



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Transfer Credit  
Number: 4.2.2.1**

Responsibility: Student Affairs  
Last Updated: November 1, 2023  
Related Policy: 4.2.2 Transfer of Credit

---

President

**Purpose:**

Official transcripts from an institution accredited as degree granting by an institutional accreditor recognized by the U.S. Department of Education must be submitted directly to the College 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. The acceptance of credits is determined by the Registrar's Office in consultation and recommendation with the appropriate Academic Dean, and/or faculty when necessary, and adherence to the following requirements and/or standards.

**Procedure:**

1. 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 the College. The originating institution is defined as the institution in which credits were originally earned.
2. Credit hours transferred will count as hours earned toward the total credit hours required for graduation.
3. In order to transfer credits, a grade of "C" or better must have been earned in the course.
4. Transfer credit for "Pass" or "Satisfactory" grades will only be issued if the originating College's transcript indicates that "Pass" or "Satisfactory" is equivalent to a grade of "C" or higher.
5. Credits being transferred must closely parallel credits being offered by the College in content and number of credits.
6. 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.
7. Exceptions to credit that may be accepted that was not earned at an institution accredited as degree granting by an institutional accreditor recognized by the U.S. Department of

Education include the following:

- a. 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), Educational Credential Evaluators, Inc. (ECE), or Global Credential Evaluators, Inc (GCEUS).
8. When transfer credit is entered, the transfer courses are designated with a grade of “TR”.

Note: For credit evaluation of military experience, see Policy 3.2.9 – Experiential Credit.