

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: 3-27-2024
Last Revision: 03-27-2024

President

Official transcripts from institutions accredited through an agency recognized by the U.S. Department of Education located at ope.ed.gov must be submitted directly to HGTC or received in a sealed envelope. It is the responsibility of the student requesting transfer credits to secure an official transcript from the originating institution. When the transcript is received it is scanned and attached to the student's academic record for review. The acceptance of credits is determined by the Registrar's Office in consultation and recommendation from the appropriate Department Chair, and/or faculty when necessary, and adherence to the following requirements and/or standards.

- A. Credit for a course must show on an official transcript from the originating institution which awarded the credit, and this transcript must be a part of the student's record at Horry-Georgetown Technical College. The originating institution is defined as the institution in which credits were originally earned.
- B. Credit hours transferred will count as hours earned toward the total credit hours required for graduation.
- C. In order to transfer credits, a grade of "C-" or better must have been earned in the course.
- D. Transfer credit for "Pass" or "Satisfactory" grades will be designated as "TP/Transfer Pass" during HGTC's transfer credit evaluation process, unless explicitly stated otherwise on the transcript issued by the originating institution.
- E. Credits being transferred must closely parallel credits being offered by Horry-Georgetown Technical College in content and number of credits.
- F. The College has a statute of limitations on courses. Courses that meet the above mentioned criteria are accepted for varying time limits as recommended by Department

Chairs and approved by Deans and the Executive Vice President for Academic and Workforce Development. The Registrar's Office staff will use this approved listing when evaluating transfer credits. Any student whose courses were taken in excess of the approved limit prior to evaluation is encouraged to take credit by proficiency examinations, when available, for validation of knowledge. Time limits for courses may be more stringent based on the specified program of study the student is enrolled (i.e., Health Science). The Department Chair and/or academic advisor will advise students accordingly.

G. Exceptions to credit that may be accepted that was not earned at an institution accredited through an agency recognized by the U.S. Department of Education include the following:

1. Curriculum students who wish to have post-secondary work which has been completed at foreign institutions considered for transfer credit will be required to obtain an external course-by-course evaluation of their coursework from World Education Services, Inc. (WES) or Educational Credential Evaluators, Inc. (ECE).

2. Credit can also be accepted if completed in a non-collegiate setting such as military schools or through PONSI (Program on Non-Collegiate Sponsored Instruction) if the credit has been evaluated and recommended for credit by the American Council on Education (ACE).

When transfer credit is entered, the transfer courses are designated with a "TR". 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. Once reviewed, a stamp of review will be placed on the imaged transcript.

Transfer Credit Appeal

A student may appeal a decision of transfer credit not awarded in writing to the Registrar's office by submitting a course syllabus (aka: instructional package) and/or other pertinent documentation to the appropriate Department Chair that is responsible for providing oversight for the course at HGTC. If the Department Chair denies the student's request, the student has the right to appeal to the appropriate Academic Dean over the department. If the Academic Dean denies the student's request, the student has the right to appeal to the Executive Vice President of Academic and Workforce Development.