

ACCREDITATION

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

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

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, GOALS, VISION & VALUES

Garrett College provides accessible, quality, and comprehensive educational experience in a supportive environment to a diverse student population in both traditional and non-traditional settings. We offer associate degrees and certificate programs as well as continuing education to meet the transfer, career, workforce development, and lifelong learning needs of our students and the community. We are committed to the ongoing development of engaging, innovative, and sustainable curricula, programs, and initiatives that are responsive to a changing world. The College respects and cares for students as individuals and as members of diverse groups, and supports their aspirations for a better life.

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 55) for a list of academic degrees and majors.

NON-DEGREE TRANSFER PROGRAMS

A variety of non-degree prep-for-transfer programs have been established with other regional institutions. These programs require transfer for completion; no degree is issued from Garrett. Students interested in learning more about these programs should contact the Office of Admissions.

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.

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.
- 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.

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 or all of the following may be sufficient: (1) the Test of English as a Foreign Language (TOEFL); (2) the International English Language Testing Service (IELTS); (3) graduation from an accredited U.S. high school with a transcript showing "C/C-" or better in required non-ESL English courses; (4) grades of "C/C-" or better in an accredited U.S. college-level English course; or (5) documentation of satisfactory completion of a formal intensive curriculum of English instruction at an accredited U.S. institution. A minimum score of 496 on the written TOEFL PBT test, 169 on the TOEFL CBT test, 59 on the TOEFL iBT test, or 5.5 on the IELTS is required to enter most college-level coursework.

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 cr. hr.

Resident of Maryland (outside of Garrett County) \$324 per cr. hr.

Resident of Border Counties (Preston, Tucker, Mineral & Grant counties in WV, Somerset & Fayette in PA)
-----\$330 per cr. hr.

Non-Resident of Maryland \$422 per cr. hr.

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 receive a 25% discount on combined fees.

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.

MEAL PLANS

The Laker Café, located in the Student Center, offers a full-service meal menu available for breakfast, lunch, and dinner on a regular schedule when classes are in session. Meal plan 'Laker Dollars' are for use in the Laker Café only; they cannot be used in the Bookstore or vending machines across campus.

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.

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 46 for more information.

FINANCIAL AID

The Student Financial Aid Office is located in Student Center, Rooms 401, 403, and 405, 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

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.**