

J-221 TRANSFER CREDIT POLICY

POLICY

Gateway Technical College considers for transfer equivalency coursework completed at a collegiate, regionally accredited institution of higher learning. Regional accrediting agencies are recognized by the Council for Higher Education Accreditation (CHEA). Credit earned at a time when the transferring institution was a candidate for accreditation may be accepted for credit if the institution's accreditation was subsequently approved. The following standards apply to the transfer evaluation process:

- 1) Transfer credit evaluations are performed only for students who are accepted into a postsecondary program at Gateway. e.g. associate degree, technical diploma, certificate, or apprenticeship program
- 2) No more than 75 percent of a degree or certificate may be earned through transfer credit and/or credit for prior learning.
- 3) Gateway accepts only transfer credit for which a student has earned a grade of "C" or better. Courses in which a grade of "C-" or lower was earned will not be reviewed.
- 4) When transfer credit is accepted, only the credits are transferred in. Grades of "TR" are awarded in place of the original grades. The transfer credit does not count toward the student's grade point average. However, some Gateway courses or departments may have minimum grade requirements/prerequisite requirements. In those cases, the grade at the institution where the credit was earned will be used to determine if the student has met those requirements.
- 5) Students must have completed at least one post-secondary course at Gateway before an official transcript reflecting transfer credit will be issued.

PROCEDURES

General Procedures

- 1) Students must submit an official transcript to the Gateway Technical College Office of College Access for each institution from which they wish to transfer credit. An official transcript is one that has the seal of the institution and the signature of an official of that institution and if delivered in person, it must be in the originating institution's sealed and stamped envelope. If an official transcript is opened by the student, it is no longer considered official.

- 2) Students are responsible for submitting all required supporting documentation pertaining to evaluation, including syllabi/course outcome information when requested.
- 3) Transcripts will be forwarded to the Registrar's Office for initial review against established standard equivalencies.
- 4) A transfer course that has not previously been established as a standard equivalency will be reviewed by the academic dean responsible for the course subject area, or his or her designee. Credit is awarded if it is determined that the transfer course meets or exceeds 80% of the content of the Gateway course. The review of the course will focus on the level, content, quality, and comparability of the course.
- 5) Once the transfer credit review is complete, the accepted credit is applied to the student's academic record. Students may review their transfer credit on the My Progress screen in Self-service.

Additional Requirements to Transfer credit from Institutions outside the United States:

Students with international postsecondary coursework must have their transcripts evaluated by an educational credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES®) or the Association of International Credentials Evaluators (AICES®). These associations specialize in comparing international academic credentials to U.S. educational equivalents. For students seeking equivalency credits, Gateway requires a catalog match evaluation.

International coursework will be evaluated on a course-by-course basis. Departments may require a translated syllabus by an ATA (American Translator Association) certified service for an evaluation of course content and learning outcome assessments.

Appeals

Transfer credit appeals follow the same Academic Concerns Policy as outlined within Student Due Process Rights Policy J-101 found in the Gateway Student Handbook.