



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Credit for U.S. Armed Forces Institute (USAF) Courses and Credit for Non-Traditional and Military Learning	EGA - III	2	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
E – Instruction	Academic Achievement: Grading and Credit	EGA	8/26/2025

PURPOSE

The purpose of this procedure is to outline the conditions applying to Credit for U.S. Armed Forces Institute (USAFI) Courses and Credit of Non-Traditional Learning.

PROCEDURE

Credit for U.S. Armed Forces Institute (USAFI) Courses

The following conditions apply regarding the acceptance at McLennan Community College (MCC) of credit for the United States Armed Forces Institute (USAFI) courses:

- Credit for USAFI courses taken by correspondence or through college extension may be accepted at McLennan Community College (MCC) as transfer credit if the courses correspond with courses offered at McLennan Community College. A course not meeting this criterion may be approved as a substitution for a McLennan Community College course by the Coordinator of Admissions & Recruitment and the appropriate program director or department coordinator.
- USAFI courses for which credit was gained by examination only will not be accepted.
- USAFI courses approved for transfer or as substitutions will apply toward degrees and certificates granted by McLennan Community College. All pertinent General Catalogue regulations shall apply.



Credit for Non-Traditional Learning

McLennan Community College may grant college credit hours for:

- Non-credit workforce development courses taken at McLennan Community College or other accredited or nationally recognized institutions
- Certificates received from state or national certifying boards, provided that the certification courses are the equivalent of MCC college credit courses in an approved Workforce Education Program, and
- Workplace experience where the college has received clear evidence that the student learning involved was evaluated appropriately. Awarding of credit hours is recommended by departmental faculty and approved by the appropriate dean.

Non-credit courses taken at McLennan Community College or at other institutions and/or agencies and converted to college credit hours will normally not become a part of the student's permanent record until he earns an equivalent number of credit hours in regular college level courses at MCC. Exceptions may be approved by the appropriate Dean.

College-credit hours may be granted to students who have passed state or national licensure or certification examinations in the following major fields: child care, paralegal, police academy, radiologic technology, or other Workforce Program areas approved by the appropriate Dean. Although such credit may be granted upon entry into one of the designated programs at MCC, the credit will not become a part of the student's permanent record until the degree is granted. Normally no more than 15 credit hours may be awarded, exceptions may be approved by the appropriate Dean.

The Dean shall maintain a record of the non-credit courses, licensures and certifications for which MCC equivalencies have been established.

College-credit for workplace learning experience is recommended by the departmental faculty through administrative channels to the appropriate Dean. Students must provide clear evidence that the workplace experience is equivalent to a required internship or practicum required in a particular degree plan.