

Transfer Credits and Advanced Placement

CREDIT TRANSFER FROM OTHER INSTITUTIONS

Students wishing to fulfill MLT General Education requirements with transfer credits from another institution must have transcripts reviewed by the College One Stop. If a student has attended a Minnesota State institution, transcripts will be available through Central Core Data provided there is not a hold from the attending institution. If a student attended a non-Minnesota State institution, the student must provide an official transcript. Students requesting transfer review must complete this process early during their enrollment at the College.

Transfer of credits must be complete by the end of the first year of technical courses.

Information about Credit by Examination can be found in the Saint Paul College Catalog.

Advanced Placement

Advanced standing in the Medical Laboratory Technician Program is on a **space available basis**. The following steps are required for advanced placement:

1. A student requesting transfer from another MLT Program must meet with the Program Director for assessment of previous coursework and individual advising. A transfer course must be comparable to Saint Paul College's courses in credits and content. The student must provide a copy of the transcript as well as course descriptions to the MLT program Director during this advising meeting. A transfer course must have been completed within the last five years. The Saint Paul College MLT Program will accept transfer of MLT technical course credits for introductory courses only. Such transfer is at the discretion of the MLT Program Director after a careful review of the individual's transcript and course description(s). An exception to this introductory-course-only rule is prior completion of an equivalent phlebotomy program that meets certain predefined criteria. Students must communicate with MLT Program officials before the start of the MLT technical course sequence to learn if credit for Phlebotomy (MDLT 1446) will be awarded in these cases.
2. A student requesting transfer from another MLT Program must present a GPA of 3.0 or better for all MLT technical courses AND a letter of recommendation from the Program Director of the previously attended Medical Laboratory Technician Program. Those students requesting advanced standing who do not meet the above criteria must follow the admission procedure for new students.
3. Each credit to be considered for the transfer must be supported by a transcript from the originating institution. If course was completed at a Minnesota State institution, the transcript will be available through Central Core Data provided there is not a hold on the record. If course work was taken at a non-Minnesota State institution, an official transcript must be provided.

The Saint Paul College MLT Program will not consider technical credit transfer for students who were academically dismissed from another Medical Laboratory Technician program.