

## **TRANSFER CREDIT**

Transfer credit from accredited institutions may be awarded for grades of C or higher in courses comparable to those offered at NMCC. Applicants requesting transfer credit must submit their request to the admission director, preferably prior to enrollment. Courses accepted for transfer credit are not included as part of any student's grade-point average at NMCC.

I. The college's policy is to accept no more than six credit hours from another institution while the student is currently enrolled in a prescribed two year program at NMCC. Determination will be made on an individual basis.

1. A student wishing to attend another institution while enrolled at NMCC must make a written request.
2. Request must be approved by the advisor, department chairperson and the dean of students.
3. The written approval and final grades are to be submitted to be recorded on the permanent transcript as transfer credit.

English Area Course Transfer: Transfer students entering the associate degree programs will be allowed up to six credits of transfer in English as long as the course content is directly related (Public Speaking for Speech, etc.).

1. Knowledgeable staff may be utilized to determine acceptability of transfer credit.
2. If course content is the same, similar or exceeds that offered at NMCC, full transfer credit will be given.
3. If unable to determine acceptability, either the academic dean, department chairperson or other knowledgeable staff member will be contacted for assistance.

Occupational lab credits are acceptable for up to four full semesters (usually 24 credit hours).

Credit for occupational lab may be fulfilled by one or more of the following methods:

1. Successful completion of a recognized apprenticeship training program approved by the Maine State Apprenticeship Council.
2. Applicants who have successfully completed a Journeyman's Examination may submit written application for lab credit.
3. Applicants presently enrolled or having completed in-house training in which formal apprenticeship training or examinations are not used.

Nursing Program Guidelines:

1. Any nursing (NUR) course(s) must be repeated if the student took the course(s) more than five years previously. If the course(s) was taken within the past three to five years, the student may request to audit the lecture portion and may not need to re-do the clinical component. Determination is made on an individual basis.
2. Related science courses must be repeated if they were taken more than ten years previously.

## **ADVANCED STANDING**

*-By Examination:* Students may be awarded up to 15 credit hours toward the requirements of a certificate or associate degree at NMCC through the General or Subject Examinations of the College Level Examination Program (CLEP) or through the Defense Activity for Non-Traditional Education Support (DANTES) examinations. The college accepts the American Council on Education's (ACE) recommendations on acceptable scores and credit hours for the awarding of credit by examination. Whatever the ACE recommended score (General Examination or Subject Examination) is at the time of request shall be the college's minimum acceptable score for the awarding of such credit. Requests must be submitted to the dean of students.

*-By Work Experience:* Matriculated students may receive course credit for substantial previous work experience directly related to required courses within the curricular programs in which they are enrolled, subject to approval of the appropriate instructors, department chairperson, and academic dean. Any student seeking work-experience credit must submit a detailed resume of the activities or skills exercised on the job and a letter from the employer recommending the awarding of credit; the student must then be interviewed by the department chairperson and an appropriate instructor, whose recommendation must then be acted upon by the academic dean.