



Transfer of Credits Policy

A student or sponsoring agency may request transfer credit or challenge exam credit for any course in a program. A maximum of 2 courses may be credited/challenged through this process. Students may attempt to challenge a course only one time. A fee of \$50.00 per transfer/challenge will apply. The academic program director will assess credits earned at another accredited postsecondary institution to determine which credits, if any, are applicable to the program in which the student is enrolling. The student must have earned a grade of "C" or better and an official transcript must be received from the previously attended institution or military transcripts. The course(s) must be comparable in level and content to subjects in the student's program at ATI. Credits earned seven or more years prior to enrollment will be evaluated on a course-by-course basis. Skills classes in which technology may have changed significantly in a short period of time may require additional testing as part of the credit evaluation. All requests for transfers of credit from another accredited postsecondary institution must be submitted by students to ATI within four weeks of commencement of the student's program. ATI will inform the student in writing if a student is denied. A student can appeal a denial in writing to the School Director, and ATI will set up a meeting to discuss the matter with the student.