

# TRANSFER POLICIES

---

## **Evaluation of Transfer Credit**

Once a student is admitted to UTEP as a transfer student, the Office of Admissions and Recruitment will provide a generic evaluation of courses that are transferable to the University. Credits transfer into the University in several ways, including as elective credits. Acceptance of transfer credit by UTEP does not constitute approval of the credit for use toward a particular degree program. The applicability of transfer courses toward a degree is determined by the academic dean or the advisor in one's major or his or her designate. Students should request a degree plan from their academic department or dean's office by the time 60 semester hours have been earned. Transfer credits are awarded according to the following policies:

1. Transfer credit is generally awarded for academic courses completed at regionally accredited or nationally recognized institutions, or from institutions that are candidates for regional accreditation if the credit was earned during the candidacy period.
2. In general, only academic courses that are comparable in content to those offered at UTEP are transferable, and transfer credit carries the same value as work completed at UTEP. Whenever possible, equivalent course numbers are given; if there are no numerical equivalents, elective (TR) credit is given.
3. Only courses with grades of A, B, C, D, Credit, or Pass are evaluated, and quarter hours are converted to semester hours by multiplying the quarter hours by two-thirds.
4. Courses classified below freshman level by sending previous institution are not transferable.
5. Courses from two-year lower-division institutions transfer as lower division credit
6. Undergraduate courses from four-year institutions transfer at the same level (lower-to-lower and upper-to-upper division).
7. Graduate-level coursework is not transferable as undergraduate credit.
8. There is no limit on the total number of hours that can be transferred from other institutions. However, a maximum of 66 semester hours of credit from two-year lower-division institutions is applicable toward a degree at UTEP.
9. Grades earned at other institutions are not averaged into the UTEP grade point average. A transfer grade point average is not computed, and only credit hours transfer to UTEP.
10. Equivalent transfer credit for engineering courses is granted only for work completed at ABET-accredited institutions.
11. Equivalent transfer credit for upper-division business courses is granted only for work completed at AACSB-accredited institutions.
12. Completion of the core curriculum, or blocks within the core, at another Texas institution is considered as completion of the core, or appropriate blocks within the core, at UTEP.
13. Individual core courses completed at another Texas institution will be designated as core courses at UTEP.
14. UTEP does not award university credit for professional certificates or life experience.

## **Awarding Credit for Military Service**

In accordance with Texas Education Code, Section 51.3042; eligible former members of the armed forces admitted to UTEP as an undergraduate or readmitted as an undergraduate (after having withdrawn to perform military service) will be given course credit for all physical education courses the institution requires for an undergraduate degree and for additional semester credit hours, not to exceed 12, to satisfy any elective course requirements for the student's degree program for courses outside the student's major or minor.

The University of Texas at El Paso does not have any degree programs that require physical education courses and so will not award any physical education credit under Texas Education Code, Section 51.3042. Incoming students who meet the requirements will, however, be eligible to receive up to 12 semester hours of credit for elective coursework that will be applied toward their degree.

To be eligible, a veteran must have graduated from an accredited public or private high school or a high school operated by the US Department of Defense, and be honorably discharged from the US armed forces after completing at least two years of service or discharged because of disability.

To have the credit awarded, students must complete a Military Service Credit Request form and must provide proof of eligibility (i.e., DD214 or disability discharge documentation). The form can be found at [www.utep.edu/admit](http://www.utep.edu/admit) under "Online Forms" or can be requested by calling the Office of Admissions and Recruitment at 915-747-5890. Once

processed (and approved), the appropriate amount of elective credit will be added to the student's official academic record; effective the date of approval.

Please note, this process (including the awarding of credit) is irrevocable. Therefore, carefully consideration should be given to the total effect of the additional course credit to degree progress and other institutional rules.

Credit earned under this policy does not prohibit UTEP from awarding additional military educational experience credit based on American Council of Education (ACE) Guide recommendations.

### **Resolution of Transfer Disputes**

If the University refuses to accept lower-division credit earned at another Texas public institution of higher education, students and the institution where the credit was earned will be given written notice that the transfer credit was denied. If the denial of transfer credit is contested, UTEP will attempt to resolve the issue with the student and the sending institution according to applicable rules and guidelines of the Texas Higher Education Coordinating Board. If the dispute is not resolved to the student's satisfaction or to the satisfaction of the sending institution within 45 days of the initial notification, the University will notify the Coordinating Board of the denial of the transfer credit and the reason for the denial. The Coordinating Board will resolve the dispute and notify all involved parties of its findings.

Questions concerning the evaluation of transfer credit should be referred to the Office of Admissions and Recruitment. UTEP students who have difficulty having UTEP credit accepted at other Texas public institutions should contact the Director of Admissions and Recruitment at UTEP for initiation of the transfer dispute resolution process.