

SUL ROSS STATE UNIVERSITY
A Member of the Texas State University System

SRSU Policy: Transfer and Award of Academic Credit

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Policy Reviewed by: Executive Cabinet

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I. General

Sul Ross State University (SRSU) accepts credit transferred from other colleges and universities. SRSU also awards credit by examination, credit for military service, credit for non-collegiate organization courses. The policies and procedures relating to the transfer and award of academic credit are described here.

Transfer of credit from another institution to SRSU involves consideration of accreditation and comparability of course work to SRSU courses. Every reasonable effort is made to reduce the gap between credits accepted for the purpose of transfer and the applicability of credit toward the degree.

The University operates in accordance with Texas Higher Education Coordinating Board (THECB) regulations regarding transfer credit policies and procedures.

II. Transfer of Undergraduate Credit from Accredited Institutions

All academic courses (excluding developmental, remedial, vocational/technical, continuing education, or lifelong learning courses) attempted at a regionally accredited U.S. college or university are transferred. Grades received are used to calculate the student's overall GPA. Applicability of transferred courses to degree requirements is determined by the individual departments and colleges.

- a.** To be accepted by Sul Ross State University, transfer credit must be presented on official transcript(s) sent directly from the transfer institution to Sul Ross State University by a secure method. Encrypted/digitally certified PDF transcripts will be accepted but only if originating from the sending institution or their designated provider and the file has not been accessed or opened by any other party. Any transcript (paper or electronic format) received directly from the student will not be accepted for purposes of credit articulation.
- b.** Evaluation of all undergraduate transcripts from other institutions is conducted by the staff in Alpine and at the Rio Grande College prior to or upon a student's enrollment.
- c.** Courses that have direct SRSU course equivalency are equated to the SRSU course subject and assigned the four-digit course number used by SRSU.
 - i.** Texas Common Course Numbering System – The Texas Common Course Numbering System was developed to facilitate transfer of general academic courses between Texas public institutions. Common courses are included in the ACGM Lower Division Academic Course Guide Manual published by the Texas Higher Education Coordinating Board.

Common course numbers are used to determine which lower level courses transfer between Texas public institutions. SRSU has identified common course number equivalents for many of its lower division courses. These are identified in the SRSU catalog and updated annually.

- ii. Articulation agreements – SRSU may enter into articulation agreements that specify course equivalencies.
- iii. For equivalencies not determined by the TCCNS or articulation agreements, Admissions staff will review catalog descriptions and consult with appropriate departments and faculty as necessary to determine appropriate equivalencies. Students may be required to provide course syllabi in support of the request for equivalency.
- d. Courses that hold transfer credit value, but which do not have an exact SRSU course equivalency are accepted as “non-equivalent” courses.
 - i. Such courses are articulated to the appropriate subject code (if there is a reasonable match to a SRSU subject) and the appropriate course number.
 - ii. Courses with no matching SRSU subject are articulated to subject “NOEQ” (non-equivalent) and the appropriate course number.
 - iii. Course numbers for non-equivalent courses are 1TRN, 2TRN, 3TRN, and 4TRN, where the first digit indicates the level of the course.
 - iv. Such non-equivalent courses may be applied to degree requirements by individual departments and colleges.
- e. Courses transferred at the lower level cannot be equated as upper level courses.

III. Transfer of Undergraduate Credit from International Institutions

Students who attended a college or university outside the U.S. must provide official transcripts for those institutions to SpanTran: The Evaluation Company.

Credit is awarded as recommended by said evaluations.

All academic courses (excluding developmental, remedial, vocational/technical, continuing education, or lifelong learning courses) attempted are transferred. Grades received are used to calculate the student’s overall GPA. Applicability of transferred courses to degree requirements is determined by the individual departments and colleges.

IV. Transfer of Credit from Institutions with No Regional Accreditation

V. SRSU reserves the right to accept courses taken at U.S. schools other than regionally accredited colleges or universities on a case-by-case basis. Dispute Resolution

A student with a question regarding the evaluation of undergraduate transfer credit should immediately direct the question to the Center for Enrollment Services. If, after research by admissions personnel, the problem resolution results in a change to the evaluation, the evaluation will be adjusted and immediately viewable on the student’s unofficial transcript in Banner Self Service. If the evaluation is appropriate as originally prepared, admissions personnel will explain to the student how the credit was determined. If the question is one of degree applicability rather than transferability, the student will be directed to the appropriate academic dean.

SRSU recognizes the Coordinating Board's established procedures to be followed by public institutions of higher education in the resolution of transfer credit disputes involving lower-division courses.

- a. 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.
- b. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines. The Coordinating Board's "Transfer Dispute Resolution" form must be completed to initiate resolution action.
- c. 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 whose credit is denied for transfer shall notify the Commissioner of Higher Education of the denial.
- d. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- e. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course catalogs.
- f. All public institutions of higher education shall furnish data to the Coordinating Board on transfer disputes as the Coordinating Board may require in accord with its statutory responsibilities under Section 61.078€ of the Education Code.
- g. 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 notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Coordinating Board may discontinue funding for the course.

VI. Transfer of Graduate Credit

A request for transfer of hours must be made to the major advisor at the time a degree plan is prepared. No requests for transfer of hours will be accepted after the degree plan is prepared without written approval of the major advisor and the Dean of the College.

Before courses will be approved for transfer, they must meet the following standards:

- a. The transfer course must be presented on an official transcript.
- b. The grade for each course must be at least a "B",
- c. The course must be unmistakably designated as graduate credit on the official transcript, which must be on file in the Center for Enrollment Services
- d. The time limit of six years must not have expired at the projected time of graduation,
- e. The total number of hours taken at Sul Ross State University and any other institution may not exceed 15 semester credit hours in any one semester in the long term or six semester credit hours in either summer term, and
- f. No more than twelve semester credit hours in any combination of transfer work, undergraduate courses taken for graduate credit, and graduate-level independent

study courses may be credited toward the master's degree in a 36hour program and no more than nine can be used in a 30-hour non-thesis program.

Exceptions to these provisions may be granted by the dean of the academic college in which the degree program is housed upon request of the academic advisor and department chair.

VII. Credit by Examination

Academic credit is awarded for acceptable scores on the College Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Test Program (DSST), Advanced Placement (AP), and the International Baccalaureate (IB) program. The departments offering the equivalent courses shall determine which tests are accepted for credit. Credit recommendations of the American Council on Education (ACE) College Credit Recommendation Service (CREDIT) will be utilized. Tests and scores shall be published in the SRSU catalog.

- a.** Scores on the CLEP General Examinations and Advanced Placement examinations must be submitted prior to initial enrollment by students who have not attempted any previous college work.
- b.** Enrolled students desiring CLEP/DANTES-DTTS credit should take the Subject Examinations.
- c.** A student may receive credit only in those courses in which he/she has not earned academic credit accepted by Sul Ross State University.
- d.** Students may not attempt credit by examination for a course in which they have received failing grades or for a basic course in those areas in which they have acceptable college credit for more advanced courses.

Credit may be awarded for other alternative credit examinations. For this purpose, SRSU utilizes the credit recommendations of the American Council on Education (ACE) College Credit Recommendation Service (CREDIT).

Except for letter grades for certain scores in the IB program, credit by examination results in the grade CR (credit).

VIII. Credit for Military Service

The Office of Admissions reviews course work from educational experience obtained in the Armed Forces.

- a.** The student must submit a Joint Services Transcript.
- b.** The Office of Admissions utilizes the American Council on Education's Guide to Evaluation of Educational Experiences in the Armed Services in the evaluating and awarding of credit for military service and service school courses.
- c.** Credit only is awarded.

IX. Credit for Non-collegiate Organization Courses

Limited credit may be granted for the successful completion of courses conducted by non-collegiate organizations.

- a.** For non-collegiate organizations' courses to be considered, students must request that the sponsoring organization submit to the Center for Enrollment

Services a transcript, certificate or statement verifying that the courses have been successfully completed.

- b.** The Academic Council on Education (ACE) credit recommendations are utilized when possible. Where possible, credit will be given for Sul Ross State University courses, which are equivalent to those completed. The Center for Enrollment Services will determine the equivalencies.
- c.** In all cases, credit will be awarded based on one semester hour for each fifteen hours of classroom lecture contact, or one semester hour for each thirty hours of laboratory work.
- d.** Credit only is awarded.

X. Maximum Hours Accepted

Of all courses transferred, no more lower division hours than are required for non-transfer students in the same program may be applied to a baccalaureate degree. No more than ninety lower and upper division hours combined may be applied to a baccalaureate degree.

No more than thirty (30) semester credit hours combined from credit by examination, military service, and non-collegiate organization courses may be applied to a baccalaureate degree.

Since all acceptable undergraduate credits are transferred/awarded, it is the responsibility of the department chair and academic dean to ensure that these limits are met.

Graduate students in a 36-hour program will not be permitted to apply toward the master's degree more than twelve semester credit hours of transferred credits, military service credits, non-collegiate educational experiences, undergraduate courses taken for graduate credit, graduate-level independent study courses, or any combination of these. Such courses must be pertinent to the candidate's program of study.

A student may request transfer of a maximum of twelve semester credit hours in a 36-hour program, nine semester credit hours in a 30-hour program, or six semester hours in a 30-hour thesis program from an accredited college or university provided the course work has been approved by the student's major advisor and the Dean of the College.