubleshooting routers.

Instructional Hours: 3      Laboratory Hours: 2

Prerequisite: CIS163

*Offered SPRING semester*

**CIS170 Computer Science Programming I (4 credits)**

This course introduces the fundamental concepts of high-level programming using an object-oriented programming language. Topics covered include principles of software development cycle, input/output, data types and variables, operators and expressions, program selection, repetition, functions, arrays, strings, introduction of algorithms, objects and classes, as well as debugging, and documentation. (Interdisciplinary/Emerging Issues GER)

Instructional Hours: 4

Prerequisite: MAT073

*Offered FALL and SPRING semesters*

**CIS180 Intro to Geographic Info Systems (2 credits)**

Geographic Information Systems (GIS) combines spatial data (maps) with tabular data (databases) for the purpose of analyzing the environment. This course will introduce students to the principles and practice of GIS while providing experience using ArcView and the ArcView extension Spatial Analyst. This course will develop both a theoretical understanding of GIS and experience in accessing GIS data sets. Students will be exposed to raster and vector GIS. (Interdisciplinary/Emerging Issues GER)

Instructional Hours: 2      Laboratory Hours: 2

Prerequisite: MAT105

*Offered SPRING semester*

**CIS200 Introduction to Animation (3 credits)**

This course is designed to provide students with an introduction to animation for the web. Students will explore how to draw objects, create symbols with interactivity, produce motion and shape tween animations, create movie clips symbols, import multimedia and prepare movies for web publication.

Instructional Hours: 3

Prerequisite: CIS105c

*Offered FALL semester*

**CIS201 Web Page Design (3 credits)**

This capstone course is designed to introduce students to the basics of creating web pages, formatting web pages, enhancing web pages and managing web pages. Students will explore how to build web pages, layout and format graphics, construct tables for content layout, develop templates and set up style sheets, work with image maps and hyperlinking, design forms, and incorporate multimedia objects.

Instructional Hours: 3

Prerequisite: CIS105

*Offered SPRING semester*

**CIS210 Computer Science Programming II (4 credits)**

This is a continuation of CIS170 Programming I. The course covers computer programming in a high-level language, including programming concepts, good style, algorithms, documentation, and elementary data structures.

Instructional Hours: 4

Prerequisite: CIS170

*Offered SPRING semester*

**CIS220 Network Fundamentals (Net+) (4 credits)**

This course teaches students the fundamentals and basics of the operations of computer networks. Through hands-on training, students will learn the vendor-independent networking skills and concepts that affect all aspects of networking. Topics include incentives for computer networking, popular network models, network media, theory and practice of LANs and other networking concepts and skills including bridging, switching, routing and installing and configuring the TCP/IP client. The course also helps prepare students for CompTIA's Network+ Examination.

Instructional Hours: 4

Prerequisite: CIS105 or CIS130

*Offered SPRING semester*

**CIS221 Advanced Routing and Switching (4 credits)**

The third of four courses preparing students for CCNA certification. This course introduces concepts of advanced router configuration, LAN switching theory and design, VLANs, IPX, and IGRP. Topics include router elements and operations, adding routing protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods.

Instructional Hours: 3

Laboratory Hours: 2

Prerequisite: CIS164

*Offered occasionally*

**CIS222 WAN Technologies (4 credits)**

The last of four courses preparing students for CCNA certification. Consolidates many of the concepts in previous courses and introduces elements of network design, equipment selection and configuration, and LAN and WAN addressing. Course topics include WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. The course will also address network congestion problems, TCP/IP transport and network layer protocols, more advanced routing and switching configurations, ISDN protocols, and PPP encapsulation operations on a router.

Instructional Hours: 3

Laboratory Hours: 2

Prerequisite: CIS221

*Offered occasionally*

**CIS230 Security+** (3 credits)

This course teaches students to implement and monitor security on networks, applications, and operating systems, and respond to security breaches. Topics include securing network services, network devices, and network traffic. Students will acquire specific knowledge and skills with computer hardware, operating systems, and networks that are required to implement basic security services on any type of computer network.

Instructional Hours: 3

Prerequisite: CIS163 or CIS220c

*Offered SPRING semester*

**CIS231 Computer Forensics** (3 credits)

This course will present methods to properly conduct a computer forensics investigation beginning with a discussion of ethics and whole mapping to the objectives of the International Association of Computer Investigation Specialists (IACIS) certification. Students will be introduced to the history of computer forensics and how the use of electronic evidence came into being. The course will also acquaint students with legal concerns and compare public and private sector cases.

Instructional Hours: 3

Prerequisite: CIS160 or CIS161

*Offered FALL semester*

**CIS232 Advanced Network Security** (4 credits)

This course examines advanced network security concepts and fundamentals of network perimeter defense. Topics will include cryptography for network security, router security, network authentication mechanisms, intrusion detection, firewall management, email security, IP security and virtual private networks (VPNs).

Instructional Hours: 4

Prerequisite: CIS230

*Offered FALL semester*

**CIS233 Ethical Hacking, Countermeasures, Incident Response** (3 credits)

This course focuses on the total architecture of network attacks and defense, from security policies and risk analysis to penetration testing, network intrusion analysis and countermeasures to attacks. Students will learn practical strategies for penetration testing, patching/upgrading systems, intrusion detection and defense, and the lifecycle of incident response.

Instructional Hours: 3

Prerequisite: CIS230

*Offered SPRING semester*

**CIS234 Ethics in the Information Age** (3 credits)

A study of the ethical issues related to computer users and computer professionals in the information technology age. Topics include professional responsibilities, intellectual property, security risks, identity theft, cyber terrorism, and many more. The course will also examine the techniques used for the analysis and resolution of these issues consistent with standards of computing professions. The main goal of this course is to provide students with a framework for ethically grounded decision making in the information age.

Instructional Hours: 3

Prerequisite: CIS105 or CIS106c

*Offered occasionally*

**CIS235 Introduction to Cyber Law** (3 credits)

This course gives an introduction to current and emerging federal and state laws affecting cyberspace. Students will explore legal issues related to protection of intellectual property, contracts and licensing agreements, e-commerce, privacy rights, information security, cybercrimes, identity theft and freedom of speech on the Internet. The student will also be introduced to methods of investigating and preventing cybercrimes.

Instructional Hours: 3

Prerequisite: CIS105 or CIS106

*Offered SPRING semester*

**CIS240 Linux+** (3 credits)

This course provides students with the knowledge and skills of how to install, configure, and use the Linux operating system as well as manage the Linux operating system in a network environment. Topics include command lines, graphical interfaces and configuration and troubleshooting techniques.

Instructional Hours: 3

Prerequisite: CIS160 or CIS220c

*Offered occasionally*

**CIS241 Managing Server** (3 credits)

This course provides all aspects of managing Microsoft servers. Topics include strategies and tactics for installing, configuring, administering and troubleshooting a Microsoft Windows Server in a networking environment, as well as Windows network connections, security and server troubleshooting. This is also the second course that prepares students for the Microsoft Certified System Engineer (MCSE) exam.

Instructional Hours: 3

Prerequisite: CIS160

*Offered SPRING semester*

**CIS242 Infrastructure** (3 credits)

This course is designed to teach the required skills to install, support and troubleshoot the various Microsoft Windows Server networking components and services that include DNS, DHCP, Remote Access, WINS, IP routing and NAT. This is also the third course that prepares students for the Microsoft Certified System Engineer (MCSE) exam.

Instructional Hours: 3

Prerequisite: CIS241

*Offered occasionally*

**CIS243 Directory Services** (3 credits)

The fourth in the series of courses required to prepare the student for the Microsoft MCSE certification. Topics include active directory, DNS for active directory, network management, components of active directory and troubleshooting active directory security.

Instructional Hours: 3

Prerequisite: CIS242

*Offered occasionally*

**CIS244 Directory Services Design (3 credits)**  
The fifth course required to prepare the student for the Microsoft MCSE certification. Topics include analyzing business requirements, analyzing technical requirements, directory services architecture and service location designs.  
Instructional Hours: 3  
Prerequisite: CIS242  
*Offered occasionally*

**CIS290-299 Special Topics in Comp Info Systems (1 – 3 crs)**  
Selected special topics in Computer and Information Systems not covered in other courses.  
Instructional Hours: 1 - 3  
Prerequisite: Permission of Instructor

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## CRIMINAL JUSTICE

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**CJC101 Introduction to Criminal Justice (3 credits)**  
This course focuses on the purpose and function of the criminal justice system and how it functions in society. Course content covers criminal behavior and the justice system, police functions and the role of law enforcement, legal aspects of criminal justice and the courts, corrections, and juvenile justice.  
Instructional Hours: 3  
Prerequisite: RDG075 and ENG101c

**CJC105 Introduction to Law Enforcement (3 credits)**  
This introductory course describes the role of law enforcement in a democratic society. The history and philosophy of law enforcement are studied in relationship to current practices in law enforcement. Problems and solutions in reducing crime are discussed.  
Instructional Hours: 3  
Prerequisite: RDG 075 and ENG071

**CJC106 Introduction to Corrections (3 credits)**  
This course is to provide the student with the basic working knowledge of the various aspects of the correctional process. Students will learn the development and history of corrections, the jurisdictionally-based correctional institutions, the correctional process through the criminal justice system, the various correctional treatments offered to those incarcerated and the overall role of corrections throughout the total system of criminal justice. This course will also explore the duties and responsibilities of correctional officers and various challenges they will face in the field.  
Instructional Hours: 3  
Prerequisite: RDG075 and ENG071

**CJC120 The Juvenile Justice System (3 credits)**  
This course introduces students to the various aspects of and current practices in the juvenile justice system. Topics include accountability issues, safety and security demands, standards and rules, movements toward diversion and deinstitutionalization, police interaction, court process, due process, and community intervention.  
Instructional Hours: 3  
Prerequisite: RDG075 and ENG071

**CJC201 Introduction to Criminology (3 credits)**  
This course is to provide the student with the basic working knowledge of the study of crime in our society known as criminology. To understand the nature of crime we must explore the social contents, general beliefs and criminal behavior that shape our beliefs about crime.  
Instructional Hours: 3  
Prerequisite: ENG071 and CJC101  
*Offered FALL of odd numbered years*

**CJC205 Ethics in Criminal Justice (3 credits)**  
This course will provide the student with a historical perspective of the moral and ethical issues encountered in the criminal justice system and examines the consequences of ethical and legal transgressions by criminal justice practitioners. Topics include police misconduct, attorney/client relationships, prosecutorial misconduct, and sentencing behavior.  
Instructional Hours: 3  
Prerequisite: CJC101

**CJC207 Exploring Issues of Crime and Justice (3 credits)**  
This course is an opportunity for a small group of students from Garrett College and a small group of residents of a correctional facility to exchange ideas and perceptions about crime and justice, the justice system, corrections and imprisonment. Participants gain a deeper understanding of the justice system through the marriage of theoretical knowledge and the practical experience achieved by weekly meetings extended throughout the semester. Topics include motivation for committing crime, analysis of the criminal justice system, punishment and rehabilitation, victim impact, and restorative justice.  
Instructional Hours: 3  
Prerequisite: Permission of Instructor

**CJC210 Criminal Law (3 credits)**  
Basic principles of criminal law are studied with emphasis on statutes pertaining to search, seizure, arrest, and rules of evidence. Major classifications of crimes are covered as well as recent Supreme Court decisions related to law enforcement and the criminal code of Maryland.  
Instructional Hours: 3  
Prerequisite: ENG071 and CJC101  
*Offered occasionally*

**CJC220 Juvenile Delinquency (3 credits)**  
This course introduces students to the concept of juvenile delinquency and examines its causes and consequences. Topics include individual, sociological, and developmental views of delinquency; substance abuse and delinquency; gangs; police involvement; and trends in juvenile delinquency and delinquency prevention.  
Instructional Hours: 3  
Prerequisite: RDG075 and ENG071

**CJC280 Practicum Experience (3 credits)**  
This course provides a site-based experience in a social and behavioral sciences setting. Students will engage in the duties and responsibilities of field personnel under the direction and supervision of a site supervisor.  
Instructional Hours: 3  
Prerequisite: Approval of Program Director (CR/NC grade)

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**CJC290-299 Special Topics in Criminal Justice (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 -3

Prerequisite: Permission of Instructor

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**EARTH SCIENCE**

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**ESC101 Physical Geology (4 credits)**

A study of the physical and structural features of the earth and of the physical, chemical, and biological processes that produced them. Topics included are earth materials, erosion, mountain building, origin of the earth, and some recent geological theories. Interpretation of geologic features and identification of common rocks and minerals will be emphasized in the laboratory. *(Science GER)*

Instructional Hours: 3      Laboratory Hours: 2

Prerequisite: ENG071 and RDG075c

*Offered SPRING semester*

**ESC121 Physical Geography (4 credits)**

This course introduces the student to the basic concepts and principles of physical geography. Topics include earth-sun relations, map reading and interpretation, elements of weather, climate and climatic regions, fundamental geologic processes, land forms, soils, and biogeography. *(Science GER)*

Instructional Hours: 3      Laboratory Hours: 2

Prerequisite: ENG071 and MAT075c and RDG075c

*Offered FALL semester*

**ESC210 Soils (3 credits)**

An introduction to the physical and chemical properties of soils, their classification and identification, and their important management characteristics. Discussion and investigation of methods for improving the chemical, physical and biological characteristics of soils to give better plant growth are provided.

Instructional Hours: 2      Laboratory Hours: 2

Co-requisite: ENT201 and NRW270

*Offered FALL semester.*

**ESC265 Soil and Water Conservation (4 credits)**

This course addresses the principles of meteorology and hydrology affecting soil and water conservation practices and the fundamentals of water resources management. The planning, design, and application of various soil and water conservation measures will be covered, with particular emphasis given to sediment and erosion control practices. Wetlands identification and delineation will also be covered.

Instructional Hours: 2      Laboratory Hours: 4

Prerequisite: ESC210

*Offered SPRING semester*

**ESC290-299 Special Topics in Earth Science (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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**ECONOMICS**

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**ECN104 Introduction to Economics (3 credits)**

This is a survey course covering basic economic concepts. Price, market structure, the business enterprise, labor, monetary systems and national income are some of the topics covered. The course will include basic principles of both microeconomics and macroeconomics. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG071 and MAT073 and RDG075

*Offered FALL and SPRING semesters*

**ECN201 Principles of Economics I (MACRO) (3 credits)**

An introduction to the analysis of economic principles and problems, prices, the determination and distribution of income, business organization, money and banking, public finance, international trade, business cycles, government economic policies, and various macroeconomic problems. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG101c or ENG103c and MAT075

*Offered FALL semester*

**ECN202 Principles of Economics II (MICRO) (3 credits)**

An introduction to the analysis of price theory, cost and production, market structure, consumer behavior, firm decision making, and government regulation. International trade and economic development concepts found under various market conditions are covered. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG101c or ENG103c and MAT075

*Offered SPRING semester*

**ECN290-299 Special Topics in Economics (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: ECN201 or ECN202 and Permission of Instructor

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**EDUCATION**

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**EDU101 Early Childhood Education I (3 credits)**

This course presents an introduction to the profession of early childhood education. Historic, theoretical, and philosophical considerations are examined as well as early childhood growth and development. Curriculum in early childhood programs is studied, and the role of the family and community is discussed.

Instructional Hours: 3

Prerequisite: EDU105 and ENG101c

*Offered occasionally*

**EDU102 Early Childhood II: Curriculum (3 credits)**

This course provides students with the knowledge, skills, and disposition to effectively assess needs as well as to establish and maintain instructional environments appropriate for infant, toddler, preschool, and primary school aged children. Practical work will include creating materials and practicing methods for organizing physically and mentally healthy classroom settings. Students will also study the influences on the development and learning of young children. This course encourages reflection about, as well as dedication and advocacy for young children.

Instructional Hours: 3

Prerequisite: EDU101 and ENG101c

*Offered occasionally*

**EDU105 Career Analysis in Education (1 credit)**

This course provides a preliminary self-assessment of how the students' interests and abilities match the demands of the education profession. Students will be introduced to an analysis of education and teachers' roles in both schools and the community.

Instructional Hours: 1

Prerequisite: ENG071

*Offered FALL semester*

**EDU201 Foundations of Education (3 credits)**

This course surveys the field of Education and the profession of teaching. Emphasis will be placed on understanding the structure of the educational system including governance, finances, curriculum and instruction. Contemporary issues in education will be discussed. Students will be required to do a classroom project in a public school classroom.

Instructional Hours: 3

Prerequisite: EDU105 and ENG101

*Offered SPRING semester*

**EDU210 Intro to the Exceptional Individual (3 credits)**

The etiology, diagnosis, physical, mental, emotional and social characteristics of exceptional individuals are studied in this course. Topics included in this course are mental retardation, learning disabilities, orthopedic handicaps, emotional and behavior disorders, speech and communication disorders, and giftedness. This course will stress the educational needs of exceptional individuals including preventive and remedial education.

Instructional Hours: 3

Prerequisite: EDU105 and ENG101

*Offered FALL semester*

**EDU270 Process and Acquisition of Reading (3 credits)**

The process of language development, including the impact of phonetic awareness, and how the brain responds to reading acquisition is studied. Practical applications of research on language acquisition and use are discussed. Understanding the role of experiential background, prior knowledge, and motivation to beginning readers is emphasized.

Instructional Hours: 3

Prerequisite: EDU105 and ENG101

*Offered SPRING semester*

**EDU275 Teaching Laboratory (1 credit)**

Students develop teaching activities which are video-taped and critiqued in preparation for entry into baccalaureate Teacher Education programs.

Instructional Hours: .50

Laboratory Hours: 1

Prerequisite: EDU101, EDU105, EDU201, EDU210, and EDU270

*Offered FALL and SPRING semesters*

**EDU290-299 Special Topics in Education (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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## EMERGENCY MEDICAL SERVICES

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**EMS120 Anatomy & Physiology for EMS Providers (3 crs.)**

This course is designed to provide students with a basic overview of the anatomy and physiological functioning of the human body. Cells, tissues, organs and organ systems are discussed in basic terms, in a fast-paced overview format. This course fulfills the anatomy and physiology pre-requisite for acceptance into Garrett College's paramedic training program. For individuals who have previously completed college level anatomy and physiology, it serves as a good refresher and provides a foundation upon which additional knowledge can be added.

(Paramedic Certificate Majors Only)

Prerequisite: EMT certification for 1 year minimum, and acceptance into the two-year Paramedic training.

Co-requisites: EMS120, EMS130, EMS131, EMS132, EMS150, EMS170

**EMS130 EMS Preparatory (1.5 credits)**

This course provides base knowledge necessary for the paramedic student to understand as they begin the paramedic program. Topics include the roles and responsibilities of the paramedic, well-being of the paramedic, illness and injury prevention, ethics, medical and legal issues, general principles of pathophysiology, pharmacology, medic math, venous access and medication administration, therapeutic communication, and life span development.

(Paramedic Certificate Majors Only)

Co-requisites: EMS120, EMS130, EMS131, EMS132, EMS150, EMS170

**EMS131 Paramedic Airway I (0.50 credit)**

Airway management is one of the most important skills performed by a paramedic. This course first reviews the A&P of a patient's airway. Then reviews skills first learned as an Emergency Medical Technician (EMT). The student is taught paramedic level skills and learns to secure and manage a patient's airway through advanced methods.

(Paramedic Certificate Majors Only)

Co-requisites: EMS120, EMS130, EMS131, EMS132, EMS150, EMS170

**EMS132 Paramedic Patient Assessment (0.50 credit)**

Understanding how to assess a patient properly will aid the student in providing the correct treatment. This course reviews basic information given to the student while in EMT class, and then builds on that information and presents paramedic level patient assessment knowledge. It also teaches how to properly document and relay this information to the hospital.

(Paramedic Certificate Majors Only)

Co-requisites: EMS120, EMS130, EMS131, EMS132, EMS150, EMS170

**EMS133 Paramedic Medical I (4 credits)**

When treating a patient, a paramedic must be able to identify and give the proper treatment. This course covers medical topics such as cardiology, pulmonary, neurology, endocrinology, allergies and anaphylaxis, renal and urology, gastroenterology, toxicology, hematology, environmental conditions, behavioral and psychiatric disorders, infectious and communicable diseases and obstetrics and gynecology.

(Paramedic Certificate Majors Only)

Co-requisite: EMS133, EMS134, EMS135, EMS151, EMS171

**EMS134 Paramedic Trauma I (2 credits)**

When treating a patient, a paramedic must be able to identify and give the proper treatment to a trauma patient. Areas covered include trauma systems and mechanism of injury, hemorrhage and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma and musculoskeletal trauma.

(Paramedic Certificate Majors Only)

Co-requisite: EMS133, EMS134, EMS135, EMS151, EMS171

**EMS135 Paramedic Operations and Special Considerations (1 credit)**

This course teaches the student how to handle special considerations such as neonatology, pediatrics, geriatrics, patients with special challenges, acute interventions for the chronic patient and abused and neglected. It also covers EMS operations such as ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incident and crime scene awareness.

(Paramedic Certificate Majors Only)

Co-requisite: EMS133, EMS134, EMS135, EMS151, EMS171

**EMS150 Paramedic Lab I (1 credit)**

This course provides the lab portion of the first semester of the two year paramedic program. It includes all the skills taught and is in the lab setting for students to master these skills. These are intravenous access set-up, intravenous initiation – peripheral, intramuscular injection, subcutaneous injection, intravenous medication push, orotracheal intubation, chest decompression, cricothyrotomy, direct laryngoscopy for airway obstruction, combi-tube, king airway, medication administration and patient assessment.

(Paramedic Certificate Majors Only)

Co-requisite: EMS120, EMS130, EMS131, EMS132, EMS150, EMS170

**EMS151 Paramedic Lab II (1.5 credits)**

This course provides the lab portion of the second semester of the two year paramedic program. It includes all the skills taught and is in the lab setting for students to master these skills. These are cardiac monitoring (single and multi-lead), cardioversion, defibrillations, transcutaneous pacing, BiPAP/CPAP, EtCO<sub>2</sub>, NG & OG insertion, suction, medication administration (aerosolized, buccal, ETT, intranasal, rectal, topical oral, sublingual) accessing indwelling catheters, intravenous maintenance, spinal immobilization, hemorrhage control and intraosseous initiation.

(Paramedic Certificate Majors Only)

Co-requisite: EMS133, EMS134, EMS135, EMS151, EMS171

**EMS170 Paramedic Clinical I (0.50 credit)**

This course includes 24 hours of clinical time in emergency departments of the local area hospitals. It also includes 12 hours in the operating room and requires a minimum of two successful intubations. This clinical course allows the students to start to interact with patients in the emergency environment and performing skills learned while being monitored by an approved preceptor.

(Paramedic Certificate Majors Only)

Co-requisites: EMS120, EMS130, EMS131, EMS132, EMS150, EMS170

**EMS171 Paramedic Clinical II (2 credits)**

This course includes 70 hours of clinical time at the local area hospitals and 75 hours of field experience with the region's Advanced Life Support (ALS) Emergency Medical Services (EMS) companies. Areas of clinical include emergency department, operating room, cath lab, behavioral, labor and delivery, and field time. This clinical course allows the students to continue to develop skills and to interact with patients in the emergency environment. The student will perform skills learned while being monitored by an approved preceptor.

(Paramedic Certificate Majors Only)

Co-requisite: EMS133, EMS134, EMS135, EMS151, EMS171

**EMS230 Paramedic Preparatory (1 credit)**

This is the first course of the second year. It covers in depth topics such as medical and legal issues, pharmacology, pathophysiology, medication administration and medic math. This course builds on basic knowledge received in the first year of the program, and prepares the student to sit for both national and state paramedic certification.

(Paramedic Certificate Majors Only)

Co-requisite: EMS230, EMS231, EMS233, EMS250, EMS270

**EMS231 Paramedic Airway II (1 credit)**

Airway management is one of the most important skills performed by a paramedic. This course builds on information the student learned in EMS131, including more advance care and difficult airway management.

(Paramedic Certificate Majors Only)

Co-requisite: EMS230, EMS231, EMS233, EMS250, EMS270

**EMS233 Paramedic Trauma II (0.50 credit)**

When treating a patient, a paramedic must be able to identify and give the proper treatment to a trauma patient. This is a second year course building on EMS134, areas covered include trauma systems and mechanism of injury, hemorrhage and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma and musculoskeletal trauma.

(Paramedic Certificate Majors Only)

Co-requisite: EMS230, EMS231, EMS233, EMS250, EMS270

**EMS234 Paramedic Medical II (1.5 credits)**

When treating a patient, a paramedic must be able to identify and give the proper treatment. This course builds on EMS133 going more in-depth and covering medical topics such as cardiology pulmonary, neurology, endocrinology, allergies and anaphylaxis, renal and urology, gastroenterology, toxicology, hematology, environmental conditions, behavioral and psychiatric disorders, infectious and communicable diseases and obstetrics and gynecology.

(Paramedic Certificate Majors Only)

Co-requisite: EMS234, EMS235, EMS251, EMS271

**EMS235 Paramedic Special Considerations (1.5 credits)**

This course teaches the student how to handle special considerations such as neonatology, pediatrics, geriatrics, patients with special challenges, acute interventions for the chronic patient and abused and neglected. This course builds on EMS135 and goes more in-depth to prepare the student for national and state certification. This course also includes a research topic where the student will research and present to class.

(Paramedic Certificate Majors Only)

Co-requisite: EMS234, EMS235, EMS251, EMS271

**EMS250 Paramedic Lab III (1 credit)**

This course offers the lab portion of the third semester of the two year paramedic program. It includes all the skills taught and is in the lab setting for students to master these skills. These are intravenous access set-up, intravenous initiation – peripheral, intramuscular injection, subcutaneous injection, intravenous medication push, orotracheal intubation, nasotracheal intubation, chest decompression, cricothyrotomy, direct laryngoscopy for airway obstruction, conbi-tube, king airway medication administration and patient assessment. This course also utilizes scenario based simulation labs which require the student to employ critical thinking skills as well as to demonstrate the ability to lead an EMS team.

(Paramedic Certificate Majors Only)

Co-requisite: EMS230, EMS231, EMS233, EMS250, EMS270

**EMS251 Paramedic Lab IV (1.5 credits)**

This course offers the lab portion of the fourth semester of the two year paramedic program. It includes all the skills taught and is in the lab setting for students to master these skills. These are cardiac monitoring (single and multi-lead), cardioversion, defibrillations, transcutaneous pacing, BiPAP/CPAP, EtCO<sub>2</sub>, NG & OG insertion, suction, medication administration (aerosolized, buccal, ETT, intranasal, maintenance, spinal immobilization, hemorrhage control and intraosseous initiation, chest tube placement and monitoring. At the end of this course, students will visit the State Anatomy Board to perform skills learned in a cadaver lab.

(Paramedic Certificate Majors Only)

Co-requisite: EMS234, EMS235, EMS251, EMS271

**EMS270 Paramedic Clinical III (1.5 credits)**

This course includes 36 hours of clinical time at the local area hospitals and 50 hours of field experience with the region's ALS EMS companies. Areas of clinical include emergency department, operating room, and field time. This clinical course allows the students to continue to develop skills and to interact with patients in the emergency environment. The student will perform basic and advanced skills while being monitored by an approved preceptor. In addition, the student will perform and be evaluated as an EMS team leader.

(Paramedic Certificate Majors Only)

Co-requisite: EMS230, EMS231, EMS233, EMS250, EMS270

**EMS271 Paramedic Clinical IV (4 credits)**

This course includes 110 hours of clinical time at the local area hospitals and 100 hours of field experience with the region's ALS EMS companies. Areas of clinical include emergency department, operating room, ICU, CVU, respiratory, pediatric, EMS field, and other miscellaneous areas (flight medic, morgue, etc..). This clinical course allows the students to continue to develop skills and to interact with patients in the emergency environment. The student will perform basic and advanced skills while being monitored by an approved preceptor. In addition, the student will perform and be evaluated as an EMS team leader.

(Paramedic Certificate Majors Only)

Co-requisite: EMS234, EMS235, EMS251, EMS271

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## ENGINEERING

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**ENR100 Intro to Engineering Design (3 credits)**

This is the introductory course for engineering students, providing an overview of engineering design process based on a hands-on experience with a client-centered engineering design project. Students will be working in teams and the completed design project will satisfy functional or operational requirements. Topics required for the course will be drawn from various disciplines, such as mechanics, fluid mechanics, energy concepts, thermodynamics, electrical circuits, and chemistry. Students will also use CAD software and other computer applications, such as word processors, spreadsheets, etc.

Instructional Hours: 3

Prerequisite: MAT105c

*Offered FALL and SPRING semesters*

**ENR210 Basic Circuit Theory (3 credits)**

This course covers the basic concepts of electrical engineering. Topics include applications of Kirchhoff's Laws to simple resistive circuits, solution of resistor networks using mesh and node analysis and Thevenin's and Norton's theorems, characteristics of capacitance, inductance, and coupled elements and solution of differential equations describing RL, RC, and RLC circuits for zero input, zero state, and complete response and also mesh and node analysis of sinusoidal steady-state circuits in the time domain. A student group project is required.

Instructional Hours: 3

Prerequisite: MAT190c or PHY111c

*Offered SPRING semester*

**ENR211 Electrical & Digital Circuit Lab (2 credits)**

This course introduces the student to basic measurement techniques and will help students gain familiarity with the construction, simulation, and testing of basic analog and digital circuits.

Instructional Hours: 1

Lab Hours: 2

Prerequisite: ENR210c

*Offered SPRING semester*

**ENR230 Scientific & Engineering Computation (3 crs)**  
This course covers elementary numerical analysis and application of mathematical theory to identify roots of equations; develop systems of linear equations; Gaussian elimination, matrix diagonalization and inversion; utilize iterative methods; interpolate and curve fit; numerical integration and differential equations. Example problems in the context of engineering applications are solved using a variety of software tools, including structured programming and high-level computational packages such as MATLAB.  
Instructional Hours: 3  
Prerequisite: MAT190c  
*Offered SPRING semester*

**ENR240 Digital Logic Design (3 credits)**  
This course is designed to introduce basic principles and design procedures of digital systems. Main topics include standard codes, number systems, base conversions, and computer arithmetic. Concepts of Boolean algebra, minimization and synthesis techniques for combinational and sequential logic will also be introduced. Group projects and problem solution are utilized in the classroom and the laboratory to simulate the solution of real world engineering problems.  
Instructional Hours: 3  
Prerequisite: ENR100  
*Offered FALL semester*

**ENR241 Digital Logic Design Lab (1 credit)**  
This course is designed as a lab course that will provide students hands-on experiments with digital electronic circuits including number systems, design and application of modern digital circuitry for both combinational and sequential logic circuits.  
Laboratory Hours: 2  
Prerequisite: ENR240c  
*Offered FALL semester*

**ENR290-299 Special Topics in Engineering (1 – 3 credits)**  
Students will study a topic of special interest under the supervision of a College faculty member.  
Instructional Hours: 1 – 3 credits  
Prerequisite: Permission of Instructor

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## ENGLISH

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**PRE-COLLEGE SEQUENCE - A NEW DEGREE SEEKING STUDENT IDENTIFIED BY THE PLACEMENT INDICATOR AS NEEDING ADDITIONAL PREPARATION FOR COLLEGE-LEVEL COURSES WILL BE REQUIRED TO COMPLETE THE PRESCRIBED DEVELOPMENTAL CLASSES IN THEIR FIRST SEMESTER AND, IF APPLICABLE, IN SEMESTER THAT IMMEDIATELY FOLLOWS, UNTIL (S)HE HAS COMPLETED THE PREREQUISITES TO ENROLL IN COLLEGE-LEVEL ENGLISH. THESE COURSES ARE NOT TRANSFERABLE AND DO NOT COUNT TOWARD GRADUATION REQUIREMENT.**

**STUDENTS ENROLLING IN A DEVELOPMENTAL ENGLISH COURSE MUST ALSO COMPLETE A "FIRST YEAR EXPERIENCE" COURSE IN THEIR FIRST SEMESTER.**

**ENG071 Basic English Workshop (4 credits)**  
This course focuses on teaching students to write well-constructed sentences leading to effective topic sentences, well developed paragraphs, and basic essay organization. Students will develop reading and writing strategies through exploration and discussion of a variety of topics including current social, political, and economic issues. It will give them the opportunity to apply critical thinking, reading, and writing skills as they investigate current issues. Common errors in grammar and mechanics are also covered at length in the classroom and lab. Students will be required to spend two hours in the lab improving skills. This course is not transferable and does not count toward the completion of degree, major or graduation requirements.

Instructional Hours: 3      Laboratory Hours: 2  
Prerequisite: College Placement Indicator  
Co-requisite: FYE105  
*Offered FALL and SPRING semesters*

**ENG073 Prep for College English Workshop (4 credits)**  
This workshop develops reading comprehension and writing skills required to meet the performance expectations of college-level courses. The course employs an integration of reading and writing to develop effective research skills and enhance overall information literacy. Students develop multi-paragraph essays and learn to read, comprehend, and respond to college-level texts. In-class practice sessions employing computer-assisted instruction are used to review grammar and writing mechanics and to develop techniques for achievement of sentence variety and diverse writing styles. This course is not transferable and does not count toward the completion of degree, major or graduation requirements.

Instructional Hours: 3      Laboratory Hours: 2  
Prerequisite: ENG071 or College Placement Indicator  
Co-requisite: FYE105  
*Offered occasionally*

**ENG091L Prep for College Writing Lab (1 credit)**  
This course offers students further instruction in developing, revising, and polishing multi-paragraph essays; it particularly emphasizes essay organization, development, and focus in the context of subject, audience, and purpose. Methods of developing essays are explored. Integration of reading and writing is emphasized. Common errors in grammar and punctuation are covered at length, as are methods for achieving sentence variety and diverse writing styles. This course is not transferable and does not count toward the completion of degree, major or graduation requirements.

Instructional Hours: 0      Laboratory Hours: 2  
Prerequisite: ENG071 or College Placement Indicator or Assignment by English Department  
Co-requisite: ENG101  
*Offered FALL and SPRING semesters*

**ENG092L Prep for College Writing Lab (1 credit)**

This course is designed to help students further instruction in developing, revising, and polishing multi-paragraph essays; it particularly emphasizes essay organization, development, and focus in the context of subject, audience, and purpose. Methods of developing essays are explored. Integration of reading and writing is emphasized. Common errors in grammar and punctuation are covered at length, as are methods for achieving sentence variety and diverse writing styles. This course is not transferable and does not count toward the completion of degree, major or graduation requirements.

Instructional Hours: 1

Prerequisite: College Placement Indicator or Assignment by English Department

Co-requisite: ENG101

*Offered occasionally*

**COLLEGE-LEVEL SEQUENCE****ENG101 Composition I-Expository Writing (3 credits)**

A course in writing expository and research-based essays that emphasize the development of clear theses through various rhetorical modes including description, narration, comparison-contrast, analogy, definition, analysis, classification, argumentation, and persuasion. Students will write and extensively revise before submitting for a grade a minimum of five expository papers, four-to-six typed, double-spaced pages. Additionally, students are strongly encouraged to visit the Writing Center for help on papers prior to turning in work to be graded. As writer voices develop, students use print and non-print sources to help support theses, leading to writing adhering to MLA guidelines. Students taking this course to fulfill their GER writing requirement must earn a minimal grade of C or repeat the course. (*English Composition GER*)

Instructional Hours: 3

Prerequisite: ENG091L or College Placement Indicator

*Offered FALL and SPRING semesters*

**ENG102 Composition II-Intro. to Literature (3 credits)**

This course emphasizes critical writing about literature, including interpretation, analysis, and evaluation, as well as a critical review of issues common to the human experience. Students will become familiar with analytical approaches to writing about literature and will write a minimum of four essays using multiple print and non-print sources to support arguable thesis statements. To better understand writer, text, and audience, students will explore the social, historical, and cultural contexts within which works are created. (*Arts and Humanities GER*)

Instructional Hours: 3

Prerequisite: ENG101 or ENG103

*Offered FALL and SPRING semesters*

**ENG103 Technical Writing (3 credits)**

A course designed to develop practical skills in the writing and interpretation of technical reports, memoranda, progress reports, media charts and graphs, technical journal articles, and oral presentation of reports. Students will be expected to complete extended documented reports illustrating competency in technical writing and standard English skills. Students will write and extensively revise a series of assignments designed to help them achieve proficiency in a variety of writing skills. Students taking this course to fulfill their GER writing requirement must earn a minimal grade of C or repeat the course. (*English Composition GER*)

Instructional Hours: 3

Prerequisite: ENG091L or College Placement Indicator

*Offered occasionally*

**ENG104 Argumentation & Persuasive Research Writing(3 crs)**

A course designed to prepare students for advanced composition at transfer institutions. Students will write and extensively revise several essays incorporating multiple print and non-print sources to substantiate arguable thesis statements. The course includes an introduction to classical rhetoric and arguing to inquire, to convince, to persuade, and to negotiate. Research skills, organization, and style are emphasized.

Instructional Hours: 3

Prerequisite: ENG101 or ENG103

*Offered SPRING semester*

**ENG112 Honors: Literature, Composition, & Research (3 crs)**

Designed for students who have demonstrated superior writing, reading, and thinking abilities and who plan to pursue a degree at a four-year college, this course should be taken after successful completion of English 111, Advanced Composition I. Students will complete, at an accelerated pace, all assignments given to English 102 students and will critically read and write about social and multicultural issues impacting literary texts' composition. Additionally, students will skillfully employ multiple theoretical approaches to analyzing literature, integrating analysis of writers, texts, and readers. Researching and writing research papers will be important components of the class, as will be revising all writing assignments. Students write and extensively revise a series of assignments designed to help them achieve proficiency in a variety of writing skills.

Instructional Hours: 3

Prerequisite: ENG111 with a grade of "B" or better

*Offered occasionally*

**ENG208 Creative Writing (3 credits)**

A course in the writing of imaginative literature, particularly the short story and poetry. It combines lecture, reading, and discussion of professional models of writing with workshop sessions in the classrooms.

Instructional Hours: 3

Prerequisite: Permission of Instructor

*Offered occasionally*

**ENG210 Fiction Writing (3 credits)**

Fiction Writing is directed at writing the short story. The course combines lectures, workshops, readings and discussions; these activities lead to each student's producing two or more viable stories.

Instructional Hours: 3

Prerequisite: ENG101 or ENG103

*Offered occasionally*

**ENG215 Films and Literature (3 credits)**

A course that concentrates on films that have been adapted from stories, novels, and plays. It will consider films as literature after a reading of the works and view films on an alternating weekly basis. Analysis and critique of literary forms and adaptation of written sources to cinematic production will occur through discussion and expository writing. (*Arts and Humanities GER*)

Instructional Hours: 3

Prerequisite: ENG101

*Offered occasionally*

**ENG222 Children's Literature (3 credits)**

A survey of the history of varied types of children's literature and criteria for evaluating them. The course presents techniques for determining and guiding children's reading interests toward an appreciation of good literature. Students read anthologies and outstanding children's books, as well as sources of literary criticism.

Instructional Hours: 3

Prerequisite: ENG071

*Offered occasionally*

**ENG252 Survey of American Literature (3 credits)**

A survey of American literature from the colonial period to the present. Includes major works from Early America, the Revolution, the Civil War Era, World War I, and World War II. Examines the historical, cultural, economic, political, and religious events that influenced the development of American literature. (*Arts and Humanities GER*)

Instructional Hours: 3

Prerequisite: ENG101 or ENG103

*Offered occasionally*

**ENG290-299 Special Topics in English (1 – 3 credits)**

Students will study a topic of special interest under supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: ENG101 or ENG103

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**ENVIRONMENTAL TECHNOLOGY**


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**ENT170 Geospatial Data Collection & Analysis (4 credits)**

This course combines material formerly covered in ENT 160, Surveying and Map Interpretation, with new material relating to the theory and application of Global Positioning Systems (GPS) technology. The course covers the basic concepts that are fundamental to the collection and use of any spatial information: coordinate systems, geodesy, datums, scale, and projections; sources and applications of various types of geospatial information including maps, aerial photographs, and remote sensing images; basic [land] surveying techniques including distance measurement, differential and profile leveling, [compass] traversing, and topographic mapping; and the theory of operation and use of GPS technology for surveying, mapping, and navigation.

Instructional Hours: 2                      Laboratory Hours: 4

Prerequisite: MAT105 and CSC180c

*Offered SPRING semester*

**ENT201 Chemistry and Quantitative Methods for Agriculture and Natural Resources (2 credits)**

Taken concurrently with ESC210 and NRW270, and as a prerequisite for ENT225, this course serves as a lab to help students master the essential calculations and chemistry principles necessary for successful completion of the Agricultural Management and Natural Resources and Wildlife Technology programs.

Instructional Hours: 1                      Laboratory Hours: 2

Co-requisite: ESC210 and NRW270

*Offered FALL semester*

**ENT225 Water Quality Assessment (3 credits)**

A course covering the chemical and biological assessment of water quality. Topics include the physical and chemical characteristics of water, basic stream and lake biology, the use of water quality testing kits, and rapid biological assessment techniques. Field experience is stressed.

Instructional Hours: 1                      Laboratory Hours: 4

Prerequisite: CHE100 or ENT201

*Offered SPRING semester*

**ENT290-299 Special Topics in Environmental Technology (1 - 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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## FIRST YEAR EXPERIENCE

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### **FYE105 First Year Experience (3 credits)**

This course facilitates a successful transition for students entering higher education. Emphasis will be placed on academic success, personal growth and self-management, campus/community resources and involvement, and ethical citizenship and diversity through interaction between faculty, staff, students and the community. Students enrolling in a developmental English course must also successfully complete this course in their first semester or the course will need to be repeated in the subsequent semester(s) until successful. Recommended for students enrolling in developmental Math. Elective credit only.

Instructional Hours: 3

*Offered FALL and SPRING semesters*

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## FRENCH

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### **FRN101 Elementary French I (3 credits)**

A course designed primarily for rapid oral communication in French. Students will learn to carry on short dialogues with adequate oral comprehension, and to use bilingual dictionary for vocabulary development and reading comprehension. Fundamental grammatical constructions and basic verb conjugation will be taught through supplementary written exercises. *(Arts and Humanities GER)*

Instructional Hours: 3

Prerequisite: ENG101c or ENG103c

*Offered occasionally*

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## GEOGRAPHY

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### **GEO201 Cultural Geography (3 credits)**

Examination of the factors influencing the distribution of human beings in relation to population and migration, cultural diversity and interconnectedness, economic development and the environment. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG101c and RDG075c

*Offered SPRING semester*

### **GEO281 Travel Study in Geography (1 credit)**

This course provides students with the opportunity to learn about geographical concepts and cultures through travel and experience. Specific course objectives and content are coordinated with each travel program.

Instructional Hours: N/A

*Offered occasionally*

### **GEO282 Travel Study in Geography (2 credits)**

This course provides students with the opportunity to learn about geographical concepts and cultures through travel experience. Specific course objectives and content are coordinated with each travel program.

Instructional Hours: N/A

*Offered occasionally*

### **GEO283 Travel Study in Geography (3 credits)**

This course provides students with the opportunity to learn geographical concepts and cultures through travel experience. Specific course objectives and content are coordinated with each travel program.

Instructional Hours: N/A

*Offered occasionally*

### **GEO290-299 Special Topics in Geography (1 – 3 credits)**

Students will study a topic of special interest under supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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## HEALTH

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### **HEA151 Personal Health (3 credits)**

A basic course designed to study the positive aspects of mental and physical health and interpersonal relationships. Emphasis is placed on self evaluation and self actualization. Topics such as drugs, alcohol, disease, sex education, and human physiology will be discussed.

Instructional Hours: 3

Prerequisite: ENG071

*Offered FALL and SPRING semesters*

### **HEA152 Foundations of Health Education (3 credits)**

Introduction to theories and practices guiding professional health educator responsibilities and competencies.

Instructional Hours: 3

*Offered FALL semester of odd numbered years*

### **HEA153 Weight Management (1 credit)**

Present and future weight management facts and fallacies related to: weight control, motivation, nutrition, eating habits, exercise, and self-assessment methods. The course is designed to give the student the opportunity to assess his/her present weight/body fat status, exercise habits, nutrition knowledge, eating habits, label reading ability, and weight management ability. The student will obtain the basic knowledge necessary to make intelligent choices relevant to weight management techniques. The student will design a personalized weight management plan using information assessed in the classroom.

Instructional Hours: 1

*Offered INTERSESSION semester*

### **HEA290-299 Special Topics in Health (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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## HISTORY

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### **HIS101 His. of Western Civilization to 1500 (3 credits)**

This 3-credit-hour college-level history course covers the development of Western Society from the beginning of civilization to approximately 1550 and the Voyages of Discovery. While the student should obviously make note of important factual information, special emphasis will be on the major "ideas or themes" of western history. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG101c and RDG075c

*Offered FALL semester*

### **HIS102 His. of Western Civilization Since 1500 (3 credits)**

This survey course highlights the important political, economic, and social events that have shaped Western Civilization from the Age of Constitutionalism and Absolutism to the present. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG101c and RDG075c

*Offered SPRING semester*

### **HIS105 World Civilizations to The Late 1600s (3 credits)**

This course examines the history, customs, and cultures of all major world civilizations. Values, discoveries, and contributions to society will also be explored up to the late seventeenth century. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG101c and RDG075c

*Offered FALL semester*

### **HIS106 World Civilizations Since Mid-1600s (3 credits)**

This course examines the history, customs, and cultures of all major world civilizations from the mid-1600's through the twentieth century. Values, discoveries, and contributions of both men and women will also be explored. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG101c and RDG075c

*Offered SPRING semester*

### **HIS111 American History to 1865 (3 credits)**

A survey of American history through the Civil War. Included are our European heritage, achievement of political independence, territorial expansion, economic development and the Civil War. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG101c and RDG075c

*Offered FALL semester*

### **HIS112 American History Since 1865 (3 credits)**

A survey of American history since 1865. Topics include industrialization, immigration, progressive era, overseas expansion, American involvement in the World Wars, the Cold War, and our entry into the 21st century. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG101c and RDG075c

*Offered SPRING semester*

### **HIS121 Twentieth Century World (3 credits)**

A survey of the major social, political, and economic developments of the Twentieth Century with the purpose of understanding contemporary global problems. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG101c and RDG075c

*Offered FALL semester*

### **HIS290-299 Special Topics in History (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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## HUMANITIES

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### **HUM100 Introduction to Humanities (3 credits)**

A course that introduces the student to the broad concept of humanities through experiences in literature, philosophy, music, and art. Works from these disciplines will be studied as they reflect humanity's values and attempts to express meaning in a changing world. Elective credit only.

Instructional Hours: 3

Prerequisite: ENG071

*Offered FALL semester*

### **HUM210 Society and The Environment (3 credits)**

This course focuses on the ethical, moral, social, and aesthetic issues surrounding the preservation, conservation, and management of the environment. Sources include art, philosophy, and literature by a variety of figures that have heightened environmental awareness, including the historical and contemporary writings of Thoreau, Muir, Carson, Dillard and others. Continued work in writing expository prose with an emphasis on interpretation, analysis, and evaluation is an important component of the class. *(Arts and Humanities GER)*

Instructional Hours: 3

Prerequisite: ENG101 or ENG103

*Offered SPRING semester*

### **HUM290-299 Special Topics in Humanities (1 – 3 credits)**

Students will study a topic of special interest under supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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## JOURNALISM

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### **JRN101 Journalism (3 credits)**

Primarily a print journalism reporting course teaching professional skills: writing style, interviewing, and editing. Freedom of the press, objective reporting, broadcast journalism, the student press, and reporter's ethics are among the topics discussed. Students write, edit and lay out the school newspaper.

Instructional Hours: 3

Prerequisite: ENG101c or ENG103c

*Offered occasionally*

**JRN111 Applied Journalism (1 credit)**

An opportunity for students to design and pursue an independent course of study in journalism. Students may work on the student newspaper, write freelance feature articles for publications, shoot and lay out photo essays, or research an historical or current journalism topic. A contract between students and instructor for credit work is signed at the start of the semester. The student's work is reviewed throughout the semester. Students may enroll in only one applied journalism class per term.

Instructional Hours: 1

Prerequisite: JRN101

*Offered occasionally*

**JRN290-299 Special Topics in Journalism (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

**MAT073 Introductory Algebra (4 credits)**

This course will introduce basic algebra skills to students with limited background in algebra. Topics covered will include order of operations, computations with real numbers and linear equations and problem solving. The course will introduce algebraic expressions, linear graphing, integer exponents, polynomial arithmetic and factoring. More advance algebra concepts will include quadratic equations and parabolas, model building and analysis of graphical and numerical data with an emphasis on making connections between concepts learned in the classroom and real world applications. Students will be required to spend two hours in the lab improving skills. This course is not transferable and does not count toward the completion of degree, major or graduation requirements.

Instructional Hours: 3

Laboratory Hours: 2

Prerequisite: College Placement Indicator

*Offered FALL and SPRING semester*

**MAT075 Intermediate Algebra (4 credits)**

Reviews and expands MAT073 topics to extend student understanding of introductory algebra skills including the use of the graphing calculator. Students will complete six inquiry based activities throughout the semester which will demonstrate the connection between concepts learned in the classroom and real world applications. Students will graph and analyze various functions and determine the domain and range of functions. Quadratic and exponential functions will be explored in context of real world scenarios. Students will apply linear functions in real world context. Students will be required to spend two hours in the lab improving skills. This course is not transferable and does not count toward the completion of degree major or graduation requirements.

Instructional Hours: 3

Laboratory Hours: 2

Prerequisite: MAT073 or College Placement Indicator

*Offered FALL and SPRING semesters*

**MAT098L Inter. Algebra w/ Geometry Lab (1 credit)**

This course offers a review of intermediate algebra concepts critical for success in College Algebra. Concepts will include linear and quadratic functions, problem solving skills and real world applications including analyzing linear and quadratic models. A MathXL component will be used to reinforce and aid student learning through in-class laboratory and online homework assignments. This course is not transferable and does not count towards graduation requirements.

Instructional Hours: 1

Prerequisite: College Placement Indicator or Assignment by Math Department

Co-requisite: MAT105

*Offered FALL and SPRING semesters*

**COLLEGE LEVEL SEQUENCE****MAT105 College Algebra (3 credits)**

An introduction to functions from multiple points of view – verbal, graphical, numerical, and symbolic – with an emphasis on using functions to model real-world phenomena. The linear, quadratic, exponential, and logarithmic families of functions are explored in depth. (*Mathematics GER*)

Instructional Hours: 3

Laboratory Hours: As Assigned

Prerequisite: MAT075 or College Placement Indicator

*Offered FALL and SPRING semesters*

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## MATHEMATICS

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**PRE-COLLEGE SEQUENCE - A NEW DEGREE SEEKING STUDENT IDENTIFIED BY THE PLACEMENT INDICATOR AS NEEDING ADDITIONAL PREPARATION FOR COLLEGE-LEVEL COURSES WILL BE REQUIRED TO COMPLETE THE PRESCRIBED DEVELOPMENTAL CLASSES IN HIS/HER FIRST SEMESTER AND, IF APPLICABLE, IN SEMESTER THAT IMMEDIATELY FOLLOWS, UNTIL (S)HE HAS COMPLETED THE PREREQUISITES TO ENROLL IN COLLEGE-LEVEL MATH. THESE COURSES ARE NOT TRANSFERABLE AND DO NOT COUNT TOWARD GRADUATION REQUIREMENTS.**

**MAT071 Basic Math and Basic Algebra (4 credits)**

This course will introduce basic algebra skills to students with little or no background. Students will complete six inquiry based activities throughout the semester which will demonstrate the connection between concepts learned in the classroom and real world applications. Topics will include order of operations, computations with real numbers and linear equations and problem solving. The course will introduce algebraic expressions, linear graphing, integer exponents, polynomial arithmetic, factoring, as well as applications and model building and geometric concepts such as perimeter, area, and volume of basic geometric figures. Students will be required to spend two hours in the lab improving skills. This course is not transferable and does not count toward the completion of degree major or graduation requirements.

Instructional Hours: 3                      Laboratory Hours: 2

Prerequisite: College Placement Indicator

*Offered occasionally*

**MAT107 Trigonometry (3 credits)**  
A course offered in a multimedia classroom. Definitions of the functions and variations, degree and radian measure, inverse functions and graphs, polar coordinates, complex numbers and applications of plane trigonometry. (Graphing calculator required.)  
Instructional Hours: 3                      Laboratory Hours: As Assigned  
Prerequisite: MAT105  
*Offered SPRING semester*

**MAT110 Pre-Calculus (4 credits)**  
An in-depth exploration of the basic algebraic, transcendental, and trigonometric functions, with an emphasis on modeling and visualization. Topics include exponential and logarithmic functions, trigonometric functions, polynomial and rational functions, transformations of functions, combinations of functions, inverse functions, vectors, polar coordinates, and parametric equations. (*Mathematics GER*)  
Instructional Hours: 4                      Laboratory Hours: As Assigned  
Prerequisite: MAT105 or MAT107  
*Offered occasionally*

**MAT116 Graphing Calculator (1 credit)**  
This course, which features detailed exploration of graphing calculators and their functions, leads students to develop an understanding of logical thinking skills and mathematical relationships as well as emphasizing problem-solving abilities. Gaining proficiency in operating a Casio FX 2.0, students will learn multiple uses of the instrument. The purpose of this course is to prepare the student for success in math courses; the course will also benefit students enrolled in science courses.  
Instructional Hours: 1  
Prerequisite: MAT105  
*Offered occasionally*

**MAT121 Elementary Mathematics I (3 credits)**  
A course offered in a multimedia classroom. It is designed for students majoring in elementary education. The course content includes problem solving in set theory, logic, and mathematical reasoning. Sets, cardinal numbers, operational algorithms, topics from number theory, rational numbers, real numbers, and geometry are instructed using cooperative group techniques. The Geometer's Sketchpad and Derive software are used for visualization purposes. The class is open to majors in Elementary Education ONLY. (Graphing calculator required.)  
Instructional Hours: 3                      Laboratory Hours: As Assigned  
Prerequisite: MAT105  
*Offered FALL semester*

**MAT122 Elementary Mathematics II (3 credits)**  
A course offered in a multimedia classroom. Topics include graphing calculator use, understanding geometry coordinates and mathematical systems. The relation between algebra and geometry is established with an emphasis on probability and statistics. Students continue to use Geometer's Sketchpad and Derive software for visualization purposes. The class is open to majors in Elementary Education ONLY. (Graphing calculator required.) (*Mathematics GER*)  
Instructional Hours: 3                      Laboratory Hours: As Assigned  
Prerequisite: MAT121  
*Offered SPRING semester*

**MAT190 Calculus I (4 credits)**  
An exploration of the concepts, techniques, and applications of single-variable differential calculus, along with an introduction to integral calculus. The general topics are functions, limits, the derivative, differential equations, applications of the derivative, and the integral. An emphasis is placed on achieving a conceptual understanding of the material from multiple perspectives: verbal, graphical, numerical, and symbolic. (*Mathematics GER*)  
Instructional Hours: 4                      Laboratory Hours: As Assigned  
Prerequisite: MAT110 or MAT107  
*Offered FALL and occasional Spring semesters*

**MAT191 Calculus II (4 credits)**  
An exploration of the techniques and applications of integral calculus, along with an introduction to function approximation with Taylor polynomials and power series. The general topics are numerical integration, applications of the integral, symbolic anti-differentiation techniques, function approximation, improper integrals, and infinite series. An emphasis is placed on achieving a conceptual understanding of the material from multiple perspectives: verbal, graphical, numerical, and symbolic. (*Mathematics GER*)  
Instructional Hours: 4                      Laboratory Hours: As Assigned  
Prerequisite: MAT190  
*Offered SPRING semester*

**MAT192 Calculus III (4 credits)**  
An exploration of the concepts, techniques, and applications of multivariable calculus. The general topics are the geometry of space, vector functions, functions of several variables, partial derivatives, optimization, multiple integrals, and vector calculus. An emphasis is placed on achieving a conceptual understanding the material from multiple perspectives: verbal, graphical, numerical, and symbolic. (*Mathematics GER*)  
Instructional Hours: 4                      Laboratory Hours: As Assigned  
Prerequisite: MAT191  
*Offered FALL semester*

**MAT210 Introductory Statistics (3 credits)**  
An introduction to the practice of statistics. Topics include the various techniques of sampling, observational studies and experiments, graphical and numerical summaries of data, the normal distribution, discrete distributions, basic probability, random variables, sampling distributions, confidence intervals, hypothesis testing, simple linear regression, and correlation. (*Mathematics GER*)  
Instructional Hours: 3                      Laboratory Hours: As Assigned  
Prerequisite: MAT075 or College Placement Indicator  
*Offered FALL and SPRING semesters*

**MAT281 Differential Equations (4 credits)**  
An introduction to differential equations with an emphasis on applications. Topics include analytic techniques for solving first order and higher-order linear differential equations, numerical and qualitative techniques for solving nonlinear differential equations, the use of differential equations to model real-world phenomena, and the interpretation of solutions. (*Mathematics GER*)  
Instructional Hours: 4  
Prerequisite: MAT192  
*Offered SPRING semester*

**MAT290-299 Special Topics in Math** (1 – 3 credits)  
Students will study a topic of special interest under the supervision of a College faculty member.  
Instructional Hours: 1 – 3 credits  
Prerequisite: Permission of Instructor

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## MUSIC

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**NOTE: THE MUSIC DEPARTMENT RESERVES THE RIGHT TO DROP FROM ADVANCED APPLIED COURSES ANY STUDENT WHOSE PROFICIENCY IS NOT COMMENSURATE WITH COURSE STANDARDS. EVALUATION JURIES ARE HELD AT THE END OF EACH SEMESTER. THERE IS A LABORATORY FEE FOR EACH APPLIED COURSE. EACH APPLIED COURSE REQUIRES 7 CONTACT SESSIONS WITH THE INSTRUCTOR AND APPROXIMATELY 39 HOURS PRACTICE TIME.**

**MUS110 Music Appreciation** (3 credits)  
A course designed to widen the student's horizon of musical awareness with emphasis upon stimulating the enjoyment of music. It includes the study of musical elements and guides the student toward intelligent and discriminating listening. Designed for both majors and non-majors. (*Arts and Humanities GER*)  
Instructional Hours: 3  
Prerequisite: ENG071  
*Offered FALL semester*

**MUS111 Chorus** (1 credit)  
Public performances of a cappella and accompanied choral works, includes sacred and secular music, as well as popular music. No previous choral experience necessary.  
Instructional Hours: 2  
*Offered occasionally*

**MUS115 The Musical Encounter** (3 credits)  
The Musical Encounter focuses upon three fundamental concepts: diversity, change and developing listening techniques and attitudes necessary to accommodate a modern, eclectic musical taste. An interdisciplinary approach to the artistic nature of musical expression, the course introduces special topics with guest lecturers in the areas of performance, composition, art and drama. The overall mission is to both introduce the student to a comprehensive study of the musical art, while also broadening the listening experience and appreciation of contrasting genres of music.  
Instructional Hours: 3  
Prerequisite: ENG071  
*Offered occasionally*

**MUS119-122 Instrumental Music (Ensembles)** (1 cr)  
Study and performance of ensemble literature. Open to qualified students of band and orchestra instruments or piano.  
Instructional Hours: 2  
*Offered occasionally*

**MUS119A-122A Instrumental Music (Community Band)** (1 cr)  
Study and performance of ensemble literature. Open to qualified students of band and orchestra instruments or piano.  
Instructional Hours: 2  
*Offered occasionally*

**MUS129 Applied Music (Voice)** (1 credit)  
An examination of breathing techniques, tone projection, diction, phrasing, and vocal control relative to voice. An introduction to all musical concepts, techniques, and interpretive skills which follow relative to voice.  
Instructional Hours: 3.5  
*Offered occasionally*

**MUS130-132 Applied Music (Voice)** (1 credit)  
Continuation of skills mastered in MUS 129 with addition of Art Songs and German Lieder. NOTE: MUS130, 131, and 132 are not for "pop" singers. Students in MUS131 and 132 must have a Level II knowledge of piano.  
Instructional Hours: 3.5  
*Offered occasionally*

**MUS135A-C Applied Music (Compos'n/Songwriting)** (1 cr.)  
An advanced course in music that develops compositional and/or songwriting technique through individual exercises and composition assignments. Topics include theory, instrumentation and orchestration, formal conventions, aesthetics, and style. Additional assignments include listening assignments and score study of works by past and present composers. An intermediate proficiency of an instrument and a basic understanding of the fundamentals of music are required. All students must be approved by the instructor.  
Instructional Hours: 3.5  
Prerequisite: Permission of Instructor  
*Offered occasionally*

**MUS139 Applied Instrumental (Private Instruction)** (1 credit)  
A study of tone quality, pitches, articulation, scales, arpeggios and phrasing with a goal toward standardized capabilities. It is intended that this course introduce all musical concepts, techniques and proficiencies which follow. (Beginning students are accepted.)  
Instructional Hours: 3.5  
*Offered occasionally*

**MUS140-142 Applied Instrumental** (1 credit)  
A continuation of skills mastered in MUS 139.  
Instructional Hours: 3.5  
Prerequisite: MUS139  
*Offered occasionally*

**MUS149 Applied Piano (Class Piano/Organ)** (1 credit)  
An introduction to keyboard nomenclature, fingering, hand positions, chords, articulation, pedaling, scales, arpeggios and phrasing. The course is foundational to all piano/keyboard concepts which follow.  
Instructional Hours: 3.5  
*Offered occasionally*

**MUS150-152 Applied Piano** (1 credit)  
A continuation of mastered skills with the addition of those improvisational techniques and chord notations relative to classroom use.  
Instructional Hours: 3.5  
Prerequisite: MUS149  
*Offered occasionally*

**MUS205 The History of Rock & Roll Through the 1960's (3 crs)**

Beginning solely with American musical roots, Rock and Roll officially gained its title and momentum in the 1950s. This course will examine and define the music that served as precursors to the genre generally known as Rock and Roll. Along with studying the evolution of the musical genre, society and its contribution and reaction, parallel art forms will be explored in detail. (*Arts and Humanities GER*)

Instructional Hours: 3

Prerequisite: ENG101c

*Offered SPRING semester*

**MUS290 Special Topics in Music (1 credit)**

An opportunity to provide to the student credit offerings in specific ensembles such as woodwind quartet, brass quintet, select chorus, etc. Opportunity is also provided for special music symposiums and seminars. Actual courses vary and are submitted by syllabi to the Dean of Instruction for each offering.

Instructional Hours: 1

Prerequisite: Permission of Instructor

**MUS291 Special Topics in Music (2 credits)**

Larger applied and special project offerings in music under the direction of music faculty are approved for study.

Instructional Hours: 2

Prerequisite: Permission of Instructor

**MUS292 Special Topics in Music (3 credits)**

An opportunity to present students with full lecture courses in specific study areas in music such as "Theory for Non-Majors," "Synthesizer Operation and Program Writing," "Music in The Romantic Era," etc. This section is reserved for lecture offerings, and syllabi are approved by the Dean of Instruction for each offering.

Instructional Hours: 3

Prerequisite: Permission of Instructor

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## NATURAL RESOURCES AND WILDLIFE TECHNOLOGY

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**NRW101 Natural Resources & Wildlife Technology Seminar I (0.5 credits)**

A seminar/discussion course introducing students to the Natural Resources & Wildlife Technology Program. Topics will include an overview of the natural resource conservation and environmental protection field, career opportunities, overview of the NRWT program, expectations of NRWT students, and strategies for success in the program. Speakers from various employment areas in natural resources and wildlife technology will supplement class discussions. Open to NRWT students or those exploring the NRWT major.

Practicum Hours: 1.50

*Offered FALL semester*

**NRW103 Natural Resources Practical Skills I (.50 credit)**

The first course of a two-semester sequence exposing students to the basic practical skills required for technicians in agriculture and natural resources. Topics include hunter and firearm safety, boat operation and maintenance, small engine maintenance, chain saw operation, and tractor and farm machinery operation. Safety is emphasized.

(CR/NC grade)

Laboratory Hours: 3

*Offered FALL semester*

**NRW104 Natural Resources Practical Skills II (.50 credit)**

The second course of a two-semester sequence exposing students to the basic practical skills required for technicians in agriculture and natural resources. Topics include principles of building construction, basic carpentry, basic electrical wiring, plumbing, masonry and welding. Safety is emphasized.

(CR/NC grade)

Laboratory Hours: 3

*Offered SPRING semester*

**NRW105 Environmental Science and Contemporary Natural Resource Issues (2 credits)**

NRW 105 is a two credit hour course designed to provide those students seeking only a technical degree in natural resource management and wildlife technology with a basic overview of the fundamentals of environmental science. This course focuses on the environment and many of the external conditions that influence the life, development, and future of humankind. Discussion of various environmental factors, in a scientific context, will be a regular part of this course. Outside of the scientific context, discussions will also deal with ethical, socioeconomic, and political factors that affect environmental protection and natural resource management, including environmental law and regulation.

Laboratory Hours: 4

Prerequisite: ENG101c or ENG103c

*Offered SPRING semester*

**NRW106 Environmental Science and Contemporary Natural Resource Issues (3 credits)**

An overview of the natural environment; that is, all the external conditions and influences that affect the life, development and, ultimately, the survival of humankind. Discussion of various environmental factors, especially in their scientific context. Ethical, socioeconomic, and political concerns that affect environmental management and protection. A survey of environmental laws and regulations.

Laboratory Hours: 4

Prerequisite: ENG101c or ENG103c

*Offered SPRING semester*

**NRW180 Herbaceous Plant Identification (2 credits)**

An intensive, field-oriented course instructing students in the identification of herbaceous vascular plants of the mid-Atlantic and central Appalachians regions. Wetland plants will be emphasized. The use of taxonomic keys to identify plants, and the terminology associated with the use of such keys, will be covered.

Laboratory Hours: 4

Prerequisite: BIO120

*Offered FALL semester*

**NRW181 Wildlife Biology (3 credits)**

A course familiarizing students with important North American game and nongame wildlife species, with emphasis on species of the mid-Atlantic and central Appalachians regions. Students will learn the identification and life histories of these species. Two field trips to the Delmarva Peninsula will be included.

Laboratory Hours: 6

Prerequisite: ENG071

*Offered SPRING semester*

**NRW199 Natural Res. & Wildlife Tech Practicum (1 cr.)**

A semester- or summer-long field experience (exact dates to be determined by the College in cooperation with the employer) involving supervised, voluntary or compensated employment in some area of natural resources and wildlife technology. The student and the College will work together to arrange the practicum. Grading will be based on supervisor evaluations.

(CR/NC grade)

Instructional Hours: 1

**NRW230 Regional Songbird Identification (2 credits)**

A course covering the identification of passerine birds and non-passerine land birds of the central Appalachian/mid-Atlantic region.

Instructional Hours: 0            Laboratory Hours: 4

Prerequisite: NRW181c

*Offered SPRING semester*

**NRW270 Forest Measurements (2 credits)**

A course covering the basics of timber surveying and measurement of forest products. Topics include timber cruising and other field procedures, map use and interpretation techniques in forestry, grading and scaling techniques, and use of log rules and volume tables. The course will involve classroom instruction and significant field experience.

Instructional Hours: 2            Laboratory Hours: 2

Prerequisite: BIO120    Co-requisite: ENT201 and ESC210

*Offered FALL semester*

**NRW275 Forest Management (3 credits)**

A course covering the basic principles and procedures involved in managing forest resources. Topics include principles of forestry science, silvicultural systems and practices, harvesting practices, forest economics, multiple use in forestry, and preparation of a forest management plan. Field experience will be stressed. Students will develop a forest management plan for a chosen portion of land during the semester.

Instructional Hours: 2            Laboratory Hours: 4

Prerequisite: NRW270

*Offered SPRING semester*

**NRW283 Fisheries Biology and Management (3 credits)**

The principles of fisheries science with emphasis on the fundamentals of fisheries biology and management. Includes study of fish identification, food habits, age and growth, population dynamics, stream and lake surveys, and management of natural populations.

Instructional Hours: 2            Laboratory Hours: 4

Prerequisite: BIO150c

*Offered FALL semester*

**NRW286 Wildlife Techniques and Habitat Management I (3 credits)**

The first course in a two-semester sequence covering basic principles of wildlife management and hands-on techniques and habitat management practices employed by wildlife managers. Hands-on techniques covered include: trapping and marking animals; monitoring wildlife movements, including through the use of radio-telemetry; population size estimation; determining wildlife food habits; determining age and sex of wildlife species; necropsy procedures; and crop damage surveys. Habitat management topics include: assessment of available food, water, cover, and space for wildlife, habitat manipulation techniques used in forested, wetland, agricultural, and urban/suburban environments; and preparation of habitat management plans. Field experience is stressed.

Instructional Hours: 2            Laboratory Hours: 4

Prerequisite: BIO150c and NRW181

*Offered FALL semester*

**NRW287 Wildlife Techniques and Habitat Management II (3 credits)**

Second course in a two-semester sequence covering basic principles of wildlife management and hands-on techniques and habitat management practices employed by wildlife managers. Hands-on techniques covered include: trapping and marking animals; monitoring wildlife movements, including through the use of radio-telemetry; population size estimation; determining wildlife food habits; determining age and sex of wildlife species; necropsy procedures; and crop damage surveys. Habitat management topics include: assessment of available food, water, cover, and space for wildlife; habitat manipulation techniques used in forested, wetland, agricultural, and urban/suburban environments; and preparation of habitat management plans. Field experience is stressed.

Instructional Hours: 2            Laboratory Hours: 4

Prerequisite: NRW286

*Offered SPRING semester*

**NRW289 Natural Resources and Wildlife Technology Seminar II (0.5 credits)**

A seminar/discussion course preparing the graduating Natural Resources & Wildlife Technology student for entrance into the job market. Topics will include a review of job opportunities, job search strategies, resume preparation, state and federal government job application, interviewing skills, and professional appearance and behavior appropriate for NRWT program graduates. Speakers and videos will supplement class discussion.

Instructional Hours: 1.5

Prerequisite: NRWT majors only (Students must be in the last or next to last semester of study.)

*Offered SPRING semester*

**NRW290-299 Special Topics in Natural Resources & Wildlife Technology (1 – 3 credits)**

Students with advanced standing having completed the basic courses may undertake special or individual work in their major area with the consent of the instructor.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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## PHILOSOPHY

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### **PHL101 Introduction to Philosophy (3 credits)**

This course introduces the beginning philosophy student to seven foundational questions that have inspired the western philosophic enterprise for two-and-one-half millennia: Am I both a body and a mind? Do I have free will? Does God exist? What is knowledge, and how is it acquired? How can I distinguish right from wrong? Am I immortal? What is the meaning of life? To give a balanced perspective on these controversial issues, students study representative philosophers drawn from ancient and modern tradition. (*Arts and Humanities GER*)

Instructional Hours: 3

Prerequisite: ENG101c or ENG103c

*Offered occasionally*

### **PHL110 Introduction To Logical Reasoning (3 credits)**

A practical course designed to introduce the student to elementary logic and methods of logical thinking as encountered in the sciences, social sciences, business, and humanities. Content will focus on the nature of reasoning, argument analysis, informal and common fallacies of reasoning, and language skills. This course is recommended as a valuable supplemental course in any academic curriculum. (*Arts and Humanities GER*)

Instructional Hours: 3

*Offered occasionally*

### **PHL112 Philosophy of Religion (3 credits)**

In this course students examine and discuss perennial problems that have persisted throughout the development of religious thought. Among the main questions to be considered are the following: What is God's nature? Does God exist? How is evil possible in God's creation? How can God foretell the future? Is God's existence compatible with human free will? How is it possible for the individual personality to survive death? Through assigned readings and classroom presentations, students will be exposed to these and other issues.

Instructional Hours: 3

Prerequisite: ENG101c or ENG103c

*Offered occasionally*

### **PHL113 Symbolic Logic (3 credits)**

Symbolic logic is a tool of thought developed to make reasoning more exact. It is especially useful for disciplines requiring precision of thought such as the sciences. In this course students are introduced to symbolic languages which allow them to translate sentences of natural languages like English into an unambiguous symbolic notation. Students also learn how to deploy logical systems in order to determine the validity of reasoning. Students are presented with problems requiring them to develop strategies for problem resolution, the validity of reasoning. They learn how to analyze problems and develop strategies for resolution. The course follows a developmental sequence of study starting with the propositional calculus and proceeding through quantification theory, the logic of relations, and the predicate calculus with identity. These studies acquaint students with the languages underlying computer programs and help them understand how formal systems such as mathematical languages function. The course will be useful to students preparing for careers in engineering, science, technology, computer science, and artificial intelligence.

Instructional Hours: 3

Prerequisite: ENG101c or ENG103c

*Offered occasionally*

### **PHL290-299 Special Topics in Philosophy (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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## PHYSICAL EDUCATION

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### **PED103 Beginning Swimming (1 credit)**

Beginning techniques in water skills for the non-swimmer. Emphasis on basic strokes.

Instructional Hours: 2

*Offered FALL and SPRING semesters*

### **PED104 Advanced Swimming (1 credit)**

Instruction for students who have previous swimming experience. Emphasis will be placed on the advanced techniques in water skills.

Instructional Hours: 2

Prerequisite: PED103

*Offered occasionally*

### **PED108 Group Fitness I (1 credit)**

This course is designed to provide students with an opportunity to explore a variety of group fitness activities. Each student is instructed in how to design a fitness plan which will identify goals for fitness, monitoring a workout, and evaluating goal achievement. Students will choose from a variety of aerobic, flexibility, muscular endurance and strength development workouts. (CR/NC grade)

Laboratory Hours: 2

*Offered FALL and SPRING semesters*

### **PED109 Group Fitness II (1 credit)**

This course is designed to provide students with an opportunity to continue to explore a variety of group fitness activities. Advanced instruction in how to design a fitness plan to meet specific fitness improvements in addition to monitoring a workout and evaluating goal achievement will be addressed. Students will participate in a pre and post class assessments to measure goal achievement. Students will choose from a variety of aerobic, flexibility, muscular endurance and strength development workouts. (CR/NC grade)

Laboratory Hours: 2

Prerequisite: PED108

*Offered FALL and SPRING semesters*

### **PED110 Golf (1 credit)**

A course designed to develop the student's skills and strategy related to golf as a lifetime sport. The course will also concentrate on terminology and etiquette. History of the sport will be discussed. Student participation will be emphasized.

Laboratory Hours: 2

*Offered FALL semester*

### **PED112 Basketball (1 credit)**

Emphasis is placed on individual skills, team play and rules.

Instructional Hours: 2

*Offered SPRING semester*

**PED117 Personalized Health & Fitness (2 credits)**

This course is concerned with present and future fitness, including facts and fallacies related to cardiovascular efficiency, strength, flexibility, weight control, motivation, and self-assessment methods. The course is designed to give students an opportunity to assess their current physical and mental status as well as prepare a personalized fitness profile which can be utilized as a guide for future fitness participation.

Instructional Hours: 1.5      Laboratory Hours: 1

Prerequisite: ENG071

*Offered FALL and SPRING semesters*

**PED118 Weight Training (1 credit)**

Instruction in fundamentals of body building and fitness. Each student is given an individual workout routine with emphasis on conditioning and safety.

Instructional Hours: 1      Laboratory Hours: 2

*Offered FALL and SPRING semesters*

**PED119 Aerobic Exercise (1 credit)**

Introduces the student to a program of exercise and movement to music. Emphasis will be given to movement which increases heart and lung efficiency and to exercise which strengthens and tones muscles.

Laboratory Hours: 2

*Offered occasionally*

**PED150 First Aid (3 credits)**

Standard procedures of first aid. Emphasis given to circumstances and practices requiring immediate care relevant to those in more remote areas where professional medical assistance may not be available in a short time.

Instructional Hours: 3

Prerequisite: ENG071

*Offered FALL and SPRING semesters*

**PED152 Foundations of Physical Education (3 credits)**

Provides an overview of the physical education teaching profession including career opportunities, critical current issues/trends, professional standards, and professional organizations.

Instructional Hours: 3

Prerequisite: ENG071

*Offered FALL semester of even numbered years*

**PED210 Physical Education Practicum (1 credit)**

A field experience involving voluntary or compensated supervised employment in some area of physical education. The student and instructor will work together to arrange the practicum. Grading will be based on supervisor evaluations. The course will be taken after completion of the student's freshman year and consist of thirty hours of work assignment.

Laboratory Hours: 30

Prerequisite: Permission of Instructor

*Offered occasionally*

**PED222 Theory of Baseball (2 credits)**

A study of the fundamentals, advanced techniques, methods, strategy, rules, methods of officiating and practice drills basic to baseball.

Instructional Hours: 2

*Offered INTERSESSION semester*

**PED224 Theory of Basketball (2 credits)**

A study of the fundamentals, advanced techniques, methods of officiating, strategy, rules, methods and practice drills basic to basketball.

Instructional Hours: 2

*Offered INTERSESSION semester*

**PED230 Introduction to Sport Management (3 credits)**

Overview of the sport management professions; including career opportunities, critical current issues, trends, professional standards, and the professional organizations.

Instructional Hours: 3

*Offered FALL and INTERSESSION semesters*

**PED250 Care and Prevention of Athletic Injuries (3 credits)**

This course encompasses the general knowledge and concepts underlying athletic training and the application of these concepts in recognizing, treating and rehabilitating those injuries resulting from athletic participation.

Instructional Hours: 3

Prerequisite: BIO200 and ENG071

*Offered occasionally*

**PED252 Camp Administration (3 credits)**

A course designed to challenge and prepare students interested in designing and implementing a sports camp. Areas covered will include teaching skills, counseling, budget considerations, staffing, officiating and basic CPR skills. A project notebook outlining all teaching skills and requirements will be required of all students. Instruction could include residence hall and night activities counseling. Students complete a 90-hour (minimum) camp internship under the guidance of a camp director.

Instructional Hours: 3      Laboratory Hours: 2

Prerequisite: Permission of Instructor

*Offered SUMMER semester*

**PED260 Lifeguard Training (2 credit)**

This course provides entry-level lifeguard participants with the knowledge and skills to prevent, recognize, and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries, and sudden illnesses until emergency medical services personnel take over. Note: Participants MUST have strong swimming skills.

Instructional Hours: 1      Laboratory Hours: 2

Prerequisite: Pass entrance exam on about a Level V ability

*Offered FALL and SPRING semesters*

**PED290A-299 Special Topics in Physical Education (1 - 3 crs)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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## PHYSICS

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### **PHY101 General Physics I (4 credits)**

A study of the general principles of physics. Topics included are force and motion, gravitation, energy and momentum, rigid body motion, fluids, vibrations and waves, heat, the structure of matter, and acoustics. Lab and lecture are taught consecutively. (The PHY101/PHY102 sequence is designed for biology, chemistry or pre-professional majors. Physics, astronomy, or engineering majors should register for PHY111/PHY112, which are calculus-based.) (*Science GER*)

Instructional Hours: 3      Laboratory Hours: 3  
Prerequisite: ENG101c or ENG103c and MAT110 or MAT107  
*Offered FALL semester*

### **PHY102 General Physics II (4 credits)**

A continuation of PHY101. Topics included are electricity, magnetism, electromagnetic induction, waves, and light. Lab and lecture are taught consecutively. (The PHY101/PHY102 sequence is designed for biology, chemistry or pre-professional majors. Physics, astronomy, or engineering majors should register for PHY111/PHY112, which are calculus-based.) (*Science GER*)

Instructional Hours: 3      Laboratory Hours: 3  
Prerequisite: PHY101  
*Offered SPRING semester*

### **PHY111 General Physics I (Calculus Based) (5 credits)**

A calculus based introduction to general physics concepts primarily for those students who plan to enroll in science, technology, and engineering programs. The course topics will include mechanics, kinematics, dynamics, energy, and momentum. Lab and lecture are taught consecutively. (The PHY111/PHY112 sequence is designed for physics, astronomy, or engineering majors. Biology, chemistry or pre-professional majors should register for PHY101/PHY102, which are not calculus-based.) (*Science GER*)

Instructional Hours: 4      Laboratory Hours: 3  
Prerequisite: MAT190c and ENG101c or ENG103c  
*Offered FALL semester*

### **PHY112 General Physics II (Calculus Based) (5 credits)**

A continuation of calculus based physics concepts primarily for those students who plan to enroll in science and engineering programs. The course topics focus on the theoretical and experimental foundation of physics including, but not limited to, electricity and magnetism, thermodynamics, Coulomb's law, and Gauss' law. Lab and lecture are taught consecutively. (The PHY111/PHY112 sequence is designed for physics, astronomy, or engineering majors. Biology, chemistry or pre-professional majors should register for PHY101/PHY102, which are not calculus-based.) (*Science GER*)

Instructional Hours: 4      Laboratory Hours: 3  
Prerequisite: MAT190 and PHY111  
*Offered SPRING semester*

### **PHY130 Physical Science (4 credits)**

A general study of physical phenomena and their role in modern society. Topics of study include basic concepts of physics, chemistry and astronomy, with emphasis given to conceptual understanding and the development of calculation skills. The process of scientific inquiry, investigating the properties of material substances, and developing scientific representation will be emphasized in the laboratory. (*Science GER*)

Instructional Hours: 3      Laboratory Hours: 2  
Prerequisite: MAT075 and ENG071  
*Offered FALL semester*

### **PHY140 Science: A Human Endeavor (3 credits)**

A course concerned with the origin and development of science in western civilization. Topics of study include philosophical developments in science, the input of the arts as well as the political and religious influences on conceptual developments, all related through basic human drives. The course will conclude with a look at science today and current developments that will have bearing on the future of humankind.

Instructional Hours: 3  
*Offered occasionally*

### **PHY145 Meteorology (4 credits)**

This course is offered in conjunction with the American Meteorological Society (AMS). Emphasis is placed on movements and processes of the atmosphere, radiation and atmospheric heating, global circulation, weather systems, fronts and air masses, cloud physics, severe weather, and basic forecasting skills. Included are two laboratory activities each week based on current weather data provided by the AMS. (*Science GER*)

Instructional Hours: 4  
Prerequisite: RDG075c  
*Offered FALL and SPRING semesters*

### **PHY147 Astronomy (3 credits)**

An introductory course describing the history of astronomy, the solar system, coordinate systems, time, constellations and stars. (*Science—non-lab GER*)

Instructional Hours: 3  
Prerequisite: RDG075c  
*Offered occasionally*

### **PHY290-299 Special Topics in Physics (1 – 3 credits)**

Students will study a topic of special interest under supervision of a College faculty member.

Instructional Hours: 1 - 3  
Prerequisite: Permission of Instructor

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## POLITICAL SCIENCE

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### **POL140 American National Government (3 credits)**

A detailed study of the Constitution, the legislature, executive and judicial branches, political parties, and policy-making at the national level. The development of the student's judgment of U.S. domestic and foreign policies is fostered. (*Social and Behavioral Sciences GER*)

Instructional Hours: 3  
Prerequisite: ENG101c or ENG103c

**POL204 American Constitutional Law (3 credits)**

Students will be introduced to the workings of the U.S. Constitution through reading the Constitution, relevant Supreme Court decisions and learned commentary, federal court opinions, and certain constitutional rights of the individual. Emphasis will be upon the provisions of the Constitution that address the three branches of government as well as those that structure the relationship between federal and state entities, including the federal court system. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

*Offered occasionally*

**POL290 Special Topics in Political Science (1 credit)**

Students will study a topic of special interest under supervision of a College faculty member.

Instructional Hours: 1

Prerequisite: Permission of Instructor

**POL291 Special Topics in Political Science (2 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 2

Prerequisite: Permission of Instructor

**POL292-299 Sp. Topics in Political Science (3 credits)**

Students will study a topic of special interest under supervision of a College faculty member.

Instructional Hours: 3

Prerequisite: Permission of Instructor

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## PSYCHOLOGY

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**PSY101 General Psychology (3 credits)**

Deals with the psychologist's attempt to understand humanity. Topics include psychological and physiological processes; biological foundations of behavior; biological base for integrated behavior; methods of psychology, tests and measurements, experimental design; intelligence; segments of the psychological process including motives, emotions, sensation and perception, processes of learning; personality and adjustment; and neurosis, psychosis, and psychotherapy. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: RDG075 and ENG101c or ENG103c

*Offered FALL and SPRING semesters*

**PSY102 Human Growth and Development (3 credits)**

This course emphasizes principles underlying human behavior and development. Primary attention is given to understanding school-age children, but overall human development from conception to death is explored. Students get the opportunity to develop proficiency in observing, recording and analyzing behavior through actual observation of children in classroom and other situations. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: RDG075 and ENG101 or ENG103

*Offered FALL and SPRING semesters*

**PSY121 General Psychology: Honors (3 credits)**

This course is designed to introduce the student to the scientific study of human and animal behavior. Basic research findings, methodology, and theoretical, social, and ethical issues will be explored. Honor students will be actively involved in developing their critical thinking skills by analyzing and synthesizing supplemental readings, course work and life experiences to reach personally relevant and meaningful conclusions regarding the material provided. Participating in debates on controversial topics, designing a psychology research project, writing reports and giving oral presentations on the diversity of human behavior is required. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: RDG075 and ENG111c

**PSY140 Psychology of Women (3 credits)**

This course is designed to investigate the physical, mental, social, and emotional development of women from a psychological perspective. Emphasis will be given to examining the popular but unfounded negative stereotypes of women as well as determining the more realistic aspect of the psychological development of women and the subsequent effect it has on adjustment, life-style and emotional problems.

Instructional Hours: 3

Prerequisite: PSY101

*Offered SPRING semester only*

**PSY150 Psychology of Human Relations (3 credits)**

Psychology of Human Relations will explore the fundamental principles underlying human interactions in the work place. Students will develop their knowledge base in the field of human relations and organizational behavior. Students will explore, acquire and apply communication skills necessary to effectively function interpersonally and in organizational structures. The course is designed to be highly interactive.

*(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: RDG075 and ENG101c

**PSY211 Educational Psychology (3 credits)**

This course presents an examination of the dynamics of learning processes in human behavior. The relationships among psychological theories, principles of learning, aptitudes, and abilities are studied. Testing and special learners are also discussed.

Instructional Hours: 3

Prerequisite: PSY101

*Offered FALL semester only*

**PSY220 Child Psychology (3 credits)**

A systematic, integrated, and interpretative study of the growth and development of the child from conception to puberty. Attention is focused on physical growth, influences of environment, behavioral development, play and activities, an overview of preschool years, the child's relationships with family, peers and society. Problems of mental health, parent-child, peer-child, and school-child are examined through the use of research and case material. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: PSY101 or PSY102 and ENG101 or ENG103

*Offered SPRING and SUMMER semesters*

**PSY221 Adolescent Psychology (3 credits)**

Special attention is given to developmental tasks and problems of adolescence--particularly to concept of self. Course includes the view of the adolescent as a product of heredity and environment; the influence of physiological, social, emotional and intellectual changes on the adolescent personality and adjustment; and social forces affecting him or her. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: PSY101

*Offered FALL semester only*

**PSY230 Psychology of Adjustment (3 credits)**

This course examines the adjustment process in normal individuals. The course combines lecture, discussion and small group interaction. Students will be expected to participate in self-exploration through the use of verbal and nonverbal interpersonal techniques. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: PSY101 and ENG101 or ENG103

*Offered FALL semester only*

**PSY234 Death and Bereavement (3 credits)**

Death and dying is a multidisciplinary, empirically-based consideration of emotions, behaviors, beliefs, and attitudes related to death and the process of dying. This course will examine the philosophical, psychological, sociological, and emotional aspects of dealing with death, the grief process, and personal adjustment. Emphasis will be placed on dealing with the concept of death as related to oneself and adjustment to the death of others. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: PSY101 or PSY102

*Offered SUMMER semester only*

**PSY235 Intro. to Forensic Psychology (3 credits)**

This course provides an introduction to forensic psychology. Topics include history of the relationship between psychology and the law; procedural and ethical issues; the diverse roles of forensic psychologists including assessment, treatment, consultation and expert testimony, research, and influencing public policy.

Instructional Hours: 3

Prerequisite: PSY101 and CJC110

*Offered occasionally*

**PSY240 Intro. to Abnormal Psychology (3 credits)**

History of the study of psychopathology; concepts of models of positive mental health; major syndromes of deviant behavior, including psychoneurosis, psychosis, personality disorders and affective disorders; theories of deviant behavior and community mental health are studied. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: PSY101 and ENG101 or ENG103

*Offered FALL semester only*

**PSY250 Research Methods (3 credits)**

An introduction to the scientific method as applied to the social and behavioral sciences. Topics of study include: differentiating between quantitative and qualitative studies; types of research (i.e. descriptive, correlational and experimental); methodology for data collection (i.e. naturalistic observation, surveys, tests); statistics; structure and content of a journal article manuscript. Should be taken immediately after completing PSY101.

Instructional Hours: 3

Prerequisite: PSY101 and ENG101 and MAT105c or MAT110c or MAT210c

*Offered SPRING semester only*

**PSY290-299 Special Topics in Psychology (1 – 3 credits)**

A topic of special interest may be offered as a special topics course. Faculty-directed research may also be offered as a special topics course.

Instructional Hours: 1 - 3

Prerequisite: PSY101 or Permission of Instructor

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## READING

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**PRE-COLLEGE SEQUENCE - A NEW DEGREE SEEKING STUDENT IDENTIFIED BY THE PLACEMENT INDICATOR AS NEEDING ADDITIONAL PREPARATION FOR COLLEGE-LEVEL COURSES WILL BE REQUIRED TO COMPLETE THE PRESCRIBED DEVELOPMENTAL CLASSES IN HIS/HER FIRST SEMESTER AND, IF APPLICABLE, IN THE SEMESTER THAT IMMEDIATELY FOLLOWS, UNTIL (S)HE HAS SUCCESSFULLY COMPLETED THE DEVELOPMENTAL SEQUENCE. THESE COURSES ARE NOT TRANSFERABLE AND DO NOT COUNT TOWARD GRADUATION REQUIREMENTS.**

**RDG073 Introduction to College Reading (3 credits)**

This course is designed to prepare students for college-level courses. Areas of instruction include vocabulary and reading comprehension. Group and individual instruction are provided through face to face instruction. Students are placed in this course as a result of their reading diagnostic assessment score, or they can enroll on their own. Students develop reading strategies and skills through exploration and discussion of a variety of topics including socioeconomic and political issues. Instruction emphasizes the use of critical thinking and reading skills, vocabulary and grammar development, and effective written response. This course is not transferable and does not count towards the completion of degree major or graduation.

Instructional Hours: 3

Prerequisite: College Placement Indicator

*Offered FALL and SPRING semesters*

**RDG075 Reading Skills (2 credits)**

This course provides students with the opportunity to apply critical thinking, reading and writing skills as they explore specific topics, to be determined by the instructor. This course is not transferable and does not count towards the completion of degree major or graduation.

Instructional Hours: 2

Prerequisite: RDG073 or College Placement Indicator

*Offered FALL and SPRING semesters*

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## SOCIAL SCIENCE

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### **SST100 Human Society (3 credits)**

This course emphasizes the study of human society through the utilization of significant concepts taken mainly from the disciplines of psychology, sociology, economics, anthropology, and history. Major topics include personality development, principles of culture, group interaction, economic systems, inflation, modernization and demographic trends and analysis. This is an introductory interdisciplinary social science course and should not be taken by students who have taken other social science courses. Elective credit only.

Instructional Hours: 3

Prerequisite: ENG071

*Offered Occasionally*

### **SST290-299 Special Topics in Social Science (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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## SOCIOLOGY

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### **SOC101 Principles of Sociology (3 credits)**

An introduction to the primary concepts, terminology, and methods of investigation employed in the analysis of social institutions. Topics include processes leading to social stratification, analysis of various types of groups and their interrelationships, social class and social change, ethnic groups, problems of population growth and the development of human resources. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: RDG075 and ENG071

*Offered FALL and SPRING semesters*

### **SOC160 Conflict Management & Resolution (3 credits)**

This course emphasizes the principles underlying the management and resolution of conflict arising in various societal contexts. Course content includes identifying sources of conflict, discussing various theories on how to resolve conflict, and exploring problem solving strategies leading to conflict resolution.

Instructional Hours: 3

Prerequisite: ENG071

*Offered SPRING semesters*

### **SOC201 The Family (3 credits)**

Nature and functions of the family in sociological perspective, courtship and marriage systems in the United States, the dynamics of pair interaction before and after marriage, influence of the family in individual social development, and family interaction. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: RDG075 and ENG101c or ENG103c

*Offered FALL and SPRING semesters*

### **SOC211 Social Problems (3 credits)**

This course examines the cause of social disorganization in modern society. Included are the concerns of personal deviation and the value conflict as well as such contemporary concerns as drugs, alcohol abuse, mental illness, family conflict and crime. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: SOC101

*Offered FALL and SPRING semesters*

### **SOC215 Deviant Behavior (3 credits)**

This course will analyze the various forms of deviant behavior in contemporary society. Consideration will be given to theories of deviance, behavioral manifestations and treatment of deviant behavior.

Instructional Hours: 3

Prerequisite: ENG101c

*Offered SPRING semester*

### **SOC225 Social Diversity (3 credits)**

This study abroad course provides a comparison of diverse roles, interests, opportunities, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class and religion. Upon completion students will be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance.

Instructional Hours: 3

Prerequisite: ENG101c and Permission of Instructor

*Offered Occasionally*

### **SOC231 Leadership Development (3 credits)**

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve skills. Approaches to leadership are explored as well as the moral and ethical responsibilities of leaders.

Instructional Hours: 3

Prerequisite: ENG071

*Offered FALL semester*

### **SOC260 Gender Roles (3 credits)**

An introduction to a contemporary scholarship on gender. Primary concepts, terminology, and methods of investigation employed in the analysis of gender roles will be examined. Topics include the biology and cultural construction of gender, stereotypes, identity development, sexuality, social behavior, cognition and education, the paradox of relationships, re-conceptualizing the family, social institutions, health, mental health and psychopathology. *(Social and Behavioral Sciences GER)*

Instructional Hours: 3

Prerequisite: ENG101c or ENG103c

*Offered Occasionally*

### **SOC290-299 Special Topics in Sociology (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 – 3

Prerequisite: SOC101

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## SPANISH

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### **SPN101 Elementary Spanish I (3 credits)**

A course designed primarily for rapid oral communication in Spanish. Students will learn to carry on short dialogues with adequate oral comprehension, and to use a bilingual dictionary for vocabulary development and reading comprehension. Fundamental grammatical constructions and basic verb conjunctions will be taught through supplementary written exercises. *(Arts and Humanities GER)*

Instructional Hours: 3

Prerequisite: ENG101c

*Offered occasionally*

### **SPN102 Elementary Spanish II (3 credits)**

The development of basic language skills is continued as students expand vocabulary and grammar and gain oral, aural, and reading proficiencies in Spanish. *(Arts and Humanities GER)*

Instructional Hours: 3

Prerequisite: SPN101

*Offered occasionally*

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## SPEECH

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### **SPC101 Introduction to Communication (3 credits)**

This course is designed to introduce the student to the fundamentals of human communication and public address. Students will study the basic elements of the communication process; basic techniques of interpersonal communication; elements of speech composition and speech presentation skills applied to informative and persuasive speaking. *(Arts and Humanities GER)*

Instructional Hours: 3

Prerequisite: ENG071

### **SPC290-299 Special Topics in Speech (1 – 3 credits)**

Students study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 – 3

Prerequisite: SPC101

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## THEATRE

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### **THE101 Introduction to The Theatre (3 credits)**

An introduction to the theatre arts with emphasis on history, theatrical forms, plays and playwrights, play analysis; and theatre arts and crafts. *(Arts and Humanities GER)*

Instructional Hours: 3

Prerequisite: ENG101c or ENG103c

*Offered occasionally*

### **THE104 Fund. of Technical Theatre: Stagecraft (3 credits)**

The purposes of this course are to introduce students to the world of theatre, from ancient Greek theatre to modern theatre; to engage students in the design and construction of costumes, props, and scenery; to introduce students to the effective use of stage makeup; to help students understand production organization and management; to teach students to safely and effectively use stage equipment and tools; to introduce students to the elements of lighting and sound in theatre productions, and to introduce students to puppetry as a form of theatre. Students will choose an area of interest on which they may focus, students will be involved in the production of shows at Garrett College, students will create one or more theatre projects, and students will be required to submit written reflections and critiques that illustrate their understanding of multiple aspects of the theatre. *(Arts and Humanities GER)*

Instructional Hours: 1.5

Laboratory Hours: 1.5

Prerequisite: ENG071c

*Offered occasionally*

### **THE105 Fundamentals of Acting I (3 credits)**

The course will introduce inexperienced students to the fundamentals of acting and provide opportunities for students who have had theatrical experience opportunities to further develop their skills. Students will engage in oral interpretation exercises; become more aware of non-verbal forms of communication and ways in which to use the body to express a variety of feelings and emotions; portray a range of characters; engage in mime and improvisation exercises; write short reflections that focus on classroom, performance, and personal growth experiences; polish projection and articulation skills; and develop an understanding of the strength and skills required of professional actors. *(Arts and Humanities GER)*

Instructional Hours: 3

Prerequisite: ENG071

*Offered occasionally*

### **THE106 Fundamentals of Technical Theatre: Lighting, Costume, Sound (3 credits)**

Introduction to lighting, costuming, and sound technology through lecture and practical experience. Concentration on lighting equipment and procedures; tools, techniques and materials of costume construction; sound equipment and application. *(Arts and Humanities GER)*

Instructional Hours: 1.5

Laboratory Hours: 1.5

Prerequisite: ENG071c

*Offered occasionally*

### **THE107 Fundamentals of Acting II (3 credits)**

Continuation of THE105 with emphasis on character analysis and creation, voice development, and movement. Empathic and comic techniques will be developed through scene study and performance.

Instructional Hours: 3

Prerequisite: THE105

*Offered occasionally*

### **THE111 Theatre Workshop (1 credit)**

Practical experience in the various aspects of technical production: acting, directing, design; technical theatre, publicity; and box-office.

Instructional Hours: 1

*Offered occasionally*

**THE204 Introduction to Stage Design (3 credits)**

Exploration and application of two- and three-dimensional design principles to scenery, costuming, and lighting. Concentration on script analysis, design development, and color theory.

Instructional Hours: 3

Prerequisite: THE104 or THE106 or ART101 or ART102

*Offered occasionally*

**THE210 Introduction to Directing (3 credits)**

Introduction to the theory and practice of directing live theatre with emphasis on script analysis, director-actor-designer communication, ground plan development, and composition.

Instructional Hours: 3

Prerequisite: THE104 and THE105

*Offered occasionally*

**THE211 Theatre Performance Skills (1 credit)**

Studies in theatre performance skills, Subject matter and number of sections varies from semester to semester.

Instructional Hours: 1

(Theatre Majors Only)

*Offered occasionally*

**THE290-299 Special Topics in Theatre (1 – 3 credits)**

Students will study a topic of special interest under the supervision of a College faculty member.

Instructional Hours: 1 - 3

Prerequisite: Permission of Instructor

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# BOARD OF TRUSTEES, ADMINISTRATION & FACULTY

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*University of Maryland University College*  
*Frostburg State University*

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# APPENDIX A: TITLE 13B - MARYLAND HIGHER EDUCATION COMMISSION

## SUBTITLE 06 - GENERAL EDUCATION AND TRANSFER

### CHAPTER 01 – PUBLIC INSTITUTIONS OF HIGHER EDUCATION

AUTHORITY: EDUCATION ARTICLE, § 11-201—11-206, ANNOTATED CODE OF MARYLAND

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#### **.01 SCOPE AND APPLICABILITY.**

This chapter applies only to public institutions of higher education.

#### **.02 DEFINITIONS.**

A. *In this chapter, the following terms have the meanings indicated.*

B. *Terms defined.*

- (1) "A.A. degree" means the Associate of Arts degree.
- (2) "A.S. degree" means the Associate of Applied Sciences degree.
- (3) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.
- (4) "A.S. degree" means the Associate of Sciences degree.
- (5) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
- (6) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
- (7) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
- (8) "General education program" means a program that is designed to:
  - (a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
  - (b) Encourage the pursuit of life-long learning; and
  - (c) Foster the development of educated members of the community and the world.
- (9) "Humanities" means courses that examine the values and cultural

heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.

- (10) "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
- (11) "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
- (12) "Parallel program" means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.
- (13) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.
- (14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.
- (15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
- (16) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:
  - (a) History and cultural diversity;
  - (b) Concepts of groups, work, and political systems;
  - (c) Applications of qualitative and quantitative data to social issues; and

(d) Interdependence of individuals, society, and the physical environment.

- (17) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

#### **.02-1 ADMISSION OF TRANSFER STUDENTS TO PUBLIC INSTITUTIONS.**

A. *Admission to Institutions.*

- (1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, may not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in §A(4) of this regulation.
- (2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:
  - (a) Satisfied the admission criteria of the receiving public institution as a high school senior; and
  - (b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.
- (3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.
- (4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:
  - (a) Based on criteria developed and published by the receiving public institution; and

(b) Made to provide fair and equal treatment for native and transfer students.

**B Admission to Programs.**

(1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:

(a) Are developed and published by the receiving public institution; and

(b) Maintain fair and equal treatment for native and transfer students.

(2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:

(a) Based on criteria developed and published by the receiving public institution; and

(b) Made to provide fair and equal treatment for native and transfer students.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

**C Receiving Institution Program Responsibility.**

(1) The faculty of a receiving public institution is responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.

(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.

(3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

**.03 GENERAL EDUCATION REQUIREMENTS FOR PUBLIC INSTITUTIONS.**

A. *While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:*

(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:

(a) Arts and humanities,

(b) Social and behavioral sciences,

(c) Biological and physical sciences,

(d) Mathematics, and

(e) English composition; or

(2) Conforming with COMAR 13B.02.02.16D(2)(b)----(c).

B. *Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.*

C. *General education programs of public institutions shall require at least:*

(1) One course in each of two disciplines in arts and humanities;

(2) One course in each of two disciplines in social and behavioral sciences;

(3) Two science courses, at least one of which shall be a laboratory course;

(4) One course in mathematics at or above the level of college algebra; and

(5) One course in English composition.

D. *Interdisciplinary and Emerging Issues.*

(1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:

(a) Be integrated into other general education courses or may be presented as separate courses; and

(b) Include courses that:

(i) Provide an interdisciplinary examination of issues across the five areas, or

(ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

E. *General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §A(1) of this regulation.*

F. *A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.*

G. *A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.*

H. *Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.*

I. *Public institutions may not include physical education skills courses as part of the general education requirements.*

J. *General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.*

K. *Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.*

L. *Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.*

M. *Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.*

N. *Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.*

**04 TRANSFER OF GENERAL EDUCATION CREDIT.**

A. *A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.*

B. *A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.*

- C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.
- D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.
- E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10----16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.
- F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.
- G. A.A.S. Degrees.
- (1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.
  - (2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.
- H. Student Responsibilities. A student is held:
- (1) Accountable for the loss of credits that:
    - (a) Result from changes in the student's selection of the major program of study,
    - (b) Were earned for remedial course work, or
    - (c) Exceed the total course credits accepted in transfer as allowed by this chapter; and
  - (2) Responsible for meeting all requirements of the academic program of the receiving institution.
- .05 TRANSFER OF NONGENERAL EDUCATION PROGRAM CREDIT.**
- A. Transfer to Another Public Institution.
- (1) Credit earned at any public institution in the State is transferable to any other public institution if the:
    - (a) Credit is from a college or university parallel course or program;
    - (b) Grades in the block of courses transferred average 2.0 or higher; and
    - (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.
  - (2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.
- B. Credit earned in or transferred from a community college is limited to:
- (1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
  - (2) The first 2 years of the undergraduate education experience.
- C. Nontraditional Credit.
- (1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.
  - (2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
    - (a) Technical courses from career programs;
    - (b) Course credit awarded through articulation agreements with other segments or agencies;
    - (c) Credit awarded for clinical practice or cooperative education experiences; and
    - (d) Credit awarded for life and work experiences.
- (3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
- (4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.
- (5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.
- D. Program Articulation.
- (1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.
  - (2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.
- .06 ACADEMIC SUCCESS AND GENERAL WELL-BEING OF TRANSFER STUDENTS.**
- A. Sending Institutions.
- (1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.
  - (2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

- (3) The sending institution shall:
- (a) Provide to community college students information about the specific transferability of courses at 4-year colleges;
  - (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
  - (c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

**B. Receiving Institutions.**

- (1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
- (2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
- (3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.
- (4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

**.07 PROGRAMMATIC CURRENCY.**

- A. *A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.*

- B. *Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.*
- C. *When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent course work successfully completed at a community college.*

**.08 TRANSFER MEDIATION COMMITTEE.**

- A. *There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public 4-year colleges and universities and the community colleges.*
- B. *Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.*
- C. *The findings of the Transfer Mediation Committee are considered binding on both parties.*

**.09 APPEAL PROCESS.**

- A. *Notice of Denial of Transfer Credit by a Receiving Institution.*
  - (1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.
  - (2) If transcripts are submitted after 15 working days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.
  - (3) A receiving institution shall include in the notice of denial of transfer credit:
    - (a) A statement of the student's right to appeal; and

- (b) A notification that the appeal process is available in the institution's catalog.

- (4) The statement of the student's right to appeal the denial shall include notice of the time limitations in §B of this regulation.

- B. *A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.*

**C. Response by Receiving Institution.**

- (1) A receiving institution shall:
  - (a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and
  - (b) Respond to a student's appeal within 10 working days.
- (2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.
- (3) Unless a student appeals to the sending institution, the written decision in §C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

**D. Appeal to Sending Institution.**

- (1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.
- (2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

**E. Consultation Between Sending and Receiving Institutions.**

- (1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.
- (2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
- (3) The receiving institution shall inform a student in writing of the result of the consultation.
- (4) The decision arising out of a consultation constitutes the final

decision of the receiving institution and is not subject to appeal.

**10 PERIODIC REVIEW.**

**A. Report by Receiving Institution.**

- (1) A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.
- (2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.

(3) A receiving institution shall include in the reports comparable information on the progress of native students.

- B. Transfer Coordinator.** *A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.*
- C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed.**

*The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.*

**ADMINISTRATIVE HISTORY**

- Effective date: December 4, 1995 (22:24 Md. R. 1901)*
- Regulation .02B amended effective July 1, 1996 (23:13 Md. R. 946)*
- Regulation .02-1 adopted effective April 6, 1998 (25:7 Md. R. 528)*
- Regulation .03 amended effective July 1, 1996 (23:13 Md. R. 946)*
- Regulation .05A amended effective July 1, 1996 (23:13 Md. R. 946)*

## APPENDIX B: FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

EFFECTIVE JANUARY 1, 2013, SUPERSEDES ALL PREVIOUS GC SAP POLICIES

Federal regulations require all federal financial aid recipients be enrolled in a degree or approved certificate program and maintain satisfactory academic progress (SAP). Garrett College (GC) complies with this requirement by monitoring each student's academic progress against three standards: minimum cumulative grade point average (GPA), minimum completion rate and maximum time frame for completion of a degree. All federal and state financial aid programs administered by GC are governed by this policy. Rulings also impose limits on how long a student may continue to receive federal and state aid in order to make up deficiencies in meeting SAP standards.

A review of SAP will be done at the end of each semester/payment period. Semesters include Fall, Spring and Summer terms. The evaluation period is cumulative, including enrollment in all prior semesters and all classes attempted, whether federal aid was received or not.

1. A student that receives either federal or state assistance, including student/parent loans, must make satisfactory academic progress (SAP) toward the attainment of his/her degree or certificate. SAP is measured by: minimum cumulative grade point average (see table below), minimum completion of 67% of total hours attempted, and maximum time frame for completion of a degree, consistent with the provisions of this policy.

Total Credits Attempted	Minimum Cumulative GPA
1 – 15.99	1.5
16 – 28.99	1.75
29+	2.0
Garrett County Scholarship Program	2.0 <i>each semester</i>

- a. The grade of AU (Audit) has no equivalency and the course is not used when evaluating SAP.
2. Effective July 1, 2011, a student may use financial aid funds to repeat a course only **once** if failed or if a minimum grade is required for student's program of study or transferability. (E.g. Pre-Nursing student must have a B average in BIO104.)
  3. The first semester a student fails to meet these standards (s)he is placed on **Financial Aid Warning**. Warning is for one semester, during which time the student must bring his/her academic record back to the required level. Failure to do so will result in Financial Aid Termination. A student on **Financial Aid Termination is not eligible to receive Financial Aid**. A student may re-establish eligibility for financial aid by bringing his/her academic record to the required level without financial assistance from federal, state, local or college funds. Eligibility can also be reestablished through a successful appeal granted by the Financial Aid Appeals Committee.
  4. A student transferring from another post-secondary institution will be treated as a new student for their first semester. Any credits transferred in will be included as hours attempted in SAP calculations.

5. A student will not be permitted to receive financial aid after 150% of full-time enrollment (or the equivalent of 150% at part-time enrollment). Full-time students must successfully complete 17 credits by the end of the first academic year of attendance; another 17 credits by the end of the second year; and 18 credits by the end of the third year. Part-time students will have their credits prorated.
  - a. A student who **CHANGES** curriculums will not be granted an increase in length of time allowed for receipt of financial aid.
  - b. A student who **GRADUATES** in a curriculum and returns in a new curriculum will be given the maximum time length to complete the new program. However, the student will be limited to three degrees and/or certificates in separate program areas. (Options within a program will not be counted as separate degrees). Once this limit is reached, student will no longer be eligible for financial aid. A student who has completed program requirements will be considered to have completed the program even if they do not officially apply for graduation. By federal law, a student who first received Pell grant in 2008-2009 is only allowed 18 semesters of Pell grant for his/her entire undergraduate degree(s).
  - c. A transfer student will have his/her maximum time length determined by the number of credits GC accepts.
  - d. A student who has previously attended GC will have his/her prior academic record at GC used to determine financial aid eligibility.
6. A student placed on Termination may appeal to the Financial Aid Appeals Committee requesting reinstatement of aid. A student must be academically eligible to enroll and have no outstanding obligations to the College before an appeal will be considered. Academic re-admittance does not guarantee Financial Aid reinstatement. If reinstated, the student must work with his/her Advisor, the Advising & Academic Success Center and Financial Aid to establish a Financial Aid Action Plan. The Action Plan will specify the courses that must be completed to reach transfer or graduation. Deviation from the plan will result in immediate reinstatement of Termination status. It is the responsibility of the student to establish the plan in a timely manner. Enrollment in specific classes is not guaranteed. The established Financial Aid Action Plan must be followed exactly.

All financial aid recipients are responsible for knowing the SAP policy. The Financial Aid Office sends notifications to students who have been placed on Warning or Termination status. It is the student's responsibility to have met the minimum SAP requirements to qualify for aid, regardless if student received the notification or not. If academically eligible to enroll at GC, a student who is ineligible for aid may enroll and self-pay their education expenses (tuition, fees, books, etc.). Payment arrangements can be made by contacting the Business Office.

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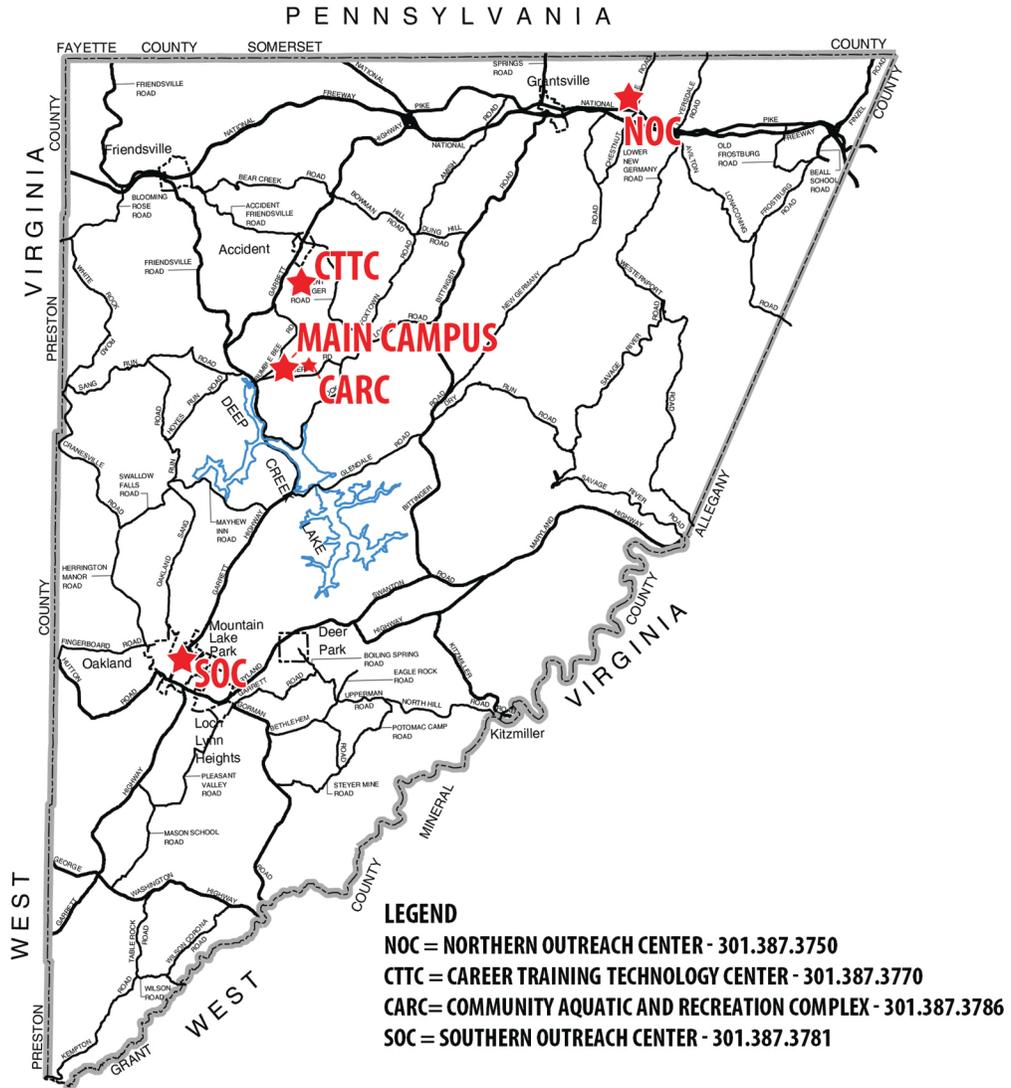
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