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## Chapter 5 Subchapter S. TRANSFER OF LOWER DIVISION COURSE CREDIT

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### 5.390. General Provisions.

All lower division academic courses shall be fully transferable among public institutions and must count toward the same degree at any public college or university in Texas.

### 5.391. Requirements and Limitations.

(a) Each institution of higher education shall identify in its undergraduate catalog each lower division course that is substantially equivalent to an academic course listed in the current edition of the Lower Division Academic Course Guide Manual.

(b) Each university must offer at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the Lower Division Academic Course Guide Manual including those that fulfill the lower-division portion of the institution's Core Curriculum.

(c) All public colleges and universities must accept transfer of credit for successfully completed courses identified in subsections (a) and (b) of this section

as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.

(d) Each institution shall be required to accept in transfer into a baccalaureate degree the number of lower division credit hours in a major which are allowed for their non-transfer students in that major; however,

(1) No institution shall be required to accept in transfer more credit hours in a major than the number set out in the applicable Coordinating Board approved Transfer Curriculum for that major, as prescribed by the current issue of the Coordinating Board's guide to transfer curricula and transfer of credit, Transfer of Credit Policies and Curricula.

(2) In any major for which there is no Coordinating Board approved Transfer Curriculum, no institution shall be required to accept in transfer more lower division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in that major.

(3) A university may deny the transfer of credit in courses with a grade of "D" as applicable to the student's field of study courses, core curriculum courses, or major.

(e) All senior institutions of higher education in Texas shall provide support services for transfer students equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer students equivalent to that provided for entering freshman enrollees.

(f) No university shall be required to accept in transfer or toward a degree, more than sixty-six (66) semester credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

#### 5.392. Penalty for Noncompliance with Transfer Rules.

If it is determined by the Coordinating Board that an institution inappropriately or unnecessarily required a student to retake a course that is substantially equivalent to a course already taken at another institution, in violation of the provisions of section 5.391 of this title (relating to Requirements and Limitations), formula funding for credit hours in the repeated course will be deducted from the institution's appropriations.

#### 5.393. Resolution of Transfer Disputes for Lower-Division Courses.



(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 subsection (1) of this section 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 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 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 in subsections (a), (b), (d), and (e) of this section.

(d) The 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.

5.394. - 5.399. Reserved

5.400. Definitions.

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise:

(1) Core Curriculum -- the curriculum in the liberal arts, humanities, sciences, and political, social, and cultural history, that all undergraduates of an institution of higher education are required to complete before receiving a baccalaureate degree.

(2) Field of Study Curriculum -- a set of courses that will satisfy the lower-division requirements for a baccalaureate degree in a specific academic area at a general academic teaching institution.

(3) Consistent with the Texas Common Course Numbering System (TCCNS)-- a lower-division course that meets one of three conditions:

(A) it has an assigned a TCCNS number and is listed in the Lower Division Academic Course Guide Manual;

(B) a TCCNS number and inclusion in the Lower Division Academic Course Guide Manual have been requested for the course; or

(C) the institution which offers the course has specified at least one TCCNS course listed in the Lower Division Academic Course Guide Manual that will be accepted in transfer in lieu of the course.

(4) The Lower Division Academic Course Guide Manual -- an official Coordinating Board publication that lists a basic core of general academic courses which are freely transferable among all public institutions of higher education in Texas in accordance with the Texas Education Code, Section 61.051(g). TCCNS numbers are assigned to all courses in the manual.

5.401. General Provisions.

(a) Nothing in this subchapter restricts the authority of an institution of higher education to adopt its own admission standards in compliance with this section or its own grading policies so long as it treats transfer students and native



students in the same manner.

(b) Institutional policies regarding acceptance of credit for correspondence courses, credit-by-examination, and other credit-earning instruments must be consistent with Southern Association of Colleges and Schools' guidelines and must treat transfer students and native students in the same manner.

(c) This subchapter applies specifically to academic courses and degree programs, and does not apply to technical courses or degree programs.

#### 5.402. Core Curriculum.

(a) In accordance with Texas Education Code, Chapter 61, Subchapter S, each general academic institution and community college shall design and implement a core curriculum, including specific courses composing the curriculum, of no less than 42 lower-division semester credit hours.

(b) Each institution's core curriculum must be designed to satisfy the exemplary educational objectives specified for the component areas of the "Core Curriculum: Assumptions and Defining Characteristics" adopted by the Board; all lower-division courses included in the core curriculum must be consistent with the "Texas Common Course Numbering System;" and must be consistent with the framework identified in Charts I and II of this subsection. Chart I specifies the minimum number of semester credit hours required in each of five major component areas that a core curriculum must include (with sub-areas noted in parentheses).

Chart II specifies options available to institutions for the remaining 6 semester credit hours.

(c) Institutions shall begin to honor student transfer of core courses and core curricula beginning in fall 1998, and must implement the core curriculum requirement by fall 1999.

(d) If a student successfully completes the 42 semester credit hour core curriculum at an institution of higher education, that block of courses may be transferred to any other institution of higher education and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the board has approved a larger core curriculum at that institution.

(e) A student concurrently enrolled at more than one institution of higher education shall follow the core curriculum requirements in effect for the institution at

which the student is classified as a degree-seeking student.

Chart I - Institutions must select 36 semester credit hours of the core curriculum according to the parameters described below:

Component Area	Required Semester Credit Hours
Communication (English rhetoric/composition)	6
Mathematics (logic, college-level algebra equivalent, or above)	3
Natural Sciences	6
Humanities & Visual and Performing Arts	6
Must include:	(3)
Visual/Performing Arts	(3)
Other (literature, philosophy, modern or classical language/literature and cultural studies*)	
Social and Behavioral Sciences	15
Must include:	(6)
U.S. History (legislatively mandated)	(6)
Political Science (legislatively mandated)	(3)
Social/Behavioral Science	

## Total Minimum Requirements

36

\* Humanities application of language skills includes a study of literature in the original language, and/or the cultural studies related to a modern or classical language.

Chart II - To complete the required 42-semester-credit-hour core curriculum, institutions shall select an additional 6 semester credit hours from one or more of the following:

Component Area	Possible Additional Semester Credit Hours  (6 Total)
Communication (composition, speech, modern language communication skills*)	Up to 6
Mathematics (finite math, statistics, calculus, or above)	Up to 3
Natural Sciences	Up to 3
Humanities & Visual and Performing Arts (literature, philosophy, modern or classical language/literature and cultural studies**)	Up to 3
Social and Behavioral Sciences	Up to 3



Institutionally Designated Option (may include additional semester credit hours in the categories listed above, computer literacy, health/wellness, kinesiology, capstone or interdisciplinary courses, etc.	Up to 3
Total Additional Hours	6

language means the introductory courses and writing, speaking, and language.

\* Communication application of a modern basic proficiency skills acquired during including a working competency in grammar, listening/comprehension in a foreign

skills includes a study of or the cultural studies

\*\* Humanities application of language literature in the original language, and/ related to a modern or classical language.

(f) Except as specified in subsection (g) of this section, a student who

transfers from one institution of higher education to another without completing the core curriculum of the sending institution shall receive academic credit within the

core curriculum of the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution.

Following receipt of credit for these courses, the student may be required to satisfy

the remaining course requirements in the core curriculum of the receiving institution.



(g) Each student must meet the minimum number of semester credit hours in each component area; however, an institution receiving a student in transfer is not required to accept component core course semester credit hours beyond the maximum specified in a core component area.

(h) An institution may include within its core curriculum a course or courses that combine exemplary educational objectives from two or more component areas of the exemplary educational objectives defined in this section.

(i) Each institution must note core courses on the transcript of students as recommended by the Texas Association of Registrars and Admissions Officers.

(j) Each institution must publish and make readily available to students its core curriculum requirements stated in terms consistent with the "Texas Common Course Numbering System."

#### 5.403. Core Curricula Larger than 42 Semester Credit Hours.

(a) An institution may adopt a core curriculum under this subchapter in excess of 42 semester credit hours, but no more than 48 semester credit hours, if the courses in excess of 42 semester credit hours are selected from the first five component areas of Chart II of Section 5.402 (excluding the Institutionally Designated Option) and are approved by the institution's governing board.

(b) No institution may adopt a core curriculum of more than 42 semester credit hours without approval by the Board if the courses in excess of 42 semester

credit hours are selected from component areas other than the first five component areas of Chart II of Section 5.402. The Board may approve a core curriculum under this section if:

(1) It has been previously approved by the institution's governing board;

(2) The institution has provided to the Board a narrative justification of the need and appropriateness of a larger core curriculum that is consistent with its role and mission; and

(3) No proposed upper-division core course is substantially comparable in content or depth of study to a lower-division course listed in the "Texas Common Course Numbering System."

#### 5.404. Criteria for Evaluation of Core Curricula.

(a) Each institution must review and evaluate its core curriculum at intervals specified by the Board and shall report the results of that review to the Board. The evaluation should include:

(1) the extent to which the curriculum is consistent with the elements of the core curriculum recommended by the Board;

(2) the extent to which the curriculum is consistent with the "Texas Common Course Numbering System";

(3) the extent to which the curriculum is consistent with the elements of the core curriculum component areas,

intellectual competencies,  
and perspectives as expressed in "Core Curriculum:  
Assumptions and  
Defining Characteristics" adopted by the Board; and

(4) the extent to which the institution's  
educational goals and the  
exemplary educational objectives of the core  
curriculum recommended by  
the Board are being achieved.

(b) Each institution's evaluation report must  
contain the following:

(1) a table that compares the institution's  
core curriculum with the  
core component areas and exemplary educational  
objectives of the core  
curriculum recommended by the Board;

(2) a brief description of the purpose and  
substance of the  
institution's core curriculum;

(3) a description of the processes and  
procedures used to  
evaluate the institution's core curriculum; and

(4) a description of the ways in which the  
evaluation results are  
utilized to improve the core curriculum at the  
institution.

#### 5.405. Field of Study Curricula.

(a) If a student successfully completes a field of  
study curriculum  
developed by the Board, that block of courses may be  
transferred to a general  
academic teaching institution and must be substituted for  
that institution's lower-  
division requirements for the degree program for the field  
of study into which the



student transfers, and the student shall receive full academic credit toward the degree program for the block of courses transferred.

(b) A student who transfers from one institution of higher education to another without completing the field of study curriculum of the sending institution shall receive academic credit in the field of study curriculum of the receiving institution for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy the remaining course requirements in the field of study curriculum of the receiving institution.

(c) A student concurrently enrolled at more than one institution of higher education shall follow the field of study curriculum requirements of the institution at which the student is classified as a degree-seeking student.

(d) Each institution must review and evaluate its procedures for complying with field of study curricula at intervals specified by the Board and shall report the results of that review to the Board.

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