

## TRANSFER OF CREDIT POLICY

### Transfer of Credit from other Institutions

Southeastern Technical Institute allows for the transfer of credits earned at another institution if that Institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation, and the previous credits earned are comparable to those offered in the institution's program in which the student seeks to enroll.

Transfer credit will only be considered for the following courses:

Dental Assisting Program	Computers for Dental Assistants
Medical Assisting Program	Pharmacology I & II Anatomy & Associated Terminology I & II (to earn transfer credits students must transfer in all of the following courses – Anatomy & Physiology 1 & 2 and Medical Terminology)
Practical Nurse Program	Growth and Development (or equivalent life-span developmental psychology) Integrated Science (to earn transfer credit students must transfer in all of the following courses – Anatomy & Physiology 1 & 2, Microbiology, and Nutrition)

All considered credits must have been earned within the last three years, and be of "C" average or above. STI will allow no more than 50% of any program to be credited by transferring credits from another institution or "testing out". There is no fee for the evaluation or the granting of transfer of credit. Transfer credits (no grade) will appear on the transcript. Transfer credits are not figured into the G.P.A. When transfer of credit has been awarded the tuition and fees will be adjusted accordingly.

A completed STI Transfer of Credit form must be made to the Program Director and approved by the Program Director and the STI Director within one week of the start of class, in order to allow STI adequate time for evaluation. The request must include an official transcript from the student's prior institution and course descriptions in the form of syllabi or institutional catalogs which include clock and/or credit hours. A decision will be made within one week of receipt of the requisite documents and the student will be advised in writing. Any appeal to the institution's decision must be made in writing and submitted to the STI Director. The subsequent decision will be final. Transfer of Credit forms are available from the STI office and on the website at [www.stitech.edu](http://www.stitech.edu). The student is allowed and encouraged to attend, for purposes of review, any portions of the program for which credit has been given, as long as classroom space is available.

STI makes no guarantee of transferability of credits to another institution, but will assist the student wishing to transfer credit by providing guidance, official transcripts, syllabi, course outlines, or institutional catalogs when available.

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## STI TRANSFER OF CREDIT POLICY – COSMETOLOGY

Southeastern Technical Institute recognizes the uniqueness of Cosmetology Programs. According to the Massachusetts Board of Cosmetology regulations, all Cosmetology Programs must incorporate two major standards; First, through various forms of assessments, the student meets all competency standards as prescribed by the board and the school. Second, the student completes 1,000 hours of Cosmetology training.

Students who apply to transfer hours and credits from a program approved and in good standing with the Massachusetts Board of Cosmetology, will be allowed to transfer credits and hours into the STI Cosmetology Program under the following conditions:

1. All students must complete an STI application and admission testing.
2. All students must submit proof of high school graduation with an official transcript, official GED (scores included) or Official Hi-Set (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
3. All students must submit proof of competency from their sending school in the form of official transcripts or other documentation deemed acceptable by STI.
4. All students must complete all components of the STI admissions process including passing the Accuplacer test, interview with the STI Director, and provide a professional reference as part of the application process. A determination will then be made on an individual basis regarding each student's acceptance into the STI Cosmetology Program and if accepted, the number of hours that will be transferred.

### Cost:

1. **Tuition and Fees:** All students must submit proof of competency from their sending school in the form of official transcripts or other documentation deemed acceptable by STI. Students will pay a prorated fee amount based on accepted hours rounded to the nearest 100. Students, who have an approved cosmetology kit (as approved by the program instructors), will have the current amount of the STI kit deducted from their fee amount.
2. **Books:** Students who are in possession of the version of Milady books that STI is currently using, will not be charged for books. All other students will be charged at the current rate for a set of Milady books.
3. **Uniforms:** All students must adhere to the STI Cosmetology Uniform Guidelines, and purchase their uniforms from the uniform company designated by STI.

Southeastern Technical Institute makes no guarantee of transferability of hours or credit between sending schools and STI, but instead will review each candidate on a case by case basis.

## **TRANSFER OF CREDIT BETWEEN STI PROGRAMS**

**It is not possible to transfer credit between programs at STI**

### **Course Test-Out Procedure**

Students in the HVAC Program may Test-Out of Math for HVAC and Computers for HVAC course(s) using the following guidelines:

1. The student must test-out during the 2nd meeting of the course.
2. The student will be given the final examination of the course. The student will have only one opportunity to take the final exam to Test-Out of the course. The student must complete the final examination at STI in the required amount of time.
3. The student will not receive additional study materials from the instructor (beyond the course syllabus) to prepare for the final exam.
4. The student may not use any study or support materials while taking the final exam other than those provided with the test materials by the instructor.
5. The student must score a minimum of 75% on the final exam to Test-Out of a course.
6. If the student scores 75% or better, the student will receive their test-out score as their final grade for the course, and this grade will be listed on their transcript. If the student scores below 75%, the student will resume the course.

## **STI STUDENT TRANSFER POLICY**

### **From Other Institutions**

Applicants desiring to transfer from other approved Programs into STI Programs will be considered on an individual basis when space is available in the program. All transfer students are required to meet program admission criteria. An applicant may be accepted and required to start the program from the beginning if lacking STI Term I program courses. An applicant may be accepted as a Term II student, if all Term I courses have been completed. All students must complete 50% of the total program hours in the STI Program.

Prior to STI acceptance of transfer credits, an applicant must:

1. Submit a completed application with fee and schedule a personal interview with the Program Director or the STI Director.
2. Complete required entrance exam for program.
3. Submit an Official High School Transcript, Official GED (scores needed) or Official HiSET (scores needed)
4. Submit official transcripts from any college where applicable courses were completed. Any applicable course must have been completed within the past three years, with a minimum grade of "C".
5. Submit a course syllabus when requested.

All records and materials will be reviewed by STI Director and Program Director. Transfer admission requests are reviewed at program faculty meetings. The faculty reserves the right to admit only

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qualified and suitable transfer applicants, on a space available basis. Once a course has been officially approved and transferred, it will appear on the student's permanent record. Transfer credits will not be computed in G.P.A.

**Advanced Placement and Experiential Learning Credits**

STI does not accept advanced placement or experiential credits.

**Within The Institution between Programs**

It is not possible to transfer between programs at STI.