

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>TRANSFER STUDENTS</b>	Number <b>D-7.1</b>
Division of Responsibility <b>Academic Affairs</b>	Approval Date Page <b>08/05/2025 1 of 2</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>D-7.1</b> Date <b>1/21/2021</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. Williamsburg Technical College will recognize course work from other postsecondary institutions.
  - A. Course work presented must have been completed within 10 years prior to the enrollment date of the student or have been included as part of a completed and conferred academic program.
  - B. Course work accepted for transfer must closely parallel the course offered by Williamsburg Technical College.
  - C. Credits from non-accredited institutions may be granted following a review of course syllabi or other documents, demonstrating appropriate level, content, comparability, and program relevance.
- II. The College will accept in transfer only a course for which a grade of "C" or better has been earned.
- III. Applicants for transfer must submit an official transcript of prior course work from each institution to receive acceptance of credits.
  - A. To be eligible for transfer credit, the applicant must meet all admission criteria for the College.
  - B. Credits must appear on an official transcript from the granting institution; a copy of the transcript(s) must be on file in the records office at the College.
- IV. Transfer students who wish to earn a certificate, diploma, or degree at Williamsburg Technical College must successfully complete 25% of the credits required for graduation at Williamsburg Technical College.
  - A. If the credit hours for the parallel course are less than those granted by the College, the course will not be accepted for transfer. Exceptions must be approved by the Vice President for Academic and Student Affairs.

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- B. If the credit hours for the course are more than those granted by the College, the credits will be accepted at the same level as those of Williamsburg Technical College.
- V. All credit hours for transferred courses must be converted to the semester hour system.
  - A. Per SBTCE Policy 3-2-201, the instructional hour will be identified as 50 minutes. One semester credit hour will be identified as 750 minutes of classroom instruction or equivalent laboratory time plus an exam period. The ratio of lecture hours to credit hours is 1:1, and the ratio of laboratory/clinical hours to credit hours is 3:1.
- VI. The grades for credits obtained at other schools are not computed in the student's GPA.
  - A. Credit hours will apply toward the total hours required for graduation. Only hours earned at Williamsburg Technical College will apply toward the 2.0 GPA graduation requirement.
  - B. B. The Office of Academic Affairs will complete the Evaluation of Credit, and the student's original transcript will be retained in the student's official record within Student Affairs.
  - C. C. Once the evaluation has been finalized and recorded in the student information system (Colleague), the student will be notified via their secure student email account. At that time, the student will be able to log into their Self-Service portal to review which credits have been accepted and transferred. If the student wishes to appeal the acceptability of any credits, they may submit an appeal to the Vice President for Academic Affairs in accordance with the Family Educational Rights and Privacy Act (FERPA).