

Instructions on Transferring Credit from a Previous Institution into MABTS

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

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

Step 2: Locate all course descriptions of the classes taken at the previous institution. Compile these either via Word document or photo copy. A physical copy of the course descriptions (in some form) must be submitted in order for credit to transfer.

Step 3: Read the MABTS course descriptions listed in the most current version on the MABTS catalog. If the MABTS description is similar to the description from your previous institution the credit will most likely transfer.

Step 4: Fill out the "Transfer Credit Form" appropriately listing the information from your previous institution and the MABTS credit information you are hoping to received.

- 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.

Step 5: Turn in the completed form with the course descriptions from your previous institution to the Registrar in Academic Records.

You will be notified when your transcript when your request has been processed.