TRANSFER CREDIT

Transfer of credit from another institution to Texas Southern University involves consideration of accreditation, comparability of course work, and applicability of that course work to a degree program at the University. The Office of Admissions is responsible for reviewing each course taken at another college or university and making an initial determination of transferability. Colleges and universities from which credits are to be transferred must have been granted membership or candidacy status in a regional accrediting association of the Association of Colleges and Schools, which does NOT include accrediting commissions for vocational or occupational training.

In order for the Office of Admissions to make a decision about the transferability of a course, the transfer student may need to provide materials such as school catalogs/bulletins, course descriptions, course outlines, class assignments, or textbooks to assure proper evaluation. The final determination of the applicability of credit transferred toward a degree sought at Texas Southern University is made by the chair and dean of the student's major department in conjunction with the Director of Admissions.

Note: No transfer credit hours will be given for college/university courses omitted on the original application.

In the transfer of core curriculum credits and field of study curricula credits from other public institutions of higher education in Texas to Texas Southern University, the University is subject to Texas Education Code Chapter 5, Subchapter S, Sections 5.390 to 5.393 and 5.400 to 5.405. These sections specifically address the resolution of transfer disputes for lower-division courses between two public institutions of higher education in Texas and are quoted directly as follows:

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. Each institution of higher education shall publish in its course catalogs the procedures specified here.

d. 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.

e. 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.