

Credits From Other Sources (Transfer Credits)

Courses Taken at Other Institutions before attendance at Blue Ridge CTC

A Blue Ridge Community and Technical College student may transfer in previous college credits from other institutions prior to enrollment (this includes military credits on a SMART, ACE, or other transcript). During the application process, the new student is required to have all transcripts from previous institutions sent to Blue Ridge CTC. Once all transcripts have been received by the Admission Office the student is sent an acceptance letter; only official copies of transcripts will be accepted. Once the transcripts are received by the Admission Office, the Admission Office will coordinate with the Registrar Office to articulate the transcripts; this should be completed prior to a new student attending Orientation/Registration. There is no time limit on college transcripts; however, there are time limits on certain classes such as computers since they are updated continually; however these credits still transfer. All classes from previous institutions do transfer, including D and F grades. All transfer GPA's will be calculated into the overall GPA at Blue Ridge CTC.

Courses Taken at Other Institutions while attending Blue Ridge CTC

A Blue Ridge Community and Technical College student must apply for transfer approval to take a non-Blue Ridge Community and Technical College course prior to enrollment at another institution. To apply for transfer approval, the student must be in good academic standing (institutional and overall GPA of 2.0 or above). No course that a student has attempted at another institution while on suspension shall be accepted by Blue Ridge Community and Technical College as part of the credit hours necessary for

graduation. A student who previously enrolled in a Blue Ridge Community and Technical College course may not petition to retake that course at another institution. To receive credit for a non-Blue Ridge Community and Technical College course, the student must complete a transfer form making the request. The student will follow all procedures enumerated on that form including signatures of approval. After obtaining the appropriate signatures, the student must submit the completed form to the Registrar's Office. Should any of the signatures not be secured, the student may file a petition with the Blue Ridge Community and Technical College Admissions & Credits Committee. The completed petition along with the completed the transfer form and the student's written justification for seeking the course elsewhere may be submitted Blue Ridge Community and Technical College Admissions and Credits Committee for final action. Articulation course agreements do not apply to any repeated Blue Ridge Community and Technical College course in which a student has received a grade of D or F. No D or F grade can be replaced by an equivalent transfer course. Upon approval of the Transfer Approval Form, the student will receive written notification via postal mail. The student is then responsible for registering and paying for the class at the other institution. When the class has been completed and the other institution has issued a grade to the student, it is the students' responsibility to have an official transcript sent to Blue Ridge CTC, Office of the Registrar. Once the transcript is received the Office of the Registrar will post the credits as transfer credit with the grade earned at the other institution.