

**COURSE CREDIT FOR
ENTERING FRESHMAN
STUDENTS**

Each institution of higher education that offers freshmen-level courses shall adopt and implement a policy to grant undergraduate course credit to entering freshmen students who have successfully completed the International Baccalaureate Diploma Program, who have achieved required scores on one or more examinations in the Advanced Placement Program or the College-Level Examination Program, or who have successfully completed one or more courses offered through concurrent enrollment in high school and at an institution of higher education.

The College District's policy shall conform to Education Code 51.968(c). The College District shall report its policy to the Coordinating Board and shall include a copy of the policy with the College District's undergraduate student application materials, including application materials available on the College District's Internet Web site.

On request of an applicant for admission as an entering freshman, the College District, based on information provided by the applicant, shall determine and notify the applicant regarding:

1. The amount and type of any course credit that would be granted to the applicant under the policy; and
2. Any other academic requirement that the applicant would satisfy under the policy.

Except as otherwise provided by this subsection, the College District shall grant at least 24 semester credit hours or equivalent course credit in appropriate subject areas to an entering freshman student for successful completion of the International Baccalaureate Diploma Program. The College District may grant fewer than 24 semester credit hours if the student received a score of less than four on an examination administered as part of the diploma program. The College District may grant fewer credit hours only with respect to courses that are substantially related to the subject of that examination.

Education Code 51.968

**COURSE CREDIT FOR
MILITARY TRAINING**

An institution of higher education shall consider, in determining whether to award course credit toward a degree offered by the institution for the student's completion of certain military training:

1. Any official military record presented to the institution by the student that describes the substance of the training completed by the student and verifies the student's successful completion of that training; and

2. Whether the substance of that training satisfies the purpose of the course for which the student seeks credit as described in the institution's course catalog.

This section applies to a student who is admitted to the institution, including a student who has been readmitted to the institution under Education Code 51.9242. [See FBA(LEGAL)]

Education Code 51.3041

**TRANSFER OF
LOWER-DIVISION
COURSE CREDIT**

The College District shall adopt a policy to enhance the transfer of students based on the recommendations of the permanent advisory committee established by Section 51.3521 of the Education Code. *Education Code 51.352(f)* [See GI]

In its course catalogs and on its Web site, the College District shall publish guidelines addressing the practices of the College regarding the transfer of course credit. In the guidelines, the College must identify a course by using the common course numbering system approved by the Coordinating Board. *Education Code 61.830*

All successfully completed lower-division academic courses that are identified by the Texas Common Course Numbering System and published in the Lower Division Academic Course Guide Manual shall be fully transferable among public institutions and shall be substituted for the equivalent course at the receiving institution. Except in the case of courses belonging to a Board-approved Field of Study Curriculum, applicability of transferred courses to requirements for specific degree programs is determined by the receiving institution. Each institution of higher education shall identify in its undergraduate catalog each lower-division course that is substantially equivalent to an academic course listed in the current edition of the Lower Division Academic Course Guide Manual. *19 TAC 4.24, 4.25(a)*

Responsibilities for universities regarding requirements and limitations on transfer of lower-division courses, penalties for noncompliance with transfer rules, and resolution of transfer disputes are found in the 19 Texas Administrative Code 4.25, 4.26, and 4.27.

The College District shall notify students who intend to transfer to baccalaureate degree programs of possible limitations on lower-division coursework that may be applied toward a baccalaureate degree program at a general academic teaching institution in accordance with the requirements in 19 TAC 9.77. *19 TAC 9.77*

**TRANSFER OF CORE
CURRICULUM**

If a student successfully completes the 42-hour core curriculum at an institution of higher education, that block of courses may be transferred to any other institution of higher education and must be

substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Coordinating Board has approved a larger core curriculum at the institution. *Education Code 61.822(c)*

A student who transfers from one institution of higher education to another without completing the core curriculum of the sending institution shall receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy further course requirements in the core curriculum of the receiving institution. *Education Code 61.822(d)*

Each student must meet the minimum number of semester credit hours in each component area; however, an institution receiving a student in transfer is not required to accept component core course semester credit hours beyond the maximum specified in a core component area. *19 TAC 4.28(f)*

For students who transfer to a public institution from a college or university that is not a Texas public institution of higher education, evaluation of the courses the student completed prior to admission should apply to the fulfillment of the core curriculum component areas only those courses the institution has accepted for transfer that can demonstrate fulfillment of the exemplary educational objectives for the appropriate component area or areas. *19 TAC 4.28(j)*

**TRANSFER OF FIELD
OF STUDY
CURRICULUM**

If a student successfully completes a field of study curriculum developed by the Coordinating Board, that block of courses may be transferred to a general academic teaching institution and must be substituted for that institution's lower division requirements for the degree program for the field of study into which the student transfers, and the student shall receive full academic credit toward the degree program for the block of courses transferred.

A student who transfers from one institution of higher education to another without completing the field of study curriculum of the sending institution shall receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy further course requirements in the field of study curriculum of the receiving institution.

Education Code 61.823(b), (c); 19 TAC 4.32

**GRADUATION
REQUIREMENTS FOR
TRANSFER STUDENTS**

Institutions of higher education shall permit a transfer student from another Texas public institution of higher education to choose a catalog for the purpose of specifying graduation requirements, based upon the dates of attendance at the receiving and transferring institutions, in the same manner that a nontransfer student may choose a catalog. *19 TAC 4.25(g)*

**TRANSFER DISPUTE
RESOLUTION**

The Coordinating Board by rule shall adopt procedures to be followed by:

1. Institutions of higher education in resolving disputes concerning the transfer of lower-division course credit; and
2. The Commissioner of Higher Education or the Commissioner's designee in making a final determination concerning transfer of the course credit if the transfer is in dispute.

Each institution of higher education shall publish in its course catalogs the procedures adopted by the Coordinating Board.

If an institution of higher education does not accept course credit earned by a student at another institution of higher education, that institution shall give written notice to the student and the other institution that the transfer of the course credit is denied. A student who receives notice may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules. If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution that denies the transfer of the course credit shall notify the Commissioner of Higher Education of its denial and the reasons for the denial.

The Commissioner of Higher Education 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.

Education Code 61.826; 19 TAC 4.27

**WITHDRAWAL FOR
MILITARY SERVICE**

If a student withdraws because he or she is called to active military service, the College District, at the student's option, shall:

1. Refund the tuition and fees paid by the student for the semester in which a student withdraws;

2. Grant a student, who is eligible under the College District's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
3. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material. [See also FBB]

Education Code 54.006(f)