



Defining Universally Transferable Course Equivalencies in SC TRAC

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Background

The South Carolina Commission on Higher Education's *Transfer Policy for Public Two-Year and Four Year Institutions in South Carolina* (revised 12/2009) includes the Statewide Articulation Agreement of 86 Courses which must transfer between and among all public higher education institutions. These 86 courses are referred to as the South Carolina Universally Transferable Courses. The list of 86 courses is available on the SC TRAC website (www.SCTRAC.org) and at www.che.sc.gov/AcademicAffairs/TRANSFER/transferable_courses.pdf. In instances where an institution does not have courses synonymous to those on the list of 86, each institution is required by policy to identify comparable courses or course categories for acceptance of all courses included on the list.

Universally Transferrable Courses and SC TRAC

With the implementation of the SC TRAC system, each institution now has the tools needed to define and link all Universally Transferable Courses with specific course equivalencies and to create such equivalencies with Universally Transferable Courses at all other public institutions in accordance with the intent of the policy. The purpose of this document is to outline the steps required of all public institutions to establish and correctly define these equivalencies within SC TRAC. At the time of its development, the list of South Carolina Universally Transferable Courses was based upon the SC Technical College System's (SC TCS) course nomenclature. As such, each course contains the SC TCS course prefix, number, title, and number of credit hours.

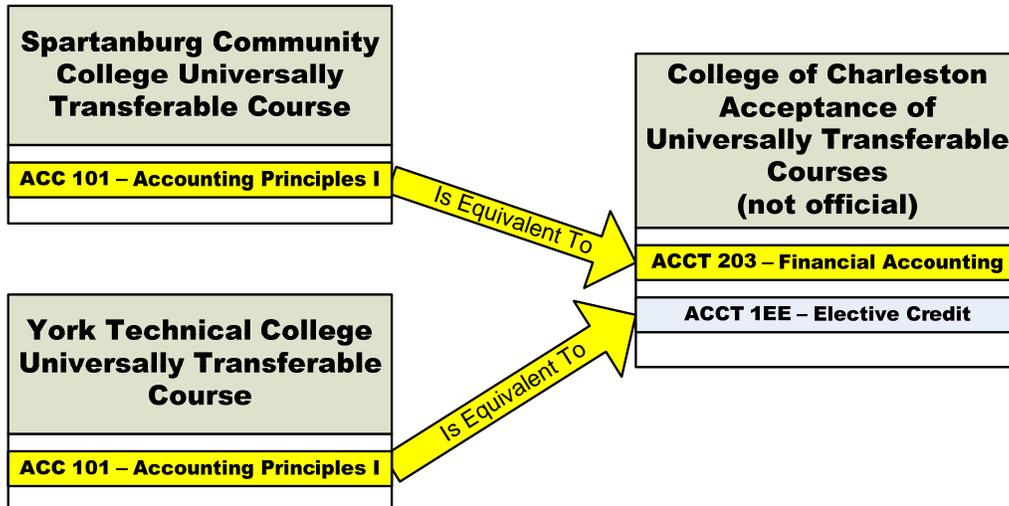
For purposes of distinguishing source and target courses within SC TRAC, those courses offered by the public four-year institutions that equate to the 86 Universally Transferable Courses will be referred to as the Universally Transferable **Equivalent** Courses. By policy, all public four-year institutions must define Universally Transferable Equivalent Courses, which may have any prefix or number. These Universally Transferable Equivalent Courses must be accepted by all other public institutions. Currently, some institutions do not have Universally Transferable Equivalent Courses for all 86 courses listed in the statewide agreement included in the SC TRAC system. In accordance with the policy, institutions must accept a Universally Transferable Equivalent Course as either:

- a. a course they currently offer;
- b. area specific elective credit; or
- c. as a free elective credit.



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It is possible that institutions may not accept Universally Transferable Equivalent Courses uniformly. As an example, the College of Charleston might accept ACC 101 (Accounting Principles I) from York Technical College differently than it (the College of Charleston) accepts ACC 101 from Spartanburg Community College.



Defining and Displaying Universally Transferable Equivalent Courses Correctly for All Institutions in SC TRAC

To provide the best possible information to students seeking to transfer, Universally Transferable Equivalent Courses must be defined and displayed within SC TRAC by all public institutions. As a first step toward achieving this goal, each institution needs to complete the attached spreadsheet and indicate for each of the 86 courses which of the institution’s existing courses will be established as Universally Transferable Equivalent Courses. If an institution does not have a comparable course to one or more of the 86 courses, the institution should specify “no course offered.”

Below are examples of an empty spreadsheet and a completed spreadsheet showing Universally Transferable Courses and their equivalents. In the completed spreadsheet, please note that the course prefix, number, title, and number of credit hours need to be provided for each Universally Transferable Equivalent Course.



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Example 1: Empty spreadsheet

Universally Transferable Course	Credit Hours	Universally Transferable Equivalent Course	Credit Hours
ACC 101 – Accounting Principles I	3		
ACC 102 – Accounting Principles II	3		
ANT 101 – General Anthropology	3		
ART 101 – History and Appreciation of Art	3		
ART 105 – Film as Art	3		

Example 2: Completed spreadsheet

Universally Transferable Course	Credit Hours	Universally Transferable Equivalent Course	Credit Hours
ACC 101 – Accounting Principles I	3	ACCT 203 – Financial Accounting	3
ACC 102 – Accounting Principles II	3	ACCT 204 – Managerial Accounting	3
ANT 101 – General Anthropology	3	ANTH 101 – Introduction to Anthropology	3
ART 101 – History and Appreciation of Art	3	NO COURSE OFFERED	0
ART 105 – Film as Art	3	ENGL 212 – The Cinema: History and Criticism	3

Completed versions of the attached spreadsheet containing the list of Universally Transferable Courses and their equivalents need to be returned to AcademyOne for integration into SC TRAC by Friday, December 3, 2010. Spreadsheets should be emailed to the attention of Mr. Dave Stanley (dstanley@academyone.com). Once the requisite information has been entered, please re-save the spreadsheet using a filename that will uniquely identify the name of your institution before sending to AcademyOne.



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Indicating the Acceptance of Universally Transferable Courses and Universally Transferable Equivalent Courses

To provide the best possible information to students who plan to transfer, SC TRAC will show how all Universally Transferable Courses and all Universally Transferable Equivalent Courses are accepted among and between all of the state's public institutions. Because institutional course equivalencies have already been loaded in SC TRAC, it is possible that many equivalencies with Universally Transferable Courses and Universally Transferable Equivalent Courses already exist in the system. However, to ensure that all of these courses are represented, after institutions return their completed spreadsheets to AcademyOne, a customized list of courses not shown as accepted in the SC TRAC system will be created for each institution. For example, Clemson will receive a list of Universally Transferable Courses and Universally Transferable Equivalent Courses offered by other institutions for which Clemson has not yet defined an equivalency. At that time, institutions will be able to define all outstanding equivalencies.

In order to streamline and facilitate the process for institutional personnel, AcademyOne will generate an Equivalency Evaluation within the Course Equivalency Management Center (CEMC) for all courses included in the institution's customized list (e.g., courses that do not yet have an equivalency record). After the Equivalency Evaluations are generated, institutions will need to review each Equivalency Evaluation and enter the required information showing how the Universally Transferable Equivalent Course will be accepted. After the Equivalency Evaluation has been completed, the equivalency record will be created and displayed to students on SC TRAC.

If an institution would prefer not to handle each proposed equivalency individually, a process has been created by AcademyOne to allow institutions to handle multiple evaluations at the same time with rapidity and ease. This process will only affect the unhandled Equivalency Evaluations (i.e., those proposed by AcademyOne to assist in defining any outstanding equivalencies as mentioned in the preceding paragraph). The process will therefore not alter any equivalencies previously established within SC TRAC.

All equivalency evaluations must be completed by May 20, 2011.



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Next Steps

Each institution needs to identify a point of contact who will be responsible for ensuring that this work is accomplished at his or her institution. **By Friday, November 5, 2010, please identify the designated institutional contact person by sending an email to Mr. Dave Stanley (dstanley@academyone.com) with the contact's name, title, email address, and phone number.** Additionally, to assist institutions in completing the Equivalency Evaluations, regularly scheduled training webinars will be provided to institutional personnel. The webinar schedule will be communicated to the contact persons at each institution shortly after receipt of contact information so institutional contacts may invite other personnel to participate as needed or desired.