

Allegany College of Maryland  
**ADMISSIONS POLICY**  
**HUMAN SERVICE PROGRAM**

Approved by Board of Trustees  
Revised 10/19/2015

**BACKGROUND AND PURPOSE**

Applicants interested in the Human Service Program will be evaluated for admissions to the clinical portion of the program utilizing the Human Service Program Manual, Section III, Admissions Process.

**POLICY**

**I. POLICY STATEMENT**

Admission into the Human Service Associate Curriculum involves a process which considers a variety of elements including interviews, ACM Work evaluation results, written materials, and past academic records.

**II. PROCEDURES**

Applicants are assessed on his/her own merits. Each person is considered as a unique individual; therefore, comparisons are not made between applicants. Assessment of the areas which contribute to successful performance in classroom, fieldwork, and employment settings include interpersonal skills; oral and written communication; maturity; motivation; flexibility; access to a support system; realistic career goals; potential to work as a team member; and the ability to balance current work; school; family; and personal responsibilities; and related work, volunteer, or life experience.

**III. CHANGES**

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.