

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 9.1.8.3  
Related Policy: 9.1.8  
Title: Admission of Transfer Students  
Responsibility: Director of Enrollment

Original Approval Date: 08-01-1994  
Last Cabinet Review: 07-12-2017  
Last Revision: 07-12-2017

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President

A transfer applicant should request that official transcript(s) from all college/universities previously attended be forwarded to the Horry-Georgetown Technical College (HGTC) Admissions Office. To be eligible for admission to Horry-Georgetown Technical College as a transfer student, an applicant is required to submit the following

- A. College admission application, along with the non-refundable application fee.
- B. Official copies of all previous college transcripts. Transcripts must verify the following:

An applicant may be admitted to Horry-Georgetown Technical College as a transfer student after fulfilling one of the following requirements:

- A. If a college/university transcript(s) reflect that the applicant has completed at least one college-level math AND one college-level English composition course with an earned grade of "C" or above in these two courses, the student will be admitted.
- B. If college/university transcript(s) reflect at least one college-level math OR at least one college-level English composition course with an earned grade of "C" or above, the student will be given the opportunity to take the College placement test in the missing subject area to meet the admissions requirement. The student may also submit SAT or ACT scores, within the past five years, to complete the missing admission requirement.
- C. If college/university transcript(s) do not reflect a college-level math OR a college-level English composition course with an earned grade of "C" or above, the student will be given the opportunity to take the College placement test or submit SAT or ACT scores, within the past five years, to complete the missing admission requirement.

## Transfer Courses

- A. Transferred courses must be completed at a regionally accredited degree-granting institution. Courses must be equivalent to the courses offered at HGTC. In order to transfer credit, a grade of "C" or better must have been received in the subject.
- B. In order to transfer credit, a grade of "C" or better must have been received in the subject.
- C. Credit for a course must show on an official transcript from the granting institution, and an official copy of this transcript must be on file at HGTC.
- D. Transfer credit does not influence the student's grade point average while attending HGTC.
- E. Credits transferred and/or exempted from other institutions may not exceed 75% of the total credits HGTC requires for graduation.
- F. Statute of Limitations: courses that meet the above-mentioned criteria are accepted for varying time limits as recommended by Department Chairs. The Registrar uses an approved list when evaluating transfer credits. Any student whose courses were taken in excess of the approved time limit prior to evaluation is encouraged to take credit by proficiency examinations, where available, for validation of knowledge. When recommended by Department Chair and approved by appropriate administration, alternate validation of course competencies may be accepted.
- G. Transfer and evaluation of transfer credit is at the discretion of the Registrar and Department Chairs, when applicable.