

## 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 Records and Registration 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. A maximum of 30 credits may be transferred into the College from all outside sources, including AP and CLEP.
3. Required math and science courses taken within the last five years may be accepted 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 not be accepted as transfer credits.
7. For all health majors, courses that are not needed in order to complete your major at MCCC will not be accepted as transfer credits. If you should change your major to a non health major your transcript will be re-evaluated. You will need to request the re-evaluation.
8. 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](http://www.wes.org).
9. Military personnel are eligible to have their military experience and training reviewed for transfer credits, by submitting a DD 214 and military transcript.
10. 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 you may contact the Records and Registration Office.

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

If there are courses you need that have pre-requisites 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 sign the registration form for class pending receipt of an official transcript.