

TRANSCRIPTS

Official high school transcripts are received by the Enrollment Services Office, and official college transcripts are received by Student Records. Once accepted, the transcripts become part of an official record and cannot be returned. Official college transcripts are evaluated by the transcript evaluators. Unofficial transcripts cannot be evaluated by the transcript evaluator or an academic advisor. Official college transcripts must be received in a timely manner prior to the start of the term in order to be evaluated prior to course registration. Official electronic college transcripts must be sent to the studentrecords@gvltec.edu email.

Definition of Official College Transcript

According to the guidelines set by the American Association of College Registrars and Admissions Officers (AACRAO) and endorsed by the Southern Association of College Registrars and Admissions Officers (SACRAO), "An official college transcript is one that the receiving institution has received directly from the issuing college or university. It must bear the college seal, the current date (i.e., within 3 months of issuance from the institution) and an appropriate signature. Transcripts that do not meet these requirements will not be considered official and should be routinely rejected for any permanent use."

Official College Transcript Request

Greenville Technical College has authorized Parchment Exchange to provide transcript ordering via the internet. It is secure and convenient - submit your request 24 hours a day, 7 days a week, from any location. Processing times may vary depending on the time of year. Greenville Technical College no longer provides paper transcripts. Please refer to <https://www.gvltec.edu/transcript-requests/> for additional information.

Foreign Transcripts

Students transferring from foreign countries must have official transcripts sent directly from their foreign college to World Evaluation Services (WES) at <https://www.wes.org/> or Josef Silny and Associates, Inc., at <https://www.jsilny.org/> or any National Association of Credential Education Services (NACES). A list of NACES members can be found at <https://www.naces.org/>. The processing timeline can vary based on document translation. The student must request a course-by-course analysis. A translated copy is sent to the Office of Student Records listing all courses completed, American hours earned and a letter grade.

Military Transcripts/CLEP/Dantes

Records can be requested from the appropriate military branch education department. Transcript Evaluators only award a 3-credit general elective. The administrative coordinator of Prior Learning Assessment (PLA) uses the ACE guideline and is responsible for researching military training, CLEP and Dantes records to determine which courses may qualify for exemption credit and/or transfer credit.

Advanced Placement (AP) Exams

Students must request AP scores from College Board to be sent directly to the Office of Student Records. Testing personnel will determine appropriate exemption credit per course. Acceptable scores are 3, 4 and 5.

Advanced Placement (IB-HL) Exams

Students must request IB scores be sent directly to the Office of Student Records. Testing personnel will determine appropriate exemption credit per course. Acceptable scores are 4, 5, 6 and 7.

College Level Examination Program Exams (CLEP)

Students must request that CLEP scores from College Board be sent directly to the Office of Student Records. Testing personnel will determine appropriate exemption credit per course. Acceptable scores are 50 and higher.

Articulating Colleges in One-Plus-One Programs

It is the responsibility of the liaison at the articulating college to have the student request official college transcripts from all third-party colleges be sent to Greenville Technical College for evaluation while the student is enrolled in Phase One at the articulating college.