



## Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina

All public institutions shall establish and implement a transfer policy which will outline the requirements and criteria by which students with prior collegiate experience will have that experience evaluated.

Students who have earned an Associate of Arts or Associate of Science degree from a public two-year institution of higher learning shall receive a minimum of sixty transfer credit hours at a public four-year college or university and shall be given a junior status at the college or university. Course prerequisites and minimum credit requirements for awarding degrees shall still apply.

### Admissions Criteria, Course Grades, GPA's, Validations

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- A. The definition of a transfer student.
- B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer. If a student is transferring from a South Carolina public two-year institution with an Associate of Arts or Associate of Science degree, an institution must accept at minimum 60 course credits.
- D. Information about course equivalencies and transfer agreements.
- E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
- F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study will be used to calculate GPA for purposes of admission to the institution and/or programmatic major.
- G. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year



institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.

H. "Residency requirements" detailing the minimum number of hours required to be earned at the institution for the degree.

### **South Carolina Transfer and Articulation Center (SCTRAC)**

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: [www.SCTRAC.org](http://www.SCTRAC.org). This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system is connected to [www.SCTRAC.org](http://www.SCTRAC.org) to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

All two- and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on [www.SCTRAC.org](http://www.SCTRAC.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including "free elective" category) are also available on [www.SCTRAC.org](http://www.SCTRAC.org). This course equivalency information, articulation agreements between public South Carolina institutions of higher education and other transfer information published on [www.SCTRAC.org](http://www.SCTRAC.org) will be reviewed at least annually and updated as needed.

### **Statewide Articulation of 86 Courses**

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions applies to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it shall identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at [www.che.sc.gov](http://www.che.sc.gov) as well as on [www.SCTRAC.org](http://www.SCTRAC.org).



### **Statewide Transfer Blocks**

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four- year degree programs. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution shall receive a minimum of sixty transfer credit hours at a public four-year college or university and shall be given a junior status at the college or university. Course prerequisites and minimum credit requirements for awarding degrees shall still apply.

For a complete listing of all courses in each Transfer Block, see

[https://www.che.sc.gov/InstitutionsEducators/AcademicPolicies,Programs/AcademicTransfer\\_Articulation.aspx](https://www.che.sc.gov/InstitutionsEducators/AcademicPolicies,Programs/AcademicTransfer_Articulation.aspx).

**Assurance of Transferability of Coursework Covered by the Transfer Policy** Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or



regulation to the contrary.

### **Assurance of Quality**

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

### **Transfer Officers**

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on [www.SCTRAC.org](http://www.SCTRAC.org). Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.
- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

### **Statewide Publication and Distribution of Information on Transfer**

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by the institutions through transfer guides and be made available on [www.SCTRAC.org](http://www.SCTRAC.org). Furthermore, course catalogs for each public two- and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

- A. Include the *Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina*.
- B. Refer interested parties to [www.SCTRAC.org](http://www.SCTRAC.org) as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

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