

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

Policy No. 5.1.2

Title: Undergraduate Course Credit Transfer	
Originated by: President/CEO	
Originated Approver: Board of Directors	Originated Date: 5/28/2009
Revised by: Vice President Student Success/Dean of Student Services	Revised Date: 9/24/2020
Reviewed on: 7/2011; 9/2020	

Policy Statement: Manhattan Area Technical College (MATC) welcomes transfer students and endorses the "[Joint Statement on Transfer and Award of Academic Credit](#)" approved by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers and the Council for Higher Education Accreditation. Many of the principles of that statement are inherent to this policy.

Rationale: The MATC Registrar's Office evaluates transfer credit after a transfer student is admitted to the college. MATC has a defined policy for the evaluation and awarding of college transfer credit, military transfer credit, and advanced placement/standardized examinations credit. This policy reflects our mission to anticipate and exceed the educational and workforce training needs of our community. Our central focus is preparing students to be successful in their careers through education, personal, and professional development.

The procedures outlined below ensure that only college level, degree/diploma-applicable course work is eligible for transfer credit; that military transfer credit is considered only for demonstrated competencies deemed comparable to college-level learning by the [American Council on Education](#); that advanced placement and standardized examination credit demonstrate collegiate-level equivalency; and that such demonstrated competencies are comparable to MATC course learning outcomes and consistent with transfer credit policies and standards.

Definitions:

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>).

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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.

Official Transcript - 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.

Regionally Accredited Institution - Colleges or universities that are accredited by a regional accrediting body recognized by the [Council on Higher Education Accreditation](#).

The Kansas Board of Regents Systemwide Transfer (SWT)

The Kansas Board of Regents approves new course(s) each year, guaranteed to transfer among all Kansas public postsecondary institutions. Faculty representatives develop the learning outcomes for all the courses. A student who successfully completes any of these courses at a Kansas public university, community college, or technical college will be able to transfer the course to any Kansas public postsecondary institution.

Each course approved and accepted by the Kansas Board of Regents is identified by a shared course number that supports a student-first philosophy and is designed to enhance educational planning and effortless course transfer. A Kansas Regents Shared Number (KRSN) uses a 3-letter prefix and a 4-digit course number to differentiate the KRSN number from individual institution course prefixes and numbers.

For a complete listing of the courses that have been approved by the Kansas Board of Regents for transfer as direct equivalents at all public Kansas postsecondary institutions view the [Kansas Board of Regents website](#).

Determination of Transferability

MATC awards credit in transfer for courses completed at colleges and universities accredited by [regional accrediting associations](#) recognized by the Council on Higher Education Accreditation (CHEA).

To be accepted, coursework must have been completed at an institution after it received accreditation or during the time it was granted candidacy status for accreditation from one of the regional accrediting associations linked above.

The following process outlines the steps taken to determine your transferability of credit. All decisions about transfer equivalency are discretionary on the part of the college: whether equivalency will be allowed, how much will be allowed, and how it will be applied. In exercising this discretion, the college will apply principles recommended by its regional accreditor and national higher education organizations that set standards for transfer credit. These principles

focus on the level, content, quality, and comparability of a course and its relevance to the student's intended program of study.

- In order to transfer credit, a grade of "C" (2.0 on a 4.0 scale) or better must have been made in the subject.
- No credit is given for academic courses with pass/fail or satisfactory/unsatisfactory grades.
- To receive credit for a specific MATC course, the transferring course must be equivalent in content (and in college/university transfer credit hours) to a MATC course. Official transcripts from accredited institutions will be reviewed against established standard equivalencies and transfer equivalency recommended by the appropriate designee.
- Courses transferred as part of an earned associate's or bachelor's degree will be evaluated for equivalency without regard to the completion date. However, any course older than ten (10) years that was not completed as part of an earned degree will be evaluated by the appropriate designee on a case-by-case basis.
- Stand-alone courses or training (including military) completed outside of a structured program of study may be considered for Prior Learning Credit.
- A grade of "TR" (transfer) is awarded for all transfer courses. TR grades are not included in the computation of the student's college GPA.
- In evaluating courses for transfer equivalency, the standard for review should be not less than seventy-five (75) percent comparability of course content. For courses in a sequence, students need sufficient preparation to succeed in the next course in the sequence.
- International transfer credits must provide an official course evaluation of all foreign university and college transcripts from a [NACES](#) (National Association of Credential Evaluation Services) association member.
- MATC 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.
- It is the student's responsibility to make certain all courses have been evaluated prior to scheduling to avoid repeating any course work.

MATC does not imply or guarantee that credits completed at MATC will be accepted or transferable to any other college, university, or institution. Each institution has its own policies governing the acceptance of credit from other institutions such as MATC. Students seeking to transfer credits earned at MATC to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

College Procedures

- It is the student's responsibility to submit official transcript(s) directly to the Registrar's Office for evaluation of transfer credits.

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- An academic advisor performs a preliminary evaluation for the Registrar's Office utilizing course descriptions. If course descriptions are not sufficient. It may be deemed necessary, for students to supply a course syllabus for course(s) not already included in the College's listing of approved transfer courses.
- After a preliminary review by academic advisor, the documentation is passed along to the Registrar for final review and determination of transfer equivalencies.
- The Registrar posts transfer credits in Jenzabar One which then will translate to the student's unofficial transcript in MATC Online.

Appeals Process

To appeal the evaluation or transferability of a course evaluation, the student must submit a written request to the Registrar for re-evaluation of transfer credit. The appeal must be made within sixty (60) days of the transfer courses being entered and must include documentation for re-evaluation. Upon receipt of the appeal, the Registrar will submit a copy of the appeal to the VPSS. The Registrar will inform the student in writing within fourteen (14) working days if additional documentation for further evaluation is needed. The Registrar will inform the student in writing of the final transfer credit decision.