

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.7.1
Related Policy: 9.1.7
Title: Transfer Credit Evaluation
Responsibility: Registrar

Original Approval Date: 08-01-1994
Last Cabinet Review: 08-16-2017
Last Revision: 08-16-2017

President

Official transcripts from regionally accredited degree granting institutions must be processed through the Admissions Office. Transcripts are then document imaged and attached to the student's file for review by the Registrar's Office.

It is the responsibility of the student requesting transfer credits to secure an official transcript from the originating institution. When the transcript is received and the student is admitted, the Registrar's Office will review transcripts entered on the student information system. When transfer credit is entered, the transfer courses are designated with a "T" as part of the grade. Once reviewed, a stamp of review will be placed on the imaged transcript.

The Registrar's Office will evaluate all transfer credits. In some cases, assistance from Academic Deans, Department Chairs and faculty will be requested to determine course equivalency.

Every effort will be made by the Registrar's office to evaluate the transcript prior to the end of the term for which the transcript was received.