

9.4

Institutional Credits for an Undergraduate Degree

At least 25 percent of the credit hours required for an undergraduate degree are earned through instruction offered by the institution awarding the degree.

Judgment

Compliant Non-Compliant Not Applicable

Narrative

As stated in the [Undergraduate Academic Bulletin](#) for the University of South Carolina Columbia, "The last 25% of a student's degree must be completed in residence at the University, and at least half of the hours in the student's major courses and in the student's minor courses (if applicable) must be taken at the University." Some programs impose greater student residence and/or major requirements. Within the University of South Carolina system, all courses carry course location codes and campus indicators which identify the academic authority for each course and where the instruction was provided. Students are encouraged to routinely review and monitor their degree progress using [Degree Works](#), the university's web-based, degree-auditing and tracking tool. Degree Works allows students to identify courses completed and to review the courses still needed to complete (their) degree. The university has provided copies of the sample "degree audit" reports ([CAS_BA 2019-2020](#)) and ([CEC_BSE 2019-2020](#)).

Regardless of when students enter the University, they must complete the last 25% of the degree before graduation enrolled in classes approved by the appropriate dean of the college, school, or campus from which the degree will be granted. Undergraduate students are advised to schedule and complete a "senior check" with the Dean's office within their college. All degree applicants are urged to confer with the appropriate dean of their respective colleges about their programs and degree requirements prior to the beginning of their last semester of residence at the University. Through the university's "Self Service" portal, students can run degree audits or unofficial transcripts any time they choose to help them monitor their degree progress.

"In residence" means that the student was regularly enrolled at the University of South Carolina; completed courses offered by Columbia or one of the other campuses of the university; was a member of a class which was supervised by a regular faculty member of University of South Carolina; attended classes on a regular, pre-established schedule; and in other ways conformed to the requirements which are normally connoted by the term "in residence." In-residence requirements may not be met by courses for which credit is earned by exemption or exam, courses taken by correspondence, or courses for which transfer credit was awarded. Courses taken under the Pass-Fail option meet in-residence requirements. If the student has not established credit for the prescribed number of hours in residence, then the student is not eligible either for graduation with honors or for graduation on the basis of having completed 25% of the degree during the final semesters at the University.

The chart below shows the minimum number of hours required to be completed in residence based on to the total number of hours required for an undergraduate degree.

Total Number of Hours Required for Degree	Minimum Number of In-residence Hours
60 Hours (Associates Degree)	15 Hours
70 Hours (Associates Degree)	18 Hours
120 Hours	30 Hours
121-124 Hours	31 Hours
125-128 Hours	32 Hours
129-132 Hours	33 Hours
133-136 Hours	34 Hours
137-140 Hours	35 Hours
141-144 Hours	36 Hours

Students transferring to the University from another college or university must, before enrolling in class at the University, have their transcripts evaluated by the University. It is only in the light of such evaluation that students will know definitively the transferability and equivalency of each transfer course. Degree applicability will be determined by the college or school in which the student is enrolled.

Transferability refers to the conditions under which the University accepts credit for inclusion in the student's record. Transfer courses must have been taken at a regionally accredited post-secondary institution, or, if taken at a foreign post-secondary institution, have been recommended by a NACES - member external evaluation service. Exceptions to this rule may be made by the Office of the Registrar when state scholarship eligibility rules require inclusion.

Equivalency entails equating transfer credit, both in hours and content, to University of South Carolina coursework. The Office of the Registrar works with the University of South Carolina colleges and schools to coordinate the process of transfer evaluation to equate transfer courses directly to courses in the University of South Carolina course catalog; to subject codes which represent subjects not offered; or to subject codes that identify courses as remedial/technical/non-accredited coursework. The Office of the Registrar maintains a list of transfer courses and their university equivalents [on their website](#).

Applicability of credit toward a degree refers to the prerogative of academic divisions to count specific credit toward the fulfillment of a student's degree requirements. The student's college or school of enrollment is responsible for determining applicability. However, a transfer course is not applicable towards any University of South Carolina academic program or degree if:

1. The transfer course was essentially remedial in nature (example: Developmental English).
2. The transfer course was occupational or technical in nature (examples: welding, paralegal, or radiography courses).
3. A grade lower than 2.0 on a 4 point scale, or equivalent, was earned in the transfer course.
4. The transfer course was taken by a degree-seeking University of South Carolina student without prior approval as described in the Earning Credit in Transient Status section of this bulletin.
5. The transfer course was taken while a student was on an academic suspension from the university.
6. The student received any grade other than W in an equivalent course at this university, unless the student was enrolled full time at least one year at the transfer institution.

Exceptions to the rules of applicability may be made only by petition to the dean for undergraduate studies of the College or School in which the student is majoring.

Transfer work from other institutions is [presented on the University of South Carolina transcript](#) with the course name, the academic term and the name of the institution at which the credit was earned.

Regional Palmetto College Campuses

The four regional Palmetto College campuses (Lancaster, Salkehatchie, Sumter and Union) fall under the authority of the

Columbia campus and reside in a central administrative unit known as Palmetto College, headed by a Chancellor and Associate Provost ([Palmetto College Organizational Chart](#)). These campuses are referred to as regional Palmetto College campuses. The campuses exist as part of the University of South Carolina system as denoted in [Board of Trustees Bylaws](#). The administrative unit also houses the academic unit Palmetto College Columbia, which offers courses on the Columbia campus and in the metropolitan Columbia area as well as AA/AS programs and courses at Ft. Jackson. This unit also provides instruction, guidance and support for the delivery of the University's undergraduate online degree completion programs.

As noted in the [University of South Carolina System Mission Statement](#), "The primary mission of the University of South Carolina System is the education of the state's diverse citizens through teaching, research, creative activity, and community engagement." The regional Palmetto College campuses of the University play a vital role in the fulfillment of this mission. Accredited with the University of South Carolina Columbia by the Southern Association of Colleges and Schools Commission on Colleges, the regional Palmetto College campuses in Lancaster, Allendale (Salkehatchie), Sumter, and Union principally provide the first two years of undergraduate education, focusing on general education, as well as, at Lancaster, selected associate degree programs mainly for their locales. More specifically, [each regional Palmetto College campus Mission Statement](#) states that "Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, the institution awards the Associate in Arts and Associate in Science degrees..." The campuses also serve as providers of coursework leading to baccalaureate degrees offered by the three comprehensive institutions (Aiken, Beaufort, Upstate) and by Columbia.

As stated in the Bulletins for each of the Palmetto College Campuses, "The last 25% of a student's degree must be completed in residence at the University, and at least half of the hours in the student's major courses and in the student's minor courses (if applicable) must be taken at the University."

Palmetto College Campus Degree Conferral and Graduation Policies

[Lancaster](#)

[Salkehatchie](#)

[Sumter](#)

[Union](#)

Each program of study reference guide at Lancaster, Salkehatchie, Sumter and Union has a statement indicating that the final 15 hours must be earned at the (home) institution. Sample two-year degree program plans are provided as supporting documentation ([Salkehatchie AS Degree Plan](#)) and ([Sumter AA Plan](#)).

Sources

-  [Associate in Arts \(Art Education\) Degree Plan](#)
-  [Board of Trustees Bylaws](#)
-  [CAS_BA_Degree Works Degree Audit_2019-2020](#)
-  [CEC_BSE_Degree Works Degree Audit_2019-2020](#)
-  [Course Equivalencies](#)
-  [Degree Works](#)
-  [Lancaster Bulletin](#)
-  [Palmetto College Organizational Chart 2020](#)
-  [Salkehatchie Associate of Arts & Science Degree Program](#)
-  [Salkehatchie Bulletin](#)
-  [Sumter Associate of Arts Degree Plan](#)
-  [Sumter Bulletin](#)
-  [Transfer Work.Ugrad](#)
-  [USC Lancaster Degree Conferral and Graduation Policies](#)
-  [USC Salkehatchie Degree Conferral and Graduation Policies](#)
-  [USC Sumter Degree Conferral and Graduation Policies](#)
-  [USC System Mission Statement](#)
-  [USC Union Degree Conferral and Graduation Policies](#)
-  [Undergraduate Academic Regulations Bulletin](#)

