

The Assistant Vice President for Enrollment Management/Director of Admissions, Recruitment and Scholarships has official approval authority for transfer credit. Students applying to the university as transfer students are required to submit certified copies of transcripts from their high schools and all other higher educational institutions they have attended. When an applicant is accepted for undergraduate transfer admission, courses completed with grades of C, B or A grades, which parallel the curriculum of SC State University (exclusive of developmental, vocational, occupational courses, etc.) will be accepted for transfer credit. Each transcript is evaluated on its own merit in accordance with its conformity with the program of study at SC State University. Credit transferred is not used in computing the grade point average at SC State University. Such credit must have been earned at institutions of higher education with full accreditation by a regional association of colleges and schools, and where appropriate, the Commission on Colleges. The Office of Admissions, Recruitment and Scholarships ensures that the course is taught at least at a freshman level by reviewing the student's transcript and the transcript key which explains the numbering/course/grading policies as well as a review of the sending institution's catalog if necessary.

International Transfer students must submit official copies of transcripts from all colleges/universities attended. If the colleges/universities are located outside of the United States, it is suggested that an evaluation is first done by World Education Systems, Inc., P. O. Box 745 Old Chelsea Station, New York, NY 10113-0745. If the student has earned 30 collegiate hours or more, the SAT/ACT is not required. A detailed analysis is completed by the evaluator that explains the school's grading/course/numbering system, equivalency to college level work in an American university, and equivalency to a US bachelor's degree. This assists Undergraduate Admissions in determining what coursework to award as accredited collegiate level courses. In addition, international students are often asked for additional information about their courses, such as descriptions, books used, and syllabi, to determine equivalencies to SC State University coursework.

The Office of Admissions Recruitment and Scholarships then submits all credit to the respective academic department for consideration of applying the credit towards the student's selected academic program. Undeclared students' credits are submitted to the Student Success and Retention Program for academic advisement, upon declaration of a major their credits are submitted to the corresponding academic department. For undergraduate transfer credit, the process is as follows:

The Office of Admissions, Recruitment and Scholarships reviews transcripts and the transferring school's accreditation and awards a student collegiate, accredited level work as appropriate based on our transfer credit policies as outlined in the Undergraduate Catalog and on our website. The department Chairperson or their designee then reviews all work awarded credit by the Office of Admissions, Recruitment and Scholarships to determine equivalencies to SC State University coursework. This is done through review of the university's articulation agreements and corresponding transfer tables as established by review of previous credits from that school, review of SC State University's undergraduate catalog descriptions, review of the transferring university's catalog, course descriptions, and syllabi, and transferring credit standards established by the academic departments. Equivalencies are made, then academic chairperson or their designee is notified of the student's acceptance and credit awarded. The Academic Chairperson or their designee then reviews the courses and equivalencies and makes changes as necessary depending on the student's college/degree/major, additional syllabi and information received from the student, and how the student's transfer credits can be best utilized in the student's current program.

Courses and transfer credit policies are routinely reviewed by academic departments in the process of determining course equivalencies. As SC State University courses change or as new credits are received from students, equivalencies and policies are reviewed and updated to the central student database system - Banner - as necessary.

The determination of how transfer credit may be used to satisfy the specific course requirements for a degree is made by the academic department that administers the degree program requirements. SC State University also under state law complied with the state-wide transfer articulation agreement between two-year (technical colleges) and senior universities.

Other general guidelines that apply to transfer credit:
Transfer Students: State Policy and Procedures

Background

Section 10-C of the South Carolina School-to- Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, shall develop better articulation of associate

and baccalaureate degree programs. To comply with this requirement, the commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of the committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 72 courses, which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137, which stipulated further that, the South Carolina Commission on Higher Education notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education. + These duties and responsibilities include the commission's responsibility to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools. + This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee.

Act 137 directs the commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures shall become effective immediately upon approval by the commission and shall be fully implemented, unless otherwise stated, by September 1, 1997.

Statewide Articulation of 72 Courses

1. The Statewide Articulation Agreement of 72 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions shall be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it shall identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admissions Criteria, Course Grades, GPAs, Validations

2. All four-year public institutions shall issue annually in August a transfer guide covering at least the following items:
 - A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
 - B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT I, ACT) taken more than a given time ago, for academic course work taken elsewhere, for course work repeated due to failure, for course work taken at another institution while the student is academically suspended at his/her home institution, and so forth.
 - C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
 - D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all course work taken prior to transfer or just course work deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and / or programmatic major.

- E. Lists of all courses accepted from each technical college (including the 72 courses in the Statewide Articulation Agreement) and the course equivalencies (including free elective category) found on the home institution for the courses accepted.
 - F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
 - G. Lists of the institutions' Transfer Officer(s) personnel together with telephone and FAX numbers and office address.
 - H. 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 10 elsewhere is done without regard to the student's earlier record.
 - I. Residency requirements for the minimum number of hours required to be earned at the institution for the degree.
3. Course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the course work with a C+ grade (2.00 on a 4.00 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.
- J. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.00 on a 4.00 scale shall 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.
 - K. Any multi-campus institution or system shall certify by letter to the commission that all course work at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
4. Any course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall 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.

Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree

5. The following transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
- Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours.
 - Business Administration: Established curriculum block of 46-51 semester hours.
 - Engineering: Established curriculum block of 33 semester hours.
 - Science and Mathematics: Established curriculum block of 48-51 semester hours.
 - Teacher Education: Established curriculum block of 38-39 semester hours for early childhood, elementary, and special education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of course work.
 - Nursing: By statewide agreement, at least 60 semester hours shall 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 of Nursing

and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed registered nurse.

6. Any ~~unique~~ academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts/Social Science, Humanities or the Science/Mathematics block by September, 1996. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any two-year South Carolina institution which contains within it the total course work found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block shall automatically be entitled to junior level status or its equivalent at whatever public senior institution to which the student ~~right~~ have been admitted.

(Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking athletic event tickets, etc. and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the commission's report to the General Assembly on the school-to-Work Act (approved by the commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of course work among toward four-year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred.

Assurance of Quality

10. All claims from any public two-or four-year institution challenging the effective preparation of any other public institution's course work for transfer purposes shall be evaluated and appropriate measures shall be taken to reassure that the quality of the course work has been received and approved on a timely basis by sending and receiving institutions alike. The process of formal review shall occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education shall print and distribute copies of these Procedures upon their acceptance by the commission. The staff shall also place this document and the Appendices on the commission's Home Page on the Internet under the title ~~Transfer Policies.~~
12. By September 1 of each year, all public four-year institutions shall on their own Home Page on the Internet under the title ~~Transfer Policies:~~
 - A. Print a copy of this entire document (without appendices).
 - B. Print a copy of their entire transfer guide.
 - C. Provide to the staff of the commission in satisfactory format a copy of their entire transfer guide for placing on the commission's Home Page on the Internet.
13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education shall on its Home Page on the Internet-under the title ~~Transfer Policies:~~
 - A. Print a copy of this document (without appendices).
 - B. Provide to the commission staff in format suitable for placing on the commission's Home Page of the Internet a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog shall contain a section entitled TRANSFER: STATE POLICIES AND PROCEDURES. Such section at a minimum shall:
- A. Publish these procedures in their entirety (except Appendices)
 - B. Designate a chief Transfer Officer at the institution who shall:
 - 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 institutional students under these procedures.
 - Work closely with feeder institutions to assure ease in transfer for their students.
15. Information can be sent directly to Admissions Transfer Credit associate: email: admissions@scsu.edu or by calling telephone: 803-536-7186:

Mailing Address:

South Carolina State University
P.O. Box 7127
300 College Street, NE
Orangeburg, SC 29117
Fax: 803-536-8990