COLLEGE TRANSFER STUDENTS

An applicant is eligible for admission from an accredited collegiate institution as defined at TRANSFER OF CREDIT, below, and must meet the following conditions:

1. Present a complete, official transcript bearing a seal and signature of a college or university official of each institution attended. Transcripts should include the previous admission record and evidence of honorable dismissal. Transcripts received become the permanent property of the college. A student transferring from another collegiate institution is not at liberty to disregard the student's collegiate record and apply as a beginning student. The college reserves the right to review academic credentials and transcripts from other higher education institutions for purposes of evaluating the acceptability of credits. An applicant who fails to report all accredited college or university coursework shall be subject to disciplinary action, which may include being ineligible to register (blocked) or receive an official transcript, as well as possible loss of credit for subsequent coursework taken at the college.

2. Meet the minimum academic standards of the college. If an applicant on scholastic withdrawal or suspension from another institution meets the minimum academic standards of the college, the applicant may petition for admission to the designated school official of the college. Admission may be provisional, and enrollment may be limited as to credit hours and coursework.

TRANSFER OF CREDIT

A student who wishes to transfer to a college in the College District shall submit an official transcript to the Registrar's Office at the college that the student wishes to attend. A student must include in this submission transcripts from all U.S. (and U.S. territories) regionally accredited institutions of higher education.

If a student has not attended an institution of higher education for a year or more, the student shall submit a current official transcript. A transcript that is more than three years old from the date the transcript was printed is not acceptable under regulations adopted by the Texas State Library and Archives Commission.

If a student at another institution of higher education earns a passing grade in a course, all College District colleges shall accept the course from the following institutions of higher education, which are:

1. Regionally accredited.

2. Non-regionally accredited, if approved by the registrar, after evaluation on a case-by-case basis considering all of the following factors:

   a. Level.

   b. Content.

   c. Quality.

   d. Comparability.

   e. Degree program relevance.

   The student shall provide all transcripts, documents, and other necessary material to evaluate prior educational experience.

3. Outside of the United States, if approved by the registrar, after evaluation in the same manner as item 2, above.

The registrar at the receiving College District college shall review credits earned through credit by examination, military experience, or similar education programs. A registrar is authorized to accept these credits after considering such factors as relevance to the student's degree program, content, quality, comparability, and other factors as applicable.

Official transcript evaluators who provide services to the college shall complete a course-by-course evaluation as necessary for degree or program planning. A college shall inform a transfer student of the amount of credit that will transfer prior to the end of the first academic term in which the student is enrolled.

Beginning in March 2013, lower-level transfer credits from other institutions were included on official academic transcripts. Official transcripts from all higher education institutions must be on file in the Registrar's Office. Generally, colleges shall not accept junior- and senior-level coursework as transfer credit unless an approved articulation agreement with the specific four-year college or university exists.

TRANSFER DISPUTE RESOLUTION

The Coordinating Board intends that approved academic coursework transfers between Texas public institutions, providing that the course is within approved transfer curriculum of the declared major field and provided that published transfer policies are met. Texas public institutions are required to notify students if approved academic coursework earned at another institution shall not transfer.

Students transferring to a College District college can expect that approved academic courses earned at any Texas public institution

shall be accepted in transfer. Students who dispute a transfer decision made by a College District college may contact the college registrar to appeal the denial of transfer credit for any approved academic course.

If an academic course is not accepted in transfer by another Texas public college or university, students may request that the college submit a transfer dispute appeal to the receiving institution. If the college registrar cannot identify an appropriate reason for the course not transferring, the appeal shall be forwarded to the receiving institution or to the Coordinating Board for resolution, as appropriate.