



## Transfer Policy

### Evaluation of Transfer Credit

Once a student is admitted to UTEP as a transfer student, the Office of Undergraduate Admissions will provide an evaluation of courses that are transferable to the University. UTEP complies with the Texas Common Course Numbering System (TCCNS) by displaying the TCCNS number under each appropriate course entry in the course description section of this catalog. Acceptance of transfer credit by UTEP does not constitute approval of the credit for use toward a particular degree program. **The applicability of transfer courses toward a degree is determined by the academic dean or the advisor in one's major or his or her designate.** Students should request a degree plan from their academic department or dean's office by the time 60 semester hours have been earned. Transfer credits are awarded according to the following policies (undergraduate):

- Transfer credit is generally awarded for academic courses completed at regionally accredited or nationally recognized institutions, or from institutions that are candidates for regional accreditation if the credit was earned during the candidacy period.
- In general, only academic courses that are comparable in content to those offered at UTEP are transferable, and transfer credit carries the same value as work completed at

UTEP. Whenever possible, equivalent course numbers are given; if there are no numerical equivalents, elective (TR) credit is given.

- Only courses with grades of A, B, C, D, Credit, or Pass are evaluated, and quarter hours are converted to semester hours by multiplying the quarter hours by two-thirds.
- Courses classified below freshman level by sending previous institution are not transferable.
- Courses from two-year lower-division institutions transfer as lower division credit.
- Undergraduate courses from four-year institutions transfer at the same level (lower-to-lower and upper-to-upper division).
- There is no limit on the total number of hours that can be transferred from other institutions. However, a maximum of 66 semester hours of credit from two-year lower-division institutions is applicable toward a degree at UTEP.
- Grades earned at other institutions are not averaged into the UTEP grade point average. A transfer grade point average is not computed, and only credit hours transfer to UTEP.
- Individual core courses completed at another Texas institution will be designated as core courses at UTEP.

### **Resolution of Transfer Disputes**

If the University refuses to accept lower-division credit earned at another Texas public institution of higher education, students and the institution where the credit was earned will be given written notice that the transfer credit was denied. If the denial of transfer credit is contested, UTEP will attempt to resolve the issue with the student and the sending institution according to applicable rules and guidelines of the Texas Higher Education Coordinating Board. If the dispute is not resolved to the student's satisfaction or to the satisfaction of the sending institution within 45

days of the initial notification, the University will notify the Coordinating Board of the denial of the transfer credit and the reason for the denial. The Coordinating Board will resolve the dispute and notify all involved parties of its findings.

Questions concerning the evaluation of transfer credit should be referred to the Office of Undergraduate Admissions. UTEP students who have difficulty having UTEP credit accepted at other Texas public institutions should contact the Director of Undergraduate Admissions at UTEP for initiation of the transfer dispute resolution process.

### **Evaluation at the department level for lower division transfer credit**

Departments have jurisdiction over the courses they wish to be counted towards a student's degree. While most departments have a policy that they will not accept lower division transfer credit for upper division UTEP courses, there are some departments that allow it. **Before these substitutions are done, there are catalog rules that must be considered. Each major and minor must contain a certain number of hours completed in residence as well as a certain number of upper division credit that is required in each major and minor.** These requirements must be met **prior** to any evaluation of lower division transfer credit for upper division UTEP credit at the department level.

<http://catalog.utep.edu/undergrad/enrollment-services/#EVALUATIONOFTRANSFERCREDIT>

**Note: These items are checked when substitutions come in to the C.L.A.S.S. Center; therefore, before a student is promised a substitution of this nature, please make sure that they have met the catalog rules outlined below.**

### **Major Field (27-36 hours)**

Students complete a major prescribed by an academic department in the College of Liberal Arts (or Science major) of at least 27 hours, 18 or more of which must be advanced (3000-or 4000-

level). Students should refer to the individual departmental listings in this catalog for specific major field requirements.

Nine (9) of the advanced hours in the major must be completed in residence within three years of the date of graduation. No course taken on a Pass/Fail basis can be counted for the major, even if the student changes majors after having taken the course. A completed degree plan must include a minimum grade point average (GPA) of C (2.0) in the major. Credit for courses taken to fulfill the major field requirements cannot also be counted to satisfy minor or College General Education field requirements.

### **Minor Field (18 hours)**

Students will complete a minor of at least 18 or more hours, nine of which must be advanced (3000-or 4000-level). The minor field must be selected from a discipline different from that of the major field. Credit for courses taken to fulfill the minor field requirements cannot also be counted to satisfy major field requirements. No course taken on a Pass/Fail basis can be counted for the minor, even though the student changes minors after having taken the course. A completed degree plan must include a minimum GPA of C (2.0) in the minor. Students should refer to the individual departmental listings in this catalog for specific minor requirements.

<http://catalog.utep.edu/undergrad/college-of-liberal-arts/>