



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.17, Transfer of Credit

PURPOSE: The purpose of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish policy for awarding transfer credit in accordance with the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This policy applies to all TTUHSC El Paso degree programs.

REVIEW: This HSCEP OP will be reviewed by May 1 of every year (EY) by the Registrar and the Assistant Vice President for Student Services and Student Engagement (AVP SSSE). Updates are forwarded to the Vice President for Academic Affairs (VPAA) for recommendations, revisions, and approval by the Academic Council.

POLICY/PROCEDURE:

I. General Policy

The intention of this policy is to maintain best practices in applying transfer credits and to ensure the academic integrity of TTUHSC El Paso academic programs.

[Title 19, Part 1, Chapter 4, Subchapter B of the Texas Administrative Code](#) establishes the rules for transferring lower-division credit among institutions of higher education in Texas.

The SACSCOC Principles of Accreditation: Foundations for Quality Enhancement (2024), Section 10.8 requires that: "The institution publishes policies for evaluating, awarding and accepting credit not originating from the institution. The institution ensures (a) the academic quality of any credit or coursework recorded on its transcript, (b) an approval process with oversight by persons academically qualified to make the necessary judgments, and (c) the credit awarded is comparable to a designated credit experience and is consistent with the institution's mission."

II. Evaluating, Awarding, and Accepting Credit for Transfer

- A. All transfer applicants must submit official transcripts from all previously attended institutions, regardless of whether or not transfer credit is assigned or desired as a condition of admission. All official documents submitted to TTUHSC El Paso become the property of the University and will not be returned or copied for the applicant.
- B. Any accepted applicant seeking credit at TTUHSC El Paso through any means must have met all admissions requirements including, but not limited to, assessment scores, minimum grade point averages (GPAs), submission of previous transcripts, pre-requisites, and completion of the Texas Core Curriculum. Transfer exceptions will only be evaluated after all necessary evaluation documents (i.e., preliminary transfer forms, etc.) are on file with the admitting school.
- C. All students admitted to TTUHSC El Paso must provide a final transcript of all previous work at other institutions directly to the respective admitting school's office of admissions, student affairs, or the Office of the Registrar no later than the first day of the first term in which they are enrolled

Transcripts submitted to third party application services will be considered official if they come through a credential provider. Transcripts can be received in three ways:

- 1) Hard copy transcript in a sealed envelope mailed directly from the other institution.

- 2) Credential providers (i.e., Instructure Parchment, National Clearinghouse, etc.).
 - 3) Third-party application services that follow the American Association of Collegiate Registrars and Admissions Officers (AACRAO) protocol for official transcripts.
- D. The student's college-level transfer credits must have been earned at an institution whose course content and learning outcomes correspond with current TTUHSC El Paso courses required in the student's program of study. Generally, transfer credits from domestic institutions will only be accepted from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. Students who desire to transfer coursework to TTUHSC El Paso that comes from an institution accredited by an organization recognized by the Council for Higher Education Accreditation or the U.S. Department of Education but are not regional accreditors should formally request a review of their credentials from the admitting school in consultation with the Office of the Registrar to determine transfer eligibility.
- E. Preliminary transfer course shall be reviewed by the admitting school, in the institution's degree audit tool, before the full term session census date of the student's admissions term. Core curriculum requirements must be stated in terms consistent with the Texas Common Course Numbering System (TCCNS). Per [Title 19 TAC §4.25 \(d\)\(3\)](#), TTUHSC El Paso may elect not to apply coursework with grades of "D" for program specific requirements.
- F. Transfer credit will be awarded on a semester credit basis in all instances, including courses transferred from institutions operating on a quarter system or other system. In these cases, quarter credit will be proportionately converted to semester credit hours. Transfer coursework accepted by TTUHSC El Paso will be recorded as transfer credit. Grades earned at other institutions are not calculated in the student's TTUHSC El Paso institutional grade point average unless otherwise required by law or expressly provided by institutional policy.
- G. Students should be prepared to obtain and provide supporting documentation for previous coursework, including course descriptions, syllabi, catalogs, or any other documentation deemed appropriate by the school or Office of the Registrar while evaluating the student's transcript.
- H. The admitting school shall add transferred courses to a student's academic record before the start of the semester. Preliminary transfer courses shall be reviewed by the admitting school in DegreeWorks, the official institutional degree audit system, before the full term session census date of the student's admission term. The census dates for a specific semester can be found in the institutional calendar for the relevant school.
- I. The TTUHSC El Paso academic department where the student's program is housed bears responsibility for the initial approval of transfer course evaluations. The department may designate a qualified individual to conduct initial reviews and approvals on their behalf (i.e., Academic Assistant/Associate Deans, Sr. Director, Lead Advisor, etc.). The final determination of the total number of semester credit hours awarded and approval of transfer evaluation is subject to the approval from the dean of the respective school in consultation with the Office of the Registrar and the AVP SSSE. For determinations of Texas Core Curriculum applicability under this policy, [HSCEP OP 77.16, Core Curriculum Policy](#) controls. HSCEP OP 77.17, Transfer of Credit governs transfer credit matters not specifically addressed in HSCEP OP 77.16, Core Curriculum Policy. For determinations of Texas Core Curriculum applicability under this policy, HSCEP OP 77.16 controls. HSCEP OP 77.17 governs credit matters not specifically addressed in HSCEP OP 77.16.

Acceptance of transfer credit by TTUHSC El Paso does not, by itself, establish that the coursework satisfies a specific degree requirement, prerequisite, licensure-related requirement, or other graduation requirement. The applicability of accepted transfer credit to a student's program of study shall be determined by the admitting school in consultation with the academic department and the Office of the Registrar.

- J. The amount of credit awarded may vary depending upon the student's program of study within the following constraints:
- 1) Undergraduate – The total transfer credit awarded cannot exceed 75% of the total credits required for the student's declared program of study for a baccalaureate degree. At least 25% of the total credits in a student's degree plan must be earned through regular semester credit hour instruction at TTUHSC El Paso.
 - 2) Graduate and Professional – At least one-third of credits toward a graduate or a post-baccalaureate professional degree must be earned through instruction offered by the institution awarding the degree.

III. Resolution of Transfer Disputes for Lower-Division Courses

- A. A student who disputes the evaluation of lower-division transfer credit being applied to a program specific requirement may submit a written request for reconsideration to the VPAA. The request must be submitted within 10 business days after the student is provided notice of the transfer credit evaluation and must identify the coursework in dispute and the basis for reconsideration. The student may submit supporting documentation, including course descriptions, syllabi, catalogs, or other relevant materials.
- B. In consultation with the Office of the Registrar and the AVP SSSE, the VPAA may uphold the determination, refer the coursework back to the department for further review based on error in the review process or new information, or refer the matter to a three-member faculty committee composed of subject matter experts in the discipline of the disputed course or courses for review and written recommendation. The VPAA shall issue the institution's final written determination to the student.

Nothing in this section limits a student's rights, or TTUHSC El Paso's obligations, under applicable law governing transfer disputes. A student seeking review beyond the institutional process may pursue the process set forth in applicable THECB rules.

- IV. **International Transcripts** - For any international transcripts, an official transcript evaluation must be submitted in lieu of the official transcript. Foreign transcript evaluations must include an assessment of equivalency to a domestic credential earned from an institution accredited by an accrediting agency recognized by the U.S. Department of Education and a course-by-course evaluation. These evaluations must come from an evaluation service recognized by the National Association of Credential Evaluation Services (NACES). Additional review or competency-based evaluations may be required at the discretion of the accepting school prior to a final award of transfer credit.

- V. **Experiential Learning** - TTUHSC El Paso does not award academic credit for experiential learning unless a Texas public institution of higher education, or another institution whose credit is otherwise acceptable under this policy, has evaluated the learning, awarded equivalent collegiate credit, and documented that credit on an official transcript. The coursework must be identified by a TCCNS course number or equivalent institutional course number, must be at the collegiate level, and must be comparable in content and learning outcomes to TTUHSC El Paso degree requirements. The school awarding the TTUHSC El Paso degree must submit documentation supporting the equivalency determination and the amount of credit awarded.

- VI. **Professional Certificates** –Generally, TTUHSC El Paso does not award academic credit for non-credit coursework. A school may award credit through a prior learning assessment process when the student holds a professional certificate or license and the school documents: (1) the credential held; (2) the basis for determining equivalency; (3) the specific TTUHSC El Paso degree requirement or comparable coursework to which the credit is applied; and (4) the amount of credit awarded. The determination of equivalency may be based on TTUHSC El Paso coursework required to attain the certificate or license, or on comparable coursework required by other institutions that offer degree programs leading to an equivalent credential. Credits awarded

through prior learning assessment do not count toward the minimum hours required to be earned through instruction at TTUHSC El Paso.

- VII. Advanced Placement/International Baccalaureate (IB)/College Level Examination Program (CLEP)** - TTUHSC El Paso will review and may award academic credit for Advanced Placement, International Baccalaureate (IB) or College Level Examination Program (CLEP) in accordance with best practices outlined by AACRAO. Students should consult the institutional catalog for information regarding credit by examination.. If a student has additional questions regarding credit by exam or prior learning assessment, they should consult the Office of the Registrar and their admitting school. For additional information regarding credit by examination refer to policy [HSCEP OP 77.07](#).