

## 1. TRANSFER CREDIT TOWARD BACCALAUREATE DEGREES

- 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; however, not all transfer course work will satisfy degree requirements.
- 1.02 Courses and grades transferred from other colleges or universities will remain on the student's transfer record at Sam Houston State University. If, however, the student repeats a similar course or courses at Sam Houston State University in order to satisfy degree requirements and receives a higher grade, the appropriate transfer grade will be marked as a repeated course and the transferred GPA adjusted accordingly.
- 1.03 A student will have to earn grades at Sam Houston State University to make up for any deficient grades resulting from grades earned in transferred courses.
- 1.04 A student has the option of repeating "D" or "F" grades at the school(s) from which said grades were transferred. If the student makes higher grades, those grades will be entered on the student's transferred record at Sam Houston State University and the transferred GPA adjusted accordingly.

## 2. TRANSFER CREDIT TOWARD GRADUATE DEGREES

- 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 degree at Sam Houston State University at the discretion of each graduate program and the college in which it is housed. Transfer credit is not automatically conferred. Each graduate program and its academic college may choose which (if any) of a student's prior courses may be applied as credit toward its degree.

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.

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 at SHSU.

- 2.02 To transfer courses from another university toward a graduate degree at SHSU, the “Grade/Degree Transfer Request” form must be completed and submitted to the Office of Graduate Studies. The SHSU equivalent to the courses listed on this form will be included as transfer courses on the official Sam Houston State University transcript.

APPROVED:                     < signed >                      
Dana G. Hoyt, President

DATED:                     1/29/18

**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  
Reviewer(s): Council of Academic Deans  
Faculty Senate  
Academic Affairs Council

Review Cycle: Five years\*  
Review Date: Spring 2022

Approved: \_\_\_\_\_ < signed > \_\_\_\_\_  
Richard Eglsaer  
Provost and Vice President  
for Academic Affairs

Date: \_\_\_\_\_ 1/29/18 \_\_\_\_\_

\*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.