TRANSFER CREDIT

Common Course Numbering System
San Jacinto College is a member of the Texas Common Course Numbering System. Institutions of higher education in Texas teach similar courses and these courses have a common number. This common number facilitates transferring these courses among the participating institutions.

The Texas Common Course Numbering System Manual identifies general academic courses that transfer. It does not include college preparatory and technical courses. The common number system makes it easier for students to plan future studies.

For example, ENGL 1301 Composition I at San Jacinto College, has the common course number ENGL 1301 Composition I. Some institutions adopt the common course number as their number. Other institutions may not change their course numbers to common course numbers but may display common course numbers alongside their existing course numbers. Three possible ways of presenting ENGL 1301 Composition I are:

<table>
<thead>
<tr>
<th>San Jacinto Course Number</th>
<th>Other Institutions Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>ENGL 1301 Composition I</td>
</tr>
<tr>
<td>ENGL 1301 Composition I</td>
<td>ENG 101 (ENGL 1301) Freshman Composition I</td>
</tr>
<tr>
<td>ENGL 1301 Composition I</td>
<td>LANG 1311 Rhetoric and Composition (ENGL 1301)</td>
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</tbody>
</table>

Once students understand this system, they can easily match the courses they have taken at San Jacinto College to the corresponding courses at other member institutions. However, since not all courses are common courses, students should obtain a list of courses recognized by the school to which they plan to transfer. Many courses not recognized as common at a member institution may still have equivalents at that institution that will transfer and fulfill degree requirements.

Students can get more information about the Texas Common Course Numbering System at San Jacinto College from the Admissions Office on any campus.

Academic Course Guide Manual (ACGM)
Lower-division courses included in the Academic Course Guide Manual (ACGM) and specified in the definition of lower-division course credit shall be freely transferable to and accepted as comparable degree credit by any public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. However, each Texas institution of higher education may have limitations that invalidate courses after a specific length of time. Specifically excluded are courses designated as vocational, ESL/ESOL, technical and college preparatory courses listed as basic skills.

Transfer of Credit to San Jacinto College
San Jacinto College follows these policies for students who wish to transfer credit for courses taken at other colleges and universities:

1. **College-level course work:** All grades received on college-level course work will be transferred into the College. Courses completed with grades of A, B, C, and D, or P will be eligible for use toward graduation if consistent with program requirements. Transfer grades will not be included in the San Jacinto College GPA calculation.

2. **College preparatory course work:** Grades of A, B, and C in college preparatory course work will be used at San Jacinto College for placement in college preparatory courses and skill levels decisions only. No college preparatory course will be eligible for use toward graduation. No college preparatory transfer grades will be included in the San Jacinto College GPA calculation.

3. **Financial aid:** All grades on all prior courses attempted, both college-level and college preparatory, will be included in the total hours attempted calculations for financial aid purposes.

4. **The institution from which the student is attempting to transfer credit must be accredited through one of the following associations:**

<table>
<thead>
<tr>
<th>Accrediting Agency</th>
<th>Commission Specified</th>
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</thead>
<tbody>
<tr>
<td>Middle States Association of Colleges and Schools</td>
<td>Commission on Higher Education</td>
</tr>
<tr>
<td>New England Association of Schools and Colleges</td>
<td>Commission on Institutions of Higher Education</td>
</tr>
<tr>
<td>Higher Learning Commission</td>
<td>Commission on Institutions of Higher Education</td>
</tr>
<tr>
<td>Northwest Association of Colleges and Schools</td>
<td>Commission on Colleges</td>
</tr>
<tr>
<td>Southern Association of Colleges and Schools</td>
<td>Commission on Colleges</td>
</tr>
<tr>
<td>Western Association of Schools and Accreditation Commission for Colleges</td>
<td>Senior Colleges and Universities</td>
</tr>
<tr>
<td>Western Association of Schools and Accrediting Commission for Colleges</td>
<td>Community and Junior Colleges</td>
</tr>
</tbody>
</table>

Students who have completed course work from non-accredited institutions may be eligible to receive credit by examination.

Upon request by the student, the College will evaluate transfer course work to determine if course work completed at other institutions is equivalent to courses offered at San Jacinto College.

An approved firm or organization that specializes in evaluating international education credentials must evaluate course work completed at colleges and universities outside the United States before San Jacinto College will consider that course work for transfer credit or for admission to special programs. The firm or organization must be on the San Jacinto College approved list. Documents must be either originals or certified copies and may have to be translated into English. The Admissions Office and the international student counselor offer help in locating translation and evaluation organizations recognized by San Jacinto College. For a complete list of approved companies, students may refer to the Approved Evaluation Services.

Transfer of Credit from San Jacinto College
The receiving institution decides whether to accept San Jacinto College academic ACGM courses in transfer and to apply those courses to individual degree plans. Students planning to transfer San Jacinto College course work to another college or university should always consult the college or university catalog and proper officials of that institution to determine the best courses to take for transfer. Some universities or programs do not accept grades of D in transfer.
Transfer Disputes Resolution

The Texas Higher Education Coordinating Board, under the requirements of Section 61.078 of the Education Code, has established procedures to resolve disputes between public institutions of higher education involving the transfer of credit from lower-division courses (courses offered in the first two years of college study).

Resolution of Transfer Disputes for Lower-Division Courses

1. Each public college and university must accept in transfer into a baccalaureate degree the number of lower-division credit hours in a major that are allowed for their non-transfer students in that major; however,
2. No institution must accept for transfer more credit hours in a major than the number set out in the applicable Coordinating Board approved Transfer Curriculum for that major.
3. For any major that has no Coordinating Board approved transfer curriculum, no institution must accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows its non-transfer students in that major.
4. A university may deny the transfer of credit in courses with a grade of D as applicable to the student’s field of study courses, core curriculum courses, or major if it denies credit in those same courses with a grade of D to its own students.

No university must accept in transfer or toward a degree more than sixty-six (66) credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

Universities are not required to accept technical Workforce Education Course Manual (WECM) courses in transfers. However, these universities that offer BAAS degrees may accept technical courses. The College advises students to contact the receiving institution.

Public institutions of higher education shall follow these procedures to resolve credit transfer disputes involving lower-division courses:

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 receiving institution.
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 regarding 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.

Articulated Credit from High School

High school articulation is an agreement between San Jacinto Community College District and an independent school district (ISD) to award college credit toward workforce courses in a certificate or an associate of applied science (AAS) degree. At the request of school districts, the College develops agreements when Advanced Technical Credit (ATC)-qualified high school instructors and course curriculum matches that of San Jacinto College credit workforce courses. Agreements are honored and students may apply for course credits under the condition that students meet all eligibility requirements. Articulated credit is awarded for credit workforce (WECM) courses only.

The student’s official high school transcript is the official document College personnel review to determine student eligibility for credit. Texas Education Agency (TEA) and ATC require independent school districts to include the course type code “A” to indicate the student completed an articulated course. The College does not award credit without the “A.”

Students must meet specific eligibility criteria in addition to general credit for prior learning (CPL) criteria aforementioned:

- High school course marked with an “A” in the course type column on the high school transcript;
- Students must enroll at San Jacinto College within 15 months of their high school graduation date and petition for credit within 24 months of their high school graduation date;
- Students must complete the high school course(s) with a grade of 80 or better;
- Students must complete the high school course or course sequence during their 11th or 12th grade in high school;
- The course(s) sought must be a part of or related to the student’s college technical certificate or degree plan, including approved electives; and
- Student must earn at least three semester credit hours of College credit courses prior to the College awarding the articulated credit.