

PROCEDURES ON ADVANCED STANDING - AWARDING OF CREDIT

Monroe County Community College may grant advanced standing for students admitted to the College. A maximum of 45 semester hours of advanced standing credit may be used toward a degree from Monroe County Community College. Advanced standing may be granted per the following:

- A. Successful completion (defined as a grade of C- or better) of credit courses from another regionally accredited institution of higher education.
- B. Credit by Examination
  - 1. College Level Examination Program (CLEP) and Advanced Placement Examinations (AP)

Advanced Standing through Credit by Examination can be obtained by two forms of standardized testing: The College-Level Examination Program (CLEP) and the Advanced Placement Program (AP). Attachments A and B (3.12 a) specify courses accepted from these programs by Monroe County Community College. (Students desiring credit by examination for courses on attachments A and B must take the CLEP or AP exams, as the College does not offer divisional credit by examination that duplicates these subject areas.) Credit earned via CLEP or AP is identified on the student's MCCC academic record.

- 2. Monroe County Community College Divisional Examination

An additional option for credit by examination is divisional testing for selected MCCC courses, primarily occupational and technical. This opportunity is limited to specific courses identified by the appropriate divisions. By passing a comprehensive examination with a grade of "C" or better, students can earn credit for a specific course.

Students may obtain applications for such examinations in the Division Offices. Fees to cover laboratory testing will be assessed prior to the examination when necessary. This materials fee is non-refundable. Upon successful completion of the examination the Registrar's Office will be notified of the result by the Academic Dean. A student is limited to a single attempt per course for credit by examination.

Credit by examination is not available as a vehicle for repeating a course. Attainment of a "C" or better in a course which requires a prerequisite disqualifies the student from gaining credit in the prerequisite course(s) via credit by examination, (e.g., a student may not receive credit by examination for Math 151 if he/she attained a grade of a "C" or better in Math 152). A student may choose to have the grade recorded as "PASS" (P) rather than the letter grade. If the student elects to have the letter grade recorded, the grade and honor points will be included in the MCCC grade point average. MCCC divisional credit by examination courses are identified on the MCCC academic record with 'CREX' following the course title.

Credit by examination is limited to a maximum of 30 credit hours.

C. Credit for Military Service

A student presenting the Office of the Registrar with a DD214 (Discharge) form showing a minimum of one (1) year of service with the discharge being either "honorable" or "general under honorable conditions" will be awarded two (2) credit hours of general elective (HPE) credit.

D. Military Service Schools

Military service personnel, having successfully completed military service schools or training courses, may be awarded academic credit once proof of successful completion has been provided to the Office of the Registrar. MCCC uses as a guide the recommendations for awarding of credit from the American Council on Education (ACE).

E. Requests for awarding of credit for work at non-accredited educational institutions, apprenticeships, non-collegiate educational experiences, credentialing examinations and other academic experiences will be evaluated on an individual basis by the Academic Dean in consultation with the Registrar. Recommendations will be submitted to the Vice President of Instruction for final approval.