



POLICY

| Category | Approval | | |
|-------------------------|-----------|----------------|------------|
| Series 900: Instruction | Effective | Administration | Board |
| | 2/22/10 | 12/4/09 | 2/22/10 |
| | Revised | | For Review |
| | 6/26/17 | | 2025 |

RECEIVING TRANSFERRED CREDIT

MTC 996

Transfer credits from other postsecondary institutions will be individually evaluated to determine courses needed to ensure students complete all requirements to earn a Mitchell Technical College certificate, diploma or degree. A transfer student may have previous coursework accepted to fulfill MTC course and graduation requirements according to the following criteria:

1. Official transcripts shall be submitted for use in assessing courses and credits for transfer from accredited institutions. It is the student's responsibility to have his or her transcript validated by the Registrar.
2. A grade of C or better (2.0 on a 4.0 scale) shall be required in each course accepted in transfer. Transfer credits do not count toward a cumulative GPA. The grade recorded on the student's academic record will be "CR" (credit). Courses in the major area of study completed more than five years previously may not be accepted for transfer.
3. Technical courses shall be reviewed by the appropriate department(s) and the registrar to determine course equivalence and acceptance. Partial credit may be awarded for courses that do not meet all competencies of an MTC course. Courses outside of MTC's requirements will not be accepted for transfer.
4. The Registrar will determine course equivalencies to meet MTC's general education requirements in communications, mathematics, social sciences, behavioral sciences, and computer literacy.
5. Transfer students must complete a minimum of 25% of their coursework credits at MTC to earn a degree, diploma, or certificate.
5. To transfer credit, a student must be accepted before credits will be transcribed.

6/22/15 – Added certificate to awards offered at MTI. Added language for partial credit and removed all language referring to high school articulation transfer credit.

6/26/17 – Changed the requirement for the minimum percentage of credits that must be earned at MTI to graduate from 50% to 25%. General education transfer courses will be reviewed by the registrar. Minor language edits were made for readability and clarity.