AIKEN TECHNICAL COLLEGE
PROCEDURE

<table>
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<tr>
<th>Procedure Title:</th>
<th>TRANSFER OF CREDIT</th>
<th>Procedure Number: 4-5-105.1</th>
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<tr>
<td>Institutional Authority:</td>
<td>Vice President of Student Services</td>
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<tr>
<td>Associated SBTCE Policy/Procedure:</td>
<td>3-5-101</td>
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<tr>
<td>Governing ATC Policy:</td>
<td>4-5-105</td>
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Approved:
[Signature]
President
[Signature]
Vice President of Student Services

Date
Adopted: 5/12/2008
Date
Revised: 7/14/2009

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. College Transfer Courses

Students who have successfully completed courses with a grade of "C" or better at other regionally accredited post-secondary institutions prior to enrollment in their current program at Aiken Technical College (ATC) may apply for transfer of credit for such courses. Students must have official copies of transcripts from all colleges previously attended sent to the ATC Admissions and Records Office. The transcript evaluator in the Admissions and records Office will determine the course equivalency; and, if appropriate, consult with the academic department when a question arises. Students with concerns regarding the awarding of credit from their previous institution should direct their concern to the College Registrar and, if necessary, to the VP of Student Services. Transcripts should be requested and evaluated no later than completion of the first term of enrollment within the student's program of study. Students are urged not to enroll in any course for which transfer of credit is being requested. Courses taken at non-regionally accredited institutions may be submitted for transfer credit. In order to ensure course equivalency standards, credit will be awarded based on the recommendation of the program chair of the academic department.

II. Experiential Learning

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The College will award credit to persons who have successfully completed professionally sponsored instruction and certifications. Guidelines for awarding credit will be based on recommendations found in the National Program on Non-Collegiate Sponsored Instruction (PONSI) Directory and Supplement titled College Credit Recommendations and the American Council on Education's (ACE) Directory titled the National Guide to Educational Credit for Training Programs.

III. CLEP and Advance Placement Credit

ATC accepts results from the College Level Examination Program (CLEP) and the Advancement Placement (AP) tests for placement and exemption of classes.

The College Board (AP) and Educational Testing Service (CLEP) provide guidelines for awarding credit based on test scores, and the guidelines are adhered to in awarding credit at ATC. A list of tests and equivalent courses are listed in the current ATC catalog. This list is updated when new information is received from the appropriate testing agencies.

IV. Military Credit

ATC is a member of Servicemember’s Opportunity College – Associate Degree (SOCAD) and awards credit for military training based on the recommendation made by American Council on Education (ACE), Guide to Evaluating Military Training. The ACE guides are used to ascertain the appropriate level of the credit to award for prior training. When actual training is verified through the appropriate military documents (DD-214 & DD-295), the training descriptions and recommendations from the Guide may be routed to the appropriate faculty members so that specific equivalent courses at ATC can be assigned credit on a pass/fail basis.

V. Credit Transfer Limitation

A minimum of 25 percent of credits required for graduation from a degree, diploma, or certificate program of study must be actually taken and earned at ATC for a student to qualify for a degree, diploma, or certificate from the College. Regardless of the comparability of courses and the number of courses successfully completed at other accredited post-secondary institutions, a minimum of three higher level courses (as determined by the academic advisor) representative of the major program or discipline area must be taken and successfully completed at ATC. Thus, the total of both courses accepted for transfer and courses exempted (ATC policy 4-5-107) cannot exceed 75 percent of the credits required for completion of a program.

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<th>Policy Review and Revisions</th>
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<tr>
<td>Date Completed</td>
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