



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 77.17, **Core & Transfer Compliance Policy**

**PURPOSE:** The purpose of the Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish core and transfer compliance requirements in accordance with the Texas Higher Education Coordinating Board. This policy applies to all TTUHSC campus locations.

**REVIEW:** This HSC OP will be reviewed on May 1 every year by the Registrar, with recommendation for revisions forwarded to the Assistant Vice President for Student Service, Registrar & Financial Aid and the Executive Student Affairs Committee and final approval by the Executive Vice President of Academic Affairs by May 15<sup>th</sup> for review.

### **POLICY/PROCEDURE:**

#### **1. Overview.**

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

[Senate Bill 111 from the 79th Regular Session of the Texas Legislature \(TEC 51.968\)](#) requires all Texas public colleges and universities adopt a policy regarding the awarding of academic credit to entering students.

[The Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#) requires that “the institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer...and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are the collegiate level and comparable to the institution’s own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution’s transcript.”

During the summer of 2015, the Texas Higher Education Coordinating Board created a [Texas Core Curriculum Application Guide](#) and updated their FAQ’s with additional information on Texas Core requirements.

#### **2. Institutional Policy.**

- a. TTUHSC does not offer lower division core curriculum courses, however TTUHSC follows Texas Core Curriculum set forth by the Texas Higher Education Coordinating Board. General education requirements completed at a private or out-of-state institution may not be equivalent to the required Texas Core Curriculum, and may not excuse a student from not completing the Texas Core Curriculum. The student is responsible for completing the core requirements at another Texas institution prior to beginning the program of study at TTUHSC as listed below:

**Core Curriculum Requirements:**

<b>*Course</b>	<b>Credits</b>
<i>Communication (010)</i>	<i>6 credit hours</i>
<i>Mathematics (020)</i>	<i>3 credit hours</i>
<i>Life and Physical Sciences (030)</i>	<i>6 credit hours</i>
<i>Language, Philosophy and Culture (040)</i>	<i>3 credit hours</i>
<i>Creative Arts (050)</i>	<i>3 credit hours</i>
<i>American History (060)</i>	<i>6 credit hours</i>
<i>Government/Political Science (070)</i>	<i>6 credit hours</i>
<i>Social and Behavioral Sciences (080)</i>	<i>3 credit hours</i>
<i>Component Area Option (090)</i>	<i>6 credit hours</i>
<b>Total Core Curriculum Requirements:</b>	<b>42 credit hours</b>

\*Course numbers listed are based on the Texas Common Course Numbering System (TCCNS). Check with your academic institution to verify the course number that corresponds with the TCCNS number.

A student's official transcript from another Texas public college or university must be notated on that institutions transcript the student has completed that institution's core curriculum so no additional core curriculum requirements will be imposed.

- b. For all degrees awarded, and in accordance with accreditation guidelines under [The Southern Association of College and Schools \(SACSCOC\)](#), a minimum of 25% of the baccalaureate coursework ([SACSCOC 3.5.2](#)) and a minimum of 33% of graduate coursework ([SACSCOC 3.6.3](#)) must be taken at the TTUHSC to receive a degree from the institution. The minimum applies to all baccalaureate coursework including courses taken the first two years of college.

3. **General Rules and Regulations.**

- a. Preliminary evaluation of core and transfer credits will be completed by the program in which the student is applying for prior to admissions.
- b. Official transcripts will be evaluated only after all necessary evaluation documents (i.e. preliminary core/transfer forms, etc.) are on file in the Office of the Registrar.

- c. All official documents submitted to TTUHSC become property of the University and will not be returned or copied for the applicant.
- d. Any accepted applicant seeking credit at the University through any means must have met all admissions requirements including, but not limited to, assessment scores, minimum GPAs, submission of previous transcripts, pre-requisites, and the Texas Core curriculum.
- e. The total number of semester credit hours awarded for credit may vary depending upon the student's program of study.
  - 1. Undergraduate – The total credit awarded (including transfer credits) 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 ([SACSCOC 3.5.2](#)).
  - 2. Graduate & Professional – At least one-third of credits toward a graduate or a post-baccalaureate professional degree are earned through instruction offered by the institution awarding the degree ([SACSCOC 3.6.3](#)).
- f. Credit granted will be reflected on the student's official transcript with a specific course number or a general subject prefix from TTUHSC. Transfer work applied to a student's degree program is noted as credit only on the TTUHSC transcript. Grades from prior institutions are not calculated into the overall GPA for TTUHSC.
- g. \*All students admitted to Texas Tech University Health Sciences Center must provide a final transcript of all previous work at other institutions directly to the Office of the Registrar, no later than the last day of the first term in which they are enrolled. Transcripts submitted to 3rd party application services will be considered official as long as they come through a verification provider. Transcripts can be received three ways:
  - Hard copy transcript in sealed envelope directly from other institution
  - Verification providers (i.e. Credentials, National Clearinghouse, etc.)
  - 3rd party application services that follow the [American Association of Collegiate Registrars and Admissions Officers \(AACRAO\)](#) protocol for official transcripts

*\*Please see the [Student Record & Transcript Policy](#) for additional information.*

#### 4. **Transfer Credit**

Transfer students 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;

- a. The student's transfer course work from college-level courses must have been earned at an institution whose course content and learning outcomes are comparable with current TTUHSC courses required in the student's program of study. Schools will submit a transfer request form to the Office of the Registrar for courses they determine meet their course requirements. ***Please contact the TTUHSC program director for minimum grade requirements for transfer.*** In accordance with [SACSCOC](#) accreditation

requirements, no more than seventy-five percent of the total credit hours of the required course work may be applied from transfer credit.

- b. Transfer of Courses from Texas Institutions: When possible, the Office of the Registrar will use the [Texas Common Course Numbering System \(TCCNS\)](#) to perform transfer of credit for courses offered by regionally accredited state institutions.
- c. Transfer of Courses from Non-Texas Institutions: Degree or Certificate-seeking students will request transfer of credit from any out-of-state regionally accredited institutions by providing their department official transcript(s) containing the courses to be evaluated.
  1. Transfer credit will be awarded on a semester credit hour scale in all instances, including courses transferred in on quarter-hour scales. Credit transferred in on quarter-hour scales will be converted to semester credit hours proportionately.
  2. 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 department and/or Registrar. Students should further note that there are limits to the number of semester credit hours that may be transferred in according to academic residence requirements set forth by [SACSCOC](#).
  3. Preliminary core and/or transfer course evaluation forms will be submitted for processing by the school to the Office of the Registrar by the 12th class day of the term in which the student is admitted.
  4. After the census date for the first semester in which a student has been admitted, core and transfer courses will be added to a student's academic record.
    - 12<sup>th</sup> Class day for Fall and Spring terms
    - 4<sup>th</sup> Class day for Summer 1 and Summer 2
    - 10<sup>th</sup> Class day for Full Summer
  5. Please be aware that updates and the final assessment of a student's core and transfer evaluation form will occur after the final official transcripts are received by the Office of the Registrar. Adjustments can continue to occur throughout a student's attendance at TTUHSC.
- d. At least 25% of the credit hours required for undergraduate programs must be earned through instruction offered by the institution awarding the degree. Transferred courses that are applied to the student's TTUHSC degree program will not be calculated in the student's overall grade point average. Please contact the TTUHSC program director for requirements of transfer coursework reviewed for approval to the degree program. [Texas Administrative Code Title 19 Part 1 Chapter 4 Subchapter B Rule 4.25 \(d\) \(1\), \(2\), & \(3\)](#).
- e. Texas Tech University Health Sciences Center currently does not award academic credit for coursework taken on a non-credit basis.

- f. [19 Texas Administrative Code § 4.27\(a\) and Texas Education Code Section 61.826](#) states the following steps can be taken to dispute transfer credit for 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 the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the [Texas Higher Education Coordinating Board Commissioner of Higher Education](#).
  2. A student who receives notice as specified in paragraph (1) of this subsection 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 the Texas Higher Education 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 Texas Higher Education Coordinating Board Commissioner in writing of its denial and the reasons for the denial.

5. **Private and Out of State Institutions**

Course work taken at private or out of state institutions must be equivalent to courses in TTUHSC school catalogs or the Texas common course numbering system. A syllabus must be provided to the school for auditing purposes to determine equivalency and grant credit. It is up to each TTUHSC program director whether private or out of state courses will be accepted as equivalencies. *Please see your TTUHSC program director to determine approval of these courses.* The school will forward any course syllabus to the Core/Transfer Evaluator in the Office of the Registrar to determine equivalency for core credit and upload the documentation to the student's electronic student record.

*\*If an out of state institution considers the student core complete the student must have completed the equivalent to 42 semester credit hours of Texas core. A course syllabus must be provided to the school to compare course descriptions for equivalency.*

6. **Second degree programs**

Where a student has already earned a bachelor degree **must** ensure an equivalent Texas core of 42 hours is complete to be considered core compliant. [The Texas Higher Education Coordinating Board \(THECB\)](#) states the following:

*“The core curriculum requirement must be completed for the new degree. This does not mean that a student should not get core curriculum credit for courses taken in the past, even if those courses are not absolutely aligned with the current core requirements. The institution that would grant core credit now should use due diligence in evaluating courses for credit. A student should not be made to repeat work already done. **For example:** A student transferring in from another state with a completed bachelor degree may have taken six semester credit hours of government. But the student would likely not have taken Texas government as required by statute and would have to do so in order to achieve the new bachelor degree.”*

This means any student who does not show core complete on their transcript for their previous degree will have their courses evaluated by the program in which they are applying to determine if any previous course work would fulfill the core curriculum requirements for Texas Tech University Health Sciences Center.

7. **Foreign Transcripts**

For any foreign transcripts, a foreign transcript evaluation must be submitted in lieu of the official transcript. Accepted courses on foreign transcript evaluations must be supported with proper documentation (i.e. course syllabus or catalog description) to justify equivalency.