



**DENMARK**  
TECHNICAL COLLEGE

## ADMINISTRATIVE POLICY #03.10.05 TRANSFER CREDIT

**Policy Title:** Transfer Credit Policy

**Policy Type:** Administrative

**Policy Number:** ADM Policy #03.10.05 (2020)

**Legal Authority:** Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

**State Board Policy:** 3-5-101; Procedure: 3-5-101.1

**Approval Date:** April 29, 2020

**Responsible Office:** Academic Affairs

**Responsible Executive:** Vice President of Academic Affairs

**Applies to:** College Community

### **POLICY STATEMENT**

Denmark Technical College makes every effort to recognize the previous educational experiences of the student while applying appropriate quality assurances for graduation purposes. To enhance educational opportunities and encourage student participation in higher education, it is the policy of Denmark Technical College to award transfer credit and/or advanced placement which apply toward a college associate degree, diploma or certificate. Credits will be awarded through formal articulation agreements or through the certification of equivalent and/or compatible course work taken at other regionally accredited postsecondary institutions or accredited secondary institutions offering advanced placement courses.

- I. Current students planning to transfer credit from Denmark Technical College to other post-secondary institutions are responsible for confirming the transferability of courses with those institutions.
- II. Applicants for transfer credit must submit an official transcript of all prior work from each college in order to be eligible to receive credit from transfer.
  - A. To be eligible for transfer of credit, the applicant must meet all admissions criteria of the college.
  - B. Credits must appear on the official transcript from the granting college; an official copy of transcripts must be on file at Denmark Technical College.

- C. Course credit must have been earned at a post-secondary institution accredited at the college level by a nationally recognized regional accrediting agency or by a nationally recognized health accrediting agency for hospital-based transfer credit.
  - D. Course credits being transferred must have been earned within the last ten (10) years. Shorter course eligibility time limits may apply to selected courses in certain programs. Natural science courses must have been earned within the last six (6) years.
- III. Credits for courses with a grade of "C" or better will be accepted and will be applied as appropriate to program requirements.
- A. Placement testing may be waived for transfer students who are transferring fifteen (15) credit hours in the subject areas of college English, math, natural, social or behavioral sciences from an accredited college or university with an earned grade of C or better.
- III. Transfer credits will be accepted up to seventy-five percent (75%) of the total credits required for graduation at the receiving college.
- A. Each college shall establish a maximum of allowable credits up to seventy-five percent (75%) of graduation requirements.
  - B. When the course title, number, prefix, and credits are identical at the sending and receiving colleges, credits will be accepted by the receiving college if they are applicable to the student's program of studies.
  - C. Each college may define a limit for the age of credits accepted on transfer.
  - D. Courses that no longer appear in the Catalog of Approved Courses (CAC) may be accepted at the discretion of the receiving college.
  - E. Substituting credit for course work for which the sending and receiving colleges use different course identifiers (prefix, number, title, and credits) is allowable.
- IV. Actual grades or credits earned at another college are not to be calculated in the student's grade point average (G.P.A.).
- A. Credits accepted will apply toward the credit hours required for graduation. For graduation purposes, only credits earned at the receiving college will be calculated in the student's G.P.A.
  - B. The student's transcript will reflect credit hours earned and accepted for transfer. For transfer courses, the symbol "TR" will be reflected in the grade column.
- V. The record keeping responsibilities shall include but not be limited to the following functions:
- A. The documentation of the evaluation of credit for transfer should be maintained in the

student's records.

B. The student must be notified in writing of the results of the evaluation of transfer credit no later than the first term of enrollment.

VI. New students eligible to receive transfer credit must enroll within two semesters of the time the credit is approved. Currently enrolled or former students may transfer credit back to Denmark Technical College to graduate as long as the Transfer Credit and graduation guidelines are met.

### **State-wide Transfer Agreements**

The Commission on Higher Education for the State of South Carolina coordinates postsecondary education in public-supported institutions, including policies and procedures for students and their course credits transferring among these institutions. The Commission has established transfer policies and procedures which all public institutions must follow. The Commission has established a list of technical college courses which are universally accepted by South Carolina's state-supported colleges and universities. Students should work with the Registrar, the Divisional Dean, and consult the college to which they plan to transfer for information regarding course equivalencies and transferability towards specific programs.

### **Transfer Credit Appeal Procedure**

Denmark Technical College desires to award transfer credit to students to the fullest extent possible within the guidelines of the Transfer Credit Policy of the College. When official transcripts are received, the Registrar will review all transcripts and award transfer credit as appropriate.

The student may appeal the decision of the Registrar to the Academic Appeals Committee. The decision of the committee is final.

A written request and justification for an appeal should be addressed to the:

Academic Appeals Committee  
Vice President for Academic Affairs  
Denmark Technical College  
1126 Solomon Blatt Boulevard  
Denmark, SC 29042

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**DEFINITIONS**

*There are no definitions associated with this policy.*

**CONTACT(S)**

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required by Presidential Policy #02.30.06.01 (2020) *Policy Classification and Numbering System* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

**STAKEHOLDER(S)**

College community; more specifically, students (including Dual credit) and faculty

**TITLE: POLICY CONTENTS PUBLICATION**

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;

- Post the policy on the College’s webpage and all other related webpages, in the student handbook, and the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary.

### **REVIEW SCHEDULE**

- Next Scheduled Review: April 29, 2022
- Approval by, date: Area Commissioners, N/A
- Revision History: None
- Supersedes: N/A

### **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

### **FORMS**

*There are no forms associated with this policy.*