AC/C TECH

Transfer of Credit - Evaluation Form

Student Name:		Major:	
Official Transcripts Received From (List Institutions):		**Date Received:**	

Courses Evaluated for Transfer	AC/C TECH Courses Substituted	Comments
Total Number of Courses Transferred		

AC/C TECH allows transfer of credits when an official transcript is received indicating the student's academic performance. Be aware that we only provide transfer of credits for students enrolled in the Associate of Applied Science Degree in Residential & Apartment Technology.

To be considered for transfer:
- The coursework must have been completed through an appropriately accredited institution.
- Course content must be similar to AC/C TECH's.
- Courses must have been completed no more than 10 years ago.
- A grade of C (2.0 GPA) is required for any course to be considered.

Students may transfer a maximum of 75 percent of the credits required for the AAS Degree program (21 courses). Credits awarded for experiential or equivalent learning cannot exceed 25 percent of the credits required (7 courses).

AC/C TECH has the right to accept or deny credits based on how they align with the program and how they could affect property management firms and apartment communities supporting the program. Students may appeal transfer credit decisions using procedures outlined in the Complaint/Grievance Policy.

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Director of Education   Date