



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.17, Transfer of Credit

PURPOSE: The purpose of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish policy for awarding transfer credit in accordance with the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This policy applies to all TTUHSC El Paso degree programs.

REVIEW: This HSCEP OP will be reviewed by May 1 every year (EY) by the Registrar and the assistant vice president for student services and student engagement. Updates are forwarded to the vice president for academic affairs for recommendations, revisions, and approval by the Academic Council.

POLICY/PROCEDURE:

I. General Policy

The intention of this policy is to maintain best practices in applying transfer credits and to ensure the academic integrity of TTUHSC El Paso academic programs.

[Title 19 TAC §§4.21-4.27](#) establishes the rules for transfer of lower-division credit among institutions of higher education in the state of Texas.

The SACSCOC *Principles of Accreditation: Foundations for Quality Enhancement* (2018) Standard 10.8 requires that:

“The institution publishes policies for evaluating, awarding, and accepting credit not originating from the institution. The institution ensures (a) the academic quality of any credit or coursework recorded on its transcript, (b) an approval process with oversight by persons academically qualified to make the necessary judgments, and (c) the credit awarded is comparable to a designated credit experience and is consistent with the institution’s mission. (Evaluating and awarding academic credit).”

II. Evaluating, Awarding and Accepting Credit for Transfer

- A. All transfer applicants must submit official transcripts from all previously attended institutions, regardless of whether or not transfer credit is assigned or desired as a condition of admission. All official documents submitted to TTUHSC El Paso become property of the University and will not be returned or copied for the applicant.
- B. Any accepted applicant seeking credit at the University through any means must have met all admissions requirements including, but not limited to, assessment scores, minimum grade point averages (GPAs), submission of previous transcripts, pre-requisites, and completion of the Texas Core curriculum. Official transcripts will be evaluated only after all necessary evaluation documents (i.e. preliminary transfer forms, etc.) are on file with the admitting school.
- C. All students admitted to TTUHSC El Paso must provide a final transcript of all previous work at other institutions directly to the respective admitting school office of admissions or student affairs, no later than the first day of the first term in which they are enrolled.

Transcripts submitted to third party application services will be considered official as long as they come through a verification provider. Transcripts can be received three ways:

- 1) Hard copy transcript in a sealed envelope mailed directly from the other institution.
 - 2) Verification providers (i.e. Credentials Parchment, National Clearinghouse, etc.).
 - 3) Third party application services that follow the American Association of Collegiate Registrars and Admissions Officers (AACRAO) protocol for official transcript.
- D. The student's college-level transfer credits must have been earned at an institution whose course content and learning outcomes correspond with current TTUHSC El Paso courses required in the student's program of study. Except for international institutions, it is expected that the institution transferring credit be regionally accredited.
- E. The respective school establishes the minimum grade requirements for transfer and makes information available on its website. Core curriculum requirements must be stated in terms consistent with the Texas Common Course Numbering System. Per [Title 19 TAC §4.25](#) (d)(3), TTUHSC El Paso may elect not to accept coursework with grades of "D."
- F. Transfer credit will be awarded on a semester credit basis in all instances, including courses transferred from institutions operating on a quarter or other system. In these cases, credit hours will be converted to semester credit hours proportionately.
- G. Students should be prepared to obtain and provide supporting documentation for previous coursework, including course descriptions, syllabi, catalogs or any other documentation deemed appropriate by the school evaluating the transcript and/or registrar.
- H. Preliminary transfer course evaluation forms shall be reviewed for processing by the admitting school prior to the relevant semester census date. The census dates for a specific semester can be found in the institutional calendar for the relevant school. The admitting school shall add transferred courses to a student's academic record before the start of the semester.
- I. The final determination of the total number of semester credit hours awarded is subject to the approval of the dean of the respective school. The amount of credit awarded may vary depending upon the student's program of study within the following constraints:
- 1) Undergraduate – The total transfer credit awarded cannot exceed 75% of the total credits required for the student's declared program of study for a baccalaureate degree. At least 25% of the total credits in a student's degree plan must be earned through regular semester credit hour instruction at TTUHSC El Paso [SACSCOC *Principles of Accreditation: Foundations for Quality Enhancement* (2018) Standard 9.4].
 - 2) Graduate and Professional – At least one-third of credits toward a graduate or a post-baccalaureate professional degree must be earned through instruction offered by the institution awarding the degree [SACSCOC *Principles of Accreditation: Foundations for Quality Enhancement* (2018) Standard 9.5].

- J. In compliance with [Title 19 TAC §4.25](#) (d) (1), (2), & (3), only transferred courses that apply to a student's degree program will be posted on the student's official TTUHSC El Paso transcript; however, they will not be calculated in the student's TTUHSC El Paso overall GPA.

III. Resolution of Transfer Disputes for Lower-Division Courses (see [Title 19 TAC §4.27](#)):

- A. The following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
- 1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that it intends to deny the transfer of the course credit and shall include in that notice the reasons for denying the credit. The receiving institution must attach the procedures for resolution of transfer disputes for lower-division courses as outlined in this section. The notice and procedure must include:
 - a). Clear instructions for appealing the decision to the Commissioner and;
 - b). The name and contact information for the designated official at the receiving institution who is authorized to resolve the credit transfer dispute.
 - 2) A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
 - 3) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
 - 4) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.
- B. The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- C. Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (A), (B), (D), and (E) of this section.
- D. The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
- E. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

- IV. Private and Out of State Institutions** - Coursework taken at private or out of state institutions must be equivalent to courses in TTUHSC El Paso school catalogs or the Texas Common Course Numbering System (TCCNS). A syllabus must be provided to the school for auditing purposes to determine equivalency and grant credit. The school will determine equivalency for core credit and upload the documentation to the student's electronic student record. Regarding the Texas Core Curriculum, [Title 19 TAC §4.28\(j\)](#) states:
- “For students who transfer to a public institution from a college or university that is not a Texas public institution of higher education, courses the student completed prior to admission should be evaluated to determine whether they apply to one of the institution's core curriculum component areas. Only those courses the institution has accepted for transfer that can demonstrate fulfillment of the foundational component area content descriptions, core objectives, and semester credit hours required for the appropriate foundational component area or areas should be applied to the institution's core curriculum.”
- V. Second Degree Programs** - When a student has already earned a baccalaureate degree from a Texas public institution, the transcript must include an equivalent Texas Core of 42 hours in order to be considered “Core Complete. The coursework for a student whose transcript for their previous degree does not show “Core Complete” will be evaluated by the school for their respective degree to determine if any previous course work fulfills Core Curriculum requirements for TTUHSC El Paso, see HSCEP OP 77.16.
- VI. International Transcripts** - For any international transcripts, a transcript evaluation must be submitted in lieu of the official transcript. Accepted courses on international transcript evaluations must be supported with proper documentation (i.e. course syllabus or catalog description) to justify equivalency.
- VII. Non-credit Coursework** - TTUHSC El Paso does not award academic credit for coursework taken on a non-credit basis.
- VIII. Experiential Learning** - TTUHSC El Paso does not award academic credit for experimental learning unless a Texas public university or regionally accredited university has evaluated the coursework and documented credit for the course on its official transcript. The coursework must be identified with a Texas Common Course Numbering System (TCCNS) course number or equivalent institutional course number. The coursework and learning outcomes must be at the collegiate level and comparable to the institution's own degree programs. The acceptance of credit is subject to the approval of the dean of the school that awards the TTUHSC El Paso degree
- IX. Professional Certificates** - TTUHSC El Paso does not award academic credit for non-credit coursework. If the professional certificate includes credit coursework, the courses requested for transfer evaluation must be documented on an official transcript from a Texas public institution or regionally accredited university. The coursework must be identified with a Texas Common Course Numbering System (TCCNS) course number or equivalent institutional course number. The coursework and learning outcomes must be at the collegiate level and comparable to the institution's own degree programs. The acceptance of credit is subject to the approval of the dean of the school that awards the TTUHSC El Paso degree.
- X. Advanced Placement/International Baccalaureate (IB)/College Level Examination Program (CLEP)** - TTUHSC El Paso does not award academic credit for Advanced Placement, IB or CLEP unless a Texas public university or regionally accredited university has evaluated the coursework and documented credit for the course on its official transcript. The coursework must be identified with a Texas Common Course Numbering System (TCCNS) course number or

equivalent institutional course number. The coursework and learning outcomes must be at the collegiate level and comparable to the institution's own degree programs. The acceptance of credit is subject to the approval of the dean of the school that awards the TTUHSC El Paso degree.

XI. Credit by Examination - See OP 77.07 <http://el Paso.ttuhs.edu/opp/documents/77/op7707.pdf>