

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 and approved by the program advisor. The grade for the course must be a “C” (2.0) or better and count toward completion of the program in order to transfer the credit.

- Due to some program requirements, there may be a time limitation for transferring core credits. Check with the program instructor for clarification.
- Program specific courses may be sent to the appropriate instructor or division dean for review and approval.
- Transferred credits are not figured into GPA.
- Southwest Tech credits are expressed in semester hours. When transferring credit that utilize another form of academic credit (quarter hours/trimester), the credits may not transfer seamlessly.

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.
- **Transcripted 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.

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Credit Limits

A minimum of 25% of all credits and 25% of program specific 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 written request via e-mail to the division dean 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 division dean or designee will review the appeal and may request to meet with the student to gain further information.
3. The division dean will make a final decision after full consideration of the information. Within two weeks of receiving the student's appeal, the dean will communicate the final decision regarding the request to the student, advisor, and credit for prior learning coordinator.
4. The decision of the dean is final. No additional review will be allowed.