



TRANSFER CREDIT EVALUATION REQUEST

Complete this form to have your transcript from another postsecondary institution evaluated for transfer credit that applies to your current program of study. We must have an official copy of the transcript. You must request from the institution that they send us an official copy directly, or you may bring in an official copy in a sealed official envelope. Do not open the envelope.

Please allow 15 days from receipt of all required college transcripts to the Registrar's Office for this evaluation.

You may be required to provide the Registrar with a course description for those courses which you are requesting transfer credit. You will be notified if we require the course description(s). If you have a catalog from the institution, you may want to bring it in to us so we can make copies of the course description(s).

Course work which will transfer must meet the following criteria:

1. Course credits were earned from the Institution issuing transcript.
2. The institution is accredited by an acceptable regionally accredited agency.
3. The course is equal in content and credit hour length as those in your program.
4. A grade of "C" or better was earned for the course(s).

Note-See catalog for shelf life of Allied Health, computer, business, and science courses.

Some Allied Health programs require a grade of "B" for transfer. See catalog for these classes.

Name _____ SSN/ID# _____ Date _____

Address _____ City _____ State _____ Zip _____

Day telephone number (_____) _____ Date of entry to SCTC: term/year _____

E-mail address _____

Program of study: _____ diploma degree certificate

Please review my transcript from the following institution(s):

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Signature _____

FOR OFFICE USE ONLY

Evaluation complete: YES NO Date _____ Initials _____

As set forth in full in its Course Catalog/Student Handbook, Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770)228-7382, tidoaty@sctech.edu; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Teresa Brooks, 501 Varsity Road, Griffin, GA 30223, (770)228-7258, tbrooks@sctech.edu; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus and Taylor County Center) Mary Jackson, 1533 Highway 19 South, Thomaston, GA 30286, (706)646-6224, mjackson@sctech.edu. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Xenia Johns, 501 Varsity Road, Griffin, GA 30223, (770)228-7348, xjohns@sctech.edu. Revised: 7/28/2014