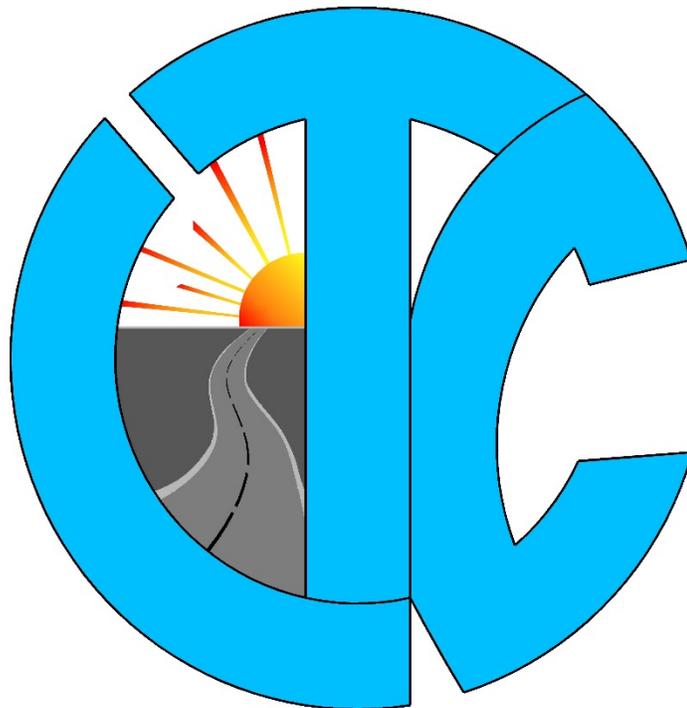


Charlotte Technical College

Transfer Policy

2016-2017



CTC Transfer of Credit Policy

IN HOUSE TRANSFER

Program changes are available through the first week of the semester as space is available or at the discretion of administration beyond the first week. Students wishing to change technical programs may do so only after 1) Talking to school counselor; 2) Informing current instructor of program change; 3) Interviewing and shadowing with desired instructor and new program; 4) Consulting financial aid advisor (if applicable); 5) Consulting bookkeeping for possible change in program fees; 6) Consulting with sponsoring agency (if applicable). Before the change is finalized, both program instructors must approve. Financial aid awards may be affected by program changes. Depending on the circumstances, an administrative review may be necessary.

TRANSFER FROM OTHER INSTITUTIONS

Students transferring from other post-secondary institutions may enter on a space available basis usually at the beginning of the semester. Transfer students are required to meet the technical colleges' admission standards before entering the program. Students are required to provide an official transcript from all former post-secondary schools attended. Students transferring to CTC from another institution must file their application and supporting academic documents. Students must be in good standing at the transferring institution. Transcripts are reviewed for transfer credit and placement prior to enrollment.

All transfers are considered on an individual basis provided space is available and admission requirements are met. The appropriate Department of Education Statewide Course Numbering System discipline committee has reviewed and assigned a "transfer value" to the curriculum content for certificate programs. Student placement will be the result of mutual planning by the student, instructor, counselor/career advisor and administration.

Some licensure programs may have additional transfer requirements to ensure that licensure and certification standards are met. These transfer requirements are found within program handbooks.

Charlotte Technical College does not grant course credit for experiential learning.

