

**ADVANCED STANDING TRANSFER OF CREDIT**

It shall be the policy of the Southwest Technology Center to admit students to the vocational programs on an advanced standing basis. Advanced standing shall be based on an evaluation of an individual's previous educational experience and the application of such education to the requirements of specific courses within the program of study.

Students who feel that they are proficient in an area of study offered at SWTC may apply for advanced standing credit. In order to receive advanced standing credit, a student must successfully complete a comprehensive written and skills test. The test will be administered by a qualified representative of SWTC and must include both a written cognitive assessment along with a supervised skills demonstration assessment. A student will be charged a \$50.00 advanced standing credit fee along with a \$25.00 per hour assessment fee to cover the cost of the test administration. Students may apply for advanced standing through a program instructor, the student services coordinator, or counselor.

Transcripts from other schools, colleges, and accredited institutions will be evaluated by the administration and the instructor involved, and credit may be granted for appropriate units of instruction.

Starting with the 2013-2014 school year, the Southwest Technology Center will award educational credits to enrolled students who have been honorably discharged from the Armed Forces of the United States within three (3) years of initial enrollment for courses that are part of the student's military training or service and meet the standards of the American Council on Education (ACE) or equivalent standards for awarding academic credit if the award of educational credit is based upon the Southwest Technology Center's admission standards and the role, scope, and mission of the Southwest Technology Center.

**CROSS-REFERENCE: Student Handbooks**

**Adopted: January 1994 as policy S-116**  
**Revised: November 1995**