

Transfer Credit and Transcript Evaluations

Students admitted to Montgomery County Community College who have invested time and money in previous coursework at other accredited colleges, may wish to have their transcripts evaluated for the purpose of awarding transfer credit. Only official transcripts will be reviewed. An official transcript is one that comes from the Records office at an institution and is either sent directly to the Enrollment Services Office or given to the student for delivery to the College. Please note that once a transcript has been opened, it is no longer considered official. Faxed transcripts, both high school and college, are not official and can *only* be used for evaluation assessment, not for the official transfer of credits.

General policies related to transfer credit and transcript evaluation are:

1. Courses taken at accredited schools are generally transferable if they are equivalent in content to Montgomery County Community College's course.
2. 75% of credits may be transferred into the College from all outside sources, including AP and CLEP. For a 60 credits associate degree program a maximum of 45 credits may be transferred to the program of study.
3. Selected programs (STEM and Health Sciences) may require math and science courses taken within the last five years for transfer credit.
4. Only grades of "C" or better will be considered for potential transfer credit.
5. Developmental coursework will not be accepted as transfer credit.
6. Proficiency courses, those which produce a "pass" or "satisfactory" grade, will be accepted as transfer credits if the grade value is equivalent to 2.0 (C) or above.
7. Students who have credits from a foreign university must have their transcripts reviewed by a NACES accredited credential evaluation service, such as WES, www.wes.org.
8. Military personnel are eligible to have their military experience and training reviewed for transfer credits, by submitting a DD 214 and military transcript.
9. Students earning specific scores on standardized exams (CLEP, AP test and Excelsior) may earn college credits. To find out which exams and scores are accepted go to [Prior Learning Assessment](#) webpage.

Once all transcripts have been received, credits will be evaluated, and you will be notified by your student MC3 email which of the courses, if any, have transferred to Montgomery County Community College.

If there are courses you need that have prerequisites and your transcript has not been evaluated, you **MUST** bring in an unofficial copy of your transcript to your first advising appointment for verification that all pre-requisites have been met. With verification, an advisor can assign you a course prerequisite waiver to allow registration pending receipt of an official transcript.