

## **Transfer of Credit**

Academic courses (specified in the Community College General Academic Course Guide Manual and the FPC core curriculum) successfully completed at FPC should be fully transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent courses are available for fulfilling associate degrees and the lower division portion of baccalaureate degree requirements. It is the responsibility of the student, however, to determine prior to registration the transferability of any course.

Since transfer of specific courses normally depends upon the applicability of the completed work toward a degree plan specified by the receiving institution, any program of study at FPC should be planned to parallel the requirements of the program at the institution to which the student plans to transfer.

The Office of Educational Services maintains course articulation or conversion charts for many Texas institutions of higher education. These cross-reference charts enable students to determine the course equivalents at senior institutions. Counseling assistance is available to students who want more information about transferring to another institution.

Texas public senior colleges and universities usually accept up to sixty-six (66) hours of credit from a junior college. Some public colleges may deny the transfer of credit in courses with a grade of D. Preparatory courses are not transferable. CTE courses generally do not transfer to a four-year college or university.

## **Resolution of Transfer Disputes**

Frank Phillips College encourages its students to take advantage of the Coordinating Board guidelines for the resolution of Transfer Disputes that may exist occasionally between courses earned at Frank Phillips College and another institution in Texas. The Coordinating Board guidelines implement SB 457 of the Texas Legislature and apply to the transferability of all academic courses offered as 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, that institution shall give written notice to the student and the other institution that the transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
3. 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 its denial and the reason for it. The Commissioner of Higher Education or the Commissioner's designee shall make a final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

a. The student who wishes to exercise his or her rights under these provisions needs to notify both the sending and the receiving institution of the intention to ask for a dispute to be resolved within 15 days of being notified that a transfer credit has been denied.

### **Guarantee for Transfer Credit**

Transfer of Credit-Completed Core Curriculum: If a student successfully completes the 42 semester credit hour core curriculum at a Texas public institution of higher education, that block of courses may be transferred to any other Texas public 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 Board has approved a larger core curriculum at that institution.

Transfer of Credit-Core Curriculum Not Completed: Except as specified in subsection (f) of this section, 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 within the core curriculum of 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 the remaining course requirements in the core curriculum of the receiving institution.

Substitutions and Waivers: No institution or institutional representative may approve course substitutions or waivers of the institution's core curriculum requirements for any currently enrolled student. For students who transfer to a public institution from a college or university that is not a Texas public institution of higher education, evaluation of the courses the student completed prior to admission should apply to the fulfillment of the core curriculum component areas only those courses the institution has accepted for transfer that can demonstrate fulfillment of the exemplary educational objectives for the appropriate component area or areas.