



**TITLE:** Articulations with Other Educational Institutions  
**PROCEDURE NUMBER:** 3-5-1020.1  
**RELATED POLICY AND PROCEDURES:** 3-2-1020 Articulation with Other Educational Agencies  
**DIVISION OF RESPONSIBILITY:** Academic Affairs  
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June 24, 2013  
Approved by President

October 29, 2024  
Date of Last Review

November 2, 2021  
Date of Last Revised

**Administrative Responsibilities**

The maintenance of the development, review and revisions of Articulation Agreements is a shared responsibility of the Vice President for Academic Affairs, Division Deans, and Department Heads/Academic Program Directors.

**Definitions**

- A. Articulation**–Refers to relationships, informal understandings, or formal agreements between and among educational institutions. While articulation may occur with respect to a variety of issues, for purposes of this procedure, it focuses upon the coordination of curricula to enhance students’ capabilities for transfer with maximum academic credit.
- B. Transfer**–Refers to the enrollment of a student in one educational institution, after having been enrolled in another, and usually involves a request that the new institution accept previously earned credit.
- C. Colleges and Universities**-Refers to regionally accredited two-year or four-year institutions of higher education.
- D. Technology Centers**–Refers to institutions which offer, for the most part, secondary level training programs under auspices of the Office of Vocational Education, South Carolina Department of Education. **E. Schools**–Refers to institutions which offer secondary-level courses and confer credit under the South Carolina State Department of Education.

## Defined Roles

- A. The President of Piedmont Technical College (PTC) creates a favorable environment for articulation by including articulation as an institutional priority and by making the necessary contacts with other chief institutional executives to promote the concept.
- B. The Vice-President for Academic Affairs identifies specific curricular areas in which articulation agreements are needed, approves all agreements prior to their implementation, implements the actual agreements, and maintains all original agreements.
- C. Academic Deans oversee the implementation of the procedures of specific articulation agreements within appropriate academic divisions.
- D. Faculty members, including Department Heads/Academic Program Directors, confer as needed with faculty in other institutions and align curricular content as is reasonable and appropriate to enhance transfer opportunities, and complete exemption credit forms for students receiving articulation credit upon enrollment.
- E. The Registrar assures that credit being transferred into the College is properly documented in student files and that credit being transferred to other institutions is transmitted accurately and timely.

## Procedure

Piedmont Technical College pursues avenues for course articulation as supported by its mission and according to the following procedure.

### **A. Transfer from High Schools and Technology Centers to Piedmont Technical College.**

Faculty members at Piedmont Technical College systematically confer with their counterparts (in similar programs) at the career/technical/vocational centers and/or high schools in the College's service area, to:

1. Review curricula to identify common areas of content.
2. Devise methods that employ best practices for verifying students' knowledge of course content taught in the career/technology/vocational centers and also required at the College.
3. Complete required documentation (exemption credit form) for credit submitted by the vocational instructor and send completed form to the Registrar for the awarding of articulation credit.

### **B. Transfer from Other Colleges or Universities.**

Piedmont Technical College accepts credit for academic work completed at other accredited colleges and universities, subject to the following stipulations: 1

1. The course reviewed for transfer is listed on the S.C. Commission on Higher Education Transfer Policy list of transferrable courses and applicable to the student's program of study.
2. Courses reviewed for transfer are closely aligned with courses offered by Piedmont Technical College.
3. A grade of "C" or above was earned in the transferrable course.

4. No more than 75% of a program's credit hours may be accepted through transfer credit. The remaining 25% of a program's credit hours must be earned at Piedmont Technical College.
5. Credit for any course being transferred is reflected on an official transcript from the granting institution.
6. Credit for technical education courses completed more than eight years prior to the transfer petition are not accepted as transfer credit. However, exemption credit may be awarded with appropriate Department Head/Academic Program Director approval.
7. A grade of "TR" (transfer) is awarded for all transfer courses. This grade is not included in the computation of the student's grade point average, but the PTC Registrar will award the credit hours earned to the official transcript.
8. Piedmont Technical College course articulation and transfer information is published on **the South Carolina Transfer and Articulation Center website ([www.SCTRAC.org](http://www.SCTRAC.org))**.

### **C. Transfer to Other Colleges or Universities.**

To receive maximum credit for work completed at Piedmont Technical College, the College actively promotes opportunities for its students and graduates to attain additional education at other accredited colleges or universities. In furtherance of this objective, the College:

1. Assumes the initiative in communicating with other institutions in advocating positive transfer relationships.
2. Seeks to negotiate written agreements that encompass all details relevant to the transfer of credit.
3. Aligns courses, when feasible, to assure that they conform to the requirements of senior institutions.