



EXPERIENTIAL CREDIT FACT SHEET

How to Apply

1. Complete the attached application form. If you are not a matriculated student, you must also complete an application for admission and be accepted into a degree program.
2. Documentation to support your application for credit(s) must include:
 - a) resume
 - b) two notarized letters from employers
 - c) a statement of your competence and skills in each of the areas in which you desire college credit
3. Submit the completed application, your documentation, and the \$100 non-refundable processing fee to:

STUDENT RECORDS OFFICE, MCCC, P.O. Box B, Trenton, NJ 08690

The Assessment Process

1. Upon receipt of your application materials, a professional staff or faculty member will be assigned to complete the evaluation. The evaluator may require an in-person interview and an oral or written test before credits are awarded.
2. When the evaluation has been completed, you will be notified of the total fee due based on the number of credits awarded. There is a \$100 non-refundable processing fee and a charge of \$25 per credit awarded.
3. After payment is received, a transcript listing the credit award will be sent to you.

**APPLICATION FOR CREDIT
BY EXAMINATION AND/OR EXPERIENCE
MERCER COUNTY COMMUNITY COLLEGE**



DIRECTIONS: Please print in ink or type.

- 1) Fill out this side of the application form.
- 2) Submit the completed application and nonrefundable \$100 processing fee to:
 Student Records Office
 Mercer County Community College
 P.O. Box B
 Trenton, NJ 08690

PART I STUDENT INFORMATION

Name _____ Student ID # _____

Address _____
Street City State Zip Code

Telephone: Home () _____ - _____ Work () _____ - _____ Cell () _____ - _____

Are you currently enrolled at Mercer? Yes _____ No _____

If yes, in which program are you enrolled? _____

PART II APPLICATION INFORMATION

Please list the courses for which you are seeking credit and choose the method of evaluation.
 (Refer to the MCCC Catalog for course numbers and titles.)

Course	Course Title	Method of Examination/Experience
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Means by which experience was gained: (Check all that apply.)

- Employment
 Community Activities
 Trade/Technical School
 Workshop(s)
 Correspondence Courses
 Other

There is a \$100 non-refundable processing fee and a charge of \$25 per credit awarded.
FEES ARE SUBJECT TO CHANGE AT ANY TIME.

FOR OFFICIAL MCCC USE ONLY

CREDIT-BY-EXAMINATION

Course Number	Title	Number of Credits	Exam Date	Pass/Fail Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Examining Professor _____
Print Signature

Division Dean _____
Signature

CREDIT-BY-EXPERIENCE

Course Number	Title	Number of Credits	Evaluation Date	Credits Awarded
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Examining Professor _____
Print Signature

Division Dean _____
Signature

Approved by Student Admissions and Records _____

Fee Paid _____

Entered on Transcript _____
Date

Registrar _____