

## TRANSFERRABLE CREDIT

### **Acceptable institutions**

Transfer colleges must be regionally accredited as indicated by the American Council of Education or recognized by the US Department of Education, the Texas Higher Education Coordinating Board or the appropriate Ministry of Education for overseas studies.

### **Acceptable coursework**

College level (non-remedial/developmental) academic coursework completed at regionally accredited institutions is generally accepted when courses are compatible with UHCL academic coursework and applicable to students' programs of study. All other coursework, including that completed at institutions of higher education having national accreditation, are reviewed case-by-case, requiring the following two criteria be met:

- Courses must be equivalent to courses offered at UHCL and will be reviewed on a course-by-course basis by the appropriate academic department
- Courses must fulfill established degree requirements for graduation, as either elective or program specific course credit and will be reviewed on a course-by-course basis by the appropriate academic department for applicability to the program of study

### **Granting Credit**

Credit may be granted for courses taken through various non-collegiate organizations, based on recommendations made by the American Council on Education or Commission on Educational Credit, when such training is considered by UHCL to be at the baccalaureate level and consistent with students' educational objectives. These types of credit will be reviewed on a case-by-case basis, by the appropriate academic department.

- Developmental and remedial courses and courses classified as below freshman level, by the institution where the student took them, are not transferable and will not count toward a degree at UHCL. Workforce and technical courses taken at regionally accredited institutions of higher education that are not normally accepted in transfer, may be transferred with departmental approval.
- Courses will transfer to UHCL at the same level and with the corresponding number of hours earned at the transfer institution. Grades are not transferrable; official grade point averages are based only on coursework completed in residence at UHCL.

Students cannot satisfy baccalaureate degree requirements at UHCL with coursework taken at another institution, unless those courses are both accepted by the university in transfer and applied toward their baccalaureate degree(s).

## **Core Curriculum Credit Requirements**

As of Fall 1999, the following clarifications apply to the transfer of core curriculum credit:

- Students who transfer to UHCL from another Texas public institution of higher education where they have successfully completed all of that institution's Texas Higher Education Coordinating Board-approved core curriculum shall be considered by UHCL to be "core complete" and shall not be required to take additional courses to complete UHCL core curriculum.
- Students, who transfer to UHCL before completing all of the Texas Higher Education Coordinating Board approved core curriculum requirements at another Texas public institution of higher education, shall receive credit toward the UHCL core for each of the core courses they completed up to the maximum specified in each core component area by the transfer institution. It should be noted that these students may be required to take additional courses to complete the UHCL core curriculum.
- Students who transfer to UHCL from institutions that do not have a Coordinating Board-approved core curriculum may use transfer credits to satisfy UHCL core curriculum requirements. When no equivalency exists, students may request a review.
- A maximum of 75 semester hours of lower division (freshman and sophomore) transfer work will be allowed to apply toward a baccalaureate degree at UHCL. Degree requirements for specific majors will determine the number of lower division courses that are accepted in transfer. The classification of courses as lower division is based on their external level and their classification at UHCL.

## **Non-Traditional Credit**

The Office of Admissions evaluates non-traditional learning experiences after receiving appropriate supporting credentials and petitions from students. Credit for courses taken through various non-collegiate organizations is based on recommendations from the American Council on Education (ACE). Recognized non-traditional credit will be treated as transfer credit and may be considered for admission. In some academic degree programs, this credit may not be accepted. Previous work, because of its nature and not its inherent quality, may be inapplicable to specific degrees sought by students. This determination is made within each school.

Credit for courses taken at military service training schools is based on the recommendations made in the Guide to the Evaluation of Educational Experience in the Armed Services. Students seeking military credit should submit an official transcript from AARTS, SMART or Coast Guard.

Nontraditional credit is not accepted for graduate level work.

## **HB 269 Military Service Credit**

HB 269 passed by the 81st Texas Legislature allows Texas universities to award course credit to undergraduate students for military service if certain requirements are met. Eligible veterans can receive college credit for:

- All required physical education courses needed for their degrees
- Up to an additional 12 semester credit hours of general elective course work.

The credit is awarded for having served, not for any college-level courses that might have been taken while serving in the military. In order to be eligible to receive college credit for military services, students must have:

- Graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the U.S. Department of Defense.
- Completed a minimum of two years of service in the armed services, unless discharged because of disability.
- Been honorably discharged from the armed forces.

Additional information regarding HB 269, including the process of applying to receive military service credit, can be found at [www.uhcl.edu/militarycredit](http://www.uhcl.edu/militarycredit).

## **Credit by Examination**

University of Houston-Clear Lake may award college credit for Advanced Placement Examination (AP) and the College Level Examination Program (CLEP). The university will accept up to a maximum of 30 hours of credit toward a bachelor's degree. To receive AP or CLEP credit, the university must receive an official score report prior to enrollment in the corresponding college course. Credit may be awarded in transfer as long as it has been posted on the student transcripts at another regionally accredited institution of higher learning.

A list of exams acceptable at UHCL and their minimum acceptable scores can be found at [www.uhcl.edu/transferradvising](http://www.uhcl.edu/transferradvising)

UHCL will accept credit earned through CLEP for upper-level (junior and senior) level work, but each academic school or department at UHCL will determine whether CLEP credit can be accepted or applied towards specific degree requirements.

## **Time Limitation on Course Work Prior to Admission**

Upper-level credit earned more than seven years prior to the most current admission to undergraduate study at UHCL may not be counted unless approval is granted by the dean of the school. It is the prerogative of the dean to determine 1) whether the courses meet current standards of the discipline, and 2) whether students can demonstrate sufficient retention of the content to apply it.

Lower-level credit is not subject to time limitations.