TRANSFER CREDIT EVALUATION PROCESS
MEDICAL EDUCATION CAMPUS

Guidelines:
• If all courses and tests were taken at NOVA, you do not need to submit a NOVA transcript or request transcript evaluation for the MEC admission process.
• If some or all courses were taken within the Virginia Community College System (VCCS), you will only need to submit an online Transfer Credit Evaluation Request (Form 125-049E). You do not need to submit official transcripts for a VCCS college.
• If some or all courses were taken at another college or university outside NOVA or the Virginia Community College System, you will need to submit official transcripts to MEC Student Services, and complete the online Transfer Credit Evaluation Request (Form 125-049E).

Procedures:
1. Submit your transcripts for evaluation as early as possible. External transcripts must be officially evaluated by Student Services and all applicable transfer courses must be posted to your NOVA student record before submitting a MEC program application.
2. Request official transcripts from your previous college(s) and have them mailed to:

   Northern Virginia Community College   
   Medical Education Campus, Student Services   
   6699 Springfield Center Drive, Room 202   
   Springfield, VA 22150

   You may also request to have your transcripts mailed to your home address and you may bring them to the MEC Student Services Office in Room 202, but the transcripts must remain in a SEALED envelope. Opened transcripts are no longer official and will not be accepted.
3. Submit a Request for Evaluation of Transcript Form (Form 125-049E) which must be completed online at https://dashboard.nvcc.edu/Default.aspx. Paper transcript evaluation request forms will no longer be accepted. See page 3 for instructions on how to access online Form 125-049E. You must submit a separate request for each transcript you would like to be evaluated.
4. All international high school and international college transcripts must first be evaluated for course-by-course credit by an evaluation agency. Once you have received the completed course-by-course evaluation, follow the steps listed above to request final evaluation through MEC Student Services.

   World Education Services (WES) – http://www.wes.org   
   International Education Research Foundation – http://www.ierf.org
5. Allow 4 to 6 weeks for US transcripts and 8 to 10 weeks for international transcripts to be evaluated. Transcript evaluation notifications will be sent to VCCS email accounts.
6. Students may email meccounselor@nvcc.edu with questions or concerns regarding their transcript evaluation.
IMPORTANT INFORMATION REGARDING TRANSCRIPT EVALUATION

Previous College Degree
General Education requirements are automatically met by having a Masters, Bachelors, Associate of Arts, or Associate of Science degree from an accredited U.S. institution. General education requirements are not automatically met by having an Associate of Applied Science degree, or an international degree from outside the United States, but students may submit official transcripts for evaluation to see if individual courses may transfer.

Allied Health general education requirements met by having a previous degree include: ENG 111, SDV 101, CST courses, Social Science courses, Humanities courses, and PED 116

A previous college degree will NOT automatically waive Math, Science, and Computer courses that may be required by a specific Allied Health program. These courses must be taken or the equivalent courses transferred in from an accredited U.S. institution, and must meet the specified grade requirement for the desired program. Science courses must be within 10 years to be accepted. For more information on transferring courses, please refer to the credit for prior learning website at http://www.nvcc.edu/prior-learning/index.html.

IMPORTANT NOTE: Students with an external degree will not see their general education requirements listed separately on their NOVA student advisement report. It will instead display the message “GENERAL EDUCATION REQUIREMENTS MET FOR STUDENTS WITH PREVIOUS EXTERNAL DEGREES”, or a similar message. If you are applying to a program that requires a B or higher grade for the pre-requisites, then your grades will be verified using your external college transcripts and you do not need to have your grades listed separately on your NOVA advisement report for these courses.

Science Courses
All required college-level science courses must be within 10 years to be accepted.

AP/CLEP/ABLE Credit for Competitive Programs with a B or Higher Requirement
If you are applying to a program that requires a B or higher grade for the pre-requisites but you have tested out of the requirement, please check with the individual program office to see if these credits can be accepted and for the ‘B grade equivalent’ score requirements.

Minus Grades
NOVA does not utilize minus grades in its grading system, and these grades are rounded down. A "C-" grade will not transfer to the college and is the equivalent of a D grade at NOVA. A "B-" grade is the equivalent of a C grade at NOVA, and this will NOT meet the B or higher grade requirement for the competitive MEC programs.
Online Form 125-049E

Students will be prompted to sign into the NOVA Dashboard using their MyNOVA username/password.

Click on the link for the Transfer Credit Evaluation Request form.

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Name</th>
<th>Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>105-038E</td>
<td>Senior Citizen Enrollment Tuition Waiver</td>
<td>To be eligible for the Senior Citizen Enrollment Tuition Waiver for credit courses, including audits, or to enroll in credit or non-credit courses, you must meet all of the following guidelines.</td>
</tr>
<tr>
<td>125-049E</td>
<td>Transfer Credit Evaluation Request</td>
<td>Students use this form to request evaluation of their transfer credits.</td>
</tr>
<tr>
<td>125-348E</td>
<td>Visiting/Transient Student Request</td>
<td>Visiting/Transient students use this form if they wish to enroll in a NOVA course for the purpose of transferring credits to their home college or university.</td>
</tr>
</tbody>
</table>

Click either of the two hyperlinks that indicate the form or click the picture circled below to start completing the form.