

February 27, 2012

The authority to evaluate courses presented by new students for academic credit at Clemson University rests with course evaluators in the Office of Admissions and designated Clemson faculty members.

Course evaluators are required to have a bachelor's degree and experience in student services programs. A Master's degree is strongly preferred. They must demonstrate good judgment while maintaining a high level of accuracy and attention to detail. Well developed writing and communication skills are necessary as well as general knowledge of a wide variety of academic disciplines. The **individuals must be disciplined, self-motivated and be able to thrive in an environment abundant with confidential documents.** They are responsible for evaluating academic transcripts and processing course evaluation forms of newly accepted students.

Evaluators meet with each academic department for extensive training regarding how to evaluate courses. Communication and contact between the course evaluators and faculty is ongoing with meetings, calls and emails as desired. Training manuals are maintained by subject and routinely updated by the course evaluators. The SC Trac annual conference is attended by both evaluators. This is sponsored by AcademyOne and the SC Commission on Higher Education. South Carolina believes we can increase a student's chances of successfully transferring and completing a degree by having two-year and four-year institutions work together to ensure that credits transfer, regardless of where a student may eventually graduate.

The South Carolina Transfer and Articulation Center (SC TRAC) was created as a one-stop shop for transfer students, administrators and advisors/faculty. Developed by a collaboration of partners, including the South Carolina Commission on Higher Education (CHE) and representatives from the state's public institutions of higher education, SC TRAC provides students, advisors and administrators with easy access to information they need pertaining to college transfer.

SC TRAC is designed to facilitate student transitions between and among South Carolina's institutions of higher education. SC TRAC displays detailed and up-to-date information on degree pathways; provides students with an easy way to access transfer agreements developed between public institutions in a searchable database; and enables students to compare current courses against equivalent courses at another institution and learn how those courses meet degree requirements for a specific major. As such, the SC TRAC site contains the following information: 1) transfer course equivalencies; 2) transfer profiles for the participating institutions; 3) searchable databases such as Search by Institution and Search by Course; and 4) planning for transfer guidance.

Decisions for course equivalencies are based on course descriptions from colleges and universities. Evaluators have access to College Source, an online resource for course catalogs from colleges and universities across the nation. They determine equivalencies for 100 and 200 level courses only. They work with faculty members to facilitate the transfer of 300 and 400 level course descriptions for review. A course syllabus may be requested if more detailed information is required. Faculty members are available for assistance on the evaluation of 100 and 200 level courses when necessary. Evaluators are notified by faculty throughout the year if changes or updates need to be made for a certain institution.

Documentation is maintained by each course evaluator on all faculty evaluations. In general, transfer credit is awarded when the course is:

1. earned at a school accredited by a regional accreditation association, such as the Southern Association of Colleges and Schools;
2. similar in description to the catalog synopsis of the corresponding course at Clemson;
3. required or permitted as an elective in the curriculum
4. graded at least one letter above the minimum passing mark, usually C or better
5. not a duplication of credits already earned.

Courses that transfer to Clemson University are maintained by the course evaluators in a computerized system and online database called the Transfer Credit Equivalency List (TCEL). The TCEL is a database containing the Clemson University course equivalencies for approximately 1200 accredited colleges and universities nationwide. The TCEL is only a history of how courses have transferred to Clemson, and does not represent a comprehensive list of transferable coursework for any school. The listing for each college shows course equivalencies only, and does not reflect any differences in credit hours between institutions.

The TCEL is a living document to which changes are continually being made. Evaluations for transfer credit by the Office of Admissions are based upon the best available information at the time. Individual departments are still responsible for the evaluation of transfer credit for currently enrolled students that is not already included in the TCEL. Revisions to a course evaluation may be made as requested by the student based on receipt of new information to a faculty member. Official documentation of these courses are sent to admissions from Enrolled Student Services and signed by the faculty member, department chair and dean of the college.

Courses are maintained in the TCEL for six years. This coincides with the policy on page 12 of the undergraduate announcements that states “if all coursework toward a degree at Clemson is not completed within six years after the initial enrollment at the sending institution, the student may be required to complete additional courses”. An electronic copy of the TCEL will be prepared annually in February prior to courses being purged from the system. This information will be kept for at least six years.