

## **Transfer of Credit**

Howard Payne University will award transfer credit (semester hour credit only) for courses passed at the granting institution provided the grade meets the standard set by the equivalent course at Howard Payne University. Most General Education and Elective courses may count toward the degree with a grade of "D" or better. Most courses within the Major and Minor, including prerequisites, count toward the degree only with a grade of "C" or better. (See Program and/or Course Descriptions for specific grade requirements.)

To complete Howard Payne University degree requirements, transfer students must complete a minimum of 62 non-junior college hours. Non-junior college hours may include senior college or university hours, ACE Guide Credit, military credit, civilian training credit, Advanced Placement Credit, CLEP testing, DANTES testing, and Regents College testing.

No more than 104 hours from any other institution or institutions (senior college and junior/community college hours combined) will be counted toward a degree and no more than thirty semester hours will be accepted from an accredited theological seminary. A maximum of 66 junior or community college hours may be used toward a student's degree completion.

To earn a degree at Howard Payne University, transfer students are required to complete a minimum of thirty-two hours in residence. At least eighteen of the thirty-two in residence hours must be upper-division (3000-4000 level) with the additional requirement that a minimum of twelve of the eighteen hours must be completed in the major. If a transfer student chooses to complete a minor, six of the eighteen upper-division hours in residence must be completed in the minor. Junior college hours cannot be accepted for upper-division credit.

All work accepted from another college or university becomes a part of the student's permanent academic record at HPU. Coursework transferred or accepted for credit toward a degree must be completed at an institution accredited as degree-granting by a post-secondary regional accrediting commission at the time the student completed the coursework. Subject to specific degree requirements, work may or may not be acceptable toward a degree. If HPU requires a minimum grade for a course, the same minimum grade will be required for transfer work.

General Education courses applicable to degrees offered by Howard Payne University may be transferred from other post-secondary institutions as long as they are acceptable toward the general education requirement of the institution where the course was taken, and match the general education criteria found on page 83 of the 2011-2012 Catalog. A listing of courses, which meet general education requirements at Howard Payne University, offered by Texas community colleges and universities, is available in the Appendix under Texas Common Course Numbering System.

Current Howard Payne students, who wish to take coursework at another college or university and transfer the credit back to Howard Payne, must obtain written approval prior to enrolling in the other college or university. Students must complete a Request for Transfer Course Approval form and obtain the signature of their advisor and the Registrar's Office.

Howard Payne University is under no obligation to accept or apply the transfer credit toward the student's degree if the student fails to obtain approval prior to enrolling in the transfer course.

The Request for Transfer Course Approval is critical for Howard Payne University students who need to repeat a course or courses at another college or university. To be counted as a repeat, the transfer course must be an exact match to the HPU course that needs to be repeated. If a student wishes to repeat courses taken at Howard Payne University in order to raise their cumulative grade point average, the courses must be repeated at HPU. Courses repeated at other institutions will be accepted as semester hours only.

If additional information concerning repeated coursework is needed, review the catalog section titled "Repeated Courses."

Transfer work taken at another college or university while a student is academically suspended from Howard Payne University will not be accepted.