



## **Transfer of Credit Procedure**

1. The student must complete the Transfer of Credit Request Form.
2. The process request for transferring credits must be generated by the student during the admission process and in a period of not more than forty-five (45) calendar days from the initial date to their first academic term; after that deadline no new requests will be accepted.
3. If the student has any problems obtaining their official transcript during the validation period, an extension of 15 calendar days will be provided. If the official transcript is not received at the Registrar's Office within this time, the transfer of credit request is void.
4. Those students with transferred courses from other institutions must present the transcript from each institution in order to transfer courses. A copy of the catalog, syllabus or any other document may be required to verify the credit hours, content and duration of courses.
5. The transfer of courses will be processed taking into consideration the official transcript(s) received. The student may request a preliminary or unofficial evaluation with a copy of the transcript(s) however, it will not be processed until official transcripts are received. Each course will be evaluated with their corresponding course equivalency at FTC. Some courses that are not part of the academic offerings of FTC may be considered as electives transferred credits, upon authorization of the Vice President of Academic Affairs.
6. Courses approved in a period that exceeds 10 years, will be considered based on their merits and in accordance with the requirements of the accreditation agencies and the changes and requirements of the examination boards. These cases will be reviewed by a committee composed of the Dean of Academic Affairs and the Program Directors or Coordinators.
7. The Registrar Office will send the student a written notification notifying students which courses have been accepted for transfer.
8. The student may submit a written appeal to the Dean of Academic Affairs/Academic Director if in disagreement with the decision in a period no longer than ten (10) days from receipt of the notification.
9. Transferred courses will be reflected as a "T" in the student transcript. These courses will affect the percentage of credits attempted when evaluated for Satisfactory Academic Progress.