Area: Student Services

Policy Name: Transfer Credit Evaluation

Policy Statement: Salina Area Technical College (SATC) strives to be a transfer friendly institution while maintaining course integrity by reviewing external transcripts with consistency and establishing published equivalencies for the Kansas Board of Regents.

Procedures: SATC shall use standard criteria for the approval of transfer credits. Criteria shall be established and approved to ensure all courses transferred and applied toward a degree demonstrate equivalence with the College's courses required for the degree or are of equivalent rigor. In order to be in conformance expectations of the Higher Learning Commission's Assumed Practices, transcripts shall be evaluated according to the following:

- SATC grants credit for courses transferred from accredited institutions. The Higher Education Directory is used to verify accreditation. SATC does not accept credits for courses from non-accredited institutions, except in cases in which the American Council on Education (ACE) has published transfer credit recommendations. However, if the institution is in the accreditation process, SATC is willing to re-evaluate a transcript if the student provides SATC with information on the institution's accreditation status and the year-specific syllabus for each course.

- SATC will only evaluate international transcripts that have been evaluated by either World Education Service, Inc. (WES) or Educational Credential Evaluators (ECE). The evaluated transcript must come directly to SATC, via the US Postal Service or secure electronic submission, from one of these agencies.

- Only official transcripts are evaluated. For posting of credit, an official copy issued from institution to institution must be received.

- Only classes awarded a 2.0 (C) grade or higher are accepted.

- Courses received are evaluated as equivalent credit: course content is similar to, or the same as, an SATC course. The course will be evaluated as specific subject area and course number, i.e., ENG 101. Equivalent course work will be posted to SATC transcript with a grade of “T” (Transfer) and will not be included in the cumulative GPA.

- All transfer credit is reviewed on a case-by-case basis by the Registrar.

- Faculty shall be consulted when transfer course content varies substantially from the College's established course description. Faculty shall also be consulted when transfer
course content is in the technical program area to ensure the technical course content is equivalent in content and rigor to a course at SATC.

- Only courses that apply to a student's program of study at SATC or meet degree requirements will be transferred.

- Acceptance of credit is not guaranteed until an evaluation has been conducted.

Contact: Registrar

Related Forms: 

Adopted: September 22, 2014

Updated: October 27, 2014