Texas Common Course Numbering System

The University participates in the Texas Common Course Numbering System, a program developed to facilitate transfer of academic course work between Texas public junior and senior institutions. This system is used as the basis for numbering most lower-division courses on campus. A lower-division course with a common course number equivalent will generally use the common number. The catalog section on Lower-Division Transfer Courses lists A&M-Corpus Christi courses that appear to be equivalent to courses in the common course numbering system.

Resolution of Transfer Disputes for Lower-Division Courses

Public institutions of higher education in Texas use the following procedures in the resolution of credit transfer disputes involving lower-division courses, as required by the Texas Higher Education Coordinating Board:

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 above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution. (The designated officer at Texas A&M University-Corpus Christi is the University Registrar.)

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.

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.

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.

Military

Persons who have been granted honorable or general discharge from military service of the United States and who would like a review of service records for potential college credit must request the appropriate documentation. Depending on the type of military service, they should request one of the following transcripts:

1) Navy/Marines: A SMART (Sailor/Marine American Council on Education Registry Transcript) is available at no charge to all active duty Sailors and Marines, reserve component personnel, sailors who separated or retired after January 1975, and Marines who separated or retired after June 1999. A SMART transcript must be ordered from the SMART Operations Center or online at https://smart.navy.mil/. For more information, please contact the SMART Operations Center at (877) 253-7122. The mailing address for SMART Operations is: