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South Carolina
Commission on Higher Education
Access | Affordability | Excellence

SC Transfer Promising Practices

2023 South Carolina Transfer Excellence Convening

April 3, 2023

Involvement

- Mandate institution's Transfer Liaison has the responsibility to facilitate all communications concerning transfer and articulation.
- Designate a transfer articulation agreement coordinator.
- Identify institutional transfer implementation and policy leaders.
- Engage the Provost and Faculty directly to address transfer, articulation, and course equivalency issues.

Framework for articulation agreements

- Agreements may range in scope from entire programs to individual courses.
- Specify any time limits for degree completion for students after initial entry into a program, and any applicable course validity expiration dates.
- Develop an institutional process where every agreement goes through the same review, development, signature, and implementation process.
- Establish the types of agreements the institution will sign and implement.
- Agreements should be signed and dated by the institutional/system chief academic officer or designee.
- Establish institutional flexibility regarding agreements.
- Stipulate a review schedule for course articulation procedures.
- Bind on all parties until such time as they might be formally modified through an appropriate, multilateral, and consultative process.

Accessible information

- Make transfer and articulation agreements easily accessible online utilizing SC TRAC or other designated state database.
- Encourage students to utilize SC TRAC or other designated state database to evaluate "what if" transfer scenarios.
- Determine how transfer equivalency information and policy will be displayed on institutional websites and social media outlets.
- Notify stakeholders, including students, when agreements are signed.
- Ensure transparency in credit mobility, so students transfer credits efficiently.

Collaboration

- Exchange of pertinent information, such as catalogs, course syllabi, course outlines, learning outcomes, and/or curriculum guides, and appropriate data, in a timely manner.
- Prioritize development of agreements with institutions from which they receive the largest number of transfer students.
- Construct and implement student-centered agreements and policies.

Assessment

- Review and assess the articulation process in its entirety every 4-5 years.
    - The transfer process should be timely, efficient, predictable, and sensitive to student needs.
    - Stipulate a review schedule for course articulation procedures.
- Support development or discontinuation of agreements using data.

Student Services & Support

- Commit dedicated personnel, structures, and resources for transfer students.
- Review and assess transfer policies often to reduce student barriers.
- Create institutional transfer guides.
- Assign advisors and clearly communicate information to prospective transfer students.
- Continuously monitor student progress, provide feedback, and intervene quickly.
- Dedicate financial resources to support transfer students.
- Assist transfer students with accessing financial resources.
- Create dedicated offices, spaces, and centers for transfer students.
- Provide ongoing professional development for faculty and staff working with transfer students.

References

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