

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:

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. Transfer credits earned within the last five years, and be of "C" average or above, may be considered if the student has applied the skills in work as proven by their resume and references at the discretion of the Program Director. 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 prior to the start of the semester. 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 if requested. 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. 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.

Adopted: 1/17

Reviewed: 9/17, 4/1/21, 2/7/22

Revised: 11/17, 5/11/21, 5/10/22

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.

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TRANSFER OF CREDIT BETWEEN STI PROGRAMS

It is not possible to transfer credit between programs at STI

Advanced Placement and Experiential Learning Credits

STI does not accept advanced placement or experiential credits.

Within The Institution between Programs

Individual courses can be transferred between programs as described in the Transfer of Credit Policy.

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