

Transfer of Credit

Transfer of Credit from Other Institutions

MTI's mission dictates that graduates entering the workforce should be fully prepared with the knowledge, skills, and confidence necessary to support their success. One way that MTI strives to ensure each individual student's success both in the classroom and on the job is by being an outcomes-based institution. This means that in order to receive MTI College credit, students must demonstrate that they can perform the outcomes or skills associated with the MTI class.

In many cases, completion of a comparable class at an accredited institution is sufficient to demonstrate these skills. Thus, it is the policy of MTI College to accept comparable credit hours earned in courses taken at accredited institutions provided that a grade of 2.0 (C) or above was earned. *Special conditions apply to program-specific classes, General Education classes, and skills-focused first-year classes. Credit for these courses will be considered on a case-by-case basis and must be approved by the department chair.*

The college reserves the right to accept or reject any or all credit hours earned at other collegiate institutions. Transfer credit hours that are more than 10 years old generally are not accepted. Students may not transfer credit for courses taken at another institution and also receive credit for the same course taken at MTI College.

The number of credits transferred to the college for a degree program may not exceed 50% of the program's total credit hour content. *Note:* Students with a college degree (Associates in Arts or Associates in Science, or higher) or substantial college credit may be eligible to bypass the first year of the degree program, even in cases where credits exceed 50% of the program's total credit hours. For a diploma program, typically no more than 15 credit hours may be accepted as transfer credits. Transfer credits must be directly applicable to courses required in the MTI program.

Because the academic calendar is based on the quarter system, the conversion of clock hours to credit hours is 10 clock hours of lecture or 30 clock hours of lab for every hour of credit. Unless indicated otherwise, the college uses the Carnegie system for measurement of academic credit.

Transfer credits will be applied toward meeting graduation requirements and will be used in determining satisfactory progress, maximum program length, and eligibility for financial aid funds. To be considered, transcripts must be presented at the time of enrollment or within the first two weeks of the class to which the credit will be applied (please refer to the Program Change policy).

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The transfer of credit from MTI College to another college is entirely up to the receiving college. MTI does not guarantee or promote that any of its credits will be accepted by another postsecondary institution.

Credit from Advanced Placement (AP) Exams

Students who have completed College Board Advanced Placement (AP) exams with scores of 3, 4 or 5 may receive credit for MTI courses as noted in the table below. The student will receive Course Category Equivalent credit (CCE) which appears on the student's transcript. Units are not counted as credits attempted or credits completed, and are not included in the grade point average (GPA) calculation.

MTI General Education Credit	Advanced Placement (AP) Exam	Required Score
Communications	AP English Language and Composition AP English Literature and Composition	4 or 5
Humanities	AP Comparative Government and Politics AP United States Government and Politics AP Psychology AP Macroeconomics AP Microeconomics	3, 4, or 5
Social Science	AP European History AP Human Geography AP United States History AP World History AP Chinese Language and Culture AP French Language and Culture AP German Language and Culture AP Italian Language and Culture AP Japanese Language and Culture AP Latin AP Spanish Language and Culture AP Spanish Literature and Culture	3, 4, or 5
Natural Science	AP Biology AP Chemistry AP Environmental Science AP Physics C: Electricity and Magnetism AP Physics C: Mechanics AP Physics 1: Algebra- Based AP Physics 2: Algebra-Based	3, 4, or 5
Computation	AP Calculus AB AP Calculus BC AP Statistics	3, 4, or 5

Credit for Work Experience (Paralegal program only)

A potential student who is currently working in the legal field and is applying to the Paralegal Year One program may receive credit for the following courses based on demonstrated work experience:

- L110A Beginning Legal Terminology and Office Procedures
- L110B Beginning Legal Litigation
- L115A Advanced Legal Litigation
- L115B Basic Legal Calendaring

To receive credit, the student must submit a portfolio consisting of the following items and participate in an interview with the department chair for Paralegal Studies.

- Current resume
- Letters of recommendation from the student's supervisor and/or supervising attorney
- Work samples

In addition, the student must complete the L-Series challenge test. The student's portfolio and performance on the challenge test will be assessed by the department chair to determine equivalency between the student's demonstrated knowledge and work experience, and the courses' student learning outcomes. The department chair will make a recommendation regarding the award of credit.