

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at SVSTI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Associate of Applied Science in Surgical Technology that you earn at SVSTI is also at the complete discretion of the institution to which you may seek to transfer. If the Associate of Applied Science in Surgical Technology that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SVSTI to determine if your Associate of Applied Science in Surgical Technology will transfer.

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Transfer Credit(s) Policy

Educational credit(s) earned at another institution may be evaluated for transfer to Silicon Valley Surgi-Tech Institute's (SVSTI) Surgical Technology Program.

All transferable credit(s) must meet the following criteria:

- The credit(s) must be earned at an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), **OR**
- Be recommended college credit(s) evaluated by the American Council on Education (ACE) or the National College Credit Recommendation Service (NCCRS).
- Grade received is a C or higher (2.0 or above on a 4.0 scale).

Transfer credit(s) are also evaluated for acceptance in accordance with Silicon Valley Surgi-Tech Institute requirements. Official transcripts documenting coursework must be provided at the time of admission/enrollment for the Surgical Technology Program. If official transcripts from any/all institutions attended are not provided prior to admission/enrollment, students must complete the required course(s) with Silicon Valley Surgi-Tech Institute. Silicon Valley Surgi-Tech Institute does not offer credit(s) through challenge exams or achievement tests. SVSTI will accept credit(s) earned through challenge exams and achievement tests, as listed here in the transfer policy. SVSTI may ask for additional supplemental information, such as a syllabus or course description, that will support the student's request to transfer credit(s) to SVSTI.

Students must complete at least 25% of the program requirements at Silicon Valley Surgi-Tech Institute.

Silicon Valley Surgi-Tech Institute maintains a record of all transfer credit evaluations and maintains transcripts received for evaluation within the student's record. These transcripts become the property of Silicon Valley Surgi-Tech Institute and are not copied or forwarded to other institutions.

Courses will be considered for credit transfer if:

- The educational quality of the acquired learning for which the student seeks credit.
- The comparability of the content, scope, and rigor of the acquired learning to that offered by SVSTI.
- 3 or more credit hours.
- Grade received is a C or higher (2.0 or above on a 4.0 scale).

Transfer credit(s) must have been earned within 15 years for General Education courses to be considered because, typically, advancements in the field evolve the understanding or practical methodologies used within them. Because methodologies taught then may be regarded as outdated now (prior to admission/enrollment), and course content can vary between schools, all transfer credit(s) are reviewed on a course-by-course basis.

Transfer credit(s) can be awarded if the course comparability aligns with SVSTI General Education courses.

Courses may not be accepted for transfer if the content is misaligned, there is not enough information to determine compatibility, the course presented does not carry enough credit hours to be accepted, the grade presented falls below SVSTI's acceptable threshold, or the course is deemed non-transferable, thus making it ineligible to receive transfer credit(s) regardless of prior education.

Final decisions on academic credit for transfer credit(s) are made by the General Education Coordinator and/or Chief Academic Director.

All approved transfer credit(s) will be deducted from the student's tuition.

Currently, SVSTI does not charge students any fees for transferring credit or for assessment of transferred credit. SVSTI currently does not award credit for prior experiential learning. SVSTI can evaluate prior Surgical Technology coursework only from a CAAHEP- or ABHES-accredited program for credit transfers. If prior Surgical Technology education from an accredited program is found equivalent to the SVSTI Surgical Technology Program, the applicant must take a skills Competency evaluation to assess skills and ensure correct placement in the program.

Block Transfer Acceptance

Students who have earned an **academic associate degree designed for transfer or General Education purposes within the past fifteen (15) years**, or a **bachelor's degree or higher**, from an institution accredited by an agency recognized by the **United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA)** may satisfy SVSTI's General Education requirements for the **Associate of Applied Science in Surgical Technology** degree through block transfer acceptance.

Qualifying associate degrees may include an **Associate of Arts (AA)**, **Associate of Science (AS)**, **Associate Degree for Transfer (ADT)**, or another comparable academic associate degree that includes a General Education curriculum.

An **Associate of Applied Science (AAS)**, **Associate of Occupational Studies (AOS)**, occupational associate degree, vocational associate degree, or other career-focused associate degree does not qualify for block transfer acceptance.

To qualify, the degree must have been conferred with a **minimum cumulative GPA of 2.0**. Official transcripts and degree verification are required before block transfer credit is granted.

Credit for Prior Learning

Credit for Prior Learning may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Achievement of an examination administered by other agencies approved by the discipline faculty.
- Assessment approved or conducted by the discipline faculty of the college.

Credit may be awarded for prior learning only for individually identified courses with subject matter similar to that of the individual's previous knowledge, and only for a course listed in the Academic Catalog.

Advanced Placement (AP) Credit

SVSTI participates in the Advanced Placement Program to recognize college-level academic achievement prior to admission/enrollment. AP scores must be 3 or higher to be transferred. AP scores are equivalent to the following transferable grades: 5 = A, 4 = B, 3 = C.

Any student who passes and submits a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter may be awarded credit in a General Education area with a subject matter similar to that of the AP examination. Course-to-course equivalency for AP examinations is determined by the appropriate discipline faculty. If the district does not offer a course similar in content to an AP examination, SVSTI may award credit in the General Education area shown on the California Community College General Education AP List. A student's academic record will be annotated to reflect credit earned through an AP examination.

Final decisions on academic credit for some AP scores are made individually by the General Education Coordinator and/or Chief Academic Director.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a credit-by-examination program that measures a student's level of comprehension of introductory college-level material while concurrently earning college credit(s). CLEP tests with a score of 50 or higher, with a credit of 3 units or higher, must be obtained to be considered as transfer credit(s).

CLEP with [study.com](https://www.study.com) students must sign up for the College Starter Plan or the College Saver Plan (not the CLEP Test Prep Plan). [College Credit | Pricing | Study.com](https://www.study.com/college-credit/pricing)

If a student decides to complete any transferable credit(s) through [study.com](https://www.study.com), they must earn a 70% or higher to successfully earn the college credit(s) for transfer.

The student must provide an official transcript to SVSTI. [How Do I Request a Transcript from Study.com?](https://www.study.com/college-credit/how-to-request-a-transcript)

All transferable credit(s) must meet the following criteria:

- The credit(s) must be earned at an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), **OR**
- Be recommended college credit(s) evaluated by the American Council on Education (ACE) or the National College Credit Recommendation Service (NCCRS).

- Grades received are a C or higher (PASS).

All transferable credit(s) are subject to review and approval by SVSTI, which reserves the right to deny any transfer credit(s) that do not meet institutional or program standards.

The list of courses below is the minimum requirement that is acceptable from study.com (can be upper division if desired):

Course Title	URL	# ACE Credits	Type ACE Credits
Computer Science 103: Computer Concepts and Applications	https://study.com/academy/course/computer-science-103-computer-concepts-applications.html	3	LOWER
English 104: College Composition I	https://study.com/academy/course/college-composition-writing-course.html	3	LOWER
Math 102: College Mathematics	http://study.com/academy/course/college-mathematics-course.html	3	LOWER
Psychology 101: Intro to Psychology	http://study.com/academy/course/psychology-101.html	3	LOWER
Communications 102: Interpersonal Communication	https://study.com/academy/course/communications-102-interpersonal-communication.html	3	LOWER

Compass/ACT Scores

COMPASS Score: 45-100 or ACT Score: 21. Eligible for MAT101.

COMPASS Score: 75-100 or ACT Score: 18. Eligible for ENG101.

Admissions/Enrollment Requirements for Applicants with Foreign Education/Foreign Academic Evaluations

Applicants who have degrees and/or transcripts from foreign institutions of higher education must have these credentials evaluated by a recognized agency, such as:

- Scholaro ([Credential Evaluation](https://www.scholaro.com))
- World Education Services, Inc. (www.wes.org)
- International Education Research Foundation, Inc. (www.ierf.org)
- Educational Credential Evaluation, Inc. (www.ece.org)

Applicants to SVSTI programs must obtain a credential evaluation from an approved SVSTI credential evaluation service.

SVSTI recommends that applicants obtain a course-by-course evaluation. This evaluation is intended to ensure that the foreign degrees and transcripts are equivalent to those issued by institutions of higher education in the United States.

All students who have earned an undergraduate degree outside the United States must submit a copy of their degree and English translations of their transcripts. Students must also have their transcripts evaluated by a

3rd-party evaluation service to show the type of degree they have and the grade equivalent (GPA) in the United States format. The official document-by-document credential evaluation, including the GPA calculation, must be sent directly to SVSTI by the evaluating party via email or mail.

Students may refer to <https://naces.org/members/> to select an alternate evaluation service. The approved evaluation services listed on www.naces.org are unrelated to SVSTI, and the student will be responsible for any associated fees. If a student wishes to transfer credit(s) from a foreign institution, a course-by-course evaluation (including GPA calculation) will be required. If the student's degree and transcripts are issued in a language other than English, they will be required to be translated into English. Suggested translation service: <https://www.universal-translation-services.com/services/certified-translations/diploma-translation-services/>

*All transfer credit(s) and block transfers will be approved by the General Education Coordinator and/or Chief Academic Director. All education from foreign institutions must be evaluated and translated into English (**must be submitted within 30 days of admissions/enrollment, but prior to 1st day of class**).*

SVSTI admits high school graduates and applicants beyond the age of compulsory school attendance who have a General Education Development GED®. GED® is a registered trademark of the American Council on Education (ACE) credential or Certificate of Proficiency equivalent to a high school diploma. English language proficiency equivalent to a high school diploma or high school equivalency diploma is required.

If a student went to a California Community College, faculty/staff/students can look up the colleges and request e-transcripts here: [Colleges Online](#)

[Copy of High School Diploma and Certificate of Graduation](#)

Previous Surgical Technology Education and Advanced Placement

Applicants who have previously attended or completed the Surgical Technology Program may be eligible for advanced placement and transfer of equivalent Surgical Technology coursework into the SVSTI Surgical Technology Program.

Eligibility for consideration requires all the following:

- The previous Surgical Technology Program must have been accredited by an accrediting agency recognized by the United States Department of Education (USDE), such as ABHES or CAAHEP, at the time the coursework was completed.
- The applicant must submit official transcripts and may be required to submit course syllabi, course descriptions, laboratory Competencies, clinical documentation, and any additional records requested by SVSTI.
- All previously completed courses must be determined to be substantially equivalent in content, rigor, clock hours, laboratory instruction, and learning outcomes to the corresponding SVSTI course(s).
- A minimum grade of “C” (2.0 GPA) or higher must have been earned in each course considered for transfer.

Because Surgical Technology is a Competency-based profession, transcript review alone does not determine placement within the program.

Surgical Skills Competency Evaluation

Applicants requesting transfer of Surgical Technology coursework must successfully complete a comprehensive Surgical Skills Competency Evaluation conducted by SVSTI faculty/staff. The evaluation may include written

examinations, laboratory demonstrations, instrumentation identification, sterile technique, gowning and gloving, surgical case setup, surgical procedures, and other psychomotor Competencies.

The Competency evaluation is used to determine:

- Current knowledge and clinical readiness.
- Demonstrated technical skill level.
- Appropriate placement within the SVSTI Surgical Technology curriculum.
- Which, if any, Surgical Technology courses may be waived through approved transfer credit.

Successful completion of the Competency evaluation does not guarantee transfer credit or advanced placement.

Externship Requirements

SVSTI does not place students directly into the Surgical Technology Externship based solely on previous education, employment experience, or completion of another Surgical Technology Program.

Students must successfully complete all required prerequisite coursework, laboratory Competencies, and any additional coursework required by SVSTI before becoming eligible for Externship placement.

As an ABHES-accredited institution, SVSTI must ensure that every student entering Externship has demonstrated Competency in accordance with institutional policies, accreditation standards, and program learning outcomes.

Non-Accredited Surgical Technology Programs

Applicants who attended a Surgical Technology Program that was not accredited by an agency recognized by the United States Department of Education are not eligible for transfer of Surgical Technology coursework.

Likewise, applicants whose previous coursework is determined not to be substantially equivalent to SVSTI's curriculum will be required to complete the entire Surgical Technology Program, including all didactic instruction, laboratory training, Competency evaluations, and clinical Externship requirements.

Previous healthcare experience, military training, on-the-job training, or work as a Surgical Technologist does not qualify for advanced placement or transfer credit.

SVSTI does not participate in the Student and Exchange Visitor Program to provide Visa services or vouch for student immigration status.

Final Determination

The Chief Academic Director and/or Program Director retain sole authority to determine:

- Transferability of Surgical Technology coursework.
- Acceptance of transfer credits.
- Required Competency evaluations.
- Placement within the curriculum.
- Any Additional coursework required prior to Externship eligibility.