

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title TRANSFER STUDENTS	Number D-7.1
Division of Responsibility Academic Affairs	Approval Date Page 03/25/2025 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. D-7.1 Date 01/21/2021

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 will be considered for transfer regardless of age; however, some programs may restrict the age of the courses accepted for program admission, prerequisites, and/or program completion.
 - 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 Affairs.

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title TRANSFER STUDENTS	Number D-7.1
Division of Responsibility Academic Affairs	Approval Date Page 03/25/2025 2 of 2

- 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. The Evaluation of Credit form will be completed by the College's Transcript Evaluator, signed by the Vice President for Academic Affairs (or designee), and maintained in the student's transcript files as a record of credits accepted by the College.

 - C. The AVP for Academic Affairs (or designee) will notify the student of the credits accepted for transfer within 30 days of the start of the first term of enrollment. The notification will be in the form of a letter or transcript that includes the transferred credit. The student may appeal the decision of acceptability in writing to the Vice President for Academic Affairs in accordance with the Family Education Rights Privacy Act.