



MARION TECHNICAL COLLEGE
PLANS AND PROCEDURES MANUAL

TRANSFER POLICY

EFFECTIVE SCHOOL YEAR: 2024-2025

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

TRANSFER POLICIES AND PROCEDURES

2024-2025

TRANSFER POLICY

OVERVIEW

As a postsecondary institution, Marion Technical College is part of Florida's statewide course numbering system. The major purpose of this system is to facilitate the transfer of certificate program course credits among participating institutions. (This system pertains only to Career and Technical Education certificate programs.) Students transferring to Marion Technical College from another institution must file their application and supporting academic documentation to the Student Services Office when submitting their application. Students must be in good standing at the transferring institution. Transcripts are reviewed for transfer credit and placement prior to enrollment.

All transfers are considered on an individual basis provided space is available and admission requirements are met. The appropriate Department of Education Statewide Course Numbering System discipline committee has reviewed and assigned a "transfer value" to the curriculum content for certificate programs. Student placement will be the result of mutual planning by the student, instructor, counselor and administration. Some licensure programs may have additional transfer requirements to ensure that licensure and certification standards are met. These requirements are set forth in program information and applications packets and on the school website.

A VA benefited student is required to transfer previous training credits from an accredited institution to Marion Technical College. Credit for previous training will be evaluated by the instructor and granted, if appropriate. Upon acceptance of the transfer credits, the training time may be reduced. The DVA and the student will be notified if previous credit is granted. The evaluation will be performed within the first 90 days of enrollment.

ARTICULATION

Statewide articulations between technical centers and community and state colleges articulating credits for selected programs were established in 2006. These statewide articulation agreements allow students to earn up to the maximum number of articulated credits/clock hours based upon similar curriculum as determined by the accepting institution. Articulations are in place with several institutions of higher learning. Contact a career advisor or instructor for more information about these articulations.

Some programs have Career Pathways articulations with Marion County high schools and/or articulations with other postsecondary institutions of higher learning. Articulations allow students to receive credit for courses that do not have exact matches at the articulating school, but which the accepting institution has agreed to accept as credit. All articulations have formal agreements with the articulating institution, which are on file in the Marion Technical College Student Services Office.

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Career Pathways articulations allow students who completed a Career and technical course of study at a Marion County Schools' high school to articulate courses in selected programs.

TRANSFER PROCEDURES

OVERVIEW

Marion Technical College permits student transfers between programs and transfers into MTC programs from external institutions as needed. Careful consideration is given to the students' needs, previous program coursework / clock-hours completion, and program requirements.

TRANSFER BETWEEN PROGRAMS

Students may transfer from one program to another within the school if it is evident that they are not well suited in a particular area of training. Transfers are allowed only after a consultation with the Student Services department and respective program managers/coordinators. The Student Services department and student may consult with instructors involved to ensure a smooth transition. External funding agencies and/or the Financial Aid department must be contacted when a transfer is being considered so that transfer requirements of these agencies and programs may be met.

Checklist:

- Meet with program faculty.
- Meet with students services staff and program manager / coordinator
- Evaluate basic skills and completed items from curriculum frameworks
- Review academic progress and attendance history
- Consult with Financial Aid (if applicable)
- Accept / Deny transfer request

TRANSFER FROM EXTERNAL INSTITUTIONS

Students may receive clock-hour credit for skills mastered through documented work experience or from another institution or program that follows the Florida Department of Education Curriculum Frameworks. Upon receipt of a transcript from another institution, clock hour credit will be applied to the course/program of enrollment, where appropriate. Students may receive clock-hour credit for skills mastered in high school or at other institutions or through previous training and experience, if the students' transcripts and evaluations are justified. An evaluation is made by the program manager/coordinator and the instructor through interviews, review of past records of training and experience, skills assessment, and tests. Through articulation agreements with the state's community colleges, students may also have the opportunity to receive credit for work completed at MTC in Applied Technology Diploma programs.

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CHECKLIST

- Meet with student services staff
- Submit a standard program application
- Submit an official transcript from transferring institution
- Program faculty evaluates transcripts and application, completes "Transfer of Credit Form"
- Competency evaluations (if applicable)
- Consult with Financial Aid (if applicable)
- Accept / Deny transfer request