

TRANSFER CREDIT PROCESS

- ⇒ Only credits earned at a regionally accredited post-secondary institution can be considered for transfer. Learning Support/Remedial/Developmental Studies courses **DO NOT TRANSFER.**
- ⇒ Full credit is typically awarded for courses taken at another Georgia TCSG institution.
- ⇒ ***There are time limitations on transfer of some courses, especially within the computer and allied health programs of study.***
- ⇒ Grades must be a "C" or better (2.00 on a 4.00 scale).
- ⇒ Credit hour value of the transferred course must equal the credit hour value of the Lanier Technical College course.
- ⇒ Only courses with content that equates to required courses within your Lanier Tech program are considered for transfer. (No blanket transfer of all coursework previously taken.) *Please indicate the program of study on which you wish the transfer credit evaluation to be based.*
- ⇒ **Courses shown as "in-progress" on any transcript cannot be considered for transfer credit until a final grade is awarded. It is the student's responsibility to request a final transcript and submit it along with a new Request for Transfer Credit form.**
- ⇒ **If you have earned credit at multiple institutions, the initial transfer credit review will be based on the transcripts on file at the time of the review. You must submit any additional transcripts along with another request for review.**
- ⇒ **When requested, it is the student's responsibility to supply the Registrar's Office with the documentation necessary to evaluate the applicable courses (course syllabus, catalog course description, etc.).**
- ⇒ You will be notified of the results of your transfer credit review by e-mail. ***Please be certain your e-mail address is correct and can be easily read.***
- ⇒ Please complete all portions on the reverse side of this form. Your request will be processed as soon as possible. Requests received after the deadlines shown on the reverse side of this form will be processed as quickly as possible, but may not be completed prior to your scheduled registration date.