

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-401.6

PAGE: 1 OF 3

PROCEDURE TITLE: TRANSFER OF CREDIT

BASED ON POLICY: 3-1-317

REVISION NUMBER: 2

**OFFICE OF
RESPONSIBILITY:** STUDENT AFFAIRS



PRESIDENT

August 1, 2015

DATE

PURPOSE

The purpose of this procedure is to establish guidelines for students to apply for advanced standing by being awarded transfer credit when they have earned academic credit from another accredited postsecondary educational institution.

PROCEDURE

1. Student requirements:
 - a. A student who requests advanced standing by transfer of credit should follow the admission procedures established for students listed under admission requirements.
 - b. The student must submit an official transcript from all previously attended colleges. will be requested to have submitted an official transcript from the previous college by completing and mailing a Transcript Request Form to that college. Federal and State aid as well as Veterans and Military educational benefits cannot be used to pay for courses for which a student

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-401.6

PAGE: 2 OF 3

is eligible to receive transfer credit; for this reason, students should submit official transcripts as early as possible in the application process.

2. College staff responsibilities:
 - a. The Student Records department coordinates the evaluation of the transfer credit process, referring courses to the appropriate academic division for evaluation and posting results of that evaluation to the student's academic record.
 - b. For transfer credit to be awarded:
 - i. Course work must be completed at a post-secondary institution accredited by a regional accreditation association.
 - ii. Course work must be completed with a grade of "C" or better, or a numerical grade that equates to a "C" when an institution uses a numerical grade scale.
 - iii. Course work must closely parallel the content of a native course.
 - iv. Course work must have been completed within any time frame established by divisions for particular degree, diploma or certificate programs at the time the transcript is evaluated.
 - v. Course work cannot be a duplication of credits already earned.
 - vi. Course work completed on a quarter system will be converted to semester hours.
 - vii. Course work must carry the same number of credits as granted by the College to be granted equivalent credit; Division Deans may recommend general credit in cases where the transfer course carries fewer credits than a native course. When appropriate, relevant courses may be combined to equate to a native course. Course work that carries more credits than granted by the College will be accepted with the same number of credits as the native course..
 - c. The student's TCL transcript will reflect all credit hours accepted in transfer. For transfer courses, the symbol "TR" will be reflected in the grade column. The grade awarded from the conferring institution will not appear on the TCL transcript and will not be used in calculating the student's Grade Point Average (GPA). Transfer credit will, however, be included in the calculation

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-401.6

PAGE: 3 OF 3

of the student's cumulative credits completed.

- d. The College will award a maximum of 75% of the total credits required for completion of a degree, diploma or certificate from TCL. Only hours earned at TCL will apply toward the 2.0 GPA requirement for graduation.

3. Appeal of Transfer Evaluation Decisions

- a. Students who have concerns about a transfer credit evaluation should contact the Registrar who will review the evaluation and inform the student of the basis for the evaluation determination. If the concern relates to an equivalency determination made by an Academic Division, the Registrar will contact the appropriate Division Dean to discuss the student's concerns. The Division Dean may request that the student provide additional information to assist in making an equivalency determination. The Registrar will notify the student of the outcome of the review by the Division Dean.
- b. If the student remains dis-satisfied after the review by the Registrar and/or Division Dean, the student may submit a written appeal to the Vice President for Academic Affairs. The appeal must include a statement indicating why the student disagrees with the transfer credit evaluation. The Vice President for Academic Affairs may request that the student provide additional information to assist in making an evaluation determination. The Vice President of Academic Affairs will notify the student of his/her determination. The determination by the Vice President for Academic Affairs is final.