

# Southwest Tech Transfer Credits Procedure

Southwest Tech recognizes that students come to college with experiences from other institutions that are equal to the learning in the classroom.

## Transfer Credits

As part of the admission process, the student provides official transcripts from post-secondary accredited institutions to Student Services. The transcripts are reviewed by the advisor and approved by the appropriate division dean. The grade for the course must be a “C” (2.0) or better in order to transfer the credit.

## Articulated Credits

- **Advanced Standing Credits** – An agreement exists between the high school and Southwest Tech to award credits to students who successfully completed the course in the high school with a grade of “B” (3.0) or better and teacher’s recommendation. A certificate is issued to the student. The certificate is imaged to the student’s Southwest Tech record. The advisor will submit the advanced standing form to have credits awarded. The student has up to 27 months after graduation to use the credits. Advanced standing credit may be accepted by other technical colleges offering the same or a similar course. Credits may only be awarded for the course specified in the agreement or with approval of the dean.
- **Transcribed Credits** – When an agreement exists between the high school and Southwest Tech to award credits to students who successfully completed the course in the high school. The course will appear on the Southwest Tech transcript with the grade awarded by the high school instructor.

## Credit Limits

A minimum of 25% of all credits need to be completed at Southwest Tech in order for the college to award a diploma. Refer to program requirements for specific limitations. Transcribed credit is considered a Southwest Tech credit. Advanced standing and transfer credits are not Southwest Tech credits.

## Appeals Process

The student will have the opportunity to appeal the decision. The steps for appealing are:

1. The student submits a Credit for Prior Learning Appeal form to the vice president of academic affairs within 1 week of receiving the decision. This request must include the basis for why the student disagrees with the decision and relevant evidence.
2. The vice president of academic affairs or designee will review the appeal and may request to meet with the student to gain further information.

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3. The vice president of academic affairs will make a final decision after full consideration of the information. Within two weeks of receiving the student's appeal, the vice president of academic affairs will communicate the final decision regarding the request to the student, the instructor and Student Services.
4. The decision of the vice president of academic affairs is final. No additional review will be allowed.