

Transfer Credit / Credit by Examination – Undergraduate

Undergraduate Transfer Credit

Transfer students should refer to the following regulations concerning transfer of credits to UH-Victoria. A student in doubt about courses which can be transferred to this university may consult the Office of the Registrar and Student Records. Information as to how specific courses may be applied toward a degree should be obtained from the school of the student's proposed degree.

General Regulations

1. The college from which credit is to be transferred must be accredited by one of the six recognized regional accrediting associations. The six associations are Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.
2. Courses transfer to UH-Victoria on the same level and with the corresponding number of hours as earned at another institution. Grades are never lowered in transfer.
3. When a course has been repeated for credit, the last grade and credit hours will determine the acceptance for the course.
4. A student who has completed the core curriculum at another Texas public institution will have satisfied the core curriculum requirements for UHV.
5. Students who have not completed the core at another Texas public institution are subject to the following guideline. Courses taken at other colleges that do not correspond to courses listed in the Common Course Numbering System section in this catalog or to courses offered by this university may transfer as elective credit and may apply to specific degree requirements with appropriate academic approval.
6. The following courses are not accepted by the university in transfer.
 - Vocational courses except those required for university degree programs.
 - Orientation, remedial English, remedial reading courses; high school level mathematics or intermediate algebra courses; bookkeeping courses.
 - General Education Development Tests on high school or college level.

Courses in technology will be considered for transfer credit on an individual basis, depending on the student's plan and the type of course to be transferred.

Credit may be granted for courses taken at military service training schools when such training is considered to be at the baccalaureate level or higher and consistent with the student's educational objective. Transfer credit will be based on recommendations made in the Guide to the Evaluation of Educational Experiences in the Armed Services.

A maximum of 12 semester hours in religion is accepted toward a degree.

To earn a bachelor's degree at UH-Victoria, 30 of the last 36 upper division hours must be completed with UH-Victoria.

The dean of the school of the student's plan, with the advice and consent of the president or his/her designate, will make the decision concerning the application of transfer credit to the degree program.

Transfer of Vocational and Technical Courses

Vocational or technical courses will transfer for the Bachelor of Applied Arts and Sciences degree, provided the courses are transferred from a college or university accredited by one of the six recognized regional accrediting associations, the credit is of college level, and the credit is shown on the school's official transcript.

Transfer Credit From International Institutions

Transfer work from international institutions that do not follow the U.S. pattern of education will be evaluated on an individual basis. Credit will be given for work satisfactorily completed at international institutions offering programs recognized by University of Houston-Victoria. 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. Credentials must contain both English translation, if necessary, and original language of instruction. Courses must be equivalent in character and content to courses offered at UHV. 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.

Community College Regulations

A student enrolled in a degree program at UH-Victoria may transfer hours from a community college, subject to the following conditions:

1. Courses taken at a junior college cannot transfer as upper division (junior and senior) credits.
2. There is no limit to the number of credits transferable from a junior college, but in addition to these credits a student must earn a minimum of 54 semester hours of upper division work toward a bachelor's degree, with exception to the RN to BSN program which requires 31 upper division hours, and the BAAS program which requires 40 upper division hours.

Correspondence Credit

UH-Victoria does not offer correspondence courses; however, such credit may be accepted in transfer when taken from an accredited college or university. A student may apply a maximum of 18 semester hours of correspondence credit toward a bachelor's degree. Only 6 semester hours in the plan may be correspondence credit.

Dual Credit

UH-Victoria does not currently offer high school dual credit courses; however, such credit may be accepted in transfer when taken from a college or university accredited by one of the six recognized regional accrediting associations. The credit must be of college level and must be shown on the college or university's official transcript.

Experiential Learning

The University does not award academic course credit for experiential learning or life experience. As specified by the state, certain kinds of experience may be credited toward fulfilling certification requirements in Education.

Undergraduate Credit by Examination

UH-Victoria recognizes the importance of accepting credit for specified levels of achievement on institutionally approved, standardized examinations. Examples include Advanced Placement (AP), College Level Exam Program (CLEP), Dantes Standardized Subject Test (DSST), and International Baccalaureate (IB) exams. Such work will be treated as transfer credit and is not included in determining any grade point average (e.g., transfer G.P.A. or cumulative UHV G.P.A.). The minimum scores acceptable for the different examinations are stated below.

Credit by examination earned at another institution may be transferred provided the institution is accredited by one of the six recognized regional accrediting associations, the credit is of college level, and the credit is shown on the school's official transcript. Exam credits earned at another institution and accepted in transfer does not imply that the credits are applicable to a particular degree program.

The dean of the school of the student's plan, with the advice and consent of his/her designate, will make the decision concerning the application of any credit by examination to the degree program.

Credit by Examination requirements/restrictions:

- Students must be seeking a degree and must satisfactorily complete a fall or spring semester at UHV.
- Students must meet UH-Victoria's minimum passing scores (see specific examination section below) in order for examination credit to be used toward a degree program. Official score reports may be required if scores are not reported on a transferring institution's official transcript.
- Only UH-Victoria administrations of appropriate tests, official score reports from an approved testing agency, or official transfer institution transcripts are acceptable for credit. Informal score reports are not accepted for credit. The testing agency must provide examination results (scores) directly to UH-Victoria.
- Students may attempt credit by examination for degree credit anytime during their undergraduate career at UH-Victoria.
- A grade of CR (credit) will be assigned where applicable, will not carry grade points, cannot be translated into grades A, B, C, D, or F, and will not replace any existing course grade earned at UHV, in high school, or at another college or university.
- Credit earned by examination does not count toward the number of semester credit hours required for graduation with honors.
- Credit by exam may not be used to reduce the general degree requirement of
 - completing a minimum of 30 semester hours in residence on the UHV campus.
 - completing at least 54 semester hours of advanced work at UHV.
 - completing at least 18 of the 54 advanced semester hours in the student's major at UHV.
 - Completing the minimum total semester hours required for the degree.
- Credit may not be earned in any course the student has previously completed at any college or university.
- Credit may not be earned in any course prerequisite to another course in the same subject for which the student has previously earned credit.
- None of the examinations may be taken more than one time in a six-month period.

College Level Examination Program (CLEP)

UHV recognizes credit earned through College-Level Examinations of the College Board only if the credit is first certified by the Office of Admissions. The dean of the student's school at UHV has the option of applying CLEP credit to the student's degree audit. Students should specify code 6917 to have CLEP test scores sent to the UH-Victoria admissions office.

CLEP General Examinations. UHV does not grant credit on the basis of College Board CLEP General Examination scores.

CLEP Subject Examinations

The table below shows CLEP exams that may be accepted for lower-division credit (unless otherwise specified), the minimum scores required, the equivalent UHV courses, and the number of semester credit hours that may be awarded for these exams. Contact your academic advisor for information regarding possible equivalencies for any CLEP exam not listed below.

Effective July 1, 2001, CLEP began using a new "common recommended credit-granting score" for all CLEP exams. UHV recognizes CLEP credit recommendations as posted on the official student score report.

CLEP Subject Examination	Minimum Passing Score	UH-Victoria Course(s)	Maximum Semester Credit Hours
BUSINESS			
Financial Accounting	50	ACCT 2301	3
Information Systems & Computer Applications	50	INSC 1301	3
COMPOSITION AND LITERATURE			
College Composition ²	50	ENGL 1302	3
College Composition Modular ²	50	ENGL 1301	3
English Composition with Essay ³	50	ENGL 1301	3
English Composition without Essay ³	50	ENGL 1301	3
English Literature	50	ENGL 1302	3
Freshman College Composition ³	50	ENGL 1301	3
FOREIGN LANGUAGES			
French Language, Level 1	50	Toward Foreign Language Reg for BA	6
French Language, Level 2	59	Toward Foreign Language Reg for BA	12
German Language, Level 1	50	Toward Foreign Language Reg for BA	6
German Language, Level 2	60	Toward Foreign Language Reg for BA	12
Spanish Language, Level 1	50	Toward Foreign Language Reg for BA	6
Spanish Language, Level 2	63	Toward Foreign Language Reg for BA	12
Level 1—equivalent to the first two semesters (or 6 semester hours) of college-level foreign language course work.			
Level 2—equivalent to the first four semesters (or 12 semester hours) of college-level foreign language course work.			
HISTORY AND SOCIAL SCIENCES			
American Government	50	PSCI 2305	3
History of the United States I: Early Colonization to 1877	50	HIST 1301	3
History of the United States II: 1865 to Present	50	HIST 1302	3
Introductory Psychology	50	PSYC 2301	3
Principles of Macroeconomics	50	ECON 2301	3
Principles of Microeconomics	50	ECON 2302	3
SCIENCE AND MATHEMATICS			

Biology	50	BIOL 1406	4
Calculus	50	MATH 2413	4
College Algebra	50	MATH 1314	3
College Mathematics	50	MATH 1324	3
Pre-Calculus	50	MATH 2312	3
Natural Sciences	50	BIOL 1409	3

²These exams will be available to students on July 1, 2010.

³Beginning July 1, 2010, these exams will no longer be available to students. They will be replaced by College Composition and College Composition Modular.

Advanced Placement Examinations

Students typically complete an AP course offered by their high school before taking an AP examination in that subject. However, in consideration of homeschooled students and students whose schools do not offer AP, the College Board does not require you to complete an AP course before taking an AP examination. AP examinations are offered each May in most school districts. You must score a 3, 4, or 5 to earn college credit. Specify code 6917 to have your test scores sent to the UHV admissions office. The table below indicates which Advanced Placement (AP) exams will be accepted as equivalent to UHV courses, the minimum score required, and the number of semester credit hours that may be awarded for these exams. Contact your academic advisor for information regarding possible equivalencies for any Advanced Placement exam not listed below.

AP Examination	Minimum Score Required	UH-Victoria Course(s)	Maximum Semester Credit Hour
COMPOSITION AND LITERATURE			
English Language and Composition	4	ENGL 1301	3
	5	ENGL 1301, 1302	6
English Literature and Composition	4, 5	ENGL 2332	3
LANGUAGES			
Chinese Language and Culture	4	Toward Foreign Language Reg for BA	3
French Language	4	Toward Foreign Language Reg for BA	3
German Language	4	Toward Foreign Language Reg for BA	3
Japanese Language and Culture	4	Toward Foreign Language Reg for BA	3
Latin: Vergil	4	Toward Foreign Language Reg for BA	3
Spanish Language	4	Toward Foreign Language Reg for BA	3
MATHEMATICS			
Calculus AB	3, 4, 5	MATH 2413	4
Calculus BC	3, 4, 5	MATH 2413, 2414	8
NATURAL AND COMPUTER SCIENCES			
Biology	4, 5	BIOL 1406, 1407	8
SOCIAL SCIENCES AND HISTORY			
Government and Politics – United States	3, 4, 5	PSCI 2305	3
History – United States	3, 4, 5	HIST 1301, 1302	6
Psychology	4, 5	PSYC 2301	3

International Baccalaureate Diploma (IBD)

The International Baccalaureate Diploma (IBD) is an international program of courses and exams offered at the high school level. In keeping with Senate Bill 111 passed in 2005, UH-Victoria will grant credit (CR) for International Baccalaureate (IB) exams with certain required scores to incoming freshmen students.

Texas institutions of higher education must award at least 24 semester credit hours in appropriate subject areas on all IB exams with scores of 4 or above, as long as the incoming freshman has earned an IBD. However, course credit does not have to be awarded on any IB exam where the score is a 3 or less. This may mean that students will not receive 24 hours of college credit, even if they have an IBD.

Students must submit an official IB transcript to the Office of Admissions for evaluation and determination of credit.

Dantes Standardized Subject Test (DSST)

The table below shows DSST exams that are accepted for lower-division credit (unless otherwise specified), the minimum scores required, the equivalent UH-Victoria courses, and the maximum number of semester credit hours that may be awarded for these exams. Contact your academic advisor for information regarding possible equivalencies for any DSST exam not listed below.

DSST Exam	Minimum Score Required	UH-Victoria Course(s)	Maximum Semester Credit Hours (ACE Recommendations)
Business Mathematics	48	MATH 1325	3B
Criminal Justice	49/400	CRIJ 1301	3B/BU
Fundamentals of College Algebra	47/400	MATH 1314	3B
Introduction to Law Enforcement	45	CRIJ 1301	3B
Principles of Public Speaking *	47	SPCH 1315	3B
** = In addition to minimum score of 47 on multiple-choice test, an examinee must also receive a passing grade on the speech			
B = Baccalaureate Program			
BU = Baccalaureate Upper Division			

Other Examinations

Credit may be accepted for other nationally recognized standardized exams. Credit for such exams will be considered on a case-by-case basis.

Evaluation of Transfer Work

If the application for admission indicates that the student plans to earn a degree at UH-Victoria, college credit earned at another accredited institution will be evaluated in accordance with the transfer of credit regulations in effect at the time of enrollment. The evaluation of transfer work is usually made after enrollment and after the complete transfer record is on file. Copies of the evaluation will be mailed to the student and the school of the student's plan.

Resolution of Transfer Disputes for Lower Division Courses

The Texas Higher Education Coordinating Board has established procedures to be followed by Texas public colleges and universities in resolving transfer of credit disputes involving lower division courses. Courses covered by this procedure are defined by the Coordinating Board's guide, "Transfer of Credit Policies and Curricula".

If a transfer course covered by the Coordinating Board policies is not accepted, the student may initiate an appeal. A "UH-Victoria Appeal Form" must be completed and submitted to UH-Victoria Office of the Registrar and Student Records within 15 calendar days after the evaluation of transfer work has been sent to the student. (Forms are available at www.uhv.edu/oar/forms.aspx).

The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the Coordinating Board rules and/or guidelines.

If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned, then UH-Victoria will state its reason for course denial to the Commissioner of Higher Education within 45 days after the date the student received written notice of the denial. The commissioner or a designee will then provide a final written decision about the transfer of course credit to UH-Victoria, the student and the other institution.