Muskegon Community College

Credit for Industry-Recognized Credentials Application Form

Muskegon Community College considers industry-recognized credentials, such as professional licensures and certifications, to represent a level of learning and competency for which college credit may be granted.

How to Apply for Credit: Submit this form and a copy of your current industry-recognized credential to the Registrar's Office, either by email to OfficeoftheRegistrar@muskegoncc.edu, by fax to (232) 777-0209, or in-person to the Student Welcome Center. *Submit one form per credential.*

Review Process: Applications and credentials are evaluated by the appropriate academic department at MCC, whose decision is final. After submitting this form and a copy of the credential to the Registrar's Office, the Registrar's Office will forward the documents to the appropriate academic department at MCC. After a faculty member in the academic department makes a decision, the Registrar's Office will notify the student through the student's MCC email account.

Student Information

Date: _____ First and Last Name: _____ Student ID: _____

MCC Email Address: _____ Phone: _____

Credential Information

Name of Credential:	*Date Credential Was Awarded:*	*Credential Expiration Date (if applicable):*
_____	_____	_____

Student Signature

By signing and submitting this application, I understand and agree to the following:
- Determination of credit is made by the appropriate academic department at MCC, whose decision is final.
- Submitting this application does not guarantee than it will be approved nor that any credit will be awarded.
- Students awarded credit for industry-recognized credentials must still meet MCC's degree residency requirement, which requires students to complete at least 30 total credits, or the last 15 credits, at MCC in order to earn a degree at MCC.

Student Signature: _____ Date: _____

Academic Department Decision (To Be Completed by Faculty Evaluator)

Faculty Signature: _____ Decision: Approved Denied

If approved, course credit to be awarded:

Course Number:	*Course Title:*	*# Credits to Award*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____