

STUDENT NON-CREDIT TO CREDIT REQUEST FORM

STUDENT'S NAME (LAST, FIRST, MIDDLE INITIAL)

DATE OF BIRTH

LAST 4 DIGITS OF SS#

MACOMB STUDENT I.D. NO

This request form is intended to help eligible students continue their education on a career pathway leading toward a Certificate or Associate Degree.

First Step: Prior to completing this request form, contact the coordinator in the appropriate Workforce & Continuing Education department and complete the Certificate of Completion Application to add your credential to your non-credit transcript.

- The credit awarded at Macomb Community College from this request form **may not extend or transfer to other institutions.**
- Regular tuition and fees for credit granted under this agreement will be waived.
- Students seeking Macomb Community College credit for non-credit coursework must complete application for admission, complete Macomb Easy Start, and be ready to register. Current/returning students must be a student in good standing to have credit awarded.
- Students must apply for transfer credit within three (3) years of completion of the Workforce & Continuing Education coursework.

Student Conversion Process

1. Print, complete and sign this form. Electronic signatures will not be accepted.
2. Forward completed and signed form using one of the following four methods:
 - Scan and Email to the Office of Records & Registration for review at registrar@macomb.edu.
 - Mail to: 14500 E. 12 Mile Rd., Warren, MI 48088-3896. Attn: Office of Records & Registration
 - Fax to 586.445.7140 (South Campus) or 586.226.4787 (Center Campus)
 - In Person to Office of Records & Registration at either South Campus (S-G224) or Center Campus (C-G110)
3. Students can verify credits are awarded in the My Macomb/Self-Service Menu. Credits awarded will be reflected on their Undergraduate (UG) transcript. *Please Note:* It may take up to four (4) weeks to receive credit.

Non-Credit Course Number	Course or Program Title

STUDENT SIGNATURE

DATE