

## Transfer - State Policies And Procedures

On May 2, 1996, the South Carolina Commission on Higher Education approved unanimously the statewide agreement on transfer and articulation for all public colleges and universities to facilitate the process and to assure recognition of maximum credits earned. This policy was revised in December, 2009.

The SC Course Articulation and Transfer Center (SCTRAC) 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 student access to this system is the SC Transfer and Articulation Center SCTRAC web portal: [www.sctrac.org](http://www.sctrac.org). Institutions have the software tools needed to update and maintain course articulation and transfer information easily.

This web portal meets the needs of students in SC public colleges and universities 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](http://www.sctrac.org) to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

### Admissions Criteria, Course Grades, GPA's, Validation

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- The institution's definition of a transfer student;
- Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs;
- Institutional and, if more selective, programmatic maximums of course credits allowable in transfer;
- Information about course equivalencies and transfer agreements;
- Limitations placed by the institution or its programs for acceptance of standardized examinations (SAT or ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework 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;
- Information about institutional procedures used to calculate student applicants' GPAs for transfer, admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; also, describe whether all coursework take prior to transfer or only coursework 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;
- 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 had 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; and,

- "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

### S.C. Transfer and Articulation Center (SCTRAC)

All two-year and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items a through d above, on the SC Transfer and Articulation Center website ([www.sctrac.org](http://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](http://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 SC institutions of higher education will be made available on [www.sctrac.org](http://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](http://www.sctrac.org) will be reviewed at least annually and updated as needed.

### Statewide Articulation of 86 Courses for Transfer

The statewide agreement of 86 courses approved by the SC Commission on Higher Education for transfer from two-to-four year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. Students should be aware that courses on this list are evaluated by the receiving institution for awarding credit. In instances where an institution does not have a course synonymous to one on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at [www.sctrac.org](http://www.sctrac.org) as well as at [www.che.sc.gov](http://www.che.sc.gov).

### Assurance of Transferability of Coursework Covered by the Transfer Policy

Courses (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 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students of regionally accredited SC 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.

### Assurance of Quality

All claims from any public two or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

### Transfer Officers

Each institution will provide the contact information for the institution's Transfer Office personnel, include telephone numbers, office address, and e-mail address on its website and on [www.sctrac.org](http://www.sctrac.org). Transfer office personnel will do the following:

- Provide information and other appropriate support for students considering transfer and recent transfers;
- Serve as a clearinghouse for information on issues of transfer;
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures; and,
- Work closely with feeder institutions to assure ease in transfer for their students.

### Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on [www.sctrac.org](http://www.sctrac.org). Further more, course catalogs for each public two- and four-year institution will include a section entitled "Transfer: State Policies and Procedures." This section will:

- Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina
- Refer interested parties to [www.sctrac.org](http://www.sctrac.org) as well as to institutional Transfer Guide and institutional and Commission on Higher Education's websites ([www.che.sc.gov](http://www.che.sc.gov)) for further information regarding transfer

### Statewide Articulation Agreement:

The Statewide Articulation Agreement of 86 courses approved by the Commission on Higher Education for transfer from two- to four-year public institutions is 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 will identify comparable courses or course categories for acceptance of General Education courses on the statewide list at [www.sctrac.org](http://www.sctrac.org).

Students should be aware that courses on this list are evaluated by the receiving institution for awarding credit. Credit may

be awarded for an equivalent course or for elective credit, based on program of study. Visit [www.sctrac.org](http://www.sctrac.org) for Course Equivalencies at each institution. If there are questions about credit award, the student should contact the receiving institution.

Number	Title	Credits
ACC 101	Accounting Principles I	3 credits
ACC 102	Accounting Principles II	3 credits
ANT 101	General Anthropology	3 credits
ART 101	Art History and Appreciation	3 credits
ART 105	Film as Art	3 credits
AST 101	Solar System Astronomy	4 credits
AST 102	Stellar Astronomy	4 credits
BIO 101	Biological Sciences I	4 credits
BIO 102	Biological Sciences II	4 credits
BIO 210	Anatomy and Physiology I	4 credits
BIO 211	Anatomy and Physiology II	4 credits
BIO 225	Microbiology	4 credits
CHM 110	College Chemistry I	4 credits
CHM 111	College Chemistry II	4 credits
CHM 112	College Chemistry II	4 credits
CHM 211	Organic Chemistry I	4 credits
CHM 212	Organic Chemistry II	4 credits
ECO 210	Macroeconomics	3 credits
ECO 211	Microeconomics	3 credits
ENG 101	English Composition I	3 credits

ENG 102	English Composition II	3 credits
ENG 201	American Literature I	3 credits
ENG 202	American Literature II	3 credits
ENG 203	American Literature Survey	3 credits
ENG 205	English Literature I	3 credits
ENG 206	English Literature II	3 credits
ENG 208	World Literature I	3 credits
ENG 209	World Literature II	3 credits
ENG 214	Fiction	3 credits
ENG 218	Drama	3 credits
ENG 222	Poetry	3 credits
ENG 230	Women in Literature	3 credits
ENG 236	African American Literature	3 credits
ENG 260	Advanced Technical Comm.	3 credits
FRE 101	Elementary French I	4 credits
FRE 102	Elementary French II	4 credits
FRE 201	Intermediate French I	3 credits
FRE 202	Intermediate French II	3 credits
GEO 101	Introduction to Geography	3 credits
GEO 102	World Geography	3 credits
GER 101	Elementary German I	4 credits
GER 102	Elementary German II	3 credits
HIS 101	Western Civilization to 1689	3 credits

HIS 102	Western Civilization Post 1689	3 credits
HIS 201	American History: Discovery-1877	3 credits
HIS 202	American History: 1877-Present	3 credits
MAT 110	College Algebra	3 credits
MAT 111	College Trigonometry	3 credits
MAT 120	Probability and Statistics	3 credits
MAT 122	Finite College Mathematics	3 credits
MAT 130	Elementary Calculus	3 credits
MAT 140	Analytical Geometry/Calculus I	4 credits
MAT 141	Analytical Geometry/Calculus II	4 credits
MAT 240	Analytical Geometry/Calculus III	4 credits
MAT 242	Differential Equations	4 credits
MUS 105	Music Appreciation 3 credits	
PHI 101	Introduction to Philosophy	3 credits
PHI 105	Introduction to Logic	3 credits
PHI 106	Logic II: Inductive Reasoning	3 credits
PHI 110	Ethics 3 credits	
PHI 115	Contemporary Moral Issues	3 credits
PHY 201	Physics I	4 credits
PHY 202	Physics II	4 credits
PHY 221	University Physics I	4 credits

PHY 222	University Physics II	4 credits
PHY 223	University Physics III	4 credits
PSC 201	American Government	3 credits
PSC 215	State and Local Government	3 credits
PSY 201	Introduction to Psychology	3 credits
PSY 203	Human Growth & Development	3 credits
PSY 208	Human Sexuality	3 credits
PSY 212	Abnormal Psychology	3 credits
SOC 101	Introduction to Sociology	3 credits
SOC 102	Marriage and the Family	3 credits
SOC 205	Social Problems	3 credits
SOC 206	Social Psychology	3 credits
SOC 210	Juvenile Delinquency	3 credits
SOC 220	Sociology and the Family	3 credits
SOC 235	Thanatology	3 credits
SPA 101	Elementary Spanish I	4 credits
SPA 102	Elementary Spanish II	4 credits
SPA 201	Intermediate Spanish I	3 credits
SPA 202	Intermediate Spanish II	3 credits
SPC 205	Public Speaking	3 credits
SPC 210	Oral Interpretation of Literature	3 credits
THE 101	Introduction to Theatre	3 credits

**Statewide Transfer Blocks**

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Transfer Blocks were updated in March 2009 for Arts, Humanities and Social Sciences; Business; Engineering, and Science and Mathematics, Teacher Education and Nursing. The courses listed in each Transfer Block will be reviewed periodically by the Commissions' Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy and the Transfer Blocks will be updated as needed, displayed on [www.sctrac.org](http://www.sctrac.org).

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year SC institution which contains the total coursework found in the Art, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, 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. For a complete listing of all courses in each Transfer Block, see [www.sctrac.org](http://www.sctrac.org).

<b>Baccalaureate Arts, Humanities and Social Sciences Majors - Technical College Courses</b>		
<b>Number</b>	<b>Title</b>	<b>Credits</b>
ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
BIO 101	Biological Science I	4 credits
ENG 201	American Literature I	3 credits
OR		
ENG 202	American Literature II	3 credits
OR		
ENG 205	English Literature I	3 credits
OR		
ENG 206	English Literature II	3 credits
HIS 101	Western Civilization to 1689	3 credits
OR		

HIS 102	Western Civilization Post 1689	3 credits
OR		
PHI 101	Introduction to Philosophy	3 credits
OR		
PHI 110	Ethics	3 credits
MAT 130	Elementary Calculus	3 credits
FRE 101	Elementary French I	4 credits
FRE 102	Elementary French II	4 credits
OR		
GER 101	Elementary German I	4 credits
GER 102	Elementary German II	4 credits
OR		
SPA 101	Elementary Spanish I	4 credits
SPA 102	Elementary Spanish II	4 credits
MUS 105	Music Appreciation	3 credits
PSY 201	General Psychology	3 credits
OR		
SOC 101	Introduction to Sociology	3 credits
PSC 201	American Government	3 credits
PSC 201	American Government	3 credits
<b>Baccalaureate Business Majors - Technical College Courses</b>		
<b>Number</b>	<b>Title</b>	<b>Credits</b>
ENG 101	English Composition I	3 credits

ENG 102	English Composition II	3 credits
BIO 101	Biological Science I	4 credits
AND		
BIO 102	Biological Science II	4 credits
OR		
CHM 110	College Chemistry I	4 credits
AND		
CHM 111/112	College Chemistry II	4 credits
ENG 205	English Literature I	3 credits
OR		
ENG 206	English Literature II	3 credits
MAT 130	Elementary Calculus	3 credits
ACC 101	Principles of Accounting I	3 credits
ACC 102	Principles of Accounting I	3 credits
ECO 210	Macroeconomics	3 credits
ECO 211	Microeconomics	3 credits
HIS 101	Western Civilization to 1689	3 credits
OR		
HIS 102	Western Civilization Post 1689	3 credits
FRE 101	Elementary French I	4 credits
FRE 102	Elementary French II	4 credits
OR		
GER 101	Elementary German I	4 credits

GER 102	Elementary German II	4 credits
OR		
SPA 101	Elementary Spanish I	4 credits
SPA 102	Elementary Spanish II	4 credits
ART 101	Art History and Appreciation	3 credits
OR		
MUS 105	Music Appreciation	3 credits
<b>Baccalaureate Engineering Majors - Technical College Courses</b>		
<b>Number</b>	<b>Title</b>	<b>Credits</b>
ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
CHM 111	College Chemistry II (Prereq. CHM 110)	4 credits
PHY 221	University Physics I	4 credits
MAT 140 Geometry & I	Analytical Calculus	4 credits
MAT 141	Analytical Geometry & Calculus II	4 credits
HIS 101	Western Civilization to 1686	3 credits
Project Lead the Way (PLTW) Articulation Agreements. See institution lists for PLTW courses accepted at <a href="http://www.sctrac.org">www.sctrac.org</a> .		
<b>Baccalaureate Science and Mathematics Major - Technical College Courses</b>		
<b>Number</b>	<b>Title</b>	<b>Credits</b>
ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
MAT 140	Analytical Geometry & Calculus I	4 credits

HIS 102	Western Civilization Post 1689	3 credits
ENG 201	American Literature I	3 credits
OR		
ENG 202	American Literature II	3 credits
OR		
ENG 205	English Literature I	3 credits
OR		
ENG 206	English Literature II	3 credits
ART 101	Art History and Appreciation	3 credits
OR		
MUS 105	Music Appreciation	3 credits
OR		
THE 101	Introduction to Theatre	3 credits
PSY 201	General Psychology	3 credits
OR		
SOC 101	Introduction to Sociology	3 credits
PSC 201	American Government	3 credits
FRE 101	Elementary French I	4 credits
FRE 102	Elementary French II	4 credits
OR		
GER 101	Elementary German I	4 credits
GER 102	Elementary German II	4 credits

**Baccalaureate Nursing Majors Transfer Block**

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will 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 Accrediting Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

**Baccalaureate Teacher Education Majors Transfer Block**  
SC Commission on Higher Education Booklet provides information on all Education programs. Go to [www.sctrac.org](http://www.sctrac.org) for booklet and current information. HGTC has agreements with Coastal Carolina and Francis Marion Universities to benefit students interested in transfer for Teacher Education.

### **Transferring to HGTC**

Students who are interested in transferring to HGTC should submit the HGTC Application for Admission and fee, indicating transfer. These students should also request that all official transcripts (high school and college) be sent to the HGTC Admissions Office. The College requires all transfer course credit be earned at postsecondary institutions accredited by a regional accrediting body for higher education. The College requires a minimum grade of a 'C' for course credits to transfer. Transcripts are manually evaluated for transfer credit by the Registrar's office, with input from the Academic Deans or Department Chairs when necessary. HGTC invites all students who are considering HGTC to visit the Admissions Office where campus tours, faculty introductions or visits are arranged. See Admissions-Transfer Students.

### **Transferring from HGTC**

The associate in arts/sciences degree curriculum is designed to allow maximum transfer of credits. Go to [www.sctrac.org](http://www.sctrac.org) for specific transfer information for SC public institutions, since transfer requirements for senior colleges and universities vary. Each student is responsible for planning a program of study to meet the requirements of the senior college or university to which the student plans to transfer. A student planning to transfer the first two years from HGTC to a senior college or university should visit [www.sctrac.org](http://www.sctrac.org) for a copy of that institution's catalog and contact information for admissions, course equivalencies and related transfer information or visit that college's website for technical college transfer information.

Courses required in associate in applied sciences degrees offered at HGTC may be accepted as transfer credit at four-year colleges and universities. Students should visit [www.sctrac.org](http://www.sctrac.org), see an academic advisor for further information, or check the website of the college or university of interest for further clarification and/or verification.

HGTC provides a variety of transfer opportunities through articulation agreements and letters of understanding with colleges and universities across the southeastern United States. For more specific information, the student should:

Visit [www.sctrac.org](http://www.sctrac.org); or contact the appropriate faculty advisor on all three campuses.

HGTC maintains a number of articulation agreements with in-state and out-of-state senior colleges and universities guaranteeing transfer credit to students who meet the criteria outlined in the agreements. In many cases, these agreements allow students to transfer to senior institutions at junior status. For specific information, students should contact the HGTC Admissions Office. It is the responsibility of students to plan a program of study to meet the specific requirements of the four-year college/university they plan to attend. A student's planning should include [www.sctrac.org](http://www.sctrac.org) or contacting the program director at the four-year college/university to review the institution's academic requirements. Current information on course equivalencies, transfer procedures and more is available at [www.sctrac.org](http://www.sctrac.org).

### **Transfer Agreements**

HGTC has developed agreements with the following senior institutions to facilitate student transfer for bachelor degree programs. Students may also transfer to other senior or associate degree granting institutions where credits are evaluated and credit awarded for equivalent courses or for electives, based on the student's major and institutional policies.

Many agreements identify general education requirements through Arts & Sciences majors. Others are program specific for graduates of Associate in Applied Science programs, including but not limited to Business, Criminal Justice Technology, Civil Engineering Technology, Computer Technology, Construction Management Technology, Digital Arts, Early Care and Education, Forestry and Wildlife Management Technology, Human Services, and Nursing.

Students should contact a program advisor or review the "University Transfer Student Options and Agreements" page on the hgtc website or visit [www.sctrac.org](http://www.sctrac.org) for more information.

### **Partnerships:**

Columbia College - Students may transfer HGTC courses to Columbia College and enroll in Baccalaureate courses on the HGTC Grand Strand campus. Visit the Columbia College website at [columbia.edu/evening](http://columbia.edu/evening), call (803) 786-3955 or (803) 786-3766 or email [A2BHGTC@columbiasc.edu](mailto:A2BHGTC@columbiasc.edu)

Coastal Carolina University offers HGTC graduates several beneficial options for transfer. Those interested should contact CCU Transfer Counselors.

### **Reverse Transfer**

HGTC offers Reverse Transfer to assure that students who have earned a minimum of 25% of their coursework at HGTC may receive their associate degrees or diplomas or certificates. Interested students should complete the following two steps:

- 1) Request their transcript from the most recent institution be sent to HGTC Office of the Registrar, when sufficient credits have been earned to complete HGTC degree requirements and;
- 2) Complete and submit the HGTC Graduation Application. The Registrar's Office will review and determine eligibility for graduation. Inquiries should be addressed to [registrar@hgtc.edu](mailto:registrar@hgtc.edu).

To access a clickable directory of HGTC associate degree, diploma and certificate program requirements, students should visit Academic Programs and Departments at [www.hgtc.edu/academics](http://www.hgtc.edu/academics).