

### Transfer Students

OCtech admits students with advanced standing by transfer of credits from other regionally accredited colleges and universities. An official transcript of the work attempted at all post-secondary institutions attended must be filed with the Registrar together with the application for admission. When official transcripts are received at Orangeburg-Calhoun Technical College, the Registrar will review the transcript and award appropriate transfer credit based on the following procedure:

1. The college transfer guide, SC TRAC, and college catalog are used as resources to determine parallel coursework completed at other postsecondary institutions and OCtech.
2. In order to transfer credit, a grade of "C" or better must have been earned in the course from a nationally or regionally-accredited college or institution of higher learning.
3. Generally, credits over seven years old may not be accepted; however, they may be received by appealing this decision to the Dean of the Academic Program under consideration.
4. Applicants may transfer as much as 75% of the program requirements, but must complete 25% of their coursework at OCtech.
5. Placement testing may be waived for transfer students who have completed college English, math, natural, social or behavioral sciences courses at accredited colleges with an earned grade of C or better.
6. When questions arise concerning the course title or content, the academic program coordinator at OCtech of the curriculum for which the student is enrolled is contacted to review the transcript. Credit is then awarded based upon the recommendation of the OCtech academic program coordinator. The student is notified, in writing, of coursework that has been accepted for transfer credit. This letter is mailed from the Registrar's Office prior to the end of the term in which the official transcript was received.

### Transfer Credit Appeal Procedure

Orangeburg-Calhoun 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 a review committee composed of the Dean of Administration and individual Academic Deans. The decision of the review committee is final.

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

Transfer Credit Review Committee  
Associate Vice President for Administration  
Orangeburg-Calhoun Technical College  
3250 St. Matthews Road  
Orangeburg, SC 29118-8299

Any student wishing to transfer credits from OCtech to another post-secondary institution should contact the Director of Admissions or other appropriate personnel of that college to determine the requirements of that institution as well as what courses are transferable. Students are encouraged to obtain in writing the requirements and commitments of that college.

---