



**HSC OP:** 77.17, **Core & Transfer Compliance Policy**

**PURPOSE:** The purpose of the Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish core and transfer compliance requirements in accordance with the Texas Higher Education Coordinating Board. This policy applies to all TTUHSC campus locations.

**REVIEW:** This HSC OP will be reviewed on May 1 every year by the Registrar, with recommendation for revisions forwarded to the Assistant Vice President for Student Service, Registrar & Financial Aid and the Executive Student Affairs Committee and final approval by the Executive Vice President of Academic Affairs by May 15<sup>th</sup> for review.

**POLICY/PROCEDURE:**

1. **Overview.**

The intention of this policy is to maintain best practices in applying transfer credits and to ensure the academic integrity of TTUHSC academic programs.

[Senate Bill 111 from the 79th Regular Session of the Texas Legislature \(TEC 51.968\)](#) requires all Texas public colleges and universities adopt a policy regarding the awarding of academic credit to entering students.

[The Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#)

accept

ensures that course work and learning outcomes are the collegiate level and comparable to the ability for the academic

During the summer of 2015, the Texas Higher Education Coordinating Board created a [Texas Core Curriculum Application Guide](#)

Texas Core requirements.

2. **Institutional Policy.**

- a. TTUHSC does not offer lower division core curriculum courses, however TTUHSC follows Texas Core Curriculum set forth by the Texas Higher Education Coordinating Board. General education requirements completed at a private or out-of-state institution may not be equivalent to the required Texas Core Curriculum, and may not excuse a student from not completing the Texas Core Curriculum. The student is responsible for completing the core requirements at another Texas institution prior to beginning the program of study at TTUHSC as listed below:

**Core Curriculum Requirements:**

<b>*Course</b>	<b>Credits</b>
<i>Communication (010)</i>	<i>6 credit hours</i>
<i>Mathematics (020)</i>	<i>3 credit hours</i>
<i>Life and Physical Sciences (030)</i>	<i>6 credit hours</i>
<i>Language, Philosophy and Culture (040)</i>	<i>3 credit hours</i>
<i>Creative Arts (050)</i>	<i>3 credit hours</i>
<i>American History (060)</i>	<i>6 credit hours</i>
<i>Government/Political Science (070)</i>	<i>6 credit hours</i>
<i>Social and Behavioral Sciences (080)</i>	<i>3 credit hours</i>
<i>Component Area Option (090)</i>	<i>6 credit hours</i>
<b>Total Core Curriculum Requirements:</b>	<b>42 credit hours</b>

\*Course numbers listed are based on the Texas Common Course Numbering System (TCCNS). Check with your academic institution to verify the course number that corresponds with the TCCNS number.

institutions transcript curriculum requirements will be imposed. ge or university must be notated on that so no additional core

- b. For all degrees awarded, and in accordance with accreditation guidelines under [The Southern Association of College and Schools \(SACSCOC\)](#), a minimum of 25% of the baccalaureate coursework ([SACSCOC 3.5.2](#)) and a minimum of 33% of graduate coursework ([SACSCOC 3.6.3](#)) must be taken at the TTUHSC to receive a degree from the institution. The minimum applies to all baccalaureate coursework including courses taken the first two years of college.

3. **General Rules and Regulations.**

- a. Preliminary evaluation of core and transfer credits will be completed by the program in which the student is applying for prior to admissions.
- b. Official transcripts will be evaluated only after all necessary evaluation documents (i.e. preliminary core/transfer forms, etc.) are on file in the Office of the Registrar.

- c. All official documents submitted to TTUHSC become property of the University and will not



- f. [19 Texas Administrative Code § 4.27\(a\) and Texas Education Code Section 61.826](#) states the following steps can be taken to dispute transfer credit for 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, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the [Texas Higher Education Coordinating Board Commissioner of Higher Education](#).
  2. A student who receives notice as specified in paragraph (1) of this subsection 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 the Texas Higher Education 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 sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Texas Higher Education Coordinating Board Commissioner in writing of its denial and the reasons for the denial.

5. **Private and Out of State Institutions**

Course work taken at private or out of state institutions must be equivalent to courses in TTUHSC school catalogs or the Texas common course numbering system. A syllabus must be provided to the school for auditing purposes to determine equivalency and grant credit. It is up to each TTUHSC program director whether private or out of state courses will be accepted as equivalencies. *Please see your TTUHSC program director to determine approval of these courses.* The school will forward any course syllabus to the Core/Transfer Evaluator in the Office of the Registrar to determine equivalency for core credit and upload the documentation to

*\*If an out of state institution considers the student core complete the student must have completed the equivalent to 42 semester credit hours of Texas core. A course syllabus must be provided to the school to compare course descriptions for equivalency.*

