



Friday, January 17, 2025

Transfer Credit Policy

Prior to applying to MBTU, prospective students must include any institution (s) previously attended on the Application for Admission to MBTU to qualify for consideration as transfer credit.

If the institution(s) is/are not listed on the application, no transfer credit can be considered in the future. The Academic office will evaluate and award up to 50% of the program.

Since students can earn credits at some of the institutions listed in the application while enrolled at MBTU, if requested by the student, the Academic Department will conduct a secondary evaluation of transcripts during the term of the student's enrollment and award additional transferred credit as appropriate up to the total of 50% of the program.

The credit transfer system may accept five types of transfer credit:

Credit earned at regionally or nationally accredited institutions

Credit earned at independent/licensed institutions

Credit earned by examination (CLEP)

Credit transfer through specific Academic Agreements

*The transfer of credits is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credentials will be accepted by another institution of the student's choice.

Credit Earned at Regionally/Nationally Accredited Institutions

Most course credit earned at regionally/nationally accredited colleges and universities will be accepted by MBTU, provided the following requirements are met:

University/college level courses in which a passing grade has been earned.

The course is 100-level or above (college-level).

Determinations as to how the transfer credits will be applied to specific degree requirements are made by the Academic Director, in consideration of the student's overall degree plan.

Credit limits

Whichever is the category, no more than 50% of the program credits may be transferable.

Exclusions/exceptions

- Orientation courses from other institutions will not be accepted by MBTU.
- ESL (English as a Second Language) courses are also not accepted for MBTU transfer credit.

Credit Earned at Independently or Privately Accredited/Licensed Institutions

Credit earned at institutions accredited by bodies other than recognized regional accrediting organizations will be considered only if institution is listed in the guidebook Accredited Institutions of Postsecondary Education, published by the American Council on Education (ACE).

A maximum of 15 semester credit hours (or equivalent quarter hours) from independently or privately accredited institutions may be applied to the program degree requirements.

Orientation Courses and ESL Courses are not eligible for transfer credit.

Credit Earned by Examination

CLEP (College Level Examination Program) may be used to fulfill certain general education or elective credit requirements. Only those examinations that have been reviewed and approved by the university are acceptable for credit transferring. (For specific information about tests that are accepted contact the Office of Admissions.)

MBTU departmental credit-by-exam opportunities may also be used to fulfill certain general education or elective credit requirements. Some departments have placement exams that may be used to earn exemptions from certain prerequisites, but no credit is awarded for passing these exams. Contact the Office of Admissions for more information.

Credit transfer through specific Academic Agreements

Each Letter of Agreement or Memo of Understanding will specify the number of credits to be transferred.

*The transfer of credits is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credentials will be accepted by another institution of the student's choice.

Specifications

The Academic Director evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

- Official transcripts must be received directly from the former institution.
- Course descriptions from a former institution's catalog are analyzed and credit is accepted for those successfully completed courses that are equivalent to those of MBTU courses. Courses in a student's major must meet the same general course objectives.
- It is the policy that MBTU only accepts those transfer credits that are applicable to the student's degree.

Requirements. In general, all university/ college level courses in which a passing grade have been earned are acceptable for transfer to the university.

- Students seeking transfer credits from International Colleges or Universities are required to provide an official transcript and a certified Transcript as well as a course description (from catalog), and course Syllabi translated and evaluated by a member the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the foreign credentials to credentials awarded by institutions in the United States.

TC Appeal procedure

The student must provide the academic coordinator with supporting documentation for a transfer analysis. This includes the official transcript, course description(s), syllabus, and academic quality verification documentation. If the student does not provide this information by the deadline, the documentation will not be accepted, and a transfer evaluation will not occur. MBTU reserves the right to deny credit for courses that are not compatible with those offered in its degree programs. If some courses do not transfer and the student questions a decision, the student should consult the Academic Department. An Appeal of official transfer credit evaluations are intended for students who have had an official transfer credit evaluation completed and was denied due to insufficient supporting documentation (e.g., course description(s), syllabus, academic quality verification documentation, etc.). Students should review the University's transfer credit policies prior to submitting their appeal. Students who believe that their transfer credit evaluation is inconsistent with published policy may appeal to the Academic Department. Transfer credit appeals are reviewed by the Academic Director, depending on the nature of the appeal. The student will be notified of the appeal results via email. All appeals must be complete. Incomplete appeals or verbal appeals will not be considered.