

# CREDIT SYSTEMS

## Definition Of A Credit Hour

A credit hour is a unit of measurement used to ascertain the educational value of course work offered by the institution to students enrolling in such course work, earned by such students upon successful completion of such course work and for which tuition is charged. Credit/contact time ratio guidelines for semester (or quarter equivalents) are outlined in Nebraska state statute 85-1503.

Semester	Quarter	
1:15	1:10	Classroom Hour
1:30	1:20	Academic Transfer, General Education & Academic Support Lab Hour
1:45	1:30	Vocational Laboratory & Clinical Hour
1:45	1:30	Practicum Hour
1:60	1:40	Cooperative Work Experience Independent (directed) Study - Credits will be assigned according to the practices of assigning credits to similar courses.

In addition, the Federal Credit Hour Definition includes a minimum of two hours of out-of-class student work each week per semester or quarter hour of credit. 34CFR 600.2 (11/1/2010)

## Specially Arranged Courses (Independent Study)

Specially arranged courses are intended to give the student the same experiences and knowledge that would be received in the normal classroom setting.

## Credit by Advanced Placement

Mid-Plains Community College offers Advanced Placement Test credit for certain tests administered through the College Board. The current college policies regarding specific subject areas accepted and scores required are available in the Area Advisors' offices. Students must have official copies of their scores submitted to Registration and Records by the College Board in order to be awarded credit. To order score reports online, please visit the CollegeBoard website at <https://apstudents.collegeboard.org/sending-scores/online> (<https://apstudents.collegeboard.org/sending-scores/online/>)

## Credit by Examination

Credit by examination may be awarded for MPCC courses through the following methods:

Proficiency examinations are designed and administered by an instructional division of the college covering course work offered by that division. Credit by examination will not be granted for courses which are at a lower or equivalent level to courses already completed in the same discipline.

The College-Level Examination Program® (CLEP®) gives you the opportunity to receive college credit for what you already know by earning qualifying scores on the CLEP® exams approved by Mid-Plains. CLEP® examinations are recorded as transfer credit on the MPCC transcript. To request your official CLEP transcript be sent to MPCC for transfer credit evaluation purposes, visit

<https://clep.collegeboard.org/scores/send-scores-transcripts> (<https://clep.collegeboard.org/scores/send-scores-transcripts/>)

## Credit for Military Service

In compliance with federal law, MPCC has established procedures regarding the evaluation of service course work and grades. To request your official military transcripts for transfer credit evaluation purposes, go to <https://jst.doded.mil/jst/>

## Directed Study

Directed study is designed to supplement rather than replace regular course offerings. The option is particularly useful for the student wishing to study within a subject area or at a subject level not otherwise available through this institution. Directed study is intended to provide valuable experience in self-education with faculty assistance in planning and evaluation.

## Distance Learning

MPCC is committed to providing access to students who may not otherwise have an opportunity to attend college classes on campus. Each college offers a variety of classes through the Southwest Nebraska Distance Learning Network. This Internet Protocol (IP) system is a network that links interactive television classes to many locations throughout the MPCC area. A number of classes are offered online.

McCook is a site for the Nebraska Video Conferencing Network for classes as well as business and governmental meetings, in-services and whenever distance is a barrier to bringing people together. An Internet Protocol (IP) video conferencing system is also in place at both McCook and North Platte. The IP systems allow for connectivity anywhere in the world with compatible equipment.

The Centers for Advanced Studies at McCook and North Platte receive upper-level undergraduate and graduate college classes through distance learning systems from other institutions. For more information, call 800-658-4308 and ask for an advisor.

## Online Classes

Online classes are conveniently packaged and accessible through the Internet twenty-four hours a day, seven days a week. Many degrees, diplomas and certificates are available through online programs. For more information, call 800-658-4308 and ask for an advisor.

## Internships

MPCC's Internship program places students in working and learning environments for on-the-job training in their particular field of study before graduation. Students are placed with business, industry, or social services agencies. An internship may be applied to many programs of study for variable credit hours depending on the program. Interested students should contact the appropriate faculty member for more information.

## Higher Education Partnerships

Mid-Plains Community College partners with other community colleges to provide two-year associate degree programs that otherwise would not be available in the region. Southeast Community College, Lincoln, NE, delivers via distance learning, program-specific courses for Associate of Applied Science Degrees in either Radiology Technology, Surgical Technology, or Respiratory Therapy.

Plans continue to develop through the community college system to increase the number of programs that can be partnered to expand opportunities for students across Nebraska. Several courses and programs leading to baccalaureate and masters degrees are also delivered to the campuses of the MPCC. Junior, senior and graduate level courses are available from the University of Nebraska system. Bellevue University and Chadron State College provide courses through several delivery systems to students in the McCook and North Platte communities.

## Repeating Classes

Students may repeat courses. Only the credit hours and the highest grade earned in any course are used in the computation of the cumulative GPA, except when a grade of "W" has been assigned. Grades in courses taken at other institutions will not replace grades in equivalent courses taken at MPCC. Students must repeat the same course. For most scholarships, repeat courses have no impact, unless it is an athletic waiver. For additional information please contact Financial Aid at [finaid@mpcc.edu](mailto:finaid@mpcc.edu).

## Withdrawing From Classes

Students should meet with their advisor when they feel unable to satisfactorily complete a course. An "F" (failing) grade may be awarded when students stop attending without formally withdrawing. The last day to withdraw is posted on the CampusWeb homepage under Add/Drop & Withdrawal Deadlines. Registration change forms are available from any Registration and Records Office location.

## Withdrawing from College

A student desiring to withdraw from college must contact his/her advisor. Financial obligation to the college must be paid before the formal withdrawal procedure can be completed. Upon withdrawal the student forfeits all privileges as a student of the college. If a student fails to formally withdraw from all courses, he/she may receive an "F" for each class.

## Add/Drop and Withdrawal Appeals

Extenuating circumstances may be considered when a student requests an exception to an add/drop or withdrawal deadline or to tuition/fee charges assessed to them. The request should come from the student or authorized representative\* and include:

1. Student's name and current contact information (telephone, USPS address, email address),
2. Specific details defining what the student would like to have happen and why, including all of the following that apply: course name(s), code(s) and location(s), instructor information, campus location for housing, what the desired appeal outcome would be, and justification as to why the appeal should be granted,
3. Documentation that provides evidence that unusual circumstances prevented the student from taking action within standard deadlines.

(NOTE: Appeals based upon medical circumstances, births, deaths, and incarceration require documentation that supports the appeal.)

\*Authorized representatives include the student's next of kin, power of attorney, or personal representative when medical or legal circumstances prevent the student from initiating the appeal. Authorized representatives also include high school instructors for early entry students or college faculty and staff when an error by said person caused the need for the appeal.

For more information, or to submit an appeal, visit [http://www.mpcc.edu/current-students/add\\_drop\\_withdrawal\\_and\\_billing\\_appeal\\_process.php](http://www.mpcc.edu/current-students/add_drop_withdrawal_and_billing_appeal_process.php)