

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 5.1.2**

<b>Title: Undergraduate Course Credit Transfer</b>	
Originated by:	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

**Policy Statement:** In order to facilitate the transfer of students from various educational backgrounds it is important to establish guidelines that address a variety of educational sources.

**Rationale:** The purpose of this procedure is to specify consistent practices for accepting credit for undergraduate college level courses transferred into Manhattan Area Technical College.

**Procedure:**

**1. Definitions**

- A. Joint Statement on the Transfer and Award of Credit.** The Joint Statement on Transfer and Award of Credit provides principles, criteria and guidelines for institutions to use in developing criteria, policies, procedures and practice in transferring and awarding credit. The statement was approved by the American Council on Education, the American Association of Collegiate Registrars and Admission Officers, and the Council on Higher Education Accreditation in 2001 and was endorsed by the Higher Learning Commission in 2000 (<http://www.acenet.edu>).
- B. Articulation agreement.** An "articulation agreement" is a formal agreement between two or more educational entities to accept credits in transfer toward a specific academic program.
- C. Developmental course.** A "developmental course" is a course designed to prepare a student for entry into college-level courses. Developmental-level course credits shall not apply toward a certificate, diploma, or degree.
- D. Regionally Accredited Institution.** Colleges or universities that are accredited by a regional accrediting body recognized by the Council on Higher Education Accreditation ([www.chea.org](http://www.chea.org)).
- E. Non-Regionally Accredited Institution.** Colleges or universities that are not accredited by a regional accrediting body recognized by the Council on Higher Education Accreditation ([www.chea.org](http://www.chea.org)).

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2. **Determining Transfer Credits.** Manhattan Area Technical College shall determine if transfer credits apply to its academic programs and graduation requirements.
  - A. **Determining course comparability or equivalency.** The course to be transferred must be comparable in nature, content, and level to courses offered by Manhattan Area Technical College. In evaluating courses for transfer equivalency, the standard for review should be not less than 75 percent comparability of course content. For courses in a sequence, students need sufficient preparation to succeed in the next course in the sequence.
  - B. **Transferring credits according to articulation agreements.** Manhattan Area Technical College is required to accept any credits defined within formal articulation agreements it has with a sending institution. The college is only required to accept transfer credits according to articulation agreements it has approved.
  - C. **Transferring credit granted by a regionally accredited institution.** Manhattan Area Technical College will accept credits for prior learning assessment or examination (credit for prior learning) granted by a regionally accredited institution.
  - D. **Transferring credit granted by an institution outside the United States.** Manhattan Area Technical College shall determine on a case by case basis if it will accept credits granted by an institution outside the United States.
  - E. **Evaluating developmental courses.** Developmental courses shall not be granted college-level credit and they shall not apply to certificate, diploma, or degree program completion requirements. However, a developmental course appearing on a student's transcript shall be evaluated to determine the student's readiness for college-level coursework at Manhattan Area Technical College. Students are advised to assess their skills in these areas if developmental education courses were taken two or more years prior to the time of the request.
3. **College Transfer Policy and Procedures.**
  - A. **Procedures for evaluating credit.** Manhattan Area Technical College shall follow the recommendations of the Joint Statement on the Transfer and Award of Credit, 2001, in implementing its transfer policy and procedures (<http://www.acenet.edu>).
  - B. **Non-traditional credit limit.** The award or transfer of non-traditional credit used toward a degree or certificate award shall not exceed 25% of the credit hours required for the requested degree or certificate.

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**C. Credit life.** General education and elective credits have no transfer time limit. Occupational course credits earned more than five years prior to the time of request need program faculty approval for transfer. Certain occupational areas may have more stringent requirements. If credits more than five years old are not approved for transfer, students may demonstrate course content mastery by utilizing the MATC Credit for Prior Learning process.

**4. Disseminating Information.** The college shall publish information concerning transfer in its print and electronic media catalogs and transfer-related publications.

Published information shall include the following:

- i. Transfer policies, procedures, and guidelines
- ii. Articulation agreements

**5. Student Responsibility.**

**A. Transcripts and supporting documentation.** The student is responsible for arranging for an official transcript and any other required supporting documentation to meet the college policy and procedures. An official transcript must be sent directly from the institution to MATC; or, if hand-carried by a student, it must be delivered unopened with the official seal intact. Student copies and faxed transcripts are not considered official. Official transcripts received at the college from previously attended postsecondary institutions will automatically be evaluated for the program in which the student is currently enrolled. If a student changes programs, re-evaluation will automatically occur.

**B. Grade requirements.** Grades from another institution are not used in computing the student's Manhattan Area Technical College Grade Point Average.

**C. Subsequent Transfer.** While MATC may accept certain credits, other colleges to which the student may subsequently transfer may not accept them. It is the responsibility of the student to maintain communication with the receiving institution.