

CDA Certification Memo

Bay Mills Community College will accept transfer credits from regionally accredited institutions. The Council for Professional Recognition is not an accredited institution and therefore we are not able to accept your certificate as transfer credits.

In order to obtain transfer credit for your CDA certification (EC107/EC108), you must take the Departmental Exam for a fee. Please contact Sheryl Hammock, Early Childhood Education Faculty to schedule at 906-248-8436 or shammock@bmcc.edu.

Departmental Examination Information

Regularly enrolled students may, in some subject areas, be able to earn credit for a course offered by the college through successful completion of a Departmental Examination. Students who believe they have mastered a course through life experience or past training may, at the discretion of the Department Chair, take the departmental examination, if one has been developed, in that subject area. A fee of \$50.00 per exam must be paid prior to the examination. The exam will be arranged by the Department Chair when the student presents the payment receipt for the exam. Departmental examinations must be completed during the first two weeks of a semester. An examination grade of 75% or better is required for credit to be earned: please check with the respective Department Chair as the minimum grade may be set higher by program. Upon successful completion of the exam the Department Chair must file the completed exam with recommendations to the Vice President of Academic Affairs and the Registrar; upon approval the course completion will be entered on the student's transcript. A letter grade is not earned through this process and the credits are not calculated as part of the student's GPA. A maximum of 12 credits earned by departmental exam, with a CR (credit) grade, may be applied toward an Associate or Bachelor degree, and a maximum of 6 credits for a certificate program. Students should be advised that Departmental Examination credits may not transfer to another college or university.



BMCC

Credit by Departmental Exam Form

A Departmental Exam measures the same level of proficiency required to earn credits by completing a course. The exam is to be arranged by the Department Chair/Approved Faculty when the student presents the payment receipt for the exam, and it must be completed during **the first two weeks** of a semester.

Student's Name: _____ Student ID #: _____

I hereby request permission to take the prescribed departmental exam in the following course:

Department: _____ Course Number: _____ Credit Hours: _____

Course Title: _____

Semester: Fall Spring Summer Year: _____

- ***I understand*** that I must be enrolled at BMCC in the term the exam is administered.
- ***I understand*** that I am responsible for paying the full fee for the Departmental Exam before attempting the exam.
- ***I understand*** that a score of 75% or better must be made on the Departmental Exam in order to receive credit.
- ***I understand*** that a letter grade is not earned through this process, and the credits are not calculated as part of my GPA.
- ***I understand*** that the credits by departmental exam will be entered on my transcript as "earned," not as "attempted."
- ***I understand*** that the Departmental Examination credits will not transfer to another college or university.

Student's Signature: _____ Date: _____

Business Office

A fee of \$50.00 per exam must be paid prior to the examination. <i>Please attach copy of receipt.</i>	[] Paid
Business Office Signature:	Date:

Department Examiner (Department Chair/Approved Faculty)

Credit: department, course number(s), course title(s), number of credits	[] Credit [] No Credit
Department examiner's signature:	Date:

Registrar's Office

Departmental examination results have been processed: Registrar's Office Signature:	Date:
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Submit to Office of the Registrar, Bay Mills Community College, 12214 Lakeshore Dr., Brimley, Michigan 49715
Phone: (906)248-3354