



Transfer Student Policy

The Pickens Technical College post-secondary catalog (available on our website and in our registration office as a paper copy) states:

Currently enrolled students (who are registered and have their tuition/fees paid) may be awarded credit for prior learning which has been acquired through traditional coursework, non-traditional school work, or other life experiences to meet partial certificate credit requirements. For prior learning to qualify for course credit it must be comparable to the Pickens Technical College post-secondary course content and must relate to the student's occupational objective. No more than 75 percent of the certificate program requirements may be met through credit for prior learning.

The methods of credit for prior learning are as follows:

Course Transfer:

Course(s) being transferred to a Pickens Technical College post-secondary program must meet the following criteria:

1. The credit must be from a North Central Association of Schools and Colleges, or accredited association of higher education.
2. Course content must be recognizable as being equivalent to the Pickens Technical College course.
3. The transfer course must have been completed within the previous ten years. Course(s) completed more than ten years ago may be validated through the course challenge procedure.
4. A grade of "C" or better must be documented on an official transcript. Official transcripts are to be mailed from the previous school. Fax transcripts are not accepted as official.



5. Pickens Technical College reserves the right to evaluate credits. Coursework found to be obsolete will require updated credit.

Procedure for Transfer Credit:

1. Students must obtain an official transcript from the previous institution(s).
2. A PTC credentialed teacher(s) or advisor in the subject area will evaluate the transcript for eligibility of transfer credit. Transfer credit will be recorded as “transfer credit” on the Pickens Technical College transcript. Transcripts covering a student’s previous education and other records submitted to the school as part of the admission requirements are assimilated into the official file and cannot be returned to the student. The school will neither issue nor certify copies of transcripts and records from other institutions.