

# MICHIGAN SHERIFF'S COORDINATING AND TRAINING COUNCIL (MSCTC)

## 160 Hour Local Corrections Office Training Academy Transfer Policy



### POLICY

KCC Awards 1 credit for every 16 hours of classroom instruction. As the Michigan Sheriff's Coordinating and Training Council (MSCTC) Training Academy consists for 160 hours of classroom instruction, KCC will award 10 credits to be applied to the Corrections or Criminal Justice Degree, as follows:

<i>Course</i>	<i>Credits</i>
CRJU General Elective Credits	10

**Note:** These credits will not be shown on your degree program until all other classes are complete.

### HOW TO APPLY

1. Contact the institution where you received your training to obtain a transcript or letter of completion, if you do not already have it. This should include the following:
  - The dates you attended as well as the completion date
  - Number of hours of instruction
2. Bring your transcript or letter of completion to the Criminal Justice Program Director.
3. Meet with an Academic Advisor to determine other classes needed to complete your degree (bring a copy of this flyer & your Transcript/Verification Letter from your Training Institution).
4. Apply for graduation while you are completing your last semester of courses:
  - Fall Deadline: November 1
  - Spring Deadline: March 1
  - Summer Deadline: July 1



### CRIMINAL JUSTICE PROGRAMS

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Room 305

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