General Academic Policies and Regulations

STUDENT RESPONSIBILITY

University personnel may assist students in progressing toward the degree that they are seeking. However, the final and ultimate responsibility for understanding and following the degree requirements rests with the students themselves. Each student is held responsible for knowing degree requirements, for enrolling in courses that fit into degree programs, and for taking courses in the proper sequence to ensure orderly progression of work. The student must seek advice about degree requirements, and other University policies when necessary. The student is held responsible for knowing and abiding by University regulations regarding the standard of work required to continue in the University, as well as those dealing with academic integrity, scholastic probation, suspension, and dismissal. Additionally, the student is expected to comply with the rules in the Student Handbook and Student Code of Conduct, as well as the processes in the latter, which are administered by the Office of Student Affairs. The Student Handbook and Student Code of Conduct are accessible at http://www.tamucc.edu/~students.

TRANSFER CREDIT POLICIES

General Regulations

Texas A&M University-Corpus Christi will consider for credit collegiate level work from Texas Higher Education Coordinating Board recognized institutions. However, work completed while an institution is a candidate for accreditation may also be considered. Course work transferred or accepted for credit toward an undergraduate or graduate degree must represent collegiate course work relevant to that degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the relevant degree programs at Texas A&M University-Corpus Christi. College-level work posted on a sending institution’s transcript as the result of the College Level Examination Program (CLEP) and other credit-by-examination programs will be treated as transfer work. Remedial, high school, or duplicate work will not be transferred to the University. Acceptability of credit for transfer does not imply that it is applicable to the requirements of a particular degree program.

The student must provide official copies of transcripts from each institution attended. The records facility of the granting institution must mail such transcripts directly to the University. Hand carried documents will not be accepted for evaluation. Upon receipt, the documents become the property of the University and will not be yielded back to the student as originals.

All transferred work (with accompanying grades or marks) will be translated into Texas A&M University-Corpus Christi terms. If an equivalency for an undergraduate course has not already been established, the University Registrar will consult with the department that represents the course content to determine the course equivalency. If the content and level renders an equivalency impossible, the work will be given a generic title and number. Should the University Registrar determine that a student has taken courses of similar level and content at more than one institution (duplicated work), the grade of the second course attempted will be the grade of record, and all others will be recorded without credit. Transfer work will become a part of the student’s record only after matriculation and then only when the student has established a course-of-record.

The Office of the University Registrar is responsible for the evaluation of undergraduate transfer credit. The Office of the University Registrar will hear appeals of those decisions. No more than 45 semester hours of undergraduate work may be transferred from military service and credit by examination. This limit applies to work completed prior to or after matriculation.

The holding of an associate’s degree from another institution does not affect the transfer of credit or the transfer policies and practices of Texas A&M University-Corpus Christi.