

Transfer Admission

A transfer applicant is a student who has attended another post-secondary institution after graduation from high school regardless of the amount of credit earned at that institution. Applicants must submit transcripts of all previous college courses whether or not credit was earned and regardless of whether the applicant wishes to transfer any credit. Failure to report all colleges attended may constitute immediate cancellation of admission and/ or registration. Transfer requirements are listed below.

- a. A minimum 2.0 cumulative GPA in all previous college-level course work.*
- b. Evidence that the applicant is academically and otherwise eligible to return to the last institution attended.
- c. If fewer than 30 semester hours of college-level work have been completed, the applicant must meet both freshman and transfer requirements.
**Specific degree programs may have additional GPA or other requirements for admission to the major.*

USC SYSTEM CHANGE OF CAMPUS:

All applicants for change of campus to USC Upstate from other USC system campuses will be required to meet transfer student requirements:

- a. A minimum 2.0 cumulative GPA in all previous college-level course work.*
- b. Evidence that the applicant is academically and otherwise eligible to return to the last institution attended.
- c. If fewer than 30 semester hours of college-level work have been completed, the applicant must meet both freshman and transfer requirements.
**Specific degree programs may have additional GPA or other requirements for admission to the major.*

Transfer applicants who have not attended school for two years or longer and are at least 22 years of age, may be eligible for probationary admission even if they do not meet GPA requirements. Students who are on academic probation must obtain at least a 2.0 average on the first 12 or more credit hours attempted under this status. These hours may be taken over more than one semester. Students failing to meet this requirement are suspended. Students who leave the University without completing a term of probation, and are absent for three or more years, will begin a new term of probation upon readmission. Transfer students are informed by the dean or division chair of their major of the amount of credit which will transfer, usually prior to enrollment, but at least prior to the end of the first academic term in which they are enrolled.

TRANSFER CREDIT

The transcript of a transfer student is evaluated by the dean, chair or designee of the school or college in which he or she matriculates. If no major or an undeclared major is indicated at the time of application, the transcript will be evaluated in the Student Success Center. USC Upstate does not limit the number of hours transferred for degree credit from a senior college that is accredited by a regional association such as the Southern Association of Colleges and Schools. A maximum of 76 semester hours may be transferred for degree credit from a junior college or two-year institution that is accredited by a regional accrediting association. USC Upstate requires that every student meet the academic residency requirements before a degree is awarded.

A student transferring from a four-year institution not accredited by the appropriate regional accrediting association may validate hours earned at the nonaccredited institution by successful completion of 15 hours at USC Upstate with a minimum 2.0 GPA. Credits earned at two-year nonaccredited institutions may be validated by examination. Exemption credit or acceptance of transfer credit by another college has no bearing on the evaluation of transfer credit at USC Upstate.

As a general rule, some courses are not acceptable in transfer to USC Upstate or to the other campuses of the University of South Carolina. Included are occupational or technical courses, remedial courses, courses from a two-year college that are considered upper-level at the University, or courses from a two-year college that are not part of that institution's college transfer program. Exceptions to this rule may be made only by the dean of the student's school or college or by the vice chancellor for academic affairs. Exceptions are made only in specific cases where the courses being considered for transfer are judged to

be uniquely relevant to the student's degree program. A course completed at another college or university in which a student earns a grade below C cannot be transferred. USC Upstate uses all grades (with the exception of grades for remedial courses and courses taken on a pass-fail basis) listed on transcripts of other institutions in the calculation of the transfer GPA. Therefore, the GPA as calculated by USC Upstate may be different than the one appearing on the transcript of another institution. A GPA calculated by USC Upstate will be used in determining admission to USC Upstate or to a particular program.

TRANSFER: STATE POLICIES AND PROCEDURES

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education 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. 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 interfaces with www.SCTRAC.org to help students and institutions by saving time and effort, while ensuring accuracy and timeliness of information.

BACKGROUND

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulated that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, 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 that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which 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 directed the commission to adopt the following procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina.

ADMISSIONS CRITERIA, COURSE GRADES, GPA'S, VALIDATIONS

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, 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 institution's 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 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. 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.

A. 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.

B. 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. 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.

SOUTH CAROLINA TRANSFER AND ARTICULATION CENTER (SCTRAC)

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 the South Carolina Transfer and Articulation Center website (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 courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on 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 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.

TRANSFER BLOCKS, STATEWIDE AGREEMENTS, COMPLETION OF THE A.A./A.S. DEGREE

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
- Arts and Sciences, curriculum II: 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 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. 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. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public 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 might 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.)

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 GPA 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.

RELATED REPORTS AND STATEWIDE DOCUMENTS

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 two- and four-year institutions. 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

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 reviewed and approved on a timely basis by sending and receiving institutions alike. This 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.

CHIEF TRANSFER OFFICER

Ira Pace / Assistant Director for Transfer Admission
864-503-5808 / ipace@uscupstate.edu

STATEWIDE PUBLICATION AND DISTRIBUTION OF INFORMATION ON TRANSFER

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." 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.

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. 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 the institution's students under these procedures
- work closely with feeder institutions to assure ease in transfer for their students.

C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety

D. Refer interested parties to the institutional Transfer Guide of the state's four-year institutions