

Frequently Asked Questions

What is Credit for Prior Learning?

Credit for Prior Learning is the process through which students can receive credits at HCC for previous college coursework, lifelong learning, and military and work experience.

How do I transfer my courses to HCC?

- Apply to HCC online at www.hagerstowncc.edu/apply-register-online
- Submit all of your official transcripts (including military)
- Meet with an academic advisor
- Complete and submit a Transcript Evaluation Request form found online at www.hagerstowncc.edu/admissions/transfer-students

How do I receive credit through national exams?

- Take CLEP, DSST, AP, or IB
- Submit official score reports
- Passing scores are automatically reviewed for credit

How do I earn credit for lifelong learning?

- Consider which HCC courses you may have mastered through your life experience
- Gather documents that justify your claim
- Contact the curriculum and academic systems coordinator
- The curriculum and academic systems coordinator will put you in touch with the appropriate faculty member to assess your knowledge

How do I earn credit for military training?

- Submit your Joint Services Transcript (Army, Marine Corps, Navy, Coast Guard) or Community College of the Air Force transcript
- Meet with an academic advisor
- Complete and submit a Transcript Evaluation Request form found online at www.hagerstowncc.edu/admissions/transfer-students

Contact Information

Tina Berry
Registrar

Office of Financial Aid &
Records, ASA-401
240-500-2341

creditforprior@hagerstowncc.edu

**Admissions and
Enrollment Management**
240-500-2238

Academic Advising and Registration
240-500-2240

Veterans Benefits/Records Office
240-500-2239

Financial Aid
240-500-2473

Disability Support Services
240-500-2273

Helpful Websites

www.hagerstowncc.edu/admissions

www.acenet.edu

<http://clep.collegeboard.org>

<http://jst.doded.mil>



Stay close. Go far.

11400 Robinwood Drive
Hagerstown, MD 21742
240-500-2000

www.hagerstowncc.edu



Credit for Prior Learning



- Adult Learners
- Transfer Students
- Active Military Members and Veterans

At HCC, you have a variety of options for receiving credit for prior learning and experience. Whether you have previously attended another college or university or you have an informal educational background, HCC can help you transition into your desired program of study.



Credit by Validation

Students may be awarded up to 15 credits for work and life experience as validated by HCC via portfolios, advanced standing and/or institutional (or challenge) examinations. These credits cannot be used to fulfill the required minimum credits in residence for graduation.

Institutional Examinations

Institutional examinations (practical or written) are offered at HCC in selected subjects for which CLEP and DSST exams are not available. Students must be admitted to the college before taking an institutional exam. An examination fee will be charged. An institutional exam per subject area may be taken only once and is arranged through the faculty and division chair or director.

Advanced Standing

By completing upper-level courses, students can demonstrate prior knowledge and receive corresponding lower-level credits retroactively. Students must first meet with an appropriate faculty member and complete all paperwork before beginning the upper-level course.

Credit by Portfolio

Students can present portfolios of their work history to appropriate faculty members to receive

college credit. Portfolios can include items such as writing or work samples and job descriptions. Some certifications have already been evaluated and deemed appropriate for credit. For more information, see the “Industry Certifications” section of the college catalog available online at <http://catalog.hagerstowncc.edu>.

Nontraditional Students

Nontraditional students are those who do not enroll in college immediately after high school. They can be any age and include those who do not have any previous college experience. At HCC, nontraditional students can be awarded up to 30 credits for:

- Military experience
- Programs evaluated and recommended for credit by the American Council on Education
- Nationally Standardized Exams including
 - Advanced Placement (AP)
 - International Baccalaureate (IB)
 - College Level Examination Program (CLEP)
 - Dantes Subject Standardized Test (DSST)

CLEP and DSST examinations can be administered at HCC’s Testing Center. Visit www.hagerstowncc.edu/testing for scheduling information.

Transfer Students

HCC welcomes applications from transfer students. To ensure the successful transfer of previous college credits, students seeking a degree at HCC must submit official transcripts from all colleges attended and any applicable military transcripts to the Office of Records. A review of the transcripts will not be completed until all documents are received and a Transcript Evaluation Request Form has been submitted. If the student has taken CLEP, DSST, AP, or similar exams, official score reports must be submitted as well. It is important that students have a completed credit evaluation before scheduling courses at HCC. Credits taken at regionally accredited institutions will be applied to the program of study chosen by the student.

HCC adheres to the general education and transfer policies of the Maryland Higher Education Commission. Visit <http://catalog.hagerstowncc.edu> for the complete policy. Note: Students transferring into a health sciences or nursing program will need to meet additional program requirements and criteria. Contact the Academic Advising Office at 240-500-2240 or by email at advise@hagerstowncc.edu for more information.