

# TRANSFER CREDIT POLICIES

*As taken from the 2010-2011 Undergraduate catalog – catalog.tamucc.edu*

## **General Regulations**

Texas A&M University-Corpus Christi will consider for credit collegiate level work from regionally accredited institutions. However, work completed while an institution is a candidate for accreditation may also be considered. Course work transferred or accepted for credit toward an undergraduate or graduate degree must represent collegiate course work relevant to that degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the relevant degree programs at Texas A&M University-Corpus Christi. College-level work posted on a sending institution's transcript as the result of the College Level Examination Program (CLEP) and other credit-by-examination programs will be treated as transfer work. Remedial, high school, or duplicate work will not be transferred to the University. Acceptability of credit for transfer does not imply that it is applicable to the requirements of a particular degree program.

The student must provide official copies of transcripts from each institution attended. The records facility of the granting institution must mail such transcripts directly to the University. Hand carried documents will not be accepted for evaluation. Upon receipt, the documents become the property of the University and will not be yielded back to the student as originals.

All transferred work (with accompanying grades or marks) will be translated into Texas A&M University-Corpus Christi terms. If an equivalency for an undergraduate course has not already been established, the Office of Admissions will consult with the department that represents the course content to determine the course equivalency. If the content and level renders an equivalency impossible, the work will be given a generic title and number. Should the University Registrar determine that a student has taken courses of similar level and content at more than one institution (duplicated work), the grade of the second course attempted will be the grade of record, and all others will be recorded without credit. Transfer work will become a part of the student's record only after matriculation and then only when the student has established a course-of-record.

The Office of Admissions is responsible for the evaluation of undergraduate transfer credit. The Office of Admissions will hear appeals of those decisions.

No more than 45 semester hours of undergraduate work may be transferred from military service and credit by examination. This limit applies to work completed prior to or after matriculation.

The holding of an associate's degree from another institution does not affect the transfer of credit or the transfer policies and practices of Texas A&M University-Corpus Christi.

## **Texas Common Course Numbering System**

The University participates in the Texas Common Course Numbering System, a program developed to facilitate transfer of academic course work between Texas public junior and senior institutions. This system is used as the basis for numbering most lower-division courses on campus. A lower-division course with a common course number equivalent will generally use the common number. The catalog section on Lower-Division Transfer Courses lists A&M-Corpus Christi courses that appear to be equivalent to courses in the common course numbering system.

### **Resolution of Transfer Disputes for Lower-Division Courses**

Public institutions of higher education in Texas use the following procedures in the resolution of credit transfer disputes involving lower-division courses, as required by the Texas Higher Education Coordinating Board:

- (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 transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
- (2) A student who receives notice as specified above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution. (The designated officer at Texas A&M University-Corpus Christi is the University Registrar.)
- (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 institution that denies the course credit for transfer shall notify the Commissioner 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.

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.

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 of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

### **Military**

Persons who have been granted honorable or general discharge from military service of the United States and who would like a review of service records for potential college credit must request the appropriate documentation. Depending on the type of military service, they should request one of the following transcripts:

**1) Navy/Marines:** A SMART (Sailor/Marine American Council on Education Registry Transcript) is available at no charge to all active duty Sailors and Marines, reserve component personnel, sailors who separated or retired after January 1975, and Marines who separated or retired after June 1999. A SMART transcript must be ordered from the SMART Operations Center or online at <https://smart.navy.mil/>

For more information, contact the SMART Operations Center at (877) 253-7122. The mailing address for SMART Operations is:

SMART Operations  
NETPDTC - N2, 6490 - Saufley Field Road  
Pensacola, FL 32509-5223

**2) Army:** An AARTS (Army/American Council on Education Registry Transcript System) transcript is available at no charge to those who are or have been enlisted with the Army, Army National Guard, or U.S. Army Reserve, or are officers/warrant officers. An AARTS transcript must be ordered directly from the AARTS Operations Center in Ft. Leavenworth, Kansas or online via the AARTS web site at: <http://aarts.army.mil/>. For more information, contact the AARTS Operation Center toll-free at (866) 297-4427. The mailing address is:

AARTS Operations Center  
415 McPherson Avenue  
Ft. Leavenworth, KS 66027-1373.

**3) Air Force:** Most formal training completed by enlisted members of the Air Force is evaluated for credit by the Community College of the Air Force (CCAF). Students may obtain information on requesting CCAF transcripts by visiting the CCAF website at: <http://www.maxwell.af.mil/au/ccaf/>.

**4) Coast Guard:** To order a copy of the official U.S. Coast Guard transcript, log on to the Coast Guard web site at: <http://www.uscg.mil/uscg.shtm>

The American Council on Education guidelines will be used in the evaluation. Credit will be awarded only in areas offered within the current curriculum of the institution, and only when the course work is appropriately related to the student's educational programs.

### **Foreign Institutions**

Students who wish to transfer work from foreign institutions must present transcript copies rendered into Standard English and certified as true copies by a translator approved by the University Registrar. Originals must also be provided. In cases where it is impossible, practically, to obtain official transcripts, alternatives to translated transcripts may be considered.

The University requires students transferring work from foreign institutions to provide an evaluation from a professional source. A list of acceptable companies is available from the Office of the University Registrar. The student will bear the cost of such service.

### **Credit by Examination**

Texas A&M University-Corpus Christi recognizes the validity of accepting credit for specified levels of achievement on institutionally approved, standardized examinations. Examples include College-Level Exam Program (CLEP), Advanced Placement (AP), DSST Program, American College Testing Proficiency Examination Program (ACT/PEP), and International Baccalaureate (IB) exams. Such work will be treated as transfer credit. The minimum scores acceptable for the different examinations are stated below. The testing agency must provide examination results (scores) directly to Texas A&M University-Corpus Christi.

A grade of CR (credit) will be assigned where applicable. This grade will not be computed in the student's grade point average, will not carry grade points, and cannot be translated into grades A, B, C, or D. The grade of CR will not replace any existing course grade earned at Texas A&M University-Corpus Christi. Credit earned by examination does not count toward

the number of semester credit hours required for graduation with honors. For information regarding applicability of these tests to specific degree programs, students should contact an academic advisor.

### **CLEP Examinations**

The table below shows CLEP exams that may be accepted for lower-division credit (unless otherwise specified), the minimum scores required, the equivalent A&M-Corpus Christi courses, and the number of semester credit hours that may be awarded for these exams.

CLEP has a policy that an exam of the same title may not be retaken in a six-month period. However, a student may petition for a waiver of that policy. The request for petition should be submitted on behalf of the student from the college dean that represents the subject area. In addition, the student must submit his or her own letter with the dean's letter. CLEP will review the petition on a case-by-case basis, and if approved, would allow a student to retest after a 3-month period.

CLEP will not release scores for an examination of the same title taken within the 3-month period after the initial administration. If a candidate retakes the examination within the 3-month period, the administration will be considered invalid, the score will be cancelled and fees will be forfeited. Candidates who are military service members and whose exams are funded by the Defense Activity for Non-Traditional Education Support (DANTES) may not repeat an examination of the same title within a 180-day period

<b>CLEP Exam</b>	<b>Minimum Score Required</b>	<b>A&amp;M-Corpus Christi Course(s)</b>	<b>Credit Hours Awarded</b>
<b>Composition and Literature:</b>			
American Literature* (essay required)	50	Satisfies the sophomore literature requirement	0/3
Analyzing and Interpreting Literature (essay required)*	50	Satisfies the sophomore literature requirement	0/3
College Composition English Literature* (essay required)	NA 50	N/A	N/A
College Composition with Modular (essay required)*	50	ENGL 1301, ENGL 1302	0/3/6
Humanities	50	Elective	3
<b>Foreign Languages:</b>			
French	50	FREN 1311 & 1312	6
	62	FREN 1311, 1312, 2311, & 2312	12
German	50	GERM 1311 & 1312	6
	62	GERM 1311, 1312, 2311, & 2312	12
Spanish	50	SPAN 1311 & 1312	6
	66	SPAN 1311, 1312, 2311, & 2312	12

**History & Social Sciences:**

American Government	50	POLS 2305	3
Human Growth & Development	50	PSYC 2314	3
Intro to Educational Psychology	N/A	N/A	0
Principles of Macroeconomics	50	ECON 2301	3
Principles of Microeconomics	50	ECON 2302	3
Introductory Psychology	50	PSYC 2301	3
Introductory Sociology	50	SOCI 1301	3
Social Sciences and History	50	Elective	3
U.S. History I:			
Early Colonizations to 1877	52	HIST 1301	3
U.S. History II:			
1865 to the Present	52	HIST 1302	3
Western Civilization I: Ancient			
Near East to 1648	52	HIST 2311	3
Western Civilization II: 1648 to			
Present	52	HIST 2312	3

**Science and Mathematics:**

Calculus	50	MATH 2413	4
College Algebra	50	MATH 1314	3
College Mathematics	50	Elective	3
General Biology	50	Elective	3
General Chemistry	50	CHEM 1311, 1312	6
Natural Sciences	50	Elective	3
Pre-calculus	50	MATH 2312	3

**Business:**

Info Systems & Comp Applications	50	Elective	3
Introductory Business Law	50	BLAW 3310	3
Financial Accounting	50	ACCT 2301	3
Principles of Management	50***	Elective Credit	3
Principles of Marketing	50	MKTG 3310	3

This table is subject to change. For the latest information on CLEP exams, including information on additional CLEP exams for which credit may be accepted, contact the Office of the University Registrar.

\*When a student earns this score, or better, faculty members of the Department of English will review the essay portion of the exam. The chair of the Department of English will determine whether or not to award credit in each case. For the American Literature exam, the department may award credit for either ENGL 2333 or ENGL 2335. For the English Literature exam, the department may award credit for ENGL 2332, ENGL 2333, or ENGL 2334. For the Analyzing and Interpreting Literature exam, the department may award credit for one of the following: ENGL 2332, ENGL 2333, ENGL 2334, or ENGL 2335. For the College Composition with Modular exam, the department may award credit for ENGL1301, or for both ENGL 1301 and ENGL 1302.

\*\*\*Refer to the Graduate Program Director in the College of Business for restrictions on credit for graduate programs.

**Advanced Placement Examinations**

The list below indicates which Advanced Placement (AP) exams will be accepted as

equivalent to A&M-Corpus Christi courses, the minimum score required, and the number of semester credit hours that may be awarded for these exams.

<b>AP Examination</b>	<b>Minimum Score Required</b>	<b>A&amp;M-Corpus Christi Course(s)</b>	<b>Credit Hours Awarded</b>
Art History	4	ARTS 1303 & 1304	6
Biology	4	BIOL 1406 & BIOL 1407	8
Calculus AB	3	MATH 2413	4
Calculus BC	3	MATH 2413	4
AB subsection of BC Exam	3	MATH 2413	4
Calculus BC	4	MATH 2413 & MATH 2414	8
Chemistry	3	CHEM 1311 & 1111	4
Chemistry	4	CHEM 1311 & 1111, CHEM 1312 & 1112	8
Comparative Govt. & Politics	N/A	N/A	0
Computer Science A	N/A	N/A	0
Computer Science AB	N/A	N/A	0
English, Language and Composition4 or		ENGL 1301	3
English, Literature and Composition4		ENGL 1301	3
Environmental Science	4	ESCI 1401	4
European History	4	HIST 2311	3
French Language	3	FREN 1311 & 1312	6
French Language	5	FREN 1311, 1312, & 2311	9
French Literature	3	FREN 2312	3
French Literature	5	FREN 2312, 3306	6
German Language	3	GERM 1311 & 1312	6
German Language	5	GERM 1311, 1312, & 2311	9
Human Geography	3	Elective Credit	3
Latin Vergil	3	Elective Credit	3
Latin Literature	5	Elective Credit	6
Macroeconomics	3	ECON 2301	3
Microeconomics	4	ECON 2302	3
Music Theory	4	MUSI 1311 & MUSI 1116	4
Physics B	4	PHYS 1401 & PHYS 1402	8
Physics C (Mechanics)	3	PHYS 2425	4
Physics C (Electricity & Magnetism)	3	PHYS 2426	4
Psychology	3	PSYC 2301	3
Spanish Language	3	SPAN 1311 & 1312	6
Spanish Language	5	SPAN 1311, 1312, & 2311	9
Spanish Literature	3	SPAN 2312	3
Spanish Literature	5	SPAN 2312 & 3306	6
Statistics	3	MATH 1442	4
Studio Art: Drawing	4	ARTS 1316	3
Studio Art: 2-D Design	4	ARTS 1311	3
Studio Art: 3-D Design	4	ARTS 1312	3
Studio Art: General Portfolio	4	ARTS 1311	3
U.S. Govt. & Politics	3	POLS 2305	3
U.S. History	4	HIST 1301 & 1302	6
World History	4	HIST 2311	3

### ***International Baccalaureate Diploma (IBD)***

The International Baccalaureate Diploma (IBD) is an international program of courses and exams offered at the high school level. In keeping with Senate Bill 111 passed in 2005, Texas A&M University–Corpus Christi will grant credit (CR) for International Baccalaureate (IB) exams with certain required scores beginning fall of 2006 to incoming freshmen students.

Texas institutions of higher education must award at least 24 semester credit hours in appropriate subject areas on all IB exams with scores of 4 or above, as long as the incoming freshman has earned an IBD. However, course credit does not have to be awarded on any IB exam where the score is a 3 or less. This may mean that students will not receive 24 hours of college credit, even if they have an IBD.0

Students bringing in an IB transcript for credit evaluation should consider the total number of qualifying credits to be awarded. Additional hours above the required amount to graduate may have an adverse impact on the students' financial aid or other grant programs.

Students must send an official IB transcript to the Office of Admissions. Students may contact the Office of Admissions for more information.

### ***DSST Examinations***

The table below shows DSST exams that are accepted for lower-division credit (unless otherwise specified), the minimum scores required, the equivalent A&M-Corpus Christi courses, and the number of semester credit hours that may be awarded for these exams.

<b>DSST Exam</b>	<b>Minimum Score Required</b>	<b>A&amp;M-Corpus Christi Course(s)</b>	<b>Credit Hours Awarded</b>
Astronomy	48	PHYS 1311	3
Introduction to Computing	45	COSC 1315	3
Principles of Physical Science I	47	SMTE 3315	3
Principles of Statistics	48	MATH 1442	3

### ***Other Examinations***

Credit may be accepted for other nationally recognized standardized exams. Credit for such exams will be considered on a case by case basis.

### ***Additional Information on Credit by Examination***

For further information on testing, contact the Office of Academic Testing at 361-825-2334 or visit the web site at [http://testing.tamucc.edu/credit\\_exam.html](http://testing.tamucc.edu/credit_exam.html).

For more information on the awarding of credit, contact the Office of the University Registrar at 361-825-2624.

### ***Other Non-Collegiate Experiences***

Texas A&M University-Corpus Christi recognizes the quality and importance of some non-collegiate training programs offered through industrial sources. Through cooperation of the faculty of the University, such offering detailed in the appropriate ACE publication will be reviewed, as required, for potential award.

CEU and similar professional credits cannot be translated into academic hours.

**Equivalencies**

For purposes of transfer, work taken on a trimester system will be converted to semester hours on a 1-to-1 basis. In the event that the work was taken on a class hour basis, 15 class hours will be equated to 1 semester hour. For conversion from quarter hours to semester hours, Texas A&M University-Corpus Christi establishes the following equivalencies:

Quarter hours	Semester hours
1	0.7
2	1.3
3	2.0
4	2.7
5	3.3
6	4.0

The University uses the summation of the individual course equivalencies from a particular institution to compute grade point average and/or credits earned. For credit systems other than those listed above, the University Registrar will determine an *ad hoc* mathematical relationship and apply it to the record in question.