

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. Limits on the number of transfer courses accepted and applied toward undergraduate degrees are addressed in APS 840502, *Admission Standards for Undergraduate Students*, and APS 950531, *Undergraduate Degree and Certificate Requirements and Specifications*, respectively.
- 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:

3 hours of transfer credit toward a non-embedded credential of less than 30 hours;

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.

4. COURSE CREDIT APPLIED TO CREDENTIALS AT A DIFFERENT LEVEL

- 4.01 Educational programs at SHSU, regardless of modality, are required to embody a coherent course of study appropriate to the program level, with increasing levels of integration and knowledge as the student progresses through the curriculum. Programs shall demonstrate an appropriate sequencing of courses, not a mere bundling of credits, so that student learning is progressively more advanced, allowing students to integrate knowledge and grow in critical skills.

- 4.02 Educational credentials designed to build upon the foundation of a prior credential shall be progressively more advanced in educational content than the prior credential. Generally, graduate and professional-level credentials build upon baccalaureate-level credentials and baccalaureate-level credentials build upon associate-level credentials. Program requirements should thus demand higher levels of rigor and higher-order learning for more advanced credentials within the same subject or discipline.
- 4.03 Except as detailed within section 4.04 of this policy, application of course credit to a credential at a different level is permitted only when the course credit is at a more advanced level than the credential (e.g., graduate course satisfying an undergraduate requirement) and must be reflected in the approved, published degree plan or plan of study. Any such application of credit must be minimal in comparison to the total hours required of the credential and not result in a student earning less than 60 semester credit hours (SCH) for an associate's degree, 120 SCH for a baccalaureate degree, and 30 SCH for a master's, doctoral, or professional degree, or the combined total for accelerated, dual, or combined degrees.
- 4.04 Application of course credit to a credential at a more advanced level requires course learning outcome rationale and approval by the department chair, academic dean, Dean of Graduate Studies (as applicable), and Provost and Sr. Vice President for Academic Affairs. The following are pre-approved exceptions for the application of course credit to a more advanced level credential:
 - a. Stacked Sections. Senior-level (i.e., 4000-level) undergraduate courses with similar content and background requirements as graduate courses (i.e., 5000-level) may be offered as stacked sections to provide a greater range of academic course offerings. Stacked sections are defined as course sections at different levels scheduled as combined classes taught simultaneously by the same faculty member with graduate faculty status. Course content and requirements for stacked sections are expected to be at the graduate level.

- b. Career and Technical Coursework. Up to forty-two (42) semester credit hours of career and technical coursework taken as part of an applied associate's degree program may be applied in block to the Bachelor of Applied Arts and Sciences degree.
- 4.05 Experiential Learning Credit. Pursuant to Academic Policy Statement 860904, *Academic Credit for Experiential Learning*, credit may be awarded through student demonstration of knowledge. Should a program opt to provide credit toward a credential at a more advanced level than for which a course is approved, an academic department may offer opportunities for students to demonstrate mastery of the intended student learning outcomes as required by APS 860904.
- 4.06 Course Substitutions. Course substitutions are subject to the limitations and requirements of this policy.
 - a. Course substitutions may not be processed in fulfillment of a more advanced level credential without the approvals as required in section 4.04 of this policy.
 - b. Course substitutions may not entail a lower division, undergraduate course (i.e., 1000 or 2000-level) satisfying an upper division, undergraduate course requirement (i.e., 3000 or 4000-level) without approvals as specified in section 4.04 of this policy.

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

DATE: 07/14/2025

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 2030

Approved: _____ <signed>

Date: _____ 07/11/2025

Chad W. Hargrave, Ph.D.,
Interim Provost and Sr. Vice President
for Academic Affairs

*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.