



**ACADEMIC COURSE TRANSFER
AGREEMENT BETWEEN
COLLEGE OF
CHARLESTON AND
HORRY-GEORGETOWN TECHNICAL
COLLEGE**

I. INTRODUCTION

This agreement establishes a formal academic transfer mechanism between Horry-Georgetown Technical College and the College of Charleston. Its purpose is to facilitate degree completion and promote workforce-ready citizens by creating a streamlined pathway for Horry-Georgetown Technical College AAS Business Administration students to complete the Bachelor of Professional Studies degree at the College of Charleston.

The College of Charleston ('Charleston') and the Horry-Georgetown Technical College ('HGTC') are both accredited by the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC"). Both institutions shall comply with policies and principles of accreditation of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in the execution of this agreement.

II. TERMS OF THE AGREEMENT

Horry Georgetown and Charleston agree to the following:

2.1 Under the terms of this agreement, HGTC agrees to join with Charleston in a mutual effort to provide enhanced education opportunities for their students. This will enable students who are academically qualified by completing the AAS in Business Administration degree to pursue the Bachelor of Professional Studies degree at Charleston upon the completion of their degree at HGTC.

2.2 The Charleston Department of Continuing and Professional Education, which houses the Bachelor of Professional Studies program within the School of Business, agrees that whenever any of the courses listed on Attachment 1, incorporated by reference into this Agreement, are taught at HGTC by faculty members credentialed in the primary subject field in compliance with the

competence requirements of the SACSCOC Principles of Accreditation (Standard 6.2b); the course will transfer as referenced on Attachment 1. Students who successfully complete the AAS Business Administration degree will meet the Bachelor of Professional Studies program prerequisites. The Charleston and HGTC faculty members will identify and assess appropriate student learning outcomes to monitor the effectiveness of the program and its components.

2.3 Effective Date and Annual Review:

This agreement shall become effective on February 3, 2025. It shall be jointly reviewed annually by representatives of each institution, within 6 months prior to the anniversary date of the agreement. The review shall be conducted at the dean, department head and program directors' levels (if applicable) for the program-specific courses and at the dean and department head levels for non-program-specific courses. The Registrars at Charleston and HGTC shall also participate in the reviews to ensure compliance with transfer credit policy. Continuing coordination between annual reviews shall be encouraged.

The purpose of the annual review shall be to ensure that the academic content of all courses offered by HGTC are comparable to the corresponding courses offered by Charleston. (See attachment 1) These include not only the program-specific courses but also those taught by supporting departments at Charleston, as these courses constitute an integral part of Charleston's graduation requirements.

2.4 HGTC agrees that faculty teaching those courses which are part of this transfer agreement will have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree from an accredited institution and are credentialed in the primary subject field in compliance with the competence requirements of the SACSCOC Principles of Accreditation (Standard 6.2b).

2.5 Charleston agrees that students enrolled in good standing and who complete the AAS Business Administration degree at HGTC and who are not otherwise ineligible to attend Charleston for disciplinary or behavioral reasons, are assured of acceptance into the Bachelor of Professional Studies program.

2.6 Upon successful completion of the Bachelor of Professional Studies curriculum and all degree requirements at Charleston, students shall be awarded the Bachelor of Professional Studies degree.

2.7 HGTC shall designate appropriate members of their faculty or staff as student advisors to counsel and assist students enrolled in the program for eventual transfer to Charleston's program. The Bachelor of Professional Studies Director of Transfer and Professional Programs and the Executive Director of Continuing and Professional Education shall assist and cooperate in the advisement process as required to ensure close liaison with HGTC.

III. GENERAL TERMS

3.1 Termination Either institution may terminate its participation in the entire MOU by submitting written notification to the other institution at least six months prior to termination, but such termination shall not become effective until the end of the then current academic year at the terminating member's institution. Students currently enrolled at HGTC or Charleston will be given up to four academic years from the termination date to complete their program of study.

3.2 Amendments Charleston and HGTC agree that this agreement constitutes the sole, full and complete agreement among these institutions. No amendments, changes, additions, deletions, or modifications to or of this agreement shall be valid unless reduced to writing, signed by each institution's representative, and attached to this document.

3.3. Governing Law This Agreement shall be interpreted pursuant to the laws of the state of South Carolina, whose courts shall have jurisdiction thereof.

3.4 Coordination Each Party shall designate a Coordinator to address and resolve academic and administrative issues which may arise during the term of this Agreement and who shall manage the activities conducted hereunder. All notices that may be given under this Agreement shall be in writing, addressed to the receiving Party's Coordinator at the address set forth below or to such other address as the receiving Party may designate by notice hereunder, and shall be delivered by traceable courier service (such as DHL or Federal Express) or sent by certified or registered mail:

College of Charleston Coordinator:

Paul Schwager, Dean
School of Business
College of Charleston
66 George Street
Charleston, SC 20424

Phone: (843) 953-6651
Schwagerph@charleston.edu

Horry-Georgetown Technical College Coordinator:

Theresa Strong, Assistant Vice President & Dean
School of Business, Computer Tech., & Personal Service
Horry-Georgetown Technical College
Bldg. 200/Rm. 202F
20250 HWY 501
Conway, SC 29526

Phone: (843) 349-7559
Theresa.strong@hgtc.edu

With a copy of Legal Notices to:

College of Charleston
Attn: Office of Legal
Affairs 66 George
Street
Charleston, SC 29424
legalaffairs@charleston.edu

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed as of the date set for the below by their duly authorized officers.

For the College of Charleston:

For Horry-Georgetown Technical College:

DocuSigned by:
Suzanne Austin
42D6E17F854840D...
Suzanne Austin,
Executive Vice President & Provost

Date: 01-29-2025 | 4:17 PM EST

Signed by:
Marilyn Murphy Fore
9A18C570B5E14C8...
Marilyn Murphy Fore,
President

Date: 02-13-2025 | 12:51 PM EST

DocuSigned by:
Jennifer Wilbanks
675394E0FE1A495...
Jennifer Wilbanks,
Executive Vice President for Academic &
Workforce Development

Date: 02-03-2025 | 2:52 PM EST

Reviewed by Legal Affairs

Date: _____

Initial: _____

Attachment 1: College of Charleston and Horry-Georgetown Technical College Course Equivalencies – AAS Business Administration

Last Updated _____

Horry-Georgetown Technical College: AAS Business Administration				College of Charleston		
Course	Course Title	Semester Credit Hour	Graduation Requirement	Course	Title	Semester Credit Hour
ECO 201, 210 or ECO 211	Economic Concepts, Macroeconomics or Microeconomics	3	General Education	ECON 101, 201 OR ECON 200	Introduction to Economics, Principles of Macroeconomics or Principles of Microeconomics	3
ENG 155	Communications I	3	General Education	ENGL 101	Composition	3
ENG 160	Technical Communications	3	General Education	ENGL 334	Technical Writing	3
	Humanities	3	General Education	varies		3
MAT 110	College Algebra	3	General Education	MAT 110	College Algebra	3
General Education Core Total			Total Credits: 15			Total Credits: 15
ACC 101	Accounting Principles I	3	BA Required Core	ACCT 203	Financial Accounting	3
ACC 102	Accounting Principles II	3	BA Required Core	ACCT 204	Managerial Accounting	3
BAF 101	Personal Finance	3	BA Required Core	FINC 120	Personal Finance	3
BUS 101	Introduction to Business	3	BA Required Core	MGMT 105	Introduction to Business	3

BUS 121	Business Law	3	BA Required Core	BLAW 1EE	Business Law Elective 100 level	3
BUS 125	Business Software Applications	3	BA Required Core	BADM 1EE	Business Admin Elective 100 Level	3
BUS 220	Business Ethics	3	BA Required Core	PHIL 175	Business and Consumer Ethics	3
MGT 101	Principles of Management	3	BA Required Core	MGMT 1EE	Management Elective 100 level	3
MKT 101	Marketing	3	BA Required Core	MKTG 1EE	Marketing Elective 100 level	3
BUS 270	SCWE in Business "Internship"	3	BA Required Core	BADM 2EE	Business Admin Elective 200 Level	3
Business Administration Required Core Total			Total Credits: 30			Total Credits: 30
ACC 240	Computerized Accounting	3	Business Admin Pathway	ACCT 1EE	Accounting Elective 100 level	3
BAF 260	Financial Management	3	Business Admin Pathway	FINC 2EE	Finance Elective 200 level	3
BUS 130	Business Communications	3	Business Admin Pathway	APCP 322	Communication for Business and Professionals	3
BUS 180	Social Media Business	3	Business Admin Pathway	PRST 1MM	Professional Studies Maj Req 100 level	3
BUS 190	Business Analytics	3	Business Admin Pathway	DSCI 1EE	Decision Science Elective 100 level	3
MGT 120	Small Business Management	3	Business Admin Pathway	MGMT 1EE	Management Elective 100 level	3
BAF 260	Financial Management	3	Management Pathway	FINC 2EE	Finance Elective 200 level	3
BUS 130	Business Communications	3	Management Pathway	APCP 322	Communication for Business and Professionals	3
MGT 120	Small Business	3	Management	MGMT 1EE	Management Elective 100 level	3

	Management		Pathway			
MGT 150	Fundamentals of Supervision	3	Management Pathway	MGMT 1EE	Management Elective 100 level	3
MGT 201	Human Resource Management	3	Management Pathway	MGMT 2EE	Management Elective 200 level	3
MGT 240	Management Decision Making	3	Management Pathway	MGMT 2EE	Management Elective 200 level	3
HOS 140	The Hospitality Industry	3	Hospitality Pathway	HTMT 210	Principles and Practices of HT	3
HOS 150	Hotel Management	3	Hospitality Pathway	HTMT 1EE	HT Elective 100 level	3
HOS 161	Event Management	3	Hospitality Pathway	HTMT 1EE	HT Elective 100 level	3
HOS 164	Travel and Tourism	3	Hospitality Pathway	HTMT 1EE	HT Elective 100 level	3
HOS 255	Food Service Management	3	Hospitality Pathway	HTMT 2EE	HT Elective 200 level	3
MKT 135	Customer Service Techniques	3	Hospitality Pathway	MKTG 1EE	Marketing Elective 100 Level	3
MKT 110	Retailing	3	Marketing Pathway	MKTG 1EE	Marketing Elective 100 Level	3
MKT 111	Media Relations	3	Marketing Pathway	MKTG 1EE	Marketing Elective 100 Level	3
MKT 135	Customer Service Techniques	3	Marketing Pathway	MKTG 1EE	Marketing Elective 100 Level	3
MKT 240	Advertising	3	Marketing Pathway	MKTG 2EE	Marketing Elective 200 Level	3
MKT 250	Consumer Behavior	3	Marketing Pathway	MKTG 2EE	Marketing Elective 200 Level	3
MKT 260	Marketing Management	3	Marketing Pathway	MKTG 2EE	Marketing Elective 200 Level	3

BUS 135	Wage and Salary Admin	3	Human Resources Pathway	MGMT 1EE	Management Elective 100 Level	3
BUS 136	Compensation and Benefits Analysis	3	Human Resources Pathway	MGMT 1EE	Management Elective 100 Level	3
BUS 190	Business Analytics	3	Human Resources Pathway	DSCI 1EE	Decision Science Elective 100 Level	3
MGT 150	Fundamentals of Supervision	3	Human Resources Pathway	MGMT 1EE	Management Elective 100 level	3
MGT 201	Human Resource Management	3	Human Resources Pathway	MGMT 2EE	Management Elective 200 level	3
MGT 210	Employee Selection and Retention	3	Human Resources Pathway	MGMT 2EE	Management Elective 200 level	3
BUS 130	Business Communications	3	Sports Tourism	APCP 322	Communication for Business and Professionals	3
MKT 135	Customer Service Techniques	3	Sports Tourism	MKTG 1EE	Marketing Elective 100 Level	3
SPT 101	Sports Tourism	3	Sports Tourism	HTMT 1EE	HT Elective 100 level	3
SPT 105	Sports Tourism Facilities and Operations	3	Sports Tourism	HTMT 1EE	HT Elective 100 level	3
SPT 107	Leadership in Sports Tourism	3	Sports Tourism	HTMT 1EE	HT Elective 100 level	3
SPT 108	The Business of Sports Tourism	3	Sports Tourism	HTMT 1EE	HT Elective 100 level	3
Additional Business Administration Courses			Total Credits: 18			Total Credits: 18

	Total Degree Credits: 63		Total Credits: 63
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Attachment 1: College of Charleston and Horry-Georgetown Technical College Course Equivalencies – AAS Business Administration