

# TRANSFER CREDIT

## Evaluation of Transfer Credit

Transfer of credit from another institution to Texas State involves the consideration of the transfer institution's accreditation, how the course work compares and applies to a Texas State degree program, and the grades and hours earned. The Office of Undergraduate Admissions provides, along with the admission notification letter (when applicable), a link to the office's Transfer Course Equivalency System (<https://tim.txstate.edu/transferguide/>) page which enables students to view their evaluated transfer work online so they are aware of how each course was evaluated for transfer purposes.

## Regional Accreditation

Texas State considers for transfer credit (subject to other provisions outlined below) course work completed at degree-granting institutions that have been granted membership or candidacy status (by the time the course work was completed) by one of the regional institutional accrediting organizations or national faith-related accrediting organizations approved by the Department of Education or Council for Higher Education Accreditation.

## No Regional Accreditation

Course work from an institution which is neither regionally accredited nor a candidate for such accreditation will not be recognized for transfer purposes. Texas State does not accept credit from institutions with accreditation solely from national career-related accrediting organizations, or professional and specialized accrediting organizations.

## Faith-Related Accreditation

Courses from institutions accredited by a national faith-related accrediting organization approved by the Department of Education or Council for Higher Education Accreditation will be evaluated for transfer credit. Remedial courses are nontransferable. Religious courses of a doctrinal or denominational character (sacraments, Christian approaches to missions, etc.) are nontransferable.

## Credit from Abroad

Course work completed at foreign institutions will be evaluated on an individual basis. Foreign institutions must be officially recognized by their Ministry of Education for transfer credit to be considered.

## Role of the Office of Undergraduate Admissions in Determining Transfer Credit

The Office of Undergraduate Admissions manages the process of reviewing transfer credit and works with the respective faculty to review each transferable course taken at another college. The process begins with the Office of Undergraduate Admissions determining if the sending institution meets the accreditation requirements and if so, then determines if the course is transferable. Once a course is determined to be transferable, the Office of Undergraduate Admissions makes a recommendation for direct equivalency to the respective faculty for a decision. Courses without a recommended direct equivalency are coded as electives and faculty will determine how the course will be used to meet degree requirements. The Office of Undergraduate Admissions will send all direct equivalent courses to the respective faculty for a re-evaluation should the course title or description change and will maintain

a review schedule for the re-evaluation of direct equivalent courses. The Office of Undergraduate Admissions creates an evaluated transcript for each applicant whose file is complete and provides students access to their evaluated transcripts after a decision has been made on their application.

## Role of University College

University College evaluates courses from out-of-state or private institutions for fulfillment of general education core curriculum components upon receipt of a student's request. University College will also review student requests for review of elective courses (ELNA, ELADV) for application to the general education core curriculum.

## Role of College Dean and Program Chair/ Department Chair/School Director of Student's Major

The applicability of transferred credit toward a degree at Texas State is the decision of the college dean. The process begins with the respective faculty who determine the applicability of the transferred credit on a course-by-course basis. These decisions are maintained by Undergraduate Admissions which includes a re-evaluation schedule. Texas State faculty have identified common course number equivalents for many of its lower division courses. These are identified in the Texas State catalog and updated annually. Student appeals for re-evaluation of vocational and transferred credit are reviewed by the appropriate faculty. If the faculty and program coordinator recommended acceptance of the credit, it must include final approval by the department or program chair or school director and college dean (or designee). It is sometimes necessary for the transfer student to provide such materials as catalogs, course descriptions, syllabi, class assignments, or textbooks to assure proper evaluation.

## Explanation of Evaluation Symbols

The Office of Undergraduate Admissions personnel assign evaluation symbols to all courses submitted

1. Courses that have been evaluated by faculty to have direct Texas State course equivalency are equated to the Texas State course number and assigned the four-digit number used by Texas State.
2. Elective courses are recorded as ELNA, for lower level freshman and sophomore courses and ELADV, for upper level junior and senior courses.
3. Physical fitness activity courses are evaluated as "Activity" (ACT). These courses are transferable for admission and degree-seeking purposes.
4. Courses evaluated as VOCED are not transferable and are not computed in the transfer grade point average (GPA). VOCED courses may not be used for admission purposes. In cases where VOCED courses support a student's degree program, the student may request that the respective faculty, chair, or director of their major department, school, or program review the courses after enrollment at Texas State and declaration of a major. If the faculty and program coordinator recommend acceptance of the credit, it must include final approval by the departmental and program chair and director or school director and college dean (or designee). The approved VOCED credit will be recorded on the student's official Texas State transcript for application to that degree program only. Should the student change majors, the applicability of the VOCED credit toward the new major is

subject to review by the faculty and chair or director and dean of the student's new major department and college.

5. Courses that hold no transfer value for either admission or degree purposes are evaluated as NOCRD

## Course Equivalency Information

Course equivalency information may be obtained from the junior/community college counselor, the Texas State Office of Undergraduate Admissions or through CatsWeb (<https://www.catsweb.txstate.edu/students.html>) on the Texas State website (<https://www.catsweb.txstate.edu/students.html>). Students are encouraged to plan all course selections at the junior/community college as far in advance as possible. Proper planning and use of the equivalency information will maximize the transfer of credit to Texas State.

## Texas Junior/Community College Transfer Students

Prior to transferring from a Texas junior/community college, students should discuss their course selections and degree plans with their two-year college counselor or academic advisor.

## Transfer Planning Guides

Transfer planning guides have been developed for many programs at many junior/community colleges. Prospective transfer students may access existing transfer planning guides (<https://www.admissions.txstate.edu/future-students/transfer/tpg.html>) on the Undergraduate Admissions website (<https://www.admission.txstate.edu/future-students/transfer.html>).