COURSE CREDIT FOR ENTERING FRESHMEN STUDENTS

Each institution of higher education, including each college district, 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 (IB) Diploma Program, who have achieved required scores on one or more examinations in the Advanced Placement (AP) Program or the College-Level Examination Program (CLEP), or who have successfully completed one or more courses offered through concurrent enrollment in high school and at an institution of higher education.

In the policy, the institution shall:

1. Establish the institution's conditions for granting course credit, including the minimum required scores on CLEP examinations, AP examinations, and examinations for courses constituting the IB Diploma Program; and

2. Based on the correlations between subject matter and content of courses offered by each institution of higher education and the subject matter and content of courses and examinations in the IB Diploma Program, the AP Program, and the CLEP as identified by the Coordinating Board, in consultation with the Texas Education Agency, under Education Code 51.968(f), identify the specific course credit or other academic requirements of the institution, including the number of semester credit hours or other course credit, that the institution will grant to a student who successfully completes the diploma program, who successfully completes a course through concurrent enrollment, or who achieves required scores on CLEP examinations or AP examinations.

Education Code 51.968(c)(f)

Each institution of higher education shall report its policy to the Coordinating Board and shall include a copy of the policy with the institution’s undergraduate student application materials, including application materials available on the institution’s Internet Web site.

On request of an applicant for admission as an entering freshman, the institution of higher education, 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 above, an institution of higher education shall grant at least 24 semester credit hours (SCH) or equivalent course credit in appropriate subject areas to an entering freshman student for successful completion of the IB Diploma Program. The institution may grant fewer than 24 SCH if the student received a score of less than four on an examination administered as part of the diploma program. The institution may grant fewer credit hours only with respect to courses that are substantially related to the subject of that examination.

Education Code 51.968(b)–(e)

COURSE CREDIT FOR MILITARY TRAINING

An institution of higher education, including a college district, 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

COURSE CREDIT FOR MILITARY SERVICE

An institution of higher education, including a college district, shall award to an undergraduate student who is admitted to the institution, including a student who is readmitted under Education Code 51.9242, course credit for all physical education courses required by the institution for an undergraduate degree and for additional semester credit hours, not to exceed 12, that may be applied to satisfy any elective course requirements for the student's degree program for courses outside the student's major or minor if the student graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the U.S. Department of Defense and is an honorably discharged former member of the Armed Forces of the United States who completed at least two years of service in the Armed Forces or was discharged because of a disability.

This section does not prohibit an institution of higher education from awarding additional course credit for a student's military service as the institution considers appropriate.

An institution of higher education may adopt rules requiring reasonable proof from a student of the fact and duration of the student's military service and of the student's military discharge status.

Education Code 51.3042

TRANSFER OF CREDIT

TRANSFER OF LOWER-DIVISION COURSE CREDIT

The governing board of each general academic teaching institution and each public junior college within a 100-mile radius of that institution shall adopt a policy to enhance the transfer of students based on the recommendations of the permanent advisory committee established under Education Code 51.3521. *Education Code 51.352(f)* [See GI]

In its course catalogs and on its Web site, each institution of higher education shall publish guidelines addressing the practices of the institution regarding the transfer of course credit. In the guidelines, the institution 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 Coordinating 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(a), .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 Administrative Code 4.25, 4.26, and 4.27.

Two-year public colleges 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. Notification to students must occur no later than the semester or term during which students are expected to accumulate the 39th semester credit hour of academic coursework.

The notification shall include 19 Administrative Code 4.25(f) (relating to Requirements and Limitations) and may include additional

transfer information that will help students make informed decisions about coursework.

Colleges may notify students either through the mail or through electronic means targeted directly at affected students such as electronic mail, pop-up notices on an electronic registration or advising page, or information included in the students' grade reports. Listing the information on lower-division transfer limits in the institution's catalog, while strongly recommended, is not sufficient to satisfy the requirements of this section.

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 SCH 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 a student who transfers 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 exemplary educational objectives for the appropriate component area or areas should be applied to the institution's core curriculum. *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(b)–(c)

TRANSFER DISPUTE RESOLUTION

Institutions of higher education shall follow the following procedures 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 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 these procedures for resolution of transfer disputes for lower-division courses, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

2. A student who receives notice as specified in item 1 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 Coordinating 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.

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.

The Coordinating 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, who may investigate the course. If its quality is found to be unacceptable, the Coordinating Board may discontinue funding for the course. Each institution of higher education shall publish in its course catalogs the procedures specified above.

Education Code 61.826; 19 TAC 4.27

NONDISCRIMINATION

Nothing in 19 Administrative Code Chapter 4, Subchapter B restricts the authority of an institution of higher education to adopt its own grading policies so long as it treats transfer students and native students in the same manner. *19 TAC 4.24(b)*

WITHDRAWAL FOR MILITARY SERVICE

If a student withdraws from an institution of higher education, including a college district, because the student is called to active military service, the institution, at the student's option, shall:

1. Grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or

2. 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.

Education Code 54.006(f)

ROTC COURSES COUNTED FOR ENROLLMENT STATUS

To the extent it will not adversely affect the accreditation status of an institution of higher education with the appropriate accrediting agency, the governing board of the institution, including a college district, shall count courses in which a student enrolls for the purposes of a Reserve Officers' Training Corp (ROTC) program, including courses for which the student does not receive course credit toward the student's degree, in determining whether the student is enrolled as a full-time student. *Education Code 51.9112(c)*