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.
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.

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.

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: