

Transfer Credits

In order for a student enrolled at the Academy to receive credit for a course taken at another institution, the following conditions must be met:

- The transfer course must be offered at an accredited institution.
- The catalog description of the course must be substantially similar to that of the corresponding Academy course and be of equal or greater credit hours.
- A request for approval to take the course for transfer credit must be submitted to the appropriate department chair at least two weeks prior to the start of the course.
- A student who requests a transfer course while enrolled during a semester at the Academy as a full-time student will be reviewed specifically to determine whether the transfer course will constitute an overload or excessive load for the semester.
- Authorization to take the course for transfer credit will be granted or denied at the discretion of the Academic Dean with the advice and consent of the respective chair of the academic department in which the course is offered at the Academy.
- A grade of 'C' or better (2.0 or higher) must be obtained in the course for it to be deemed successfully completed. The grade received for the course transferred will not be included in computing the student's CQPA.
- An official transcript showing completion of the course must be sent to the Registrar's office no later than six weeks after the course completion.
- With regard to on-line course offerings, a maximum of two courses will be eligible for transfer credit, but only one in a given academic department.
- No Standards of Training, Certification and Watchkeeping (STCW) course may be taken on-line.
- A student must be in good academic standing in accordance with MMA policy at the time of his/her request to take an online course.