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Southeastern Technical College is an Equal Opportunity Institution

TRANSFER CREDIT EVALUATION FORM

Program of Study _____ Degree/Diploma or Certificate _____

Name (Please Print Clearly) _____ Social Security Number _____

Street Address (Including Apartment Number) _____

City _____ State _____ Zip Code _____

Before Southeastern Technical College can perform a transfer credit evaluation, you must:

- Be accepted as a student into a degree, diploma, or certificate program.
- Forward a written request for an official transcript to each college for which transfer credit evaluation is desired. The transcript must either be mailed directly from the college to the Office of Admissions or delivered in a sealed envelope.
- Complete and return the Request for Transfer Credit Evaluation to the Registrar’s Office.

____ Please review my transcript(s) and transfer all courses that meet transfer requirements. Please review the Catalog and Student Handbook and/or discuss with your advisor the implications of transfer credit and the “competitive” admissions process. **Once transfer credit has been awarded, it cannot be removed from your permanent STC record.**

OR

List each college/university/military to be evaluated

List courses to be evaluated

(Over)

Upon receipt, your transcript will be evaluated in a timely manner. Awards can be viewed through BannerWeb at www.southeasterntech.edu.

Transfer Credit Evaluation Policy

- Transfer for course work completed at an institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and TCSG and whose entrance requirements and curriculum are equivalent to or greater than those of STC will be considered for transfer credit.
- Course work for program specific technical courses must be completed within the past ten years. Health related courses, biology courses, chemistry courses and computer related courses must be completed within the past five years. Courses in academic disciplines such as English, mathematics, Social Sciences (Psychology and Sociology) will be considered without restriction of completion dates of the courses.
- A course grade of a “C” or better must be earned.
- Course work transferred into diploma level programs may need to be re-evaluated for transfer into degree level programs.
- A minimum of twenty-five percent (25%) of the course work of a particular program must be completed at STC for an award to be granted.

A more thorough explanation of Transfer Credit guidelines can be found in the Catalog and Student Handbook.

I have read the above information and understand the regulations for transfer of credit.

Student’s Signature

Date