

**Greenville Technical College  
Administrative Policies**

**2-5 Transfer of Credit**

Insertion Date: 8-05-10  
Revision Date: \_\_\_\_\_  
Removal Date: \_\_\_\_\_

Approved by President:



Students may transfer credits for allowable equivalent Greenville Tech credits earned at other colleges, universities or technical schools with a grade of “C” or higher. Acceptance of transfer credits will be at the discretion of the Transcript Evaluation Office for methods 1 – 6 and any new methods not listed.

To meet graduation requirements for a program at Greenville Tech, students must earn at least 25% of the total earned credit hours through courses taken at Greenville Tech. Transfer credit will not count toward the 25%.

It is the responsibility of the student to request that transcripts from other institutions be forwarded to the Greenville Tech Admissions Office. All “TR” grades must be supported by an official transcript of record from a regionally accredited postsecondary institution or by special agreement.

Credits which are accepted in transfer will be indicated by a grade of “TR” on the Greenville Tech transcript provided that the grade earned at the sending institution is “C” or above. While a “TR” grade earns credit hours, it does not generate grade points and is not used in GPA calculations.

1. **Official College Transcript** – Students may transfer credits from an approved institution under specific guidelines set forth by the American Association of College Registrars and Admission Officers and endorsed by the Southern Association of College Registrar and Admissions Offices. The official college transcript must be received directly from the issuing institution. It must bear the institution seal, current date and appropriate signature.
2. **Foreign Transcripts** – Students transferring from foreign countries must have official transcripts sent directly from their foreign college to World Evaluation Services (WES). WES will send a translated copy to the Office of Transcript Evaluation acknowledging whether the foreign college is considered regionally accredited and lists all courses completed and American hours earned with a letter grade. English is will not be accepted from a foreign country unless it is the native language of that country.
3. **Military Transcripts** – Limited credits are transferred from military transcripts. The records can be requested from the appropriate military branch education department. The Transcript Evaluation Office uses the ACE guidelines and is responsible for researching military training records and determining appropriate transfer course work.

4. **CLEP/Dantes** – Only CLEP SUBJECT exams are considered for exemption. Transcript personnel will determine exemption credit per course for subject exams taken through CLEP. CLEP/Dantes exams taken through the military will be considered for exemption ONLY if the course is taken through a Subject Exam. NO CLEP/Dantes General Exams are considered for exemption.
5. **Advanced Placement (AP) Exams** – Students must request AP scores be sent directly to the Transcript Evaluation Office. Transcript evaluation personnel will determine appropriate exemption credit per course. Acceptable scores are 3, 4 or 5.
6. **International Baccalaureate, (IB) Exams** – Students must request IB scores be sent directly to the Transcript Evaluation Office. Only IB exams taken as the HIGHER LEVEL will qualify for exemption. Transcript evaluation personnel will determine appropriate exemption credit per course. Acceptable scores are 4, 5, 6 and 7.
7. **Articulating Colleges in One-Plus-One Program** – An official college transcript must be sent directly from the issuing institution to Greenville Tech. The Transcript Evaluation Office will consult with the One-Plus-One program coordinator at Greenville Tech to determine if the Phase One requirements have been met.