

# Transfer Credit Calculation and Evaluation

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All undergraduate transfer course work for new, continuing, returning, post baccalaureate and international students is processed by the Office of Admission. Students may review evaluated credits by logging into the Blue & Gold Connection from the Texas A&M University-Kingsville home page. (This section does not apply to graduate-level transfer work.)

1. For a timely evaluation, all credentials should be sent directly to the Office of Admission not later than three weeks prior to the opening of the term or semester for which the applicant is seeking admission.
2. Former course work taken at other universities will be translated into Texas A&M University-Kingsville equivalents based on whether it is equal in character and content. Transitional or developmental courses are brought in as credit only and will not be counted towards the transfer GPA.
3. Students that completed the Core Curriculum at a previous institution in Texas, and it is clearly indicated on the official transcript from that institution, will be Core Complete at Texas A&M University-Kingsville.
4. Even though general credit may be granted, not all course work will necessarily be used for graduation requirements in degree plans.
5. When processing transfer credit for repeated courses, Texas A&M University-Kingsville will take the most recent credit and grade, not the highest grade earned.
6. The university permits students to transfer lower division (freshman and sophomore) courses from a community college as long as the coursework is academic in nature, not technical or workforce. No work taken at a community college can be transferred as an upper-division (junior or senior) level course.
7. The transfer course work grade point average is based on all transferred courses and will be counted toward the overall GPA. Transfer grades cannot be used to raise the institutional grade point average at Texas A&M University-Kingsville.
8. Work brought in after the initial enrollment will not be used to replace previously completed Texas A&M University-Kingsville courses.
9. Courses that are vocational or technical in nature are not automatically accepted by Texas A&M University-Kingsville. These courses must be approved by the appropriate academic departments and resubmitted to the Office of Admission for articulation.
10. Students who are seeking a second baccalaureate degree are not automatically articulated. The student will need to meet with an academic advisor to determine which previous courses will be applicable in the student's new degree plan. These courses must be approved by the appropriate academic departments and resubmitted to the Office of Admissions for articulation.
11. International students must submit course descriptions with an official copy of their transcript. All international transfer course work will be articulated with no Texas A&M University-Kingsville equivalencies until course descriptions are provided and have been reviewed by either the Office of Admissions or by the academic departments.

## Resolution of Transfer Disputes for Lower Division Courses

The following procedures shall be followed by Texas A&M University-Kingsville in the resolution of credit transfer disputes involving lower division courses:

1. If Texas A&M University-Kingsville does not accept course credit earned by a student at another institution of higher education, the university shall give written notice to the student and to the sending institution that transfer of the course credit is denied. Texas A&M University-Kingsville shall 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 in number one above may dispute the denial of credit by contacting a designated official at either the sending institution or Texas A&M University-Kingsville.
3. Texas A&M University-Kingsville, the sending institution and the student shall attempt to resolve the transfer of the course credit in accordance with Texas Higher Education Coordinating 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, Texas A&M University-Kingsville shall notify the Commissioner of its denial and the reasons for the denial.
5. The Commissioner of the Texas Higher Education Coordinating Board 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 Texas Higher Education Coordinating 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 Texas A&M University-Kingsville 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 will first contact the sending institution and attempt to resolve the problem. In the event that Texas A&M University-Kingsville and the sending institution are unable to come to a satisfactory resolution, Texas A&M University-Kingsville may notify the Commissioner of the Texas Higher Education Coordinating Board, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.