



## **TRANSFER CREDIT POLICY**

Outside of existing articulation agreements, MCC will evaluate and consider awarding academic credit for credit earned at higher education institutions accredited by the agencies recognized by the United States Department of Education or similarly accredited international institutions.

To have credits considered for transfer, a student must have an official transcript from his or her previous institution(s) sent to MCC. The College must receive official transcripts no later than two weeks prior to the term start date. Unofficial transcripts, hand carried transcripts in sealed envelopes, and copies of official transcripts will not be accepted.

Students may be required to provide a catalog, course descriptions, syllabus, or other relevant documents to help determine course equivalency.

All transcripts that are not from an American institution must be evaluated on a course-by-course basis. All evaluations must be completed by an approved NACES agency or by AACRAO Evaluation Services.

Transcripts in a language other than English must also include an official English translation.

Any costs incurred for evaluation and/or translation services will be the responsibility of the student and must be paid directly to the agency performing the service.

Transcripts submitted to MCC for credit transfer consideration become the property of the College and cannot be returned to the student or forwarded to other institutions.

MCC reserves the right to limit the transferability of credit based on the source of the credit, the method of instruction, or the duration of the term.

Programmatically accredited programs may limit transfer credits accepted to those received under the same programmatic accreditation.

The final determination on the transferability of credit is made by MCC and cannot be appealed.

## **TO BE CONSIDERED FOR TRANSFER**

To be considered for transfer:

- The course must be comparable in nature, content, and level of credit to an MCC course. Generally, MCC will not consider for transfer any courses that have a smaller credit load than a corresponding MCC course.
- MCC will accept the general education courses completed within ten (10) years from the date of the transfer request and awarded a grade of C or higher (70 or above).
- MCC will accept Business and Information Technology courses completed within five (5) years from the date of completion and awarded a grade of C or higher (70 or above).
- MCC will accept Medical Foundation courses and the general education Biology course completed within five (5) years from the date of the transfer request and awarded a grade of B or higher (80 or above).
- MCC may award transfer credit for valid and or active industry certifications or nationally recognized licensure examinations based on the appropriateness and applicability of the credential to the MCC program curriculum.



MCC will not award transfer credit for the following types of courses:

- Remedial, retraining, or non-credit courses;
- Professional development, in-service education, continuing education courses, or other similar courses designed for individuals who want to upgrade their occupational or professional skills, acquire new skills or prepare for a proficiency examination.

MCC reserves the right to limit the transferability of credit based on the source of credit, the method of instruction, or the duration of the term. The final determination on the transferability of credit is made by MCC and cannot be appealed.

### **TRANSFER OF STUDENTS FROM OTHER INSTITUTIONS**

Students transferring to MCC from another institution must contact Admissions Department and follow a standard Admission Process.

MCC limits the number of transfer credits accepted from other institutions to 49% for any chosen program of study.

### **RESIDENCY REQUIREMENTS FOR AAS DEGREE PROGRAMS**

Students must take at least 51% of coursework at Midwestern Career College to earn an Associate of Applied Science Degree with the College.