Admission Policy, Classifications and Procedures

2.2.1 Admission Policy

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (ARS §§15-1805.01 and 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

Admission Classifications

1. Admission of Regular Students

   Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:
   
   A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
   B. Has a high school certificate of equivalency.
   C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
   D. Is a transfer student in good standing from another college or university.

2. Admission of Students Under 18 Years of Age

   A. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who completes course prerequisites and meets any one of the following requirements:
      
      i. A composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT).
      ii. A composite score of 930 or more on the Scholastic Aptitude Test (SAT).
      iii. A composite score of twenty-two or more on the American College Test (ACT).
      iv. A passing score on the relevant portions of the Arizona Instrument to Measure Standards test (AIMS).
      v. The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course.
      vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.
   
   B. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.
   C. Home schooled students are exempt from this sub-section.
   D. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least a specified score on a college entrance examination.

3. Specialized Vocational / Training Program

   Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student’s admission is in the best interest of the student.
2.2 admission/registration/enrollment (cont’d)

4. Western Undergraduate Exchange Program
The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) and meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Admissions and Records Office/Offerice of Student Enrollment Services.

5. Admission of F-1 Nonimmigrant Students
Prospective students should contact the Admissions and Records Office/Offerice of Student Enrollment Services or designated office for the international student application form(s). When completed, the form(s) should be returned to the Admissions and Records Office/Offerice of Student Enrollment Services or the International Education office with all requested supporting documents. After the file has been reviewed, a notice will be sent to the applicant indicating either acceptance or denial of admission.

To be guaranteed consideration for admission, all application materials must be received by July 1 for the fall semester and November 1 for the spring semester.

Prospective students seeking admission based on F-1 nonimmigrant status must provide proof of secondary school with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Admissions and Records Office/Offerice of Student Enrollment Services or designated office. In addition, it is the applicant’s responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

A. Admission to Academic Programs
Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of Admissions and Records of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET, ACCUPLACER, COMPASS or CELSA tests.

B. Admission to an Intensive English Program
Applicants for admission to an Intensive English Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:

i. At least six years of English language instruction as shown by the applicant’s school transcript(s);
ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based test);
iii. An original letter of recommendation from a teacher, school principal or headmaster/ headmistress, or the director of an English language institute attesting to the applicant’s proficiency at the intermediate level;
iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college’s responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
v. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

C. Financial Support
Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student’s average expenses for 10 months to be:

<table>
<thead>
<tr>
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<tr>
<td>Tuition and Fees</td>
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<tr>
<td>Living Expenses</td>
<td>$10,140(2)</td>
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<tr>
<td>Books</td>
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<tr>
<td>Health Insurance</td>
<td>$1,000(4)</td>
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<td>Total</td>
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</table>

D. Dependent Financial Guarantee
Evidence of financial support for dependents of F-1 students (spouse and dependent children) is also required: $5,000 for the first dependent and $2,500 for each additional dependent.

E. Health Insurance
All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges’ international student health insurance plan. Health insurance coverage for dependents of F-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 students. For more information contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

Footnotes
(1) Based on 2013-2014 tuition and fee schedule.
(2) Based on estimated living expenses for two (2) semesters (10 months).
(3) Based on average new and used textbook prices. Assumes books are sold at the end of the semester.
(4) Based on the 2013-2014 insurance premium for the mandatory Maricopa Community Colleges’ International Student Health Plan.
(5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

2.2.2 Admission Information
Students must file a Student Information Form with the Admissions and Records Office/Office of Student Enrollment Services at the college of attendance. There is no charge for this service.
1. Student Status
   A. Freshman - A student who has completed fewer than 30 credit hours 100-level courses and above.
   B. Sophomore - A student who has completed 30 credit hours or more in 100-level courses and above.
   C. Unclassified - A student who has an associate degree or higher.

2. Student Identification Number
   Disclosure of the social security number is voluntary (ARS §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.

3. Residency for Tuition Purposes (Appendix S-1)
   All students are classified for tuition purposes under one of the following residency classifications:
   A. Maricopa County resident
   B. Out-of-County resident
   C. Out-of-State resident (including F-1 non-immigrant students)

   Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

   A. Implementation
      i. Domicile status must be established before the student registers and pays fees. It is the student’s responsibility to register under the correct domicile status.
      ii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student’s classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
      iii. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

   B. Definitions
      i. “Armed Forces of the United States” means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.
      ii. “Continuous attendance” means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students
need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.

iii. “Maricopa County resident” means an individual who has lived in Maricopa County for at least fifty (50) days before the first day of classes of the semester. In-state residency must be established prior to county residency for those moving from other states. Refer to section C for guidelines.

iv. “Domicile” means a person’s true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

v. “Emancipated person” means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.

vi. “Full-time student” means one who registers for at least twelve (12) credit hours per semester.

vii. “Part-time student” means one who registers for fewer than twelve (12) credit hours per semester.

viii. “Parent” means a person’s father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

C. Criteria for Determining Residency

i. In-State Student Status

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.

2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:

   a. The person’s parent’s domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.

   b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.

   c. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person’s family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.

   d. The person’s spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person’s spouse was temporarily out of state for
3. The domicile of an unemancipated person is that of such person's parent.
4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
5. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.
6. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
7. Beginning in the fall semester of 2011, a person who is honorably discharged from the armed forces of the United States on either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:
   a. Registered to vote in this state.
   b. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
      1. An Arizona driver license
      2. Arizona motor vehicle registration
      3. Employment history in Arizona
      4. Transfer of major banking services to Arizona
      5. Change of permanent address on all pertinent records
      6. Other materials of whatever kind or source relevant to domicile or residency status
8. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.
   ii. Alien In-State Student Status
      1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.
2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of status is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.

3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
   - A. Foreign Government Official or Adopted Child of a Permanent Resident
   - E. Treaty Traders
   - G. Principal Resident Representative of Recognized Foreign Member Government to International Staff
   - K. Spouse or Child of Spouse of a U.S. Citizen, Fiancé or Child of Fiancé of U.S. Citizen
   - L. Intracompany Transferee, or Spouse or Child
   - N6. NATO-6
   - V. Spouses and Dependent Children of Lawful Permanent Residents

4. Students who hold a current visa and have submitted an I-485 to U.S. Citizenship and Immigration Services (USCIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the USCIS Notice of Action letter (I-797) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. In the event that an alien student’s parent is domiciled in this state and is allowed to claim the student as an exemption for state or federal tax purposes (3.C.i.2.a), the student’s parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in section 3 above.

iii. Proving Lawful Presence in the United States All applicants for in-state tuition (and other public benefits) must first show at least one of the following documents in accordance with ARS 1-502 to demonstrate that they are lawfully present in the United States by presenting to the Registrar at Least one of the following documents:

- An Arizona Driver’s License issued after 1996 or an Arizona Non-operating Identification License.
- A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States.
- A United States Certificate of Birth Abroad
- A United States Passport.
- A Foreign Passport with a United States Visa.
• An 1-94 Form with a Photograph.
• A United States Citizenship and Immigration Services Employment Authorization (Work Permit) or Refugee Travel Document.
• A United States Certificate of Naturalization.
• A United States Certification of Citizenship.
• A Tribal Certificate of Indian Blood.
• A Tribal or Bureau of Indian Affairs Affidavit of Birth.
  * Tribal members*, the Elderly and “Persons with disabilities or incapacity of the Mind or Body,” may submit certain types of documentation under section 1903 of the federal Social Security Act (42 United States Code 1396B, As Amended By Section 6036 of the Federal Deficit Reduction Act of 2005)**

**A Document issued by a federally recognized Indian Tribe Evidencing Membership or Enrollment in, or affiliation with, such tribe.**

If you think that this may apply, please contact the legal services department for assistance.

iv. Presumptions Relating to Student Status
Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:
1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the Armed Forces of the United States.

v. Proof of Residency
When a student’s residency is questioned, the following proof will be required.
1. In-State Residency
   a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
   b. Any of the following may be used in determining a student’s domicile in Arizona:
      1. Arizona income tax return
      2. Arizona Voter registration
      3. Arizona Motor Vehicle registration
      4. Arizona Driver’s license
      5. Employment history in Arizona
      6. Place of graduation from high school
      7. Source of financial support
      8. Dependency as indicated on federal income tax return
      9. Ownership of real property
      10. Notarized statement of landlord and/or employer
      11. Transfer of major banking services to Arizona
      12. Change of permanent address on all pertinent records
      13. Other relevant information
b. County Residency
   1. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and
   2. Any of the following may be used to determine a student’s county residency:
      1. Notarized statements of landlord and/or employer
      2. Source of financial support
      3. Place of graduation from high school
      4. Ownership of real property
      5. Bank accounts
      6. Arizona income tax return
      7. Dependency as indicated on a Federal income tax return
      8. Other relevant information

   Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

2.2.3 Other Admission Information

1. Veterans
   By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years’ service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal - Appendix S-7)

2. Ability to Benefit
   A. Federal guidelines require that students who are applying for financial aid demonstrate the ability to benefit. Under federal law, a student who enrolls after June 30, 2012, must be a high school graduate, have a GED certificate, or have completed a secondary school education in a home school setting that is treated as a home school or private school under state law, be admitted as a regular student, and be pursuing an eligible degree or certificate to qualify for federal financial assistance under Title IV of the Higher Education Act.
   B. For student enrolled prior to July 1, 2012, an evaluation during the admission process resulted in the student being admitted to the college with the status of Regular, Regular with Provisional Requirements or Special.
      i. “Regular” status, for the purpose of 2.2.3.2, is granted to an individual admitted to the college who is a high school graduate, has a GED certificate, or has completed a secondary school education in a home school setting that is treated as a home
school or private school under state law. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate in an eligible program.

ii. “Regular with Provisional Requirements” status, for the purpose of 2.2.3.2, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, is beyond the age of compulsory high school attendance, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate in an eligible program.

iii. “Special” status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

3. Transcripts
   A. The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be mailed directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. It is the student’s responsibility to ensure that official transcripts have been received and are complete.
   B. Students entering as high school graduates may be required to submit high school transcripts. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

4. Educational Assessment
   All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Course Placement Process (AR 2.2.7)

2.2.4 Credit for Prior Learning

The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit. Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):

- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCD colleges for specially approved programs. No more than 20 credit hours may be applied to AGEC. Credit received through Prior Learning Assessment is
transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend. For further information on Prior Learning Assessment, contact the Admissions and Records Office/Office of Student Enrollment Services.

1. Credit by Evaluation

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation. The number of credits listed in the ACE guide are recommendations only. A college is not required to grant a student the number of credits recommended. The credits are included on a student’s transcript.

A. Educational Experiences in the Armed Services

The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if:

i. Training parallels a discipline area offered through the Maricopa Community Colleges, and

ii. Credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed Basic Training, four (4) credit hours in Physical Education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

B. College Credit Recommendation Service (CREDIT)

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in The National Guide to College Credit for Workforce Training. If a student has received training that appears in the guide, he or she may receive college credit if:

i. training parallels a discipline area offered through the Maricopa Community Colleges, and

ii. credit meets a program requirement or is used as elective credit.

iii. Departmental Credit by Evaluation

Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, and completing applicable paperwork and other requirements of the college, including payment of required fee. See fee schedule for appropriate fee.

Fees are not refundable if a student fails to obtain credit. Students may not request:

i. The evaluation of a course a second time;

ii. The evaluation of a course while currently enrolled in the course;

iii. To establish credit in a previously completed course; and

iv. To establish credit for a lower level of a course in which credit has been received.

Exceptions may be granted at some MCCCD colleges for their unique programs of study. Certain departments have additional requirements that must be met before credit may be granted through departmental credit by evaluation. When credit is granted as outlined above, a notation of “credit by evaluation,” and the number of credits will appear on the student’s transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

2. College-Level Equivalency Examinations

ACE has published credit recommendations for a number of national standardized
examinations such as the ones listed below in the Guide to Educational Credit By Examination. The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Admissions and Records Office/Office of Student Enrollment Services from the specific testing company(s) before credit is awarded. All equivalency is subject to future review and possible catalog change.

A. Advanced Placement Examinations
Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit with a score of 3, 4 or 5. Scores must be received directly from CEEB before credit is awarded.

**English AP Recommendation**

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<td>5 or 4</td>
<td>6 credit hrs/ENG 101, ENG 100, AA, AC, AD</td>
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<tr>
<td>English-Literature and Composition</td>
<td>5 or 4</td>
<td>6 credit hrs/ENG 101 ENH 110</td>
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**Math AP Recommendation**

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<th>Credit Hours/Equivalency</th>
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</thead>
<tbody>
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<td>MAT 221</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>5 or 4</td>
<td>MAT 221, and MAT 231,</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3</td>
<td>MAT 221</td>
</tr>
<tr>
<td></td>
<td>4 or 5</td>
<td>CSC 100 OR CSC 110</td>
</tr>
</tbody>
</table>

B. College Level Examination Program
The Maricopa Community Colleges may award credit to individuals who have received a score of 500 or more for the 1986 version of the College Level Examination Program (CLEP) General Examinations (610 on the 1978 version) and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. The ACE credit-granting score recommendation will be 50 (on the 20-80 scale) for all CLEP computer-based exams beginning July 1, 2001.

- Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.
- Rio Salado College and Paradise Valley Community College are national CLEP test sites. For more information on registering for the CLEP examinations, contact Rio Salado College or Paradise Valley Community College.

**Composition**

<table>
<thead>
<tr>
<th>EXAM</th>
<th>SCORE</th>
<th>CREDIT HOURS/EQUIVALENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE COMPOSITION</td>
<td>50</td>
<td>WITH ESSAY QUALIFIES FOR ENG101 (3) &amp; ENG297 (1)</td>
</tr>
</tbody>
</table>

The Maricopa Community Colleges do not award credit for ENG 102 through CLEP examination.

**Foreign Languages**
Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges. For CLEP examinations taken prior to July 1, 2001, the Maricopa Community Colleges will grant credit based on the scaled scores indicated below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Spanish</th>
<th>French</th>
<th>German</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>50-54</td>
<td>50-54</td>
<td>39-45</td>
<td>4 (101)</td>
</tr>
<tr>
<td>102</td>
<td>55-65</td>
<td>55-61</td>
<td>46-50</td>
<td>8 (101, 102)</td>
</tr>
</tbody>
</table>
At the discretion of the individual college, an oral exam at the 202 level may be administered.

C. Defense Activity for Non-traditional Education Support Examination Program
   The Maricopa Community Colleges may award credit for the Defense Activity for Non-Traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG 102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities. The Assessment Center at Rio Salado College is a national test site. For additional information on registering for DANTES examinations, call (480) 517-8560.

D. American College Testing Proficiency Examination Program
   The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned.

E. Departmental Credit By Examination
   Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee, and completing the exam and other requirements of the college. See fee schedule for appropriate fees.

Students may not request:
   i. To challenge a course a second time;
   ii. To challenge a course while currently enrolled in the course;
   iii. To establish credit in a previously completed course; and
   iv. To establish credit for a lower level of a course in which credit has been received.

- Exceptions may be granted at some MCCCD colleges for their unique programs of study.
- Certain departments may have additional requirements that must be met before credit may be granted through departmental credit by examination.
- Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student’s transcript. Fees are not refundable after the examination has been administered, regardless of results.
- When credit is granted as outlined above, a notation of “credit by examination,” a grade and the number of credits will appear on the student’s transcript. The grade is used in computing the grade point average.

**College Level Examination Program (CLEP)**
Changes to exams and scores are determined by the respective statewide articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCD Institutional Councils (ICS).

**Table Revised March 2013**

<table>
<thead>
<tr>
<th>Examination</th>
<th>MCCCD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td><strong>Score</strong></td>
</tr>
<tr>
<td>College Composition</td>
<td>50 (July 1, 2001 or later), 600 (1986 version), 500 (1978 version)</td>
</tr>
</tbody>
</table>
### 2.2 admission/registration/enrollment (cont’d)

<table>
<thead>
<tr>
<th>Subject</th>
<th>ACE Score</th>
<th>Elective Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College Composition—Modular</strong></td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>6 Elective Credit</td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>8 Elective Credit*</td>
</tr>
<tr>
<td><strong>Social Sciences and History</strong></td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>3 Elective Credit</td>
</tr>
<tr>
<td><strong>Subject</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>ACE Score</td>
<td>3 POS110</td>
</tr>
<tr>
<td>American Literature</td>
<td>ACE Score</td>
<td>6 ENH241, 242</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>ACE Score</td>
<td>3 Elective Credit</td>
</tr>
<tr>
<td>Biology</td>
<td>ACE Score</td>
<td>8 BIO Elective Credit*</td>
</tr>
<tr>
<td>Calculus (Previously Calculus with Elem Functions)</td>
<td>ACE Score</td>
<td>4 MAT221</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50 or higher</td>
<td>4 CHM151(3) and CHM151LL(1)</td>
</tr>
<tr>
<td>College Composition (Replaces English Composition with Essay)</td>
<td>50</td>
<td>4 With essay qualifies for ENG101, ENG297</td>
</tr>
<tr>
<td>English Literature</td>
<td>ACE Score</td>
<td>3 Elective Credit</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>3 Elective Credit</td>
</tr>
<tr>
<td>French Language, Level 1 (Previously French Language)</td>
<td>50-54</td>
<td>4 FRE101</td>
</tr>
<tr>
<td></td>
<td>55-61</td>
<td>FRE101, 102</td>
</tr>
<tr>
<td>French Language, Level 2 (Previously French Language)</td>
<td>62-65</td>
<td>12 FRE101, 102, 201</td>
</tr>
<tr>
<td></td>
<td>66-80</td>
<td>FRE101, 102, 201, 202</td>
</tr>
<tr>
<td>German Language, Level 1 (Previously German Language)</td>
<td>39-45</td>
<td>4 GER101</td>
</tr>
<tr>
<td></td>
<td>46-50</td>
<td>GER101, 102</td>
</tr>
<tr>
<td>German Language, Level 2 (Previously German Language)</td>
<td>51-59</td>
<td>12 GER101, 102, 201</td>
</tr>
<tr>
<td></td>
<td>60-80</td>
<td>GER101, 102, 201, 202</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50 or higher</td>
<td>3 CFS205</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>ACE Score</td>
<td>3 CIS Elective Credit</td>
</tr>
<tr>
<td>Intro to Educational Psychology</td>
<td>ACE Score</td>
<td>3 EDU Elective Credit</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>50</td>
<td>3 Elective Credit</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>ACE Score</td>
<td>3 PSY101</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50 or higher</td>
<td>3 SOC101</td>
</tr>
<tr>
<td>Macroeconomics, Principles of (Replaces Introductory Microeconomics)</td>
<td>ACE Score</td>
<td>3 ECN211</td>
</tr>
<tr>
<td>Management, Principles of</td>
<td>50</td>
<td>0 No credit</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>50</td>
<td>0 No credit</td>
</tr>
<tr>
<td>Mathematics, College</td>
<td>ACE Score</td>
<td>3 MAT142</td>
</tr>
<tr>
<td>Microeconomics, Principles of (replaces Introductory Microeconomics)</td>
<td>ACE Score</td>
<td>3 ECN212</td>
</tr>
<tr>
<td>Precalculus</td>
<td>50 or higher</td>
<td>5 MAT187</td>
</tr>
<tr>
<td>Spanish Language, Level 1 (Previously Spanish Language)</td>
<td>50-54</td>
<td>4 SPA101, 102</td>
</tr>
<tr>
<td></td>
<td>55-65</td>
<td>SPA101, 102</td>
</tr>
<tr>
<td>Spanish Language, Level 2 (Previously Spanish Language)</td>
<td>66-67</td>
<td>12 SPA101, 102, 201</td>
</tr>
<tr>
<td></td>
<td>68-80</td>
<td>SPA101, 102, 201, 202</td>
</tr>
</tbody>
</table>
### Advanced Placement Credit

**NOTE:** Changes and scores are determined by the respective statewide articulation statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCD Institutional Council (ICS).

#### Table Revised March 2013

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>MCCCD</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art – History</td>
<td>5 or 4</td>
<td>ARH101, 102 or Equivalent</td>
<td>6</td>
</tr>
<tr>
<td>Art – Studio Art (2-D Design)</td>
<td>5</td>
<td>ART111, 112</td>
<td>6</td>
</tr>
<tr>
<td>(Previously Art – Studio – General)</td>
<td>4</td>
<td>ART112</td>
<td>6</td>
</tr>
<tr>
<td>Art - Studio Art (3-D Design)</td>
<td>5 or 4</td>
<td>ART115</td>
<td>3</td>
</tr>
<tr>
<td>Art – Studio Art (Drawing)</td>
<td>5</td>
<td>ART111, 112</td>
<td>6</td>
</tr>
<tr>
<td>(Previously Art – Studio – Drawing)</td>
<td>4</td>
<td>ART111</td>
<td>6</td>
</tr>
<tr>
<td>Biology</td>
<td>5 or 4</td>
<td>BIO181, 182</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>BIO100 or Equivalent</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>CHM151/151LL</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>CHM151 &amp; CHM152 &amp; 152LL</td>
<td>8</td>
</tr>
<tr>
<td>Calculus AB (Previously Mathematics – Calculus AB)</td>
<td>5, 4, or 3</td>
<td>MAT221</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC (Previously Mathematics – Calculus BC)</td>
<td>5 or 4</td>
<td>MAT221 or MAT231</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>MAT221</td>
<td>4</td>
</tr>
<tr>
<td>Comparative Government and Politics</td>
<td>5 or 4</td>
<td>POS140</td>
<td>3</td>
</tr>
<tr>
<td>(Previously Political Science – Comparative Government and Politics)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science A</td>
<td>5 or 4</td>
<td>CSC100</td>
<td>3</td>
</tr>
<tr>
<td>Economics – Macroeconomics</td>
<td>5 or 4</td>
<td>ECN211</td>
<td>3</td>
</tr>
<tr>
<td>Economics – Microeconomics</td>
<td>5 or 4</td>
<td>ECN212</td>
<td>3</td>
</tr>
<tr>
<td>English – Language and Composition</td>
<td>5 or 4</td>
<td>ENG100AA, AC, AD and ENG101</td>
<td>6</td>
</tr>
<tr>
<td>English – Literature and Composition</td>
<td>5 or 4</td>
<td>ENG101 and ENH110</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>5 or 4</td>
<td>No Credit</td>
<td>3</td>
</tr>
<tr>
<td>European History</td>
<td>5 or 4</td>
<td>HIS101, HIS102</td>
<td>6</td>
</tr>
<tr>
<td>French – Language</td>
<td>5, 4, or 3</td>
<td>FRE101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>French – Literature</td>
<td>5, 4, or 3</td>
<td>FRE101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>German – Language</td>
<td>5, 4, or 3</td>
<td>GER101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>German – Literature</td>
<td>5, 4, or 3</td>
<td>GER101, 102, 201, 202</td>
<td>16</td>
</tr>
</tbody>
</table>
2.2 admission/registration/enrollment (cont’d)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Sem. Hrs.</th>
<th>MCCCD Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese Language and Culture</td>
<td>5</td>
<td>20</td>
<td>JPN 101, 102, 201 and 202</td>
</tr>
<tr>
<td>(Previously Japanese-Language)</td>
<td>4</td>
<td>15</td>
<td>JPN 101, 102 and 201</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>10</td>
<td>JPN 101 and 202</td>
</tr>
<tr>
<td>Latin: Virgil</td>
<td>5</td>
<td>16</td>
<td>LAT101, 102, 201 and 202</td>
</tr>
<tr>
<td>(Previously Latin – Language)</td>
<td>4</td>
<td>12</td>
<td>LAT101, 102, 201</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>8</td>
<td>LAT101, 102</td>
</tr>
<tr>
<td>Music Theory</td>
<td>5 or 4</td>
<td>3</td>
<td>MTC105</td>
</tr>
<tr>
<td>(Previously Music)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>8</td>
<td>PHY111 and PHY112</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>PHY111</td>
</tr>
<tr>
<td>Physics C – Electricity and Magnetism</td>
<td>5, 4, or 3</td>
<td>4</td>
<td>PHY112</td>
</tr>
<tr>
<td>Physics C – Mechanics</td>
<td>5, 4, or 3</td>
<td>4</td>
<td>PHY111</td>
</tr>
<tr>
<td>Psychology</td>
<td>5 or 4</td>
<td>3</td>
<td>PSY101</td>
</tr>
<tr>
<td>Spanish – Language</td>
<td>5, 4, or 3</td>
<td>16</td>
<td>SPA101, 102, 201, 202</td>
</tr>
<tr>
<td>Spanish – Literature</td>
<td>5, 4, or 3</td>
<td>16</td>
<td>SPA101, 102, 201, 202</td>
</tr>
<tr>
<td>Statistics</td>
<td>5, 4, or 3</td>
<td>3</td>
<td>MAT206</td>
</tr>
<tr>
<td>U.S. Government and Politics</td>
<td>5 or 4</td>
<td>3</td>
<td>POS110</td>
</tr>
<tr>
<td>(Previously Political Science – American Government)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. History</td>
<td>5 or 4</td>
<td>6</td>
<td>HIS103, HIS104</td>
</tr>
</tbody>
</table>

F. International Baccalaureate Diploma/Certificate

NOTE: Changes to exams and scores are determined by the respective statewide articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCD Instructional Councils (ICS).

DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

International Baccalaureate Diploma/Certificate Credit
Table Revised March 2013

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Sem. Hrs.</th>
<th>MCCCD Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>7 or 6</td>
<td>8</td>
<td>BIO181, 182</td>
</tr>
<tr>
<td></td>
<td>4 or 5</td>
<td>4</td>
<td>BIO100 or equivalent</td>
</tr>
<tr>
<td>Business and Management</td>
<td>5 or higher</td>
<td>3</td>
<td>Elective credit</td>
</tr>
<tr>
<td>Chemistry</td>
<td>7, 6, or 5</td>
<td>8</td>
<td>CHM151, &amp; 151LL &amp; CHM 152 &amp; 152LL CHM151 &amp; CHM151LL</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ECN211, 212</td>
</tr>
<tr>
<td>English A</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ENG101, ENG100AB, AC, AD ENG100AB, AC, AD</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>English B</td>
<td>No Credit</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Foreign Language A or B</td>
<td>7, 6, or 5</td>
<td>8</td>
<td>Foreign Language 201, 202 Foreign Language 101, 102</td>
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<tr>
<td></td>
<td>4</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Geography</td>
<td>5 or higher</td>
<td>3</td>
<td>GCU102</td>
</tr>
<tr>
<td>(Previously Human Geography)</td>
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</table>
2.2 admission/registration/enrollment (cont’d)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Level</th>
<th>Units</th>
<th>Course Code(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>History (Previously History – American)</td>
<td>7, 6, or 5</td>
<td>4</td>
<td>HIS103, 104, HIS103</td>
</tr>
<tr>
<td>History (Previously History – European)</td>
<td>7, 6, or 5</td>
<td>4</td>
<td>HIS101, 102, HIS101</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>7, 6, or 5</td>
<td>4</td>
<td>MAT221</td>
</tr>
<tr>
<td>Mathematics SL</td>
<td>7, 6, or 5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Mathematical Studies SL</td>
<td>7, 6, or 5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Further Mathematics SL (Previously Mathematics)</td>
<td>7, 6, or 5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>7 or 6, 8</td>
<td>4</td>
<td>PHY111 and 112, PHY111</td>
</tr>
<tr>
<td>Psychology</td>
<td>5 or higher</td>
<td>3</td>
<td>PSY101</td>
</tr>
<tr>
<td>Social and Cultural Anthropology</td>
<td>7, 6, 5, or 4</td>
<td>3</td>
<td>ASB102</td>
</tr>
<tr>
<td>Visual Arts (Previously Art/Design)</td>
<td>7, 6, or 5</td>
<td>4</td>
<td>ART111, 112, ART112</td>
</tr>
</tbody>
</table>

3. Health Care Integrated Educational System (HCIES) Credit for Prior Learning
National/Regional Credential Recognition

Students who have recognized credentials related to healthcare may request an evaluation for course competency equivalency on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8240 or by e-mail at ican@domail.maricopa.edu. Website: http://healthcare.maricopa.edu/healthcarecourses.php. When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

Credit by Examination and Credit by Skills Demonstration Assessment

Health care students may apply for credit for prior learning in certain courses. Specific information and required forms can be found on http://healthcare.maricopa.edu/healthcarecourses.php. Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (ICAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:

A. To challenge a course a second time;
B. To challenge a course while currently enrolled in the course;
C. To establish credit in a previously completed course; or
D. To establish credit for a lower level of a course in which credit has been received.

Certain health care pathways/programs have additional requirements which must be met before credit may be granted through HCIES credit by examination and credit by skills demonstration assessment.

Grades of A, B, C, D, or P, earned as a result of examination or skills assessment will be recorded on the student’s transcript. Fees are not refundable after the examination/skills
demonstration has been administered, regardless of results. A grade of P/Z is not used in computing the grade point average.

When credit is granted as outlined above, a notation of “CREDIT BY EXAMINATION,” “CREDIT BY EVALUATION,” or “CREDIT BY SKILLS DEMONSTRATION”, and the number of credits will appear on the student’s transcript. If a grade is assigned, it will be used in computing the grade point average.

4. Transferring To the Maricopa Community Colleges
A student enrolling at one of the Maricopa Community Colleges after having attended other post-secondary institutions can have coursework evaluated for transfer credit. To be eligible for evaluation, coursework must appear on official transcripts from the source institutions. The official transcripts must be mailed directly from the source institutions to the Admissions and Records/Enrollment Services Offices of the receiving institutions. The Admissions and Records/Enrollment Services Offices at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request.

The Maricopa Community Colleges may transfer in coursework if:
• The coursework was completed at colleges and universities accredited by the following regional accrediting agencies: New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or Western Association of Schools and Colleges. The Maricopa Community Colleges will not award credit for courses completed at institutions not regionally accredited.
• The coursework was earned with a grade of C or better.
• The coursework was taken at another Arizona community college to fulfill general education requirements for the Arizona General Education Curriculum (AGEC).

Conditions of Transfer Credit:
• Acceptance and applicability of courses from another Maricopa Community College that fulfill requirements other than general education is determined by individual Maricopa Community Colleges.
• The award of transfer credit shall not express or imply that all transfer credit will be fully applicable toward all Maricopa associate’s degree and certificate requirements.
• Developmental coursework (below 100-level) is accepted for the purpose of fulfilling course prerequisites. The credit does not apply toward a degree or certificate.
• Courses with different credit systems (quarter hours, units) are converted to semester hours of credit. The semester conversion of quarter credits is at a rate of .67 semester credit hours for each quarter hour.
• The age of credit may be considered in applying credit toward degrees and certificate programs.
• College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the ministry of education in that country. It is the student’s responsibility to submit all foreign and international transcripts to one of the international credential evaluation to be translated into English, evaluated on a course-by-course-basis, and sent directly to the receiving colleges. Contact your college admissions and records/enrollment services office to obtain a list of approved agencies.
• For military credit, credit by examination, credit by evaluation, and CLEP/AP/IB see the section for Credit For Prior Learning.
A. **Transfer Credit from MxCCCD and Established Articulation Agreements**
   The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with private, public, and international baccalaureate degree granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts from all institutions attended.

B. **Articulation and Transfer Agreements**
   i. **Maricopa Skill Center and the Southwest Skill Center:** The Maricopa Community Colleges have articulation agreements with the Maricopa Skill Center and the Southwest Skill Center in limited areas of study. Students who have participated in these agreements may be granted credit for prior learning. No fees will be assessed for credits awarded for prior learning. Articulated course/program credit is transferable within the Maricopa Community Colleges, but may not necessarily be transferable to other universities and colleges. Students should contact the admissions and records office/office of student enrollment services for specific information related to these agreements.

di. **Arizona Public Community Colleges and Universities:** Maricopa is a participant in the Arizona statewide transfer system. The aztransfer.com website is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on aztransfer.com is the course equivalency guide (CEG), which shows how institutions have agreed to transfer coursework from Arizona public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor’s degrees. [https://www.aztransfer.com/cgi-bin/WebObjects/Admin_CEG](https://www.aztransfer.com/cgi-bin/WebObjects/Admin_CEG)

iii. **Domestic (U.S) and International Institutions:** The Maricopa Community Colleges have transfer agreements with U.S. universities and colleges that are regionally accredited as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through district-wide articulation agreements and are designed to help students maximize their transfer credit toward a bachelor’s degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: [http://www.maricopa.edu/academic/cta/artic/partner_list.php](http://www.maricopa.edu/academic/cta/artic/partner_list.php)

C. **Limitations on the Transfer of Credit**
   Generally, the following types of courses are not intended for transfer. Contact the Admissions and Records office at your college for specific information.
   i. Remedial/developmental courses or courses numbered below 100
   ii. Arizona government university courses
   iii. Cooperative education
   iv. Experimental courses
   v. Post baccalaureate courses
   vi. Contractual training for business, industry, and government
   vii. Some forms of credit for prior learning
viii. Non-credit courses

D. Time Limit for Transfer Coursework
Students should be aware other colleges and universities may have age of credit limits on certain coursework to be used in transfer. Students should refer to the policy of their intended transfer institution regarding time limits for transfer coursework.

E. Shared Unique Numbering (SUN) System Course Information
Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The shared unique number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona’s public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it could still transfer to other Arizona public institutions with a direct equivalent as per the course equivalency guide on aztransfer.com. The SUN system does not address the applicability of courses. Students are encouraged to work with an academic advisor on course selections. To access a list of SUN courses, visit www.azsunsystem.com.

5. Servicemen’s Opportunity College
The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Servicemen’s Opportunity Colleges. This means that the colleges recognize the peculiar needs of military personnel in that they provide courses on the various military bases located in Maricopa County and provide opportunities to complete courses through non-traditional means when education is interrupted by military obligations. Maricopa Community Colleges maintain liberal entrance requirements, offer maximum credit for educational experiences obtained in the Military Services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American Council on Education. If, for any reason, Maricopa Community Colleges’ status as a Servicemen’s Opportunity College District is discontinued, it will nonetheless maintain its commitment to students previously enrolled. In addition, the option to enter into a “contract for a degree” allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of graduation requirements.

2.2.5 Catalog Under Which a Student Graduates

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.
## 2.2 admission/registration/enrollment (cont’d)

<table>
<thead>
<tr>
<th>Admitted &amp; Earned Course Credit at a Public Community College or University</th>
<th>Fall '05 (Active)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued at a Public Community College</td>
<td>Spring '06, Fall '06 (Active)</td>
</tr>
<tr>
<td>Transferred to a University</td>
<td>Spring '07 (2005 or Any Subsequent Catalog)</td>
</tr>
</tbody>
</table>

### EXAMPLE B

<table>
<thead>
<tr>
<th>Admitted &amp; Earned Course Credit at a Public Community College or University</th>
<th>Fall '02 (Active)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled But Earned All Ws, Zs, or Fs</td>
<td>Spring '03 (Inactive)</td>
</tr>
<tr>
<td>Enrolled in Audit Courses Only</td>
<td>Fall '03 (Inactive)</td>
</tr>
<tr>
<td>Nonattendance</td>
<td>Spring '04 (Inactive)</td>
</tr>
<tr>
<td>Transferred to a University</td>
<td>Fall '04 (2004 or Any Subsequent Catalog)</td>
</tr>
</tbody>
</table>

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

### EXAMPLE A

<table>
<thead>
<tr>
<th>Admitted &amp; Earned Course Credit at a Public Community College or University</th>
<th>Fall '02 (Active)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonattendance</td>
<td>Spring '03, Fall '03, Spring '04 (Inactive)</td>
</tr>
<tr>
<td>Readmitted &amp; Earned Course Credit at a Public Community College</td>
<td>Fall '04 (Inactive)</td>
</tr>
<tr>
<td>Transferred to a University</td>
<td>Spring '05 (2004 or Any Subsequent Catalog)</td>
</tr>
</tbody>
</table>

### EXAMPLE B

<table>
<thead>
<tr>
<th>Admitted &amp; Earned Course Credit at a Public Community College or University</th>
<th>Fall '02 (Active)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonattendance</td>
<td>Spring '03 (Inactive)</td>
</tr>
<tr>
<td>Readmitted &amp; Earned Course Credit at a Public Community College</td>
<td>Summer '03 (Active)</td>
</tr>
<tr>
<td>Nonattendance</td>
<td>Fall '03, Spring '04 (Inactive)</td>
</tr>
<tr>
<td>Transferred to a University</td>
<td>Fall '04 (2002 or Any Subsequent Catalog)</td>
</tr>
</tbody>
</table>

* Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

### EXAMPLE

<table>
<thead>
<tr>
<th>Admitted &amp; Earned Course Credit at a Public Community College or University</th>
<th>Summer '04 (Active)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued at a Public Community College</td>
<td>Fall '04, Spring '05 (Active)</td>
</tr>
<tr>
<td>Nonattendance</td>
<td>Fall '05 (Inactive)</td>
</tr>
<tr>
<td>Readmitted &amp; Earned Course Credit at a Public Community College</td>
<td>Spring '06 (Active)</td>
</tr>
<tr>
<td>Transferred to a University</td>
<td>Summer '06 (2004 or Any Subsequent Catalog)</td>
</tr>
</tbody>
</table>

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.
2.2.6 Academic Advising
A. Students who will be attending college for the first time, and intend to earn an Associate’s degree or to transfer to a college/university to complete a Bachelor’s degree, will be required to meet with an academic advisor prior to the start of their first semester at a MCCCD college.
   i. Recent high school students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.

2. New Student Orientation
Students who will be attending college for the first time, and intend to earn an Associate’s degree or to transfer to a College/university to complete a Bachelor’s degree, will be required to attend New Student Orientation prior to the start of their first semester at a MCCCD College.
   i. Recent High School students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.

2.2.7 Student Assessment and Course Placement

1. Testing for Course Placement
   A. Students will be required to complete a course placement test under any one of the following conditions:
      i. The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.
      ii. The student is pursuing a degree or transfer pathway and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.
      iii. The student for whom English is not the primary language and is taking his or her first English as a Second Language class is required to take a test of English proficiency.

   B. Course placement scores will be valid for two years.
   C. Reading placement scores that indicate “exempt from CRE101” do not expire.
   D. Students will be permitted one re-test in English, reading, or math level at least a 24-hour waiting period. One additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.
   E. The vice president of student affairs or designee may approve re-testing for students with special needs or circumstances. The retest date will then serve as the date of record.
   F. Students WILL be exempt from a course placement test if at least one of the following conditions apply:
      1. The student has earned an associate or higher degree from a regionally accredited college.
      2. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
      3. The student has currently valid district approved course placement scores on file.
G. The student who is exempt from a course placement test must fulfill the minimum graduation requirements.

2. Course Placement
   A. Students who enroll in ENGLISH, READING, or MATH will be advised and placed into courses based on valid district approved scores.
   B. Students who test into course(s) that are below college-level (i.e., below 100-level) will be advised and placed into the course(s) within the first two semesters enrolled.
   C. A department/division chair or designee may grant a course placement waiver under special circumstances. The signed waiver will be noted on the student’s electronic record.

3. Implementation of Policy
   To ensure consistency of the course placement process within the Maricopa Community Colleges:
   A. All colleges shall accept the same approved course placement instruments.
   B. All colleges shall adhere to the same approved cut-off scores.
   C. Course placement scores will be valid for two years.
   D. Reading placement scores that indicate “exempt from CRE101” do not expire.

4. Evaluation
   The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy’s effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures.

2.2.8 Registration

Students must register according to the dates indicated, and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions section. The college may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

Class Registration Deadlines:
1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-Service registration for a class through my.maricopa.edu will end at 11:59 PM on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.
2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 PM on the day before the class starts.
3. Exceptions
   a. Exceptions to class registration deadlines require permission of appropriate
2.2 admission/registration/enrollment (cont’d)

instructor(s) and approval

of the appropriate department/division chair or designee.

b. Exceptions are limited to

i. Courses requiring permission of instructor

ii. Courses requiring auditions or try-outs

iii. Courses for Special Populations or Cohorts

iv. Enrollment in an alternative section of a course taught by the same instructor

v. Enrollment in an alternative section of a course taught by a different instructor

vi. Course level changes

vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.

viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.

ix. Other exceptions may be granted after faculty consultation with the student.

2.2.9 Tuition and Fees Policy

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident

2. Out-of-County resident

3. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Residency section of this publication.)

1. Time of Payment

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.

2. Tuition and Fees Schedule (Effective July 1, 2013 for fall, spring and summer Sessions)

Current information can be found at http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-4.htm.

The following is a tuition and fees schedule for 2013-2014 and is provided for reference. These tuition and fees are subject to change. Consult the college’s Admissions and Records Office/
3. Outstanding Debts
Any debt or returned check may revoke a student’s current enrollment and the student’s right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

A. The designated college official or fiscal officer is responsible for:
   i. Verifying the student’s district wide debt,
   ii. Attempting to notify the student of the debt and
   iii. Attempting to collect the debt.

B. Maricopa Community College services may be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.

C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
   i. Collection agency, requiring payment of collection fees by the student;
   ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
   iii. Litigation, requiring payment of court costs and legal fees by the student.

D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
   i. MCCCD staff verify that full payment has been made to another College;
   ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
   iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
   iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

Admission Criteria to Attend a College within the Maricopa Community College District (MCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCD faculty or staff.

4. Discounted Fees and Waivers
   A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
   B. Employees, Dependents and Mandated Groups
      The Maricopa Community College District waives tuition and student activity fees for
credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-credit/Special Interest Community Services courses are not waived.

C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community
Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

2.2.10 Refund Policy

1. Refund Policy for Credit Classes
Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

<table>
<thead>
<tr>
<th>Length of Class</th>
<th>Official Withdrawal Deadlines for 100% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9 calendar days</td>
<td>Prior to the class start date</td>
</tr>
<tr>
<td>10-19 calendar days</td>
<td>1 calendar day including the class start date</td>
</tr>
<tr>
<td>20-29 calendar days</td>
<td>2 calendar days including the class start date</td>
</tr>
<tr>
<td>30-39 calendar days</td>
<td>3 calendar days including the class start date</td>
</tr>
<tr>
<td>40-49 calendar days</td>
<td>4 calendar days including the class start date</td>
</tr>
<tr>
<td>50-59 calendar days</td>
<td>5 calendar days including the class start date</td>
</tr>
<tr>
<td>60-69 calendar days</td>
<td>6 calendar days including the class start date</td>
</tr>
<tr>
<td>70+ calendar days</td>
<td>7 calendar days including the class start date</td>
</tr>
</tbody>
</table>

*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

2. Refund Policy for Non-Credit Classes
Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

3. Canceled Classes
When a class is canceled by the college, a 100% refund will be made.

4. Refund Exceptions
Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of
2.2 admission/registration/enrollment (cont’d)

Student Enrollment Services or designated college official:
A. A student with a serious illness, verifiable by a doctor’s written statement that the illness prevents the student from attending all classes for the semester. The doctor’s statement must be on file with the college before a refund can be given.

B. Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse’s/partner’s father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.

C. Death of a student. Appropriate documentation must be provided before a refund can be given.

D. A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial prorated refund of tuition, provided courses have not been completed. All decisions made by the college are final.

Limitation: Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.

2.2.11 Student Financial Assistance
The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Additional procedural information on financial assistance is available in Appendix S-5.

2.2.12 Vaccinations (As Required By 20 USC §1092(a)(1)(V)):
The Maricopa County Community Colleges District does not require that students receive vaccinations prior to enrollment. Certain professional or occupational programs do require particular vaccinations for participation in those programs. More information about these programs can be found on college websites.