

<b>ADMINISTRATIVE DIVISION</b> Academic Affairs		<b>POLICY NUMBER</b> ACAF 2.15
<b>POLICY TITLE</b> Evaluation of Transfer Credit		
<b>SCOPE OF POLICY</b> USC System		<b>DATE</b> October 1, 2020
<b>RESPONSIBLE OFFICER</b> Executive Vice President for Academic Affairs and Provost		<b>ADMINISTRATIVE OFFICE</b> Office of the Provost

## PURPOSE

The University of South Carolina is committed to evaluating credit earned at regionally accredited institutions for applicability of credits toward a particular degree.

## DEFINITIONS AND ACRONYMS

**Transfer credits** are credits earned from regionally accredited institutions for academic courses completed that may be applied toward a particular degree at USC.

**Transferability** refers to the conditions under which the University accepts credit for inclusion in the student's record.

**Equivalency** entails equating transfer credit, both in hours and content, to University of South Carolina coursework.

**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.

## POLICY

Coursework may be transferred for credit toward an undergraduate, graduate or professional degree.

- A. The faculty of the university has legislative authority over matters pertaining to the curriculum at the institution where they serve.
- B. Any changes to these policies and procedures for the transfer of undergraduate and graduate credit must be approved by the appropriate faculty governance structure.
- C. The transfer of credit will be evaluated based on the policies and procedures in the respective Academic Bulletin.
- D. The University adheres to the *SC Statewide Transfer Policy*.

## PROCEDURES

### A. USC Columbia

1. The Faculty Senate approves policies and procedures for the transfer of undergraduate credit. These policies and procedures will appear in the Academic Bulletin.
2. The Graduate Council approves policies and procedures for the transfer of graduate credit toward a Certificate of Graduate Study, master's or doctoral degrees. These policies and procedures will appear in the Graduate Bulletin.
3. The professional colleges/schools will evaluate requests for transfer credit toward a professional degree (e.g., J.D., M.D., or Pharm.D.).
4. Applicability of credits toward a particular degree is determined by the college/school or major in which the student enrolls. The number of credits acceptable to the University and the number which may apply toward a particular degree may differ.
5. After it has given its approval, the campus faculty governance body shall submit the approved policies and procedures to the University Office of the Registrar for bulletin entry.
6. The professional colleges/schools will evaluate requests for transfer credit toward a professional degree (e.g., J.D., M.D., or Pharm.D.) on an individual basis.
7. The Office of the Registrar works with USC colleges and schools to coordinate the process of transfer evaluation to equate transfer courses directly to courses in the USC course catalog; to subject codes which represent subjects not offered at USC; or to subject codes that identify courses as remedial/technical/non-accredited coursework. A list of transfer equivalencies for the Columbia catalog of courses can be found at: <http://registrar.sc.edu/html/transfertable.stm>.

### B. Palmetto College Campuses

The regional Palmetto College campuses follow the policies and procedures of USC Columbia for transfer of undergraduate credit. These policies and procedures appear in the respective Academic Bulletin.

### C. Comprehensive Universities

The respective Faculty Senate of each comprehensive university approves policies and procedures for the transfer of undergraduate credit. These policies and procedures appear in either the Faculty Manual or the Academic Bulletin.

DATE OF REVISION	REASON FOR REVISION
October 1, 2020	New policy approval