



Transfer of Credit Policy

1. Purpose

The purpose of the Transfer of Credit policy is to specify the regulations which apply to credit transferred into a student's training plan from courses taken at the College as part of a different training plan, from courses and experience gained outside of the College and from courses taken at other institutions as covered by an existing articulation agreement.

2. Policy

The Tooie Technical College is a clock-hour institution that does not award traditional academic credit. Any student that meets the admission requirements of TTECH may enroll in the institution. When a student requests that experience gained outside of College coursework or coursework completed at another institution of higher education transfer to and be credited toward completion of a TTECH course or program, the transfer coursework will be evaluated as follows:

2.1. Transfer of credits within TTECH: When a student desires to transfer from one TTECH program to another, or when it is determined that a student is not enrolled in the proper program, Student Services staff will work with the student to find a more suitable training area. Students may transfer into a different program within TTECH as long as they meet the admission requirements of the new program. Coursework that are common to different TTECH programs are transferable from one program to another within the institution.

The student's sponsor or sponsoring agency will be required to sign off on the change before it can be accepted. In the case of Title IV students, the Financial Aid Coordinator will need to review eligibility requirements and will need to approve the change if Title IV funds will be applied to the new program. Any hours attended in equivalent coursework will be treated as Transfer Credit in the new program. Transfer Credit hours reduce the amount of Pell eligible hours on a one-to-one basis. Program instructor(s) will post Transfer Credit hours in the Student Information System with the designation of Alt Doc (Alternative Documentation) and will not be included in Satisfactory Academic Progress calculations of the new program.

2.2 Transfer of credits for coursework completed at another institution or covered by an existing articulation agreement: Transfer of acquired competencies and skills will occur after review by the program instructor(s) and posted in the Student Information System with the designation of Alt Doc. These hours will not be included in Satisfactory Academic Progress calculations. Student must complete at least 66% or 2/3 of their program course requirements while enrolled at the College.