

Texas Southern University

<http://www.em.tsu.edu>

Transfer Students

Admission → Evaluation → Transfer Credits

HOW CAN ONE CHECK TO LEARN WHAT CREDITS HAVE BEEN ALLOWED?

1. Go to www.em.tsu.edu and click on "My Web Do It On-line"



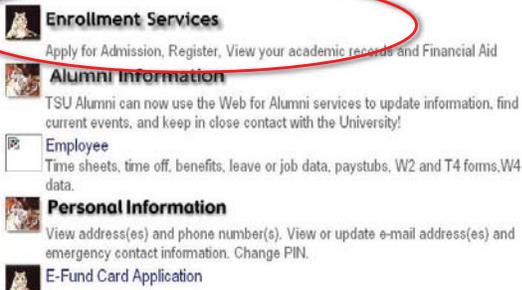
2. Log on to secure website using student ID

MyWeb disables account access after three failed login attempts. Before disabling your account, enter your User ID and select "Forgot PIN?" to reset your PIN.

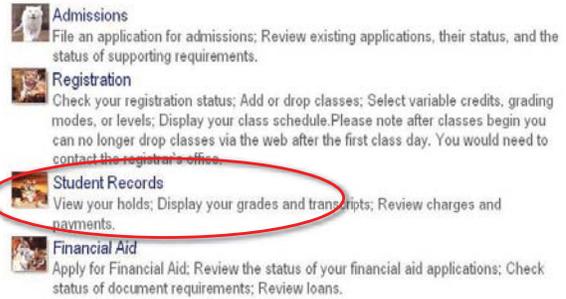
To protect your privacy, please Exit and close your browser when you are finished.

User ID:
PIN:

3. Select "Enrollment Services"



4. Select "Student Record"



5. Select "Academic Transcript"

Student Records

- View Holds
- Midterm Grades
- Final Grades
- Academic Transcript
- Account Summary by Term
- Account Summary
- View Test Scores
- View Degree Audit

6. Select the appropriate transcript level and type



7. Submit



To find out more about
Texas Southern University, visit us at <http://www.em.tsu.edu>
or write us at
Texas Southern University
Office of Enrollment Services-Bell Building 2nd Floor
3100 Cleburne Street
TSU Box 1855, Houston, Texas 77004
Phone: (713) 313-7071 Fax: (713) 313-6764 Email: EnrollmentManagement@tsu.edu

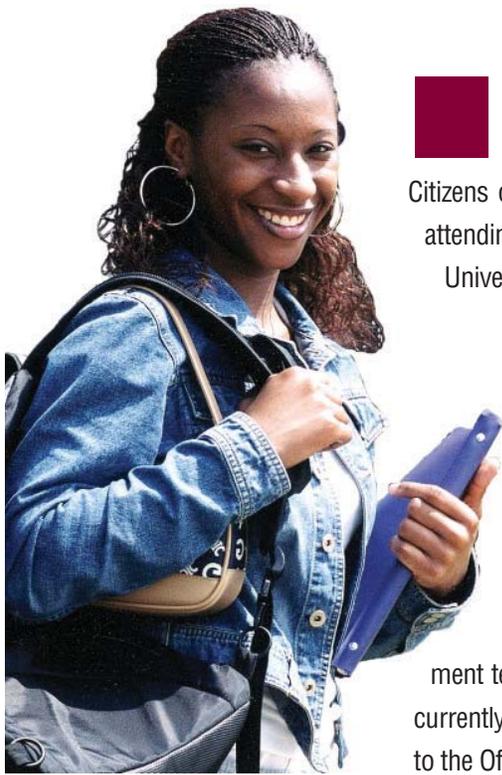
How Does One **RESOLVE DISPUTED EVALUATIONS?**

If transfer of credit for a core curriculum course(s) or for a field of study curricula course(s) from other institutions of higher education is denied for reasons of content or equivalency, the decision may be appealed in the following manner:

1. Secure a Request for Verification Form. Complete and return it to the chair of the department offering the course in question for review of the transfer request. The student should be prepared to submit textbooks, course syllabus, copies of course assignments and/or examinations, etc.
2. The department chair then approves or disapproves the request and forwards his/her evaluation to the dean of his school or college, who approves and forwards the results of a favorable evaluation to the Office of the Registrar.
3. If the transfer request is not approved by the department chair, the appeal may then be made to the dean of the school or college in which the department is located, whose decision is final. The dean forwards the result of a favorable evaluation to the Office of the Registrar.

If transfer of credit for a core curriculum course(s) or for a field of study curricula course(s) from other institutions of higher education is not denied for reasons of content or equivalency, the decision may be appealed in accordance with Texas Higher Education Coordinating Board rules and regulations:

- a. 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 (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 Texas Higher Education Coordinating 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 Higher Education of its denial and the reasons for the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c. The Texas Higher Education Coordinating Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
- d. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.



Who May **TRANSFER TO TEXAS SOUTHERN UNIVERSITY?**

Citizens of the United States as well as international students who have attended or who are currently attending another college or university prior to seeking admission or readmission to Texas Southern University may apply as potential transfer students.

How Does One Apply For **ADMISSION TO TEXAS SOUTHERN UNIVERSITY?**

U.S. citizens should obtain an application form from the Office of Admissions, complete it and return it together with the required nonrefundable application fee. **International students** should obtain an application from the Office of International Student Affairs, complete it and return it together with the required nonrefundable application fee. All prospective transfer students should also request that placement test scores/status, official transcripts from all colleges/universities attended or currently attending, and a letter of good standing from the school last attended be sent to the Office of Admissions.

Additional requirements for international students

In addition to the documents listed above, the following information must be sent directly to the Office of International Student Affairs:

1. An affidavit of financial support
2. If applicable, SEVIS information from the college/university of current attendance
3. If applicable, certified copies of both front and backsides of the federal Green Card issued to permanent residents of the United States
4. If applicable, an official report of evaluation of a foreign transcript by an agency accredited by the National Association of Credential Evaluation Services (NACES)

How Does One **SUBMIT CREDITS FOR EVALUATION?**

As a part of the application process, the prospective transfer student must submit an official transcript from each college and/or university previously attended and/or currently attending. It is preferred that the transcript be sent directly from the issuing institution; however, if exigency demands, the document may be hand-delivered in an envelope secured with the official seal of the issuing institution.

Official transcripts submitted for consideration MUST contain the following:

1. Grades for all courses appearing on the transcript(s). Transcripts showing courses “in progress” are not acceptable. Submit final transcripts.
2. The seal of the college/university registrar.
3. The date the transcript was issued.

Once all transcripts have been received by the Office of Admissions, the applicant must next secure from, complete and return to the Office of Admissions a Transcript Evaluation Request Form. The transcript evaluation will be done only after the applicant has been accepted to the University and the request form has been submitted. Request forms submitted during periods of registration are acted upon only on a first-come-first-served basis. It is advisable to allow seven to ten working days for processing.



How Are Potential **TRANSFER CREDITS EVALUATED?**

Transfer of credit from other institutions to Texas Southern University involves the course-by-course comparison of the offerings of the two (or several) institutions according to such standards as content and grade level as well as the applicability of courses to the degree programs of the University. The Office of Admissions is responsible for reviewing each course taken at another college/university and making an initial determination of transferability.

In order for this office to make a decision, upon occasion, the transferring student *may* need to provide materials such as school catalogs/bulletins, course descriptions, course outlines, class assignments, and/or textbooks to insure proper evaluation. The final determination of the applicability of credit transferred toward a degree sought at Texas Southern University is made by the chair of the student's intended major department and the dean of the college/school to which the department belongs.

What Courses Are **ALLOWABLE FOR TRANSFER CREDIT?**

A maximum of 66 credit hours from a junior or community college completed may be transferred and applied toward the bachelor's degree. The courses represented must be similar in character and content to courses offered at Texas Southern University. Generally, courses transfer on the same level and with the same number of hours, e.g., course levels: 100 – freshman, 200 – sophomore, 300 – junior, 400 – senior. If a student's transcript shows more than 66 hours, the advisor for the student's major department will determine which hours will be applied to the Texas Southern University degree.

For students from four-year colleges or universities, regardless of the number of allowable credits, the last 30 (thirty) hours of course work must be taken in residence at Texas Southern University.

What Courses Are **NOT ALLOWABLE FOR TRANSFER CREDIT?**

1. College/university courses omitted from the transcript originally submitted
2. Courses from vocational or occupational training
3. Courses from colleges/universities which do not have accredited or candidacy status in a regional accrediting association of the Association of Colleges and Schools
4. Remedial/developmental/study skills courses
5. Post-baccalaureate courses (except for the College of Pharmacy and Health Sciences)
6. Courses marked "in progress"
7. To transfer Core Courses, University will follow the rules of Texas Higher Education Coordinating Board (www.thecb.state.tx.us)*
8. The major and the minor sequences require the grade of C or better.
9. Subject to the approval of the individual department, up to 6 hours of credit for grades of C- may be transferred. However, these credits may not be applied to the major or minor sequence, each of which requires grades of C or better.

* From Texas Education Code, Section 61.821: "'Core curriculum' means the curriculum in liberal arts, humanities, and sciences and political, social, and cultural history that all undergraduate students of an institution of higher education are required to complete before receiving an academic undergraduate degree."

Core curriculum "completion" means completion of the Board-approved core curriculum of a community college, university, or health science center. Core curricula consist of academic coursework in a variety of disciplines that are fully transferable to any public institution. By law, a core curriculum at a public college, university, or health science center in Texas must consist of a minimum of 42 SCH, and must be fully transferable. A completed core curriculum from one public college or university not only transfers to another, but by law must be substituted for the receiving institution's core curriculum, even if the two curricula are not entirely equivalent. Coordinating Board rules require institutions to indicate core curriculum completion as part of a student's official transcript.



TEXAS SOUTHERN UNIVERSITY

3100 Cleburne Street

Houston, Texas 77004

Phone: (713) 313-7071 • Fax: (713) 313-7471

<http://em.tsu.edu/registrar/forms/evalrequest.asp>

Request for Verification of Transfer Credit

If you wish verification or reconsideration of course credit which has been DENIED, fill in this form with the information requested and submit the completed form to the department offering the course in question. Submit a separate form for each course if more than one is involved.

Current Student New Student

Date _____
Month Day Year

Social Security Number _____ - _____ - _____ Date of Birth _____
Month Day Year

Name _____
Last First Middle

Phone No (____) _____ E-mail _____@_____

Address _____
Street

City

State

Zip

- Indicate below the transfer credit you wish to be verified or re-examined; a school or college evaluator will review the credit and reply at the bottom of the page.
- If possible, please attach a course syllabus or catalog description.

Please verify the following transfer credit.

Course#	Course Name	Credit Hours	Course Title	Name of the Institution

Course Description _____

TSU equivalent course (if known) _____

The above information is correct to the best of my knowledge.

Student's Signature _____ Date _____
Month Day Year

SCHOOL/COLLEGE USE ONLY

Date Received _____
Month Day Year

Approved Disapproved

Department Chair's Signature _____ Date _____
Month Day Year

Approved Disapproved

Dean's Signature _____ Date _____
Month Day Year