

Transfer Evaluation Policy

Montcalm Community College will accept toward graduation up to 75% of the credit hour requirement of any degree or certificate from Universities and colleges accredited by the Higher Learning Commission (HLC). Credit for other learning experiences (Military, ACE, CLEP, Advance Placement, etc.) may be considered on a case-by-case basis.

Courses may transfer to MCC if students achieve a grade of C or better in the transfer course in question, and if the transfer course has an equivalent course at MCC. Courses without equivalents may transfer in as elective credit. Zero-series courses (those with a course code below 100) do not transfer toward degree credit requirements.

Unless accredited by the HLC, foreign classes will not transfer to MCC.

Courses may transfer from accredited institutions if course outcomes and content are determined to be equivalent to a course offered by MCC. This determination is made through a review of course descriptions, course syllabi and with the approval of the Chair of the Department overseeing the course in question.

The transfer policy and processes are reviewed annually by the Dean of Student and Enrollment Services/Registrar to assure that students are served in a clear and fair fashion while maintaining the institution's academic integrity. Recommendations for changes are presented to the Curriculum Committee for review and input.

Transfer Evaluation Process

Official transcripts are those delivered to MCC directly from a student's previous institution via postal or electronic mail.

Transcripts from previous colleges and universities are reviewed by the Assistant to the Registrar. Transcripts from Military or other institutions or learning experiences (ACE, CLEP, AP, etc.) are reviewed by the Dean of Student and Enrollment Services/Registrar. Appeals for reconsideration of transfer coursework are reviewed by the Dean of Student and Enrollment Services/Registrar upon submission of the Transfer Credit Appeal form.

A summary of regularly transferred classes from a variety of partner colleges and universities is reviewed and updated on a monthly basis. This information is then transferred regularly to www.macrao.org under Michigan Transfer Network.

Transfer Course Expiration (located at www.montcalm.edu/coursestransferexpirationdates/)

Montcalm Community College (MCC) will take courses in transfer from U.S. colleges and universities** accredited by the Higher Learning Commission. Students must achieve a grade of C or better in transfer courses. The transfer course must have an equivalent course at MCC. Courses without equivalents may transfer in as elective credit. Zero-series courses (those with a course code below 100) do not transfer toward degree credit requirements.

To assure that degrees and certificates awarded by MCC accurately represent the recipient's high level of skill and knowledge, the following time limitations apply to transfer courses:

Nursing/Health Occupation courses: expire one year after completion at a previous institution (some courses within the pre nursing certificate program may have expiration dates specific to the nursing program)

***Technology courses:** expire 5 years after completion at a previous institution

***Science courses:** expire 10 years after completion at a previous institution

***Occupational courses:** expire 5 years after completion at a previous institution

***Math classes:** expire 10 years after completion at a previous institution

All Other courses expire 20 years after completion at a previous institutions.

Students/counselors may request a [Transfer Credit Review](#) if they feel the student has retained the knowledge from the expired course, or the student has been working in a field which requires they utilize the skills they obtained in the expired course.

**Expired courses may be counted as electives.*

***Certain journeyman and current Cosmetology licensing may equate to transfer credit.*