



Transferring Credits to MCC

Monroe Community College awards transfer credit in accordance with the State University of New York Transfer Credit Policy. Transfer credit is defined as college credits from other sources such as another post-secondary institution, Advanced Placement (AP), International Baccalaureate (IB), CLEP and DANTES, military experience, and college credits earned in high school.

Those students wishing to receive transfer credit must request an official transcript(s) be sent directly to MCC's Admissions Office or brought to the Admissions Office in a sealed envelope. Transfer credit is evaluated by the academic departments and added to a student's permanent record by the Admissions Office. Credits are evaluated once a student has been accepted to MCC. Students will receive a transfer credit evaluation by email. Students appealing SUNY transfer credits have the option of appealing through the SUNY Transfer Appeal Process after they have proceeded through the MCC Transfer Appeal Process.

Students wishing to appeal the transfer credit evaluation should submit a request to appeal the evaluation decision to the Admissions Office and provide documentation to support the appeal. Students will receive a response within seven business days. Students may be asked to provide supplemental information such as course syllabus or course descriptions from the year and semester they took the course.

If you have questions about transfer credit, please contact the Admissions Office at 585-292-2200 or admissions@monroecc.edu. The following are the types of transfer credit Monroe Community College will review and evaluate:

Credits from Post-Secondary Institutions

Credit is granted for courses completed at another post-secondary institution which is approved by a regional accrediting agency recognized by the U.S. Department Of Education or Council for Higher Education Accreditation (e.g. Middle States Commission on Higher Education, American Council on Education, etc.). Acceptance or denial of transfer credit is not determined exclusively on the basis of the mode of delivery. MCC will consider course equivalencies by reviewing if expected learning outcomes are substantially equivalent to MCC's curricula and standards.

- A student whose cumulative average at a previous college was 2.0 (on 4.0 scale) or higher, may have all courses with grades of C or higher considered for transfer credit.
- Courses bearing less credit at previous institutions than the course it parallels at MCC will only be given the number of credits earned at that previous institution.
- Quarter hours of credit will be transferred as two-thirds of one semester hour, e.g., 9 quarter hours equals 6 semester hours.



Advanced Placement, International Baccalaureate, CLEP and Dantes

The College recognizes the Advanced Placement Program offered through the College Board. Students must submit examination score reports to the Admissions Office. Specific scores and minimum scores required can be found at:

- AP & IB: <https://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/admissions/documents/creditbyexam-apib.pdf>
- CLEP: <https://www.monroecc.edu/depts/testingservices/clep/>
- Dantes: <https://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/admissions/documents/dsst.pdf>

Military Credits

Students may be eligible to earn transfer credit for military experience. Credit hours completed in the military are granted as recommended by the American Council on Education (ACE) or Department of Defense (DOD) and are accepted up to the number of hours required by the degree program minus 24 residency credit hours required at MCC. Those who have served in the military should submit an AARTS or SMART transcript to the Veterans Office.

- Students may submit their DD214 forms and will be awarded 2 credits for Health/ Physical Education
- Students with questions about military credits should contact the Veterans Office at 585-292-2248 or veterans@monroecc.edu

Transfer Credit Awarded by an Institution Outside the United States

All credits earned outside the United States must be evaluated by a third-party credential evaluation service. Students are responsible for having their credits evaluated by a third party. MCC will award credit from evaluations from the following agencies:

- World Education Services (WES): www.wes.org
- Educational Credential Evaluators (ECE): www.ece.org

Credit by Examination

Students may receive credit for courses offered at Monroe Community College by taking a competency evaluation administered by the academic department. Credit is applied according to actual grade assigned by the department. Please contact the department chairperson to determine if credit by examination is available for specific courses.

Work Experience/Portfolio Assessment

Some departments may provide portfolio assessment. Portfolio Credit will be reviewed on an individual basis for verifiable college level learning acquired other than at MCC and may be granted under the circumstances below.

- Students who have matriculated into a degree program, with at least three to five years of work experience.



- Individual academic departments will determine which courses are available for portfolio assessment. Courses must be applicable to the degree program desired at MCC.
- The mechanism to assess a student's portfolio for prior learning will be determined by the department granting the credit.
- The evaluating faculty member will review the Course Learning Outcomes (CLOs) for the course for which credit is being sought, and evaluate the extent to which the student's portfolio documentation demonstrates that 75% of the CLOs for the course have been met through the student's prior learning experience.
- Similar to the process of granting credit for AP, CLEP, ACE or Military (DOD transcript) credit, approved portfolio credit will be noted on the transcript with a "T." No grade will be recorded, nor is the grade point average affected.
- A student selecting the portfolio evaluation method to earn credit is required to enroll in a Portfolio Development Course.

Please contact the Admissions Office at 585-292-2200 or admissions@monroecc.edu to receive a referral to an academic department.

MCC is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or criminal conviction. Employees, students, applicants, or other members of the College community (including



but not limited to vendors, visitors and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.