

Transfer Course Credit Policies

Transfer credit on coursework complete at the time of application to Texas A&M University is determined 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 Texas A&M.
 - b. The course is similar to a course or courses offered for degree credit by Texas A&M.
 - c. The course content is at or above the level of the beginning course in the subject matter offered by Texas A&M.
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 coursework 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, Engineering or Geosciences 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 Texas A&M 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 Texas A&M 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 Texas A&M grades of W, WF, F, I or U are assigned shall be included; those having grades equivalent to Texas A&M 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 the rules and guidelines of the Texas Higher Education Coordinating Board (THECB).
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 Texas A&M 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 Texas A&M.

Residence Requirement

A minimum of 36 semester hours of 300- and/or 400-level coursework must be successfully completed in residence at Texas A&M to obtain a baccalaureate degree. A minimum of 12 of these 36 semester hours must be in the major.

To fulfill degree requirements for graduation, transfer courses taken during a student's final semester must be completed and cited on an official transcript in the Office of the Registrar by the stated deadline.

Candidates for the baccalaureate degree in Mays Business School will be expected to complete approximately the last two years in residence at this institution. Acceptance of transfer credit for business courses will generally be limited to those courses taught in the freshman and sophomore years at this institution (see transfer credits).

Candidates for the baccalaureate degree in the Dwight Look College of Engineering will be expected to complete approximately the last two years in residence at this institution.

Acceptance of transfer credit for engineering courses will generally be limited to those courses taught in the freshman and sophomore years at this institution.

A student participating in Texas A&M University off-campus study programs approved by the student's college may apply upper division credits earned in the programs toward the residence requirement up to a maximum of 18 semester hours, including hours transferred from another institution as part of one of these programs. These Texas A&M University off-campus study programs may involve domestic or international institutions and may be taught by Texas A&M University faculty or faculty from other institutions. Students choosing to participate in such programs and wishing to apply credits earned from the programs toward the residence requirement must receive college approval prior to the student's participation in the off-campus study program. Students participating in international programs must contact the Study Abroad Programs Office for details on how to obtain approval for courses taken

outside the United States. Students participating in domestic off-campus programs must contact the Dean's office of their college for approval procedures.