



# 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 University Registrar's Office (URO) 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 regionally accredited institutions. 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 United States Department of Education but are not regional accreditors should formally request a review of their credentials from the admitting school in consultation with the URO to determine transfer eligibility.
- E. The respective TTUHSC El Paso school establishes the minimum grade requirements for transfer and makes information available on the TTUHSC El Paso website and academic catalog in collaboration with the URO. 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 accept coursework with grades of "D."
- 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.
- 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 URO 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 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. 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 URO and the AVP SSSE. 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. If a student feels that a Dean has erred egregiously in the evaluation of their transfer credit, they may submit a written request for reconsideration to the Vice President for Academic Affairs.
- 1) In consultation with the URO and AVP SSSE, the VPAA may uphold the dean's decision without further review or refer the coursework back to the department for further review based on errors in the review process or new information provided. The final remedy available to the VPAA is to refer the matter to a three-member faculty committee composed of subject matter experts in the discipline of the course(s) being disputed for final review and written recommendation. The decision of the faculty review committee will be considered final.

If the student would like to seek remedy beyond this institutional process the student may follow the process laid out in [Title 19 TAC §4.27 of the Texas Administrative Code for appeal through the Texas Higher Education Coordinating Board](#).

- 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 a regionally accredited institution 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 experimental learning unless a Texas public university or regionally accredited university has evaluated the coursework and documented credit for the course on its official transcript. The coursework must be identified with a TCCNS course number or equivalent institutional course number. The coursework and learning outcomes must be at the collegiate level and comparable to the institution's own degree programs. The acceptance of credit is subject to the approval of the dean of the school that awards the TTUHSC El Paso degree.
- VI. **Professional Certificates** – Generally, TTUHSC El Paso does not award academic credit for non-credit coursework. Schools may elect to award credit through a prior learning assessment process when the student holds a professional certificate or license. The school must document the amount of credit awarded and demonstrate how that professional certificate or license is equivalent to the credits being awarded. This equivalency may be determined by the use of TTUHSC El Paso coursework required to attain that professional certificate or license or coursework required by other institutions that offer degree programs leading to an equivalent professional certificate or license. Credits awarded based on a prior learning assessment process do not count towards the required hours 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 academic catalog for information regarding credit by exam. If a student has additional questions regarding credit by exam or prior learning assessment, they should consult the URO and their admitting school. For additional information regarding credit by examination refer to policy [HSCEP OP 77.07](#).