

Trinity Valley Community College
107501

ACADEMIC ACHIEVEMENT:
GRADING AND CREDIT

EGA
(LEGAL)

TRANSFER OF LOWER
DIVISION COURSE CREDIT

The College District shall adopt a policy to enhance the transfer of students based on the recommendations of the permanent advisory committee established by Section 51.3521 of the Education Code. *Education Code 51.352(f)* [See GI]

In its course catalogs and on its Web site, the College District shall publish guidelines addressing the practices of the College regarding the transfer of course credit. In the guidelines, the College must identify a course by using the common course numbering system approved by the Coordinating Board. *Education Code 61.830*

CORE CURRICULUM

If a student successfully completes the 42-hour core curriculum at an institution of higher education, that block of courses may be transferred to any other institution of higher education and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Coordinating Board has approved a larger core curriculum at the institution.

A student concurrently enrolled at more than one institution of higher education shall follow the core curriculum requirements in effect for the institution at which the student is classified as a degree-seeking student.

A student who transfers from one institution of higher education to another without completing the core curriculum of the sending institution shall receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy further course requirements in the core curriculum of the receiving institution.

Each student must meet the minimum number of semester credit hours in each component area; however, an institution receiving a student in transfer is not required to accept component core course semester credit hours beyond the maximum specified in a core component area.

An institution may include within its core curriculum a course or courses that combine exemplary educational objectives from two or more component areas of the exemplary educational objectives defined in this section.

Each institution must note core courses on the transcript of students as recommended by the Texas Association of Registrars and Admissions Officers.

Education Code 61.822(c), (d); 19 TAC 4.28(c)-(h)

FIELD OF STUDY CURRICULUM

If a student successfully completes a field of study curriculum developed by the Coordinating Board, that block of courses may be transferred to a general academic teaching institution and must be substituted for that institution's lower division requirements for the degree program for the field of study into which the student transfers, and the student shall receive full academic credit toward the degree program for the block of courses transferred.

A student who transfers from one institution of higher education to another without completing the field of study curriculum of the sending institution shall receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy further course requirements in the field of study curriculum of the receiving institution.

Education Code 61.823(b), (c); 19 TAC 4.32

All successfully completed lower-division academic courses that are identified by the Texas Common Course Numbering System and published in the Lower Division Academic Course Guide Manual shall be fully transferable among public institutions and shall be substituted for the equivalent course at the receiving institution. Except in the case of courses belonging to a Board-approved Field of Study Curriculum, applicability of transferred courses to requirements for specific degree programs is determined by the receiving institution. Each institution of higher education shall identify in its undergraduate catalog each lower-division course that is substantially equivalent to an academic course listed in the current edition of the Lower Division Academic Course Guide Manual. *19 TAC 4.24, 4.25(a)*

Responsibilities for universities regarding requirements and limitations on transfer of lower-division courses, penalties for noncompliance with transfer rules, and resolution of transfer disputes are found in the 19 Texas Administrative Code 4.25, 4.26, and 4.27.

TRANSFER DISPUTE RESOLUTION

The Coordinating Board by rule shall adopt procedures to be followed by:

1. Institutions of higher education in resolving disputes concerning the transfer of lower-division course credit; and
2. The Commissioner of Higher Education or the Commissioner's designee in making a final determination concerning transfer of the course credit if the transfer is in dispute.

Each institution of higher education shall publish in its course catalogs the procedures adopted by the Coordinating Board.

If an institution of higher education does not accept course credit earned by a student at another institution of higher education, that institution shall give written notice to the student and the other institution that the transfer of the course credit is denied. A student who receives notice may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules. If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution that denies the transfer of the course credit shall notify the Commissioner of Higher Education of its denial and the reasons for the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

Education Code 61.826; 19 TAC 4.27

WITHDRAWAL FOR MILITARY SERVICE

If a student withdraws because he or she is called to active military service, the College District, at the student's option, shall:

1. Refund the tuition and fees paid by the student for the semester in which a student withdraws;
2. Grant a student, who is eligible under the College District's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
3. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material. [See also FBB]

Education Code 54.006(f)

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