

Transfer Credit

Transfer of credit from another institution to Texas Southern University involves consideration of the institution's accreditation, the comparability of course work, and the applicability of that course work to a degree program at the University. The Office of Undergraduate Admissions is responsible for reviewing each course taken at another college or university and making an initial determination of transferability.

Courses accepted for transfer credit must be from a college or university accredited by one of the regional agencies for higher education and must be similar in character and content to courses offered at Texas Southern University. Colleges and universities from which credits are to be transferred must have been granted membership or candidacy status in a regional accrediting association of the Association of Colleges and Schools, which does NOT include accrediting commissions for vocational or occupational training.

There are two transfer paths to consider. (1) A student may transfer lower division (freshman and sophomore) level credits from a junior or community college. (2) The second transfer path allows a student from a four-year institution to transfer to TSU courses at the lower or upper division (freshman/sophomore or junior/senior) as designated by the sending institution's transcripts.

No limit is placed on the total amount of courses credit accepted in transfer from either junior- or senior level institutions; however, students are required to complete the last thirty hours in residence at TSU. Additionally, academic deans in each college and school will determine which transfer credits will apply to the student's degree.

All academic courses, except developmental courses, whether passed, failed, or repeated, including those in which the student earned a grade below C, are used to compute the applicant's grade point average for admission purposes.

In order for the Office of Undergraduate Admissions to make a decision about the transferability of a course, the transfer student may need to provide materials such as school catalogs/bulletins, course descriptions, course outlines, class assignments, or textbooks to assure proper evaluation. The final determination of the applicability of credit transferred toward a degree sought at Texas Southern University is made by the chair of the student's major department and the dean of the school or college in which it is listed. The academic department of the student's major has the final authority for the transferability of courses to the University in adherence with university policy.

Junior and community college courses may only transfer as lower-division (freshman or sophomore) credit. Undergraduate courses from senior colleges transfer at the same level,

lower- or upper-division, as they were taken. Graduate-level coursework is not transferable as undergraduate credit.

In the transfer of core curriculum credits and field of study curricula credits from other public institutions of higher education in Texas to Texas Southern University, the University is subject to Texas Education Code Chapter 4, Subchapter B, and Rule 4.27. These sections specifically address the resolution of transfer disputes for lower division courses between two public institutions of higher education in Texas and are quoted directly as follows:

1. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower division courses:
 - a. 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 transfer of the course credit is denied and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
 - b. 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.
 - c. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
 - d. 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 institution that denies the course credit for transfer shall notify the Commissioner of Higher Education of its denial and the reasons for the denial.
 - e. The Commissioner or 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.
 - f. Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.

- g. 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.