



Transfer Students

Procedures for applicants to Chattahoochee Technical College who have been previously enrolled at another regionally, nationally, and internationally accredited postsecondary institution (college, technical college, or university):

- Submit an **application** for admission and a \$15.00 (non-refundable) application fee.
- Submit an official copy of high school transcript, GED test scores, or required documentation from home study program. (Exceptions to this would be for prospective students who have attained an Associate degree or higher, or successful completion (C or better) a minimum of 30 semester or 45 quarter credit hours at the degree level from a regionally accredited college or university). All international transcripts or diplomas must be evaluated by an approved evaluation service and that evaluation must be sent directly to Chattahoochee Technical College by the agency providing the transcript evaluation.
- Submit an official copy of transcripts from all postsecondary institutions (colleges, technical colleges, universities) documenting courses satisfactorily completed. All transcripts must be received by the application deadline.
- Upon evaluation of previous postsecondary transcripts, applicants may be required to submit copies of SAT, ACT, ASSET, or COMPASS scores taken within the past 60 months. If these scores do not meet the minimum program entrance guidelines, the applicant will be required to take the college's assessment test.

A transfer student is admitted to Chattahoochee Technical College:

- In good academic standing if the student was in good academic standing at their former institution.
- On academic warning or academic probation if the student was on academic warning or academic probation at their former institution. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first quarter enrolled to continue the next quarter.

- Transfer students who are on academic suspension from their former institution are considered for admission to Chattahoochee Technical College on the same basis as suspended students from Chattahoochee Technical College who apply for readmission. Such applicants, if admitted, are admitted on academic probation as indicated above. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first quarter enrolled to continue the next quarter.

All applications and official transcripts must be on file in the Office of Admissions by the application/document deadline date for the quarter in which the applicant plans to enroll. If the applicant's file is completed after the application deadline the applicant may be admitted under the special student admission status (see below).

Chattahoochee Technical College will not accept faxes or photocopies as official documents. Documents must also be received in a sealed issuing institution envelope. If an envelope has been opened prior to receipt by the Office of Admissions, the documents are not considered official and will not be accepted.

Transfer of Credit

Chattahoochee Technical College recognizes previous postsecondary coursework from regionally or nationally accredited colleges that is applicable to a student's program of study. A student who presents credit for evaluation and transfer should be aware that the awarding of credit does not guarantee that the college subsequently attended by the student will accept those credits. A student may receive credit for courses taken at another postsecondary institution by meeting the following criteria:

- The courses must meet the quality of standards established by Chattahoochee Technical College and should consist of essentially the same content as the courses at CTC.
- An official transcript from the institution attended is on file in the Office of Admissions, verifying a grade of C or better for each course being considered for transfer credit.
- Any science, business, computer, or health occupational courses, to include all AHS courses, must have been completed within four years prior to the student's entrance into Chattahoochee Technical College.
- There are no time limits on transferability of general education courses or other occupational courses not listed above.
- Transfer courses taken on the quarter system will be awarded at the same credit hour earning.
- Transfer courses taken in a semester system will be awarded by the following conversion: semester hours multiplied by 1.5 will equal the quarter hour award.
- No credit is awarded for learning support courses.

- Courses that do not have identical course identification codes, but include essential competency areas, may transfer upon approval from the Vice President of Academic Affairs.

Full credit will be awarded for courses taken under approved standards within the Technical College System of Georgia, provided the criteria listed above are met. Transfer of credit will be indicated on the student's transcript with the letters TR. Grade points are not assigned to courses that are transferred. Chattahoochee Technical College reserves the right to review the credentials of faculty for the previously attended college as well as test the proficiency of students for course-work that is transferred in. No more than 75% of the total required hours in any program will be approved for transfer credit.