



Student Services Policies and Procedures

Student Transfer

Effective Date: July 1, 2009

Board Approval: June 9, 2009

1. Purpose

To outline the Tooele Applied Technology College (TATC) policy on student transfer.

2. Policy

The Tooele Applied Technology College is a competency-based institution that does not currently award traditional academic credit. Any student that meets the admission requirements of the TATC may enroll in the institution. When a student requests that coursework completed at another institution of higher education transfer to and be credited toward completion of a TATC course or program, the transfer coursework will be evaluated as follows:

- 2.1. **Transfer of students within TATC:** When a student desires to transfer from one TATC program to another, or when it is determined that a student is not enrolled in the proper program, Student Services staff will work with the student to find a more suitable training area. Students may transfer into a different program within TATC as long as they meet the admission requirements of the new program. Competencies that are common to different TATC programs are transferable from one program to another within the institution.
- 2.2. **Transfer of students from another UCAT Campus to the TATC:** Students who transfer and wish to receive recognition for competencies attained at another UCAT campus shall provide official transcripts and any other required records and reports for evaluation. Transfer of acquired competencies and skills will occur after review by the program instructor(s).
- 2.3. **Transfer of students from other higher education institutions to the TATC:** Students who transfer and wish to receive recognition for coursework completed at another higher education institution (excluding UCAT campuses) shall provide official transcripts and any other required records and reports for evaluation. Coursework will be credited toward competencies necessary for completion of a TATC course or program only after review by the program instructor(s). If the instructor is not able to verify that transfer coursework meets competency requirements, students can "test out" by demonstrating competence to the instructor through the competency assessment methods used in the course or program.