

# Southeastern Technical College

## Transfer Credit Evaluation Form

Website: [www.southeasterntech.edu](http://www.southeasterntech.edu)

### Swainsboro

346 Kite Rd  
Swainsboro, Georgia 30401  
Phone: (478) 289-2200  
Fax: (478) 289-2263

### Vidalia

3001 East First Street  
Vidalia, Georgia 30474  
Phone: (912) 538-3100  
Fax: (912) 538-3156

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Social Security Number \_\_\_\_\_ Program of Study \_\_\_\_\_  
Name and Address (please print clearly) \_\_\_\_\_ Degree/Diploma or Certificate \_\_\_\_\_

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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. Certain medical programs have a "competitive" admissions process. 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

_____	_____
_____	_____
_____	_____

Upon receipt, your transcript will be evaluated in a timely manner. Awards can be viewed through BannerWeb at [www.southeasterntech.edu](http://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 must be completed within the past five years except for English, math, psychology, physical, natural, and social sciences.
- 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.

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Student's Signature

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Date