

# TRANSFER OF CREDIT

Chattanooga College MDTC welcomes transfer students and will endeavor to afford transfer credit to the school from an accredited institution.

The following conditions are for consideration of transfer credit:

- Provide official transcript from an accredited institution
- Grades of “C” or higher
- Course description, and/or syllabi of the course to be evaluated from the other institution, if needed to determine course equivalency
- Course must be relevant and comparable in scope and content to the course offered by Chattanooga College MDTC
- No more than 65% of credit hours may be accepted for transfer.
- For work done under a system other than the quarter system, credits are calculated at an appropriate ratio of equivalence.
- Hours are not transferable to the practical nursing program
- Cosmetology and related programs must have state form
- Veteran students with an honorable DD214 will also be considered for relevant experience or courses that may transfer to a program.
- The college will also evaluate students’ previous Life Learning experiences
- Credits are not transferable into the Practical Nursing program.

## Determination of Transferability

Chattanooga College MDTC evaluates student transcripts from an accredited institution to ascertain grade earned for consideration. Additionally, consideration of the syllabi and course description may be used to determine if the previous coursework is relevant, comparable in scope and content with the school’s coursework. This criteria is also applicable to veterans and students applying for experience credit. These students are to provide: DD214, letter from employer, student statement of which an exam or demonstration of skill may be required.

## Status of Transfer Credits

After a determination has been made, transfer credits earned by class are posted to the student’s transcript. Students may appeal the decision and provide additional information. Students are notified and will be given the opportunity to discuss the matter with administration.

## Transfer of Credit to Another Institution

The courses offered at the college are highly specialized and students will find that comparable, specialized courses found in the curriculum are not generally offered at other colleges. Students and graduates of Chattanooga College Medical, Dental & Technical Careers should note that the accepting institution has full discretion regarding transfer of credits; therefore, Chattanooga College Medical, Dental & Technical Careers does not guarantee that credit earned at Chattanooga College Medical, Dental & Technical Careers will be accepted by another institution.

## Definition of Credit Hour

Academic Activities	Clock Hour*	Units
Didactic	1	2
Supervised Lab	1	1.5
Externship	1	1
Out-of-class work	1	.5

\*50 minutes equals one clock hour

\*One quarter credit hour equals 30 units

## Definition of Academic Year

Chattanooga College Medical, Dental & Technical Careers, an academic year is defined as 36 quarter credits. Students are scheduled to earn 36 quarter credits in three quarters.

## School Calendar

Classes are scheduled throughout the year and the beginning and the ending dates of the quarter are outlined on pages 31 & 32 (Eastgate) 33 & 34 (Northgate) of this catalog. Class starting dates may be rescheduled to best meet classroom availability and program completion schedules. Students may enter on an open-entry basis provided continuous scheduling of courses can be arranged. Classes are run on a continuous basis.