



ATLANTA
TECHNICAL
COLLEGE

Atlanta Technical College

Transfer of Credit Request Form

Student ID _____ Name _____ Date _____

Program _____ (check one) Certificate Diploma Degree

Current Quarter of Enrollment _____

Institution(s) from which you desire to transfer credits: 1) _____

2) _____ 3) _____

Please Note: Requests for transfer credit should be done prior to registration. The Registrar will respond in writing to the request prior to registration in courses if possible, but prior to the end of the first quarter of enrollment (where applicable).

An official transcript from all colleges attended must be on file at Atlanta Technical College for your request to be processed. Grades received should be clearly indicated on the transcript(s) for all courses requesting to be transferred. If an official transcript is not on file, a request must be made to the institution before the Registrar's Office at Atlanta Technical College can process your request. Insufficient documentation will delay the evaluation of your request.

List Course Requesting to Transfer (Student Please Indicate Below)	Atlanta Tech Equivalent (Office Use Only - Do Not Write)	Granted In Shaded Area	Denied	Crs	Comments
Approved:	Date:		Total Credits:		

Do Not Write in Shaded Area

Atlanta Tech Transfer Request Policy (Atlanta Technical College Catalog 2008-2009, page 6)

- o No more than 50% of the total required hours in a certificate, diploma, or degree program will be approved for transfer
- o Medical (and other health related courses) must have been taken within five years of the date of the transfer request
- o A grade of "C" or better must be earned for all courses requesting to be transferred
- o There is no limit on the transfer of general core courses, such as English, Math, Psychology, Speech, and Sociology
- o All other courses have a transfer credit limit of 10 years from the date of the transfer request
- o Acceptable English courses must have writing content and not literature
- o Any course(s) requested for transfer must have the equivalent accreditation standards, course content, and student learning outcomes as the Atlanta Technical College course(s) that it replaces