

2026-2027 COLLEGE

CATALOG

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GARRETT COLLEGE

EXPERIENCE. EXPLORE. EXCEL.



Garrett College 2026-2027 Catalog

Garrett College ▪ 687 Mosser Road ▪ McHenry, MD 21541 ▪ 301.387.3000 ▪ www.garrettcollege.edu

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

GARRETT COLLEGE CATALOG 2026-2027, AS OF APRIL 1, 2026

This catalog is produced for informational purposes only. Though the College makes every effort to ensure that this publication includes up-to-date and accurate information, this catalog does not constitute a contract between Garrett College and prospective or currently enrolled students. 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 without notice. Students' failure to read this catalog does not excuse them from the regulations and conditions contained in it. The most recent version of the Catalog can be found online at www.garrettcollege.edu.

Garrett College does not discriminate on the basis of race, color, national origin, sex, gender, disability, religion, age, military status, sexual orientation, gender identity, or any other protected category under federal, state, or local law, or by college policy. The following person has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies (www.garrettcollege.edu/equity-and-compliance): Office of Institutional Compliance, 687 Mosser Road, McHenry, MD 21541; 301-387-3037; equitycompliance@garrettcollege.edu.

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ACADEMIC CALENDAR

The following dates apply to standard courses running the entire semester. Dates for modified schedule and OLA field courses may differ. The College reserves the right to adjust the Academic Calendar without notice.

SUMMER SEMESTER 2026

Last Day to Register (Payment due at registration) ..... June 9
First Day of Summer Classes ..... June 10
Drop/Add Period ..... June 10 - 16
Last Day to Drop a Summer Class with No Grade / Last Day for 100% Tuition Refund ..... June 16
Juneteenth Holiday (No on-campus classes, offices closed) ..... June 19
Last Day for 50% Tuition Refund ..... June 22
Independence Day Holiday (No on-campus classes, offices closed) ..... July 2 & 3
Last Day to Withdraw from a Summer Class (No Refund) ..... July 23
Last Day of Summer Classes / Final Exams ..... August 11

FALL SEMESTER 2026

Labor Day Holiday (Residence halls move-in ongoing, other offices closed) ..... September 7
New Student Orientation (Mandatory) ..... September 8
Last Day to Register (Payment due at registration) ..... September 8
First Day of Fall Classes ..... September 9
A Subterm Begin ..... September 9
Drop/Add Period ..... September 9-15
Last Day to Drop a Fall Class with No Grade / Last Day for 100% Tuition Refund ..... September 15
Last Day for 50% Tuition Refund ..... September 24
A Subterm End/Final Exams ..... October 21
Mid-Term Grade Reports Due ..... October 23
B Subterm Begin ..... October 26
Best Chance Returning Students Advising & Registration ..... November 9 – December 11
Last Day to Withdraw from a Class (No Refund) ..... November 13
Thanksgiving Holiday (No on-campus classes, offices closed) ..... November 25 – 27
B Subterm End/Final Exams ..... December 11
Last Day of Fall Classes ..... December 11
Final Exams ..... December 14 - 17
Winter Break (Offices closed) ..... December 24 - January 1
Academic Dismissal Appeal Deadline ..... January 8

ACADEMIC CALENDAR

The following dates apply to standard courses running the entire semester. Dates for modified schedule and OLA field courses may differ. The College reserves the right to adjust the Academic Calendar without notice.

WINTER SEMESTER 2026-2027

Last Day to Register (Payment due at registration) ..... December 21
First Day of Winter Classes ..... December 22
Last Day to Add a Winter Class (Payment due) ..... December 22
Last Day to Drop a Winter Class with No Grade / Last Day for 100% Tuition Refund ..... December 23
Winter Break (Offices closed) ..... December 24 - January 1
Last Day to Withdraw from a Winter Class (No Refund) ..... January 13
Martin Luther King Jr. Holiday (No on-campus classes, offices closed) ..... January 18
Last Day of Winter Classes / Final Exams ..... January 21

SPRING SEMESTER 2027

Last Day to Register (Payment due at registration) ..... January 26
New Student Orientation (Mandatory) ..... **Online**
First Day of Spring Classes ..... January 27
A Subterm Begin ..... January 27
Drop / Add Period ..... January 27- February 2
Last Day to Drop a Spring Class with No Grade / Last Day for 100% Tuition Refund ..... February 2
Last Day for 50% Tuition Refund ..... February 12
Presidents Day Holiday (No on-campus classes, offices closed) ..... February 15
Mid-Term Grade Reports Due ..... March 12
Spring Break (No on-campus classes, offices open) ..... March 14 - 20
A Subterm End/Final Exams ..... March 22
Good Friday Holiday (No on-campus classes, offices closed) ..... March 26
B Subterm Begin ..... March 31
Last Day to Withdraw from a Spring Class (No Refund) ..... April 9
Best Chance Returning Students Advising & Registration ..... April 12 – May 12
B Subterm End/Final Exam ..... May 12
Last Day of Spring Classes ..... May 12
Final Exams ..... May 13-14 and May 17-18
Final Grades Due ..... May 19
Commencement ..... May 22
Memorial Day Holiday (Offices closed) ..... May 28 & 31
Academic Dismissal Appeal Deadline ..... June 4
Juneteenth Holiday (No on-campus classes, offices closed) ..... June 18

GENERAL INFORMATION

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 Paramedic training is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org).

Garrett College has received Maryland Higher Education Commission (MHEC) approval to begin the Radiologic Technology program. The program is in the process of applying for initial accreditation with the Joint Review Committee on Education in Radiologic (JRCERT).

Documents describing the College's accreditation status with the Middle States Commission on Higher Education are available for review on the Garrett College website (garrettcollege.edu/accreditation), along with documents pertaining to specialized accreditations, such as for the Paramedic program.

MISSION, VISION & VALUES

Garrett College empowers our students, regardless of circumstances, to achieve their goals through accessible, high-quality education and support. We are dedicated to developing innovative and sustainable programs that adapt to a changing world, while respecting and supporting aspirations that benefit our community and students.

VISION STATEMENT

Garrett College is an institution committed to student success, real-world preparedness, and community enrichment.

VALUES STATEMENT AND DEFINITIONS

Garrett College believes that every human being is entitled to dignity, worth, respect, and the opportunity to learn in a safe environment. Therefore, Garrett College commits to…

Accessibility: A proactive design and implementation of environments, systems, and communications that ensure equitable participation, remove barriers, and empower all individuals to engage fully and independently, regardless of their diverse abilities, backgrounds, or circumstances.

Excellence: A commitment to exceptional performance, continuous growth, and principled action that consistently exceeds expected standards while maintaining integrity, fostering innovation, and creating positive impact.

Innovation: The active pursuit of knowledge and experiences beyond the classroom, fostering curiosity and personal growth, empowering individuals to discover new interests and opportunities that contribute to their academic and personal development.

Integrity: Honest, ethical behavior, and accountability in all actions and decisions.

Sustainability: A comprehensive approach that supports environmental, fiscal, and societal vitality for current and future generations.

INSTITUTIONAL LEARNING GOALS

Information Literacy: Students will be able to recognize when information is needed and to locate, evaluate, incorporate, and present information effectively.

Communication: Students will be able to make connections that create meaning between themselves and their audience, and to speak, read, write, and listen effectively.

Critical Analysis and Reasoning: Students will be able 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: Students will be able to use appropriate scientific, mathematical, or statistical models in interpreting quantifiable phenomena; and will be able to use scientific, mathematical, or statistical symbols, techniques, and logic to solve problems of a quantifiable nature.

Information Management: Students will be able to use electronic media, technology, and data effectively for research, communication, and practical application.

Cultural and Global Perspective: Students will develop an awareness of global issues and an appreciation for diversity and cultural dynamics as seen through different disciplines.

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 of Arts (A.A.), Associate of Arts in Teaching (A.A.T.), Associate of Science (A.S.), and Associate of Applied Science (A.A.S.) degrees as well as one-year certificate programs. Refer to the Academic Programs section (page 56) for a list of academic degrees and majors.

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.

TRANSFER AGREEMENTS

To facilitate the transfer process, Garrett College works with four-year colleges and universities to create articulation agreements defining clear pathways for our students who wish to complete a bachelor's degree. Articulation agreements are written agreements detailing the awarding of credit by a receiving institution for the completion of coursework at another institution. A course transfer agreement documents the transferability of a specific course, whereas a program transfer agreement details the receiving institution's courses and program requirements that may be completed at another institution.

Garrett College has created program transfer agreements with the institutions listed below. The full agreements including course equivalencies and requirements are available on-line at garrettcollege.edu/transfer-services. Agreements may detail specific course requirements that are more restrictive than the GC program requirements. Students are encouraged to meet with their Academic Advisor or the Advising and Academic Success Center to discuss transfer options. Note that articulation agreements are not required for students to transfer, they merely facilitate the process.

GC Program of Study	Transfer Agreement Institutions
Addictions Counseling	West Virginia University
Arts & Sciences: Mathematics/Sciences	West Virginia University
Arts & Sciences: Psychology	University of Maryland Global Campus, West Virginia University
Arts & Sciences: Social & Behavioral Sciences	Potomac State College, University of Maryland Global Campus, West Virginia University
Business Administration	Potomac State College, University of Maryland Global Campus, West Virginia University
Computer Science	University of Maryland Global Campus
Cybersecurity	University of Maryland Global Campus
Engineering Transfer	Frostburg State University, West Virginia University
General Studies	University of Maryland Global Campus
Health & Exercise Sciences	West Virginia University
Outdoor Leadership & Adventure Education	Frostburg State University
Sport Management	West Virginia University
Teacher Education: Early Childhood & Elementary Ed concentrations	West Virginia University

ARTSYS - THE ARTICULATION SYSTEM

ARTSYS, The Articulation System for Maryland Colleges and Universities, is an online tool that can be used to identify how courses from Garrett College will transfer to other institutions within the state of Maryland. Visit articulation.usmd.edu for more information.

Alliance Agreements

In addition to articulation agreements for specific programs, Garrett College maintains successful partnerships with universities to provide special benefits to GC graduates. Benefits vary by institution, ranging from guaranteed admission to tuition discounts and scholarship benefits. Interested students should visit garrettcollege.edu/transfer-services for more information.

The Campus

The 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, the Performing Arts Center (PAC), Laker Café, the Learning Commons, the Continuing Education and Workforce Development center, and the STEM building featuring classrooms and laboratories for physics, biology, chemistry, engineering, and robotics.

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

Campus Access & Maintenance of Order

At Garrett College, safety and security on campus is of paramount importance. Garrett College has a community service mission, and, as part of that mission, the College will make every effort to ensure the safety and security of the campus community in an open access environment. Policies and procedural information regarding campus access, parking and traffic control, free speech and expression, and other general college-wide items can be found online at http://www.garrettcollege.edu/policy.php.

Learning Commons

The Learning Commons is a welcoming, flexible research and learning environment that provides convenient access to academic support services, study spaces, and technology in order to promote collaboration and inspire academic excellence. The Learning Commons features zones designated to specific student learning needs, including: collaborative spaces, silent study spaces, group study rooms, and paired working environments. It is the philosophy of the Learning Commons 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 Learning Commons includes the library, multimedia classrooms, and the Advising and Academic Success Center (AASC) offering academic, career, and transfer advising, along with tutoring and testing services (see page 34 for details). High-speed internet, printing and copying services, wireless computer access to all locations within the facility, and multi-media classrooms are available in the Learning Commons. The library subscribes to over 45 electronic databases to satisfy patrons' research needs. Also included is a vast collection of books, graphic novels, and periodicals for research or personal reading; special collections that represent innovative exhibits that showcase the cultural uniqueness of this region; stationary computers and laptops; as well as group study rooms equipped with electronic access for learner-centered projects. The library utilizes Interlibrary Loan (ILL) to request and acquire books and resources outside of the campus catalog.

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 resources for classroom and community use and for self-study.

Residence Halls

Garrett College offers two distinctive styles of residential living: traditional dormitory housing and two- and four-bedroom apartment-style housing. Students have numerous opportunities to become involved in student life and activities, develop lifelong friendships, and make the most of their college experience. Both Garrett Hall and Laker Hall are just a short walk from the main campus and are conveniently located next to the Garrett College Community Aquatic & Recreation Complex (CARC), a state-of-the-art fitness facility.

Garrett College Outreach Centers

Northern Outreach Center

The Garrett College Northern Outreach Center is located at 12601 National Pike, Grantsville, MD 21536. The Center is home to the Mountaintop Truck Driving Institute (MTDI) which offers training to prepare

students to obtain Class A and Class B Commercial Drivers Licenses. MDTI is approved by the Maryland Motor Vehicle Administration to provide on-site testing for students. In addition, the Center offers a variety of non-credit personal interest courses

Southern Outreach Center

The Garrett College Southern Outreach Center is located at 14 North 8th Street in Oakland, Maryland. The Center is the primary office of the Adult Basic Education/GED Preparation program. While the majority of ABE classes are held in Oakland, classes may also be offered at other centers and locations in Garrett County based on need and demand. A variety of personal interest classes are also offered at the Southern center.

Career Technology Training Center

The Garrett College Career Technology Training Center (CTTC) is located at 116 Industrial Drive in Accident, Maryland. Courses and programs offered at the CTTC are occupational in nature, with programs in Allied Health, Manufacturing and Trades, and most leading to industry-recognized certification.

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 gifts 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 https://my.garrettcollege.edu/gcm/gift/personalinfo or by calling the Foundation office at 301-387-3100.

Notices & Disclosures

Equal Opportunity, Harassment, and Nondiscrimination Policy

Garrett College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. The College's policies on equal opportunity, nondiscrimination, accommodation of disabilities, and discriminatory harassment are subject to resolution using the processes outlined in the College's Policy on Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees, and Third-Parties available on the Garrett College website at garrettcollege.edu/policy.

Accessibility for Students with Disabilities

Garrett College facilities are accessible to all students in compliance with government regulations. Available services enable students with disabilities to participate in college programs. For more information, contact the Office of Student Affairs at 301-387-3749 or ADA504@garrettcollege.edu.

Annual Security & Fire Safety Disclosure

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, Garrett College publishes an annual report that contains campus crime statistics, security policy statements, and fire statistics for housing. Information on campus crime rates, sexual misconduct, hate crimes may be obtained from the Office of Institutional Compliance and are posted online at garrettcollege.edu/disclosures. Information regarding local sexual predators may be obtained at www.dpscs.state.md.us/sorSearch.

Emergency Preparation and Response

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 Response Guide is designed to offer guidance to the campus community in response to incidents or emergencies that may occur on campus or at college facilities. This guide is used in conjunction with the College's Emergency Operations Plan. The College's Emergency Operations Plan, used by campus officials, effectively coordinates the use of College and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near Garrett College or one of its off-site locations. It shall be placed into operation whenever an emergency affecting the College cannot be controlled using daily operating procedures. The College's Emergency Response Guide can be found online at garrettcollege.edu/emergency-information.php.

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 is 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 or extension of class periods.
- 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 Winter session; 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 the Maryland Higher Education Commission 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.
- Online 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 Office of Records and Registration (ORR) written requests that identify the record(s) they wish to inspect. The ORR will make arrangement 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 ORR, the Office 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 Office of Records and Registration (ORR) and clearly identify the part of the record they want changed, and specify why it is inaccurate. The ORR 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 their 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. Examples of authorized exceptions include Federal and State data collection (see the following Notice) and 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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Disclosure may be made to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Additionally, the College discloses education records without consent in response to a legally issued subpoena (reasonable notification will be attempted if not blocked by the subpoena). More information on authorized exceptions can be found online in the College's Privacy of Student Records - FERPA policy (garrettcollege.edu/policy).

- 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 login to an online course for which the student has registered. Those who apply but never register, as well as those who register but never attend/login, are not protected under FERPA. Upon the death of a student, all FERPA rights cease.

The College's complete Privacy of Student Records – Family Educational Rights & Privacy Act (FERPA) Policy & Procedures is available for review online at garrettcollege.edu/policy.

DIRECTORY INFORMATION

In accordance with the provisions of FERPA, 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 (ORR). Non-Disclosure of Information Forms must be submitted to the ORR 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, hometown, telephone listing, email 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 a student's education records and personally identifiable information (PII) contained in such records—including Social Security Number, grades, or other private information—may be accessed without the student's 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 a student's records and PII without the student's 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 a student's education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when the College objects to or does 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 a student's 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 a student's consent PII from the student's education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about the student 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.

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 Process

A student who feels that they have not been treated according to College procedure or as required by applicable state or federal regulations or law may file a grievance. For details refer to the College's Policy on Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Student, Employees, and Third-Parties available on the Garrett College website at garrettcollege.edu/policy. For resolution of complaints, please contact the Office of Institutional Compliance in TECH-327, by calling 301-387-3037, or emailing equitycompliance@garrettcollege.edu.

Student Right to Know

In compliance with the Student Right to Know Act, Garrett College publishes annual Completion/Graduation and Transfer-Out rates. Visit the Disclosures section of the Garrett College website at garrettcollege.edu/disclosures or contact the College's Office of Institutional Research for more 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, the photographer will make effort 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 is an open admissions college, and all individuals are encouraged to apply according to the procedures outlined in this catalog. Garrett College prohibits discrimination against any person on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender expression, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law in its activities, admissions, educational programs, and employment.

Admission to the college does not guarantee admission to all programs of study; consult the Academic Programs section of this catalog for information relative to a specific program of study. A high school diploma is not required to participate in credit courses or programs. However, a high school diploma or GED may be required to qualify for federal financial aid and there may be additional eligibility requirements for credit degree and certificate programs. Please see the Financial Aid Programs section of this catalog (see page 25) for information relative to financial aid eligibility requirements.

The College has the right to deny or revoke admissions to those persons whom the College considers to be a potential danger to the safety, security, and educational environment of the College. A decision to deny, revoke, or institute conditions of admission or attendance at the college, will be based upon the individual's specific situation, and in such cases, individuals will be afforded due process as required by law.

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 Non-degree Student Application.
- Applicants should contact their high school guidance office or board of education to have an official FINAL transcript sent to the Garrett College Office of Admissions. Applicants who hold a high school equivalency 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 and financial aid processes.
- 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 page 10 for more information.)
- As a requirement for students receiving federal financial aid, Garrett College must check the validity of a high school degree (34 C.F.R. 668.16). If Garrett College or the Department of Education has reason to believe that the high school diploma is not valid or was obtained from an entity that does not provide secondary education, the college must review further. Acceptable documentation for checking the validity of a student's high school completion may include the diploma itself or an official final transcript that shows all the courses the student took. In addition, Garrett may contact the state department of education, if that department has jurisdiction over the high school, in the state which the student earned the high school diploma. Garrett College may also consult with other colleges regarding the validity of high school diplomas.

- Non-U.S. resident applicants should follow the steps for international student admission (see page 11). For information concerning the most current regulations regarding the admission of international students, contact Garrett's Primary Designated School Official (PDSO) or Designated School Official (DSO) in the Office of Admissions.
- Applicants seeking financial assistance should complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Other sources of assistance, including scholarships and loans, also may require completion of the FAFSA. Applicants are urged to review the Financial Aid Programs section of this catalog (see page 26) and/or contact the Garrett College Office of Student Financial Aid for more information about all aid opportunities.
- Applicants who have attempted 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 honors societies 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 high school GPA to assess applicants' academic abilities and determine math and English course placement. Applicants with a high school GPA below 1.5 are required to take Accuplacer Next Generation placement assessment to determine course placement.

Students identified by the placement indicator (high school GPA or Accuplacer Next Generation) as needing additional preparation for college-level courses will be required to take the prescribed co-requisite remedial courses, which are designed to be taken concurrently with college-level courses. Students will be assisted by an advisor in making this determination. Remedial courses are not transferable and do not apply toward degree or certificate completion.

Preparing for the Placement Assessment

Applicants required to take the Accuplacer Next Generation placement assessment should prepare in advance by visiting the ACCUPLACER website and our testing preparation website:

https://accuplacer.collegeboard.org/student

www.garrettcollege.edu/new-student-advising-and-placement.php

Additional Placement Indicators

Garrett College utilizes multiple measures when determining a student's math and English course placement. In addition to the indicators outlined above, additional placement indicators include:

ACT, SAT, or HS CPGA Score	Course Placement
ACT English >= 21 -- or -- SAT ERW >= 480 -- or -- High school CGPA >= 2.5 -- or -- GED Reasoning through Language Arts >= 165	ENG101 placement with no co-requisite remedial requirement.
ACT math >= 21 -- or -- SAT math >= 530 -- or -- High school CGPA >= 2.5 -- or -- GED Mathematical Reasoning >= 165	MAT105 or MAT210 placement with no co-requisite remedial requirement. Students seeking a higher placement must take Accuplacer to determine advanced math course placement.

Course placement for transfer students will be determined based on official college transcripts which must be submitted as part of the transfer student's application for admission process.

English Proficiency

All applicants for whom English is not a native language must provide evidence of English proficiency as part of the application process. Any of the following may be sufficient:

- Test of English as a Foreign Language (TOEFL):
  - For tests takes before January 21, 2026, we require a minimum TOEFL iBT score of 59
  - For exams taken on or after January 21, 2026, we require a minimum TOEFL iBT score of 3.5
- International English Language Testing Service (IELTS) score of 5.5 or higher

- Graduation from an accredited U.S. high school with a transcript showing "C-" or better in required non-ESL English courses
- Grade of "C" or better in an accredited U.S. college-level English course
- Satisfactory completion of a formal Intensive English Program (IEP)
- Duolingo English Test score of 90 or higher

TOEFL information may be obtained by contacting: TOEFL Services, P.O. Box 6151, Princeton, NJ 08541-6151, or on the Web at www.ets.org/toefl. IELTS information may be obtained by contacting: IELTS, 825 Colorado Blvd., Suite 221, Los Angeles, CA 90041, or on the web at www.ielts.org. Duolingo information may be obtained on the web at www.duolingo.com.

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, unless student is participating in intercollegiate athletics at GC. Once transcripts are received, transfer applicants will be permitted to schedule placement (if required) and new student advising. An appointment for new student advising serves as the transfer student's request for evaluation of transcripts. A transfer 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.

Garrett College follows the Maryland Higher Education Commission transfer regulations set forth in COMAR 13B.06.02.06. See page 14 for information on transferring credits to GC.

Home Schooled Students

Home-schooled students who are 16 years of age and older 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.02.02.15(B)(2)), 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 their ability to benefit, such as ACT or SAT scores. The home-schooled student must be admitted to the College on a provisional basis, unless student has earned a General Educational 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. For more information, please see the following discussions on applicants without a high school diploma.

Applicants Without a High School Diploma

An applicant who has not attained a diploma 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 may be admitted to the College on a provisional basis if an ability to benefit from the institution can be evidenced. In keeping with guidelines provided by the Code of Maryland Regulations (COMAR 13B.02.02.15(B)(2)), consideration for ability to benefit will include evaluation of the applicant'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. Students without a high school diploma or GED generally are not eligible for financial aid.

Those who have earned a high school equivalency diploma are eligible for regular admission to the College. Applicants who wish to earn a Maryland diploma may contact the Garrett College Office of Adult Basic Education at 301-387-3770 or the Maryland Division of Workforce Development and Adult Learning at 410-767-0538 or www.dllr.state.md.us/gedmd.

Talented and Gifted Applicants

Persons under the age of 16 who have been designated as talented and gifted (TAG) by their local 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 TAG Designation

In accordance with COMAR 13B.07.02.01.B, students who have been designated as gifted and talented by their local Board of Education (BOE), 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 their local BOE also may seek admission as TAG. Students accepted under this criterion may enroll in courses appropriate to their level of preparation and interests *not to exceed eight credit hours*. TAG 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 their child must provide the following:

- A letter specifically requesting admission of a student under age 16 along with a Special Non-degree Student Application should be submitted to the College's Office of Admissions.
- Verification of gifted and talented status from the BOE 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 BOE 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 Chief Academic Officer to determine admissibility. The Office of Admission will notify the applicant of the outcome and, if admitted, will assist student with registration.

Laker Institute Dual Enrollment Applicants

Garrett College's Laker Institute offers multiple pathways for high school students to earn college credit or even a college degree while still in high school. High school students, including home schooled students, are encouraged to take advantage of dual enrollment opportunities at Garrett College. Dual enrollment students are defined as students who are concurrently enrolled in both high school and college courses.

Eligible 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). Qualifying students should carefully consider course loads; generally, no more than eight credit hours per semester are recommended. 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 enrollment applicants will follow the *High School Dual Enrollment* registration process. 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* must be completed prior to registration. For more information on the Laker Institute, please visit https://www.garrettcollege.edu/dual-enrollment.php .

Admission of dual enrollment students is authorized under COMAR 13B.07.02.01(C) and 13B.07.02.01(B)(2).

International Applicants

For information concerning the most current regulations regarding the admission of international students, contact the Office of Admissions at 301-387-3044 or 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.
- Official US high school transcript or official foreign transcript translated into English and evaluated by a National Association of Credential Evaluation Services (NACES) member organization (www.naces.org/members). Garrett College recommends using World Education Services (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 a National Association of Credential Evaluation Services (NACES) member organization (www.naces.org/members).
- 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 (see page 9 for details).

I-20/F1 VISA 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 admitted.

Applicants must have the following documentation submitted directly to the Office of Admissions by June 1 for Fall admission or October 15 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 a National Association of Credential Evaluation Services (NACES) member organization (www.naces.org/members). Garrett College recommends using World Education Services (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. International students will be required to complete the ACCUPLACER test, which will determine final course placement, unless exempt by previous college coursework or ACT/SAT scores.

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 their country and plans to return there upon completion of their education. Other items may be required to support the F-1 visa application. 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 Applicants 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 20).

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 0-3 (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 Admissions.

Special Non-Degree-Seeking Applicants

Students not seeking a degree or certificate may enroll in credit courses of interest by submitting a Special Non-Degree 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 Chief Academic Officer 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 3-4 credit hours in Winter). 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 Non-Degree Student

The Special Non-Degree 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 Chief Academic Officer. 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 or high school transcript may be admitted to specific college courses and earn both high school and college credit upon satisfactory completion of the course(s). Dual enrollment courses are offered in a variety of methods including online, at the local high school campuses, and at the college campus. 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. (See also: High School Dual Enrollment Applicants on page **Error! Bookmark not defined.**.)

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 TO GARRETT

Many students come to Garrett College having already earned college credit from other institutions. Students may transfer credits into GC from eligible post-secondary institutions. As part of the admissions process, students who have attended one or more institutions before transferring to GC must submit an official transcript from each institution. Once all transcripts are received, transfer applicants will be permitted to schedule placement (if required) and new student advising. An appointment for new student advising serves as the transfer student's request for evaluation of transcripts. The Office of Records and Registration (ORR), in conjunction with academic content experts, performs the transcript evaluation. Notification of credits accepted in transfer is sent to the student's College email. Students are also informed of the results as part of their new student advising session. A student wishing to appeal the results of a transcript evaluation should first contact the ORR to discuss the evaluation. The student may subsequently request an appeal of the ORR's decision by sending a written request to the Chief Academic Officer.

To the fullest extent possible, Garrett College seeks to maximize the transferability of courses and credits. The following regulations apply to the transfer of credits:

- Only official transcripts from post-secondary institutions accredited by an accrediting agency recognized by the U.S. Department of Education are considered for evaluation. GC may also consider American Council on Education (ACE) recommendations, in conjunction with academic departmental review, to potentially award credit from non-traditional sources. GC does not accept credit from non-collegiate entities; this includes, but is not limited to, StraighterLine, Sophia Learning, and Study.com
- Transcripts must be received directly by the Admissions or Records and Registration offices in a sealed, stamped envelope or by an accepted electronic transcript service. An electronic transcript forwarded from the student is not official; the service must send it directly to the college.
- Transcripts from post-secondary institutions outside of the U.S. must be translated, certified, and evaluated by World Education Services (www.wes.org).
- Only successfully completed undergraduate coursework will be reviewed. Failure, withdraw, incomplete, and in progress grades are examples of unsuccessful grades not eligible for transfer.
- Credits earned for remedial courses are not transferrable.
- 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. As such, in the case of a repeated course, credit earned via transfer does not replace a prior grade in the cumulative GPA calculation.
- Credit hours for courses 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.
- A maximum of 45 non-resident credits including transfer, military, etc., may be applied to a Garrett College degree.
- Degree-seeking students must earn at least 15 credits in residence at Garrett College.
- Certificate-seeking students must earn at least 12 credit hours of their program at Garrett College.
- Transfer coursework will be held to the same standards as native coursework. For 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.

- With the exception of major-specific general education course requirements, courses meeting a general education requirement at the sending institution shall be applied to the same general education requirement at Garrett, even if an equivalent course does not exist at GC.
- Transfer students who already hold an A.A., A.S., or higher degree from an accredited institution of higher education will have their general education requirements deemed met by the prior degree, unless the general education course is a major-specific requirement. A student who transfers into GC and holds an A.A.S. degree may be required to complete any general education courses that are lacking from the A.A.S. degree.
- Students are accountable for any loss of applicable credits resulting from student's decision to change academic programs of study.

Garrett College publishes course equivalency information in the Articulation System for Maryland Colleges and Universities (available online at http://artsys.usmd.edu). Development of course equivalencies falls under the purview of academic content experts and is based on the review and comparison of course learning objectives. Courses will be deemed equivalent if at least 70% of the course learning objectives are equivalent.

Garrett College follows the Maryland Higher Education Commission General Education and Transfer regulations, specifically Title 13B Subtitle 06 Chapters 01 and 02 reprinted herein (see page 153).

CREDIT FOR PRIOR LEARNING

Garrett College welcomes students from a wide variety of backgrounds and learning experiences. Prior learning assessment provides students with the potential to earn credit for college-level learning acquired outside the traditional classroom setting. These 'nontraditional' college credits are assigned based upon an established assessment process that validates attainment of learning outcomes established for equivalent courses.

Each source of nontraditional credit is discussed below. Note that based on the type of nontraditional credit, there may be limits to the maximum number of credits that may be applied toward a degree or limits to the courses to which they may be applied. A maximum of 45 credits from non-residential sources (prior learning credit and transfer credits combined) may be applied to a Garrett College associate degree. Nontraditional credits count toward graduation requirements; however, the credits are not used in the calculation of the grade point average.

Students seeking nontraditional credit must be enrolled at GC at the time of request, and in most cases, additional fees will apply.

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 Chief Academic Officer.

Transferability of credits earned for prior learning is at the discretion of the receiving institution. Students planning to transfer to other colleges/universities should contact those institutions to determine whether credit for prior learning will be accepted upon transfer. There is no guarantee that credits will transfer to another institution.

MILITARY CREDIT

Students enrolled at Garrett College 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 45 non-residential credits, including transfer and nontraditional 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 Garrett's Office of Records and Registration.

Joint Services Transcript (encompasses Army, Coast Guard, Marine Corps, and Navy)
https://jst.doded.mil

Air University / Community College of the Air Force
https://www.airuniversity.af.edu/Registrar/

Advanced Placement (AP) Exams

Upon enrollment at Garrett College, a student who has passed Advanced Placement (AP) Examinations with a minimum score of 3 may request to have equivalent credits posted to their Garrett College transcript at no charge to the student. Detailed score requirements and course equivalencies can be found online at garrettcollege.edu/transfer-to-gc.

To receive credit, an official AP Score Report must be sent from the College Board directly to Garrett's Office of Records and Registration. Students may visit https://apstudents.collegeboard.org/sending-scores to order their official score report.

Students planning to transfer to other colleges/universities should contact those institutions to determine whether AP credits will be accepted upon transfer.

Cambridge Advanced International Certificate of Education (AICE) Diploma Program Examinations

The Cambridge AICE Diploma is an international pre-university curriculum and examination system that emphasizes the value of broad and balanced study. These exams are usually taken in high school upon the completion of a specifically designed course of study. Garrett College may award college credit for Cambridge exam grades of A through E (equivalent to US letter grades of A though C). Credits awarded may range from 3 or 6 credits for non-lab science exams or up to 8 credits for lab science exams. Interested students should contact Garrett's Office of Records & Registration for estimates of how Cambridge exams may equate to GC coursework.

To receive credit, an official Cambridge AICE grade transcript must be sent directly to Garrett's Office of Records & Registration. U.S. students may use Cambridge International's Grade Transcript Service (https://gradetranscripts.cambridgeinternational.org/) to order results. For students outside of the U.S., Garrett officials will access your scores via the Cambridge International Direct system; to request a review please email the following information to registrar@garrettcollege.edu: student's Cambridge Centre number, candidate number, date of birth, and the relevant exam series (date the exams were taken).

Students planning to transfer to other colleges/universities should contact those institutions to determine whether AICE credits will be accepted upon transfer.

International Baccalaureate (IB) Programme

The International Baccalaureate Programme (IB) is a rigorous two-year curriculum offered in select secondary schools throughout the world. In order to receive college credit for IB, the student must sit for the examination in each subject of study. A minimum score of 4 on the Standard or Higher-Level exam is required for most courses, with higher scores required in some areas. Visit garrettcollege.edu/transfer-to-gc for detailed score requirements and course equivalencies.

To receive credit, an official IB transcript must be sent directly to Garrett's Office of Records and Registration. If results have not yet been released, students may contact their IB programme coordinator for assistance. After the release of results, students may use the Request for Results service (rrs.ibo.org) to order transcripts.

Students planning to transfer to other colleges/universities should contact those institutions to determine whether IB credits will be accepted upon transfer.

College Level Examination Program (CLEP)

Enrolled degree-seeking students may earn college credit by taking CLEP (College Level Examination Program) exams. CLEP is a credit-by-examination program offered through the College Board. A minimum score of 50 must be achieved on the exam, and no more than 12 CLEP credits will be awarded. Detailed score requirements and course equivalencies can be found online at garrettcollege.edu/transfer-to-gc.

To receive credit, students must request an official CLEP transcript be sent directly to Garrett College for evaluation. CLEP credit granted by another institution does not automatically transfer to Garrett College. Students may order transcripts via their My CLEP Account on the College Board website.

Students planning to transfer to other colleges/universities should contact those institutions before taking a CLEP exam to determine whether or not credits earned through 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-specific 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 student has attained the learning outcomes of the course for which student seeks credit. For more information, contact the Office of Academic Affairs. Additional fees apply. Nontraditional credit fees for EMS coursework in the Paramedic Studies program are waived.

Transferability of credits is at the discretion of the receiving institution. Students planning to transfer should contact those institutions to determine whether credits will be accepted upon transfer.

Credit by Examination

Enrolled degree-seeking students may earn credit for a course by requesting a proficiency exam. In the case of a repeated course, credit earned via proficiency exam does not replace a prior grade in the CGPA calculation and credit can only be earned once. Not all courses qualify for Credit by Examination. Contact the Office of Academic Affairs for more information. Additional fees apply.

Transferability of credits is at the discretion of the receiving institution. Students planning to transfer should contact those institutions to determine whether credits will be accepted upon transfer.

Life Experience Assessment Program

Students seeking a degree in a field directly related to their work, may request life experience credit. To be considered for the Life Experience Assessment Program (LEAP), 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. For more information, contact the Office of Academic Affairs. Additional fees apply.

Transferability of credits is at the discretion of the receiving institution. Students planning to transfer should contact those institutions to determine whether credits will be accepted upon transfer.

Portfolio Assessment

Students who are enrolled in a degree program at Garrett College are eligible to apply for portfolio credit for some courses (see LEAP discussion above). 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 Chief Academic Officer 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. Contact the Office of Academic Affairs for more information. Additional fees apply.

Transferability of credits is at the discretion of the receiving institution. Students planning to transfer should contact those institutions to determine whether credits will be accepted upon transfer.

Completion of Certification or Licensure Program at Garrett College

Garrett's Continuing Education & Workforce Development division 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 nontraditional elective or major credit toward a Garrett College associate degree program.

To be eligible for nontraditional 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 five years of matriculating into the GC degree program.
- Have current certification or licensure in the professional area for which nontraditional 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 student has attained the learning outcomes of a specific course. This evaluation will be carried out by the Chief Academic Officer or designee.

A student seeking nontraditional 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.

Listed below are examples of the CEWD certification and licensure programs for which students may request nontraditional credit, the major/degree program(s) to which the nontraditional credits may be applied, and the maximum number of nontraditional credits that may be applied. Contact the Office of Academic Affairs for information on programs not listed here.

CEWD Program	Major	Max Credits
Mountaintop Truck Driving Institute	General Studies	12 Credits
Welding	General Studies	12 Credits
EMT	General Studies	6 Credits
Paramedic	Paramedic Studies, A.A.S. only	30 Credits
Machining	Professional & Technical Studies	13 credits

Additional fees may apply.

Transferability of credits is at the discretion of the receiving institution. Students planning to transfer should contact those institutions to determine whether credits will be accepted upon transfer.

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 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 their domicile is the same as or different from that affirmed at application.

The word "domicile" 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, the supporter'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 rates.

The person seeking In-County or Out-of-County residency status shall have the burden of proving by clear and convincing evidence that they satisfy 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 their permanent home; and
b. Abandon their 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, evidenced by 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 may be considered. A student may demonstrate that they share living quarters which are owned or rented and occupied by a parent, legal guardian or spouse.
b. Has substantially all of their personal property, such as household effects, furniture and pets in Garrett or another Maryland county.
c. Has paid Maryland state and local income tax 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 Garrett or another Maryland county, 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 student 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 student is admitted to the College. Burden of proof of residency is to be upon the student, and student will be required to sign a statement substantiating their 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 (student has provided 51% or more of their 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 Garrett 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 (student has provided 51% or more of their 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 Garrett 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 legislation 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. 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.php.

State-approved Tuition Reduction 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 special tuition rates.

Eligibility for state-approved tuition reduction programs 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 the Veterans Heath Care & Benefits Improvement Act of 2016 and the Colonel John M. McHugh Tuition Fairness for Survivors Act of 2021, Garrett College will consider qualified 'covered individuals' as Maryland residents for tuition purposes. Refer to page 29 for eligibility requirements and further information.

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 0-3 (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 their residency status at each semester's registration, at which time the student must indicate whether their 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 their residence during a semester will not have their 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 their Maryland address as their 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 Office of Records and Registration (ORR) 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 ORR 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 ORR, the student must notify the Chief Financial Officer (CFO) in writing within three (3) working days of the ORR's decision. The request for appeal must state the reason for appeal. Upon receipt, the CFO will notify the student of a date and time for the student to present the evidence related to the student's residency status. Unless both the student and the CFO 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 CFO, and any witnesses for either side who will present evidence. The CFO will determine the student's residency status based upon the evidence provided and send written notification of the decision to the student and the ORR.

Level 3: A subsequent appeal by the student may be made to the College President in writing within five (5) working days after the CFO's written notification to the student. The written request for an appeal must state the reasons for appeal. The President will review the CFO's determination, and will send written notification to the student and the ORR regarding the outcome of the appeal.

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

FINANCIAL INFORMATION

TUITION, FEES, AND OTHER EXPENSES

The College reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the College and the Board of Trustees.

TUITION

Tuition rates apply to both full and part-time students.

Legal Resident of Garrett County
(or WV Reciprocity) ..... $99 per credit hour

Resident of Maryland
(outside of Garrett County) ..... $291 per credit hour

Resident of Border Counties
(Preston, Tucker, Mineral & Grant counties in WV,
Somerset & Fayette in PA) ..... $292 per credit hour

Non-Resident of Maryland ..... $380 per credit hour

FEES

REGISTRATION FEE

A non-refundable and nontransferable registration fee of $25 per semester is assessed at the time of registration. Once registered the student assumes the legal obligation to pay in full all associated tuition and fees. The registration fee cannot be paid by Financial Aid awards.

COMBINED FEE

The Combined Fee of $49 per credit hour supports the instructional, technological, and student services provided by Garrett College.

Note: Students enrolled under the Maryland National Guard Partners in Education program and students in the FSU Parks & Rec program who are required to dual-enroll in OLA courses at GC receive a 25% discount on combined fees.

COURSE FEES

Some courses have additional fees. Check the Semester Schedule of Courses for additional fees, if any.

MISCELLANEOUS FEES

Payment Plan Enrollment $35
Independent Study ..... $25 per credit hour
Life Experience Assessment .....$15 application fee
$35 assessment fee (varies)
$10 per credit awarded
Criminal Background Check
(as required for certain courses or majors)..... varies
Housing Application Fee (by early deadline) $25
(by closing deadline) $40

HOUSING COSTS

Garrett College offers students a choice in residential housing. Both halls are close to campus with a lit walkway to the main campus.

LAKER HALL

Single Room $6,906/year
Double Room $5,833/year
Optional Meal Plans
Silver Meal Plan $1,000/semester
Gold Meal Plan $1,300/semester
Platinum Meal Plan $1,500/semester

GARRETT HALL

Double Room (with Silver Meal Plan) $5,615/year
Double Room (with Gold Meal Plan) $6,215/year
Double Room (with Platinum Meal Plan) $6,615/year

MEAL PLANS

The Laker Café, located in the Student Center, offers full-service meals for breakfast, lunch, and dinner on a regular schedule when classes are in session. Meal plan 'Laker Dollars' can only be used in the Laker Café, including to purchase tokens from the café for use in their cold food vending machine.

Unused meal plan dollars are non-refundable. Balances transfer from fall to spring semester, however, if the student does not enroll in spring, unused dollars are forfeited. At the end of the spring semester, unused dollars are forfeited and cannot be transferred to a new academic year.

PAYMENT

All tuition and fees are assessed at the time of registration for classes and payment is due by the published due date. A student may enroll in a payment plan for a fee. A student using a payment plan is required to make all payments on time. A student who does not keep current with payments may not be eligible to register for a subsequent semester.

DISENROLLMENT FOR NON-PAYMENT

Students that do not have a payment plan or sufficient financial aid in place, and/or have not made payment in full by the published due date will be dropped from all classes and removed from housing (if applicable).

Students who are dropped from classes will be required to re-register and may need to select different classes based upon availability. Students who are removed from housing and then re-enroll in classes are not guaranteed housing; student must contact Residence Life to verify housing arrangements.

TUITION & FEE REFUNDS

To be considered for a refund of tuition and fees, students must officially drop/withdraw from a class before the published drop/withdraw deadline. Deadlines vary by course depending upon the start date and duration of the course. Please refer to the Adds, Drops, Withdrawals discussion on page 47 for more information.

STATEWIDE DESIGNATED & HEALTH OCCUPATION SHORTAGE PROGRAMS

Garrett College offers several programs of study that have received the Statewide Designated or Health Occupation Shortage Program status from the State of Maryland. Verifiable Maryland residents who meet all required criteria and enroll in the designated programs will receive the in-county tuition rate. Visit https://www.garrettcollege.edu/tuition-and-fees.php for a list of current programs. Students enrolling under this agreement are limited to the required courses listed in the program major.

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 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 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's Tuition Reciprocity should contact Garrett's Office of Academic Affairs for information.

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.

Non-Maryland students enrolled in Frostburg State University's Parks and Recreation program who 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 received ACM status with Garrett.

Maryland students can find more information on the Maryland Higher Education Commission's website at http://mhec.maryland.gov/institutions_training/Pages/acadaff/commonmarket.aspx

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

TUITION WAIVERS & EXEMPTIONS

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 "Guide for Tuition Waivers for Students with Disabilities" found online at my.garrettcollege.edu/ICS/Admissions.
2. Complete the Certification for Tuition Waiver 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.
3. Return the completed Certification form to the Garrett College Financial Aid Office. The Certification is valid for one academic year (Fall to Spring).
4. Complete the Free Application for Federal Student Aid at www.fafsa.ed.gov and submit it to the Financial Aid office by August 15th (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).

MARYLAND FOSTER CARE & HOMELESS YOUTH WAIVER

In accordance with Section 15-106.1 of the Annotated Code of Maryland, the Maryland Tuition Waiver for Foster Care Recipients and Homeless Youth is available to students who are enrolled as a candidate for an associate, bachelor's degree or vocational certificate at a Maryland Public institution of higher education. Students must complete and file the Free Application for Federal Student Aid (FAFSA) each year for attendance and meet application and eligibility requirements set forth by the State of Maryland will receive a waiver of tuition and all required fees.

Eligible students for the Foster Care Waiver must be under the age of 25 and who are or were in an out-of-home placement in Maryland by the MD Department of Human Services.

Eligible students for the Homeless Youth Waiver must be under the age of 25, had a consistent presence in Maryland for at least 1-year and be a verified homeless child or youth as defined by the Federal McKinney-Vento Homeless Assistance Act.

Additional eligibility requirements may apply; contact the Garrett College Homeless & Foster Student Liaison at 301-387-3012. For additional details, visit the Maryland Higher Education Commission website (mhec.maryland.gov/preparing/Pages/Financial Aid/descriptions.aspx) under Unique Populations.

MARYLAND SENIOR CITIZENS

In accordance with Section 16-106(b)(2) 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.

MARYLAND ARMY NATIONAL GUARD STATE TUITION WAIVER

In accordance with Section 11-403 of the Maryland Annotated Code, 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. For information on how to process this request, please visit: https://military.maryland.gov/NG/Pages/tuition-assistance.aspx.

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 website (http://mhec.maryland.gov/preparing/Pages/FinancialAid/descriptions.aspx) for details.

Important: Students must complete and file the Free Application for Federal Student Aid (FAFSA) each year for attendance during the following Fall, Spring, and Summer Terms.

Non-U.S. Citizen Exemption from Non-Resident Tuition Rates

Maryland legislation 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. See page 20 for details.

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/how-to-pay.php.

Delinquent Accounts

A late fee of $25.00 is charged for delinquent accounts. In addition, the delinquent accounts are referred to a collection agency. Once referred to a collection agency, 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 matter is resolved. Students who are financially indebted to the College are placed on a Financial Hold preventing further registration 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

The Student Financial Aid Office is located in the Student Center and is open 8:30 a.m.- 4:30 p.m., Monday through Friday. Students also may email financialaid@garrettcollege.edu or call 301-387-3080 for assistance from a member of the Financial Aid Team. More than 90% of all students enrolled at Garrett receive some form of financial aid. Garrett College disburses more than $5,000,000 annually in funds from local, state, and federal programs.

WHAT IS FINANCIAL AID?

Financial aid consists of funds provided to students and families to help pay for college expenses. Detailed information can be found on the Garrett College website at garrettcollege.edu/financial-aid.php.

HOW TO APPLY FOR FINANCIAL AID

The FAFSA is the FREE Application for Federal Student Aid. Students must complete and submit the FAFSA to apply for federal student aid—that's government money for college. Financial aid offices use information from the FAFSA to determine if a student is eligible to receive federal grants, loans, or work-study funds. States and schools also use the information from the FAFSA to determine whether a student may qualify for additional aid. **The Garrett College FAFSA School Code is 010014.**

FINANCIAL AID FUNDING OPTIONS

For detailed information concerning financial aid options, please visit the Garrett College Financial Aid Grants & Scholarships web page available online at www.garrettcollege.edu/scholarships.

FEDERAL FINANCIAL AID PROGRAMS

Federal financial aid programs offered at Garrett College include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, and Federal Direct Student Loans. More detailed information about the Federal financial aid programs is available on the studentaid.gov website. Choose "Loans and Grants" to get current, comprehensive information on these Federal student financial aid programs.

STUDENT WORK-STUDY PROGRAMS

The Work-Study program provides students part-time employment opportunities. A student must maintain a 2.0 grade point average in order to hold a work-study job. Interested students should contact the Financial Aid Office for an application.

MARYLAND STATE SCHOLARSHIP/GRANT PROGRAMS

Scholarship awards are made by the Maryland Higher Education Commission to eligible Maryland residents. The deadline for filing the FAFSA is March 1 for the upcoming academic year. Information and applications may be obtained from high schools, the college, or the Maryland Higher Education Commission at 1-800-974-0203 or visit their website at www.mhec.maryland.gov.

The College Affordability Act of 2016, enacted by the Maryland legislature, requires students receiving Howard P. Rawlings Program of Educational Excellence Awards (Guaranteed Access Grant, Educational Assistance Grant, and Campus Based Educational Assistance Grant) to successfully complete at least 30 credit hours by the end of the student's second academic year in order to receive full (non-prorated) State funding in the subsequent year.

Maryland State Scholarships Include:

- Guaranteed Access Grant
- Educational Assistance Grant
- Campus-Based Educational Assistance Grant
- Part-Time Grant
- Maryland Community College Promise Scholarship
- Delegate Scholarship
- Senatorial Scholarship
- Conroy & Cryor Scholarship Programs

MARYLAND COMMUNITY COLLEGE PROMISE SCHOLARSHIP

The Maryland Community College Promise Scholarship creates opportunities for students to attend one of Maryland's public community colleges by providing tuition assistance for any student eligible for in-state tuition up to $5,000. As a "last dollar" scholarship, it covers any remaining tuition and mandatory fees after other grants and scholarships are applied. The Promise Scholarship only covers tuition and all fees and requires students to maintain a 2.5 Grade Point Average.

DISTRICT OF COLUMBIA TUITION ASSISTANCE GRANT

Students who are residents of the District of Columbia may qualify for financial assistance from the District Financial Assistance program, D.C. Tuition Assistance Grant (TAG). Students must apply using the D.C. OneApp which is located at www.dconeapp.dc.gov. The application is available on February 1 and must be filed

by June 30 each year. Students must apply and meet the program specifications on an annual basis.

Garrett County Scholarship Program

The Garrett County Scholarship Program (GCSP) offers recent county high school graduates scholarship opportunities while in attendance at Garrett College. The scholarship requires a minimum 2.5 grade point average each semester and covers a maximum of 64 credit hours not including remedial coursework. Also note that repeated coursework and associated course fees and textbooks will not be covered by the GCSP. Additional requirements, limitations, and information can be found on the Garrett College website at www.garrettcollege.edu/scholarships.php.

Garrett College Foundation Scholarships

The Garrett College Foundation, Inc., awards numerous merit and need-based scholarships every academic year. Scholarship applications may be found at www.garrett.awardspring.com. The Foundation provides a full scholarship listing online at https://www.garrettcollege.edu/images/foundation/scholarships-and-funds.pdf

Federal & State Financial Aid Policies

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

Admission Status

Only students classified as degree- or certificate-seeking are eligible for financial aid. Non-degree students such as those classified as dual-enrolled are not eligible for Federal 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 for with financial aid funds.

Continuing Education & Workforce Development Courses

Continuing Education courses are not eligible for federal financial aid. For information about programs and availability of financial assistance, contact the college's Continuing Education and Workforce Development division at 301-387-3069.

Remedial Coursework

Financial aid can only be received for a maximum of one year (30 credit hours) of remedial coursework. Remedial course grades are considered in calculating students' cumulative GPAs, completion rate, and program completion percentage for satisfactory academic progress (SAP) purposes.

Disbursement

Students who have been awarded financial aid and have completed all necessary steps to receive funds will have their accounts credited. Any remaining funds after tuition, fees, on-campus housing and meals, and bookstore charges (if applicable) will be refunded to the student. Students should monitor emails and messages from the Garrett College Business Office regarding dates and timing of overpayment checks.

Over Awards

Students may not receive federal student financial assistance that exceeds need, as determined by the difference between the cost of attendance (COA) and student aid index (SAI). Students who receive federal financial aid awards in excess of their financial need will have their assistance adjusted or reduced until they are no longer receiving an over award. The student is responsible for repayment to the college of the over awarded amount. Students also should be aware that they cannot receive federal financial aid at two institutions which they may be simultaneously attending during the same term.

Program of Study Requirements

The U.S. Department of Education (34 CFR 668.2(b)) requires that federal financial aid funds such as grants, loans, and work-study compensation, only apply toward courses that count toward the degree or certificate a student is pursuing. If a student is enrolled in courses that do not count toward their degree, certificate, or other recognized credential, those courses cannot be used to determine enrollment status unless they are eligible remedial courses. **As a result, federal financial aid will not cover classes outside a student's degree plan (also known as student's program of study)** and the student's aid will be reduced according to their Title IV eligible enrollment. To maximize the amount of federal financial aid a student can receive, students should be sure to register only for courses within their program of study/degree plan.

Pell Recalculation Date

The Pell Recalculation Date (sometimes referred to as the census date) is a date in the semester when the Financial Aid Office is required to evaluate Federal Pell Grant eligibility based on a student's current enrollment

status (34 CFR 690.80). If the Pell Grant a student was awarded does not match with their current enrollment status, the award must be adjusted.

Any classes added after the Pell Recalculation Date will not count towards Federal Pell Grant eligibility, regardless of the start date for the class. If a student drops, withdraws from, or does not attend classes that they were registered for, student's financial aid award may be adjusted in the following situations.

- If funding has already disbursed, student may be required to repay their financial aid.

- If funding has not yet been disbursed and:
  - student's enrollment decreases to less than 6 credits, any loans awarded will not disburse.
  - student was awarded any state grants, student's award may be reevaluated, depending on the grant.
  - student was awarded a Pell Grant; student's award will be reevaluated to determine their eligibility.

Requirement for the Return of Federal Financial Aid

The Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw (officially or unofficially), drop out, are dismissed or take a leave of absence prior to completing the 60% point of each semester. Withdrawing from all of your classes (i.e. stop attending your classes) before the 60.01% point of each semester will impact your financial assistance. Students who withdraw from a class or classes are advised to contact the Financial Aid Office prior to withdrawal to determine the impact that a total withdrawal will have on their financial aid. Federal law may require that you pay back all or a portion of your federal financial aid that was not earned for withdrawing.

Students awarded Title IV financial aid are entitled to the funds if they attend classes. If a student completely withdraws from all classes or stops attending all classes during an enrollment period, Garrett College must calculate the portion of federal aid that the student earned according to the federal guidelines. If the student is enrolled and attending classes past the 60% date of the semester or term, the student is entitled to all aid and does not have to repay any portion of the aid.

If the student withdraws past the official add-drop (refund) period but before the 60% point of the enrollment period, a prorated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. The amount of Title IV grant or loan assistance earned by the student must be calculated based on the number of days that the student was enrolled, and actively participating. This is determined by the last day of attendance as determined by the instructor.

If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the Department of Education and a debt to the College and possibly to the Department of Education will be incurred.

Order in which federal funds must be returned:

1. Unsubsidized Federal Student Loans
2. Subsidized Federal Student Loans
3. Federal Direct PLUS loans
4. Federal Pell Grants
5. FSEOG Program aid
6. Other assistance under Title IV for which a return of funds is required

If a student earned more than was disbursed, the institution would owe the student a post-withdrawal disbursement.

The full Return of Title IV Funds (R2T4) policy can be found online at https://www.garrettcollege.edu/policy.php.

Satisfactory Academic Progress (SAP)

Requirements 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 monitoring minimum semester grade point average (GPA), minimum completion rate, and maximum time-frame for completion. (The complete SAP policy can be can be accessed online at garrettcollege.edu/eligibility.php.) A student who does not meet any of these requirements is in violation of SAP for financial aid purposes and is at risk for loss of aid. It is the student's responsibility to be aware of their current progress. At the end of each semester, once grades are posted, the Financial Aid Office notifies students via email.

VETERANS & SERVICE MEMBER EDUCATION BENEFITS

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.

Students interested in utilizing VA Benefits can find the detailed **Checklist for Benefits** at www.garrettcollege.edu/veterans-affairs.php.

In compliance with PL-115-407, Section 103: Garrett College will not penalize chapter 31 or chapter 33 students, in regards to tuition and fees, while waiting on payment from the Department of Veteran Affairs. For more information, visit the GI Bill® website at 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).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). Information about education benefits offered by VA is available at the official U. S. government website at www.benefits.va.gov/gibill.

MARYLAND ARMY NATIONAL GUARD STATE TUITION WAIVER

The Maryland National Guard and Garrett College have formed a joint relationship as Partners in Education. Refer to page 24 for information on the National Guard State Tuition Waiver.

CONROY & CRYOR SCHOLARSHIP PROGRAMS

The Edward T. Conroy and Jean B. Cryor Memorial Scholarship Programs offer financial assistance to Maryland residents based on specific service-related criteria. The **Conroy Scholarship** is available to students with a military or public safety service background, as well as the spouses and children of eligible veterans or public safety employees. Similarly, the **Cryor Scholarship** provides support to the children and surviving spouses of school employees who were victims of an act of violence occurring in the line of duty.

Unlike most state awards, these applications are processed directly by the Garrett College Financial Aid Office rather than the state commission. For full eligibility details and application forms, please visit https://mhec.maryland.gov/preparing/Pages/prog_conroycryor.aspx or contact the GC Financial Aid Office for assistance.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Garrett College fully supports students who are members of the Armed Forces, including the reserve components, whose enrollment is interrupted by military service. In accordance with 38 U.S. Code §3691A, any student who receives official military orders while enrolled must notify the Office of Academic Affairs to discuss their options:

- *Complete Withdrawal:* a 100% refund of all tuition, fees, and institutional housing charges, with nonpunitive withdraw 'W' grades; or,
- *Leave of Absence:* Incomplete 'I' grades with up to one year to complete requirements.

The College will impose no academic or financial penalties. Students are guaranteed reinstatement to the college, provided they notify the College of their intent to return within three years of release from active service and their cumulative absence does not exceed five years. Each case will be reviewed individually to ensure the best interests of the student are met, holding student harmless from adverse academic or financial actions.

MILITARY PERSONNEL RESIDENCY GUIDELINES

In accordance with Section 15-106.4 of the Annotated Code of Maryland and the Veterans Health Care & Benefits Improvement Act of 2016, the College will determine residency for military personnel as follows.

An active-duty member of the United States armed forces along with their 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.

In accordance with the Veterans Health Care & Benefits Improvement Act of 2016 and the Colonel John M. McHugh Tuition Fairness for Survivors Act of 2021, covered individuals will be considered a Maryland resident, where 'covered individual' is defined as:

- A Veteran using educational assistance under either Chapter 30, 31, 33, or 35 of Title 38 U.S.C., who lives in Maryland (regardless of their formal State of residence).
- Anyone using transferred Chapter 33 benefits who lives in Maryland (regardless of their formal State of residence).
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in Maryland (regardless of their formal State of residence).
- Anyone described above while remaining continuously enrolled (other than during regularly scheduled breaks between courses or semesters). The person so described must be using educational benefits under either Chapter 30, 31, 33, or 35 of Title 38, United States Code.

In-County or Out-of-County status will be determined based upon the county where residing/domiciled.

Individuals must complete the Military Personnel Residency Declaration to initiate a request for residency consideration under PL 117-68. The residency status, if approved, will begin on the date the declaration is submitted. Residency cannot be granted retroactively.

STUDENT SERVICES

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.

The Student Conduct Code can be found online at https://www.garrettcollege.edu/policy/services/student-code-of-conduct. 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.

CAMPUS ADVISORY AND ACTIVITIES BOARD

The Campus Advisory and Activities Board (CAAB) is a student-run body that provides guidance to student organizations and works with Student Services staff to develop activities to enrich the student experience. The goal of CAAB is to foster students' sense of belonging and connection to the College by promoting student involvement, school spirit, and campus traditions. Its members apply and are chosen after an interview process. CAAB representatives participate in institutional government through participation in the Student Life and Services Committee and Board of Trustee meetings.

Under supervision of the Student Activities Manager or designee, the CAAB develops and manages a budget which is allocated from student fees. All CAAB 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 the Campus Advisory and Activities Board, provide students with opportunities for self-expression; to make new friends, learn new skills, develop lifelong interests, and learn through practical experiences.

LAKER NATION ATHLETICS AT GARRETT COLLEGE

The Garrett Lakers athletic program offers one of the most competitive athletic programs in the nation. Garrett College holds membership in the National Junior College Athletic Association (NJCAA), with over 500 community colleges represented nationwide. The Lakers are also members of the highly respected Region 20, comprised of colleges and their respective athletic teams from Maryland, West Virginia, and Pennsylvania. In conference play, Garrett competes within the Maryland Junior College Conference (MDJUCO), geographically based mostly in the metropolitan Baltimore and Washington, DC regions.

The Lakers compete and offer sports in intercollegiate men's baseball, men's and women's basketball, women's softball, women's volleyball, wrestling, and men's and women's soccer. Most sports are led by full time on-campus coaches, with full time athletic trainers, a strength and conditioning coach, and an athletic academic coordinator also on-campus.

Athletics, academics, and community are all essential parts of the Laker Nation student athlete experience. Student athletes are held to high on-campus standards as part of the Student Athlete Code of Conduct. Each student athlete, with the help of their coach, will work towards academic and athletic successes that will take them to the next level. Academically, students who transfer after Garrett have a high transfer success ratio.

The Garrett College athletic facilities are some of the best in the region. Included is the Community Athletic and Recreation Complex (CARC), featuring 'The Home of Laker Nation,' a 1,600 seat, three-court gymnasium, student-athlete weight room, and athletic training center. Also located in the CARC is a competition swimming pool, a warm water recreation pool, and a state-of-the-art fitness center. Our baseball, softball, and soccer programs play on a lighted multi-purpose turf field adjacent to the campus. GC wrestlers have a

dedicated team wrestling room, and baseball and softball players are able to practice year-round in our indoor batting facility. On-campus dormitory and apartment-style housing are also available for Garrett College students. Visit www.garrettlakers.com to shop for Laker gear and other merchandise.

CAMPUS SERVICES

FOOD SERVICE

The Laker Café is located in the Student Center across from the Learning Commons. 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.

TEXTBOOKS

eCampus is Garrett College's textbook and course material provider. Purchase options include new, used, rental, digital, and/or marketplace pricing. eCampus also provides for return shipping for drop/adds and provides an end of semester rental return and book buyback. For more information please visit the eCampus website at www.garrettcollege.edu/textbooks.php.

GARRETT GEAR & APPAREL

Shop the official online store and show off Garrett College and Laker pride. Choose from extended sizes for men and women's clothing that includes t-shirts, hoodies, outerwear, sweat pants, sweat shirts, hats, and more. Gift items and spirit and dorm accessories can also be found on the website. To check out all the Garrett College merchandise, visit https://sideline.bsnsports.com/schools/Maryland/mchenry/garrett-college .

STUDENT HEALTH SERVICES

Garrett College collaborates with various local agencies to provide students with a range of health and counseling services.

PHYSICAL HEALTH SERVICES

Garrett College has teamed up with Garrett Regional Medical Center to provide on-campus health services. Walk-ins and appointments are available for services such as evaluation of simple illnesses or conditions; treatment of minor colds, flu, infections, or sprains; lab testing; counseling; and more. Visit www.garrettcollege.edu/student-health-services for more information.

GRMC Health Clinic (non-emergencies).. 301-387-3742
Garrett Medical Group Urgent Care 301-387-8718
Mt. Laurel Medical Center 301-533-3300

MENTAL HEALTH SERVICES

A licensed professional counselor is available to assist any student who is in crisis, offer therapeutic problem-solving, make referrals for personal counseling, and provide educational/outreach programs.

Additional services are available through various local agencies such as the Garrett County Health Department and Mt. Laurel Medical Center. The Dove Center provides on campus counseling on a regular basis for victims of domestic violence or sexual assault.

The Dove Center 301-616-4455
Garrett County Health Department 301-334-7680
Students in Crisis Hotline 800-422-0009

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, stove/oven, and vending machines 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.

RESIDENCE HALL REQUIREMENTS

Living on campus is a privilege that is earned through diligent study and adherence to all Garrett College rules,

regulations, policies and procedures. Students interested in residential housing must meet minimum requirements to be admitted into on campus housing and must maintain good academic standing in order to remain in on campus housing.

Residence Hall Admittance Requirements

Students wishing to reside in on-campus housing must meet the following residential admittance criteria:

- Minimum high school GPA of 2.0 (on a 4.0 scale) -OR- score of 241 or higher on the Accuplacer Next Generation Writing Exam
- Final high school transcript, GED, or transfer transcript on file with the GC Admissions Office
- Full application and deposit payment made in order to process housing application
- Pass background check (includes criminal/court records and social media check)

Students meeting the above criteria will receive a housing assignment prioritized by the date application was received at Garrett College. There is no guarantee of housing availability, floor or room assignment, or choice of roommate.

Good Academic Standing Requirements

Residential students are required to maintain good academic standing (as defined in Academic Standing and Degree Progression, see page 50). A student who does not meet the minimum cumulative grade point average (CGPA) required for good academic standing will not be permitted to return to the residence halls the following semester.

A student who is removed from the residence halls due to a substandard CGPA who feels extenuating circumstances may warrant reconsideration may file an appeal in writing to the Director of Student Development. All appeals must be received within five (5) business days of receipt of the housing termination notice.

ACADEMIC SERVICES

CAMPUS TECHNOLOGY

Registered Garrett College students have access to various campus technology resources, including computer labs and library computers. These free resources provide students a means to check email, use the Blackboard learning system, and access the my.GarrettCollege.edu student portal.

All Garrett College systems require multi-factor authentication for system access and log-in verification. Students use the same username and password for all campus technology. For assistance with username and password information, visit room TC-319 in the IT Administrative offices (a photo id will be required).

Garrett College utilizes a third-party notification system for important campus updates and alerts. Students' email and the cellphone number on file will be used, and all active students are automatically enrolled in the system.

LAKER EMAIL

Garrett College students are issued a Laker Email account which is used for all College communications. 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 Laker 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 Conduct Code (garrettcollege.edu/policy). This includes but is not limited to harassment, appropriate language, responsibility for others, and verbal abuse.

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.

MYGARRETTCOLLEGE STUDENT PORTAL

The my.garrettcollege.edu student portal offers students 24/7 access to a variety of features, including class schedules, grades, unofficial transcripts, billing statements, advising worksheets, and course offerings.

ACADEMIC SUPPORT SERVICES

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

DISABILITY SUPPORT SERVICES

Students seeking accommodation for a documented disability should contact the Office of Disability Support Services. 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 Affairs or designee 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. For more information, contact the Office of Disability Support Services (301-387-3749 or ADA504@garrettcollege.edu).

ADVISING & ACADEMIC SUCCESS CENTER

In the Advising and Academic Success Center (AASC), students can speak with trained advisors about academic, career, and transfer goals. The AASC also offers flexible tutoring and testing options in support of student learning at Garrett College. For more information on AASC services, visit www.garrettcollege.edu/advising.php, or contact aasc@garrettcollege.edu or 301-387-3715. Students may visit the AASC in Room 519 of the Learning Commons.

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 few semesters and students who are on academic probation, while program-specific Faculty Advisors work with students who have earned at least 12 college level credits and are in good academic standing. Students can find the name and contact information of their primary advisor (and secondary options if the primary is unavailable) by accessing 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 exploration tools, such as Career Coach (garrettcollege.lightcastcc.com), 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 early as possible. Students who do so will have a much greater likelihood of a smooth transfer experience and maximum credit transferability. Working with an advisor, students can use online tools such as ARTSYS (articulation.usmd.edu) to plan their classes at Garrett College well in advance. Information regarding articulation agreements, transfer scholarships, and more can be found on the Garrett College website at https://garrettcollege.libguides.com/TransferServices.

Tutoring

The AASC offers free and flexible tutoring options to enrolled students each semester, as resources permit. General tutoring options include:

- **Live Tutoring:** Get face-to-face, drop-in assistance at the Tutoring Center from trained peer or professional tutors at Garrett College.
- **Wired Tutoring:** Access virtual support via video chat, email, or phone with trained peer or professional tutors at Garrett College.
- **Standby Tutoring:** Enjoy 24/7 online tutoring through NetTutor and explore self-guided resources with LibGuides, all available through Blackboard.

Tutors are available to assist students with writing (grammar, sentence structure, paragraph development, and general written communication proficiency), math (support ranging from basic math through higher level math skills), humanities, social sciences, sciences (conceptual understanding), computers, basic study skills, and other subject areas.

Students may visit the Resources Blackboard course for full tutoring details, including Tutoring Center schedules, wired tutor contact information, subject-specific tutoring availability, and access to NetTutor. Students interested in being a paid peer tutor can also inquire within the AASC.

Academic Success Skills Coaching

The Advising and Academic Success Center offers academic success skill development services to interested students, including assistance with note taking, test taking, reading textbooks, and time management. Students may 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, hybrid, or web-enhanced courses per the instructor's guidelines, including Respondus Lockdown Browser software requirements (if applicable). College placement testing, ACT WorkKeys®, CLEP, and other internal and external 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 (https://www.garrettcollege.edu/testing-center.php) for the current semester's testing hours. When a student takes an exam in the testing center, student 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 301-387-3715 or email testingcenter@garrettcollege.edu.

INTERNATIONAL STUDENTS

Garrett College is proud of its international student population and welcomes new students looking to study in the United States. We are authorized under federal law to enroll non-immigrant students and issue the Student and Exchange Visitor Program (SEVP) form I-20 Certificate of Eligibility for Non-immigrant Student Status to students wishing to obtain an F-1 Student Visa. As such, Garrett College abides by all federal regulations set forth by SEVP in order for students to maintain their ability to study in the U.S.

INTERNATIONAL ADMISSIONS PROCESS

Information regarding the admissions process for non-U.S. citizens can be found on page 11 of this catalog.

ACADEMIC REQUIREMENTS

To maintain F-1 student status, a student must be in good academic standing as defined by the College's Academic Standing and Degree Progression procedures (see page 50). A student who falls below the requirement for academic good standing is placed on academic probation. If the student does not return to academic good standing in the following semester, the student may be academically dismissed from the College. If an F-1 student is academically dismissed, the College must, by federal law, terminate the student's SEVIS record immediately after the date in which the dismissal letter was issued. Once a SEVIS record is terminated, the student is considered out-of-status and must leave the U.S. immediately.

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, but no more than 18 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.
- Online courses can make up no more than 3 of the 12 credit hours. Hours over 12 can be any method of delivery.

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).

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 and not guaranteed. 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 <u>are not</u> 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 student academic records and overseeing policies and practices related to registration, academic progress, and degree completion. The office maintains permanent academic records, supports the College's Student Information System, administers academic policies, and provides data analysis and reporting.

The office serves as the steward of student records from application through degree conferral. Record retention is governed by federal and state law, college policy, and professional guidelines. Permanent records include grade reports, change of grade forms, and related academic correspondence. Copies of letters notifying students of disciplinary actions that affect enrollment are also retained in the academic record. All other records related to student conduct reviews are maintained by the Office of Student Development as described in the Student Conduct Code (garrettcollege.edu/policy).

ACADEMIC TRANSCRIPTS

Garrett College uses Parchment® Credentialing Services to fulfill official transcript requests. For a small fee, transcripts are sent as secure and encrypted electronic documents or by mail if specified. Students may visit www.garrettcollege.edu/transcripts to order their official college transcript. Unofficial transcripts are available to current students through the my.garrettcollege.edu student portal. An unofficial transcript is not considered official for the purpose of transferring credit to another institution. (CEU reports and transcripts for non-academic programs offered through the College's Continuing Education and Workforce Development division can be obtained by calling 301-387-3069.)

CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

The Continuing Education and Workforce Development (CEWD) division of Garrett College provides a wide range of educational opportunities for the residents of Garrett County and the surrounding region. Most non-credit courses are available to any participant regardless of past education or grade level.

CEWD offers courses in the following areas: Adult Basic Education (basic skills improvement and preparation for the Maryland High School Diploma exam), Technology (beginner through advanced applications), EMS/Fire Training, Health, Wellness, Arts, History, Lifestyle, Home, Recreation, Seminars, Conferences, Online, and Workforce Development/Career Preparation certifications.

Courses are planned in response to the needs of the community, and suggestions are always welcome. CEWD prepares two Community Education schedules per year, which are distributed in August and February, and a Workforce Training catalog, which is available in March. Courses are offered at four locations in Garrett County: the main campus in McHenry, the Northern Outreach Center in Grantsville, the Southern Outreach Center in Oakland, and the Career Technology Training Center in Accident.

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.

Special populations may be eligible for discounts or waivers on specific courses, please see the course schedule or website for details. Visit garrettcollege.edu/cewd for online course registration. Scholarship funds may be available for select programs.

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

CEWD GRADING SYSTEM

For certain Continuing Education & Workforce Development (CEWD) courses and programs, student progress is evaluated and reported at the end of the program. Grading scales vary by course or program; please contact CEWD for more information.

A student enrolled in a CEWD course or program who wishes to appeal a final grade should first communicate with the instructor and the appropriate program coordinator/director to gain clarity on the grade received. If the instructor and student do not reach agreement, the student may appeal in writing to the Dean of Continuing Education and Workforce Development. If, after following the above steps, the student believes that the grade was based upon discriminatory or unfair practices, student may use the

Student Grievance Procedures available online at garrettcollege.edu/policy.

CEWD Student Records & Transcripts

Enrollment in Continuing Education & Workforce Development (CEWD) courses and programs creates a student record with Garrett College. Retention of student records is governed by federal and state policy, and permanent records such as certificates of completion, continuing education units (CEUs), and grade transcripts are managed by the CEWD main office located on the McHenry campus. For information on obtaining CEU or grade transcripts, please contact the Continuing Education office at 301-387-3069.

ACADEMIC PROGRAM INFORMATION

GENERAL EDUCATION REQUIREMENTS

In accordance with the Code of Maryland Regulations 13B.06.01.03 (see page 153), Garrett College offers a strong general education program designed to enhance students' intellectual growth in a wide range of disciplines.

GOALS OF THE GENERAL EDUCATION PROGRAM

Information Literacy: Students will be able to recognize when information is needed and to locate, evaluate, incorporate, and present information effectively.

Communication: Students will be able to make connections that create meaning between themselves and their audience, and to speak, read, write, and listen effectively.

Critical Analysis and Reasoning: Students will be able 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: Students will be able to use appropriate scientific, mathematical, or statistical models in interpreting quantifiable phenomena; and will be able to use scientific, mathematical, or statistical symbols, techniques, and logic to solve problems of a quantifiable nature.

Information Management: Students will be able to use electronic media, technology, and data effectively for research, communication, and practical application.

Cultural and Global Perspective: Students will develop an awareness of global issues and an appreciation for diversity and cultural dynamics as seen through different disciplines.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

INFORMATION LITERACY

- For a particular problem or purpose, students will be able to determine the extent of the information needed and demonstrate the ability to access needed information effectively and efficiently.
- Students will demonstrate the ability to critically evaluate information and its sources.
- Students will demonstrate an understanding of the economic, legal, and social issues surrounding the use of information and will demonstrate the ability to access, use, and document information appropriately.
- Students will demonstrate the ability to use information effectively to accomplish a specific purpose.

COMMUNICATION

- Students will demonstrate the ability to critically respond to their own and others' written and oral presentations.
- Students will demonstrate the ability to effectively (as defined by a rubric) speak, write, and listen, maintaining audience awareness.
- Students will demonstrate the ability to use technology to access information and to critically evaluate sources.
- Students will demonstrate the ability to use the ideas and findings of others to support their own ideas and arguments and to broaden the discussion of opposing ideas.

CRITICAL ANALYSIS AND REASONING

- In a variety of contexts and situations, students will demonstrate the ability to assess claims and make judgments based on well-supported evidence.
- Students will demonstrate the ability to analyze and synthesize information.
- Students will demonstrate the ability to perform formative and summative evaluations.
- Students will demonstrate the ability to apply decisions and actions based on conclusions.

SCIENTIFIC LITERACY AND QUANTITATIVE REASONING

- Students will demonstrate the ability to create, interpret, and draw inferences from mathematical and statistical models.
- Students will demonstrate the ability to convey quantitative information through graphs, tables, and formulas.
- Students will demonstrate the ability to communicate scientific and quantitative information through speaking, writing, and the use of technology.

- Students will demonstrate the ability to reason logically and to apply the scientific method.

INFORMATION MANAGEMENT

- Students will demonstrate the ability to use applications to create and use current forms of digital media.
- Students will demonstrate the ability to use technology and other electronic media responsibly to conduct research, analyze information, and solve problems.
- Students will demonstrate the ability to manage electronic files and folders.
- Students will demonstrate the ability to use technology for communication.

CULTURAL AND GLOBAL PERSPECTIVE

- Students will demonstrate the ability to identify global issues and problems from diverse perspectives.
- Students will demonstrate intercultural communication based on cultural differences and similarities.
- Students will demonstrate the ability to apply diverse perspectives by taking action to make a positive social impact.

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 (GERs). 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 .....0 - 3 credits
TOTAL CREDITS: 19-22

GERs for A.A. Degrees

English Composition .....3 credits
Arts and Humanities ..... 9 or 12 credits
Social and Behavioral Sciences .....6 credits
Science ..... 7 or 8 credits
Mathematics ..... 3 or 4 credits
Interdisciplinary/Emerging Issues .....3 credits
TOTAL CREDITS: 31-35

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
TOTAL CREDITS: 36

GERs for A.S. Degrees

English Composition .....3 credits
Arts and Humanities .....6 or 12 credits
Social and Behavioral Sciences .....6 credits
Science .....8 credits
Mathematics .....3 or 4 credits
Interdisciplinary/Emerging Issues .....3 or 4 credits
TOTAL CREDITS: 31-35

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

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
ART246 Painting II
COM101 Introduction to Communication
COM105 Media and Society
ENG102 Introduction to Literature
ENG215 Films and Literature
ENG252 Survey of American Literature
ENG263 African American Literature
HIS105 History of World Civ. I
HIS106 History of World Civ. II
HIS111 American History to 1865
HIS112 American History Since 1865
HIS121 Contemporary World History
HUM210 Society and the Environment
MUS110 Music Appreciation
MUS205 Rock and Roll Through the 60's
MUS207 Introduction to History of Jazz
PHL101 Introduction to Philosophy

PHL234 Death & Bereavement
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:
ATH230 Cultural Anthropology
ECN104 Introduction to Economics
ECN201 Principles of Economics I (MACRO)
ECN202 Principles of Economics II (MICRO)
GEO201 Cultural Geography
POL140 American National Government
PSY101 General Psychology
PSY102 Human Growth & Development
PSY220 Child 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
BIO110 Natural History
BIO200 Anatomy and Physiology I
BIO201 Anatomy and Physiology II
BIO241 General Microbiology
CHE100 Introduction 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 General Physics I (Calculus Based)
PHY112 General Physics II (Calculus Based)
PHY130 Physical Science
PHY145 Introduction to Meteorology

Science (non-lab):
BIO130 Principles of Nutrition
BIO150 General Ecology
BIO250 Neotropical Natural History
ENV195 Environmental Science

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

Interdisciplinary/Emerging Issues:
BUS289 Entrepreneurship
CIS105 Introduction to Computers
CIS106 Intro to Cybersecurity
CIS130 Programming Logic
CIS170 Computer Science Programming I
CIS180 Intro to Geographic Info Systems
EDU210 Intro to the Exceptional Individual
EDU246 Educational Technology
OLA105 Backcountry Living Skills

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 College assesses students throughout their degree progression. The purpose of this assessment is to gather data on students' achievement of general education and other learning outcomes. The College uses the results from these assessments to improve teaching and learning. Students may also be required to participate in assessments within their respective academic programs.

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.

Students may change their major up to the first day of a semester. 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 accountable for any loss of applicable credits resulting from changing majors.

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 procedures 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 Winter 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 minutes x 15 wks / 60 minute hour = 37.5 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 x 15 / 60 = 37.5 Direct Instruction Hours
  \+ 300 x 15 / 60 = 75.0 Student Out-of-Class Hours
  112.5 Total Hours

  112.5 Hours / 3 Credits = 37.5 Hours per Credit

FIRST YEAR EXPERIENCE

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.

- All degree-seeking students, including new students, transfer students, and pre-transfer majors, are required to enroll in and successfully complete a First Year Experience course in their first semester.
- Certain programs/majors are excluded; review the degree requirements for each major.
- Students changing majors to a program that requires FYE may be required to complete the course.
- Students may not drop or withdraw from an FYE course.

Students seeking to waive the above requirement due to extraordinary circumstance may submit a written appeal to the Chief Academic Officer.

STUDENT COMPLIANCE TRAINING

Higher education institutions are accountable for providing students with information and training as it relates to a variety of compliance items. Garrett College

Student Compliance Training is designed to meet those required compliance items.

All new full-time students are required to complete the training, which includes modules on the following topics: new student orientation (for those students who are unable to attend in person), Title IX, and Opioid and Heroin Prevention module (required by Maryland State legislature). Students who do not complete the Student Compliance Training by the specified semester date will be subject to a hold on their account, barring future course registration.

The Student Compliance Training is accessible through Blackboard at http://blackboard.garrettcollege.edu. Questions about the Student Compliance Training can be directed to the Director of Institutional Compliance at 301-387-3037 or by email to equitycompliance@garrettcollege.edu.

Pre-College Education: Remedial Studies

Garrett College utilizes a co-requisite remediation model to provide additional English, reading, and mathematics support. Students whose placement indicator demonstrates a need for academic development will concurrently enroll in the gateway math or English course, along with a co-requisite remedial support course. Remedial courses are identified by course numbers below 100. Although no college-level credit is earned, performance in remedial courses is included in a student's grade point average (see Pre-College Grading System on page 44 for more information). Credit/instructional hours for these courses are not transferable and do not apply toward degree or certificate completion. Students seeking to waive remedial coursework due to documentable extraordinary circumstance may submit a written appeal to the Chief Academic Officer.

Continuous Enrollment

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 and mathematics until student has successfully completed the associated college-level course. Students seeking a temporary waiver of this requirement due to extraordinary circumstance may work with their advisor to submit a Continuous Enrollment Waiver request to the Associate Dean of Academic Affairs.

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 Winter 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 (see page 48 for more information).

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.

FX Failure, Never Attended: Student never attended/participated in the course but is still on the roster because student did not drop/withdraw from the course or the college.

CR/NC Credit/No Credit: Applies to certain internship, practicum, intro/basic OLA, and physical education courses. Credits earned are counted toward graduation but are not computed into the student's grade point average.

Pre-College Grading System

Performance in remedial 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 remedial 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 course repeat procedures (see page 45).

Remedial courses do not count towards hours earned, and are not included when determining eligibility for academic awards. However, remedial 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 procedures 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 student disagrees, student 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 Chief Academic Officer (CAO). The CAO 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 Chief Academic Officer who will, if warranted, convene the Academic Review Board (ARB). In order to be considered, the documentation must support one of the above criteria for grade change.

If the ARB determines that the grade should be changed, the CAO, student and faculty member will be notified. The CAO 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 CAO, student, faculty member, and the Office of Records and Registration. The decision of the ARB is final.

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 business 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 their part, they may submit a Grade Change Request form to the Chief Academic Officer (CAO).

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 notify the Chief Academic Officer. An academic hold will be placed on the student's record to 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 online at garrettcollege.edu/policy.

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 Grade Point Average (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 GPA and a Cumulative Grade Point Average (CGPA). The CGPA is computed using all enrolled semesters.

Repeated Courses

A student may complete a course for a grade twice. A student who wishes to repeat a course for a third time must seek permission from their Academic Advisor. Fourth attempts and higher are reviewed by the Associate Dean of Academic Affairs.

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 Grade Point Average (CGPA). 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.

Note that credit earned via transfer does not replace a prior grade in the CGPA calculation.

Federal Pell Grant, scholarships, and other financial awards have specific regulations regarding repeating courses. As such, a student's Financial Aid award *may not pay for repeats;* contact the Financial Aid Office 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 process for deficient grades (D+ and below) earned during a previous enrollment.

The student must be currently enrolled at Garrett College, and will work with their 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. Once grade forgiveness has been applied to a student's record it is not reversible.

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, do not satisfy course prerequisite and graduation requirements, and are not counted for financial aid purposes nor can they be paid for with financial aid funds.

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

It is the expectation of the College that an enrolled student will attend all class sessions. Each faculty member defines the attendance/absence requirement for their course, which is published in the course syllabus. Non-attendance which exceeds that allowed by the course requirement may negatively affect a student's grade in the course and can result in failure. It is the responsibility of the student to understand and to follow the attendance requirement 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 their 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

A student who by the Official State Reporting Date has not attended/participated in at least one class session of a course in which student has enrolled is considered a 'no show.' A student who is a reported as a no show in all registered courses will be 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.

ENROLLMENT & GRADING STATUS

A student who registers for a course is considered enrolled in the course until student acts to drop, to withdraw, or is withdrawn*. A student who is considered enrolled in a course 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 process (see page 46) supersedes this discussion.

LATE REGISTRATION POLICY

National and regional data demonstrate that students who start the semester late, after classes are in session, are faced with challenges that impede student success and often perform poorly. As such, Garrett's Late Registration policy dictates that the last day for a degree-seeking student to initially register for classes is the day prior to the start of the semester. Students wishing to register for the first time in a semester after the semester start date may only do so if they meet all of the following criteria, and may only do so through the third day of the fall or spring semester, and due to the shortened semesters, the first day of the winter semester, and the second day of summer semester.

- Must be accepted to the institution and meet all requirements to enroll as a degree-seeking student

as determined by the Garrett College Admissions Office.
- Must have already completed placement assessment or meet one of the exemptions to placement testing.
- Must demonstrate financial ability to pay bill prior to registration. Student is expected to pay in full, part or establish a payment plan. Student should have a current FAFSA processed prior to registration, to accurately evaluate funding. Once registered, student is responsible for all charges incurred and not covered by Financial Aid funds.
- Must have secured housing at point of registration. If on-campus housing is required, student must have already passed the background check. On-campus housing is contingent upon availability.
- Students who were registered for the term and subsequently dropped for non-payment are considered to be re-enrolling and are subject to the same late registration deadlines and criteria.

This policy does not apply to schedule changes during the add/drop period, enrollment in late start courses, or enrollment in special population programs.

ADDS, DROPS, WITHDRAWALS, & TUITION REFUNDS

Add, drop, withdrawal, and tuition refund deadlines for standard courses running the entire semester are published in the Academic Calendar accessible on the myGarrettCollege portal and the Garrett College website. Courses with start/end dates that differ from the standard term start/end will have their own add, drop, and withdrawal deadlines. Specific course refund and withdraw dates are visible on the student's course schedule accessible in the student's myGarrettCollege portal.

- Students may add and drop classes before the published deadline via the myGarrettCollege portal.
- Students may withdraw from classes before the published deadline by sending an email from their Garrett College student email account to their assigned primary advisor.
- To receive a refund, students must officially drop or withdraw from a class before the published refund deadline.
- Non-attendance does not constitute an official drop/withdrawal and does not release a student from financial obligations to the College.
- Notification to an instructor does not constitute an official drop/withdrawal and does not release a student from financial obligations to the College.
- Certain fees, such as registration or course fees, may be non-refundable and will be published as such.

ADDING A COURSE

Students are encouraged to register for classes before the first day of class. Students may adjust their schedules to add a course during the drop/add period published in the Academic Calendar.

DROPPING A COURSE & TUITION REFUNDS

Course drop regulations vary depending upon the type of course: standard, modified schedule, or OLA field course. Dropped courses do not appear on the student's academic transcript.

A "standard semester course" begins on the official start of the semester as published in the Academic Calendar and runs for the entire semester.

A "modified schedule course" 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.

COURSE DROP REFUND POLICY

The following applies to the standard Fall and Spring semesters:

Standard semester courses: Students may drop a standard semester course within the first full week of the semester for a 100% refund of tuition, combined fees, and course fees. The "Last Date to Drop" is published in the Academic Calendar.

Modified schedule courses: Students may drop a modified schedule course within the first 10% of the course for a 100% refund of tuition, combined fees, and course fees. The "Last Date to Drop" varies by course.

OLA field courses:: Students may drop an Outdoor Leadership & Adventure (OLA) field course <u>any time prior to the first day of the class</u> for a 100% refund of tuition, combined fees, and course fees. A pre-meet, if required, is considered the course start date. Once the course has started, no refunds will be issued, and the

student is fully responsible for all tuition and fees associated with the class.

Withdrawing From a Course & Tuition Refunds

A student may withdraw from one or more courses from the end of the drop period until the "Last Date to Withdraw" (generally 70% of the semester).

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

Course Withdrawal Refund Policy

Before 20% of the course has passed: Students withdrawing from standard and modified schedule courses are eligible for a 50% refund of tuition and combined fees. Course fees are not refundable at this point.

After 20% of the course has passed: Withdrawals after the 20% point receive no refund.

OLA field courses: Students may withdraw prior to the end of the first day of class (a pre-meet is considered the first day); however, no refund is provided. The student is responsible for all tuition and fees associated with the course.

Financial Aid Implications

Withdrawing from a course may negatively affect a student's Financial Aid eligibility. Federal regulations require students demonstrate satisfactory academic progress. For financial aid purposes, a "W" grade is not considered successful completion. Students receiving financial aid should contact the Financial Aid Office before withdrawing.

Administrative Withdrawal

A student who cannot attend or effectively participate in one or more courses due to extraordinary circumstances may request an administrative withdrawal. To do so, the student must work with the Office of Academic Affairs to submit an Administrative Withdrawal Request form to the Chief Academic Officer (CAO). Examples of extraordinary circumstances include serious medical issues, military deployment, the death of an immediate family member, or other extreme situations.

Requests must be submitted no later than 15 business days after the end of the term and must include official documentation. Requests related to illness, injury, hospitalization, or mental health will be reviewed in accordance with the Cameron Carden Act of 2024. If approved, a grade of W will be recorded on the student's transcript. The CAO will consult with the Chief Financial Officer to determine whether a tuition refund is appropriate.

Involuntary Student Withdrawal Policy

Students can be involuntarily withdrawn from the College by the administration:

- To protect the safety of the student and/or others or to protect the integrity of the College's learning environment when the student is not able or unwilling to withdraw.
- Under extraordinary and/or unforeseen circumstances.
- After an academic or disciplinary action that has indicated a specified return date and the student has failed to return by the specified time.

For more information on the Involuntary Student Withdrawal policy visit garrettcollege.edu/policy or contact the CARE team (CARE@garrettcollege.edu).

Independent Study

Limited independent study opportunity may be available to currently enrolled students 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 Chief Academic Officer (CAO). 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 CAO 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 degree. A student must have a 2.5 cumulative grade point average to be

approved for Independent Study. An additional fee is charged.

Online Learning Opportunities

A student who is interested in taking an online or hybrid course at Garrett College should visit garrettcollege.edu/distance-learning for information regarding required resources. It is the student's responsibility to provide their own hardware and software resources, as well as the technical support for those resources.

The College uses the Blackboard Learning Management System for the delivery of online and hybrid courses. These courses may originate from Garrett College or from partner institutions in Maryland Online (MOL).

Online courses can be asynchronous or synchronous, or may be tri-modal. Asynchronous courses may require students participate in mandatory discussions or other activities. Much like face-to-face courses, courses are typically set up in weekly learning units with deadlines for course work and assignment due dates. Students are encouraged to complete an online learning introduction session prior to the start of their online course(s).

- Online/Synchronous: Online classes that meet virtually and are scheduled on a regularly occurring day/time throughout the semester (requiring student to be online at specific time).
- Online/Asynchronous: Online classes with little or no designated meeting days/times. Assignments are completed independently with scheduled due dates.
- Tri-Modal: Classes meet at a regularly scheduled day/time throughout the semester with some students attending on campus and others attending synchronously online and others working asynchronously.

Hybrid courses are a blend of face-to-face instruction with online learning. In a hybrid course, learning is a split between online and on-campus and can be any combination of 41-79% in-class and online (although 50/50 combination is typical). 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.

Online Learning Intro for New Students

At Garrett College, we want to support student's educational needs on campus and online. Students are provided an overview of Blackboard during their initial meeting with an advisor when registering for their first semester classes. Additional Blackboard support and help tools are available to students in the Student Resources course within Blackboard. Together, this online learning introduction helps students gain the knowledge needed to get the most out of their online or hybrid course.

Technology and Student Conduct

Access to Blackboard courses requires a user name and password provided by Garrett's Information Technology department. It is the responsibility of the student to follow the Student Conduct Code (garrettcollege.edu/policy) regarding proper computer use. Computer misuse, including giving access information to another individual, is a violation of the Student Conduct Code and students should be aware that College sanctions might 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.

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. Students should contact their Academic Advisor if they have any questions.

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 or certificate program.

The President'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 4.0 are named to the President's List.

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 to 3.99 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 remedial 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 Progression

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 their 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 semester and is determined by the cumulative number of credit hours attempted and the student's cumulative grade point average (CGPA). Note that remedial 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 their degree. A student is in good academic standing if student meets the following standards:

.10-15.99 credit hours attempted and CGPA > 1.49

16-28.99 credit hours attempted and CGPA > 1.74

29+ credit hours attempted and CGPA > 1.99

Academic Probation

When a student fails to meet the requirements for good academic standing, student is placed on academic probation (or is academically dismissed if already on probation). A student placed on academic probation will work with an Academic Success Advisor to develop a plan for returning to good standing. If the student fails to meet with an Academic Success Advisor, that student will be referred to the Dean of Academic Affairs for further review and potential consequences. Failure to attain good academic standing while on probation will result in dismissal from the College, unless the student meets the criteria for continued probation (see below).

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. A student placed on continued probation will work with an Academic Success Advisor to develop a plan for returning to good standing. If the student fails to meet with an Academic Success Advisor, that student will be referred to the Dean of Academic Affairs for further review and potential consequences.

Academic Dismissal

A student who is on probation and does not meet the cumulative grade point average (CGPA) standard to be removed from probation, nor earns a semester grade point average of 2.0, will be academically dismissed from Garrett College. To allow time for reflection and revelation regarding their 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 Winter or Summer courses, student 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, student 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 their 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 their 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 their 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 their 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 meet with the Dean of Academic Affairs prior to the start of the returning semester. Re-instated students 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.

DEGREE COMPLETION AND GRADUATION

DEGREE REQUIREMENTS

- A minimum of 60 credits is required for a degree.
- At least 15 credit hours of college-level work, per degree sought, must be completed while in residence at Garrett College.
- Students must successfully complete all courses required in the curriculum. Certain requirements may be substituted or waived, see applicable guidelines found on page 54.
- 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. degree, and 36 credits for an A.A.T. degree. Consult the GER course list for applicable courses.
- 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.
- Students must minimally earn a "C" in their GER writing course.
- Student must meet any course minimum grade requirements as specified in the program requirements.
- The student's record must indicate that the student has achieved satisfactory compliance with all College regulations.
- Students may also be required to complete institutional assessments.
- Certain degree programs may have additional requirements.

CERTIFICATE REQUIREMENTS

- Student must successfully complete all coursework required in the program. If pre-college level courses are needed to meet course prerequisites, students must complete the prerequisite courses at a satisfactory level (see Pre-req/Co-req discussion on page 116).
- Per certificate sought, at least 25% of the credit hours must be earned in residence at Garrett College.
- Student must have a minimum cumulative grade point of 2.0 (average "C") unless otherwise specified by the certificate requirements.
- Student must meet any course minimum grade requirements as specified in the certificate requirements.
- Certain certificate programs may have additional requirements.

GRADUATION

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

- Successful completion of all program requirements set forth in the catalog year of matriculation or the current catalog.
- Successful completion of any institutional requirements or assessments (as applicable to the program of study).
- Achievement of a minimum cumulative grade point average as required for program (generally, a 2.0 is required for most degrees, with a 2.75 required for the A.A.T. degree);
- Attainment of at least 15 credit hours per degree (or 12 credit hours per certificate) earned while in residence at Garrett College.
- Satisfactory completion of any program-specific required exams or certifications (e.g., PRAXIS, etc.).
- Resolution of all incomplete grades.

Application for Graduation & Diploma

The completion of an Application for Graduation & Diploma is required of all students prior to the awarding of the degree. Students may apply on-line in their my.GarrettCollege.edu portal. Deadlines for application are: November 1 for December conferral, March 1 for May conferral, and July 1 for August conferral (*August graduates who wish to participate in the preceding May commencement ceremony must apply no later than March 1).*

Additional Graduation Provisions

Students are responsible for knowing and meeting the graduation requirements as stated in the applicable *College Catalog*.

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. This is the catalog which will be used for a graduation degree audit. This applies to part-time as well as full-time students, and the following qualifications apply:

- 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, student will have to meet the requirements of the current catalog when student 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 where 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 CGPA
Magna Cum Laude ..... 3.70 to 3.84 CGPA
Summa Cum Laude ..... 3.85 to 4.00 CGPA

The student earning the highest cumulative GPA while completing at least 60 hours in residence at Garrett College will also be acknowledged at graduation. Garrett College supports the Garrett County Public Schools' mission to promote college-readiness and as such credits earned via a GCPS/GC articulation and credits earned through Advanced Placement testing are considered in residence.

Graduation honors are calculated upon official degree conferral; students permitted to participate in commencement ceremonies pending completion of requirements are not eligible for honors or awards at the time of the ceremony.

Conferral of Degrees and Commencement

The president of Garrett College presides over an annual commencement ceremony in May. Students graduating with degrees in August, December, and May are invited to participate. Graduates may invite family and friends to attend.

Upon registering for the final Garrett term, students meet with an advisor to complete a degree audit and apply to graduate. Students must apply to graduate whether or not they plan to participate in the ceremony.

Degrees are conferred in August, December, and May. Diplomas are mailed to the address of record approximately two months after conferral. Students receiving their degrees in December participate in the May Commencement exercises; students applying to receive a degree in August may participate in the preceding May ceremony if application for graduation is submitted prior to March 1.

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

Students who are permitted to participate in May Commencement but have not completed all degree

requirements (August graduates) will be clearly identified in the Commencement Program. Additionally, as said students' requirements are not completed, graduation honors and awards will not be available/announced at time of commencement.

Earning a Second Degree

After program and graduation requirements are satisfied for the first Garrett College degree, students may apply for a second degree, as long as the following provisions are met:

- 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 needed to meet the number of GER credits required for the second degree.
- All required concentration, major and elective requirements in the second program of study must be successfully completed.
- For each degree after the first, a minimum of 15 additional credit hours beyond the prior degree must be completed at Garrett College. For example, 60 total credit hours required for first degree, 75 total credit hours required for second degree, etc. If the new degree does not have enough new credits to meet this requirement, elective courses may be taken to satisfy the 15-credit hour requirement.
- The A.A. degree program in General Studies is not allowed as a second degree.
- Declaration of additional areas of concentration under a previously awarded major is not permitted.

Dual Major or Dual Concentration

In the case where the requirements for two program majors or areas of concentration have been concurrently completed, but the minimum number of credits required for awarding a second degree have not, completion of a dual major or concentration will be noted on the student's transcript. One diploma is issued with a notation of the dual achievement.

Dual majors must be taken within the same type of degree (A.A., A.A.S., etc.); pursuit of two majors under differing degrees constitutes pursuit of a second degree. Dual concentrations must be within the same major; pursuit of a concentration under a different major would be a dual major or second degree. The General Studies program is not allowed as a dual major.

Certificate and Degree Issued Simultaneously

A certificate and degree may only be awarded simultaneously if they are from two different programs of study or OLA skills tracks. The student must complete a graduation application for each. Only the degree will be announced at graduation.

Earning Multiple Certificates

Multiple certificates may only be awarded if they are from different programs of study or OLA skills tracks. At least 25% of the credit hours must be unique to that certificate.

Petition for Change of Requirements

Any student may make a written request to their advisor for a course substitution or waiver of program requirements due to unavoidable, extenuating circumstances. The Academic Program Director 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.

Reverse Transfer and Graduation

Maryland educators are working to encourage students to complete degrees. Students who transfer prior to completing a Garrett degree may be able to send credits back to Garrett and complete outstanding requirements. Contact the Office of Records and Registration for requirements and assistance.

Posthumous Awards

Garrett College understands that family members or members of the community may want to recognize the academic achievements of students who are now deceased. Posthumous degrees or certificates may be granted under specific established criteria. For more information, please refer to the Posthumous Awards for Students Policy available on the Garrett College website at garrettcollege.edu/policy.

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.

ACADEMIC PROGRAMS, MAJORS & CONCENTRATIONS

ASSOCIATE DEGREE PROGRAMS

Addictions Counseling (AAS Degree)
Arts and Sciences (AA Degree)
Areas of Concentration:
Fine and Performing Arts
Liberal Arts
Mathematics/Science
Psychology
Social and Behavioral Sciences
Business Administration (AA Degree)
Business & Information Technology (AAS Degree)
Areas of Concentration:
Business Management & Entrepreneurship
Graphic/Web Design
Computer Science (AS Degree)
Cybersecurity (AAS Degree)
Early Childhood Ed / Special Ed (AAT Degree)
Elementary Ed / Special Education (AAT Degree)
Engineering Transfer (AS Degree)
General Studies (AA Degree)
Health & Exercise Science (AS Degree)
Natural Resources & Wildlife Technology (AAS Degree)
Outdoor Leadership & Adventure Education (AAS Degree)
Paramedic Studies (AAS Degree)
Professional & Technical Studies (AAS Degree)
P&TS: Machining track
Radiologic Technology (AAS Degree)
Sport Management (AAS Degree)
Teacher Education (AA Degree)
Areas of Concentration:
Early Childhood Education
Elementary Education
Health & Physical Education
Secondary Education

Associate of Arts (AA) Degree: Provides a curricular focus in the liberal arts, humanities, and fine arts and is primarily intended for transfer to a four-year institution.

Associate of Arts in Teaching (AAT) Degree: Provides the equivalent of the first two years towards a bachelor's degree in teacher education and is intended to facilitate transfer into a teaching program at a Maryland four-year college or university.

Associate of Science (AS) Degree: Provides a curricular focus in the math and sciences realm (physics, chemistry, engineering, computers, etc.) and is primarily intended for transfer to a four-year institution.

Associate of Applied Science (AAS) Degree: Provides a curricular focus on a specific occupational area and is primarily intended for immediate entry into the workforce.

CERTIFICATE PROGRAMS

Addictions Counseling Certificate
Cybersecurity Certificate
Field Instructor Certificates
Alpine Climbing
Flatwater Paddlesports
Mountain Biking
Rock Climbing
Snow Sports
White Water Paddle Sports
Engineering, Robotics, & Technology Certificate ^^
Health Science Certificate*
*Pre-Dental Hygiene track**
*Pre-Medical Laboratory Technology track**
*Pre-Nursing track**
*Pre-Occupational Therapist Assistant track**
*Pre-Physical Therapist track**
*Pre-Radiologic Technology track**
*Pre-Respiratory Therapist track**
Paramedic Certificate

Certificate: Provides job entry skills and knowledge.

** The Health Science certificate and tracks provide prerequisite coursework to prepare students to apply to the clinical phase of various health career programs at other institutions.*

^^ This program is an exclusive offering for Garrett County Public Schools students with coursework completed as part of the college in the high school dual enrollment program.

ACADEMIC PROGRAMS, MAJORS & CONCENTRATIONS

Program	Degree	GC Code	Page
Addictions Counseling	*A.A.S. degree*	*2505*	*59*
Addictions Counseling Certificate	*Certificate*	*1505*	*60*
Business Administration	*A.A. degree*	*3100*	*69*
Business Management & Entrepreneurship	*A.A.S. concentration*	*2100*	*70*
Computer Science	*A.S. degree*	*3201*	*73*
Cybersecurity	*A.A.S. degree*	*2250*	*75*
Cybersecurity Certificate	*Certificate*	*1250*	*76*
Education: Early Childhood Ed/Early Childhood Special Ed.	*A.A.T. degree*	*3705*	*110*
Education: Early Childhood Education	*A.A. concentration*	*3700*	*111*
Education: Elementary Education/Elementary Special Ed	*A.A.T. degree*	*3715*	*112*
Education: Elementary Education	*A.A. concentration*	*3710*	*113*
Education: Health & Physical Education	*A.A. concentration*	*3730*	*114*
Education: Secondary Education	*A.A. concentration*	*3720*	*115*
Engineering Transfer	*A.S. degree*	*3410*	*78*
Engineering, Robotics, & Technology Certificate (GCPS students only)	*Certificate*	*1420*	*79*
Fine and Performing Arts, Theatre Track	*A.A. concentration*	*3342*	*63*
Fine and Performing Arts, Visual Arts Track	*A.A. concentration*	*3341*	*63*
General Studies	*A.A. degree*	*3600*	*81*
Graphic/Web Design	*A.A.S. concentration*	*2260*	*71*
Health & Exercise Science	*A.S. degree*	*3850*	*83*
Health Science Certificate	*Certificate*	*1850*	*84*
Health Science: Pre-Dental Hygiene track	*Certificate*	*1854*	*85*
Health Science: Pre-Medical Lab Technology track	*Certificate*	*1856*	*86*
Health Science: Pre-Nursing Prep for Transfer track	*Certificate*	*1855*	*87*
Health Science: Pre-Occupational Therapy Assistant track	*Certificate*	*1857*	*88*
Health Science: Pre-Physical Therapist Assistant track	*Certificate*	*1858*	*89*
Health Science: Pre-Radiologic Technology track	*Certificate*	*1859*	*90*
Health Science: Pre-Respiratory Therapist track	*Certificate*	*1859*	*91*
Liberal Arts	*A.A. concentration*	*3310*	*64*
Machining (as a track under Professional & Technical Studies)	*A.A.S. degree*	*2961*	*103*
Mathematics / Sciences	*A.A. concentration*	*3370*	*65*
Natural Resources & Wildlife Technology	*A.A.S. degree*	*2910*	*93*
Outdoor Leadership & Adventure Education	*A.A.S. degree*	*2951*	*95*
Outdoor Leadership & Adventure Education Field Instructor Certificates	*Certificate*	*1952-1957*	*97*
Paramedic Studies	*A.A.S. degree*	*2800*	*100*
Paramedic Certificate	*Certificate*	*1800*	*101*
Professional & Technical Studies	*A.A.S. degree*	*2961*	*103*
Psychology	*A.A. concentration*	*3501*	*66*
Radiologic Technology	*A.A.S. degree*	*2890*	*106*
Social & Behavioral Sciences	*A.A. concentration*	*3500*	*67*
Sport Management	*A.A.S. degree*	*2110*	*108*

ADDICTIONS COUNSELING

Addictions Counseling A.A.S. Degree ..... *page 59*

Addictions Counseling Certificate ..... *page 60*

ADDICTIONS COUNSELING

The A.A.S. in Addictions Counseling degree prepares students for careers in addictions counseling. The curriculum provides theoretical coursework along with practical, hands-on instruction and field experience necessary to attain certification as a certified supervised alcohol and drug counselor (CSC-AD) in the state of Maryland. Successful graduates are also prepared for transfer to a 4-year institution for further study in psychology, social work, or related human services programs.

Students already possessing a degree in a health or human services field who are seeking the coursework and supervised fieldwork needed to sit for CSC-AD certification can benefit from the one-year Addictions Counseling Certificate program.

Maryland State Certification Information

Graduates of Garrett's Addictions Counseling A.A.S program are prepared to begin the application process to sit for the exams needed to receive certification as a certified supervised alcohol and drug counselor (CSC-AD) in the state of Maryland. Graduates may also be eligible for Alcohol and Drug Trainee (ADT) status, which is not a certificate or license, but a status of limited duration meant to serve as an entry-level position for those pursuing careers in alcohol and drug counseling.

For complete details on all licensure and certification requirements, students should contact the MD Board of Professional Counselors and Therapists at 410-764-4732 or visit https://health.maryland.gov/bopc/.

PROGRAM LEARNING OUTCOMES

ADDICTIONS COUNSELING

- Students will be able to identify and explain the classification system for psychoactive drugs and the physical, psychological, behavioral, and social impact of these drugs on individuals struggling with abuse and dependency, as well as on their significant others and the community.
- Students will demonstrate an understanding of and the ability to evaluate the theoretical models used to explain the etiology of substance abuse and dependency based on well-supported evidence.
- Students will be able to identify, explain and evaluate the philosophies, policies, and models of treatment, recovery, and relapse prevention for addiction and co-occurring disorders based on well-supported evidence.
- Students will be able to identify established diagnostic criteria and appropriate screening instruments used to complete a comprehensive assessment of substance use disorders that is sensitive to age, gender, ethnicity, religion and disabilities; and to explain how to use that information to determine the need for in-patient services, community-based treatment interventions and/or family involvement based on well-supported evidence.
- Students will demonstrate an understanding of and the ability to evaluate the effectiveness of individual, group, family and multicultural counseling modalities that facilitate behavioral change in the treatment of substance disorders and co-occurring disorders based on well-supported evidence.
- Students will demonstrate an understanding of the core components for developing a successful client-counselor relationship and maintaining professional and ethical records in the field of counseling; as well as an understanding of an addiction counselor's obligations with respect to legal, ethical and behavioral standards of conduct.
- Students will be able to develop effective treatment plans that reflect knowledge of community resources, incorporate appropriate referral and case management skills, and that provide for the coordination of services delivered by a multidisciplinary treatment team.

ADDICTIONS COUNSELING -- ASSOCIATE OF APPLIED SCIENCE DEGREE

CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 2505

INSTITUTIONAL REQUIREMENT: 1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS: 22

English Composition
ENG101 Comp I--Expos Writing ..... 3 *
-- Minimum C grade required.
Arts and Humanities
COM101 Intro to Communication 3
PHL234 Death & Bereavement 3
Social and Behavioral Sciences
SOC101 Principles of Sociology..... 3
Science
BIO109 Human Biology & the Environment ... 4
Mathematics
MAT210 Introductory Statistics 3
Interdisciplinary/Emerging Issues
CIS105 Intro to Computers 3

CORE COURSES: 36

PSY101 General Psychology..... 3
PSY102 Human Growth & Development 3*
PSY240 Abnormal Psychology..... 3*
PSY245 Psychology of Women 3
PSY230 Psychology of Adjustment 3
PSY283 Ethics in Human Srvc & Ad Counseling 3*
PSY286 Drugs & Human Behavior..... 3*
PSY288 Addictions Treatment Delivery 3*
PSY289 Intro to Counseling & Case Mgmt..... 3*
PSY294 Fieldwork in Addictions Counseling ... 6* #
SOC211 Social Problems
or SWK270 Intro Social Wrk & Social Welfare ...3

ELECTIVES 1

Choose courses after consultation with advisor.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

(F) FALL semester only (S) SPRING semester only

FALL

FYE101 First Year Experience	1	
ENG101 Comp I--Expos Writing	3	
MAT210 Introductory Statistics	3	
PSY101 General Psychology	3	
PSY286 Drugs & Human Behavior	3	(F)
SOC101 Introduction to Sociology	3	
TOTAL	16	

SPRING

COM101 Intro to Communication	3	
PSY102 Human Growth & Development	3	
PSY240 Abnormal Psychology	3	(S)
PSY288 Addictions Treatment Delivery	3	(S)
PSY289 Intro to Counseling & Case Mgmt...	3	(S)
TOTAL	15	

FALL

BIO109 Human Biology & the Environment	4	
CIS105 Introduction to Computers	3	
PHL234 Death & Bereavement	3	(F)
PSY283 Ethics in Human Service & Ad Counseling	3	(F)
Elective	1	
TOTAL	14	

SPRING

SOC211 or SWK270	3	(S)
PSY230 Psychology of Adjustment	3	(S)
PSY245 Psychology of Women	3	(S)
PSY294 Fieldwork in Adctns Counseling#	6	(S)
TOTAL	15	

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

PROGRAM NOTES
Maryland State Certification Information: Students should contact the Maryland Board of Professional Counselors and Therapists for all licensure and certification requirements at 410-764-4732 or https://health.maryland.gov/bopc/.
 # Fieldwork Sites: Student is responsible for transportation to fieldwork sites. Sites may have additional requirements such as criminal record check, drug screening, TB testing, etc.; requirements vary by site and student is responsible for any associated fees.
Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

ADDICTIONS COUNSELING -- CERTIFICATE

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1505

REQUIRED COURSEWORK: 24

PSY102 Human Growth & Development.....3*
PSY240 Abnormal Psychology 3*
PSY283 Ethics in Human Srvc & Ad Counseling.....3*
PSY286 Drugs & Human Behavior 3*
PSY288 Addictions Treatment Delivery.....3*
PSY289 Intro to Counseling & Case Mgmt 3*
PSY294 Fieldwork in Addictions Counseling....6* #

TOTAL CREDIT HOURS REQUIRED: 24

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

RECOMMENDED SEQUENCE

(F) Offered FALL semester only (S) Offered SPRING semester only
(U) Offered occasional Summer semester

SUMMER

Completion of ENG101 and PSY101 with a minimum C grade are required as pre-requisites to the coursework in this certificate program. These courses may be completed at GC or transferred from another accredited institution.

FALL

PSY102 Human Growth & Development	3	
PSY283 Ethics in Human Serv & Ad Cnsling	3	(F)
PSY286 Drugs & Human Behavior	3	(F)
TOTAL	9	

SPRING

PSY240 Intro to Abnormal Psychology	3	(S)
PSY288 Addictions Treatment Delivery	3	(S)
PSY289 Intro to Counseling & Case Mgmt	3	(S)
TOTAL	9	

SUMMER

PSY294 Fieldwork in Addctns Counseling	6	(S/U)
TOTAL	6	

PROGRAM NOTES

This certificate provides individuals who already hold an associate degree or higher in a health or human services field the specified coursework needed to seek licensure and certification with the Maryland Board of Professional Counselors and Therapists. An associate degree in a health or human services field is required to sit for the exams needed to receive certification as a certified supervised alcohol and drug counselor (CSC-AD) in the state of Maryland.

Maryland State Certification Information: Students should contact the Maryland Board of Professional Counselors and Therapists for all licensure and certification requirements at 410-764-4732 or https://health.maryland.gov/bopc/.

Course Preparedness: Completion of ENG101 and PSY101 with a minimum C grade are required as pre-requisites to the coursework in this certificate program. These courses may be completed at GC or transferred from another accredited institution.

 # Fieldwork Sites: Student is responsible for transportation to fieldwork sites. Sites may have additional requirements such as criminal record check, drug screening, TB testing, etc.; requirements vary by site and student is responsible for any associated fees.

ARTS & SCIENCES

Arts & Sciences A.A. Degree

Fine and Performing Arts Concentration, Visual Arts Track ..... page 63

Fine and Performing Arts Concentration, Theatre Track ..... page 63

Liberal Arts Concentration ..... page 64

Mathematics / Sciences Concentration ..... page 65

Psychology Concentration ..... page 66

Social and Behavioral Sciences Concentration..... page 67

ARTS & SCIENCES

The Arts and Sciences cover a broad range of subjects and disciplines. Students enrolled in the Arts and Sciences major select a concentration to graduate with an A.A. Degree 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, liberal arts, mathematics/sciences, psychology, or social and behavioral sciences. Academic advisors will assist students in appropriate course selection and guide them in reviewing transfer requirements to four-year institutions.

PROGRAM LEARNING OUTCOMES

FINE AND PERFORMING ARTS CONCENTRATION

- Students will demonstrate the ability to conduct research appropriate for artistic ideas.
- Students will demonstrate the ability to communicate artistic ideas.
- Students will demonstrate the ability to effectively produce or perform specific artistic creations.
- Students will demonstrate the ability to effectively perform criticism in the arts, oral and/or written, of others and of oneself.

LIBERAL ARTS CONCENTRATION

- Students will demonstrate oral and written skills that will enable them to communicate effectively in academic and business settings.
- 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.
- Students will demonstrate an understanding of the scientific method of inquiry and demonstrate the ability to engage in numerical analysis.
- 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/Science Concentration

- Students will create, interpret, and draw inferences from mathematical and statistical models.
- Students will communicate scientific and quantitative information (through speaking, writing, and the use of technology).
- Students will apply critical thinking and problem-solving techniques.
- Students will apply an in-depth understanding of the basic concepts, terminology, and/or laboratory techniques of a specific scientific discipline.

Psychology Concentration

- Students will incorporate information literacy skills to locate, evaluate, and effectively use information needed to complete advanced coursework in social and behavioral sciences.
- Students will demonstrate competency in verbal and written skills, particularly those skills that enhance the ability to structure, analyze, evaluate, and support an argument verbally and in writing related to completing advanced coursework in social and behavioral sciences.
- Students will be able to interpret, compare, and contrast ideas within the context of the social and behavioral sciences.
- Students will be able to identify, explain and apply the methods, techniques, and concepts used to understand the historical, theoretical, and contemporary issues relevant to the social and behavioral sciences.
- Students will be able to analyze, interpret, and apply the research used in the social and behavioral sciences.
- Students will be able to demonstrate cultural and global competency by being able to identify the impact of social, ethnic, economic, and gender variables for the purpose of understanding human behavior in a variety of social contexts inside and/or outside the United States.

Social and Behavioral Sciences Concentration

- Students will incorporate information literacy skills to locate, evaluate, and effectively use information needed to complete advanced coursework in social and behavioral sciences.
- Students will demonstrate competency in verbal and written skills, particularly those skills that enhance the ability to structure, analyze, evaluate, and support an argument verbally and in writing related to completing advanced coursework in social and behavioral sciences.
- Students will be able to interpret, compare, and contrast ideas within the context of the social and behavioral sciences.
- Students will be able to identify, explain and apply the methods, techniques, and concepts used to understand the historical, theoretical, and contemporary issues relevant to the social and behavioral sciences.
- Students will be able to analyze, interpret, and apply the research used in the social and behavioral sciences.
- Students will be able to demonstrate cultural and global competency by being able to identify the impact of social, ethnic, economic, and gender variables for the purpose of understanding human behavior in a variety of social contexts inside and/or outside the United States.



ARTS & SCIENCES -- ASSOCIATE OF ARTS DEGREE
FINE & PERFORMING ARTS CONCENTRATION
TRANSFER PROGRAM GC CURRICULUM CODE: 3341 VISUAL 3342 THEATRE

INSTITUTIONAL REQUIREMENT: 1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS:.....31

English Composition
ENG101 Comp I--Expos Writing 3*
-- *Minimum C grade required.*

Arts and Humanities
COM101 Intro to Communication
or COM105 Media & Society..... 3
GER Literature Course [G] 3
(ENG102 recommended for WVU transfers)
GER Arts & Humanities Course [G]..... 3

Social and Behavioral Sciences
Two GER Soc & Beh Sciences courses [G]..... 6

Science
Two GER Science Courses [G]
(at least one must be a Lab course) 7

Mathematics
GER Mathematics Course [G] 3

Interdisciplinary/Emerging Issues
GER Interdisciplinary/Emerging Issues [G] 3
(except CIS180)

CONCENTRATION COURSES: 18

Select from the following tracks:

VISUAL ARTS TRACK:
ART101 Basic Design I 3
ART102 Basic Design II 3
ART201 Drawing I 3
ART206 Painting I..... 3
ART207 Ceramics I 3
THE104 Fund Tech of Theatre: Stagecraft 3

THEATRE TRACK:
ART201 Drawing I 3
THE101 Intro to the Theatre..... 3
THE104 Fund Tech of Theatre: Stagecraft 3
THE105 Fundamentals of Acting I..... 3
THE204 Intro to Stage Design 3
Any THE course(s) 3

ELECTIVES 10

Choose courses after consultation with advisor.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

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

FALL
FYE101 First Year Experience 1
ENG101 Comp I--Expos Writing.....3
GER Mathematics Course [G]
or COM101 or COM105 3
GER Social & Behavioral Science Course [G].....3
Concentration Courses 6
TOTAL 16

SPRING
GER Interdisciplinary/Emerging Issues [G].....3
GER Science Course [G].....3
COM101 or COM105
or GER Mathematics Course [G].....3
GER Social & Behavioral Science Course [G].....3
Concentration Courses 3
TOTAL 15

FALL
GER Science Lab Course [G] 4
Concentration Courses 6
Electives 4
TOTAL 14

SPRING
GER Arts & Humanities Course [G] 3
GER Literature Course [G].....3
Concentration Course.....3
Electives 6
TOTAL 15

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

ARTS & SCIENCES -- ASSOCIATE OF ARTS DEGREE

LIBERAL ARTS CONCENTRATION

TRANSFER PROGRAM GC CURRICULUM CODE: 3310

INSTITUTIONAL REQUIREMENT:.....1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ...1

GER REQUIRED CREDITS:.....31

English Composition
ENG101 Comp I--Expos Writing.....3*
-- *Minimum C grade required.*
Arts and Humanities
COM101 Intro to Communication 3
GER Literature Course [G].....3
(ENG102 recommended for WVU transfers)
GER Arts & Humanities Course [G] 3
Social and Behavioral Sciences
Two GER Soc & Behav Sciences Courses [G] ...6
Science
Two GER Science Courses [G]
(at least one must be a Lab course).....7
Mathematics
GER Mathematics Course [G].....3
Interdisciplinary/Emerging Issues
GER Interdisciplinary/Emerging Issues [G].....3
(except CIS180)

CONCENTRATION COURSES: 12

COM105 Media and Society.....3
Foreign Language 3
HIS112 American History since 1865.....3
HIS121 Contemporary World History.....3

ELECTIVES 16

Recommend choosing additional courses in your area of focus after consultation with advisor. Consider focusing in ART, ENG, HIS, JRN, MUS, PHL, THE, POL. Second course in Foreign Language is recommended.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

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

FALL

FYE101 First Year Experience	1	
ENG101 Comp I--Expos Writing	3	
GER Arts & Humanities Course [G]	3	
GER Mathematics Course [G] or COM105 Media and Society	3	
Electives	3	
TOTAL	13	

SPRING

GER Literature Course [G]	3	
GER Science Lab Course [G]	4	
HIS112 American History since 1865	3	(S)
COM105 Media and Society or GER Mathematics Course [G]	3	
Electives	3	
TOTAL	16	

FALL

GER Interdisciplinary/Emerging Issues [G]	3	
COM101 Intro to Communication	3	
Foreign Language	3	
HIS121 Contemporary World History	3	(F)
GER Social & Behavioral Science Course [G]	3	
TOTAL	15	

SPRING

GER Science Course [G]	3	
GER Social & Behavioral Science Course [G]	3	
Electives	10	
TOTAL	16	

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES
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.

ARTS & SCIENCES -- ASSOCIATE OF ARTS DEGREE
MATHEMATICS / SCIENCE CONCENTRATION
TRANSFER PROGRAM GC CURRICULUM CODE: 3370 3373 HSDE

INSTITUTIONAL REQUIREMENT: 1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS:.....32

English Composition
ENG101 Comp I--Expos Writing 3*
-- *Minimum C grade required.*

Arts and Humanities
COM101 Intro to Communication 3
GER Literature Course [G] 3
(ENG102 recommended for WVU transfers)
GER Arts & Humanities Course [G]..... 3

Social and Behavioral Sciences
Two GER Soc & Behav Sciences Courses [G] .. 6

Science
One two-semester sequence 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 I .....3 (or 4)

Interdisciplinary/Emerging Issues
GER Interdisciplinary/Emerging Issues [G]..... 3
(except CIS180)

CONCENTRATION COURSES: 20

Select from the following: BIO101, BIO102, BIO200, BIO201, BIO241, CHE101, CHE102, CIS145, CIS170, CIS250, CIS251, ENR230, ENR240, ENR241, ESC101, ESC121, MAT110, MAT190, MAT191, MAT192, MAT281, PHY101 or PHY111, PHY102 or PHY112

ELECTIVES 7

Choose courses after consultation with advisor.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

FALL

FYE101 First Year Experience 1
ENG101 Comp I--Expos Writing.....3
MAT210 or MAT190 ..... 3 or 4
GER Social & Behavioral Science Course [G].....3
GER Science Lab Course [G] 4
TOTAL 14-15

SPRING

GER Literature Course [G].....3
GER Science Lab Course [G] 4
COM101 Intro to Communication 3
Concentration Course.....4
Elective 3
TOTAL 17

FALL

GER Interdisciplinary/Emerging Issues[G].....3
GER Arts & Humanities Course [G] 3
Concentration Courses 8
TOTAL 14

SPRING

Electives..... 3-4
GER Social & Behavioral Science Course [G].....3
Concentration Courses 8
TOTAL 14-15

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES
Students interested in majoring in Biology, Chemistry, Engineering, Physics, or Mathematics as well as those seeking to transfer to pre-professional programs such as Pre-Med, Pre-Veterinarian, Pre-Pharmacy, Pre-BSN, should consider the Mathematics/Science concentration. Students should check with their advisor for recommended sequences.
The PHY101/PHY102 sequence is designed for biology, chemistry or pre-professional majors. Whereas, the PHY111/PHY112 sequence, which is calculus-based, is intended for physics, astronomy, or engineering majors.
Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

ARTS & SCIENCES -- ASSOCIATE OF ARTS DEGREE

PSYCHOLOGY CONCENTRATION

TRANSFER PROGRAM GC CURRICULUM CODE: 3501

INSTITUTIONAL REQUIREMENT:.....1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ...1

GER REQUIRED CREDITS:.....32

English Composition
ENG101 Comp I--Expos Writing.....3*
-- *Minimum C grade required.*
Arts and Humanities
COM101 Intro to Communication 3
ENG102 Comp II-Intro to Literature 3
GER Arts & Humanities Course [G] 3
Social and Behavioral Sciences
Two GER Soc & Behav Sciences Courses [G] ..6
Science
BIO101 General Biology
or BIO109 Human Biology & the Env 4
One GER Science Lab Course[G] 4
Mathematics
MAT210 Introductory Statistics *(Recommended)*
or MAT105 College Algebra 3*
-- *Minimum C grade required.*
Interdisciplinary/Emerging Issues
CIS105 Intro to Computers 3

CONCENTRATION COURSES: 15*

-- *Minimum C grade required in all Concentration Courses.*
PSY101 General Psychology 3*
PSY240 Intro to Abnormal Psychology 3*
PSY234 Death & Bereavement 3*
PSY245 Psychology of Women 3*
PSY283 Ethics in Human Services & Ad Cnslg...3*

DEVELOPMENTAL PSYCH REQUIREMENT:.....3*

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

PSYCHOLOGY MAJOR ELECTIVES:.....6*

-- *Minimum C grade required.*
Select two courses from the following:
PSY235 Forensic Psychology*, PSY230 Psychology of Adjustment*, or PSY286 Drugs & Human Behavior*

ELECTIVES (recommend another psych course).....3

TOTAL CREDIT HOURS REQUIRED:.....60

RECOMMENDED SEQUENCE

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

FALL

FYE101 First Year Experience	1	
ENG101 Comp I--Expos Writing	3	
MAT210 or MAT105	3	
BIO101 or BIO109	4	
PSY101 General Psychology	3	
CIS105 Into to Computers	3	
TOTAL	17	

SPRING

ENG102 Comp II-Intro to Literature	3	
GER Social & Behavioral Science Course [G]	3	
Psychology Major Elective	3	
PSY245 Psychology of Women	3	(S)
COM101 Intro to Communication	3	
TOTAL	15	

FALL

GER Arts & Humanities Course [G]	3	
PSY234 Death and Bereavement	3	(F)
PSY283 Ethics in Human Services & Ad Cnslg	3	(F)
Psychology Major Elective	3	
Electives	3	
TOTAL	15	

SPRING

GER Social & Behavioral Science Course [G]	3	
GER Science Lab Course[G]	4	
PSY102 or PSY220 (S)	3	
PSY240 Intro to Abnormal Psychology	3	(S)
TOTAL	13	

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

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES

Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

ARTS & SCIENCES -- ASSOCIATE OF ARTS DEGREE
SOCIAL AND BEHAVIORAL SCIENCES CONCENTRATION
TRANSFER PROGRAM GC CURRICULUM CODE: 3500

INSTITUTIONAL REQUIREMENT: 1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS:.....32

English Composition
ENG101 Comp I--Expos Writing 3*
-- Minimum C grade required.
Arts and Humanities
COM101 Intro to Communication 3
GER Literature Course [G] 3
(ENG102 recommended for WVU transfers)
GER Arts & Humanities Course [G]..... 3
Social and Behavioral Sciences
PSY101 General Psychology 3
SOC101 Principles of Sociology..... 3
Science
BIO109 Human Biology & the Environment ... 4
One GER Science Lab Course [G] 4
Mathematics
MAT210 Introductory Statistics *(Recommended)*
or MAT105 College Algebra 3
Interdisciplinary/Emerging Issues
CIS105 Intro to Computers 3

CONCENTRATION COURSES: 21

CJC101 Intro to Criminal Justice
or SWK270 Intro to Social Work & Soc Welfare...3
POL140 American National Government..... 3
PSY240 Intro to Abnormal Psychology
or PSY235 Forensic Psychology
or PSY286 Drugs & Human Behavior 3
SOC201 The Family 3
SOC211 Social Problems 3
SOC283 Ethics in Human Services & Ad Cnslg ... 3
Any ATH, CJC, ECN, GEO, POL, PSY, SOC or SWK..3
(GEO201 recommended for FSU transfers)

ELECTIVES 6

Choose courses after consultation with advisor. Recommended electives: SOC215 Deviant Behavior, SOC221 Criminology, or SOC260 Gender Roles.

TOTAL CREDIT HOURS REQUIRED: 60

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40)

.

RECOMMENDED SEQUENCE

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

FALL

FYE101 First Year Experience	1	
ENG101 Comp I--Expos Writing	3	
MAT210 or MAT105	3	
CJC101 (F) or SWK270 (S)	3	
SOC101 Principles of Sociology	3	
TOTAL	13	

SPRING

BIO109 Human Biology & the Environment	4	
PSY101 General Psychology	3	
GER Arts & Humanities Course [G]	3	
GER Literature Course [G]	3	
Electives	3	
TOTAL	16	

FALL

COM101 Intro to Communication	3	
GER Science Lab Course [G]	4	
PSY235 (F), PSY240 (S), or PSY286 (F)	3	
SOC201 The Family	3	(F)
SOC283 Ethics in Human Services & Ad Cnslg	3	(F)
TOTAL	16	

SPRING

Any ATH, CJC, ECN, GEO, POL, PSY, SOC or SWK	3	
POL140 American National Government	3	(S)
CIS105 Intro to Computers	3	
SOC211 Social Problems	3	(S)
Electives	3	
TOTAL	15	

PROGRAM NOTES

The Social & Behavioral Sciences concentration prepares students for further studies in fields such as anthropology, criminal justice, and sociology.

Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

BUSINESS & INFORMATION TECHNOLOGY

Business Administration A.A. Degree ..... *page 69*

Business & Information Technology A.A.S. Degree

Business Management & Entrepreneurship Concentration ..... *page 70*

Graphic/Web Design Concentration ..... *page 71*

BUSINESS & INFORMATION TECHNOLOGY

The business programs at Garrett College prepare students with the necessary and up-to-date knowledge and skills for the careers of today and the future. Students intending to transfer to a 4-year institution may pursue the Associate of Arts (A.A.) degree in Business Administration, while students wishing to enter directly into the workforce may choose to pursue an Associate of Applied Science (A.A.S.) degree. 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.

PROGRAM LEARNING OUTCOMES

BUSINESS ADMINISTRATION

- Students will demonstrate the ability to apply principles of accounting to business situations.
- Students will demonstrate an understanding of the U.S. legal system as it applies to business and the legal environment of business.
- Students will demonstrate the ability to evaluate different leadership styles and anticipate the consequences resulting from the use of each of these styles.
- Students will demonstrate the ability to apply economic analysis techniques to everyday problems in real-world situations, to understand the impact of current events and to evaluate specific policy proposals.
- Students will demonstrate the ability to apply the concepts of segmentation, targeting, and positioning in developing a marketing plan.

BUSINESS & INFORMATION TECHNOLOGY: BUSINESS MANAGEMENT & ENTREPRENEURSHIP CONCENTRATION

- Students will demonstrate the ability to apply principles of accounting to business situations.
- Students will demonstrate an understanding of the U.S. legal system as it applies to business and the legal environment of business.
- Students will demonstrate the ability to evaluate different leadership styles and anticipate the consequences resulting from the use of each of these styles.
- Students will demonstrate the ability to apply economic analysis techniques to everyday problems in real-world situations, to understand the impact of current events and to evaluate specific policy proposals.
- Students will demonstrate the ability to apply the concepts of segmentation, targeting, and positioning in developing a marketing plan.

BUSINESS & INFORMATION TECHNOLOGY: GRAPHIC/WEB DESIGN CONCENTRATION

- Students will demonstrate proficiency in the use of a range of computer graphics technology, including bitmap image editing, vector graphics, page layout, web design, video editing and effects.
- Students will demonstrate a knowledge of color theory and how to apply it.
- Students will demonstrate the ability to design logos, newsletters, posters, folded brochures, and multiple page publications from concept to completion.
- Students will demonstrate an understanding of the concept of "branding" and corporate identity, and the ability to use the basic concepts of design for advertising purposes.
- Students will demonstrate the ability to recognize basic type families and styles, and to select type styles which will enhance design pieces.

BUSINESS ADMINISTRATION -- ASSOCIATE OF ARTS DEGREE

TRANSFER PROGRAM GC CURRICULUM CODE: 3100 3103 HSDE

INSTITUTIONAL REQUIREMENT: 1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS:.....32

English Composition
ENG101 Comp I--Expos Writing 3*
-- Minimum C grade required.
Arts and Humanities
COM101 Intro to Communication 3
GER Literature Course [G] 3
(ENG102 recommended for WVU transfers)
GER Arts & Humanities Course [G]..... 3
Social and Behavioral Sciences
Two GER Soc & Beh Sciences Courses [G]..... 6
Science
Two GER Science Lab Courses [G] 8
Mathematics
MAT105 College Algebra
or MAT210 Introductory Statistics 3
Interdisciplinary/Emerging Issues
CIS105 Intro to Computers 3

CORE COURSES: 27*

-- Minimum C grade required in all Core Courses.

ACC210 Financial Accounting..... 3*
ACC213 Managerial Accounting..... 3*
BUS101 Intro to Business..... 3*
BUS201 Principles of Marketing 3*
BUS203 Business Law..... 3*
BUS251 Principles of Management 3*
ECN201 Economics I (Macro)..... 3*
ECN202 Economics II (Micro)..... 3*
Any BUS, CIS or MAT Course..... 3*

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

FALL

FYE101 First Year Experience 1
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 16

SPRING

ACC213 Managerial Accounting 3
BUS251 Principles of Management 3
GER Literature Course [G].....3
GER Soc & Beh Sciences Course [G].....3
COM101 Intro to Communication 3
TOTAL 15

FALL

BUS201 Principles of Marketing 3
ECN201 Economics I (Macro) 3
GER Soc & Beh Sciences Course [G].....3
GER Science Lab Course [G] 4
Any BUS, CIS or MAT Course 3
TOTAL 16

SPRING

BUS203 Business Law 3
ECN202 Economics II (Micro) 3
GER Arts & Humanities Course [G] 3
GER Science Lab Course [G] 4
TOTAL 13

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

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES

Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

BUSINESS & INFORMATION TECHNOLOGY -- ASSOCIATE OF APPLIED SCIENCE DEGREE

BUSINESS MANAGEMENT & ENTREPRENEURSHIP CONCENTRATION

CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 2100

INSTITUTIONAL REQUIREMENT:.....1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ...1

GER REQUIRED CREDITS:.....22

English Composition
ENG101 Comp I--Expos Writing.....3*
-- *Minimum C grade required.*
Arts and Humanities
COM101 Intro to Communication 3
GER Arts & Humanities Course [G] 3
Social and Behavioral Sciences
GER Soc & Behavioral Science Course [G].....3
Science
GER Science Lab Course [G] 4
Mathematics
MAT105 College Algebra
or MAT210 Introductory Statistics.....3
Interdisciplinary/Emerging Issues
CIS105 Intro to Computers 3

CORE COURSES: 9*

-- Minimum C grade required in all Core Courses.

ACC210 Financial Accounting 3*
BUS101 Intro to Business 3*
BUS294 Field Experience in Business 3*

CONCENTRATION COURSES: 24*

-- Minimum C grade required in all Concentration Courses.

ACC213 Managerial Accounting 3*
BUS251 Principles of Management 3*
BUS201 Principles of Marketing 3*
BUS203 Business Law 3*
BUS287 Entrepreneurial Thinking 3*
BUS289 Entrepreneurship 3*
ECN201 Principles of Econ I (MACRO) 3*
ECN202 Principles of Econ II (MICRO) 3*

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

FALL

FYE101 First Year Experience 1
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 16

SPRING

ACC213 Managerial Accounting.....3
BUS251 Principles of Management.....3
GER Arts & Humanities Course [G] 3
GER Social & Behavioral Science Course[G] 3
COM101 Intro to Communication..... 3
TOTAL 15

FALL

BUS201 Principles of Marketing.....3
GER Science Lab Course [G].....4
ECN201 Principles of Econ I (MACRO).....3
BUS287 Entrepreneurial Thinking.....3 (F)
Electives 1
TOTAL 14

SPRING

BUS203 Business Law.....3
BUS289 Entrepreneurship.....3 (S)
BUS294 Field Experience in Business.....3
ECN202 Principles of Econ II (MICRO).....3
Electives 3
TOTAL 15

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

[G] GER Courses must be on the Approved General Education Course list (see page 40).

BUSINESS & INFORMATION TECHNOLOGY -- ASSOCIATE OF APPLIED SCIENCE DEGREE
GRAPHIC/WEB DESIGN CONCENTRATION
CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 2260

INSTITUTIONAL REQUIREMENT: 1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS:.....22

English Composition
ENG101 Comp I--Expos Writing 3*
-- *Minimum C grade required.*
Arts and Humanities
COM101 Intro to Communication 3
GER Arts & Humanities Course [G]..... 3
Social and Behavioral Sciences
GER Soc & Behavioral Sciences Course [G]..... 3
Science
GER Science Lab Course [G]..... 4
Mathematics
MAT105 College Algebra
or MAT210 Introductory Statistics 3
Interdisciplinary/Emerging Issues
CIS105 Intro to Computers 3

CORE COURSES: 9

ACC210 Financial Accounting 3
BUS101 Intro to Business..... 3
BUS294 Field Experience 3

CONCENTRATION COURSES: 24

ART101 Basic Design I 3
ART102 Basic Design II 3
ART108 Intro to Graphic Design 3
CIS130 Programming Logic 3
CIS150 Desktop Publishing..... 3
CIS151 Image Editing 3
CIS200 Introduction to Animation 3
CIS201 Web Page Design. 3

ELECTIVES: 4

Choose after consultation with advisor.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

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

FALL

FYE101 First Year Experience	1	
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)
TOTAL	16	

SPRING

ART102 Basic Design II	3	(S)
BUS101 Intro to Business	3	
CIS151 Image Editing	3	(S)
CIS201 Web Page Design	3	(S)
GER Arts & Humanities Course [G]	3	
TOTAL	15	

FALL

ART108 Intro to Graphic Design	3	(F)
CIS130 Programming Logic	3	(F)
CIS200 Animation	3	(F)
GER Soc & Behavioral Sciences Course [G]	3	
COM101 Intro to Communication	3	
TOTAL	15	

SPRING

BUS294 Field Experience	3	
GER Science Lab Course [G]	4	
ACC210 Financial Accounting	3	
Electives	4	
TOTAL	14	

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

Computer Science A.S. Degree ..... page 73

COMPUTER SCIENCE

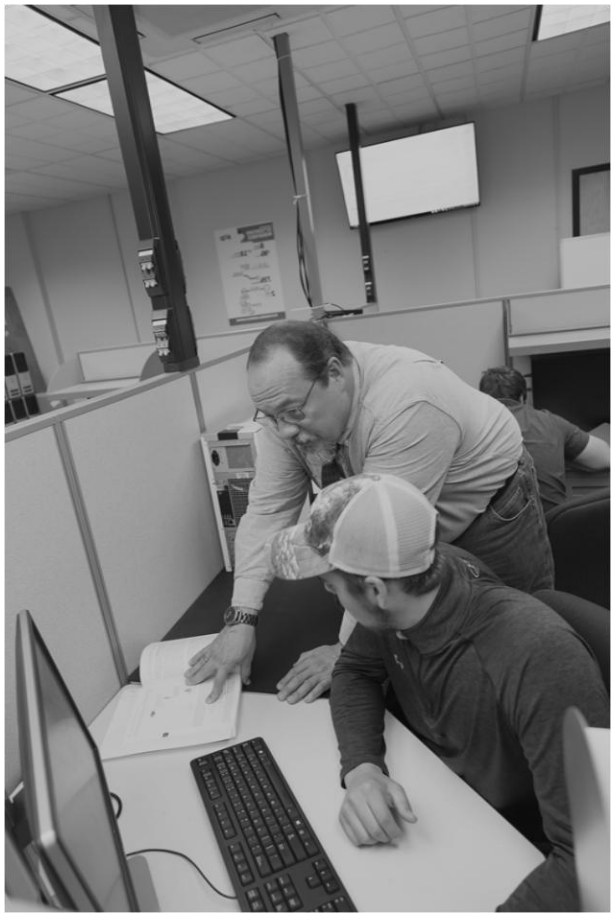
Computer Science is the study of computers and computational systems. Unlike electrical and computer engineers, computer scientists focus on software and software systems; this includes their theory, design, development, and application. Although knowing how to program is essential to the study of computer science, it is only one element of the field. Computer scientists design and analyze algorithms to solve problems and study the performance of computer hardware and software.

The Computer Science program at Garrett College awards an Associate of Science (A.S.) degree. This degree is designed to prepare students to transfer to a four-year institution to obtain a bachelor's degree in a computer related field such as computer science, information systems, information technology, and secure computing.

PROGRAM LEARNING OUTCOMES

COMPUTER SCIENCE

- Students will be able to apply information literacy skills in order to locate, evaluate and effectively use information in the Computer Science field.
- Students will be able to communicate and engage effectively with diverse stakeholders.
- Students will be able to employ knowledge of computing and mathematics appropriate to the discipline.
- Students will be able to identify, formulate, and develop solutions to computational challenges.
- Students will be able to design and analyze digital logic circuits used in computer systems.
- Students will be able to discuss and practice professional, ethical, legal, security, and social issues and responsibilities for the computing profession.



COMPUTER SCIENCE -- ASSOCIATE OF SCIENCE DEGREE

TRANSFER PROGRAM GC CURRICULUM CODE: 3201

GER REQUIRED CREDITS:.....35

English Composition
- ENG101 Comp I--Expos Writing 3*
- *-- Minimum C grade required.*

Arts and Humanities
- COM101 Intro to Communication 3
- ENG102 Comp II-Intro to Literature..... 3
- GER Humanities Course [G] (HIS, PHL, or Languages)..... 3
- GER Fine Arts Course [G] (ART, MUS, or THE) 3

Social and Behavioral Sciences
- Two GER Soc & Behav Sciences Courses [G] .. 6

Science
- Two GER Science Lab Courses[G] 8
  (BIO101, CHE101, or PHY101 recommended if transferring to a Computer Science program at a 4-yr institution)

Mathematics
- MAT105 College Algebra..... 3

Interdisciplinary/Emerging Issues
- CIS106 Intro to Cybersecurity 3

CORE COURSES: 22

- CIS130 Programming Logic 3
- CIS145 Discrete Structures 4
- CIS170 Computer Science Programming I 4
- CIS210 Computer Science Programming II 4
- CIS234 Ethics in the Information Age or CIS235 Introduction to Cyber Law 3
- CIS250 Digital Logic Design 3
- CIS251 Digital Logic Design Lab..... 1

TECHNICAL ELECTIVE:.....3

After consultation with advisor, select from the following:
- MAT210 Introductory Statistics or CIS245 Database Design 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	
CIS106 Intro to Cybersecurity.....3	
CIS130 Programming Logic.....3	(F)
GER Humanities Course [G] 3	
MAT105 College Algebra 3	
TOTAL 15	

SPRING

CIS145 Discrete Structures 4	(S)
CIS234 Ethics or CIS235 Cyber Law.....3	(S)
ENG102 Comp II-Intro to Literature 3	
GER Social & Behavioral Science Course[G].....3	
COM101 Intro to Communication 3	
TOTAL 16	

FALL

CIS170 Computer Science Programming I 4	(F)
CIS250 Digital Logic Design.....3	(F)
CIS251 Digital Logic Design Lab 1	(F)
GER Fine Arts Course [G] 3	
GER Science Lab Course [G] 4	
TOTAL 15	

SPRING

CIS210 Computer Science Programming II 4	(S)
GER Social & Behavioral Science Course[G].....3	
GER Science Lab Course [G] 4	
MAT210 Stats or CIS245 Database Design .. 3	
TOTAL 14	

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES

Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

CYBERSECURITY

Cybersecurity A.A.S. Degree ..... *page 75*

Cybersecurity Certificate ..... *page 76*

CYBERSECURITY

The Cybersecurity program at Garrett College prepares students for careers in computing, networking, and cybersecurity with a strong focus on hands-on skills. The curriculum emphasizes troubleshooting, ethical decision-making, and working with both physical and virtual systems.

Students are encouraged to earn certifications such as A+, Network+, Security+, and CCNA to boost their career readiness. Graduates are prepared for work in IT support, systems administration, network security, and other roles where trust, judgment, and hands-on technical ability are still critical despite advances in artificial intelligence.



PROGRAM LEARNING OUTCOMES

CYBERSECURITY

- Students will communicate using proper technical computer and networking terminology.
- Students will demonstrate an ability to identify risks and threats involving computer assets and data.
- Students will identify, troubleshoot, repair and/or replace PC and laptop hardware components.
- Students will install and update, operate and troubleshoot, configure and secure operating systems in both real and virtual environments.
- Students will understand, design and secure IP networks.
- Students will possess and demonstrate knowledge of core IP protocols, perform penetration testing, analyze results and employ effective countermeasures.

CYBERSECURITY -- ASSOCIATE OF APPLIED SCIENCE DEGREE

CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 2250

GER REQUIRED CREDITS:.....22

English Composition
ENG101 Comp I--Expos Writing 3*
-- Minimum C grade required.
Arts and Humanities
COM101 Intro to Communication 3
GER Arts & Humanities Course [G] 3
Social and Behavioral Sciences
GER Soc & Behavioral Science Course [G] 3
Science
GER Science Lab Course [G] 4
Mathematics
MAT105 College Algebra
or MAT210 Introductory Statistics 3
Interdisciplinary/Emerging Issues
CIS106 Intro to Cybersecurity 3

CORE COURSES: 38

CIS160 Operating Systems 4
CIS161 PC Maintenance & Repair 4
CIS163 Intro to Cisco Networking 4
CIS220 Network Fundamentals (Net+) 4
CIS221 Advanced Routing & Switching 4
CIS222 WAN Technologies 4
CIS230 Security+ 3
CIS231 Computer Forensics
or CIS232 Advanced Network Security
or CIS235 Intro to Cyber Law .....3 (or 4)
CIS233 Ethical Hacking, Countermeasure 3
CIS240 Linux+ 3
CIS294 Field Experience 2

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

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

FALL

ENG101 Comp I--Expos Writ.....3	
COM101 Intro to Communication 3	
CIS106 Intro to Cybersecurity.....3	
CIS160 Operating Systems.....4	(F)
CIS161 PC Maintenance & Repair..... 4	(F)
TOTAL 17	

SPRING

CIS163 Intro to Cisco Networking.....4	(S)
CIS230 Security+.....3	(S)
GER Science Lab Course [G] 4	
MAT105 or MAT210 3	
TOTAL 14	

FALL

CIS220 Network Fundamentals (Net+) 4	(F)
CIS221 Advanced Routing & Switching.....4	(F)
CIS231 or CIS232 or CIS235 ..... 3 or 4	(F)
GER Arts & Humanities Course [G] 3	
TOTAL ..... 14 or 15	

SPRING

GER Social & Behavioral Science Course[G].....3	
CIS222 WAN Technologies 4	(S)
CIS233 Ethical Hacking, Countermeasure.....3	(S)
CIS240 Linux+ 3	(S)
CIS294 Field Experience..... 2	
TOTAL 15	

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES

The CIS163 Intro to Cisco Networking, CIS221 Advanced Routing & Switching, and CIS222 WAN Technologies three-course sequence prepares students for the CCNA certification exam.

Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

CYBERSECURITY -- CERTIFICATE

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1250

REQUIRED COURSEWORK: 17

CIS106 Intro to Cybersecurity.....3
CIS160 Operating Systems.....4
CIS220 Networking Fundamentals (Net+).....4
CIS230 Security+.....3
CIS233 Ethical Hacking, Countermeasure 3

MAJOR ELECTIVES: 10

After consultation with advisor, select from the following:

CIS161 PC Maintenance & Repair, 4 crs.
CIS163 Intro to Cisco Networking, 4 crs.
CIS221 Advanced Routing & Switching, 4 crs.
CIS222 WAN Technologies, 4 crs.
CIS231 Computer Forensics, 3 crs.
CIS232 Advanced Network Security, 4 crs.
CIS234 Ethics in the Information Age, 3 crs.
CIS235 Introduction to Cyber Law, 3 crs.
CIS240 Linux+, 3 crs.

TOTAL CREDIT HOURS REQUIRED: 27

RECOMMENDED SEQUENCE

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

FALL

CIS106 Intro to Cybersecurity	3	
CIS160 Operating Systems	4	(F)
CIS220 Networking Fundamentals (Net+)	4	(F)
Major Electives	4	
TOTAL	15	

SPRING

CIS230 Security+	3	(S)
CIS233 Ethical Hacking, Countermeasure	3	(S)
Major Electives	6	
TOTAL	12	

PROGRAM NOTES

The CIS163 Intro to Cisco Networking, CIS221 Advanced Routing & Switching, and CIS222 WAN Technologies three-course sequence prepares students for the CCNA certification exam.

ENGINEERING

Engineering Transfer A.S. Degree ..... *page 78*

Engineering, Robotics, & Technology Certificate ..... *page 79*
This certificate is an exclusive offering for Garrett County Public Schools high school dual enrollment students.

ENGINEERING TRANSFER

The Engineering Transfer A.S. degree at Garrett College is a two-year program designed for students who plan to transfer to a four-year institution to complete a bachelor degree in electrical, mechanical, or other engineering discipline.

The program is designed to provide broad coverage of coursework typically required of engineering majors during their first two years of college. 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 provides 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 LEARNING OUTCOMES

ENGINEERING TRANSFER

- Students will demonstrate the ability to function effectively as a member of a team while engaged in an engineering project, including assuming the role of the team leader.
- Students will demonstrate the ability to communicate effectively both orally and in writing, when presenting their ideas and engineering projects.
- Students will demonstrate an understanding of and the ability to engage in the various steps in the engineering project development process including: problem specification, design, modeling, simulation (using computer-aided engineering), fabrication, testing, and redesign.
- Students will demonstrate an understanding of and the ability to use techniques, skills, and modern engineering tools necessary for engineering practice.
- Students will demonstrate competency in the use and application of high-level programming languages.



SUGGESTED ELECTIVES FOR ENGINEERING FIELDS

MECHANICAL/INDUSTRIAL	CIVIL
ENR221	ENR105
ENR230	ENR225
ENR250	ENR230
ELECTRICAL	COMPUTER
ENR210 & ENR211	ENR240 & ENR241
ENR240 & ENR241	ENR260
	CIS210

For information on other engineering fields or other electives, students should consult their advisor prior to registration.

ENGINEERING TRANSFER-- ASSOCIATE OF SCIENCE DEGREE

TRANSFER PROGRAM GC CURRICULUM CODE: 3410

INSTITUTIONAL REQUIREMENT:.....1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ...1

GER REQUIRED CREDITS:.....31

English Composition
ENG101 Comp I--Expos Writing.....3*
-- *Minimum C grade required.*
Arts and Humanities
COM101 Intro to Communication 3
GER Arts & Humanities Course [G] 3
(ENG102 recommended for WVU transfers)
Social and Behavioral Sciences
Two GER Soc & Behav Science Courses [G].....6
Science
CHE101 General Chemistry I.....4*
PHY111 Gen Physics I (Calc-based).....4*
-- *Minimum C grade required.*
Mathematics
MAT190 Calculus I .....4 #*
-- *Minimum C grade required.*
Interdisciplinary/Emerging Issues
CIS170 Computer Sci Programming I.....4*
-- *Minimum C grade required.*

CORE COURSES: 19

-- *Minimum C grade required.*

ENR101 Intro to Engineering Design 3*
MAT191 Calculus II 4*
MAT192 Calculus III 4*
MAT281 Differential Equations 4*
PHY112 Gen Physics II (Calc-based).....4*

MAJOR ELECTIVES:.....9

-- *Minimum C grade required.* After consultation with advisor, select courses that align with your intended transfer discipline.

ENR105 Blueprint Reading & Solid Modeling...3*
ENR210 Basic Circuit Theory 3*
ENR211 Electrical & Digital Circuit Lab.....2*
ENR221 Engineering Statics.....3*
ENR225 Computer-aided Design 3*
ENR230 Sci & Engineering Computations 3*
ENR240 Digital Logic Design 3*
ENR241 Digital Logic Design Lab 1*
ENR250 Engineering Dynamics.....3*
ENR260 Mechatronic & Robotic Design 3*
CHE102 General Chemistry II 4*
CIS130 Programming Logic.....3*
CIS210 Computer Sci Programming II.....4*

TOTAL CREDIT HOURS REQUIRED:.....60

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

RECOMMENDED SEQUENCE

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

 # Calculus Preparedness: Students entering the program who are not calculus-ready must also complete MAT105 College Algebra and MAT110 Pre-Calculus prior to registering for MAT190.

FALL

FYE101 First Year Experience	1	
CHE101 General Chemistry	4	(F)
ENR101 Intro to Engineering Design	3	(F)
ENG101 Comp I--Expos Writing	3	
MAT190 Calculus I	4	#
TOTAL	15	

SPRING

COM101 Intro to Communication	3	
GER Arts & Humanities Course [G]	3	
GER Social & Behavioral Science Course[G]	3	
Major Elective	3	
MAT191 Calculus II	4	(S)
TOTAL	16	

FALL

CIS170 Comp Science Programming I	4	(F)
MAT192 Calculus III	4	(F)
Major Elective	3	
PHY111 Gen Physics I (Calc-based)	4	(F)
TOTAL	15	

SPRING

GER Social & Behavioral Science Course[G]	3	
MAT281 Differential Equations	4	(S)
Major Elective	3	
PHY112 Gen Physics II (Calc-based)	4	(S)
TOTAL	14	

PROGRAM NOTES

Minimum C grade required in all computer science, engineering, mathematics, and natural/physical science courses.

Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

ENGINEERING, ROBOTICS, & TECHNOLOGY -- CERTIFICATE

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1420

EXCLUSIVE GCPS OFFERING: *This certificate is offered exclusively to Garrett County Public Schools (GCPS) high school students. Eligible GCPS students may pursue this certificate as part of their high school coursework, and successful students will graduate high school with a high school diploma and a certificate from Garrett College.*

Designed with a focus on twenty-first century work skills that employers are seeking, this certificate program provides students with foundational mechanical, electrical and computational knowledge needed to support automated systems. Through hands-on learning, students are introduced to blueprint reading, computer-aided design, basic electrical systems, programming, and more.

Students are prepared to enter the workforce as technicians in a variety of industries. Successful completion may increase a high school graduate's employability with local Garrett County businesses at a position above that of an untrained applicant. The knowledge gained through this certificate program can also be a great foundation for students looking to continue their studies and work toward an associate or higher-level degree in a variety of engineering disciplines.

REQUIRED COURSEWORK: 20

CIS130 Programming Logic 3
ENR101 Intro to Engineering Design..... 3
ENR105 Blueprint Reading & Solid Modeling 3
ENR210 Basic Circuit Theory..... 3
ENR211 Electrical & Digital Circuit Lab 2
ENR225 Computer-aided Design 3
ENR260 Mechatronic & Robotic Design 3

TOTAL CREDIT HOURS REQUIRED: 20

RECOMMENDED SEQUENCE

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

Major Preparedness: Prior to enrolling in ENR210, students must demonstrate readiness by completing MAT105 College Algebra (or higher) with a C or better.

FALL (Local GCPS High School)

ENR101 Intro to Engineering Design	3	(F)
ENR105 Blueprint Reading & Solid Modeling	3	(F)
CIS130 Programming Logic	3	(F)
TOTAL	9	

SPRING (Garrett College Campus)

ENR210 Basic Circuit Theory	3	(S)
ENR211 Electrical & Digital Circuit Lab	2	(S)
ENR225 Computer-aided Design	3	(S)
ENR260 Mechatronic & Robotic Design	3	(S)
TOTAL	11	

PROGRAM NOTES

This program is reserved for GCPS high school students only. Fall coursework is completed at the student's local GCPS high school. All spring coursework is completed on the Garrett College campus in McHenry.

Major Preparedness: Prior to enrolling in ENR210, students must demonstrate readiness by completing MAT105 College Algebra (or higher) with a C or better.

General Studies A.A. Degree ..... page 81

GENERAL STUDIES

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 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. 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 the program to their individual needs and interests.



PROGRAM LEARNING OUTCOMES

GENERAL STUDIES

- Students will demonstrate the ability to incorporate information literacy skills in order to locate, evaluate, and effectively use needed information.
- Students will demonstrate the ability to make connections that create meaning between themselves and their audience, and that they are able to speak, read, write, and listen effectively.
- Students will demonstrate the ability to engage in clear and critical analysis of situations, events, issues, ideas, and text by fusing experience, reason, and training into considered judgment.
- 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.
- 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.
- Students will demonstrate an awareness of global issues and an appreciation for diversity and cultural dynamics as seen through different disciplines.



GENERAL STUDIES -- ASSOCIATE OF ARTS DEGREE

TRANSFER PROGRAM GC CURRICULUM CODE: 3600, 3602 ONLINE, 3603 HSDE

INSTITUTIONAL REQUIREMENT: 1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS:.....31

English Composition
ENG101 Comp I--Expos Writing 3*
-- *Minimum C grade required.*

Arts and Humanities
COM101 Intro to Communication
or COM105 Media & Society..... 3
GER Literature Course [G] 3
(ENG102 recommended for WVU transfers)
GER Arts & Humanities Course [G]..... 3

Social and Behavioral Sciences
Two GER Soc & Behav Sciences courses [G]... 6

Science
Two GER Science Courses [G]
(at least one must be a Lab course)..... 7

Mathematics
GER Mathematics Course [G] 3

Interdisciplinary/Emerging Issues
GER Interdisciplinary/Emerging Issues [G]..... 3
(except CIS180)

ELECTIVES: 28

Check with advisor about transferability.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

FALL

FYE101 First Year Experience 1
ENG101 Comp I--Expos Writing.....3
GER Arts & Humanities Course [G] 3
GER Mathematics Course OR Electives[G].....3
GER Social & Behavioral Science Course[G].....3
Elective 2
TOTAL 15

SPRING

GER Literature Course [G].....3
GER Science Lab Course [G] 4
Electives OR GER Mathematics Course [G].....3
Electives..... 5
TOTAL 15

FALL

COM101 or COM105 3
GER Interdisciplinary/Emerging Issues [G].....3
GER Social & Behavioral Science Course[G].....3
Electives..... 6
TOTAL 15

SPRING

GER Science Course [G].....3
Electives.....12
TOTAL 15

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES

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 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 follow the Liberal Arts concentration 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 follow the Mathematics/Science concentration.



Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

HEALTH & EXERCISE SCIENCE

Health & Exercise Science A.S. degree ..... *page 83*
Health Science Certificate ..... *page 84*
Pre-Dental Hygiene track ..... *page 85*
Pre-Medical Laboratory Technology track ..... *page 86*
Pre-Nursing track ..... *page 87*
Pre-Occupational Therapy Assistant track ..... *page 88*
Pre-Physical Therapist Assistant track ..... *page 89*
Pre-Radiologic Technology track ..... *page 90*
Pre-Respiratory Therapist track ..... *page 91*

HEALTH & EXERCISE SCIENCE

Garrett College's Health and Exercise Science A.S. degree provides students interested in a fitness or health science career the knowledge and skills necessary for today's competitive market. Students gain a strong core of basic health and exercise science knowledge in subjects such as anatomy and physiology, medical terminology, resistance training, and group fitness. Additional coursework in communications, writing, and speaking skills help develop students into well-rounded fitness and health professionals.

Upon completion of the degree, students have the option to join the workforce in entry level positions or transfer to a four-year college to continue their education.

Careers in health and exercise science fields include the aquatics industry, personal trainer, strength and conditioning coach, fitness instructor, wellness coordinator, outpatient clinics, senior citizen centers rehabilitation centers, hospitals, research lab, academic settings, fitness consultant, and more.

PROGRAM LEARNING OUTCOMES

HEALTH & EXERCISE SCIENCE

- Students will demonstrate the ability to communicate effectively when instructing an exercise program.
- Students will demonstrate a working knowledge of human anatomy, physiology and medical terminology.
- Students will design a safe, effective and appropriate exercise routine based on the class/client goal.
- Students will formulate an understanding of the career opportunities available in the exercise science industry.

HEALTH SCIENCE CERTIFICATE

The Health Science certificate provides students interested in a health care profession an academic foundation that prepares them for transfer into a specialized health program at a variety of 2- and 4-year institutions. Students enrolled in this certificate program will take classes that are common pre-admission requirements found in many associate degree programs.

Students may select from a variety of pre-allied health tracks, each designed to meet the needs of students who plan to transfer to a college or university that grants degrees in various health care professions.

The certificate includes general education courses, as well as courses to develop foundational knowledge in a variety of science subjects from anatomy and physiology, to microbiology, chemistry, and nutrition.

Completion of the Health Science certificate does not guarantee acceptance into another institution or program. Students should contact their transfer institution for information on the application process and specific program requirements.

PROGRAM LEARNING OUTCOMES

HEALTH SCIENCE CERTIFICATE

- Students will demonstrate the entry level knowledge and written and verbal communication skills and abilities associated with many disciplines within the field of health care.
- Students will identify structures of human anatomy, beginning at the basic cellular level and concluding with body systems, and relate each system of the body to its functions.
- Students will demonstrate understanding of physical, cognitive, linguistic, and psychological development of human beings.
- Students will be prepared to transfer to a health care discipline associate or baccalaureate degree program.

HEALTH & EXERCISE SCIENCE-- ASSOCIATE OF SCIENCE DEGREE

TRANSFER PROGRAM GC CURRICULUM CODE: 3850

INSTITUTIONAL REQUIREMENT: 1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS:.....31

English Composition
ENG101 Comp I--Expos Writing 3*
-- Minimum C grade required.
Arts and Humanities
COM101 Intro to Communication
or COM105 Media & Society..... 3
GER Arts & Humanities Course [G]..... 3
GER Literature Course [G] 3
(ENG102 recommended for WVU transfers)
Social and Behavioral Sciences
Two GER Soc & Behav Science Courses [G].... 6
(PSY101 recommended for transfer)
Science
BIO101 General Biology I 4
GER Science Course [G] 3
(BIO130 Nutrition recommended)
Mathematics
MAT210 Introductory Statistics 3
Interdisciplinary/Emerging Issues
GER Interdisciplinary/Emerging Issues [G]..... 3
(except CIS180)

CORE COURSES: 21

BIO103 Medical Terminology 3
BIO200 Anatomy & Physiology I 4
BIO201 Anatomy & Physiology II 4
EXS103 Foundations of Exercise Science 3
EXS115 Methods of Group Fitness. 3
EXS175 Foundations of Resistance Training 1
BUS101 Introduction to Business
or SPM272 Psych Perspectives of Sport..... 3

ELECTIVES: 7

Choose after consultation with advisor. CHE101 and MAT105 recommended for WVU transfers.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

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

FALL

FYE101 First Year Experience	1	
BIO101 General Biology I	4	
ENG101 Comp I--Expos Writing	3	
EXS103 Foundations of Exercise Science	3	(F)
EXS175 Foundations of Resistance Training	1	
MAT210 Statistics	3	
TOTAL	15	

SPRING

BIO103 Medical Terminology	3	
BIO200 Anatomy & Physiology I	4	
EXS115 Methods of Group Fitness	3	(S)
GER Literature Course [G]	3	
Elective	3	
TOTAL	16	

FALL

BIO201 Anatomy & Physiology II	4	
BUS101 or SPM272 (F)	3	
GER Arts & Humanities Course [G]	3	
GER Interdisciplinary/Emerging Issues [G]	3	
GER Social & Behavioral Science Course [G]	3	
TOTAL	16	

SPRING

COM101 or COM105	3	
GER Science Course[G]	3	
GER Social & Behavioral Science Course [G]	3	
Electives	4	
TOTAL	13	

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES

Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

HEALTH SCIENCE -- CERTIFICATE

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1850

INSTITUTIONAL REQUIREMENT:.....1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ...1

REQUIRED COURSEWORK: 16

BIO200 Human Anatomy & Physiology I 4*
-- Minimum C grade required.
ENG101 Comp I--Expos Writing.....3*
-- Minimum C grade required.
GER Arts & Humanities Course [G] 3
GER Mathematics Course [G] 3
GER Soc & Behavioral Science Course [G] 3

Recommended GER courses vary by health care profession; check with intended transfer institution for requirements.

TRACK ELECTIVES 15-17

Students will work with an advisor to select coursework associated with their desired health science program and transfer institution.

TOTAL CREDIT HOURS REQUIRED: 32-34

Specialized plans have been established for the following allied health programs. Students should review those plans and work with their advisor to determine transfer institution's requirements.

- Pre-Dental Hygiene
- Pre-Medical Laboratory Technology
- Pre-Nursing
- Pre-Occupational Therapy Assistant
- Pre-Physical Therapist Assistant
- Pre-Radiologic Technology
- Pre-Respiratory Therapist

RECOMMENDED SEQUENCE

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

SUMMER

BIO200 Preparedness: Prior to enrolling in BIO200, students must demonstrate readiness through either the Biology Placement Assessment or by completing BIO104 or BIO101 with a C or better.

FALL

FYE101 First Year Experience	1
BIO200 Human Anatomy & Physiology I	4
ENG101 Comp I – Expos Writing	3
GER Mathematics Course [G]	3
GER Social & Behavioral Science Course [G]	3
Track Elective	3
TOTAL	17

SPRING

GER Arts & Humanities Course [G]	3
Track Electives	12-14
TOTAL	15-17

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES
Students following this program are completing general education coursework in preparation for transfer into an allied health program at another institution. It is important to note that coursework requirements will vary by transfer institution. Students are encouraged to identify their desired transfer institution early and select coursework that meets those specific requirements.
Admission into allied health programs is highly competitive. Completion of the Health Science certificate does not guarantee acceptance into another institution or program. Students should contact their transfer institution for information on the application process and specific program requirements.
Transferability of coursework is at the receiving institution's discretion; many institutions require a minimum grade of C or better in preparatory coursework.

HEALTH SCIENCE -- CERTIFICATE

PRE-DENTAL HYGIENE TRACK

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1854

RECOMMENDED SEQUENCE

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

SUMMER

BIO200 Preparedness: Prior to enrolling in BIO200, students must demonstrate readiness through either the Biology Placement Assessment or by completing BIO104 or BIO101 with a C or better.

FALL

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1
BIO200 Human Anatomy & Physiology I..... 4*
-- Minimum C grade required.
BIO241 General Microbiology/Lab 4
ENG101 Comp I—Expository Writing 3*
-- Minimum C grade required.
MAT210 Introductory Statistics 3
TOTAL 15

SPRING

BIO201 Human Anatomy & Physiology II..... 4
CHE100 Intro to College Chemistry (S)
or CHE101 General Chemistry I (F)..... 4
COM101 Introduction to communication 3
PSY101 General Psychology..... 3
SOC101 Principles of Sociology..... 3
TOTAL 17

TOTAL CREDIT HOURS:.....32

*** Minimum C grade required.**

TRANSFER NOTES

Transfer institutions may have different requirements. Students should contact their transfer institution for specific requirements and application process.

ALLEGANY COLLEGE OF MARYLAND TRANSFER NOTES

Admission to this program at ACM is highly competitive. Completion of courses does not guarantee acceptance into the ACM program.

- Minimum grade of C is required for CHE100 or 101, BIO104 or 101, BIO200, BIO241, and ENG101.
- Cumulative GPA of 2.5 required.
- Lab science courses must be taken within 5 years of application.
- Criminal Record check required prior to entry into the clinical phase of the program.
- BLS/CPR Certification for Health Care Professionals is also required.

Contact Allegany College of Maryland's Advising Center for more information on this program.

PROGRAM NOTES
Students following this program are completing general education coursework in preparation for transfer into an allied health program at another institution. It is important to note that coursework requirements will vary by transfer institution. Students are encouraged to identify their desired transfer institution early and select coursework that meets those specific requirements.
Admission into allied health programs is highly competitive. Completion of the Health Science certificate does not guarantee acceptance into another institution or program. Students should contact their transfer institution for information on the application process and specific program requirements.
Transferability of coursework is at the receiving institution's discretion; many institutions require a minimum grade of C or better in preparatory coursework.

HEALTH SCIENCE -- CERTIFICATE

PRE-MEDICAL LABORATORY TECHNOLOGY TRACK

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1856

RECOMMENDED SEQUENCE

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

FALL

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ...1
BIO101 General Biology I/Lab 4
CHE100 Introduction to Chemistry (S)
or CHE101 General Chemistry (F) 4
ENG101 Comp I—Expository Writing 3*
-- Minimum C grade required.
MAT105 College Algebra
or MAT210 Introductory Statistics..... 3
TOTAL 15

SPRING

BIO200 Human Anatomy & Physiology I 4*
-- Minimum C grade required.
BIO241 General Microbiology/Lab 4
GER Arts & Humanities Course [G] 3
GER Soc & Behavioral Sciences Course [G].....3
Electives..... 3
TOTAL 17

TOTAL CREDIT HOURS: 32

Suggested Electives: BIO103 Medical Terminology, BIO130 Principles of Nutrition, PED117 Personalized Health & Fitness, or PED150 First Aid

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

TRANSFER NOTES

Transfer institutions may have different requirements. Students should contact their transfer institution for specific requirements and application process.

ALLEGANY COLLEGE OF MARYLAND TRANSFER NOTES

Admission to this program at ACM is highly competitive. Completion of courses does not guarantee acceptance into the ACM program.

- Fall and Spring (Fast-track) admission at ACM.
- Criminal Record check required prior to entry into the clinical phase of the program.
- BLS/CPR Certification for Health Care Professionals is also required.

Contact Allegany College of Maryland's Advising Center for more information on this program.

PROGRAM NOTES
Students following this program are completing general education coursework in preparation for transfer into an allied health program at another institution. It is important to note that coursework requirements will vary by transfer institution. Students are encouraged to identify their desired transfer institution early and select coursework that meets those specific requirements.
Admission into allied health programs is highly competitive. Completion of the Health Science certificate does not guarantee acceptance into another institution or program. Students should contact their transfer institution for information on the application process and specific program requirements.
Transferability of coursework is at the receiving institution's discretion; many institutions require a minimum grade of C or better in preparatory coursework.

HEALTH SCIENCE -- CERTIFICATE

PRE-NURSING TRACK

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1855

RECOMMENDED SEQUENCE

SUMMER (Pre-requisite Coursework)

BIO200 Preparedness: Prior to enrolling in BIO200, students must demonstrate readiness through either the Biology Placement Assessment or by completing BIO104 or BIO101 with a C or better.

FALL

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1
BIO200 Human Anatomy & Physiology I..... 4*
-- Minimum C grade required.
ENG101 Comp I—Expository Writing 3*
-- Minimum C grade required.
MAT105 College Algebra
or MAT210 Introductory Statistics..... 3
GER Arts & Humanities Course [G]..... 3
PSY101 General Psychology..... 3
TOTAL 17

SPRING

BIO201 Human Anatomy & Physiology II..... 4
BIO241 General Microbiology/Lab 4
GER Arts & Humanities Course [G]..... 3
PSY102 Human Growth & Development 3
SOC101 Principles of Sociology..... 3
TOTAL 17

TOTAL CREDIT HOURS:.....34

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

TRANSFER NOTES

Transfer institutions may have different requirements. Students should contact their transfer institution for specific requirements and application process.

ALLEGANY COLLEGE OF MARYLAND TRANSFER NOTES

Admission to this program at ACM is highly competitive. Completion of courses does not guarantee acceptance into the ACM program.

- Fall and Spring admission at ACM, Spring evening cohort at ACM even years, Spring Garrett cohort odd years.
- Applicants must take the Nursing Admission Assessment Exam which is administered during the months of February, June, and September.
- Minimum C grade required in all science coursework.
- Cumulative GPA of 2.5 required.
- Criminal Record check required prior to entry into the clinical phase of the program.
- BLS/CPR Certification for Health Care Professionals is also required.

Contact Allegany College of Maryland's Advising Center for more information on this program.

PROGRAM NOTES
Students following this program are completing general education coursework in preparation for transfer into an allied health program at another institution. It is important to note that coursework requirements will vary by transfer institution. Students are encouraged to identify their desired transfer institution early and select coursework that meets those specific requirements.
Admission into allied health programs is highly competitive. Completion of the Health Science certificate does not guarantee acceptance into another institution or program. Students should contact their transfer institution for information on the application process and specific program requirements.
Transferability of coursework is at the receiving institution's discretion; many institutions require a minimum grade of C or better in preparatory coursework.

HEALTH SCIENCE -- CERTIFICATE

PRE-OCCUPATIONAL THERAPY ASSISTANT TRACK

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1857

RECOMMENDED SEQUENCE

SUMMER (Pre-requisite Coursework)

BIO200 Preparedness: Prior to enrolling in BIO200, students must demonstrate readiness through either the Biology Placement Assessment or by completing BIO104 or BIO101 with a C or better.

FALL

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ...1
BIO200 Human Anatomy & Physiology I 4*
-- Minimum C grade required.
ENG101 Comp I—Expository Writing 3*
-- Minimum C grade required.
MAT105 College Algebra
or MAT210 Introductory Statistics.....3
PSY101 General Psychology 3
Electives..... 2
TOTAL 16

SPRING

BIO201 Human Anatomy & Physiology II 4
PSY102 Human Growth & Development.....3
GER Arts & Humanities Course [G] 3
Electives (see ^^ in ACM transfer notes)..... 6
TOTAL 16

TOTAL CREDIT HOURS: 32

Suggested Electives: BIO103 Medical Terminology, BIO130 Principles of Nutrition, PED117 Personalized Health & Fitness, PED150 First Aid, PHY130 Physical Science, or EDU210 Intro to the Exceptional Individual (also see ^^ in ACM transfer notes)

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

TRANSFER NOTES

Transfer institutions may have different requirements. Students should contact their transfer institution for specific requirements and application process.

ALLEGANY COLLEGE OF MARYLAND TRANSFER NOTES

Admission to this program at ACM is highly competitive. Completion of courses does not guarantee acceptance into the ACM program.

^^ OTA101 (3 credits) and OTA104 (3 credits) must be completed at ACM prior to applying to the program. Student may take these courses at ACM and transfer them to GC to apply towards elective hours.

- Summer admission at ACM; 1+1 program.
- Minimum grade of C required in all general education courses.
- Cumulative GPA of 2.5 required.
- Completion of 4 documented volunteer observation hours with a licensed Occupational Therapist/ Occupational Therapy Assistant at two different facilities, for a total of 8 hours, must be completed by the ACM application deadline. Contact ACM for details.
- Criminal Record check required prior to entry into the clinical phase of the program.
- BLS/CPR Certification for Health Care Professionals is also required.

Contact Allegany College of Maryland's Advising Center for more information on this program.

PROGRAM NOTES
Students following this program are completing general education coursework in preparation for transfer into an allied health program at another institution. It is important to note that coursework requirements will vary by transfer institution. Students are encouraged to identify their desired transfer institution early and select coursework that meets those specific requirements.
Admission into allied health programs is highly competitive. Completion of the Health Science certificate does not guarantee acceptance into another institution or program. Students should contact their transfer institution for information on the application process and specific program requirements.
Transferability of coursework is at the receiving institution's discretion; many institutions require a minimum grade of C or better in preparatory coursework.

HEALTH SCIENCE -- CERTIFICATE

PRE-PHYSICAL THERAPIST ASSISTANT TRACK

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1858

RECOMMENDED SEQUENCE

SUMMER (Pre-requisite Coursework)

BIO200 Preparedness: Prior to enrolling in BIO200, students must demonstrate readiness through either the Biology Placement Assessment or by completing BIO104 or BIO101 with a C or better.

FALL

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1
BIO200 Human Anatomy & Physiology I..... 4*
-- *Minimum C grade required.*
ENG101 Comp I—Expository Writing 3*
-- *Minimum C grade required.*
MAT105 College Algebra
or MAT210 Introductory Statistics 3
COM101 Introduction to Communication 3
Electives 3
TOTAL 17

SPRING

BIO103 Medical Terminology 3
BIO201 Human Anatomy & Physiology II..... 4
PSY101 General Psychology..... 3
PSY102 Human Growth & Development 3
Electives (see ^^ in ACM transfer notes) 2
TOTAL 15

TOTAL CREDIT HOURS:.....32

Suggested Electives: BIO130 Principles of Nutrition, PED117 Personalized Health & Fitness, PED150 First Aid, PHY130 Physical Science, or EDU210 Intro to the Exceptional Individual (also see ^^ in ACM transfer notes)

*** Minimum C grade required.**

TRANSFER NOTES

Transfer institutions may have different requirements. Students should contact their transfer institution for specific requirements and application process.

ALLEGANY COLLEGE OF MARYLAND TRANSFER NOTES

Admission to this program at ACM is highly competitive. Completion of courses does not guarantee acceptance into the ACM program.

^^ Students should enroll in PTA101 (2 credits) at ACM as part of their final semester at GC. Student may transfer the course to GC to apply towards elective hours.

- Fall admission at ACM; 1+1 program.
- Minimum C grade required in all GER coursework.
- Cumulative GPA of 2.5 required.
- Meeting with PTA Program Director or Clinical Coordinator required within six (6) months prior to the April 15 deadline.
- Completion of 40 documented volunteer hours with a licensed PT/PTA at two different facilities required. See ACM catalog for details.
- Criminal Record check required prior to entry into the clinical phase of the program.
- BLS/CPR Certification for Health Care Professionals is also required.

Contact Allegany College of Maryland's Advising Center for more information on this program.

PROGRAM NOTES
Students following this program are completing general education coursework in preparation for transfer into an allied health program at another institution. It is important to note that coursework requirements will vary by transfer institution. Students are encouraged to identify their desired transfer institution early and select coursework that meets those specific requirements.
Admission into allied health programs is highly competitive. Completion of the Health Science certificate does not guarantee acceptance into another institution or program. Students should contact their transfer institution for information on the application process and specific program requirements.
Transferability of coursework is at the receiving institution's discretion; many institutions require a minimum grade of C or better in preparatory coursework.

HEALTH SCIENCE -- CERTIFICATE

PRE-RADIOLOGIC TECHNOLOGY TRACK

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1851

RECOMMENDED SEQUENCE

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

SUMMER (Pre-requisite Coursework)

BIO200 Preparedness: Prior to enrolling in BIO200, students must demonstrate readiness through either the Biology Placement Assessment or by completing BIO104 or BIO101 with a C or better.

FALL

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ...1
BIO200 Human Anatomy & Physiology I 4*
-- Minimum C grade required.
ENG101 Comp I—Expository Writing 3*
-- Minimum C grade required.
MAT105 College Algebra 3
Electives..... 4
TOTAL 15

SPRING

BIO103 Medical Terminology 3
COM101 Intro to Communications 3
GER Arts & Humanities Course [G] 3
GER Soc & Behavioral Sciences Course [G].....3
Electives..... 5
TOTAL 17

TOTAL CREDIT HOURS: 32

Suggested Electives: BIO130 Principles of Nutrition, PED150 First Aid, and PHY101 General Physics or PHY130 Physical Science

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

TRANSFER NOTES

Students following this program are completing general education coursework in preparation for applying to a Radiologic Technology program at Garrett College or another institution.

- **Admission to allied health programs is highly competitive.** Completion of the Health Sciences certificate does **not** guarantee acceptance into Garrett College's Radiologic Technology program or any other institution's program.
- **Course requirements vary by institution.** Students should identify their intended transfer institution early and select coursework that aligns with that institution's specific prerequisites.
- **Course transferability is determined by the receiving institution.** Many programs require a **minimum grade of C or better** in all preparatory courses.
- **Students are responsible for contacting their intended transfer institution** for details about the application process and program-specific requirements.

Garrett College's Radiologic Technology program follows a competitive selective admission process. The program runs on a two-year cycle, with new students beginning in the summer of odd-numbered years. The next application cycle will open in February 2027.

PROGRAM NOTES
Students following this program are completing general education coursework in preparation for applying to a Radiologic Technology program at Garrett College or another institution. It is important to note that coursework requirements will vary by transfer institution. Students are encouraged to identify their desired transfer institution early and select coursework that meets those requirements.
Admission into allied health programs is highly competitive. Completion of the Health Science certificate does not guarantee acceptance into Garrett College's Radiologic Technology program or any other institution's program. Students should contact their transfer institution for information on the application process and specific program requirements.
Transferability of coursework is at the receiving institution's discretion; many institutions require a minimum grade of C or better in preparatory coursework.

HEALTH SCIENCE -- CERTIFICATE

PRE-RESPIRATORY THERAPIST TRACK

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1859

RECOMMENDED SEQUENCE

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

SUMMER (Pre-requisite Coursework)

BIO200 Preparedness: Prior to enrolling in BIO200, students must demonstrate readiness through either the Biology Placement Assessment or by completing BIO104 or BIO101 with a C or better.

FALL

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ... 1
BIO200 Human Anatomy & Physiology I 4*
-- Minimum C grade required.
ENG101 Comp I—Expository Writing 3*
-- Minimum C grade required.
MAT105 College Algebra
or MAT210 Introductory Statistics 3
Electives (see ^^ ACM transfer notes) 4
TOTAL 15

SPRING

CHE100 Introduction to College Chemistry (S)
or CHE101 General Chemistry I (F) 4
CIS105 Intro to Computers 3
GER Arts & Humanities Course [G] 3
PSY101 General Psychology 3
Electives 4
TOTAL 17

TOTAL CREDIT HOURS: 32

Suggested Electives: BIO103 Medical Terminology, BIO130 Principles of Nutrition, PED117 Personalized Health & Fitness, or PED150 First Aid (also see ^^ in ACM transfer notes)

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

TRANSFER NOTES

Transfer institutions may have different requirements. Students should contact their transfer institution for specific requirements and application process.

ALLEGANY COLLEGE OF MARYLAND TRANSFER NOTES

Admission to this program at ACM is highly competitive. Completion of courses does not guarantee acceptance into the ACM program.

^^ Students should enroll in RESP101 (3 credits) at ACM as part of their fall semester at GC. Student may transfer the course to GC to apply towards elective hours.

- Spring admission at ACM.
- Criminal Record check required prior to entry into the clinical phase of the program.
- BLS/CPR Certification for Health Care Professionals is also required.

Contact Allegany College of Maryland's Advising Center for more information on this program.

PROGRAM NOTES
Students following this program are completing general education coursework in preparation for transfer into an allied health program at another institution. It is important to note that coursework requirements will vary by transfer institution. Students are encouraged to identify their desired transfer institution early and select coursework that meets those specific requirements.
Admission into allied health programs is highly competitive. Completion of the Health Science certificate does not guarantee acceptance into another institution or program. Students should contact their transfer institution for information on the application process and specific program requirements.
Transferability of coursework is at the receiving institution's discretion; many institutions require a minimum grade of C or better in preparatory coursework.

NATURAL RESOURCES & WILDLIFE TECHNOLOGY

Natural Resources & Wildlife Technology A.A.S. Degree ..... page 93

NATURAL RESOURCES & WILDLIFE TECHNOLOGY

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 LEARNING OUTCOMES

NATURAL RESOURCES AND WILDLIFE TECHNOLOGY

- Students will demonstrate the ability to communicate effectively, both orally and in writing, particularly in settings involving issues related to natural resources management.
- Students will use GPS and GIS technology to accurately collect, manage, analyze, and present geospatial data.
- Students will use biological knowledge and identification skills to correctly identify important plant and wildlife species of the Central Appalachian/Mid-Atlantic region.
- Students will apply quantitative reasoning, computational skills, and the scientific method to natural resources management and critically analyze multifaceted natural resources and environmental problems/issues to develop and evaluate potential options and proposed solutions.
- Students will, safely and ethically, perform various sampling techniques, survey methods, and data collection and analysis procedures associated with the management of natural resources in the field and laboratory.
- Students will use tools, operate equipment, and apply other practical skills required for natural resources technicians in adherence with occupational health and safety standards.



NATURAL RESOURCES & WILDLIFE TECHNOLOGY -- ASSOCIATE OF APPLIED SCIENCE DEGREE

CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 2910

GER REQUIRED CREDITS:.....21

English Composition
ENG101 Comp I--Expos Writing 3*
Arts and Humanities
COM101 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-Calc or MAT190 Calc....3 (or 4)*
Interdisciplinary/Emerging Issues
CIS180 Intro to Geographic Info Systems . 2*

CORE 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 or 106 Env Sc/Cont Nat Res 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

RECOMMENDED SEQUENCE

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

FALL

ENG101 Comp I – Expos Writing 3
BIO104 or BIO101 or BIO102(S).....4
BIO120 Dendrology .....3 (F)
MAT105 or MAT110(S) or MAT190 3
NRW101 NRWT Seminar I ..... 0.50 (F)
NRW103 Nat Res Practical Skills I ..... 0.50 (F)
TOTAL 14

SPRING

CIS180 Intro to Geographic Info Systems.....2 (S)
COM101 Introduction to Communication.....3
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
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.**

PROGRAM NOTES
^ Student may request waiver of ENT201 when CHE101, CHE102, & MAT210 are taken.
ADDITIONAL GRADUATION REQUIREMENT: Student must successfully pass NRWT Departmental Exit Exam
Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

OUTDOOR LEADERSHIP & ADVENTURE EDUCATION

Outdoor Leadership & Adventure Education A.A.S. Degree .....page 95

Field Instructor Certificates.....page 97
Alpine Climbing, Flatwater Paddlesports, Mountain Biking, Rock Climbing, Snow Sports, Whitewater Paddlesports

OUTDOOR LEADERSHIP & ADVENTURE EDUCATION

The A.A.S. in Outdoor Leadership & Adventure Education is designed to prepare students for careers in the outdoor and adventure recreation industries. The curriculum balances hands-on learning experiences with a theoretical approach to leadership, risk management, and environmental stewardship.

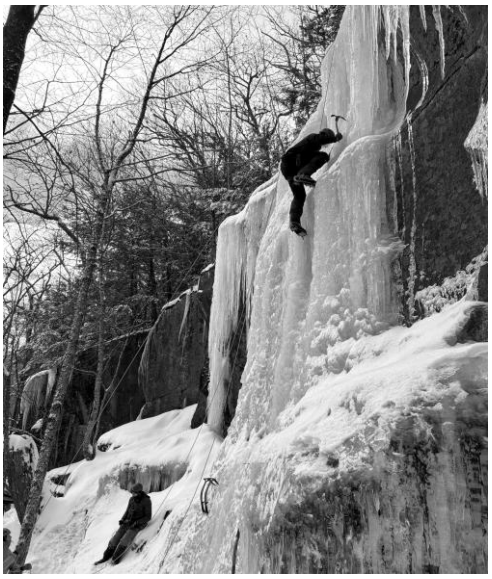


While working toward a degree, students have the opportunity to earn nationally-recognized industry certifications such as the American Canoe Association, American Mountain Guides Association, Leave No Trace, Professional Ski Instructors of America, and Wilderness First Responder. Graduates of the Outdoor Leadership & Adventure Education program can be found working in commercial, government, and nonprofit outdoor programs. Examples of positions attained by program graduates include college and university outdoor program manager, outdoor guide, outdoor educator, wilderness therapy field instructor, adaptive recreation facilitator, ski industry professional, climbing ranger, river patrol ranger, backcountry ranger, and many other outdoor industry positions. Graduates also have the option to transfer to a four-year university to pursue a bachelor's degree in recreation, business, education, or a variety of other fields.

PROGRAM LEARNING OUTCOMES

OUTDOOR LEADERSHIP & ADVENTURE EDUCATION

- Students will make connections that create meaning between themselves and their audience.
- Students will critically analyze situations, events, issues, ideas, and texts by fusing experience, reason, and training into considered judgment.
- Students will demonstrate a strong sense of environmental stewardship.
- Students will effectively plan and facilitate an instructional experience.
- Students will demonstrate the ability to successfully plan an adventure program.
- Students will demonstrate the ability to assess and respond to an emergency situation.
- Students will facilitate at least one adventure sports field skill at an industry-standard intermediate level.



OUTDOOR LEADERSHIP & ADVENTURE EDUCATION - ASSOCIATE OF APPLIED SCIENCE DEGREE

CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 2951

INSTITUTIONAL REQUIREMENT: 1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS: 22

English Composition
ENG101 Comp I--Expos Writing 3*
-- Minimum C grade required.

Arts and Humanities
COM101 Intro to Communication
or COM105 Media & Society..... 3
HUM210 Society & the Environment..... 3

Social and Behavioral Sciences
GER Soc & Behavioral Science Course [G]..... 3

Science
BIO110 Natural History 4

Mathematics
GER Mathematics Course [G] 3

Interdisciplinary/Emerging Issues
BUS289 Entrepreneurship
or CIS105 Intro to Computers
or EDU210 Intro to the Exceptional Individual
or EDU246 Educational Technology 3

CORE COURSES: 33

Students will complete an OLA Skills Track consisting of an introductory, intermediate, and instructor level course. Track choices include rock climbing, white- and flatwater paddlesports, mountain biking, snow sports, and alpine climbing. *SEE NEXT PAGE FOR MORE INFORMATION.*

OLA Introductory Skills Course 3
OLA Intermediate Skills Course..... 3
OLA Instructor Level Course 1
Two OLA Technical Training Courses 2
OLA101 Introduction to Recreation & Parks.. 3
OLA103 Outdoor Adventure Sampler..... 1
OLA105 Backcountry Living Skills..... 3
OLA115 Wilderness Survival Skills 1
OLA164 Wilderness First Responder 3
OLA170 Principles of Outdoor Education 3
OLA200 Program Planning & Management... 3
OLA201 Leadership & Group Dynamics..... 3
OLA275 Backcountry Guide Instr Dvlpmnt 1
OLA294 Field Experience 3

MAJOR ELECTIVES.....4

Choose OLA course(s) after consultation with advisor.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

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

FALL First Year

FYE101 First Year Experience	1	
ENG101 Comp I--Expos Writing	3	
OLA101 Intro to Recreation & Parks	3	(F)
OLA103 Outdoor Adventure Sampler	1	
OLA105 Backcountry Living Skills	3	
OLA275 Backcountry Guide Instr Dvlpmnt	1	
OLA Introductory Skills Course	3	
OLA Technical Training Course	1	
TOTAL	16	

SPRING

GER Mathematics Course [G]	3	
OLA164 Wilderness First Responder	3	(S)
OLA170 Principles of Outdoor Education	3	(S)
OLA Intermediate Skills Course	3	
OLA Instructor Level Course	1	
TOTAL	13	

FALL Second Year

BIO110 Natural History	4	(F)
COM101 or COM105	3	
OLA115 Wilderness Survival Skills	1	(F)
OLA201 Leadership & Group Dynamics	3	(F)
OLA Technical Training Course	1	
OLA Elective	4	
TOTAL	16	

SPRING

BUS289 or CIS105 or EDU246	3	
GER Social & Behavioral Science Course [G]	3	
HUM210 Society & the Environment	3	(S)
OLA200 Program Planning & Management	3	(S)
OLA294 Field Experience	3	
TOTAL	15	

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES

Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

Outdoor Learning & Adventure Education Skills Tracks & Technical Training Courses

Garrett's OLA program provides a wide variety of field skill tracks, many of which provide students with opportunities to earn nationally-recognized industry certifications. Offered on a rotational schedule, each OLA track consists of an introductory, intermediate, and an instructor level course. As part of the program, students will further advance their expertise by completing two technical training courses.

Alpine Climbing Track

- OLA125 Introduction to Alpine Climbing
- OLA225 Intermediate Alpine Climbing
- OLA271 Alpine Climbing Instructor Development

Students successfully completing this track are well prepared to test for American Institute for Avalanche Research (AIARE) and Education certification.

Snow Sports Track

- OLA150 Introduction to Snow Sports
- OLA250 Intermediate Snow Sports
- OLA278 Snow Sports Instructor Development

Successful completion of this track prepares students to test for Professional Ski Instructors of America (PSIA) certification.



Rock Climbing Track

- OLA120 Introduction to Rock Climbing
- OLA220 Intermediate Rock Climbing
- OLA270 Rock Climbing Instructor Development

Students successfully completing this track are well prepared to test for American Mountain Guide Association (AMGA) and Professional Climbing Guides Institute (PCGI) certifications.

Mountain Biking Track

- OLA140 Introduction to Mountain Biking
- OLA240 Intermediate Mountain Biking
- OLA273 Mountain Biking Instructor Development



Flatwater Paddlesports Track

- OLA135 Introduction to Flatwater Paddlesports
- OLA235 Intermediate Flatwater Paddlesports
- OLA277 Flatwater Paddlesports Instructor Development

Students successfully completing this track are prepared to test for American Canoe Association (ACA) certification.

Whitewater Paddlesports Track

- OLA130 Introduction to Whitewater Paddlesports
- OLA230 Intermediate Whitewater Paddlesports
- OLA276 Whitewater Paddlesports Instructor Development

Successful completion of this track prepares students to test for American Canoe Association (ACA) certification.

Technical Training Courses

- OLA145 Mountain Bike Mechanics
- OLA155 Ski and Snowboard Technician
- OLA160 Swiftwater Rescue
  Prepares students for ACA Swift Water certification
- OLA162 Introduction to Search & Rescue
  Prepares students for NASAR SARTECH III certification
- OLA165 Avalanche Education
- OLA260 Vertical Rock Rescue

Garrett's Technical Training Courses prepare students to test for a variety of national certifications.

OUTDOOR LEARNING & ADVENTURE EDUCATION FIELD INSTRUCTOR CERTIFICATES

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1952 -1957

The Field Instructor Certificates within Garrett College's Outdoor Leadership & Adventure Education program prepare students for entry level, field-based positions in the outdoor recreation and adventure education industry. Each 12-credit certificate focuses on a specific outdoor discipline, including rock climbing, alpine climbing, paddlesports, mountain biking, or snow sports. Coursework develops technical skills, instructional abilities, and risk management practices for leading others in outdoor environments. The curriculum includes the Wilderness First Responder (WFR) certification course, a nationally recognized medical credential for outdoor professionals.

ALPINE CLIMBING FIELD INSTRUCTOR CERTIFICATE

OLA125 Intro to Alpine Climbing ..... 3 (WE)
OLA225 Intermediate Alpine Climbing ..... 3 (SE)
OLA271 Alpine Climbing Instructor Dev. ..... 1 (SE)
OLA164 Wilderness First Responder ..... 3 (S)
Restricted electives (select two)..... 2
- OLA103 Outdoor Adventure Sampler (F)
- OLA115 Wilderness Survival Skills (FO)
- OL162 Fundamentals of Search & Rescue (SO)
- OLA260 Vertical Rock Rescue (FO)
- OLA275 Backcountry Guide Instr. Dev. (FO)

TOTAL CREDIT HOURS REQUIRED: 12

FLATWATER PADDLESPORTS FIELD INSTRUCTOR CERTIFICATE

OLA135 Intro to Flatwater Paddlesports ..... 3 (FO)
OLA235 Intermediate Flatwater Paddlesports3 (SE)
OLA277 Flatwater Paddlesports Instr. Dev.... 1 (SE)
OLA160 Swiftwater Rescue..... 1 (F)
OLA115 Wilderness Survival Skills ..... (FO)
or OLA162 Intro to Search & Rescue..... 1 (SO)
OLA164 Wilderness First Responder ..... 3 (S)

TOTAL CREDIT HOURS REQUIRED: 12

MOUNTAIN BIKING FIELD INSTRUCTOR CERTIFICATE

OLA140 Introduction to Mountain Biking..... 3 (FO)
OLA240 Intermediate Mountain Biking ..... 3 (SE)
OLA273 Mountain Biking Instructor Dev. ..... 1 (SE)
OLA145 Mountain Bike Mechanics..... 1 (SE)
OLA115 Wilderness Survival Skills (FO)
or OLA162 Intro to Search & Rescue (SO) 1
OLA164 Wilderness First Responder ..... 3 (S)

TOTAL CREDIT HOURS REQUIRED: 12

ROCK CLIMBING FIELD INSTRUCTOR CERTIFICATE

OLA120 Introduction to Rock Climbing .....3 (FE)
OLA220 Intermediate Rock Climbing.....3 (SO)
OLA270 Rock Climbing Instructor Dev.....1 (SO)
OLA260 Vertical Rock Rescue .....1 (FE)
OLA115 Wilderness Survival Skills (FO)
or OLA162 Intro to Search & Rescue (SO).....1
OLA164 Wilderness First Responder .....3 (S)

TOTAL CREDIT HOURS REQUIRED: 12

SNOW SPORTS FIELD INSTRUCTOR CERTIFICATE

OLA150 Introduction to Snow Sports .....3 (WO)
OLA250 Intermediate Snow Sports .....3 (SO)
OLA278 Snow Sports Instructor Dev. .....1 (SO)
OLA164 Wilderness First Responder .....3 (S)
Restricted electives (select two).....2
- OLA103 Outdoor Adventure Sampler (F)
- OLA115 Wilderness Survival Skills (FO)
- OL162 Fundamentals of Search & Rescue (SO)
- OLA275 Backcountry Guide Instr. Dev. (FO)

TOTAL CREDIT HOURS REQUIRED: 12

WHITE WATER PADDLE SPORTS FIELD INSTRUCTOR CERTIFICATE

OLA130 Intro to Whitewater Paddlesports ....3 (FO)
OLA230 Interm. Whitewater Paddlesports ....3 (SE)
OLA276 Whitewater Paddlsprts Instr. Dev.....1 (SE)
OLA160 Swiftwater Rescue .....1 (F)
OLA115 Wilderness Survival Skills (FO)
or OLA162 Intro to Search & Rescue (SO).....1
OLA164 Wilderness First Responder .....3 (S)

TOTAL CREDIT HOURS REQUIRED: 12

COURSE ROTATION KEY
Courses are offered on a rotating schedule based on semester and whether the year is even or odd.
(F) Offered FALL semester (FE) Fall even years (FO) Fall odd years
(S) Offered SPRING semester (SE) Spring even years (SO) Spring odd years
(WE) Winter even years (WO) Winter odd years

PARAMEDIC STUDIES

Paramedic Studies A.A.S. Degree ..... *page 100*

Paramedic Certificate ..... *page 101*

PARAMEDIC STUDIES

The Paramedic Studies 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) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. 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.

Students can choose to pursue a Paramedic certificate or may work towards an associate of applied science degree in Paramedic Studies. The training portion of the program is offered in a standard-paced two-year format, or as an accelerated one-year hybrid program. Information on program application cycles and more can be found online at garrettcollege.edu/paramedic-additional-info.php.

This is a selective admission program; admission to Garrett College does not guarantee admission to the Paramedic training program. Specific program admission requirements are listed below. The program is available for college-level credit or as a non-credit program through the College's Continuing Education & Workforce Development division (visit garrettcollege.edu/workforce-development for more information on CEWD offerings).

PROGRAM LEARNING OUTCOMES

PARAMEDIC STUDIES

- Students will demonstrate competency in verbal and written skills, particularly those skills that enhance communication with patients and hospital staff.
- Students will demonstrate the ability to critically analyze multifaceted emergency medicine problems/issues and develop and evaluate potential options and proposed solutions.
- Students will demonstrate proficiency in twenty-five clinical skills that will enable them to deliver appropriate pre-hospital care to patients in a variety of emergency settings.
- Students will demonstrate mastery of the fundamental knowledge, skills, and abilities required for success as a certified Paramedic by achieving a passing score on the National Registry exam.

PROGRAM ADMISSION REQUIREMENTS

Admission to Garrett College does not guarantee admission to the Paramedic Studies training program. Prospective students must:

- Be at least eighteen (18) years of age prior to starting class clinicals.

- Be a high school graduate (GED certificate accepted).
- Be certified as an EMT prior to class clinicals (copy of card is required).
- Provide a current copy of their CPR card with the application.
- Take an entrance exam to be administered by the training program. Candidates should have reading and math levels of at least junior high and an overall passing percentage and percentile to be considered for the program. EMT knowledge is also evaluated in this exam.
- Be in good health and submit proof of physical exam.
- Provide two letters of reference–one from a person who knows the candidate personally and one professionally.
- Submit to a background check and drug test as required for clinical sites.
- Attend a personal interview with the Program Medical Director, Program Director, Program Coordinator, and Lead Instructor. 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.

The College reserves the right to revise program and admissions requirements as appropriate. Visit garrettcollege.edu/paramedic-additional-info.php for the most up-to-date information.







INSTITUTIONAL REQUIREMENT:.....1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ...1

GER REQUIRED CREDITS:.....22

English Composition
ENG101 Comp I--Expos Writing.....3*
-- *Minimum C grade required.*
Arts and Humanities
COM101 Intro to Communications 3
GER Arts & Humanities Course [G] 3
Social and Behavioral Sciences
GER Social & Behavioral Sciences Course [G] .3
Science
GER Science Lab Course [G] 4
Mathematics
MAT105 College Algebra
or MAT210 Introductory Statistics.....3
Interdisciplinary/Emerging Issues
CIS105 Intro to Computers 3

CORE COURSES: 30

EMS120 Anat & Phys for EMS Providers 3
EMS130 EMS Preparatory 1.5
EMS131 Paramedic Airway I.....0.50
EMS132 Paramedic Patient Assessment ...0.50
EMS133 Paramedic Medical.....4
EMS134 Paramedic Trauma 2
EMS135 Paramedic Operations & Spec Cons.1
EMS150 Paramedic Lab I 1
EMS151 Paramedic Lab II 1.5
EMS170 Paramedic Clinical I 0.50
EMS171 Paramedic Clinical II 2
EMS230 Paramedic Preparatory 1
EMS231 Paramedic Airway II.....1
EMS233 Paramedic Trauma II 0.50
EMS234 Paramedic Medical II.....1.5
EMS235 Paramedic Spec Considerations 1.5
EMS250 Paramedic Lab III 1
EMS251 Paramedic Lab IV.....1.5
EMS270 Paramedic Clinical III 1.5
EMS271 Paramedic Clinical IV 3

ELECTIVES: 7

Choose courses after consultation with advisor.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

FALL

FYE101 First Year Experience 1
ENG101 Comp I--Expos Writing 3
GER Social & Behavioral Science Course [G] 3
EMS120 Anat & Phys for EMS Providers 3
EMS130 EMS Preparatory 1.5
EMS131 Paramedic Airway I 0.50
EMS150 Paramedic Lab I.....1
EMS230 Paramedic Preparatory 1
EMS231 Paramedic Airway II 1
TOTAL 15

SPRING

CIS105 Intro to Computers.....3
MAT105 or MAT210 3
EMS132 Paramedic Patient Assessment.....0.5
EMS133 Paramedic Medical 4
EMS151 Paramedic Lab II.....1.5
EMS170 Paramedic Clinical I 0.5
EMS171 Paramedic Clinical II 2
EMS234 Paramedic Medical II..... 1.5
TOTAL.....16

FALL

GER Science Lab Course [G] 4
GER Arts & Humanities Course [G] 3
COM101 Intro to Communications 3
EMS134 Paramedic Trauma 2
EMS135 Paramedic Operations & Spec Cons. 1
EMS233 Paramedic Trauma II 0.50
EMS250 Paramedic Lab III.....1
EMS270 Paramedic Clinical III 1.5
TOTAL.....16

SPRING

EMS235 Paramedic Spec Considerations....1.5
EMS251 Paramedic Lab IV.....1.5
EMS271 Paramedic Clinical IV.....3
Electives 7
TOTAL.....13

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES
This is a selective admission program, see page 98 for admissions requirements.

PARAMEDIC - CERTIFICATE

CERTIFICATE PROGRAM GC CURRICULUM CODE: 1800

The Paramedic Certificate program is offered in a standard-paced two-year format, or as an accelerated one-year program. Visit garrettcollege.edu/paramedic-additional-info.php for entry requirements and application cycles.

RECOMMENDED 2-YEAR SEQUENCE

FALL

EMS120 Anat & Phys for EMS Providers	3
EMS130 EMS Preparatory	1.5
EMS131 Paramedic Airway I	0.50
EMS150 Paramedic Lab I	1
EMS230 Paramedic Preparatory	1
EMS231 Paramedic Airway II	1
TOTAL	8

SPRING

EMS132 Paramedic Patient Assessment	0.5
EMS133 Paramedic Medical	4
EMS151 Paramedic Lab II	1.5
EMS170 Paramedic Clinical I	0.5
EMS171 Paramedic Clinical II	2
EMS234 Paramedic Medical II	1.5
TOTAL	10

FALL

EMS134 Paramedic Trauma	2
EMS135 Paramedic Operations & Spec Cons	1
EMS233 Paramedic Trauma II	0.50
EMS250 Paramedic Lab III	1
EMS270 Paramedic Clinical III	1.5
TOTAL	6

SPRING

EMS235 Paramedic Spec Considerations	1.5
EMS251 Paramedic Lab IV	1.5
EMS271 Paramedic Clinical IV	3
TOTAL	6

TOTAL CREDIT HOURS REQUIRED: 30

RECOMMENDED 1-YEAR SEQUENCE

FALL

EMS120 Anat & Phys for EMS Providers	3
EMS130 EMS Preparatory	1.5
EMS230 Paramedic Preparatory	1
EMS150 Paramedic Lab I	1
EMS131 Paramedic Airway I	0.50
EMS231 Paramedic Airway II	1
EMS132 Paramedic Patient Assessment	0.5
EMS170 Paramedic Clinical I	0.5
EMS151 Paramedic Lab II	1.5
EMS133 Paramedic Medical	4
TOTAL	14.5

WINTER

EMS171 Paramedic Clinical II	2
TOTAL	2

SPRING

EMS234 Paramedic Medical II	1.5
EMS134 Paramedic Trauma	2
EMS270 Paramedic Clinical III	1.5
EMS250 Paramedic Lab III	1
EMS233 Paramedic Trauma II	0.50
EMS135 Paramedic Oprtns & Spec Cons	1
TOTAL	7.5

SUMMER

EMS235 Paramedic Spec Considerations	1.5
EMS271 Paramedic Clinical IV	3
EMS251 Paramedic Lab IV	1.5
TOTAL	6

TOTAL CREDIT HOURS REQUIRED: 30

PROGRAM NOTES
This is a selective admission program, see page 98 for admissions requirements.
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.

PROFESSIONAL & TECHNICAL STUDIES

Professional & Technical Studies A.A.S. Degree ..... *page 103*

Machining track ..... *page 103*

PROFESSIONAL & TECHNICAL STUDIES

The Professional & Technical Studies program at Garrett College provides a flexible curriculum intended for skilled workers and professionals, across various fields, who are seeking a college degree to help build their resume or boost career advancement opportunities.

In this flexible program, students fulfill the technical portion of the program through a combination of career or technical courses that meet their specific career goals. Students on a new career path may choose to enroll in skill-based coursework or individuals with existing certifications and documented technical proficiencies can earn credit for an already-completed licensure or certification program (e.g., certified nursing assistant, HVAC, machining, welding, massage therapy, and more).

Students will also complete general education and business coursework to build a foundation of employer-sought 'soft skills' such as communication, critical thinking, and problem resolution. Beyond the classroom-based instruction, Garrett's program features a career-related internship where students apply their skills in a real-world setting.

MACHINING TRACK

The Machining track prepares students for a career in manual and CNC machining. Students receive machinist training delivered through classroom instruction and computer-based training, and have extensive hands-on experiences that culminate in a supervised internship where students can practice their skills in a real-world setting. Successful students may also earn industry-relevant credentials from the National Institute of Metalworking Skills (NIMS).

PROGRAM LEARNING OUTCOMES

PROFESSIONAL & TECHNICAL STUDIES

- Students will demonstrate the ability to effectively communicate in verbal and written formats related to general as well as technical fields.
- Students will demonstrate the ability to evaluate different leadership styles and anticipate the consequences resulting from the use of each of these styles.
- Students will be able to apply business principles to business solutions in the field of their restricted electives.
- Students will demonstrate the ability to identify the various forms of business organizations and the advantages and disadvantages of each type of structure.
- Students will successfully complete an approved field experience in the industry.



PROFESSIONAL & TECHNICAL STUDIES -- ASSOCIATE OF APPLIED SCIENCE DEGREE

CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 2961

INSTITUTIONAL REQUIREMENT: 1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS:.....22

English Composition
ENG101 Comp I--Expos Writing 3*
-- Minimum C grade required.
Arts and Humanities
COM101 Intro to Communication 3
GER Arts & Humanities Courses [G] 3
Social and Behavioral Sciences
GER Soc & Behavioral Sciences Course [G]..... 3
Science
GER Science Lab Course [G]..... 4
Mathematics
GER Mathematics Course [G] 3
Interdisciplinary/Emerging Issues
GER Interdisciplinary/Emerging Issues [G] 3
(CIS105 Intro to Comp recommended; CIS180 not allowed)

CORE COURSES: 9

BUS101 Introduction to Business 3
BUS235 Leadership Development 3
BUS294 Field Experience in Business..... 3

MAJOR ELECTIVES:.....9

BUS150 Personal & Consumer Finance 3
BUS201 Principles of Marketing 3
BUS251 Principles of Management 3
BUS287 Entrepreneurial Thinking
or BUS289 Entrepreneurship 3

RESTRICTED ELECTIVES: 19

Students will work with an advisor to select a combination of courses that meet their specific career goals.

Students interested in the Machining track will take MCH101, MCH102, MCH201, and MCH202 as part of their restricted elective selections.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

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

FALL

FYE101 First Year Experience..... 1
ENG101 Comp I--Expos Writing 3
GER Arts & Humanities Course [G]..... 3
GER Mathematics Course [G]
or COM101 Intro to Communication 3
BUS101 Introduction to Business 3
Restricted Electives..... 3
TOTAL 16

SPRING

COM101 Intro to Communication
or GER Mathematics Course [G]..... 3
GER Science Lab Course [G] 4
GER Soc & Behavioral Sciences Course [G] 3
Major Elective 3
Restricted Electives..... 3
TOTAL 16

FALL

GER Interdisciplinary/Emerging Issues [G]..... 3
Major Elective 3
Restricted Electives..... 9
TOTAL 15

SPRING

BUS235 Leadership Development ..... 3 (S)
BUS294 Field Experience in Business..... 3
Major Elective 3
Restricted Electives..... 4
TOTAL 13

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES

Restricted Electives may be fulfilled by

- An agreed upon combination of courses that meet the student's specific career goals.
- Alternative credits awarded for completion of a Garrett College Continuing Education & Workforce Development licensure or certification program. Certification/licensure must be current and exam must have been passed within the past five years. Examples include certified nursing assistant, HVAC, machining, welding, massage therapy, etc.
- Life experience credit for a portfolio of work directly related to the student's career goals. Credit will be assigned based upon the recommendation of the American Council on Education (ACE).

RADIOLOGIC TECHNOLOGY

At Garrett College, our Radiologic Technology program offers a dynamic blend of advanced technology and compassionate patient care, preparing students for a thriving career in medical imaging. This hands-on program features a comprehensive curriculum that covers essential topics such as anatomy, patient care, and radiation physics, ensuring students gain both theoretical knowledge and practical skills. Our state-of-the-art facilities, including a virtual dissection table, provide students with real-world training opportunities before they enter clinical environments.

With a focus on personalized support and a small student-to-faculty ratio, our program fosters a collaborative and supportive learning atmosphere. Graduates will be prepared to sit for the American Registry of Radiologic Technologists (www.ARRT.org) certification, enhancing their job prospects in various healthcare settings, including hospitals, clinics, and public health facilities. Additionally, our strong partnerships with local healthcare providers ensure extensive hands-on training and networking opportunities.

PROGRAM ELIGIBILITY REQUIREMENTS

Garrett College's Radiologic Technology program welcomes new students every two years, specifically during the summer of odd-numbered years. Please note that admission to the program is competitive, and being accepted to the College does not guarantee entry into the program.

To be considered for the program, candidates must:

- Be at least 18 years old by September 1
- Pass a drug screening and criminal background check including fingerprinting
- Meet one of the following academic criteria:
  - Unweighted high school GPA of 3.0 or higher, including grades of C or better in Biology, Chemistry, and Math
  - OR 12 earned college credits of general education courses, including English and math, and unweighted cumulative GPA of 3.0 or higher
  - OR ACT composite score of 21 or higher
  - OR SAT scores of at least 480 in Reading and 530 in Math
- Demonstrate readiness for Anatomy and Physiology I by earning a grade of C or better in the prerequisite course (BIO101 or BIO104) or by passing the Biology Placement Assessment
- Achieve minimum scores on the ACT® WorkKeys® Assessments: Level 5 in Applied Math, Level 5 in Workplace Documents, and Level 4 in Graphic Literacy
- Complete at least 8 hours of observation in a hospital-based imagining department
- Have reliable transportation to and from clinical sites
- Provide documentation of medical insurance, healthcare provider CPR certification, and a recent physical exam with required immunizations.

Meeting the program eligibility requirements does not guarantee acceptance into the program. The College reserves the right to revise program and admissions requirements. Visit garrettcollege.edu/radtech-additional-info.php for the most up-to-date information.

PROGRAM APPLICATION PROCESS

The application process has three phases; details can be found online at garrettcollege.edu/radtech-additional-info.php. Final selection is based on meeting requirements and a weighted review of academic performance, ACT® WorkKeys® scores, an interview, and a writing sample.

Next application cycle opens
February 2027

PROGRAM LEARNING OUTCOMES

RADIOLOGIC TECHNOLOGY

- Demonstrate professionalism in alignment with ARRT Code of Ethics.
- Demonstrate effective communication skills.
- Demonstrate entry-level clinical competency in radiologic science.
- Demonstrate critical thinking and ethical problem-solving skills.

RADIOLOGIC TECHNOLOGY -- ASSOCIATE OF APPLIED SCIENCE DEGREE

CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 2890

INSTITUTIONAL REQUIREMENT:.....1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ...1

GER REQUIRED CREDITS:.....19

English Composition
ENG101 Comp I--Expos Writing.....3*
-- Minimum C grade required.
Arts and Humanities
COM101 Intro to Communication 3
GER Arts & Humanities Course [G] 3
(ENG102 recommended for WVU transfers)
Social and Behavioral Sciences
GER Soc & Behavioral Sciences Course [G] 3
Science
BIO200 Anatomy & Physiology I 4*
-- Minimum C grade required.
Mathematics
MAT105 College Algebra 3

CORE COURSES: 50

BIO103 Medical Terminology 3
RAD101 Intro to Radiologic Technology..... 1#
RAD110 Radiologic Technology I ..... 4#
RAD111 Radiologic Technology II ..... 4#
RAD130 Radiologic Procedures I ..... 4#
RAD131 Radiologic Procedures II ..... 4#
RAD140 Clinical Radiology I ..... 3#
RAD141 Clinical Radiology II ..... 4#
RAD210 Radiologic Technology III ..... 4#
RAD211 Radiologic Technology IV..... 3#
RAD230 Radiologic Procedures III ..... 3#
RAD240 Clinical Radiology III ..... 5#
RAD241 Clinical Radiology IV..... 3#
RAD242 Clinical Radiology V..... 2#
RAD280 Ethics & Law in Medical Imaging .... 2#
RAD294 Radiologic Technology Capstone.... 1#

TOTAL CREDIT HOURS REQUIRED: 70

*** Minimum C grade required.**

 # Minimum C+ grade required in all RAD courses.

[G] GER Courses must be on the Approved General Education Course list (see page 40).

RECOMMENDED SEQUENCE

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

BIO200 Preparedness: Prior to enrolling in BIO200, students must demonstrate readiness through either the Biology Placement Assessment or by completing BIO104 or BIO101 with a C or better.

SUMMER

RAD101 Intro to Radiology Technology	1	(U)
MAT105 College Algebra	3	
TOTAL	4	

FALL

FYE101 First Year Experience	1	
BIO200 Anatomy & Physiology I	4	
RAD110 Radiologic Technology I	4	(F)
RAD130 Radiologic Procedures I	4	(F)
RAD140 Clinical Radiology I	3	(F)
TOTAL	16	

SPRING

ENG101 Comp I—Expos Writing	3	
RAD111 Radiologic Technology II	4	(S)
RAD131 Radiologic Procedures II	4	(S)
RAD141 Clinical Radiology II	4	(S)
TOTAL	15	

SUMMER

RAD240 Clinical Radiology III	5	(U)
TOTAL	5	

FALL

BIO103 Medical Terminology	3	
RAD210 Radiologic Technology III	4	(F)
RAD230 Radiologic Procedures III	3	(F)
RAD241 Clinical Radiology IV	3	(F)
COM101 Introduction to Communication	3	
TOTAL	16	

SPRING

GER Arts & Humanities Course [G]	3	
GER Social & Behavioral Science Course [G]	3	
RAD280 Ethics & Law in Medical Imaging	2	(S)
RAD211 Radiologic Technology IV	3	(S)
RAD242 Clinical Radiology V	2	(S)
RAD294 Radiologic Technology Capstone	1	(S)
TOTAL	14	

PROGRAM NOTES
This is a selective admission program, visit www.garrettcollege.edu/radiologic-technology.php for eligibility requirements.
A minimum C+ grade is required in all radiology (RAD) courses, and students must maintain a minimum 2.75 CGPA every semester in order to remain in the program.

Sport Management A.A.S. Degree..... page 108

SPORT MANAGEMENT

The Sport Management degree program is designed not only for students who plan to enter the workforce after completion of the 2-year degree but also for transfer to a four-year institution upon graduation. The curriculum, along with practical, hands-on instruction and field experience, will enable students interested in a sport management career to develop the knowledge and skills required in today's competitive market.

Beyond the theoretical, classroom-based instruction, Garrett's program features a required internship that provides hands-on, work-based experience in the sport management field. On-campus field experiences are available, both through the College's Athletic Department and the Community Aquatic and Recreation Complex (CARC). Garrett's location is a prime opportunity for internship opportunities within the Deep Creek Lake area as well as nearby West Virginia and Pennsylvania.

Although this A.A.S degree is not a traditional transfer program; the degree is unique in the fact that students can concentrate on coursework that lead directly to employment, or graduates can build upon the A.A.S. by transferring to a four-year institution that offers a baccalaureate program in sport management.

Students majoring in sport management are well prepared for employment in a variety of sports-related professions, including facility and event management, recreation management, the fitness industry, professional sports, and related fields.

PROGRAM LEARNING OUTCOMES

SPORT MANAGEMENT

- Students will demonstrate the ability to identify and analyze ethical, legal, socioeconomic, and cultural issues related to managerial decision-making in sport management.
- Students will demonstrate the ability to develop and apply critical thinking and abstract reasoning skills in analyzing sport management issues.
- Students will demonstrate the ability to apply and evaluate principles of interpersonal communication, mass communications, and public relations, relating to the sport industry.
- Students will demonstrate competent understanding of the importance of budget and finance, and the ability to evaluate the economic principles as related to the industry.
- Students will demonstrate competent understanding of the concepts of management and leadership.



SPORT MANAGEMENT -- ASSOCIATE OF APPLIED SCIENCE DEGREE

CAREER ADVANCEMENT PROGRAM GC CURRICULUM CODE: 2110

INSTITUTIONAL REQUIREMENT:.....1

FYE101 First Year Experience
or FYE103 College & Career Prep Seminar ...1

GER REQUIRED CREDITS:.....22

English Composition
ENG101 Comp I--Expos Writing.....3*
-- Minimum C grade required.
Arts and Humanities
COM101 Intro to Communication 3
GER Literature Course [G].....3
(ENG102 recommended for WVU transfers)
Social and Behavioral Sciences
ECN201 Principles of Economics I (MACRO)....3
Science
GER Science Lab Course [G] 4
Mathematics
GER Mathematics Course [G].....3
Interdisciplinary/Emerging Issues
CIS105 Intro to Computers 3

CORE COURSES: 30

ACC210 Financial Accounting 3
BUS101 Introduction to Business 3
BUS201 Principles of Marketing
or SPM286 Sport Marketing 3
BUS203 Business Law 3
BUS251 Principles of Management 3
BUS294 Field Experience in Business 3
COM105 Media & Society 3
SPM102 Intro to Sport Management 3
SPM237 Event, Facility & Program Mgmt 3
SPM271 Sport in American Society 3

ELECTIVES: 7

Choose courses after consultation with advisor. SPM272 Psychological Perspective of Sport and SPM256 Principles & Problems of Coaching are recommended. ECN202 recommended for WVU transfers.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

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

FALL

FYE101 First Year Experience	1	
ENG101 Comp I--Expos Writ	3	
CIS105 Intro to Computers	3	
BUS101 Introduction to Business	3	
GER Mathematics Course [G]	3	
SPM102 Intro to Sport Management	3	
TOTAL	16	

SPRING

ACC210 Financial Accounting	3	
BUS251 Principles of Management	3	
COM101 Intro to Communication	3	
COM105 Media & Society	3	
SPM271 Sport in American Society	3	(S)
TOTAL	15	

FALL

BUS201 or SPM286 (F)	3	
ECN201 Principles of Economics I (MACRO)	3	
GER Science Lab Course [G]	4	
Elective (SPM272 Recommended)	3	(F)
Elective	1	
TOTAL	14	

SPRING

BUS203 Business Law	3	
BUS294 Field Experience in Business	3	
GER Literature Course [G]	3	
SPM237 Event, Facility & Program Mgmt	3	(S)
Elective	3	
TOTAL	15	

*** Minimum C grade required.**

[G] GER Courses must be on the Approved General Education Course list (see page 40).

PROGRAM NOTES

Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

TEACHER EDUCATION

Early Childhood Ed/Early Childhood Special Education A.A.T. Degree ..... page 110

Elementary Education/Elementary Special Education A.A.T. Degree..... page 112

Teacher Education A.A. Degree

Early Childhood Education Concentration ..... page 111

Elementary Education Concentration ..... page 113

Health & Physical Education Concentration ..... page 114

Secondary Education Concentration..... page 115

TEACHER EDUCATION

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 LEARNING OUTCOMES

- Students will demonstrate competency in written and oral communication appropriate to their teacher education focus.
- Students will research, analyze, and evaluate learning theories, strategies, and technology relevant to classroom instruction.
- Students will research and apply current instructional strategies, pedagogical trends, and best practices to curriculum development.
- Students will develop and implement various forms of assessment to monitor and manage student learning.
- Students will develop an in-depth understanding of basic concepts, terminology, and techniques appropriate to their area of study in teacher education.
- Students will differentiate instruction for students of all abilities.
- Students will create lesson plans and develop instructional strategies based on state curriculum and INTASC standards.

EARLY CHILDHOOD EDUCATION/EARLY CHILDHOOD SPECIAL EDUCATION - ASSOCIATE OF ARTS IN TEACHING DEGREE

TRANSFER PROGRAM GC CURRICULUM CODE: 3705

GER REQUIRED CREDITS: 36

English Composition
- ENG101 Comp I--Expos Writing 3*
- *-- Minimum C grade required.*

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 Contemporary World History....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
- EDU246 Educational Technology.....3*

CORE 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

RECOMMENDED SEQUENCE

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

FALL

ENG101 Comp I–Expos Writing	3	
EDU105 Career Analysis in Education	1	(F)
HIS111(F) or HIS112(S) or HIS121(F)	3	
ESC101(S) or ESC121(F) or CHE101(F)	4	
PSY101 General Psychology	3	
MAT105 College Algebra	3	
TOTAL	17	

SPRING

ENG102 Comp II–Intro to Literature	3	
GEO201 Cultural Geography	3	(S)
BIO101 General Biology I	4	
EDU201 Foundations of Education	3	(S)
EDU246 Educational Technology	3	(S)
TOTAL	16	

FALL

PHY130 Physical Science/Lab	4	(F)
MAT121 Elementary Mathematics I	3	(F)
EDU101 Early Childhood Education I	3	(F)
EDU210 Intro Exceptional Individual	3	(F)
TOTAL	13	

SPRING

ART115 Visual Imagery	3	(S)
PSY220 Child Psychology	3	(S)
EDU270 Process/Acquisition of Reading	3	(S)
EDU275 Teaching Lab	1	(S)
EDU102 Early Childhood Education II	3	(S)
MAT122 Elementary Mathematics II	3	(S)
TOTAL	16	

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

PROGRAM NOTES
ADDITIONAL GRADUATION REQUIREMENTS: Minimum CGPA 2.75 required for graduation. Must pass PRAXIS CORE exam (students with an ACT composite score of 24 or a SAT combined math & verbal score of 1180 [1100 if taken before 12/31/18] are exempt) OR have minimum 3.0 CGPA at graduation.
Generally, students wishing to teach Pre-K through Kindergarten should consider the Early Childhood program, whereas Elementary Education encompasses K-6. These grade levels will vary based on the college/state in which the student transfers.
This AAT program is designed for transfer to a four-year MARYLAND institution. Students wishing to transfer out-of-state should consult with the Teacher Education Advisor 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.

TEACHER EDUCATION -- ASSOCIATE OF ARTS DEGREE
EARLY CHILDHOOD EDUCATION CONCENTRATION
TRANSFER PROGRAM GC CURRICULUM CODE: 3700

INSTITUTIONAL REQUIREMENT: 1
FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS:.....32
English Composition
ENG101 Comp I--Expos Writing 3*
-- Minimum C grade required.
Arts and Humanities
COM101 Intro to Communication 3
ENG102 Comp II—Intro to Literature 3
HIS111 American History to 1865
or HIS112 American History since 1865
or HIS121 Contemporary World History ... 3
Social and Behavioral Sciences
PSY101 General Psychology 3
SOC101 Principles of Sociology..... 3
Science
Select two GER Science Courses from:
BIO101 General Biology I, ESC101 Physical Geology, ESC121 Physical Geography, PHY130 Physical Science, or CHE101 General Chemistry I..... 8
Mathematics
MAT105 College Algebra..... 3
Interdisciplinary/Emerging Issues
EDU246 Educational Technology 3*

CORE COURSES: 8
EDU105 Career Analysis in Education..... 1*
EDU201 Foundations of Education 3*
EDU275 Teaching Lab 1*
PSY211 Educational Psychology..... 3*

CONCENTRATION COURSES: 18
ART115 Visual Imagery 3
EDU101 Early Childhood Educ. I 3*
EDU102 Early Childhood Educ. II 3*
EDU210 Intro Exceptional Individual 3*
EDU270 Process & Acquis. of Reading..... 3*
PSY220 Child Psychology 3

ELECTIVES 1
Choose after consultation with advisor.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

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

FALL

FYE101 First Year Experience 1		
ENG101 Comp I–Expos Writing 3		
PSY101 General Psychology.....3		
EDU105 Career Analysis in Education 1	(F)	
MAT105 College Algebra 3		
BIO101, CHE101(F), ESC101(S), ESC121(F) or PHY130(F) 4		
TOTAL 15		

SPRING

EDU201 Foundations of Education.....3	(S)	
EDU246 Educational Technology.....3	(S)	
ENG102 Comp II–Intro to Literature 3		
PSY220 Child Psychology 3	(S)	
COM101 Intro to Communication 3		
TOTAL 15		

FALL

EDU101 Early Childhood Educ. I 3	(F)	
EDU210 Intro to Exceptional Individual.....3	(F)	
PSY211 Educational Psychology 3	(F)	
SOC101 Principles of Sociology 3		
BIO101, CHE101(F), ESC101(S), ESC121(F) or PHY130(F) 4		
TOTAL 16		

SPRING

ART115 Visual Imagery 3	(S)	
EDU102 Early Childhood Education II.....3	(S)	
EDU270 Proc & Acquisition of Reading 3	(S)	
EDU275 Teaching Lab 1	(S)	
HIS111(F) or HIS112(S) or HIS121(F).....3		
Elective 1		
TOTAL 14		

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

PROGRAM NOTES
Generally, students wishing to teach Pre-K through Kindergarten should consider the Early Childhood program, whereas Elementary Education encompasses K-6. These grade levels will vary based on the college/state in which the student transfers.
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 encouraged to complete the PRAXIS CORE exam before applying to a transfer institution.
Graduates of this program may wish to take advantage of transfer agreements. Course requirements may differ from above. Detailed agreements can be found online at https://www.garrettcollege.edu/transfer-services.php.

ELEMENTARY EDUCATION/ELEMENTARY SPECIAL EDUCATION -- ASSOCIATE OF ARTS IN TEACHING DEGREE

TRANSFER PROGRAM GC CURRICULUM CODE: 3715

GER REQUIRED CREDITS:.....36

English Composition
- ENG101 Comp I--Expos Writing.....3*
- -- *Minimum C grade required.*

Arts and Humanities
- COM101 Intro to Communication.....3
- ENG102 Comp II–Intro to Literature 3
- HIS111 American History to 1865
  - or HIS112 American History since 1865
  - or HIS121 Contemporary World History....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
- EDU246 Educational Technology.....3*

CORE 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*
- HEA209 Health & PE for Elem Classroom Teacher 3*
- MAT121 Elementary Math I 3*
- MAT122 Elementary Math II 3*
- PSY211 Educational Psych 3*

TOTAL CREDIT HOURS REQUIRED:.....62

RECOMMENDED SEQUENCE

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

FALL

ENG101 Comp I--Expos Writing	3	
EDU105 Career Analysis in Education	1	(F)
MAT105 College Algebra	3	
PHY130 Physical Science	4	(F)
PSY101 General Psychology	3	
COM101 Intro to Communication	3	
TOTAL	17	

SPRING

EDU201 Foundations of Education	3	(S)
EDU246 Educational Technology	3	(S)
ENG102 Comp II – Intro to Literature	3	
BIO101 General Biology I	4	
TOTAL	13	

FALL

EDU210 Intro Exceptional Individual	3	(F)
ESC101(S) or ESC121(F) or CHE101(F)	4	
HEA209 Hlth & PE for Elem Clssrm Teacher	3	(F)
MAT121 Elementary Math I	3	(F)
PSY211 Educational Psychology	3	(F)
TOTAL	16	

SPRING

ART115 Visual Imagery	3	(S)
EDU270 Process/Acquisition of Reading	3	(S)
EDU275 Teaching Lab	1	(S)
GEO201 Cultural Geography	3	(S)
HIS111(F) or HIS112(S) or HIS121(F)	3	
MAT122 Elementary Math II	3	(S)
TOTAL	16	

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

PROGRAM NOTES
ADDITIONAL GRADUATION REQUIREMENTS: Minimum CGPA 2.75 required for graduation. Must pass PRAXIS CORE exam (students with an ACT composite score of 24 or a SAT combined math & verbal score of 1180 [1100 if taken before 12/31/18] are exempt) OR have minimum 3.0 CGPA at graduation.
This AAT program is designed for transfer to a four-year MARYLAND institution. Students wishing to transfer out-of-state should consult with the Teacher Education Advisor 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.

TEACHER EDUCATION -- ASSOCIATE OF ARTS DEGREE
ELEMENTARY EDUCATION CONCENTRATION
TRANSFER PROGRAM GC CURRICULUM CODE: 3710

INSTITUTIONAL REQUIREMENT: 1
FYE101 First Year Experience
or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS:.....32
English Composition
ENG101 Comp I--Expos Writing 3*
-- *Minimum C grade required.*
Arts and Humanities
COM101 Intro to Communication 3
ENG102 Comp II – Intro to Literature 3
HIS111 American History to 1865
or HIS112 American History since 1865
or HIS121 Contemporary World History ... 3
Social and Behavioral Sciences
PSY101 General Psychology 3
SOC101 Principles of Sociology..... 3
Science
Select two GER Science Courses from:
BIO101 General Biology I
or ESC101 Physical Geology
or ESC121 Physical Geography
or PHY130 Physical Sciences
or CHE101 General Chemistry I..... 8
Mathematics
MAT105 College Algebra..... 3
Interdisciplinary/Emerging Issues
EDU246 Educational Technology 3*

CORE COURSES: 8
EDU105 Career Analysis in Ed 1*
EDU201 Foundations of Ed 3*
EDU275 Teaching Lab 1*
PSY211 Educational Psychology..... 3*

CONCENTRATION COURSES: 18
ART115 Visual Imagery 3
EDU210 Intro to the Exceptional Child 3*
EDU270 Process/Acquisition of Reading 3*
HEA209 Health & PE for Elem Classroom Teacher 3*
MAT121 Elementary Math I..... 3*
MAT122 Elementary Math II..... 3*

ELECTIVES: 1
Choose after consultation with advisor.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

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

FALL

FYE101 First Year Experience 1		
EDU105 Career Analysis in Ed.....1	(F)	
ENG101 Comp I--Expository Writing 3		
PSY101 General Psychology.....3		
BIO101, CHE101(F), ESC101(S), ESC121(F) or PHY130(F) 4		
MAT105 College Algebra 3		
TOTAL 15		

SPRING

EDU201 Foundations of Education.....3	(S)	
EDU246 Educational Technology.....3	(S)	
COM101 Intro to Communication 3		
ENG102 Comp II – Intro to Literature.....3		
BIO101, CHE101(F), ESC101(S), ESC121(F) or PHY130(F) 4		
TOTAL 16		

FALL

EDU210 Intro to the Exceptional Child 3	(F)	
HEA209 Hlth & PE for Elem Clssrm Teacher ...3	(F)	
PSY211 Educational Psychology 3	(F)	
MAT121 Elementary Mathematics I.....3	(F)	
SOC101 Principles of Sociology 3		
TOTAL 15		

SPRING

ART115 Visual Imagery 3	(S)	
EDU270 Process/Acquisition of Reading 3	(S)	
EDU275 Teaching Lab 1	(S)	
HIS111(F) or HIS112(S) or HIS121(F).....3		
MAT122 Elementary Math II 3	(S)	
Electives 1		
TOTAL 14		

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

PROGRAM NOTES
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 encouraged to complete the PRAXIS CORE exam before applying to a transfer institution.

TEACHER EDUCATION -- ASSOCIATE OF ARTS DEGREE
HEALTH & PHYSICAL EDUCATION CONCENTRATION
TRANSFER PROGRAM GC CURRICULUM CODE: 3730

GER REQUIRED CREDITS: 32

English Composition
- ENG101 Comp I--Expos Writing 3*
- -- *Minimum C grade required.*

Arts and Humanities
- COM101 Intro to Communication 3
- ENG102 Comp II--Intro to Literature 3
- HIS111 American History to 1865
  or HIS112 American History since 1865
  or HIS121 Contemporary World History....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 3

Interdisciplinary/Emerging Issues
- EDU246 Educational Technology.....3*

CORE COURSES: 8
- EDU105 Career Analysis in Education 1*
- EDU201 Foundations of Education.....3*
- EDU275 Teaching Lab.....1*
- PSY211 Educational Psychology 3*

CONCENTRATION COURSES: 20
- BIO130 Principles of Nutrition.....3
- EDU251 Adapting Instr. for Diverse Learners...3*
- HEA152 Foundations of Health Education 3
- HEA209 Health & PE for Elem Classroom Teacher ...3*
- PED117 Personalized Health & Fitness.....2
- PED150 First Aid 3
- PED152 Foundations of Physical Education ...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 College Algebra	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	
COM101 Intro to Communication	3	
EDU246 Educational Technology.	3	(S)
EDU201 Foundations of Education	3	(S)
TOTAL	16	

FALL

HEA209 Health & PE for Elem Classroom Teacher	3	(F)
HIS111(F) or HIS112(S) or HIS121(F)	3	
PED150 First Aid	3	(F)
PED152 or HEA152	3	(F)
PSY211 Educational Psychology	3	(F)
TOTAL	15	

SPRING

BIO200 Human Anatomy & Phys I	4	
EDU275 Teaching Lab	1	(S)
GEO201 Cultural Geography	3	(S)
PED117 Personalized Health & Fitness	2	
EDU251 Adapting Instr. for Diverse Learners..	3	(S)
TOTAL	13	

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

PROGRAM NOTES
Students wishing to transfer to a four-year institution to pursue a coaching pathway should consider following this concentration.
Successful completion of PRAXIS CORE may be required for entry into many education programs. Students are encouraged to complete the PRAXIS CORE exam before applying to a transfer institution.

TEACHER EDUCATION -- ASSOCIATE OF ARTS DEGREE
SECONDARY EDUCATION CONCENTRATION
TRANSFER PROGRAM GC CURRICULUM CODE: 3720

INSTITUTIONAL REQUIREMENT: 1
- FYE101 First Year Experience
  or FYE103 College & Career Prep Seminar... 1

GER REQUIRED CREDITS:.....35
- English Composition
  - ENG101 Comp I--Expos Writing 3*
  - -- *Minimum C grade required.*
- Arts and Humanities
  - COM101 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 Contemporary World History ... 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:
    BIO101 General Biology I
    or CHE101 General Chemistry I
    or ESC101 Physical Geology
    or ESC121 Physical Geography
    or PHY130 Physical Science..... 8
- Mathematics
  - MAT105 College Algebra..... 3
- Interdisciplinary/Emerging Issues
  - EDU246 Educational Technology 3*

CORE COURSES: 8
- EDU105 Career Analysis in Ed..... 1*
- EDU201 Foundations of Education 3*
- EDU275 Teaching Lab 1*
- PSY211 Educational Psychology..... 3*

CONCENTRATION COURSES: 16
- EDU251 Adapting Instr. for Diverse Learners .. 3*
- PSY102 Human Growth & Development 3
- Teaching Area Electives 10
  Select electives based on desired teaching area; Math, Science, Social Studies, etc. Choose after consultation with advisor.

TOTAL CREDIT HOURS REQUIRED: 60

RECOMMENDED SEQUENCE

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

FALL

FYE101 First Year Experience	1	
ENG101 Comp I--Expos Writing	3	
MAT105 College Algebra	3	
PSY101 General Psychology	3	
COM101 Intro to Communication	3	
EDU105 Career Analysis in Ed	1	(F)
TOTAL	14	

SPRING

EDU246 Educational Technology	3	(S)
ENG102 Comp II-Intro to Literature	3	
EDU201 Foundations of Education	3	(S)
HIS111(F) or HIS112(S) or HIS121(F)	3	
BIO101, CHE101(F), ESC101(S), ESC121(F) or PHY130(F)	4	
TOTAL	16	

FALL

SOC101 or GEO201(S) or POL140(S)	3	
PSY211 Educational Psychology	3	(F)
BIO101, CHE101(F), ESC101(S), ESC121(F) or PHY130(F)	4	
Major Elective	5	
TOTAL	15	

SPRING

ART115(S) or MUS110(S) or THE101	3	
EDU251 Adapting Instr. for Diverse Learners	3	(S)
EDU275 Teaching Lab	1	(S)
PSY102 Human Growth & Development	3	
Major Electives	5	
TOTAL	15	

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

PROGRAM NOTES

Successful completion of PRAXIS CORE may be required for entry into many education programs. Students are encouraged to complete the PRAXIS CORE exam before applying to a transfer institution.

COURSE DESCRIPTIONS

All courses listed are not offered every semester. Check the current schedule of classes for course offerings.

COURSE NUMBERING

001-099 – Remedial courses intended for students who need further preparation before enrolling in college-level courses. These courses are not transferable and do not count toward the completion of degree, major, or graduation requirement.

100-299 – College-level courses offered for credit and applicable to degree and 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. 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.

ACCOUNTING

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: ENG050 and MAT050
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

ANTHROPOLOGY

ATH230 Cultural Anthropology (3 credits)
Introduces students to the discipline of anthropology, the concept of culture, and the value of cross-cultural perspectives. Topics covered include language, subsistence, economics, politics, family and marriage, "race" and ethnicity, gender and sexuality, religion, globalization, health and medicine, and public engagement. (Social and Behavioral Sciences GER)
Instructional Hours: 3
Prerequisite: ENG050
Offered occasionally

ATH290-299 Special Topics in Anthropology (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

ART

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: ENG050
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

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

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 FALL semester

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

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

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

BIOLOGY

BIO101 General Biology I (4 credits)
The first of a two-course sequence in basic biology intended for majors. This course covers the basic biological principles common to all living organisms, including biochemistry, energetics and metabolism, cellular and molecular biology and genetics. It is strongly recommended that students have a solid background in high school biology. (Science GER) (The BIO101/102 sequence is designed for science and pre-professional majors.)
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: ENG050and MAT050
Offered FALL and SPRING semesters

BIO102 General Biology II (4 credits)
The second course of a two-course sequence in biology intended for majors. This course explores mechanisms of evolution, diversity and classification of life, population and community ecology and selected vertebrate body systems. (Science GER) (The BIO101/102 sequence is designed for science and pre-professional majors.)
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: BIO101 or BIO104
Offered SPRING semester

BIO103 Medical Terminology (3 credits)
This is an introductory course in medical terminology. The course focuses on accurate spelling and pronunciation of terms and building knowledge of basic medical vocabulary with an emphasis on prefixes, suffixes, roots, and combining vowels. Anatomical, physiological, and pathological terminology are covered. Terminology related to the body systems is discussed.
Instructional Hours: 3
Prerequisite: ENG050
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: ENG050and MAT050
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. For Non-Majors. (Science GER)
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: ENG050
Offered FALL and SPRING semesters

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. (Science GER)
Instructional Hours: 2 Laboratory Hours: 4
Prerequisite: ENG050
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: ENG050
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 nervous. (Science GER)
Instructional Hours: 3 Laboratory Hours: 3
Prerequisite: (BIO101 or BIO104) or College Placement Indicator
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, respiratory, 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

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 occasionally

BIO241 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: ENG050 and (BIO101, BIO104, or College Placement Indicator)
Offered FALL and SPRING semesters

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. (Science—non-lab GER)
Instructional Hours: 2 Laboratory Hours: 2
Prerequisite: ENG101 and Permission of Instructor
Offered occasionally

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

BUSINESS

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, and human resources.
Instructional Hours: 3
Prerequisite: ENG050 and MAT050
Offered FALL and SPRING semesters

BUS102 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. (Cross-listed as SPM102)
Instructional Hours: 3
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: ENG050 and MAT050 (or permission of instructor)
Offered SPRING semester

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
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: BUS101
Offered FALL and SPRING semesters

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
Offered occasionally

BUS235 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. (Cross-listed as SOC231)
Instructional Hours: 3
Prerequisite: ENG050
Offered SPRING semester

BUS251 Principles of 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
Offered FALL and SPRING semesters

BUS287 Entrepreneurial Thinking (3 credits)
Through this introductory course, students will understand, experience and practice the thought, action patterns and best practices that are inherent in entrepreneurial thinking and successful new venture formation. These approaches are applicable to small business formation, entrepreneurship, intrapreneurship, organizational management and life in general. Areas of investigation and learning will include, but not be limited to: self-assessment, soft skills optimization, "Icehouse life lessons", effectuation, market-based ideation and concept development. These methods will be conveyed through lecture, discussion, readings beyond the texts and experiential learning approaches and will result in participants' honing success-building entrepreneurial, business and life skills.
Instructional Hours: 3
Prerequisite: ENG050
Offered FALL semester

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)
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 & (BUS251, CIS151, CIS201, or Professional & Technical Studies major)
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

CHEMISTRY

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: ENG050 and MAT050
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. (The CHE101/102 sequence is designed for biology, chemistry, engineering, and pre-professional majors.) (Science GER)
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: ENG050 and MAT050
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. (The CHE101/102 sequence is designed for biology, chemistry, engineering, and pre-professional majors.) (Science GER)
Instructional Hours: 3 Laboratory Hours: 2
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

COMMUNICATIONS

COM101 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: ENG050
Offered FALL and SPRING semesters

COM105 Media and Society (3 credits)
This course examines the relationship between media, culture, and society. History, issues, and theories of mass communication are emphasized. (Arts and Humanities GER)
Instructional Hours: 3
Prerequisite: ENG050
Offered FALL and SPRING semesters

COM290-299 Special Topics in Communications(1 – 3 credits)
Students study a topic of special interest under the supervision of a College faculty member.
Instructional Hours: 1 – 3
Offered occasionally

COMPUTER INFORMATION SYSTEMS

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 and SPRING semesters

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 FALL semester

CIS145 Discrete Structures (4 credits)
Fundamental mathematical concepts and algebraic structures used in theoretical areas of computer science. Topics include sets, relations, functions, mathematical induction, Boolean algebra, introduction to the theory of trees and graphs and combinatorics. (Cross-listed as MAT145)
Instructional Hours: 4
Prerequisites: MAT051
Offered SPRING semester

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
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
Offered SPRING semester

CIS160 Operating Systems (4 credits)
This course provides an overview of multiple operating systems. Topics include the strategies and tactics for installing, configuring, administering and troubleshooting desktop operating systems in a networking environment.
Instructional Hours: 4
Offered FALL semester

CIS161 PC Maintenance & Repair (4 credits)
An in-depth study of personal computer hardware and operating systems. Focus is on identification, installation, configuration, and troubleshooting of field replaceable components. Topics include microprocessors, memory, BIOS and CMOS, expansion bus, motherboards, power supplies, hard drives, removable media, video, sound, portable PCs, printers, networks, the Internet, computer security, and Windows operating systems. This course will help prepare students for the CompTIA A+ Certification exams.
Instructional Hours: 4
Offered FALL semester

CIS163 Introduction to Cisco Networking (4 credits)
The first of three 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
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: MAT051
Offered FALL semester

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
Co-Requisite: ENT170
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
Offered FALL semester

CIS201 Web Page Design (3 credits)
In this introductory web design course, student delve into the fundamental concepts of crafting digital experiences. They learn to construct web pages from scratch, mastering the creation and utilization of templates and style sheets to ensure consistent visual aesthetics. The curriculum covers essential elements such as adding graphics and links, structuring data with tables, and gathering user input through forms. Students gain proficiency in building interactive web pages, incorporating audio and video, and designing with various multimedia objects to enhance user engagement.

Students will participate in weekly critiques where we will discuss the completed work, make suggestions where necessary, and encourage each other to become comfortable discussing our design choices. The course also focuses on building mobile-friendly websites, ensuring designs are responsive and accessible across diverse devices.
Instructional Hours: 3
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 advanced 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
Offered FALL semester

CIS221 Advanced Routing and Switching (4 credits)
This course is the second CCNA course in a 3-course series. This course focuses on switching technologies and router operations that support small-to-medium business networks, including wireless local area networks (WLAN) and security concepts. Students will perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: CIS163
Offered FALL semester

CIS222 WAN Technologies (4 credits)
This course is the third CCNA course in a 3-course series. This course describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. It covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks.
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: CIS221
Offered SPRING semester

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: CIS106
Offered SPRING semester

CIS231 Computer Forensics (3 credits)
This course will provide a foundation in the field of Computer Forensics. The student will learn how to obtain and analyze digital information for possible use as evidence in civil, criminal or administrative cases. Topics include applications of hardware and software to computer forensics, computer forensics law, volume and file system analysis, computer forensics investigations, and computer forensics in the laboratory. Hands-on exercises guide discussions and reinforce the subject matter.
Instructional Hours: 3
Prerequisite: CIS106
Offered Occasional FALL

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 Occasional FALL

CIS233 Ethical Hacking, Countermeasures, and 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: CIS106
Offered SPRING semester

CIS234 Ethics in the Information Age (3 credits)
This course involves a study of the ethical issues related to computer users and computer professionals in the information age. Topics include professional responsibilities, intellectual property, security risks, identity theft, cyber terrorism, and many more. The course also examines the techniques used for the analysis and resolution of these issues consistent with the standards of the computing profession. The main goal of this course is to provide students with a frame work for ethically grounded decision making in the information age.
Instructional Hours: 3
Offered SPRING semester

CIS235 Introduction to Cyber Law (3 credits)
This course introduces 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
Offered Occasional FALL

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
Offered SPRING semester

CIS245 Database Design (3 credits)
This course gives students extensive, pragmatic experience in designing, building, querying, updating, maintaining and managing relational databases, using the Structured Query Language (SQL). The students will start out by analyzing what database is and why it is superior to other data management methods. They will then conduct logical and physical database design. SQL will be extensively covered, and students will design and implement sophisticated SQL queries invoking self-joins, outer joins, correlated subqueries and related concepts.
Instructional Hours: 3
Offered SPRING semester

CIS250 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. (Cross-listed as ENR240)
Instructional Hours: 3
Co-requisite: CIS251
Offered FALL semester

CIS251 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. (Cross-listed as ENR241)
Laboratory Hours: 2
Co-requisite: CIS250
Offered FALL semester

CIS294 Field Experience in Information Technology (2 credits)
Students are involved in a field experience related to information technology. 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: 2
Prerequisite: CIS220 or CIS230
Offered FALL and SPRING semesters

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

CRIMINAL JUSTICE

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: ENG050
Offered FALL semester

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: ENG050
Offered occasionally

CJC106 Introduction to Corrections (3 credits)
This course provides students 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: ENG050
Offered occasional winter or summer

CJC201 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. (Cross-listed as SOC221)
Instructional Hours: 3
Prerequisite: ENG050
Offered FALL semester

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
Offered SPRING semester

CJC220 Juvenile Delinquency (3 credits)
This class will examine juvenile delinquency in the United States. We will study the nature and extent of juvenile delinquency, historical approaches, sociological and criminological theories and research, social contexts including the institutions of families, schools, peers, and social responses. We will also examine the prevention, punishment, and treatment programs, both within and outside of the juvenile justice systems. In keeping with socially relevant and policy-oriented perspectives, we will discuss the importance of the court and correctional system and the impact these have had on the youth of today.
Instructional Hours: 3
Prerequisite: SOC101 or PSY101 or CJC101
Offered occasionally

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

EARTH SCIENCE

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 lab. (Science GER)
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: ENG050
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: ENG050 and MAT050
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.
(NRWT Majors Only or permission of instructor)
Instructional Hours: 2 Laboratory Hours: 2
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

ECONOMICS

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: ENG050 and MAT050
Offered occasionally

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: ENG050 and MAT050
Offered FALL and SPRING semesters

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: ENG050 and MAT050
Offered FALL and SPRING semesters

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

EDUCATION

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: ENG050
Offered FALL semester

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: ENG050
Offered SPRING semester

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: ENG050
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: 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. (Interdisciplinary/Emerging Issues GER)
Instructional Hours: 3
Prerequisite: ENG101
Offered FALL semester

EDU246 Educational Technology (3 credits)
This course provides opportunities for experiences and practice in using technology in the Education setting. Experiences are assimilated into professional practice. Emphasis is on the use of technology within the context of accomplishing authentic tasks. (Interdisciplinary/Emerging Issues GER)
Instructional Hours: 3
Prerequisite: ENG050
Offered SPRING semester

EDU251 Adapting Instruction for Diverse Learners (3 credits)
An understanding of the instructional and social development needs of the disabled and non-disabled students in inclusive classrooms. Special attention to collaboration, technology, legislation, educational programming, instructional strategies, inclusion models and current research related to the students enrolled in secondary school inclusion programs (middle/senior high school) and K-12 programs.
Instructional Hours: 3
Prerequisite: ENG101
Offered SPRING semester

EDU270 Process and Acquisition of Reading (3 credits)
The process of language development, including the impact of phonemic 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: 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: EDU210
Offered SPRING semester

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

EMERGENCY MEDICAL SERVICES

EMS120 Anatomy & Physiology for EMS Providers (3 crs.)
This course is designed to provide students with a basic overview of the anatomy and the 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 Majors Only)
Instructional Hours: 3
Offered frequency varies based on cohort

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 communications, and life span development.
(Paramedic Majors Only)
Instructional Hours: 1.5
Offering frequency varies based on cohort

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 and 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 Majors Only)
Instructional Hours: .50
Offering frequency varies based on cohort

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 Majors Only)
Instructional Hours: .50
Offering frequency varies based on cohort

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 Majors Only)
Instructional Hours: 4
Offering frequency varies based on cohort

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 Majors Only)
Instructional Hours: 2
Offering frequency varies based on cohort

EMS135 Paramedic Operations and Special Considerations (1 credit)
This course presents the student with information and techniques on how to handle special populations and considerations such as neonatology, pediatrics, geriatrics, patients with special challenges, acute interventions for the chronic patient, and abused and neglected patients. It also covers EMS operations such as ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness.
(Paramedic Majors Only)
Instructional Hours: 1
Offering frequency varies based on cohort

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 in the first semester and is conducted 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 Majors Only)
Laboratory Hours: 2
Offering frequency varies based on cohort

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 in the second semester 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, EtCO2, 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 Majors Only)
Laboratory Hours: 3
Offering frequency varies based on cohort

EMS170 Paramedic Clinical I (0.50 credit)
This course includes 24 hours of clinical time in the 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 perform skills learned while being monitored by an approved preceptor.
(Paramedic Majors Only)
Laboratory Hours: 1
Offering frequency varies based on cohort

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, behavior and psychiatry, 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 Majors Only)
Laboratory Hours: 4
Offering frequency varies based on cohort

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. Since the student has already received basic knowledge during the first year, this course builds on that information and prepares the student to sit for both national and state paramedic certification.
(Paramedic Majors Only)
Instructional Hours: 1
Offering frequency varies based on cohort

EMS231 Paramedic Airway II (1 credit)
Airway management is one of the most important skills performed by a paramedic. This second-year course builds on and expands the information presented in EMS131 Paramedic Airway I. This course includes more advanced care and difficult airway management.
(Paramedic Majors Only)
Instructional Hours: 1
Offering frequency varies based on cohort

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. 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. This second-year course provides more in-depth study and builds on information learned in EMS 134 Paramedic Trauma I.
(Paramedic Majors Only)
Instructional Hours: .5
Offering frequency varies based on cohort

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 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. This second-year course provides more in-depth knowledge building skills from EMS 133.
(Paramedic Majors Only)
Instructional Hours: 1.5
Offering frequency varies based on cohort

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 patients. 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 component requiring the student to research a relevant topic and present findings to the class.
(Paramedic Majors Only)
Instructional Hours: 1.5
Offering frequency varies based on cohort

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 skills include intravenous access set-up, intravenous initiation – peripheral, intramuscular injection, subcutaneous injection, intravenous medication push, orotracheal intubation, nasotracheal intubation, chest decompression, cricothyrotomy, direct 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 Majors Only)
Laboratory Hours: 2
Offering frequency varies based on cohort

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, EtCO2, NG & OG insertion, suction, medication administration (aerosolized, buccal, ETT, intranasal, rectal, topical, oral, sublingual), accessing indwelling catheters, intravenous maintenance, spinal immobilization, hemorrhage control, intraosseous initiation, and 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 Majors Only)
Laboratory Hours: 3
Offering frequency varies based on cohort

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 Majors Only)
Laboratory Hours: 3
Offering frequency varies based on cohort

EMS271 Paramedic Clinical IV (3 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 student 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 Majors Only)
Laboratory Hours: 8
Offering frequency varies based on cohort

ENGINEERING

ENR101 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.
Instructional Hours: 3
Prerequisite: MAT050
Offered FALL semester only

ENR105 Blueprint Reading & Solid Modeling (3 credits)
This course provides a comprehensive engineering and manufacturing technology print reading course in which students acquire the theory and practice to read complete sets of working multi-view drawings, basic dimensioning, holes, fasteners, assemblies, and tolerance. Solid model software will be introduced with training of sketch demands, extruded boss/base features, drawing planes, fillets, chamfers, multi-view drawings, and dimensioning. Three-dimensional assembly modeling will also be covered with emphasis on advanced mates, exploded views, and animation.
Instructional Hours: 3
Offered FALL 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: MAT105
Co-requisite: ENR211
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
Co-requisite: ENR210
Offered SPRING semester

ENR221 Engineering Statics (3 credits)
This is a foundational course for engineering students that focuses on the study of the equilibrium of particles and rigid bodies subject to general force systems in two and three dimensions. Forces, moments, couples, equilibrium, trusses, frames and machines, friction, centroids, moments of inertia, and internal forces will be addressed. The use of vector and scalar methods for problem solving will also be covered.
Instructional Hours: 3
Prerequisite: MAT190
Offered FALL semester

ENR225 Computer-Aided Design (3 credits)
This course is designed to introduce students to computer-aided drafting and design. Basic CADD operations will be covered using multiple CADD software.
Instructional Hours: 3
Offered occasionally

ENR230 Scientific & Engineering Computation (3 credits)
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: MAT190
Offered FALL 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. (Cross-listed as CIS250)
Instructional Hours: 3
Co-requisite: ENR241
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. (Cross-listed as CIS251)
Laboratory Hours: 2
Co-requisite: ENR240
Offered FALL semester

ENR250 Engineering Dynamics (3 credits)
This is a foundational course for engineering students that focuses on the study of kinematics and kinetics of particles and rigid bodies. The topics covered include forces, mass, acceleration, work, energy, impulse, momentum, impact, and problem-solving using vector and scalar methods.
Instructional Hours: 3
Prerequisite: MAT191, PHY111 and ENR221
Offered SPRING semester

ENR260 Mechatronic and Robotic Design (3 credits)
This course will allow students to gather and apply the knowledge required for the selection of mechanical, electronic and computing components to integrate into complex mechatronic systems. Students will learn about mechatronic systems and robotics, control of electromechanical systems, analog and digital sensors, transducers, and actuators. Students will learn the significance of data acquisition, process control, and design considerations for contemporary practical issues.
Instructional Hours: 3
Offered SPRING 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

ENGLISH

Co-remediation Coursework **-** Garrett College utilizes a co-requisite remediation model to provide additional English, reading, and mathematics support. Students whose placement indicator demonstrates a need for academic development will concurrently enroll in the gateway math or English course, along with a co-requisite support course. These support courses are not transferable and do not count toward graduation requirements.

ENG050 Reading & Writing Support (2 credits)
This co-requisite course provides support for students enrolled in ENG101 Composition I. It prepares students for the academic reading and writing expected of them in college-level courses by developing proficiency in integrated and contextualized literacy skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts. In addition to in-class instruction, students will also be required to attend one hour of tutoring per week focusing on the reading component. This course is not transferable and does not count toward the completion of degree, major, or graduation requirement.
Instructional Hours: 2
Prerequisite: College Placement Indicator
Co-requisite: ENG101
Offered Fall and Spring semesters

ENG051 College Writing Support (1 credit)
This co-requisite course provides support for students enrolled in ENG101 Composition I. 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: 1
Prerequisite: College Placement Indicator
Co-requisite: ENG101
Offered FALL and SPRING semesters

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: 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
Offered FALL and SPRING semesters

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: ENG101
Offered SPRING semester

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 occasional spring

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: ENG101
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
Offered occasional spring

ENG263 African American Literature (3 credits)
Beginning with works written by enslaved African Americans, student will read, analyze, and discuss literary works written by African Americans in eras of Reconstruction, The Great Migration, The Harlem Renaissance, Black Realism, The Black Arts Movement, Modernism, and Post-Modernism. Genres studied will include biography, drama, fiction, poetry, and much such as blues, jazz and hip-hop. This course also explores the connection between culture and politics. (Arts and Humanities GER)
Instructional Hours: 3
Prerequisite: ENG101
Offered occasional spring

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

Environmental Technology

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 Co-requisite: CIS180
Offered SPRING semester

ENT201 Chemistry and Quantitative Methods for Agriculture and Natural Resources (2 credits)
Taken concurrently with ESC210 and NRW270, 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.
(NRWT Majors Only or permission of instructor)
Instructional Hours: 1 Laboratory Hours: 2
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: NRW283
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

Exercise Science

EXS103 Foundations of Exercise Science (3 credits)
This course introduces the study of the exercise sciences. Focus will be on the science of human movement, including the related academic and vocational subfields. Students will be introduced to anatomy and physiology, career pathways in kinesiology, professional organizations, information literacy and evidence-based practice.
Instructional Hours: 3
Offered FALL semester

EXS115 Methods of Group Fitness (3 credits)
This course provides the leadership and technical skills needed to create safe and effective group exercise programs. Many different types of exercise will be taught. This course will aid in preparation for the American Council on Exercise group fitness certification.
Instructional Hours: 2 Laboratory Hours: 2
Offered SPRING semester

EXS175 Foundations of Resistance Training (1 credit)
This course will introduce students to resistance training and program design. Exercise programs will be designed by each student. Focus will be on proper exercise technique, progressive conditioning, and safety.
Laboratory Hours: 2
Offered FALL and SPRING semesters

EXS290-299 Special Topics in Exercise 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

First Year Experience

FYE101 First Year Experience (1 credit)
This course facilitates a successful transition for students entering higher education. Connects first-year students to the college environment and academic resources, and emphasizes the value of learning and student responsibilities. Designed to equip students with the skills and strategies necessary to take control of their academic lives, to help students develop a better understanding of themselves, and to guide them through the academic and career development process. Emphasis will be placed on academic success, personal growth and self-management, campus/community resources and involvement, effective use of technology, and ethical citizenship through interaction between faculty, staff, students and the community. All degree-seeking students are required to enroll in and successfully complete this course in their first semester, or the course will need to be repeated in the subsequent semester(s) until successful (see page 42 for complete details).
Instructional Hours: 1
Offered FALL and SPRING semesters

FYE103 College & Career Prep Seminar (1 credit)
This course facilitates a successful transition for students entering higher education and dual enrollment with Garrett College. Connects first-year students to the college environment and academic resources, and emphasizes the value of learning and student responsibilities. Designed to equip students with the skills and strategies necessary to take control of their academic lives, to help students develop a better understanding of themselves, and to guide them through the academic and career development process. Emphasis will be placed on academic success, personal growth, and self-management, utilizing Garrett College resources, and effective use of technology.
Instructional Hours: 1
Prerequisite: High School Dual Enrollment Student Status
Offered FALL and SPRING semesters

FYE105 First Year Experience – Life Skills (3 credits)
The life skills introduced in this course facilitate the transition into college life and support academic achievement. It deals with psycho-social skills for decision making, time and stress management. It also develops study and communication skills for critical thinking, problem-solving, and creativity. This course also improves interpersonal empathy leading toward satisfying academic, personal, and professional lives.
Instructional Hours: 3
Prerequisite: Permission of Instructor
Offered occasionally

FYE290-299 Special Topics in First Year Exp (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
Offered occasionally

Geography

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: ENG050
Offered SPRING semester

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
Offered occasionally

Health

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 their 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 occasionally

HEA209 Health and Physical Education for the Elementary Classroom (3 credits)
This course focuses on the content and methods of planning, instruction, and evaluation of health education and physical education programs in early, elementary, and middle childhood education. Demonstration of instructional skills is emphasized.
Instructional Hours: 3
Prerequisite: ENG101
Offered FALL 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

HISTORY

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. (Arts and Humanities GER)
Instructional Hours: 3
Prerequisite: ENG050
Offered SPRING semester of even-numbered years

HIS106 World Civilizations Since the 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. (Arts and Humanities GER)
Instructional Hours: 3
Prerequisite: ENG050
Offered SPRING semester of odd-numbered years

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. (Arts and Humanities GER)
Instructional Hours: 3
Prerequisite: ENG050
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. (Arts and Humanities GER)
Instructional Hours: 3
Prerequisite: ENG050
Offered SPRING semester

HIS121 Contemporary World History (3 credits)
A survey of the major social, political, and economic developments from the beginning of the Twentieth Century with the purpose of understanding contemporary global issues. (Arts and Humanities GER)
Instructional Hours: 3
Prerequisite: ENG050
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
Offered occasionally

HUMANITIES

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
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
Offered occasionally

MACHINING

MCH101 Machining I (3 credits)
This course is designed to prepare students for the required National Institute of Metalworking Skills (NIMS) certification in measurement, materials and safety; job planning, benchwork, and layout; drilling operations, and turning operations between centers. Students will be introduced to the fundamental concepts and professional standards of the machining industry, including safety, precision measurement, milling, grinding, industry equipment as well as the vocabulary and terminology of the profession.
Instructional Hours: 1 Laboratory Hours: 2
Offered FALL semester

MCH102 Machining II (1 credit)
This course is designed to prepare students for the required National Institute of Metalworking Skills (NIMS) certification in manual milling and vertical milling. Students increase the knowledge gained in Machining I by performing basic process planning, set-up, and operation of common classes of machine tools such as turning, milling, drilling, or surface grinding machines.
Laboratory Hours: 2
Prerequisite: MCH101
Offered SPRING semester

MCH201 Machining III (3 credits)
This course is designed to prepare students for credentialing in Computer Numerical Controls (CNC) Turning Operations and CNC Turning: Programming Set-up & Operations from the National Institute of Metalworking Skills (NIMS). Students increase the knowledge and skills they gained from Machining I & II by performing CNC turning functions including programming and set-up operations.
Instructional Hours: 1 Laboratory Hours: 2
Prerequisite: MCH102
Offered SPRING semester

MCH202 Machining IV (3 credits)
This course is designed to prepare students for credentialing in Computer Numerical Controls (CNC) Milling Operations and CNC Milling: Programming Set-up and Operations from the National Institute of Metalworking Skills (NIMS). Students increase the knowledge and skills they gained from Machining I, II, & III by performing CNC milling functions including programming and set-up operations.
Instructional Hours: .5 Laboratory Hours: 2.5
Prerequisite: MCH201
Offered FALL semester

MATHEMATICS

Co-remediation Coursework **-** Garrett College utilizes a co-requisite remediation model to provide additional English, reading, and mathematics support. Students whose placement indicator demonstrates a need for academic development will concurrently enroll in the gateway math or English course, along with a co-requisite support course. These support courses are not transferable and do not count toward graduation requirements.

MAT050 Introductory Algebra Support (2 credits)
This co-requisite course provides support for students concurrently enrolled in MAT105 College Algebra. It introduces basic and intermediate algebra skills to students with limited background in algebra. The basic skills include order of operations, computations with real numbers, linear equations and graphs, algebraic expressions, integer exponents, polynomial arithmetic, and factoring. Intermediate skills include linear and quadratic functions, projectile motion, polynomial equations, problem solving, and real-world applications. This course is not transferable and does not count toward the completion of degree, major, or graduation requirements.
Instructional Hours: 2
Prerequisite: College Placement Indicator
Co-requisite: MAT105
Offered FALL and SPRING semester

MAT051 Algebra Support (1 credit)
This co-requisite course offers a review of intermediate algebra concepts critical for success in MAT105 College Algebra. Concepts include linear and quadratic functions, projectile motion, polynomial equations, problem solving skills, and real-world applications to analyze these concepts. 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
Co-requisite: MAT105
Offered FALL and SPRING semester

MAT053 Algebra Support (2 credits)
This co-requisite course provides learning support to students concurrently enrolled in MAT210 Introduction to Statistics. It helps develop the skills and understanding needed to be successful in MAT210 Introduction to Statistics, including the topics of percentages, estimation, probability, descriptive statistics, frequency distributions, graphics data, central tendency, and normal and skewed sampling distributions. Technology will be embedded throughout the course. This course is not transferrable and does not count toward the completion of degree, major, or graduation requirements.
Instructional Hours: 1
Prerequisite: College Placement Indicator
Co-requisite: MAT210
Offered FALL and SPRING semester

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
Prerequisite: College Placement Indicator
Offered FALL and SPRING semesters

MAT110 Pre-Calculus (4 credits)
An exploration of linear, quadratic, exponential, logarithmic, trigonometric, polynomial, and rational functions, with an emphasis on modeling and visualization. Other topics include composite functions, inverse functions, transformations of functions, trigonometry, polar coordinates, vectors, and parametric equations. (Mathematics GER)
Instructional Hours: 4
Prerequisite: MAT105 or College Placement Indicator
Offered SPRING semester

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. (Graphing calculator required.)
(Early Childhood & Elementary Education majors only)
Instructional Hours: 3
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. (Graphing calculator required.) (Mathematics GER)
(Early Childhood & Elementary Education majors only)
Instructional Hours: 3
Prerequisite: MAT121
Offered SPRING semester

MAT145 Discrete Structures (4 credits)
Fundamental mathematical concepts and algebraic structures used in theoretical areas of computer science. Topics include sets, relations, functions, mathematical induction, Boolean algebra, introduction to the theory of trees and graphs and combinatorics. (Cross-listed as CIS145)
Instructional Hours: 4
Prerequisites: MAT051
Offered SPRING semester

MAT190 Calculus I (4 credits)
The concepts, techniques, and applications of single-variable differential calculus, with an introduction to integral calculus. The general topics are functions, limits, the derivative, applications of the derivative, integrals, and the fundamental theorem of calculus. (Mathematics GER)
Instructional Hours: 4
Prerequisite: MAT110 or College Placement Indicator
Offered FALL and occasional Spring semesters

MAT191 Calculus II (4 credits)
The techniques and applications of integral calculus, and the representation of functions as power series. The general topics are integrals, applications of integration, differential equations, and infinite series and sequences. (Mathematics GER)
Instructional Hours: 4
Prerequisite: MAT190 or College Placement Indicator
Offered SPRING semester

MAT192 Calculus III (4 credits)
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. (Mathematics GER)
Instructional Hours: 4
Prerequisite: MAT191
Offered FALL semester

MAT210 Introductory Statistics (3 credits)
An introduction to the practice of statistics. Topics include sampling bias and how to avoid it, the concern with confounding variables, the purpose of randomized experiments, the use of placebos and blinding, visual and numerical summaries of data, the interpretation of graphs and statistics, concerns regarding linear regression, patterns of sampling variability, estimating with confidence in the face of uncertainty, the scientific method, weighing the evidence provided by data, and statistical fallibility. (Mathematics GER)
Instructional Hours: 3
Prerequisite: ENG050 or College Placement Indicator
Offered FALL and SPRING semesters

MAT281 Differential Equations (4 credits)
The formulation of differential equations and the interpretation of their solutions, with an emphasis on qualitative and numeric as well as analytic points of view. The main topics are first-order equations and systems, linear systems, linearization and qualitative analysis on nonlinear systems, forced harmonic oscillators, and Laplace transforms. (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

MUSIC

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: ENG050
Offered SPRING 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

MUS119A Instrumental Music (Community Band) (1 credit)
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 Applied Music (Voice) (1 credit)
Continuation of skills mastered in MUS 129 with addition of Art Songs and German Lieder. Note: This course is not for "pop" singers.
Instructional Hours: 3.5
Offered occasionally

MUS135A Applied Music (Compos'n/Songwriting) (1 credit)
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

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 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: ENG050
Offered FALL semester

MUS207 Introduction to History of Jazz (3 credits)
A brief historical overview of the evolution of jazz from the end of the 19th century to the present day. Topics to be discussed within the jazz idiom include ragtime, New Orleans Style, Blues, Swing/Big Band, Bebop, Cool, Free Jazz, and Jazz Fusion. Listening examples of each aforementioned style and critical listening skills will also be a primary focus. (Arts and Humanities GER)
Instructional Hours: 3
Prerequisite: ENG050
Offered SPRING semester

MUS290-299 Special Topics in Music (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

NATURAL RESOURCES & WILDLIFE TECHNOLOGY

NRW101 Natrl Resources & Wildlife Tech Seminar I (0.5 crs)
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)
This course is 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: ENG050
Offered SPRING semester

NRW106 Environmental Science and Contemporary Natural Resource Issues with Study Abroad Experience (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. Includes a neotropical study abroad experience that explores the connection between neotropical environmental factors and their relation to the US and the Appalachia region.
Laboratory Hours: 4
Prerequisite: ENG050 & Permission of Instructor
Offered SPRING semester

NRW125 Woody Plant Identification (1 credit)
A course providing students with the opportunity to refresh and improve their field identification of the woody plants of western Maryland.
(CR/NC grade)
Laboratory Hours: 2
Prerequisite: BIO120 or permission of instructor
Offered occasionally

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
Offered SPRING semester

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
Offered occasionally

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
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.
(NRWT Majors Only or permission of instructor)
Instructional Hours: 2 Laboratory Hours: 4
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: 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. (CR/NC grade)
Instructional Hours: .50
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

OUTDOOR LEADERSHIP & ADVENTURE EDUCATION

OLA101 Introduction to Recreation & Parks (3 credits)
This course offers an overview of the parks and recreation field, including its history, core concepts, and organizational frameworks. Students will explore how public, private, and nonprofit agencies deliver recreational services, with a particular emphasis on the role of parks and recreation in supporting healthy communities. Through discussion and case studies, students will gain foundational knowledge of programming, resource management, and career opportunities within the profession.
Instructional Hours: 3
Prerequisite: ENG050
Offered FALL semester

OLA103 Outdoor Adventure Sampler (1 credit)
This introductory course provides students with hands-on experience in a variety of outdoor adventure activities. Designed for those interested in the adventure recreation industry, it offers an opportunity to explore multiple activities while developing foundational skills and an appreciation for the outdoors.
Laboratory Hours: 2
Offered FALL semester

OLA104 Winter Outdoor Adventure Sampler (1 credit)
This introductory course provides students with hands-on experience in a variety of winter-based outdoor activities. Designed for those interested in the adventure recreation industry, it offers an opportunity to explore multiple activities while developing foundational cold weather skills and an appreciation for the outdoors.
(CR/NC grade)
Laboratory Hours: 2
Offered occasionally

OLA105 Backcountry Living Skills (3 credits)
The course equips students with essential skills for successful wilderness travel. Topics include appropriate clothing, nutrition, navigation, personal hygiene, shelter systems, leadership concepts, and best practices for minimizing environmental impacts. Students will gain hands-on experience and practical knowledge to confidently and comfortably navigate in backcountry settings. (Interdisciplinary/Emerging Issues GER)
Laboratory Hours: 6
Offered FALL semester

OLA110 Foundations of Adventure Sports (6 credits)
This course prepares students to travel and lead others in the backcountry or wilderness setting and introduces a variety of professionally facilitated adventure sport activities. Emphasis will be placed on risk management, leadership skills, planning strategies and environmental stewardship. Multi-day overnight expeditions are a requirement of the course.
Instructional Hours: 3
Practicum Hours: 9
Offered occasionally

OLA111 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 skills course) (CR/NC grade)
Laboratory Hours: 2
Offered occasionally

OLA112 Marksmanship (1 credit)
Basic instruction in handling and firing of firearms with emphasis on gun safety. (CR/NC grade)
Laboratory Hours: 2
Offered occasionally

OLA115 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 skills course) (CR/NC grade)
Laboratory Hours: 2
Offered FALL semester

OLA116 Introduction to Caving (1 credit)
An experiential course designed to introduce students to the basic skills and concepts associated with cave exploration. Emphasis will be placed on navigation, equipment, technical movement, and risk management. The course also introduces students to cave ecosystems, including common cave flora and fauna, as well as fundamental cave geology and the processes that shape subterranean environments. This course is held at local and regional caverns and wild caves.
(CR/NC grade)
Laboratory Hours: 2
Offered SPRING semester odd years

OLA117 Challenge Course Facilitation (3 credits)
This course equips students with the skills to lead initiatives, low ropes and high ropes elements, while fostering teamwork and personal growth. Emphasis is placed on facilitation, risk management, technical skills and debriefing strategies.
Laboratory Hours: 6
Offered SPRING semester of even-numbered years

OLA120 Introduction to Rock Climbing (3 credits)
A course designed to introduce students to the basic skills and concepts associated with all disciplines of rock climbing. Emphasis will be given to top rope climbing and following a lead climber in a traditional multi-pitch rock climbing setting. Skills and concepts associated with bouldering, sport climbing, and aid climbing will also be presented.
Laboratory Hours: 6
Offered FALL semester of even-numbered years

OLA125 Introduction to Alpine Climbing (3 credits)
A course designed to introduce students to the basic skills and concepts associated with all disciplines of alpine climbing. Emphasis will be given to equipment, techniques, and risk management associated with both general mountaineering and technical ice climbing.
Laboratory Hours: 6
Prerequisite: OLA105
Offered WINTER semester of even-numbered years

OLA130 Introduction to Whitewater Paddlesports (3 credits)
This course is designed to introduce individuals to the fundamentals of whitewater paddlesports. Participants will maneuver a variety of whitewater-craft through class I-III whitewater with an emphasis on whitewater kayaking. Topics include: individual and group responsibilities, safety, equipment, the relationship between paddlesports and the natural environment, trends and issues in paddlesports, river dynamics, paddling theory, strokes, maneuvers, lateral movement, attaining, rescue, and group management.
Laboratory Hours: 6
Offered FALL semester odd years

OLA135 Introduction to Flatwater Paddlesports (3 credits)
A course designed to introduce students to the basic skills and concepts associated with all disciplines of flatwater paddling. Emphasis will be given to equipment, techniques, and risk management associated with canoeing, sea kayaking, and stand-up paddling in flat water.
Laboratory Hours: 6
Offered FALL semester of even-numbered years

OLA140 Introduction to Mountain Biking (3 credits)
A course designed to introduce students to the basic skills and concepts associated with all disciplines of mountain biking, with a focus on cross-country single-track riding. Emphasis will be given to risk management, riding skills and mountain bike maintenance.
Laboratory Hours: 6
Offered FALL semester of odd-numbered years

OLA145 Mountain Bike Mechanics (1 credit)
A course designed to develop the skills needed to perform maintenance on mountain bikes. Emphasis will be given to the knowledge, understanding and practical skills needed to utilize specific tools to maintain mountain bikes in the field as well as in a professional bike shop. (Technical training course) (CR/NC grade)
Laboratory Hours: 2
Offered SPRING semester of even-numbered years

OLA150 Introduction to Snow Sports (3 credits)
A course designed to introduce students to the basic skills and concepts associated with all disciplines of snow sports. Emphasis will be given to equipment, techniques, and risk management associated with alpine, snowboard, and Nordic disciplines.
Laboratory Hours: 6
Offered WINTER semester of odd-numbered years

OLA155 Ski and Snowboard Technician (1 credit)
This introductory course provides students with foundational knowledge and practical skills for maintaining and tuning skis and snowboards. Topics include equipment anatomy, edge sharpening, base repair, waxing techniques, binding function and adjustment concepts, and shop safety standards. This course is ideal for students interested in working in a ski shop, supporting winter programs, or caring for their own equipment. (Technical training course) (CR/NC grade)
Laboratory Hours: 2
Offered SPRING semester of odd numbered years

OLA160 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 rescue vest. Includes the American Canoe Association (ACA) Level 4: Swift Water Rescue course and the opportunity for ACA swift water assessment. (Technical training course) (CR/NC grade)
Laboratory Hours: 2
Offered FALL semester

OLA162 Introduction to Search & Rescue (1 credit)
A course to instruct individuals in the methods of searching for lost persons. Topics include search and rescue hierarchy, personal preparedness, search and rescue techniques, and preventative search and rescue. (Technical training course) (CR/NC grade)
Laboratory Hours: 2
Offered SPRING semester of odd-numbered years

OLA163 Wilderness First Aid (1 credit)
This course provides comprehensive first aid training beyond basic emergency care. It equips participants with essential skills to assess and manage injuries, illnesses, and environmental emergencies in multi-day backcountry settings. The course is appropriate for outdoor enthusiasts, park and forest rangers, outdoor guides and educators, scouts, camp staff and anyone who works or spends time in remote environments.
Laboratory Hours: 2
Offered occasionally

OLA164 Wilderness First Responder (3 credits)
The Wilderness First Responder 80-hour curriculum uses the principles of long-term care, improvised resources, and varying environmental conditions as the framework for learning. Includes the Wilderness First Responder certification examination.
Instructional Hours: 2 Laboratory Hours: 2
Offered SPRING semester

OLA165 Avalanche Education (1 credit)
This course introduces students to the fundamental principles of avalanche awareness and safety. Through classroom instruction and field-based learning, students will explore how avalanches form and how to recognize hazardous terrain. They will also examine how weather, snowpack, and human factors influence risk. In addition, students will gain hands-on experience with essential rescue equipment. Designed for those who plan to travel in snowy mountain environments, this course provides the foundational knowledge needed to make informed decisions and reduce risk in avalanche terrain. (Technical training course) (CR/NC grade)
Laboratory Hours: 2
Offered WINTER occasionally

OLA170 Principles of Outdoor Education (3 credits)
This course prepares students for the instructional component of the outdoor and adventure education industries. The curriculum emphasizes teaching and learning styles, lesson planning, curriculum design, instructional delivery, and assessment. Students will gain practical experiences by designing and facilitating outdoor education sessions.
Instructional Hours: 3
Prerequisite: OLA105 or Permission of Instructor
Offered SPRING semester

OLA200 Program Planning & Management (3 credits)
The planning, scheduling, and implementation of sport and recreational activities and events are presented in this course. Examines facility management of sport and recreation arenas and other venues, and the management of events held at these facilities. Students will learn through lecture, simulation, and practical experience the procedures involved in developing, staffing, budgeting, and managing risks for sports and recreation programs for diverse audiences.
Instructional Hours: 3
Prerequisite: ENG101 and SPM102 or OLA101
Offered SPRING semester

OLA201 Leadership and Group Dynamics (3 credits)
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: OLA170
Offered FALL semester

OLA220 Intermediate Rock Climbing (3 credits)
An intermediate course designed to build upon the skills and concepts introduced in OLA120 Introduction to Rock Climbing. Emphasis will be given to intermediate and advanced skills associated with tope rope climbing and multi-pitch traditional lead climbing. Skills and concepts associated with bouldering, sport climbing, and aid climbing will also be presented.
Laboratory Hours: 6
Prerequisite: OLA120
Offered SPRING semester of odd-numbered years

OLA225 Intermediate Alpine Climbing (3 credits)
An intermediate course designed to build upon the skills and concepts introduced in Introduction to Alpine Climbing. Emphasis will be given to intermediate and advanced skills associated with general mountaineering and technical ice climbing.
Laboratory Hours: 6
Prerequisite: OLA125
Offered SPRING semester of even-numbered years

OLA230 Intermediate Whitewater Paddlesports (3 credits)
This course is designed to build on the skills, experience, and knowledge gained in the Introduction to Whitewater Paddlesports course. 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. Students will practice teaching and honing technical and professional knowledge.
Laboratory Hours: 6
Prerequisite: OLA130
Offered SPRING semester of even-numbered years

OLA235 Intermediate Flatwater Paddlesports (3 credits)
An intermediate course designed to build upon the skills and concepts introduced in Introduction to Flatwater Paddlesports. Emphasis will be given to intermediate and advanced skills, and an introduction to teaching associated with flatwater paddlesports.
Laboratory Hours: 6
Prerequisite: OLA135
Offered SPRING semester of even-numbered years

OLA240 Intermediate Mountain Biking (3 credits)
A course designed to allow students to develop an understanding of concepts associated with all disciplines of mountain biking and to improve riding skills so that students may successfully ride intermediate or advanced difficulty single-track trail systems. Emphasis will be given to risk management, descents, moving over obstacles, climbing skills, sight lines and advanced cornering.
Laboratory Hours: 6
Prerequisite: OLA140
Offered SPRING semester of even-numbered years

OLA250 Intermediate Snow Sports (3 credits)
An intermediate course designed to build upon the skills and concepts introduced in Introduction to Snow Sports. Emphasis will be given to intermediate and advanced skills, and teaching techniques associated with a variety of snow sports.
Laboratory Hours: 6
Prerequisite: OLA150
Offered SPRING semester of odd-numbered years

OLA260 Vertical Rock Rescue (1 credit)
A course designed to develop the essential skills necessary to perform competent rescues of climbing partners and other climbers utilizing the standard equipment carried by traditional rock climbers. Emphasis will be given to risk management, accident prevention and technical rescue skills. (Technical training course)
Laboratory Hours: 2
Prerequisite: OLA120
Offered FALL semester of even-numbered years

OLA270 Rock Climbing Instructor Development (1 credit)
A course is designed to develop the skills needed to become a rock climbing instructor in a climbing wall, top rope or single-pitch environment. Emphasis will be given to top rope and rappel setup and facilitation, instruction, rescue scenarios, risk management and professionalism. Students will have the opportunity to complete a climbing instructor certification examination.
Laboratory Hours: 2
Prerequisite: OLA220 or concurrent
Offered SPRING semester of odd-numbered years

OLA271 Alpine Climbing Instructor Development (1 credit)
An instructor-level course designed to build upon the skills and concepts introduced in Intermediate Alpine Climbing. Emphasis will be given to the instructor or guide's role in managing risk while traveling in the alpine climbing environment, including avalanche terrain.
Laboratory Hours: 2
Prerequisite: OLA225 or concurrent
Offered SPRING semester of even-numbered years

OLA273 Mountain Biking Instructor Development (1 credit)
A course designed to develop the skills needed to become a mountain biking instructor and guide. Students will develop and demonstrate competent modeling of mountai9n bike riding skills, teaching techniques, professional competencies and technical knowledge.
Laboratory Hours: 2
Prerequisite: OLA240 or concurrent
Offered SPRING of even-numbered years

OLA275 Backcountry Guide Instructor Development (1 credit)
This course prepares students to lead and teach groups on multi-day wilderness excursions, focusing on leadership development and instructional techniques. Students will gain skills in trip planning, group management, and delivering outdoor education. Through classroom and field experiences, participants develop competencies in risk management, decision-making, and environmental stewardship.
Laboratory Hours: 2
Prerequisite: OLA105
Offered FALL semester

OLA276 Whitewater Paddlesport Instructor Development (1 cr)
Modeled after the American Canoeing Association (ACA) Instructor Development Workshop, this course is designed to prepare students for whitewater kayaking instructor certification by the ACA. Students will demonstrate competent modeling of whitewater strikes and maneuvers in class III whitewater, as well as teaching, professional, and technical knowledge.
Laboratory Hours: 2
Prerequisite: OLA230 or concurrent
Offered SPRING semester of even-numbered years

OLA277 Flatwater Paddlesports Instructor Development (1 credit)
An instructor-level course designed to build upon the skills and concepts introduced in Intermediate Flatwater Paddlesports. Emphasis will be given to the instructor or guide's role in managing risk while teaching flatwater paddlesports.
Laboratory Hours: 2
Prerequisite: OLA235 or concurrent
Offered SPRING semester of even-numbered years

OLA278 Snow Sports Instructor Development (1 credit)
An instructor-level course designed to build upon the skills and concepts introduced in Intermediate Snow Sports. Emphasis will be given to the instructor or guide's role in facilitating instruction and managing risk in a variety of snowscape environments.
Laboratory Hours: 2
Prerequisite: OLA250 or concurrent
Offered SPRING semester of odd-numbered years

OLA294 Field Experience in Outdoor Leadership & Adventure Education (3 credits)
Students are involved in a field experience related to outdoor leadership and adventure education. 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: 1 Practicum Hours: 6
Prerequisite: OLA101 and OLA170
Offered FALL and SPRING semesters

OLA290-299 Special Topics in Outdoor Leardership & Adventure 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

PHILOSOPHY

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: ENG050
Offered SPRING semester

PHL234 Death and Bereavement (3 credits)
This course is a multidisciplinary, empirically-based consideration of emotions, behaviors, beliefs, and attitudes related to death and the process of dying from historical and modern perspectives. This course will examine the philosophical, psychological, sociological, neurobiological, 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. (Cross-listed as PSY234) (Arts and Humanities GER)
Instructional Hours: 3
Prerequisite: PSY101 or PSY102
Offered FALL semester

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

PHYSICAL EDUCATION

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 occasionally

PED112 Basketball (1 credit)
Emphasis is placed on individual skills, team play and rules.
Laboratory Hours: 2
Offered occasionally

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: 2
Offered FALL and SPRING semesters

PED150 First Aid (3 credits)
This course provides a comprehensive study of First Aid, CPR, AED, and emergency care for adults, children, and infants. Successful students will be certified by the American Red Cross or the American Heart Association.
Instructional Hours: 3
Offered FALL semester

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
Offered FALL semester of even-numbered years

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. (Cross-listed as SPM222)
Instructional Hours: 2
Offered WINTER semester of odd-numbered years

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. (Cross-listed as SPM224)
Instructional Hours: 2
Offered WINTER semester of even-numbered years

PED260 Lifeguard Training (2 credits)
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

PHYSICS

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: 2
Prerequisite: ENG050 and MAT105 (math can be concurrent)
Offered occasionally

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: 2
Prerequisite: PHY101
Offered occasionally

PHY111 General Physics I (Calculus Based) (4 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: 3 Laboratory Hours: 3
Prerequisite: ENG050 and MAT110
Co-requisite: MAT190
Offered FALL semester

PHY112 General Physics II (Calculus Based) (4 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: 3 Laboratory Hours: 3
Prerequisite: MAT190 and PHY111
Offered SPRING semester

PHY130 Physical Science (4 credits)
A general study of our physical surroundings. Topics include motion, work, force, gravity, temperature, energy, electricity, magnetism, light, matter, and chemical reactions. Emphasis is given to conceptual understanding and the development of basic math skills. Scientific representation of the lecture material is emphasized in the laboratory. (Science GER)
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: ENG050 and MAT050
Offered FALL semester

PHY145 Introduction to Meteorology (4 credits)
This course introduces the basic concepts of meteorology, emphasizing the physical atmospheric processes responsible for weather. Topics will include the structure of Earth's atmosphere, cloud and aerosol formation and interaction, severe and unusual weather, atmospheric circulation, and Earth's radiative budget. Climate data record maintenance and applications to climate modeling are also covered. Laboratory experience includes basic principles of atmospheric remote sensing and satellite data interpretation. (Science GER)
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: ENG050
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

POLITICAL SCIENCE

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: ENG050
Offered SPRING semester

POL290-299 Special Topics in Political Science (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

PSYCHOLOGY

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: ENG050
Offered FALL and SPRING semesters

PSY102 Human Growth and Development (3 credits)
This course emphasizes principles underlying human behavior and development across the lifespan from prenatal, childhood, adolescence, adulthood, to aging and death. It explores major developmental theories and incorporates biological, cognitive, and psychosocial aspects as well as intergenerational trauma and resilience. (Social and Behavioral Sciences GER)
Instructional Hours: 3
Prerequisite: ENG101
Offered FALL and SPRING semesters

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

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
Offered SPRING semester

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
Offered SPRING semester of even-numbered years

PSY234 Death and Bereavement (3 credits)
This course is a multidisciplinary, empirically-based consideration of emotions, behaviors, beliefs, and attitudes related to death and the process of dying from historical and modern perspectives. This course will examine the philosophical, psychological, sociological, neurobiological, 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. (Cross-listed as PHL234) (Social and Behavioral Sciences GER)
Instructional Hours: 3
Prerequisite: PSY101 or PSY102
Offered FALL semester

PSY235 Intro. to Forensic Psychology (3 credits)
This course introduces 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
Offered FALL semester

PSY240 Intro. to Abnormal Psychology (3 credits)
This course will provide you with an introduction to the field of abnormal psychology. We will explore abnormality within historical, social, and cultural contexts, as well as the various predominating paradigms. Each major disorder, its etiology, symptoms, and preferred treatment strategy will be examined, using case material to supplement the chapter text. Major research issues as they relate to both the causal factors of each disorder and the efficacy of current treatments and interventions will be discussed. Students should gain a firm foundation in the major diagnostic categories as well as the various theoretical lenses through which one can research and treat psychopathology. (Social and Behavioral Sciences GER)
Instructional Hours: 3
Prerequisite: PSY101 and ENG101
Offered SPRING semester

PSY245 Psychology of Women (3 credits)
This course is designed to investigate the physical, mental, social, and emotional development of women from modern and historical psychological perspectives. Incorporating an intersectional framework, the course explores how gender roles and systems of inequality shape identity across the lifespan. Students will examine the impact of stereotypes, sexism, violence, and oppression on women's mental and physical health while exploring resilience, creativity, and changing cultural narratives.
Instructional Hours: 3
Prerequisite: PSY101
Offered SPRING semester

PSY283 Ethics in Human Service and Addictions Counseling (3 credits)
This course will investigate and analyze moral, cultural, and ethical issues in human service fields and addiction counseling to include examining core ethical concepts (i.e., confidentiality, informed consent, ethical codes of conduct, and legal responsibilities) and the consequences of violating ethical codes of conduct. Students will be provided with opportunities to practice resolving ethical, moral, and cultural dilemmas to prepare them for fieldwork in human service fields and addictions counseling. (Cross-listed as SOC283)
Instructional Hours: 3
Prerequisite: ENG 101 and (PSY 101 or PSY 102)
Offered FALL semester

PSY286 Drugs & Human Behavior (3 credits)
An introduction to the research and theory applied to understanding the impact of psychoactive drugs on human behavior. Topics of study include: the history of drug use, various drug classifications to include the biological, psychological and social effects on the human organism and the environment (especially alcohol and other frequently abused drugs), the process of addiction and trends in prevention.
Instructional Hours: 3
Prerequisite: ENG050
Offered FALL semester

PSY288 Addictions Treatment Delivery (3 credits)
This course will provide a comprehensive introduction to the systematic approach of screening, assessment, and treatment planning for individuals struggling with substance abuse and chemical dependency. Students will be presented with the opportunity to practice administering various substance abuse, addiction, and mental health assessment instruments. Students will learn about addictions case management and client advocacy through the process of examining and developing collaborative treatment plans.
Instructional Hours: 3
Prerequisite: PSY286
Offered SPRING semester

PSY289 Intro to Counseling & Case Management (3 credits)
This course will provide a comprehensive introduction to the core components of developing a successful client-counselor relationship and maintaining professional and ethical records in the field of counseling. Students will be provided with the opportunity to explore and practice individual, group, and multi-cultural therapeutic counseling techniques that build rapport, enhance interpersonal communication, and facilitate self-disclosure with potential clients. In addition, learning to write case conceptualizations, clinical case notes, and treatment plans in the context of effective case management is emphasized.
Instructional Hours: 3
Prerequisite: PSY286
Offered SPRING semester

PSY294 Fieldwork in Addictions Counseling (6 credits)
Students will be provided with a supervised fieldwork placement that gives them an opportunity to practice assessment and implement theories and techniques used in the treatment and case management of counseling individuals struggling with substance abuse and chemical dependence. Students will be required to complete 250 hours of supervised fieldwork (approximately 20 hours a week), submit weekly reports about the fieldwork experience, attend weekly 60-minute supervised case reviews, and submit a final analysis. Fieldwork placements must be approved prior to registration and no later than December 1st. Students will be responsible for having a criminal background check completed before beginning the fieldwork placement. Students will also be responsible for fieldwork transportation and any additional requirements related to their specific fieldwork placement site.
Instructional Hours: 1 Practicum Hours: 20
Prerequisite: PSY283, PSY288, and PSY289
Offered SPRING semester (occasional summers)

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
Offered occasionally

RADIOLOGIC TECHNOLOGY

RAD101 Introduction to Radiologic Technology (1 credit)
This course introduces the duties of a radiologic technologist. Topics include observing patient care, learning how radiologic exams are ordered and what happens to them once they are completed, and providing students with a basic understanding of what it means to choose radiologic technologist as a career, including before, during, and after college.
(Radiologic Technology & Pre-RadTech majors only)
Instructional Hours: 1
Prerequisite: ENG051 & MAT051
Offered SUMMER semester

RAD110 Radiologic Technology I (Patient Care & Exposure I) (4 crs)
This course provides a foundation for radiologic technology. Topics include patient care, assessment and safety, ethical practice, and documentation. The principles of radiographic exposure, selection, and manipulation needed to produce quality radiographic images are also included. Theoretical principles and mathematical calculations of basic x-ray production, characteristics of quality radiographs, exposure factors, and control of radiographic image qualities are discussed. Students will have the opportunity to practice skills in the laboratory setting and demonstrate patient care skills in a clinical setting.
(Radiologic Technology majors only)
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: RAD 101 with a grade of at least C+
Offered FALL semester

RAD111 Radiologic Technology II (Exposure II & Equipment) (4 crs)
This course covers the principles of equipment operation and maintenance of radiographic imaging equipment. It includes x-ray tube maintenance and malfunctions, image intensified and digital fluoroscopic imaging, digital imaging systems, tomographic imaging, automatic exposure control systems, special imaging equipment, and the development of radiographic exposure charts.
(Radiologic Technology majors only)
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: RAD110, RAD130, RAD140 with a grade of at least C+
Offered SPRING semester

RAD130 Radiologic Procedures I (Procedures & Positioning I) (4 crs)
This course covers positioning terminology, anatomy and procedure protocols for chest, upper extremities, and lower extremities procedures. Students will demonstrate all of these procedures in the laboratory setting.
(Radiologic Technology majors only)
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: RAD 101 with a grade of at least C+
Offered FALL semester

RAD131 Radiologic Procedures II (Procedures & Positioning II) (4 crs)
This course covers positioning terminology, anatomy and procedure protocols for bony thorax, shoulder, spine, pelvis, pediatric and geriatric imaging. Students will demonstrate all of these procedures in the laboratory setting.
(Radiologic Technology majors only)
Instructional Hours: 3 Laboratory Hours: 2
Prerequisite: RAD110, RAD130, RAD140 with a grade of at least C+
Offered SPRING semester

RAD140 Clinical Radiology I (3 credits)
Perform fundamental radiologic procedures of the chest, abdomen, and extremities to include shoulder, and pelvis in a supervised clinical setting while practicing infection control, assessment skills, body mechanics, radiation safety, patient education and discharge instructions.
(Radiologic Technology majors only)
Laboratory Hours: 6
Prerequisite: RAD 101 with a grade of at least C+
Offered FALL semester

RAD141 Clinical Radiology II (4 credits)
Perform radiologic procedures in a supervised clinical setting to include infection control, assessment skills, patient education and discharge instruction. Demonstrate continued competence of radiographic exams of the extremities, chest, abdomen, shoulder, and pelvis and introduce intermediate exams including spinal column, fluoroscopy, bony thorax and headwork. Students will exhibit critical thinking skills as they pertain to trauma positioning and mobile radiography at the bedside and in the operating room.
(Radiologic Technology majors only)
Laboratory Hours: 8
Prerequisite: RAD110, RAD130, RAD140 with a grade of at least C+
Offered SPRING semester

RAD210 Radiologic Technology III (Radiation Safety & Protection) (4 crs)
Investigate the principles of the effects of radiation on human cells. Examine the responsibility of the radiographer to protect patients, personnel and the public from the effects of radiation. Discuss and apply calculations of permissible radiate dosage and the effect of laws and regulations on radiation protection.
(Radiologic Technology majors only)
Instructional Hours: 4
Prerequisite: RAD110, RAD130, RAD140, (RAD288 or RAD245) with a grade of at least C+
Offered FALL semester

RAD211 Radiologic Technology IV (Pathology & QC/Digital Imaging and Acquisition) (3 credits)
This course covers terminology, etiology, and disease processes of various pathological disorders, especially as it pertains to radiographic imaging. Systemic classification of diseases and radiographic findings are discussed, emphasizing the relationship between imaging modalities and the diagnosis of disease.
(Radiologic Technology majors only)
Instructional Hours: 3
Prerequisite: RAD210, RAD230, RAD241 with a grade of at least C+
Offered SPRING semester

RAD230 Radiologic Procedures III (Procedures & Positioning III) (3 crs)
This course covers positioning terminology and anatomy, along with procedure protocols for contrast studies, fluoroscopy, cranial imaging, and all special views, and trauma imaging. Students will also examine the scientific foundations of image acquisition, processing, display, and storage within digital radiography systems including CR, DR, PACs, and advanced post-processing tools. Students will demonstrate all of these procedures in the laboratory and/or clinical setting.
(Radiologic Technology majors only)
Instructional Hours: 2 Laboratory Hours: 2
Prerequisite: RAD240 with a grade of at least C+
Offered FALL semester

RAD240 Clinical Radiology III (5 credits)
Demonstrate continued competence of previously learned radiologic procedures in a supervised clinical setting to include advanced specialized fluoroscopic exams and atypical orthopedic procedures. Apply advanced patient management techniques that include ECG analysis, vital signs, oxygen, and venipuncture skills to enhance the student radiographers' patient care management skills in the clinical setting.
(Radiologic Technology majors only)
Laboratory Hours: 10
Prerequisite: RAD111, RAD131, RAD141 with a grade of at least C+
Offered SUMMER semester

RAD241 Clinical Radiology IV (3 credits)
Perform radiologic procedures in a supervised clinical setting to include routine and specialized procedures. Apply advanced patient management skills in the clinical setting. Modify radiographic positioning and selection of exposure parameters based on patient evaluation and condition.
(Radiologic Technology majors only)
Laboratory Hours: 6
Prerequisite: RAD240 with a grade of at least C+
Offered FALL semester

RAD242 Clinical Radiology V (2 credits)
Demonstrate entry-level practitioner skills in a supervised clinical setting to include global competence in the areas of radiographic positioning, patient assessment, effective communication, exposure parameter settings, and organizational and patient management skills.
(Radiologic Technology majors only)
Laboratory Hours: 4
Prerequisite: RAD210, RAD230, RAD241 with a grade of at least C+
Offered SPRING semester

RAD280 Ethics & Law in Medical Imaging (2 credits)
This course introduces students to current issues in health care and in Radiologic Technology. A wide range of topics are explored from a theoretical, ethical, social, and economic point of view. Professional issues such as interviewing, upper division programs, and radiologic technology organizations are also discussed.
(Radiologic Technology majors only)
Instructional Hours: 2
Prerequisite: RAD210, RAD230, RAD241 with a grade of at least C+
Offered SPRING semester

RAD294 Radiologic Technology Capstone (1 credit)
This course offers the student the time to prepare themselves for the ARRT certification examination that they must take upon graduating from an accredited program. Students will meet two days each week and will review all material demonstrated throughout their 2-year program at Garrett College. Students will also have the opportunity to attend the annual state conference for additional review.
(Radiologic Technology majors only)
Instructional Hours: 1
Prerequisite: RAD210, RAD230, RAD241 with a grade of at least C+
Offered SPRING semester

RAD290-299 Special Topics in Radiology (1 – 3 credits)
Students will study a topic of special interest under supervision of a College faculty member.
(Radiologic Technology majors only)
Instructional Hours: 1 - 3
Prerequisite: Permission of Instructor
Offered occasionally

SOCIAL WORK

SWK270 Intro. to Social Work and Social Welfare (3 credits)
An introduction to social welfare and social work emphasizing social work values and ethics. Topics of study include: the philosophy, historical evolution and methods of the institution of social welfare, the significant aspects of social welfare ideology, and the impact of established programs on meeting human need.
Instructional Hours: 3
Prerequisite: SOC101 and ENG101
Offered SPRING semester of odd-numbered years

SWK290-299 Special Topics in Social Work (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: Permission of Instructor

SOCIOLOGY

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: ENG050
Offered FALL and 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: ENG050
Offered FALL semester

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 SPRING semester

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: ENG050
Offered occasional winter or summer

SOC221 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. (Cross-listed as CJC201)
Instructional Hours: 3
Prerequisite: ENG050
Offered FALL semester

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. (Cross-listed as BUS235)
Instructional Hours: 3
Prerequisite: ENG050
Offered SPRING 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: ENG050
Offered SPRING semester

SOC283 Ethics in Human Service and Addictions Counseling (3 credits)
This course will investigate and analyze moral, cultural, and ethical issues in human service fields and addiction counseling to include examining core ethical concepts (i.e., confidentiality, informed consent, ethical codes of conduct, and legal responsibilities) and the consequences of violating ethical codes of conduct. Students will be provided with opportunities to practice resolving ethical, moral, and cultural dilemmas to prepare them for fieldwork in human service fields and addictions counseling. (Cross-listed as PSY283)
Instructional Hours: 3
Prerequisite: ENG 101 and (PSY 101 or PSY 102)
Offered FALL semester

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

SPANISH

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
Offered FALL and SPRING semesters

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 SPRING semester

SPORT MANAGEMENT

SPM102 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. (Cross-listed as BUS102)
Instructional Hours: 3
Offered FALL and SPRING semesters

SPM222 Theory of Baseball (2 credits)
A study of the fundamentals, advanced techniques, methods, strategy, rules, methods of officiating and practice drills basic to baseball. (Cross-listed as PED222)
Instructional Hours: 2
Offered WINTER semester of odd-numbered years

SPM224 Theory of Basketball (2 credits)
A study of the fundamentals, advanced techniques, methods of officiating, strategy, rules, methods and practice drills basic to basketball. (Cross-listed as PED224)
Instructional Hours: 2
Offered WINTER semester of even-numbered years

SPM237 Event, Facility, & Program Management (3 credits)
Examines facility management of sports arenas and other venues, and the management of events held at these facilities.
Instructional Hours: 3
Prerequisite: SPM102 or OLA101
Offered Spring semester

SPM256 Principles and Problems of Coaching (3 credits)
Designed to teach students the principles and problems of athletic coaching. Students are required to follow the National Federation of High School course modules assigned to learn and identify problems within the field. This course will enhance the relevance of coaching professionalism and help produce independent thought processes pertaining to a unique coaching theory.
Instructional Hours: 3
Prerequisite: ENG101 and SPM102
Offered occasionally

SPM271 Sport in American Society (3 credits)
Provides a comprehensive analysis of sport structures. A major emphasis is placed on the sociological phenomena that contributes to sports in the United States.
Instructional Hours: 3
Prerequisite: SPM102
Offered SPRING semester

SPM272 Psychological Perspectives of Sport (3 credits)
An overview of basic concepts and principles essential to understanding the psychological and behavioral aspects of sport and exercise. Emphasis is given to the conceptual frameworks and the applied aspects of sport performance enhancement and mental skills, exercise behavior and motivation, sociological factors, and health and well-being. Topics such as stress, motivation, performance management, self-talk and visualization, and the licensure of sports psychologists highlight the course.
Instructional Hours: 3
Prerequisite: ENG101
Offered Fall semester

SPM286 Sport Marketing (3 credits)
Fundamental marketing theories and principles applied to selling of sports; focusing on the concepts and practices forming the knowledge base for effective marketing strategies in sports.
Instructional Hours: 3
Prerequisite: ENG101
Offered Fall semester

SPM290-299 Special Topics in Sport Management (1 – 3 crs)
Students study a topic of special interest under the supervision of a College faculty member.
Instructional Hours: 1 – 3

THEATRE

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
Offered FALL semester of even-numbered years

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
Offered FALL semester of even-numbered years

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
Offered FALL semester of odd-numbered years

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
Offered FALL semester of odd-numbered years

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 SPRING semester of even-numbered years

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 SPRING semester of odd-numbered years

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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University of Florida, M.S.

TBA.....Assistant Professor of Engineering

TBA.....Assistant Professor of Psychology

Note: This information is current as of the printing of this catalog and is subject to change. For a complete listing of faculty and staff, please visit the College website.

APPENDIX A: TITLE 13B - MARYLAND HIGHER EDUCATION COMMISSION

SUBTITLE 06 - GENERAL EDUCATION AND TRANSFER

CHAPTER 01 – GENERAL EDUCATION REQUIREMENTS FOR PUBLIC INSTITUTIONS OF HIGHER EDUCATION

AUTHORITY: EDUCATION ARTICLE, §11-105 AND TITLE 11, SUBTITLE 2, ANNOTATED CODE OF MARYLAND

.01 SCOPE.

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) Arts means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice.

(3) A.S. degree means the Associate of Sciences degree.

(4) 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.

(5) English composition courses means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.

(6) General education means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.

(7) 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.

(8) Humanities means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life.

(9) Mathematics means courses that provide students with numerical, analytical, statistical, and problem-solving skills.

(10) Social and behavioral sciences means courses that are concerned with the examination of society and the relationships among individuals within a society.

.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:

(1) Incorporate coursework in each of the following core areas, at a minimum:

(a) Arts and humanities;

(b) Social and behavioral sciences;

(c) Biological and physical sciences;

(d) Mathematics; and

(e) English composition;

(2) Conform to the definitions and common standards in this chapter; and

(3) Incorporate the general education knowledge and skills required by the Middle States Commission on Higher Education Standards for Accreditation.

B. A public institution shall require each:

(1) Program leading to an A.A. or A.S. degree to include at least 28, but not more than 36, credit hours of general education courses;

(2) Associate's degree program that does not lead to an A.A. or A.S. degree to include at least 18, but not more than 36, credit hours of general education courses; and

(3) Bachelor's degree program to include at least 38, but not more than 48, credit hours of general education courses.

C. Each course used to satisfy the credit requirements of §B of this regulation shall carry at least 3 credit hours.

D. General education programs within the A.A. or A.S. degree or the bachelor's degree at public institutions shall require at least:

(1) Two courses in arts and humanities;

(2) Two courses in social and behavioral sciences;

(3) Two science courses, at least one of which shall be a laboratory course;

(4) One course in mathematics, having performance expectations demonstrating a level of mathematical maturity beyond the Maryland College and Career Ready Standards in Mathematics (including problem-solving skills, and mathematical concepts and techniques that can be applied in the student's program of study); and

(5) One course in English composition, completed with a grade of C- or better.

E. Institution-Specific Requirements.

(1) In addition to the five required areas in §A(1) of this regulation, a public institution may include up to 8 credit hours in coursework outside the five areas. These courses may be integrated into other general education courses or may be presented as separate courses. Examples include, but are not limited to, Health, Diversity, and Computer Literacy.

(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.

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. Each public institution shall designate on the student transcript those courses that have met a general education requirement, including the specific core area or requirement it has fulfilled under this regulation.

.9999 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); July 18, 2016 (43:14 Md. R. 779)

Regulation .05A amended effective July 1, 1996 (23:13 Md. R. 946)

Chapter revised effective April 24, 2017 (44:8 Md. R. 405)

Regulation .02B amended effective October 19, 2020 (47:21 Md. R. 905)

Regulation .02-1 amended effective October 19, 2020 (47:21 Md. R. 905)

Regulation .04B amended effective November 18, 2019 (46:23 Md. R. 1066)

Regulation .04C amended effective October 19, 2020 (47:21 Md. R. 905)

Regulation .08A amended effective October 19, 2020 (47:21 Md. R. 905)

Chapter revised effective August 22, 2022 (49:17 Md. R. 790)

APPENDIX B: TITLE 13B - MARYLAND HIGHER EDUCATION COMMISSION

SUBTITLE 06 - GENERAL EDUCATION AND TRANSFER

CHAPTER 02 – TRANSFER STUDENTS AND TRANSFER OF COURSES AND CREDITS

AUTHORITY: EDUCATION ARTICLE, §§11-105 AND 11-207, ANNOTATED CODE OF MARYLAND

.01 PURPOSE AND SCOPE.

A. This chapter sets forth requirements for institutions of higher education in the State for:

(1) Admission of transfer students to public institutions;

(2) The transfer of courses and awarding of credit for transferred courses; and

(3) Collaboration and communication between *institutions on issues relating to transfer.*

B. This chapter is intended to:

(1) Maximize the transferability of courses to:

(a) Support timely completion of academic programs by transfer students;

(b) Minimize the need for transfer students to repeat coursework completed at a previous institution; and

(c) Limit the financial burden on transfer students;

(2) Foster collaboration and communication between institutions regarding proposed academic program changes that could impact the efficacy of transferring courses and credits;

(3) Establish a process and timeline for institutional review of a denial of a course or credit transfer; and

(4) Make public and easily accessible all policies and procedures regarding transfer students and the transfer of courses and credits.

C. This chapter is not intended to affect a student's eligibility for and use of federal financial aid, and nothing in this chapter shall be construed in a manner that would prevent a student from being eligible for or using federal financial aid.

D. Except for Regulations .02 and .13A—H of this chapter, 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) Academic Credit.

(a) "Academic credit" or "credit" means the certification by the Registrar of a student's successful completion of a course leading to a formal award granted by an institution of higher education.

(b) "Academic credit" or "credit" does not include credit awarded for remedial education.

(2) "Articulation agreement" means a written agreement for the awarding of credit by an institution of higher education for the completion of coursework or prior learning at another institution or entity.

(3) "Commission" means the Maryland Higher Education Commission.

(4) "Course" means a collection of lessons that is intended to meet specific learning objectives and is measured in academic credits.

(5) "Course Transfer Agreement" means an articulation agreement regarding the award of credit by a receiving institution for courses completed at the sending institution that are not specific to the completion of an academic program at the receiving institution.

(6) "Credit for prior learning" means credit granted to a student from an institution of higher education for experiential learning or a nationally recognized standardized examination that has been assessed by the institution to be the equivalent of learning gained through formal collegiate instruction.

(7) "Cumulative grade point average" means the average of grades received for completed coursework at an institution.

(8) "First-time student" means a student who:

(a) Has earned a high school diploma or equivalent; and

(b) Has not earned any college credit from an institution of higher education subsequent to earning the high school diploma or equivalent.

(9) "First-time student with advanced standing" means a first-time undergraduate student who earned college credit from an institution of higher education prior to earning a high school diploma or equivalent.

(10) General Admission.

(a) "General admission" means admission to enroll as an undergraduate student at an institution of higher education.

(b) "General admission" does not include admission to a specific degree or certificate program.

(11) "General education requirement" means an institutional requirement under COMAR 13B.06.01.03.

(12) "Institution of higher education" has the meaning stated in Education Article, §10-101, Annotated Code of Maryland.

(13) "Institution of postsecondary education" has the meaning stated in Education Article, §10-101, Annotated Code of Maryland.

(14) "Learning outcome" or "learning objective" means a description of the knowledge, skills, competencies, or expertise that a student is expected to obtain, exhibit, or meet upon the successful completion of a specific course or program.

(15) "Non-transfer student" means an undergraduate student who attends the same institution of higher education at which they initially enrolled and has not enrolled in a course of study at another institution of higher education since that initial enrollment.

(16) "Prior Learning Transfer Agreement" means an articulation agreement for a receiving institution to award academic credit for demonstrated proficiency, a satisfactory score on a specific assessment, applied experience, or other learning experience completed at an institution of postsecondary education or other entity.

(17) "Program" or "academic program" means a structured and coherent course of study with clearly defined learning objectives and intended student learning outcomes, leading to the award of a certificate or degree, that requires the completion of a specified number of course credits from among a prescribed group of general education, elective, and discipline-specific courses.

(18) "Program Transfer Agreement" means an articulation agreement between a receiving institution and a sending institution that sets forth the course and other degree requirements within a single bachelor's degree program offered by the receiving institution that may be completed at the sending institution.

(19) "Receiving institution" means the institution of higher education to which a student desires to transfer courses and credits.

(20) "Secretary" means the Secretary of Higher Education.

(21) "Sending institution" means an institution of higher education at which a student was previously enrolled and earned academic credit.

(22) "Transfer student" means an undergraduate student entering an institution for the first time who has successfully completed, after earning a high school diploma or equivalent, at least one course at another institution of higher education that is transferable to the institution the student is enrolling in.

.03 Institutional Policies and Responsibilities.

A. An institution shall establish written policies and procedures for transfer between public institutions that are consistent with this chapter.

B. The policies and procedures established under §A of this regulation shall address, at a minimum:

(1) Information sharing and communication between institutions;

(2) Availability of information to students and the public;

(3) Admission of transfer students to the institution;

(4) Admission of transfer students into specific academic programs;

(5) Number of credits that may transfer and the application of credits to program requirements;

(6) Transfer of general education courses and credits;

(7) Processes and standards for the evaluation of individual course equivalencies and credit for prior learning;

(8) Processes for the establishment of course transferability, including, but not limited to, Program Transfer Agreements and other articulation agreements;

(9) Process for individual students to request credit and course transfer; and

(10) The roles of the institutional transfer coordinator and other faculty and staff.

C. All policies and procedures established under this chapter shall ensure:

(1) Equitable treatment of non-transfer students, first-time students with advanced standing, and transfer students;

(2) That the evaluation of courses and credits for transfer maximizes the amount of credit awarded to a student;

(3) That students are not required to repeat equivalent coursework successfully completed at a sending institution; and

(4) That all information regarding transfer is available to other institutions, students, and the public.

D. Applicability of Policies to Students from Private and Out-of-State Institutions. Institutions are encouraged to use the standards set forth in Regulations .07—.11 of this chapter and the process set forth in Regulation .14D of this chapter to evaluate the transfer of courses and credits that were completed at a private or out-of-State institution of higher education.

E. Transfer Coordinators.

(1) An institution of higher education shall designate at least one transfer coordinator, who:

(a) Serves as a resource person to students seeking to transfer courses and credits;

(b) Is responsible for coordinating the application of the policies and procedures established under §A of this regulation; and

(c) Is responsible for overseeing the process in Regulation .14 of this chapter for the evaluation of student transfer requests.

(2) A transfer coordinator is not responsible for evaluating individual course equivalencies or credit for prior learning under Regulations .10 and .11 of this chapter.

.04 Coordination Between Institutions and Segments.

A. Information for Students and the Public. Institutions shall collaborate to develop and provide to students and the public current, accurate, and consistent information on transfer that is consistent with this chapter.

B. Changes to Curriculum.

(1) When considering any curricular change, including non-substantial modifications to existing programs and changes to individual courses, an institution shall, at the earliest possible time, discuss any changes that might affect transfer students with all applicable public institutions.

(2) For curricular changes that are substantial modifications under COMAR 13B.02.03 and for new programs, an institution shall:

(a) Follow the procedures set forth in COMAR 13B.02.03.19; and

(b) Within 60 days of approval by the Commission, update all relevant student information.

(3) After making non-substantial modifications to existing programs, changes to individual courses, or other curricular changes that do not require Commission approval, institutions shall, within 60 days of the change:

(a) Update all articulation agreements affected by the change;

(b) Provide notification of the curricular change to any other applicable institutions of higher education; and

(c) Update all relevant student information.

C. Establishment of Transferability. Institutions shall collaborate to establish transferability of courses and credits by entering into Program Transfer Agreements, Course Transfer Agreements, or Prior Learning Transfer Agreements whenever possible.

D. Uniform Policies. Institutions and segments shall coordinate to create uniform policies and procedures when practicable.

E. Student Transfer Advisory Committee. The Secretary shall convene a permanent Student Transfer Advisory Committee that meets regularly to review and provide recommendations on issues relating to student transfer and any matters referred by the Secretary.

.05 Information for Students.

A. All Institutions.

(1) An institution shall ensure that all articulation agreements and all information pertaining to transfer students and the transfer of courses and credits are:

(a) Written in language that is clear and explicit;

(b) Comprehensive, accurate, and regularly updated; and

(c) Available to prospective transfer students in publicly accessible sources.

(2) Student information shall include, at a minimum:

(a) Admissions requirements for transfer students at public senior higher education institutions;

(b) Curriculum prerequisites at receiving institutions;

(c) Information about Program Transfer Agreements;

(d) Information about other articulation agreements and sources of established course and credit transferability;

(e) Transferability of general education courses;

(f) Transferability of individual courses;

(g) Credit transfer limits; and

(h) The credit transfer process, including:

(i) How to make a transfer evaluation request; and

(ii) The standards that are used to determine course and credit equivalency.

(3) Institutions shall:

(a) Promptly inform students of changes to admissions requirements, academic program requirements, and any of the other information in this regulation; and

(b) Notify students that:

(i) Students are accountable for the loss of credits resulting from changes to the student's academic program; and

(ii) Credits earned for remedial coursework are not transferable.

(4) Institutions shall encourage all prospective transfer students to complete an associate's degree.

B. Community Colleges. Community colleges shall encourage their students to select, as early as possible, the institution and academic program into which they desire to transfer.

.06 Admission of Transfer Students.

A. General Admission to Public Institutions.

(1) General admission of a transfer student to an institution under >S1>A(2) and (3) of this regulation does not guarantee admission into a specific degree or certificate program at that institution.

(2) Except as provided in §A(4) of this regulation, a student transferring from a public institution may not be denied general admission to another public institution if the student:

(a) Has completed an associate's degree or at least 60 credit hours; and

(b) Attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent at the sending institution.

(3) A student transferring from a public institution who has not completed an associate's degree or at least 60 credit hours is eligible for general admission to another public institution if the student:

(a) Satisfies the same admission criteria as a non-transfer student at the receiving public institution; and

(b) Attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent at the sending institution.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions for transfer students shall:

(a) Be based on criteria developed by the receiving institution that are publicly available and easily accessible on the institution's website; and

(b) Maintain fair and equitable treatment for non-transfer students, transfer students, and first-time students with advanced standing.

B. Admission to Specific Academic Programs.

(1) A receiving public institution may require additional admission requirements to a specific degree or certificate program.

(2) The standards for admission to the program shall:

(a) Be based on criteria developed by the receiving public institution that are publicly available and easily accessible on the institution's website; and

(b) Maintain fair and equitable treatment for non-transfer students, transfer students, and first-time students with advanced standing.

.07 Transfer of Courses and Credits Generally.

A. A receiving institution shall accept for transfer and award credit for a course or credit completed at a sending institution if:

(1) The course is transferable under §B of this regulation; and

(2) The acceptance of and awarding of credit for the completed course or credit is consistent with the requirements of this chapter.

B. Transferability.

(1) General education courses required under COMAR 13B.06.01 are transferable as set forth in Regulation .09 of this chapter.

(2) An individual course that is not being applied toward a general education requirement is transferable if:

(a) The course is deemed equivalent to a course at the receiving institution under the standards set forth in Regulation .10 of this chapter; or

(b) The course is part of a Program Transfer Agreement.

(3) Credit for prior learning is transferable if deemed equivalent using the standards set forth in Regulation .11 of this chapter.

(4) Establishment of Transferability by Institutions.

(a) Whenever practicable, the transferability of courses or credits shall be established via Program Transfer Agreement or other mechanism consistent with Regulation .12 of this chapter.

(b) Documents establishing course equivalencies and course and credit transferability shall be publicly available and easily accessible for students and the public.

C. Awarding of Credit Toward Academic Program Requirements.

(1) A receiving institution's award of credit for a transferred course or credit may be applied toward any academic program requirement at the receiving institution, regardless of the program requirement that the course fulfilled at the sending institution,

(2) The award of credit for a transferred course or credit may be applied toward multiple program requirements at the receiving institution consistent with the institution's policies for non-transfer students.

.08 Number of Credits Accepted for Transfer.

A. Required Award of Credit by Public Senior Higher Education Institution for Courses Completed at Community College.

(1) Except as provided in §A(2) of this regulation and subject to §C of this regulation, a public senior higher education institution in the State shall accept for transfer at least 60, but not more than 70, credits that were earned toward an associate's degree at any community college in the State.

(2) A Program Transfer Agreement between a community college and a public senior higher education institution may allow for the transfer of more than 70 credits earned at the community college.

B. Required Award of Credit by Community College for Courses Completed at Public Senior Higher Education Institution.

(1) Subject to §C of this regulation, a community college shall accept for transfer at least 30, but not more than 45, credits that were earned at any public senior higher education institution in the State.

(2) A student may transfer credit under §B(1) of this regulation without enrolling in the community college if:

(a) The student earned at least 15 credits at the community college prior to attending the public senior higher education institution from which they desire to transfer credit; and

(b) The transfer of the credits will satisfy all remaining requirements to receive an associate's degree from the community college.

C. Awarding and Application of Credit by Receiving Institution. An institution accepting the transfer of completed courses and credits under §A or B of this regulation shall award credit for those courses and apply the awarded credit toward academic program requirements as follows:

(1) For any course determined to be equivalent to a course at the receiving institution under this chapter, credit shall be awarded for the equivalent course.

(2) Credit awarded for an equivalent course shall be applied toward any general education, elective, major, or other program requirement that the course would fulfill for a non-transfer student.

(3) For any completed course that has no equivalent at the receiving institution, if the student earned a passing grade in the course at the sending institution, general credit or discipline-specific credit shall be awarded, as appropriate.

(4) Credit awarded for a course with no equivalent at the receiving institution may be applied toward any general education or elective requirement, if the institution has a written, publicly available policy regarding such an application that ensures the equitable treatment of all transfer students.

.09 Transfer of General Education Courses.

A. A receiving institution shall accept for transfer any completed course that fulfilled a general education requirement at the sending institution.

B. Credit for a general education course completed at a sending institution shall be applied toward any general education requirement in the same core area at the receiving institution to which it was applied at the sending institution, regardless of whether an equivalent course exists at the receiving institution.

C. Credit for any completed course that fulfills any general education requirement at the sending institution, that cannot be applied pursuant to §B of this regulation, shall be applied toward any elective within the general education requirements at the receiving institution, regardless of whether an equivalent course exists at the receiving institution.

.10 Evaluation of Individual Course Equivalencies.

A. Equivalency Standard.

(1) A receiving institution shall accept a course or combination of courses completed at a sending institution for transfer when the receiving institution determines that at least 70 percent of the course learning objectives of the course or combination of courses completed at the sending institution are equivalent to the course learning objectives of a course or combination of courses at a receiving institution.

(2) An institution may not use any other standard or method of determining the equivalency of an individual course or combination of courses at a sending institution to a course or combination of courses at a receiving institution, other than the standard set forth in §A(1) of this regulation.

(3) An institution may not consider the course numbers or levels assigned to the sending or receiving institution's course or combination of courses when making a determination under §A(1) of this regulation.

B. Equivalencies shall be determined by faculty who are subject matter experts and may not be determined by non-academic staff.

C. An equivalent course shall only be transferred if the grade achieved at the sending institution for the completed course is the same or higher than the grade required for a non-transfer student in the equivalent course at the receiving institution.

D. The number of credits awarded to the student by the receiving institution for a course or combination of courses deemed equivalent under this regulation may not be less than the number of credits earned for that course or combination of courses at the sending institution.

E. An institution shall include in the policies and procedures established under Regulation .03 of this chapter the process the institution will use for the evaluation of course learning objective equivalencies.

.11 Transfer of Previously Awarded Credit for Prior Learning.

A. Transfer by a receiving institution of previously awarded credit for prior learning, whether credit by exam, for nationally recognized standardized examination scores, or experiential learning, shall be:

(1) Evaluated using the same standards that apply to the awarding of credit for prior learning to non-transfer students at the receiving institution;

(2) Indicated on the student's transcript at the receiving institution, including the basis for awarding the credit for prior learning; and

(3) Consistent with COMAR 13B.02.02.16H.

B. Equivalency for prior learning which has no explicit course equivalency, such as experiential learning, shall be established by the receiving institution using the same validation procedures for evaluating specific learning outcomes that are used for non-transfer students at the institution.

.12 Establishment of Transferability.

A. Institutions may establish transferability of courses and credits through:

(1) A Program Transfer Agreement, as set forth in Regulation .13 of this chapter;

(2) A Course Transfer Agreement or Prior Learning Transfer Agreement;

(3) A list of courses that have already been evaluated and deemed equivalent under Regulation .10 of this chapter; or

(4) Any other mechanism that enables a student to determine, prior to registering for a course at a sending institution, whether the course will transfer to a specific receiving institution.

B. Institutions shall, to the fullest extent possible, systematically establish the transferability of courses and credits to facilitate maximum transferability of courses and credits and support degree planning for students.

C. All articulations agreements, lists, and other information that establish transferability shall be:

(1) Published in a central location that is easily accessible for students and the public; and

(2) Reviewed to ensure accuracy on a regular basis, but no less than once a year.

D. Any information regarding the transferability of the course that is publicly available in an institutional source at the time of a student's transfer evaluation request shall be honored by the institution.

.13 Program Transfer Agreements.

A. Except for §§I and J of this regulation, this regulation applies to all institutions of higher education operating in the State.

B. Institutions are encouraged to leverage the use of Program Transfer Agreements to facilitate the transparent, seamless, and equitable transfer of a student from a sending institution into a specific academic program at a receiving institution.

C. A Program Transfer Agreement between two institutions of higher education in the State shall specify:

(1) The course(s) at the sending institution, including any minimum grade required in the course(s), that will be accepted for transfer to fulfill each degree requirement within the academic program at the receiving institution;

(2) Any other degree requirements, including, but not limited to, internships and other experiential learning, that may be completed at the sending institution; and

(3) If the receiving institution will accept for transfer any credit for prior learning awarded by the sending institution.

D. A Program Transfer Agreement may also include provisions regarding:

(1) Procedures for admissions, registration, and advising;

(2) Access to student services, including financial aid;

(3) Cost of tuition; and

(4) Any other information that may facilitate the transfer of academic credit from the sending institution to the receiving institution.

E. A Program Transfer Agreement may have more than one sending institution and more than one receiving institution.

F. A Program Transfer Agreement shall be signed by the president, executive director, chief academic officer, or equivalent designee of each institution that is a party to the agreement.

G. A final, signed copy of a Program Transfer Agreement shall be deposited with the Commission no more than 30 days after all institutions have signed the agreement.

H. Each institution that is a party to a Program Transfer Agreement shall include the full agreement on their website and in other publicly accessible sources.

I. A transfer student at a public institution shall be provided the same opportunity as a non-transfer student at the same institution to pursue the program requirements that were in effect at the time that the transfer student enrolled at the sending institution, provided the student has been continuously enrolled and has fulfilled the requirements of the corresponding Program Transfer Agreement.

J. A public institution of higher education may not deny the transfer of any course that is set forth in a publicly available version of a Program Transfer Agreement.

.14 Evaluation and Review Process for Transfer of Courses and Credits.

A. Purpose. The purpose of the evaluation and review process is to maximize the courses and credits accepted for transfer by a receiving institution.

B. Transfer Evaluation Request by Student.

(1) A current or prospective transfer student who desires to transfer courses or credits from a prior institution of higher education to a receiving institution shall submit to the receiving institution a request to conduct an evaluation of official transcripts and other relevant materials.

(2) The request shall be in the form and manner required by the receiving institution and shall identify each completed course and each credit awarded for prior learning that the student desires to transfer to the receiving institution.

C. Timing of Evaluation by Receiving Institution.

(1) Except as set forth in §C(2) of this regulation, in response to a complete request submitted under §B of this regulation, a receiving institution shall conduct and complete an evaluation of the student's official transcripts and other relevant materials no later than 20 business days after receipt of the official transcripts.

(2) If the official transcripts are received more than 30 business days before the start of the student's first semester at the receiving institution, the evaluation shall be conducted and completed no later than 10 business days prior to the start of the student's first semester.

D. Evaluation of Course and Credit Transfer by Receiving Institution.

(1) In accordance with §D(2) and (3) of this regulation, a receiving institution shall evaluate each completed course or credit in a transfer evaluation request to determine:

(a) First, if the course or credit is transferable; and

(b) Second, the academic program requirement(s) to which a transferable course or credit will be applied.

(2) Transferability.

(a) The transferability of the course or credit shall be evaluated by determining:

(i) If the transferability of the course or credit has been established in a Program Transfer Agreement, other transfer agreement, course equivalency list, or other institutional publication;

(ii) If the course fulfilled a general education course at the sending institution;

(iii) If, under the standard in Regulation .10 of this chapter, as determined by an appropriate academic staff member, the course is equivalent to a course at the receiving institution; or

(iv) If, under the standard in Regulation .11 of this chapter, as determined by an appropriate academic staff member, the credit is equivalent to credit for prior learning at the receiving institution.

(b) A course that is not transferable under §D(2)(a) shall be denied.

(3) Application of Credit.

(a) In accordance with Regulation .08C of this chapter, and consistent with the standards set forth in this chapter and the institutional policies and procedures established under Regulation .03 of this chapter, each course or credit accepted for transfer shall be evaluated to determine if it fulfills:

(i) A general education requirement;

(ii) A requirement of the student's academic program;

(iii) An elective requirement;

(iv) Any other institutional or program requirement; or

(v) Two or more of the requirements in §D(3)(a)(i)—(iv) of this regulation.

(b) If the number of credits assigned to all transferable courses and credits exceeds the limits set forth in Regulation .08 of this chapter, the courses that are not accepted for transfer shall be:

(i) Determined after evaluating the application of credit under §D(3)(a) of this regulation; and

(ii) Selected to minimize the number of courses a student will need to take at the receiving institution to complete a degree.

E. Transfer Evaluation Report.

(1) No later than the applicable deadline set forth in §C of this regulation, a receiving institution shall issue a Transfer Evaluation Report to inform a student in writing of the outcome of the evaluation.

(2) The Transfer Evaluation Report shall include, for each course and credit requested for transfer:

(a) If the course or credit has been accepted for transfer or denied;

(b) For each course and credit accepted for transfer:

(i) The basis for transferability; and

(ii) The program requirement(s) it fulfills under §D(3) of this regulation;

(c) For each course or credit denied because it is not transferable, a clear and detailed explanation of the reason for the denial;

(d) For each course or credit denied because the total number of transferable credits exceeded the limits set forth in Regulation .08 of this chapter, a clear and detailed explanation of the basis for the determination of which transferable course(s) or credit(s) were denied;

(e) If any course or credit is denied, a statement explaining that all course and credit transfer denials will be reviewed by the sending institution, in conjunction with the receiving institution, without further action on the part of the student; and

(f) The name, title, email address, and phone number of the individual at the receiving institution whom the student can contact with questions.

(3) A copy of the Transfer Evaluation Report shall be provided to all sending institutions simultaneously with the issuance of the report to the student.

F. Receiving Institution Transcript. As soon as possible after acceptance of a course or credit for transfer, the receiving institution shall ensure that the student's transcript reflects the credits awarded.

G. Review of Denials by Sending Institution.

(1) If any course or credit is denied, the sending institution, in conjunction with the receiving institution, shall conduct an evaluation to review each denial of a course or credit.

(2) The transfer coordinator or institutional designee of the sending institution shall conduct the evaluation in accordance with §D of this regulation.

(3) The evaluation shall be completed, and a copy of the sending institution's analysis shall be provided to the receiving institution, no later than 20 business days after receipt of the Transfer Evaluation Report.

(4) The sending institution's analysis shall indicate, for each course or credit denied by the receiving institution, whether the sending institution agrees or disagrees with the receiving institution's evaluation and rationale.

(5) Meeting Between Sending and Receiving Institutions.

(a) The sending and receiving institutions shall meet to discuss the analyses no later than 20 business days after the sending institution's analysis is provided to the receiving institution.

(b) During the meeting, the institutions shall review and discuss each course or credit denial determination with which the sending institution disagrees.

(c) The meeting may be held via phone or video conference.

(d) Waiver.

(i) For good cause, a sending institution may request that the Secretary waive the meeting requirement for any individual review.

(ii) A request for a waiver shall be made, in writing, with a copy to the receiving institution, no later than 5 business days of providing the analysis to the receiving institution.

(iii) The Secretary shall approve or deny a request for a waiver of the meeting within 10 business days of receipt.

(6) No later than 10 business days after the meeting, a sending institution shall provide to the receiving institution:

(a) A revised version of the sending institution's analysis; or

(b) Written notification that no revisions to the sending institution's analysis are necessary.

H. Final Determination by Receiving Institution.

(1) No later than 10 business days after receipt of a revised analysis from the sending institution or a notification under §G(6) of this regulation, the receiving institution shall provide to the student:

(a) A Revised Transfer Evaluation Report; or

(b) Written notification that the review process has not resulted in any changes to the Transfer Evaluation Report.

(2) The decision arising out of the review process regarding the transferability of courses and credits under §D(2) constitutes the final decision of the receiving institution and is not subject to appeal.

I. Records.

(1) A receiving institution shall keep records of all denied courses and credits, including but not limited to, the Transfer Evaluation Report, the sending institution analysis, any revisions to the sending institution analysis, and any Revised Transfer Evaluation Report, for at least 5 years after the student ceases enrollment at the institution or 2 years after the student completes a bachelor's degree, whichever is earlier.

(2) An institution shall annually report to the Commission, in a form prescribed by the Commission, each denial of a course or credit transfer, including the reason for each denial.

.9999 ADMINISTRATIVE HISTORY

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