

Departmental Policy for Undergraduate Transfer Credit

Department of Communication

College of Charleston

Approved: May 22, 2007

This departmental policy applies only to admitted College of Charleston undergraduate students interested in taking communication courses at other colleges and universities and transferring those course credits to the College of Charleston. Graduate students should contact the Graduate Director for information about graduate transfer credit.

Principles Governing Transfer Credit

1. College of Charleston transfer credit policies are described in detail in the *Undergraduate Catalog* and/or in Web pages maintained by the Office of the Registrar. Please review these policies if you are considering enrolling for courses at another institution.
2. Courses in communication, speech communication, radio-television-film, mass communication, media studies, digital media studies, and journalism vary dramatically from one institution to another. A course appropriate for the communication program at one institution may not be appropriate for major credit at another institution. To protect the student, courses must be approved for communication credit before actual enrollment in those courses.
3. The Department of Communication at the College of Charleston normally accepts courses taken at other institutions only if they meet the following standards:
 - a. Courses suitable for transfer credit must be comparable in quality to communication courses taught at the College of Charleston. For example, each course should be grounded in the communication theory relevant to the subject matter of that course. Most upper-division courses should show evidence of advanced reading assignments beyond the use of a traditional textbook. Writing assignments should be comparable to those used in similar communication courses at the College of Charleston.
 - b. Courses suitable for transfer credit must be comparable in methodology and topical coverage to a communication course already offered at the College of Charleston *or* to a communication course that the College of Charleston Department of Communication faculty would like to offer if sufficient resources were available.
4. When taken at other institutions, experiential courses without a classroom component (e.g., debate and forensic lab courses, journalism lab courses, internships) usually are not approved for major credit in communication at the College of Charleston. Students considering international internships sponsored by other institutions should consult with the Department of Communication Internship Director.

5. Courses offered in departments or schools of communication, communication studies, speech communication, radio-television-film, mass communication, media studies, digital media studies, agricultural communication, and journalism will be considered for communication transfer credit at the College of Charleston. Each transfer credit evaluation is based on the evidence supplied in support of that course evaluation. Unless a course already has been approved and that approval is on file in the Office of the Registrar, students *never* should assume that a course will be suitable for communication transfer credit at the College of Charleston.

6. Courses offered in departments or schools of anthropology, business, computer science, education, English, human resource management, management, marketing, psychology, sociology, speech-language-hearing, or theatre are *not* disciplinary courses in communication and are not approved for communication credit, even when those courses have the word “communication” in the course title or description. Exceptions rarely are made, usually in cases where a faculty member teaching the course has a graduate degree in communication or mass communication and is teaching the course from our disciplinary perspective. Students interested in taking transfer courses in disciplines other than communication should contact the department chair in the College of Charleston department responsible for the relevant discipline.

Procedure

1. In order for the Department of Communication to evaluate the course, the student should make an appointment with the department chair (or the chair’s designee) to review course materials. An e-mail message from the student’s Edisto account is usually the best method for requesting an appointment.

2. At the appointment with the department chair, the student should provide

- a. a complete catalog title and description for the course;
- b. the syllabus for the course and/or a printout (with URL) of the Web-based syllabus for the course;
- c. the reading list for the course, if course readings are not clearly specified on the syllabus;
- d. when available, the written guidelines for the individual course assignments;
- e. a College of Charleston Coursework Elsewhere form, available from the Office of the Registrar.

3. Depending on the course description, the department chair may request additional materials concerning the course, including current contact information for the individual teaching the course. Failure to provide this information usually means the course will not be approved for transfer credit in communication.

Should this policy conflict with College of Charleston transfer credit policies as announced in the *Undergraduate Catalog* and/or in Web pages maintained by the Office of the Registrar, the College policies shall supersede the departmental policy. This departmental policy is subject to change without notice.