

# Chapter 5

## Transferability Policies and Tables

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## Overview

Chapter 5 should be used by college representatives, counselors, and servicemembers who want to understand how courses taken at one college may transfer to another college within the Servicemembers Opportunity Colleges Degree Network System (SOC DNS). The chapter includes information that is key to using the SOC DNS Course Category Codes to determine transfer guarantees.

## SOC DNS Course Categories

A SOC DNS Course Category is established whenever a group of SOC Degree Network System member institutions agree to accept each other's comparable courses in transfer. Course content is the main consideration when determining course comparability. SOC DNS Course Category Codes are assigned to SOC DNS member institutions' comparable courses according to their degree programs that are in Guaranteed-Transfer Networks.

Courses pertaining to the major and major-related requirements for degrees in Guaranteed-Transfer Networks are initially analyzed by experts from SOC and, in some cases, college faculty to determine if they fit a SOC DNS Course Category. SOC also categorizes selected courses in General Education subjects that are difficult to transfer. Based on this analysis, courses are tentatively assigned to appropriate SOC DNS Course Category Codes with comparable courses from other member institutions and then are circulated in a peer review process to SOC DNS institutions with courses in, or proposed for, those same Categories. When the peer review is complete, SOC personnel resolve any course rejections and make final SOC DNS Course Category assignments.

The purpose of the SOC DNS Course Category system is to aid counselors and students in the degree-planning process by specifying various courses that are guaranteed in advance to transfer back to a student's home college. If a student is unable to take a home college course that carries a guaranteed SOC DNS Course Category designation, the student and his or her counselor may consult the Course Category in the online [SOC DNS Search Tool](#) to see courses from other Degree Network System member institutions that are available to satisfy the requirement. This allows a student to confidently take a course from another institution listed in the SOC DNS Course Category, knowing that it is guaranteed to transfer back to the home college as an acceptable course substitution for the home college's course in that specific SOC DNS Course Category.

## Using the SOC DNS Course Category Codes with the Student Agreement

When a student is unable to take a course required for a degree at his or her home college and needs to identify courses that are guaranteed to transfer back to the home college in place of that specific course, the student may follow the steps below:

1. Find the course number of the required course on the Student Agreement provided by the home college.
2. Look for that course number online in the home college's Course Index on the SOC DNS Search Tool. If the course is found, note its SOC DNS Course Category Code and whether there is a Before Date listed. (If there are multiple entries for the course number, use the one without a Before Date, if one is listed.) If the course is not found, or if all its entries have a Before Date, proceed to Step 6.
3. Under that SOC DNS Category Code, locate the required course from the home college. Check that the course title listed matches the one on the Student Agreement (to make sure the college hasn't changed the course offered with that course number). If the course title does not match, students should contact the home college to determine whether the transfer guarantees still apply for the required course, or if other course substitutions are available.
4. Review the current courses listed in that SOC DNS Course Category (those without a Before Date) from all the other institutions where the student may take a substitute course. These courses are guaranteed to transfer in as the home college's required course in the SOC DNS Course Category without individual prior approval.
5. Please pay special attention to instances where colleges have multiple courses listed in a SOC DNS Course Category.
  - a. Where two or more courses are joined by an "AND", all courses so joined are necessary to fulfill the course requirement in that SOC DNS Course Category.
  - b. When two courses appear in a SOC DNS Course Category without an "AND" between them, either course may be taken to fulfill the course requirement in that SOC DNS Course Category.
  - c. In rare instances, an "AND" or an "OR" is surrounded by hyphens. This indicates a group relationship: courses before and after the hyphenated conjunction are to be treated as a unit.

6. If the course number is not listed, or all its entries have a Before Date, the course is not currently active in a SOC DNS Course Category. In this instance, students are advised to take that course at the home college if possible. If the course cannot be taken there, students should obtain prior approval from the home college for a specific course that will satisfy the degree course requirement and transfer back to the home college. (Use the Course Approval Form in the Appendix.)
7. In some cases, institutions will require two courses in a SOC DNS Course Category, while other colleges will require only one. The credits accepted in transfer may also vary by course or degree. When a student earns more credits in a SOC DNS Course Category than the home college requires, the excess credits should be used first to fulfill appropriate subject-specific elective requirements and second to meet free elective requirements. When a student earns fewer credits in a SOC DNS Course Category than the home college requires, the shortage should be made up with electives in that SOC DNS Course Category subject area or a related subject area as determined by the home college.

