Allegany College of Maryland

ADMISSIONS POLICY

Medical Assistant

Approved by Board of Trustees

BACKGROUND AND PURPOSE

Applicants interested in the Medical Assistant Program will be evaluated based on the criteria for admissions to the clinical component of the program.

POLICY

I. POLICY STATEMENT

Students are enrolled in the pre-phase or Pre-Medical Assistant Program. The status allows the student the opportunity to enroll in developmental courses, general education courses, Medical Administrative Assistant courses and other courses to prepare for the Medical Assistant Program. Students in Pre-Medical Assistant who meet the minimum requirements are admitted into the Medical Program as space is available. Seats are competitive. Students are not guaranteed a seat in the Medical Assistant Program merely on the basis of achieving the minimum requirements. Please refer to the College catalog.

II. PROCEDURES

- Pass the Allegany College of Maryland placement test or successfully complete all courses required.

- A minimum overall college grade point average of 2.00.

- Successful completion of a minimum of 12 semester hours of college-level course work chosen from the following list:

English 101, Freshman English I	3 Credits
Mathematics Elective	3 Credits
Medical Assistant 101, Essential Skills for the Health	3 Credits
ProfessionalMedical Administrative Assistant 110, Medical Terminology	3 Credits

III. OTHER PROVISIONS

Twenty students are accepted into the program annually, therefore, the following priority order is observed:

- First priority to students meeting all admissions criteria.

- Second priority goes to students who withdrew in good academic standing(a grade of less than C) for medical reasons. A physician's written statement is required describing the need to withdraw and an anticipated date of

return.

- Third priority goes to those students previously withdrawn according to theprogram guidelines.

- Fourth priority goes to those students who have been unsuccessful in aprevious Medical Assistant class.

IV. 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.