

Transfer Admissions

Transfer applicants are admitted to a specific major and are required to follow the curriculum of that major. Students who begin a set of courses which have a two-semester sequence are encouraged to complete both courses in the sequence before transferring to Texas A&M.

Admission Criteria

Most transfer admission decisions are made through a competitive review process. A transfer student is deemed as one who has registered at another college or university. An applicant may not disregard the academic record of any previous education received at another institution, other than exceptions stipulated under the Texas Academic Fresh Start Program.

- Transfer applicants must have at least a 2.5 grade point ratio (GPR) on at least 24 graded semester hours of transferable course work at the time of application to be considered.
- Applicants who drop or withdraw from courses frequently and who do not achieve satisfactory grades (B or C, depending upon the intended major) routinely will be at a disadvantage in the review for admission.
- Spring grades may be used in the fall admission decision if received by June 1.
- The entire application, including the essay, is considered to identify admissible candidates.

Admission may be granted to undergraduate students who have begun their work at other colleges or universities and have also satisfied the requirements as set forth below.

- An applicant must be eligible to return to the institution from which the transfer is sought.
- Applicants seeking admission to the license-option curricula who have attended another maritime academy or college must provide a letter to the Superintendent of the Texas Maritime Training Program from the Superintendent of the other academy or college verifying that the student is eligible to return to that institution.
- Transfer applicants are required to submit an official high school transcript.

Applicants must also submit a formal application for admission as well as official transcripts of their record at each college or university previously attended as early as possible. This material should be sent to the Office of Admissions and Records, Texas A&M University at Galveston, P.O. Box 1675, Galveston, Texas 77553-1675.

The applicant must have achieved an overall grade point ratio of 2.5 or better on the work attempted and must meet or surpass this same standard for each of the last two semesters of attendance, if in attendance two or more semesters. A 10-week summer session with a normal load of course work will be considered a full semester. To assist preparation for admission and enrollment at Texas A&M, the following foundation course pattern has been developed. Texas A&M course equivalencies to the Texas Common Course Numbering System (TCCNS) may be found in the last section of this catalog or at <http://www.tccns.org/matrix/index.htm>.

The number of hours and the grades earned on transferable courses in the foundation are the primary criteria used to make transfer admissions decisions. Priority will be given to students with a minimum of 24 semester credit hours. However, applicants with a minimum of 12 semester credit hours will be considered.

Suggested Foundation Courses for Transfer Students

Hours Chosen Degree Program

ENGL 104	3	
HIST 105 & 106	6	
POLS 206 & 207	6	
MATH 151	4	
BIOL 111 and BIOL 112	8	MARB, MARF, MARS and OCRE majors
PHYS 201 and 202	8	MART majors
PHYS 218 and 208	8	MASE and MARR majors
Any science	8	MAST and MARA majors
Humanities electives	6	Refer to your degree listing for options
Social science electives	6	Refer to your degree listing for options

On the basis of the credentials submitted, credit will be given for work completed satisfactorily at another properly accredited college or university as long as the work is equivalent in character and extent to similar work at Texas A&M University at Galveston or Texas A&M University. Credits given by transfer are provisional and may be canceled at any time if the student's work at the University is unsatisfactory. See the section entitled "Transfer of Credits" for additional information. Students will be classed by the number of credits transferred. Depending on the number of transferred credits used in the student's degree plan, a student could be classed as a senior but be a curriculum sophomore.

Transfer students should read carefully the next section of this catalog entitled "Residency Requirements for a Baccalaureate Degree," which explains residency requirements.

Residence Requirement for Baccalaureate Degree

A candidate for a baccalaureate degree at Texas A&M University at Galveston must successfully complete a minimum of 36 semester hours of 300- and/or 400-level course work in residence at Texas A&M University at Galveston or College Station to qualify for a baccalaureate degree. A minimum of 12 of these semester hours must be in the major.

Candidates for license-option curricula must complete the last two years of the minimum three-year training requirement at Texas A&M University at Galveston and participate in the Corps of Cadets. Students enrolled in a license-option

curriculum are required to participate in the Corps of Cadets every semester they are registered. Generally this will be eight regular semesters and three summer cruises.

Change of Curriculum to Another Campus

Texas A&M offers course work off campus. Participation in such programs or course work does not give the participant automatic campus enrollment privileges. Students are eligible to change to another campus, center or location only after completion of a minimum of 24 hours earned with at least a 2.5 GPA while enrolled as a student in residence at the campus, center or location of admission. For a change of curriculum to be approved, students must meet the conditions of their desired curriculum and space must be available at the campus, center or location of desired enrollment. Final approval is granted by the academic dean of the college that administers the curriculum.

Transfer Course Credit Policies

Transfer credit on course work complete at the time of application to Texas A&M University is transferable only when an official transcript from the originating institution is presented as part of the application for admission or readmission process.

The transfer of course credit will be determined by the Office of Admissions and Records on a course-by-course basis. Credit submitted for transfer must be on an official transcript received by the Office of Admissions and Records from the registrar of the institution where the credit was earned. Course content will be determined from the catalog description or the syllabus. The transfer of credit decision will be based on the following criteria. All criteria are to be considered together; for example, criteria 10 may be qualified by criteria 7.

Credit from Institutions Accredited by One of the Regional Accrediting Associations

1. A course that is normally considered as part of a bachelor's degree program (not including the bachelor of technology or similar terminal degree) may be transferred. The following criteria, taken together, are used:

- a. The course is applicable to a bachelor's degree at TAMUG.
- b. The course is similar to a course or courses offered for degree credit by TAMUG.
- c. The course content is at or above the level of the beginning course in the subject matter offered by TAMUG.

2. A course that is intended for use in a vocational, technical or occupational program will normally not transfer. In certain cases, credit for occupational skill courses will be considered. Transfer of this credit requires either that the student's Texas A&M major is engineering technology or industrial distribution or that the student's major department and dean approve the course for use in the student's degree program.

3. Credit for support courses such as math, science and English intended specifically for use in an occupational program will not be transferred.

4. Credit for the course must be shown on the official transcript in semester hours or in units that are readily converted to semester hours.

5. A graduate-level course will not be transferred for undergraduate credit unless approved for use in the student's undergraduate degree program by the student's major department and dean. This also applies for a course offered in a professional degree program such as nursing, law or medicine.

6. Credit by examination courses which are transcribed from other colleges or universities may be transferred if sequential course work with credit is also indicated. If there is evidence that the credit by examination courses are part of

the student's program of study at that institution, credit will be awarded for those courses that meet the transfer guidelines.

7. Courses similar to ones offered by the Colleges of Agriculture and Life Sciences, Business, Geosciences, Engineering or TAMUG at the junior or senior level transfer by title only. Such courses may be used in the student's degree program only if approved by the department head and dean of the student's major field. Validation of such credit, either by examination or the completion of a higher level course, may be required.

8. A field experience, internship or student teaching course may be transferred by title only.

9. Credit for cooperative education will not be transferred.

10. A course that is substantially equivalent to a TAMUG course transfers as an equivalent course. Two or more courses may be combined to form one or more equivalent courses. If there is doubt about the equivalency of a course, the TAMUG department offering the course subject matter is asked to determine if the course is equivalent.

11. As a general policy, credit for admission will be given for transfer work satisfactorily completed with a passing grade at another properly accredited institution.

12. Grade Point Ratio (GPR) for any period shall be computed by dividing the total number of semester hours of transferable courses for which the student received grades into the total number of grade points earned in that period. Credit hours to which grades equivalent to TAMUG grades of W, F, I or U are assigned shall be included; those having grades equivalent to TAMUG grades of WP, Q, S, X and NG shall be excluded.

13. In any case where a decision cannot be made using the above criteria, the Office of Admissions and Records will determine the transfer of credit based on University policy, previous actions of the University and prior experience.

Resolution of Transfer Disputes for Lower Division Courses Between Public Institutions in Texas

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving 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. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.

2. A student who receives notice as specified in subsection 1 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 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 institution that denies the course credit for transfer shall notify the Commissioner 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 the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

Credit from Nonaccredited Schools

Students who transfer to TAMUG from an institution of higher education that is not accredited by one of the regional accrediting associations may validate the work taken at the institution by one of the following methods:

1. Successful completion of a comprehensive departmental examination or nationally standardized examination that is approved by the department.
2. Successful completion of a higher level course in the same subject area when approved by the head of the department and the dean of the college.

Credit will be given to students transferring from nonaccredited public colleges in Texas for work completed with grades of C or better if they earn a grade point of 2.0 (C average) on the first 30 hours of residence work at TAMUG.

Credit from Abroad

Transfer work from institutions following other than the United States educational system with instruction in English will be evaluated on an individual basis. A-level examinations will transfer. Baccalaureate II examinations will not transfer; however, these students may take placement and proficiency examinations to receive credit by examination. Credit will be given for work satisfactorily completed at international institutions offering programs recognized by Texas A&M. Official credentials submitted directly from the Office of the Registrar and a listing of courses completed and grades awarded must accompany any request for transfer credit. Transfer work will be awarded by course title unless previous arrangements have been made using the Texas A&M University Study Abroad Transfer Credit Agreement Form. Courses must be equivalent in character and content to courses offered at Texas A&M.

No English composition courses will be transferred from institutions located in non-English speaking countries. American history and American political science (government) courses will not transfer from foreign institutions. Courses taken at language training centers or institutes are generally not awarded transfer credit. A transcript from such an institution must be issued through the office of a Texas A&M recognized university, institute or language training center. Carefully check the credentials of all language centers and language institutes.

Credit for Military Experience

The University follows, with limitations, the recommendations of the American Council on Education (ACE) has published in the Guide to the Evaluation of Educational Experiences in the Armed Forces in granting credit for military service schools. At a minimum, the following guidance applies:

Courses must be in the “baccalaureate/associate degree category” as defined by the ACE guide. This precludes acceptance of almost all of vocational, technical or certificate category courses, or military occupational specialties or job experience.

Students who have completed one year of active duty in the armed forces of the United States may be given academic credit for 4 semester hours for basic ROTC and 4 semester hours of Physical Activity (KINE 199).

For consideration of credit for military service schools, the applicant may submit the following military records:

1. A certified original of the DD Form 295, or
2. A copy of the DD Form 214, or
3. Course completion certificates.
4. Army/ACE Registry Transcript System (AARTS).
5. Sailor/Marine ACE Registry Transcript System (SMARTS).

Extension and Correspondence Courses

Students may apply a maximum total of 30 semester hours of approved extension class work and correspondence study toward a degree. Students may apply up to 12 hours of correspondence credit earned through an accredited institution toward the requirements for an undergraduate degree, even though Texas A&M does not offer courses by correspondence. The Office of Academic Enhancement is authorized to act as an agent to receive correspondence courses.

Correspondence courses taken through the Defense Activity for Nontraditional Education Support (DANTES) may be accepted and included in the 12 hours allowed.

In order for a student in residence at Texas A&M to receive credit for correspondence work toward a bachelor's degree, he or she should:

- obtain advance written permission from the dean of his or her college;
- present appropriate evidence of having completed the course.