

Transfer Credit Standards:

- MABTS only accepts transfer credit from other accredited institutions on par with its SACS accreditation.
- The course description provided from the original institution MUST line up with the MABTS course description.
- Must submit an official transcript and course descriptions for each course to be transferred BEFORE the Registrar's Office will evaluate for transfer credit. Student is responsible for filling out the Transfer of Credit form and submitting it with the official transcripts and course descriptions.
- Associate 60-hour programs can transfer in up to 30 hours.
- Bachelor 120-hour programs can transfer in up to 90 hours.
- Master 90-hour programs can transfer in up to 60 hours.
- The last 30 hours must be completed at MABTS.
- **Four (4) weeks are required for the transferring of credit process.** If you want to know which courses will transfer before registration, please submit your documentation and transfer of credit request according to this time constraint.

Instructions on Transferring Credit from a Previous Institution into MABTS

Students seeking to transfer in credit from a previous institution must follow the following steps. It is the student's responsibility to collect the information and complete the form correctly. The Academic Records Office will not process forms that have been filled out incorrectly or forms missing information.

Step 1: Request official transcript to be sent from the previous institution to MABTS.

Step 2: Provide course descriptions from the previous institution. A copy of the course descriptions must be attached.

Step 3: Read the MABTS course descriptions listed in the current MABTS catalog. The description from your previous institution must match the MABTS description.

Step 4: Fill out the "Transfer Credit Form" appropriately listing the information from your previous institution and the information for the MABTS course.

- If a course does not match any descriptions at MABTS, but you would like to transfer it in as an elective, just write "Elective" for the MABTS description
- Transfer credit is only given for courses in which the student made a grade of "C" or higher.
- If a transfer course is offered as 2 hours credit then MABTS will not accept it since our courses are offered as 3 hours credit.
- No remedial courses will be accepted for transfer credit or advanced standing.
- The student is allowed to transfer in the only the amount of electives that are granted for the specific program.
- **Step 5:** Turn in the completed form with the course descriptions from your previous institution to the Registrar's Office **four (4) weeks before the first day of Registration. Allow 4 weeks for processing of the request.** You must be an accepted student at MABTS for your form to be reviewed. You will be notified when your request has been processed. However, it is the student's responsibility to follow up.

4/15/14