

1. TRANSFER CREDIT TOWARD UNDERGRADUATE DEGREES AND CERTIFICATES

- 1.01 All courses and grades transferred from other colleges and/or universities accredited by an agency recognized by the Texas Higher Education Coordinating Board are recorded as received on the student's academic record at Sam Houston State University (SHSU); however, not all transfer course work will satisfy degree and certificate requirements.
- 1.02 Courses and grades transferred from other colleges or universities will remain on the student's transfer record at SHSU. If, however, the student repeats an equivalent course or courses, the appropriate transfer grade will be marked as a repeated course and the transfer and overall GPA adjusted as appropriate.
- 1.03 The Texas Higher Education Coordinating Board definitions of lower-division and upper-division courses shall be utilized to determine transfer of credit.
- a. Lower-division courses are those offered in the first two years of college study and are generally those which:
- (1) are identified by a majority of public 4-year undergraduate institutions in the state as courses intended to comprise the first two years of collegiate study,
 - (2) stress development of disciplinary knowledge and skill at an introductory level, and
 - (3) include basic principles and verbal, mathematical, and scientific concepts associated with an academic discipline.
- b. Upper-division courses are those offered only in the third or fourth years of a baccalaureate program and:
- (1) are identified by a majority of public 4-year undergraduate institutions in the state as courses intended to comprise the third and fourth years of post-secondary study,

- (2) involve theoretical or analytical specialization beyond the introductory level, and
- (3) require knowledge and skills provided by previous courses for successful performance by students.

2. TRANSFER CREDIT TOWARD GRADUATE DEGREES AND CERTIFICATES

2.01 Graduate courses completed at other colleges and universities accredited by an agency recognized by the Texas Higher Education Coordinating Board may be applied as transfer credit toward a graduate or professional degree or certificate at SHSU at the discretion of each graduate or professional program and the college in which it is housed. Transfer credit is not automatically conferred. Each graduate or professional program and its academic college may choose which (if any) of a student's prior courses may be applied as credit toward its degree or certificate.

However, in no case may any course with a grade lower than "B" be used as transfer credit. In addition, a graduate program cannot accept more than:

6 hours of transfer credit toward a degree of 30 hours;

9 hours of transfer credit toward a degree of 31 to 36 hours;

12 hours of transfer credit toward a degree of 37 to 48 hours; or

15 hours of transfer credit toward a degree of 49 or more hours,

without explicit written permission from the dean of the college in which the program is housed. The above limitations of transfer credit do not apply to Doctor of Osteopathic Medicine students in the College of Osteopathic Medicine.

Applicants are encouraged to contact the appropriate graduate advisor for specific information about prior course work that they seek to apply to a graduate degree or certificate at SHSU.

- 2.02 To transfer courses from another university toward a graduate degree or certificate at SHSU, the “Graduate Course Transfer Request” form must be completed and submitted to The Graduate and Professional School. The SHSU equivalent to the courses listed on this form will be included as transfer courses on the official SHSU transcript.

3. TRANSFER CREDIT TOWARD THE OSTEOPATHIC MEDICAL DEGREE

- 3.01 The Sam Houston State University College of Osteopathic Medicine (SHSU-COM) may consider requests for transfer when the student doctor demonstrates extenuating circumstances, vacancies exist, and transfer is approved by the COM Dean.
- 3.02 When a transfer is approved by the COM Dean, SHSU-COM will only accept credits from a school accredited by the Commission on Osteopathic College Accreditation where the student doctor is eligible for readmission. Advanced standing may be approved based on training completed, but the last two years of education must be completed at SHSU-COM to be granted an SHSU degree.

APPROVED: _____ <signed>
Alisa White, Ph.D., President

DATE: _____ 01/10/2024

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: October 7, 1980

Review Cycle: Five years*

Reviewer(s): Academic Affairs Council

Review Date: Spring 2027

Approved: <signed>
Michael T. Stephenson, Ph.D.,
Provost and Sr. Vice President
for Academic Affairs

Date: 01/02/2024

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.