

TRANSFER OF CREDIT

A transfer student must have transcripts and records evaluated by the appropriate academic advisor, in conjunction with a department administrator, during his/her initial registration and enrollment in classes at SAU Tech. The Registrar's Office will be notified of the approved transfer credits.

Only transfer credit with a grade of "C" or better is recognizable. Credits earned from other accredited institutions will not be calculated in the GPA at SAU Tech. Only applicable transfer credits toward the degree or certificate being awarded will be posted to the transcript.

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "NO COMPARABLE COURSE." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website at <http://adhe.edu> and selecting COURSE TRANSFER.

TRANSCRIPTS & STUDENT RECORDS

A college transcript is a complete and unabridged academic record. It is used to communicate information concerning a student from one institution or agency to another. Official transcripts of a student's work may be obtained from the Registrar's Office in accordance with the federal guidelines. Requests may be made in person, by fax, or by written request in the mail; no telephone requests will be honored. Requests for a transcript by mail or fax should include the full legal name of the student (include birth name, if applicable), Social Security number, dates of attendance at SAU Tech, signature, and name and address of the person or institution to which the transcript is to be sent.

Transcripts will not be released when a student has any outstanding financial obligations with SAU Tech. Additionally, for students who have not completed required student loan exit counseling, the transcript will not be released until electronic documentation of exit counseling is received by the Financial Aid Office.

Transcripts from other institutions submitted to SAU Tech become property of SAU Tech and are not reproduced and/or mailed to other institutions, agencies or individuals. Requests for copies of test results, immunization records, or other information from a student's personal admission file should be made to the Registrar's Office.