

Admissions and Placement

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The Open Door

In keeping with its philosophy of putting postsecondary education within the reach of all citizens, Chesapeake College has adopted an Open Door admissions policy. Regular admission will be granted to any student beyond the age of compulsory school attendance. Students not beyond the age of compulsory school attendance may be admitted in special categories (such as Dual Enrollment for high school students or the Gifted and Talented Program) as approved by the Chesapeake College Board of Trustees.

Admissions Procedure

Students who have questions with regard to the admissions process or who would like to schedule a visit to the College should contact the Office of Admissions at admissions@chesapeake.edu.

Students should take the following steps to complete the application process:

1. Submit an online admissions application before the semester when admission is desired.

Applications for admission may be obtained from the College's Website at www.chesapeake.edu

As part of the application, applicants need to request that copies of the following official documents be forwarded to the Office of Registration and Records:

- High school graduates: submit an official copy of your secondary school transcript.

- General Equivalency Diploma (GED) students: request that a copy of your test results be mailed from the appropriate State Department of Education.
- Students who have attended other colleges, forward an official transcript from each college attended to the *Office of Registration, Attn.: Registrar*. (Note: Transfer credits are not normally posted on the student's academic record until 15 credits have been earned at Chesapeake.)
- Please also forward ACT, SAT, AP and CLEP scores to the College's Office of Registration and Records.

2. Provide proof of college readiness.

Take the College's ACCUPLACER Assessment at the Testing Center, unless exempt (see requirements in this section for [exemption information](#)). The college-readiness assessment and placement process helps ensure students enroll in courses that are appropriate to their academic and career goals. For additional testing information, please contact Admissions at admissions@chesapeake.edu.

3. **Meet with an admissions representative to discuss academic and career options and planning.** Contact the Office of Admissions at admissions@chesapeake.edu.

NOTE

- Additional admissions requirements and procedures may apply to programs in Health Professions fields. See specific program pages in the Catalog for details.
- **Submission of incomplete or false information by the student may be cause for denial of admission or dismissal from Chesapeake College.**
- International students and non-U.S. citizens can find additional information about applying [in this catalog, below](#), and online.

Student Assessment and Course Placement Policy

The College's assessment and placement policies help us determine which level of courses is most likely to start a student on their path to success at Chesapeake. If you need additional information, please contact Admissions at admissions@chesapeake.edu.

Initial placement at Chesapeake

Initial placement uses a student's demonstrated readiness to succeed in college-level coursework to make entry level courses available for registration. Students can show readiness to succeed in a number of ways, outlined below.

College-readiness Assessment

Chesapeake College is committed to the success of our students. To help students begin reaching their goals, the College accepts a variety of measures to demonstrate college readiness. For students who cannot demonstrate college readiness through the initial placement options listed below, the College uses an assessment instrument called ACCUPLACER. This instrument is used to measure entry-level skills in mathematics and literacy, the results of which academic advisors interpret to assist students with the selection of courses.

No student will be denied admission as a result of test scores. However, if you are required to complete the ACCUPLACER as a condition of enrollment, and if your test scores indicate a need for skill development, you will be required to complete the appropriate developmental courses. *Students with placement scores below college ready must begin their developmental coursework in their first semester. (Some exemptions apply.)*

The following measures of college readiness may be used to place applicants into appropriate credit-level classes. If students do not qualify for any of these measures, they will have to take the ACCUPLACER test, as noted at the end of this list.

APPROPRIATE SCORE ON A MARYLAND GED EXAM

TRANSFERABLE, COLLEGE-LEVEL COURSEWORK

- Completed a transferable college-level English course at another accredited institution, qualifying you for direct placement into ENG 101 and all college courses with a college-ready prerequisite in English.
- You have completed a transferable college-level mathematics courses at another accredited institution, qualifying you for direct placement in college-level math courses and all college courses with a college-ready prerequisite in math.

DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY

- You have a degree from an accredited college or university, qualifying you for direct placement into ENG 101, college-level math courses and all college courses with a college-ready prerequisite.

SAT AND ACT ACHIEVEMENT

- You have taken the SAT or ACT and have achieved the following:
 - SAT Critical Reading **or** Evidence-Based Reading and Writing score of 480 or higher, qualifying you for direct placement into ENG 101 and all college courses with a college-ready prerequisite in English.
 - SAT Math score of 530 or higher, qualifying you for direct placement into college-level math courses and all college courses with a college-ready prerequisite in math.
 - ACT Composite score of 21 or higher, qualifying you for direct placement into ENG 101, college-level math courses and all college courses with a college-ready prerequisite.

ADVANCED PLACEMENT (AP) ACHIEVEMENT

- You have taken the following Advanced Placement (AP) tests administered by the College Board:
 - English Language with a score of 3 or higher, qualifying you for direct placement into ENG 101 and all college courses with a college-ready prerequisite in English.
 - Calculus AB **or** BC with a score of 3 or higher, qualifying you for direct placement into college-level math courses and all college courses with a college-ready prerequisite in math.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

- **College-Level Examination Program (CLEP)**

The College participates in the College-Level Examination Program (CLEP) as a means of assessing and awarding credit for knowledge obtained through prior experience or course work taken at non-accredited institutions. CLEP is also a means of evaluating post-high school learning experiences, education through employment, and skills gained through the Armed Services. Students are advised to review the CLEP policies of the institutions to which they expect to transfer. Information regarding CLEP tests and fees may be obtained from the Testing Center. Chesapeake offers CLEP examinations only for courses which parallel those found in the college's catalog, including credit-level math and English courses. A current list of CLEP examinations for which Chesapeake College will grant credit is listed in the Chesapeake College catalog or can be obtained from the Testing Center. The chart below indicates which CLEP tests in English and math earn students college credit as well as direct placement into courses in those disciplines.

HIGH SCHOOL ACHIEVEMENT

- Graduated from high school in the last five years with at least a 3.0 overall high school grade-point average, qualifying you for direct placement into English 101 and all college courses with a college-ready prerequisite in English. (*High school seniors may be placed using their high school GPA current through the fall semester of their senior year.*)
- Successfully completed a high school transition course in English within the last five years, qualifying you for ENG 101 and all college courses with a college-ready prerequisite in English if you received a "C" or better in the transition course.
- Graduated from high school in the last three years with at least a 3.0 overall high school grade-point average, including successful ("C" or better) completion of Algebra II within the same period, qualifying you for direct placement into college-level math and all college courses with a college-ready math prerequisite. (*High school seniors may be placed using their high school GPA current through the fall semester of their senior year.*)
- Successfully completed a high school math transition course in the last three years, qualifying you for direct placement into college-level math and all college courses with a college-ready math prerequisite.

Students placing directly into credit-level math and English are strongly urged to supplement their learning through the tutoring resources available at the College. Students deemed "college-ready" in math and/or English are expected to meet the same

outcomes in credit-level courses as students who have successfully completed the college's developmental math and English sequences. It is each student's responsibility to supplement his/her classroom learning.

ACCUPLACER EXAM

If a student cannot provide documentation of any of the preceding methods by which s/he may be placed into credit-level classes, then s/he must take the ACCUPLACER test in writing and math. Accuplacer scores are good for two years. Please consult the current college catalog or contact the Office of Admissions at admissions@chesapeake.edu for more information.

Table of Chesapeake College's Exemptions to the Accuplacer Requirement

HS grad year	Achievement	Direct placement into ... *
N/A	Transferred in college-level English course – “C” or better	College-level English courses
N/A	Transferred in college-level Math courses – “C” or better	College-level math courses
N/A	Obtained college or university degree	College-level English courses College-level math courses
N/A	SAT/Critical Reading (Verbal) or Evidence-Based Reading and Writing – 480 or better	College-level English courses
N/A	SAT/Math – 530 or better	College-level math courses
N/A	ACT Composite – 21 or better	College-level English courses College-level math courses
N/A	AP English Language – 3 or higher	College-level English courses
N/A	AP Calculus AB or BC – 3 or higher	College-level math courses
N/A	CLEP – College Composition, Modular	College-level English courses (and credit for ENG 101)
N/A	CLEP – Literature, Analyzing and Interpreting	College-level English courses (and credit for ENG 102)
N/A	CLEP – English Literature	College-level English courses (and credit for ENG 201 & 202)
N/A	CLEP – American Literature	College-level English courses (and credit for ENG 207 & 208)
N/A	CLEP – Algebra, College	College-level math courses (and credit for MAT 113)
N/A	CLEP – Precalculus	College-level math courses (and credit for MAT 115)

N/A	CLEP – Calculus, with Elementary Functions	College-level math courses (and credit for MAT 140)
N/A	CLEP – Mathematics	College-level math courses (and credit for MAT 107)
2016 or later 2017 or later	HS cumulative GPA of 3.0 or better in last 5 years Algebra II (“C” or better) in last 3 years	College-level math courses College-level English courses
2015 or later	HS cumulative GPA of 3.0 or better in last 5 years	College-level English courses
2016 or later	HS Math transition course – “C” or better	College-level math courses
2014 or later	HS English transition course – “C” or better	College-level English courses

* Student also qualifies for direct placement into all credit-level college courses with a college-ready prerequisite in English, math or both, depending upon the exemption used.

Note: Documentation is required at the time of registration.

Reassessment Policy

You may retake some portions of the ACCUPLACER assessment. Payment of the re-assessment fee should be made to the Business Office prior to retaking the assessment. (*Note: Retaking the assessment does not typically yield results substantially different from initial scores.*) Please meet with an advisor to discuss reassessment and other placement options.

Advanced Placement

Chesapeake College subscribes to the philosophy that the placement function of the College includes helping students to accumulate past experiences, identify the state of their educational development, and move toward their goals at the most efficient and rapid rate possible. Advanced standing is the administrative placement of a student beyond the basic or first course(s) in a curriculum, allowing college credit for subject matter and other appropriate training upon the submission of evidence showing previous academic study or achievement of course objectives through examination.

All credit awarded through the following means is posted to the student’s academic record. Students who have audited or failed a course at any accredited institution of higher education are not eligible for the College-Level Examination Program (CLEP) or Credit by Exam in that subject area. Also, students who have enrolled in a course in a particular subject area are not eligible for CLEP or Credit by Exam in that course.

NOTE: Chesapeake College does not award credit based upon course work completed through International Baccalaureate (IB).

Advanced standing may be granted to students who successfully complete requirements of any of the following:

A. College-Level Examination Program (CLEP)

The College participates in the College-Level Examination Program (CLEP) as a means of assessing and awarding credit for knowledge obtained through prior experience or course work taken at non-accredited institutions. CLEP is also a means of eval-

uating post-high school learning experiences, education through employment, and skills gained through the Armed Services. Students are advised to review the CLEP policies of the institutions to which they expect to transfer. Information regarding CLEP tests and fees may be obtained from the Testing Center. Chesapeake offers CLEP examinations only for courses which parallel those found in the College Catalog. A current list of CLEP examinations for which Chesapeake College will grant credit is listed in this Catalog or can be obtained from the Testing Center.

CLEP General Exams

<u>CLEP Exam</u>	<u>Credits</u>	<u>Replaces</u>	<u>Passing Score</u>
Accounting, Financial	3	ACC 103	50
Algebra, College	3	MAT 113+	50
American Government	3	POL 180	50
American Literature	6	ENG 207+ , ENG 208+	50
Business Law	3	BUS 241	50
Calculus with Elementary Functions	4	MAT 140+	50
College Composition, Modular	3	ENG 101+	50
English Literature	6	ENG 201+ , ENG 202+	50
French, Level I	6	FRE 121 , FRE 122+	50
History of the U.S. I	3	HIS 141	50
History of the U.S. II	3	HIS 142	50
Human Growth and Development	3	PSC 250+	50
*Humanities	3	Humanities Elective	50
Information Systems/Computer Applications	4	CST 109	50
Literature, Analyzing Interpreting	3	ENG 102+	50
Macroeconomics, Principles	3	ECN 171	50
Management, Principles	3	BUS 215+	50
Marketing, Principles	3	BUS 230	50
Mathematics	3	MAT 107+	50
Microeconomics, Principles	3	ECN 172+	50
Precalculus	5	MAT 115+	60
Psychology, Introductory	3	PSC 150	50
Psychology, Educational	3	PSC 220+	50
*Social Science/History	6	Social Science Elective	50
Sociology	3	SOC 161	50
Spanish, Level I	6	SPA 121 , SPA 122+	50
Spanish, Level II	6	SPA 201+ , SPA 202+	50

Note: Test scores are subject to change.

**This course does not fulfill the Arts/Humanities GenEd. requirement.*

B. Military Course Credit

Credit may be issued for military technical courses which are listed for credit in A GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES from the American Council on Education, Washington, D.C. (latest edition), and the recommendation of the Commission on Accreditation of Service Experiences. Credit will be granted by the Office of Registration and Records according to the recommendation in the Guide and from the Council on Education. Courses

taken through the United States Armed Forces Institute, regardless of mode of study, may transfer at face value. A percentile of 20 or above is required.

Students who are active military may submit an original DD 295, an official AARTS, an official Community College of the Air Force (CCAF) transcript, or an official Sailor/Marine American Council on Education Registry Transcript (SMART).

Students who are no longer active military or who have been discharged may bring in their original DD 214 from which the Records and Registration office will make a copy or an official Community College of the Air Force transcript (CCAF).

C. Advanced Placement Examinations

Credit will be awarded for scores of three, four, or five on the Advanced Placement Examinations of the College Entrance Examination Board (CEEB).

- Advanced Placement -

<u>Exam</u>	<u>Score</u>	<u>Credit Hours</u>	<u>Course Equivalent</u>
Art History	3	3	<u>ART 101</u>
Biology	3	4	<u>BIO 101</u>
	4, 5	8	<u>BIO 111+</u> , <u>BIO 113+</u>
Chemistry	3	4	<u>CHM 121+</u>
	4, 5	8	<u>CHM 121+</u> , <u>CHM 122+</u>
English			
Language & Composition	3	3	<u>ENG 101+</u>
	4, 5	6	<u>ENG 101+</u> , <u>ENG 102+</u>
Literature & Composition	3	3	<u>ENG 102+</u>
	4, 5	6	<u>ENG 101+</u> , <u>ENG 102+</u>
Environmental Science	4	4	<u>SCI 151</u>
French Language	3	3	<u>FRE 121</u>
	4, 5	6	<u>FRE 121</u> , <u>FRE 122+</u>
Government & Politics (American)	3	3	<u>POL 180</u>
Mathematics			
CALC AB	3	9	<u>MAT 115+</u> , <u>MAT 140+</u>
CALC BC	3	8	<u>MAT 140+</u> , <u>MAT 141+</u>
Statistics	3	3	<u>MAT 204+</u>
Physics B	3	4	<u>PHY 215+</u>
Physics C	3	4	<u>PHY 205+</u>
Psychology	3	3	<u>PSC 150</u>
Spanish Language	3	3	<u>SPA 121</u>
	4, 5	6	<u>SPA 121</u> , <u>SPA 122+</u>
U.S. History	3	3	<u>HIS 141</u>
	4, 5	6	<u>HIS 141</u> , <u>HIS 142</u>
World History	3	3	<u>HIS 131</u>
	4, 5	6	<u>HIS 131</u> , <u>HIS 132</u>

D. Credit by Institutional Examination

A student may be permitted to earn full credit for a course or courses by taking special examinations. Upon approval of the appropriate Dean and the Vice President for Workforce and Academic Programs, a student may apply for credit by institution exam. Credit by institutional examination will be granted *only* for courses that are not available through CLEP (see Item A). A non-refundable application fee of one-half the current tuition rate per credit hour will be assessed for each course petitioned, payable at the time the application is filed. The exam must be completed within 10 weeks of the application. A grade of "C" is the minimum requirement for credit to be awarded. Credit *will not be granted* for any courses previously audited or attempted.

E. Credit for Experiential Learning

Students may seek credit for experiential learning through the College's portfolio development process, assessment of certain Industry Credentials or an institutionally approved assessment of Prior Learning Experience (PLA). Students may register for CPL 101, Portfolio Development, in order to receive instruction in developing a portfolio that describes and documents college-level learning gained through non-college experience or students may contact the appropriate department chair for directions on the PLA/Industry Credential assessment process.

For portfolio development, focus is on defining goals, correlating experiential learning with course content, and documenting learning gained through experience. Independent evaluators assess completed portfolios for the possible award of credit which can be applied to any degree or certificate program of study. A maximum of 15 credits can be awarded through either process. All credit via portfolio evaluation is held in abeyance and posted to the student's record only after completion 15 semester hours in residence at Chesapeake College with at least a 2.0 grade point average. Credit awarded for PLA/Industry Credential is awarded upon receipt of appropriate assessment. Credit in either case will not be granted for any course previously audited or attempted. A fee may apply. (No PLA credit will be awarded for General Education courses.)

F. Credit by Other Approved Examinations

The College may give credit for demonstrated proficiency as related to college-level courses. Sources used to determine such proficiency are: Defense Activity for Non-traditional Education Support (DANTES); United States Armed Forces Institute (USAFI); Office of Education Credit and Credentials of the American Council on Education (ACE) and National Crypto-Logic School (NCS). Credit may also be accepted for courses the American Council on Education (ACE) has reviewed and recommended for credit. This includes "The Guide to the Evaluation of Educational Experiences in the Armed Services" and "The National Guide to Educational Credit for Training Providers". Additionally, credit may be awarded for work completed for approved certifications (ex. CCNA). At this time Chesapeake considers equivalency credit for either IB or Cambridge tests on an individual basis. For questions, please contact registration at registration@chesapeake.edu.

Note: No more than one-half of the number of credits normally required for graduation may be earned by satisfactorily passing approved examinations. Of this, no more than 15 credits may be based on examinations developed by the institution and on portfolio assessments.

Visiting Students

Students currently enrolled at another college or university, who do not intend to pursue a degree or certificate at Chesapeake College, may be exempt from the assessment requirement. In order to establish visiting student status, the student must submit a letter of good standing from the home institution. The letter should specify the course(s) the student will be permitted to take at Chesapeake that will apply toward the degree at the home institution.

Transfer of Credit

Students must complete all admissions procedures, be registered for classes and submit official transcripts from all institutions previously attended before credits from other institutions will be evaluated. Transcripts for students in non-degree seeking majors will be evaluated when a major is declared. To be considered official, a transcript must come to Chesapeake directly either by mail, under seal or electronically, directly from the original institution.

Transfer credit documents go through the Records and Registration office, which reviews courses on an individual basis, based on the declared major. When evaluating transcripts, Chesapeake considers the institution where the course was taken, the date completed, department number course title and grade in deciding whether credit will transfer and if the course will be designated as a specific Chesapeake equivalency or an elective. In some cases, the official course description and/or course syllabus will need to be reviewed. Upon request, the student will need to provide the official college catalog from previously attended institutions and other course information from that institution deemed necessary. Only those courses/credits that fulfill a student's declared program requirements or prerequisites will be transferred.

Credit may transfer from institutions that are regionally accredited by a commission on higher education. To verify accreditation, Chesapeake uses "Transfer Credit Practices of Designated Educational Institutions" published by the American Association of Collegiate Registrars and Admissions Officers. Chesapeake recognizes the following regional accreditation associations:

- Middle State Association of Colleges and Schools (MS)
- New England Association of Colleges and Schools (NE)
- North Central Association of Colleges and Schools (NC)
- Northwest Association of Colleges and Schools (NW)
- Southern Association of Colleges and Schools (SA)
- Western Association of Colleges and Schools (WA)

Credit may not be accepted from schools that are candidates for regional accreditation and not fully accredited. This includes institutions regionally accredited by a commission on occupational education.

Regardless of regional accreditation, credit may transfer if the institution is legally authorized to grant standard college degrees and is accredited by an accrediting agency recognized by the United States Department of Education. The College may award credit based upon syllabi for course equivalencies, expected learning outcomes and applicability to the College's curricula, standards and course offerings. The College's Transfer Credit Policy is in compliance with COMAR 13B.02.02.16.

Courses reviewed and recommended by the American Council of Education may also transfer. For more information, see [Appendix 1: Student Transfer Policies, Transfer of Non-traditional Credits](#).

If the student's cumulative grade point average from the previous institution is less than a 2.0 on a 4.0 scale, Chesapeake will review only courses with a grade of C or better for transfer credit. If a student has less than a 2.0 GPA from a regionally accredited Maryland public institution and then transfers to Chesapeake, credit will be accepted for general education courses in which the student earned a grade of D.

Chesapeake will convert courses taken at institutions that operate on the quarter system to term credit hours if the credits transfer. Quarter hours are multiplied by two-thirds to equal term credit hours and rounded down to the nearest whole number.

Applying Credits Toward Graduation

Students must earn a minimum of 15 credits toward an associate's degree and 25% of the credits required for a certificate at Chesapeake College with the exception of the Letter of Recognition which requires all classes to be taken at Chesapeake College.

Note: Chesapeake College reserves the right to award students all academic credentials earned, including certificates and degrees.

See [Appendix 1](#) for Maryland Higher Education Commission Student Transfer Policies.

Other Admissions Processes

For some applicants and programs, special admissions processes apply. This section describes the process for applying to the College's Gifted and Talented Program and Dual Enrollment Program, as well as application information for international students and non-U.S. citizens.

Gifted and Talented Program

Chesapeake College's Gifted and Talented Program is designed for eligible students under the age of 16 who have been identified as having exceptional academic talent who desire enrollment in academic subjects not available at their schools. Youth selected for this program are not yet recipients of a high school diploma or a GED certificate and do not meet the grade-level or age requirements for the Dual Enrollment Program.

Admitted students will be allowed to enroll in a **maximum of two courses per fall and spring**, and one course in summer. Continuance will be dependent upon satisfactory performance in all previous semesters.

In order to be accepted into the Gifted and Talented Program, the student must meet the following criteria:

1. Complete the seventh grade as designated by the Maryland State Department of Education grade level performance standards.

2. Be enrolled in one of the public school systems in the College's service area or in a non-profit institution offering instruction at the secondary level that is either operating with a certificate of approval issued by the Maryland State Department of Education or registered as a Church-Exempt School, or is being supervised for home instruction by one of the above entities.
3. Be assessed for college course placement utilizing SAT, ACT or Chesapeake College's ACCUPLACER Assessment test scores. Students with minimum SAT scores of 480 on the English and 530 on the mathematics portion, or a minimum composite ACT score of 21, will be exempted from the ACCUPLACER Assessment. A student will be allowed in certain instances to substitute (or only use) the ACCUPLACER Assessment as an admissions requirement. Chesapeake College has the right to use the ACCUPLACER Assessment in place of transcripts for a home-school student or in place of the ACT and SAT.
4. Be identified by the student's public school Board of Education or private school governing board as talented and gifted according to their published criteria, and obtain the approval of the appropriate school principal/guidance counselor or home-school compliance officer attesting to the student's outstanding abilities in the areas of general intellectual capabilities, specific aptitudes, or creative visual or performance arts.
5. Participate in an interview (both parent and student) with the Gifted and Talented Coordinator in which the student's social and emotional maturity as well as interest and motivation in attending college can be assessed.

Students interested in participating in the Gifted and Talented Program are required to submit the following information a minimum of six weeks in advance of the start of the semester for which he/she is seeking admission:

- College Admissions Application
- Official School Transcript
- SAT, ACT or Chesapeake College Accuplacer test scores
- A completed Gifted and Talented Student Recommendation Form
- Two letters of recommendation supporting the student's exceptional abilities

Gifted and Talented documents should be sent to:

Office of Admissions
Chesapeake College
P.O. Box 8
Wye Mills, MD 21679

Once all of the required documentation is received and reviewed by the Gifted and Talented Team, the eligible applicant and parent will be contacted for an interview.

Dual Enrollment for High School Students

Dual Enrollment is a program that allows high school juniors and seniors who have a cumulative high school grade point average of at least 2.5 to earn college credit while still in high school. Chesapeake College's program, which offers a 25% discounted tuition to participants, is available to high school students in Caroline, Dorchester, Kent, Queen Anne's, and Talbot counties. The college credit earned by Dual Enrollment students can often be applied toward high school graduation requirements. In all cases, the credits earned at Chesapeake will become part of the student's permanent college record.

Dual Enrollment Program Eligibility Requirements

To participate in Dual Enrollment through the high school and Chesapeake College, a high school student must:

- be a high school junior or senior;
- possess a cumulative grade point average of 2.5 or above;
- be enrolled in one of the public school systems in the College's service region or in a non-profit institution offering instruction at the secondary level that is either operating with a Certificate of Approval issued by the Maryland State Department of Education or registered with the Department as a Church- Exempt School, and;
- be certified by an official of the high school as meeting all of the eligibility requirements outlined above.

General Admission Procedures for Dual Enrollment Students

1. Complete your sophomore year of high school.
2. Meet with your guidance counselor or other high school official to discuss your interest in the program. With the assistance of the high school official, complete the Dual Enrollment Certification and Grant Form with all of the required signatures.
3. Complete and submit the online College Admissions Application.
4. Dual Enrollment students who wish to take college level English, Math, or Science courses must qualify with the following criteria:
 - Dual Enrollment students with a cumulative 3.0 overall high school GPA are eligible to take college English.
 - Dual Enrollment Students who have both a cumulative GPA of 3.0 AND have successfully completed Algebra II with a grade of “C” or better, within the past three years, are eligible for direct placement into college level math and all college courses that require a college ready math prerequisite.
 - College ready students are allowed to take more than 2 courses per semester.
5. Students who do not meet the criteria for math or English would be required to take the placement test.
6. Students with a 2.5 cumulative GPA but are not deemed “fully college ready” per above criteria are eligible to take 2 courses per term in general education classes, excluding math, English and science courses..

NOTE: In order to participate in the Dual Enrollment Program, a student must submit a Dual Enrollment Certification at the time of registration for each semester. Dual Enrollment students are permitted to take fall and spring courses. Many home-schooled students may be eligible to participate in this program.

For more information, students should contact the Office of Admissions at 410-822-5400, ext.2240 or 2287 or email admissions@chesapeake.edu.

Career & Technology Articulation of High School Credit

Chesapeake College has Career & Technology Articulation agreements with each public school system in its service region (Caroline, Dorchester, Kent, Talbot and Queen Anne’s counties). This program provides a seamless transition from high school to college, allowing students to earn free college credits for high school courses through the articulation process. To be eligible, a student must complete a Career & Technology eligible program of study in high school that articulates to a designated program of study at Chesapeake. Example: A student who completed an Early Childhood Program in high school could earn free college credit by pursuing a degree or certificate in Early Childhood Development at Chesapeake.

To earn free college credits, the student must:

1. Receive a minimum GPA of 3.0 with no grade of less than a “C” in the designated high school Career & Technology courses.
2. Enroll at Chesapeake within 20 months of high school graduation (or with permission of the Chair for Skilled Trades).
3. Complete a Chesapeake College admissions application and check the “Career & Technology Articulation” box on the application.
4. Select an articulated degree or certificate program as designated through an articulation agreement between Chesapeake and the student’s home county. (For details, see the articulation agreements summary for your county on the college website under Admissions Career and Technology Education <https://www.chesapeake.edu/admissions/career-technology-education>)
5. Complete the Evaluation of Career & Technology Articulation Credits form available on the college website, obtaining all required signatures (including high school counselor) and taking it with you when you go to register for your first semester of Chesapeake College classes.
6. Request that an official high school transcript be sent to the Chesapeake College Office of Registration after high school graduation.
7. Complete the next required college articulated “gateway” course in the program sequence at Chesapeake College with a grade of “C” or higher.

Procedure for determining the award of articulated credits: Once the appropriate college course(s) has been taken, the Registrar verifies course grade and eligibility for award of credit. The Registrar then posts appropriate credits to the student's college transcript.

For more information, students should contact Chesapeake College's Office of Admissions at 410-822-5400, ext. 2240 or 2287 or admissions@chesapeake.edu.

Admission of International Students and Non-U.S. Citizens

Chesapeake College is committed to responding to the educational needs of the community. The College invites individuals to apply who are United States citizens, permanent immigrants to the United States, and citizens of other countries who are temporarily working, visiting, or studying in the Mid-Shore service region.

Permanent Resident Status

Chesapeake College will accept applications from individuals with an Alien Registration Receipt Card (Green Card). Those who have been granted permanent residence in the United States as an immigrant, refugee, or alien may enroll for full- or part-time study.

Tuition costs are determined by location and length of residence. Verification of permanent residence status is required at the time of application. Any student without appropriate identification as a permanent resident will be required to pay out-of-state rates.

To apply as a student with a permanent residence status, please submit *in person*:

- A signed application for admission
- Proof of permanent resident status: the actual Alien Registration Receipt Card (Green Card), which will be copied by an Admissions Office staff member and immediately returned to the applicant

Admission of International Students with a Student Visa (F-1)

Non-immigrant, international students who apply to Chesapeake College must meet special admission requirements.

Students who apply to come to the United States for the purpose of studying at Chesapeake College may be issued an I-20 Certificate of Eligibility form after completing the following requirements:

- File an application for admission: Deadlines are June 1 for the fall semester and November 1 for the spring semester.
- If non-native, English speaking, pass the TOEFL (test of English as a Foreign Language) with a minimum score of 500 on the paper test, 173 on the computerized test, or 61 on the Internet-based test ("IBT"). The test results must be sent directly to Chesapeake College (Office of Admissions) and must be on file before the student can be accepted.
- The online Accuplacer Placement test is also available for International students, score of 5 on Writeplacer and score of a minimum of 252 on the QAS-Quantitative Reasoning Algebra and Statistics. Contact admissions@chesapeake.edu to set up an online placement test.
- Send English translation and evaluation of all official academic transcripts to include high school and any college. All official transcripts, high school and college, must be translated into English by an international credential evaluation organization. Chesapeake College uses World Education Service (WES) – www.wes.org.
- Secure a local sponsor to provide housing, meals, and transportation. The sponsor should be a relative or other responsible individual.
- Provide official evidence of financial support (Form I-134) for one year. The student and sponsor must also document how the student will be supported for the remaining years in the program.
- Provide local address of residence upon entry into the United States.
- An F-1 student transferring to Chesapeake College must also submit a copy of the I-20 form, official transcripts, and a letter stating that he or she is in good standing from the previous institution.

All of the above requirements must be met before an I-20 form can be completed. Students admitted in this way must enroll full-time for a minimum of 12 credits/load hours each semester. Students with an F-1 visa will be charged out-of-state tuition

rates and can seek work only after approval from the U.S. Immigration Office. Students are required to take the ACCUPLACER Assessment and must arrive in sufficient time to do so prior to the start of the semester.

Chesapeake College is a non-residential institution and students are responsible for finding their own housing and transportation.

International students are not eligible for federal and state financial aid.

Students with Other Types of Visas

Prospective students with a temporary visa status such as J or B (visitors, business, exchange, etc.) should contact the Office of Admissions to have their applications approved before registering for classes. Non-immigrant students other than F-1 international student visa holders may take as many credit courses as their college admission status permits, as long as the term begins and ends within the duration of stay indicated on the I-94 in their passport.

Visa compliancy is the responsibility of the student.

Tuition costs are subject to the out-of-state tuition rates. Refunds will not be issued after the term's scheduled drop dates.

Students with Undocumented Citizenship Status

Undocumented Citizens applicants must complete a paper college application and turn it in to the Admissions Office.

Applicant must have graduated from a high school (public or private) or must have earned the equivalent General Education Diploma (GED) in the United States.

If wishing to participate in the high school dual enrollment program must be attending a high school (public or private) in one of the College's five support counties (Caroline, Dorchester, Kent, Queen Anne's or Talbot).

Students with undocumented citizenship status are subject to the out-of-state tuition rates and may not be eligible for federal aid but may be eligible for some state aid. Dual Enrollment students with undocumented citizenship status will be charged in-county tuition rates.

Dream Act Students

As an open-admission institution, Chesapeake College grants admission to all students regardless of citizenship. Maryland Senate Bill 167 provides the opportunity for some non-U.S. citizens who attended public or private high school in Maryland for at least three years to receive in-state tuition. In order to qualify for this exemption, students must meet the following requirements:

Provide tax documents showing that the parents or legal guardian has filed a MD income tax return annually during and after high school enrollment.

Must have graduated from a high school (public or private) or must have earned the equivalent General Education Diploma (GED) in the United States.

To receive in-county rates the student must have graduated from a high school in Chesapeake College's five county service region and register within four years of graduation.

If wishing to participate in the high school dual enrollment program must be attending a high school (public or private) in one of the College's five support counties (Caroline, Dorchester, Kent, Queen Anne's or Talbot).

Must submit an Undocumented Student Affidavit Form affirming that the student has met all of the requirements outlined above. Information obtained in this process is strictly confidential and will not be disclosed unless required by law.

Provide proof of selective service registration (for men only).

Students with undocumented citizenship status are subject to the out-of-state tuition rates and may not be eligible for federal or state financial aid. For additional information regarding these requirements go to

<https://www.chesapeake.edu/admissions/dream-act>.

DACA Students and other Non-US Citizens

A student who is registered with DACA and has an Employment Authorization card with DACA C33 or Asylum-A12 are eligible for In County or Out of County tuition rates based on county of domicile. Students must self-identify and produce an Employment Authorization card at the time of registration. Other Eligible Non-US Citizen Asylum Statuses will be considered on a case-by-case basis. For additional information contact admissions@chesapeake.edu.
