



**TITLE:** Transfer, Articulation and Exemption Credit

**PROCEDURE NUMBER:** 3.2.1050.4

**RELATED POLICY AND PROCEDURES:** 3.2.1050 Grading System and Standard of Progress, Honors, Probation, and Attendance

**DIVISION OF RESPONSIBILITY:** Academic Affairs

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June 24, 2013  
Date Approved by President

November 15, 2022  
Date of Last Review

November 15, 2022  
Date of Last Revision

### **Administrative Responsibilities**

It is the responsibility of the Vice President for Academic Affairs in conjunction with the Academic Deans and the Registrar to review and revise this procedure.

### **Procedure**

#### **A. Procedural Responsibilities**

The responsibility for implementing procedures related to transfer, articulated, and exemption credit is shared by the Academic Affairs Division and the Student Affairs Division.

#### **B. Transfer Credit**

Academic credit may be awarded for courses completed at other colleges and universities. Acceptance of credit will be at the discretion of the Registrar's Office with the advice of the appropriate department head(s)/program coordinator(s). The following guidelines are used in evaluating all transfer credit:

1. Subjects being transferred must closely parallel subjects being offered by Piedmont Technical College, both in content and credit hours earned.
2. In order to transfer credit, a grade of “C” or better must have been made in the subject.
3. At least one-fourth of credit toward graduation must be earned at Piedmont Technical College.
4. A grade of “TR” (transfer) is awarded for all transfer courses. This grade will not be included in the computation of the student’s GPA but will award the credit hours earned to the official transcript.
5. Credit for a subject must show on the transcript from the granting institution, and an official copy of this transcript must be on file at Piedmont Technical College.
6. Credit awarded will be approved in writing and maintained in the student’s permanent record.
7. Transfer students are not required to take the placement test if valid transfer credits are awarded in English and math.
8. Acceptance of transfer credit is awarded by the Registrar (or designee) and is based on a combination of length of time and course content, as established by academic department heads.
9. Transfer credit will not be awarded for courses over eight years old which are technical in nature or with content that may change over time. Examples include courses in computer technology, mechanical engineering and integrated systems technology. Some programs may also be limited in awarding transfer credit for courses due to accreditation requirements.

### **C. Exempting Courses**

1. Experiential Learning and Credit for Military Service:

Department Heads/Academic Program Directors may determine that a student is eligible to exempt a given course by virtue of skills gained in another discipline or through work experience or professional certifications. Detailed justification must be provided by the student and must be directly related to the course content and objectives. Before credit is awarded, written approval of submitted material must be obtained by the appropriate Department Head/Academic Program Director, Divisional Dean, and Vice President for Academic Affairs, via the Exemption Credit Form. Upon approval, exemption credit is awarded by the Registrar’s Office.

Exemption credit may also be awarded for military service that is certified by the American Council on Education (ACE). Credit will be given on the basis of individual evaluation by the Registrar's Office in consultation with the curriculum Department Head/Program Coordinator, if necessary. Creditable military experience must closely correspond to courses in the Piedmont Technical College catalog or the SC Technical College System's Catalog of Approved Courses (CAC).

2. Articulation Credit:

Area high school students may receive appropriate exemption credit at PTC for courses completed while in high school. Courses must closely correspond to courses offered at the college and must be part of an articulation agreement between the high schools and PTC. In order to receive exemption credit, the following criteria must be met.

- a. The student must earn a grade of "B" or better in the course.
- b. The high school instructor must recommend the student to receive exemption credit.
- c. The student must apply for the articulated credit at the college within two years of high school graduation.
- d. The PTC instructor completes an exemption credit form, attaches the high school transcript, and forwards it for approval.
- e. Exemption credit is then posted to the student's academic transcript.

3. Credit by Exam:

If a student feels that he/she has sufficient knowledge in a given course, the option of petitioning for credit by exam is available. Only selected courses recommended by the Department Head/Academic Program Director and approved by the Deans' Council will have the option of credit by exam. The following procedures will apply in earning credits by examination:

- a. Application for exemption credit must be made via the Credit by Exam form.
- b. The Credit by Exam fee must be paid prior to taking the exam. Payment will be posted by the Business Office staff.
- c. Students taking 12 or more credit hours (full-time students) at the time of the exemption credit application will be exempt from the fee.
- d. The time and location for the examination will be scheduled by the Department Head/Academic Program Director via the Credit by Exam form.

- e. All exams administered must be approved by the appropriate Department Head(s)/Academic Program Coordinator(s).
- f. Each course may only be challenged by examination one time. No Credit by Exam will be repeated.
- g. A copy of the student's exam is retained in the student's academic record

4. CLEP/IB/AB Credit:

PTC awards credit for successful completion of the College Level Examination Program (CLEP) subject area examinations. Credit is determined based on the recommendation from the American Council on Education (ACE) College Credit Services. The Advanced Placement (AP) Examination Program is also accepted by Piedmont Technical College. Students who take college-level courses in high school and perform well on the AP Exam may be granted credit in a variety of courses. Additionally, students who complete coursework at their secondary school through the International Baccalaureate Program (IB) may be awarded college-level credit. Matrixes that outline appropriate scores and corresponding course credit can be found in Process 8-19 in the Student Records Office Manual.