

How Course Work is Evaluated for Transferability and Equivalency

The Role of the Office of Undergraduate Admissions in Determining Transfer Credit

The Office of Undergraduate Admissions manages the process of reviewing transfer credit and works with the respective faculty to review each transferrable course taken at another college or university. The process begins with the Office of Undergraduate Admissions determining if the sending institution meets the accreditation requirements and, if so, then determining if the course is transferrable. Once a course is determined to be transferrable, the Office of Undergraduate Admissions makes a recommendation for direct equivalency to the respective faculty for a decision. Courses without a recommended direct equivalent are coded as electives, and faculty will determine how the course will be used to meet degree requirements. The Office of Undergraduate Admissions will send all direct equivalent courses to the respective faculty for re-evaluation, should the course title or description change, and will maintain a review schedule for the re-evaluation of all direct equivalent courses. The Office of Undergraduate Admissions creates an evaluated course work report for each applicant whose file is complete and provides students access to their evaluated course work report after a decision has been made on their application.

The Role of the College Dean, Department Chair and Academic Advisor

The applicability of transferred credit toward a degree at Texas State is the decision of the college dean. The process begins with the respective faculty who determine the applicability of the transferred credit on a course-by-course basis. These decisions are maintained by Undergraduate Admissions, which includes a re-evaluation schedule. Texas State faculty have identified common course number equivalents for many of its lower division courses. These are identified in the university's catalog and updated annually. Student appeals for re-evaluation of vocational and transferred credit are reviewed by the appropriate faculty. If the faculty and program coordinator recommend acceptance of the credit, it must include final approval by the department or program chair or school director and college dean. It is sometimes necessary for the transfer student to provide such materials as catalogs, course descriptions, syllabi, class assignments or textbooks to assure proper evaluation.

The Role of University College

University College evaluates courses from out-of-state or private institutions for fulfillment of general education core curriculum components upon receipt of a student's request.

Texas State Evaluation

Texas State considers for transfer credit (subject to other provisions outlined below) course work completed at degree-granting institutions that have been granted membership or candidacy status (by the time the course work was completed) by one of the regional institutional accrediting organizations or national faith-related accrediting organizations approved by the Department of Education or Council for Higher Education Accreditation. The evaluation of credit is made on a course-by-course basis by comparing the content and level of the transfer course to Texas State courses. Courses transfer at the level which they were originally taken; upper division credit cannot be given for courses taken at two-year colleges. Each course is designated by an abbreviation of the department in which it is offered at Texas State. The course number column shows how a course transfers to Texas State. Course work from a non-accredited institution will not be recognized for transfer purposes. Student-initiated appeals for course work completed at non-accredited institutions may be reviewed with their advisor or Dean on an individual basis after enrollment.

OFFICE OF UNDERGRADUATE ADMISSIONS

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The Evaluated Course Work Report Terms

The department name, course number and course title from the transferring institution are listed chronologically on the evaluated course work report.

Course Number – Courses which have exact Texas State equivalents are assigned a four-digit number. In the Texas State numbering system, the first digit represents the level of the course (1 = freshman, 2 = sophomore, 3 = junior, 4 = senior); the second digit represents the number of semester hours awarded. The third and fourth digits are departmental identification numbers.

ELNA or ELADV – ELNA stands for Elective Credit Non-Advanced. ELADV stands for Elective Credit Advanced. An elective designation indicates that the course is transferrable, but Texas State does not offer an exact equivalent course. ELNA courses may be used for any general lower-division elective which is not course or discipline specific; ELADV may be used for similar upper-division requirements. Some ELNA or ELADV courses may fulfill general education core curriculum requirements as indicated by the three-digit core number. To have other general education ELNA or ELADV courses reviewed (for core curriculum purposes), contact the University College at 512.245.2218. Other ELNA or ELADV courses may meet major or minor requirements. Students are encouraged to contact their academic advisor to determine how elective courses may apply toward their degree at Texas State.

Non-Transferable and VOCED - These can stand for non-transferable and Vocational Education courses. No credit is accepted for admission or degree purposes for non-transferable and VOCED courses. Although grades and hours appear on the evaluated transcript, they are not computed in the grade point average (GPA) or hours and will show as blank in the Texas State Equivalent section. All Workforce Education Course Manual (WECM) courses are VOCED. In cases where vocational education courses support a student's degree program, the student may request a review of these courses by their academic advisor. Students pursuing a major in Occupational Workforce and Leadership Studies (OWLS) may obtain information regarding how course credit is applied by contacting the OWLS Program at 512.245.2115 or owls@txstate.edu. Should the student change majors, the applicability of the vocational educational credit toward the new major will be subject to review.

ACT- ACT indicates Physical Fitness and Wellness activity credit. These are transferable for admission and degree purposes.

Semester Hours – Texas State operates on the semester system. One unit of credit, referred to as a semester hour, normally represents one clock hour spent in the classroom per week. Transfer courses completed in units other than semester hours are converted to semester hours.

Repeat Status – When a course is repeated, all grades and hours—except the first—are included in computing the student's GPA. When repeated more than once, the second grade and all subsequent grades are included in the GPA calculation. On the evaluated transcript, the notation "E" (Exclude) means that the course was repeated, and the grade and the hours are EXCLUDED from the GPA calculation. The notation "I" (Include) indicates that course is a repeat and the grade and hours are INCLUDED in the GPA calculation. For course work repeated prior to Fall 1991, only the last grade earned in repeated courses is computed in the grade point average.

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The Evaluated Course Work Report Terms *(continued)*

Grade, Grade Points and Grade Point Average (GPA) – The grade earned at the transferring institution is the grade transferred to Texas State (pluses and minuses are not calculated). A grade of D or F does transfer for admission purposes but may not be accepted by the student’s major department. Texas State employs the four–point system. The GPA is the total number of grade points earned divided by the number of hours for GPA. Grade symbols have the following values: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points; NC = no credit. Therefore, if a grade of C is made in a three-hour course, the computation would be 2 points x 3 hours = 6 grade points. Courses evaluated as non-transferable and vocational education (VE) are not computed. Non-punitive grades such as W or P are disregarded, and grades of WF and I are calculated as F. Grades of P and S are counted as hours earned but not as grade points.

Hours for GPA – Means the number of hours used in calculating the admission GPA. This number represents all the courses that are transferrable including those not passed (F- Fail, WF- Withdraw Failing and I - Incomplete).

Earned Hours – Means the number of transferable hours passed (i.e., grades of A, B, C, D and CR). This number includes courses completed with a grade of credit (CR) also. Student classifications are defined in this way: freshman, 0-29 hours; sophomore, 30-59 hours; junior, 60-89 hours; and senior, 90 or more hours.

Transfer GPA – The transfer GPA that appears on the evaluated transcript is used for admission purposes. Courses taken at other schools will not be included in the Texas State GPA. The transfer GPA does not appear on the official Texas State transcript.

Credit by Examination – Credit by examination may be awarded as Texas State transfer credit when listed on an official college or university transcript. Such credits are evaluated by transfer credit criteria and awarded grades of credit (CR) only. For further information on credit by examination offered at Texas State (i.e., CLEP, AP, departmental exams), contact the Testing, Research-Support, and Evaluation Center (TREC) at 512.245.2276 or www.txstate.edu/trec.

Military Credit – The Office of Undergraduate Admissions reviews course work from educational experiences obtained in the Armed Forces. Students must submit an official Joint Services Transcript (JST), CCAF or Coast Guard Institute/Academy transcript for course work to be evaluated. Transfer credit is subject to approval by the student’s department of their major. Two hours of physical education activity credit will be awarded upon receipt of Form DD214 that verifies 2 years of active military duty. Eligible military veterans who are admitted as an undergraduate or readmitted as an undergraduate student will be awarded 12 hours of "military education" credit, which may be applied to satisfy any elective requirement. Visit the Veteran Admission page for details.

Second Bachelor’s Degree – The Office of Undergraduate Admissions does not post transfer credit for those who have been awarded a baccalaureate degree. Course work earned after a bachelor’s degree will be posted. Upon request from the student’s major department, the Office of Undergraduate Admissions will evaluate the degree course work after enrollment at Texas State. Students should work directly with their major department to determine how completed course work will apply to their second degree.

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Course Prefix Abbreviations

A S	Aerospace Studies	EDCL	Educational Leadership	MODL	Modern Languages
ADED	Adult Education	EDP	Educational Psychology	MS	Military Science
ACC	Accounting	EDST	Education Student Teaching	MSEC	Mtls. Sci., Engr. & Commercialization
AG	Agriculture	EDTC	Educational Technology	MTE	Mathematics for Teacher Education
AGED	Agricultural Education	EE	Electrical Engineering	MU	Music
ANTH	Anthropology	ENG	English	MUSE	Music Ensemble
ARAB	Arabic	ENGR	Engineering	MUSP	Music Performance
ART	Art	ESS	Exercise & Sports Science	NHT	Nature & Heritage Tourism
ARTC	Communication Design	FCD	Family & Child Development	NURS	Nursing
ARTF	Art Foundation	FCS	Family & Consumer Sciences	NUTR	Nutrition & Foods
ARTH	Art History	FIN	Finance	OCED	Occupational Education
ARTS	Art Studio	FM	Fashion Merchandising	PA	Public Administration
ARTT	Art Theory & Practioe	FR	French	PFW	Physical Fitness & Wellness
ASL	American Sign Language	GEO	Geography	PH	Public Health
AT	Athletic Training	GEOL	Geology	PHIL	Philosophy
B A	Business Administration	GER	German	PHYS	Physics
BILG	Bilingual Education	GNST	General Studies	POR	Portuguese
BIO	Biology	GS	General Science	POSI	Political Science
BLAW	Business Law	H ED	Health Education	PS	Political Science
CA	Consumer Affairs	HA	Health Administration	PSY	Psychology
CDIS	Communication Disorders	HIM	Health Information Management	PT	Physical Therapy
CE	Civil Engineering	HIST	History	QMST	Quantitative Methods & Statistics
CHEM	Chemistry	HON	Honors	RC	Respiratory Care
CHI	Chinese	HP	Health Professions	RDG	Reading
CI	Curriculum & Instruction	HS	Health Sciences	REC	Recreation
CIM	Concrete Industry Management	ID	Interior Design	REL	Religion
CIS	Computer Information Systems	IE	Industrial Engineering	RTT	Radiation Therapy
CJ	Criminal Justice	IS	International Studies	RUSS	Russian
CLS	Clinical Laboratory Science	ITAL	Italian	SAHE	Student Affairs in Higher Education
COMM	Communication Studies	JAPA	Japanese	SOCI	Sociology
COUN	Counseling	LAT	Latin	SOWK	Social Work
CS	Computer Science	LING	Linguistics	SPAN	Spanish
CSM	Construction Science & Mgmt.	LS	Legal Studies	SPED	Special Education
CTE	Career & Technical Educations	LTCA	Long Term Care Administration	SPSY	School Psychology
DAN	Dance	MATH	Mathematics	SUST	Sustainability Studies
DE	Developmental Education	MC	Mass Communication	TECH	Technology
DVST	Diversity Studies	MCS	Merchandising & Consumer Studies	TH	Theatre
ECE	Early Childhood Education	MFGE	Manufacturing Engineering	US	University Seminar
ECO	Economics	MGT	Management	WS	Women's Studies
ED	Education	MKT	Marketing		

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