

Memo To: All UH-Downtown/PS Holders  
From: Dr. Loren J. Blanchard, President  
Subject: Acceptance of Transfer Credit

UH-Downtown/PS 03.A.10  
Issue No. 6  
Effective Date: 11/15/2024  
Page 1 of 6

## 1. PURPOSE

- 1.1. This PS establishes uniform university policies and procedures for the analysis and evaluation of college Semester Credit Hours (SCHs) earned at other institutions of higher education to be transferred to the University of Houston-Downtown (UHD).
- 1.2. This PS further specifies guidelines and procedures to be followed by students wishing to transfer SCHs to UHD.
- 1.3. This PS also addresses SCHs that may be awarded for training in the armed forces of the United States.

## 2. DEFINITIONS

- 2.1. Academic Credit: Semester Credit Hours (SCHs) earned at a regionally accredited college or university college-level that can be applied toward the number of Semester Credit Hours (SCHs) required for achieving a UHD degree, certificate, or other educational credential. These are distinct from SCHs awarded for college and university developmental courses and for WECM courses.
- 2.2. Lower-Division [Academic Course Guide Manual \(ACGM\)](#): The official list of courses approved for general academic transfer that may be offered by public community and technical colleges in Texas.
- 2.3. Regional Accrediting Associations: The seven regional associations that accredit public and private colleges and universities in the United States which include: Accrediting Commission of Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges, Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Higher Learning Commission (HLC), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and WASC Senior College and University Commission (WSCUC).

- 2.4. WECM Credit: SCHs earned from a course that serves workforce education programs at a variety of institutions in the state of Texas governed by the rules of the WEC Manual. WECM SCHs may or may not apply towards a degree, certificate, or other educational credential.
- 2.5. Workforce Education Course Manual (WECM): A web-based inventory of current workforce education courses available for use by Texas public two-year colleges and authorized by the Texas Higher Education Coordinating Board (THECB).

### 3. POLICY

- 3.1. Transfer SCHs from Institutions of Higher Education
  - 3.1.1. The college or university from which academic SCHs is to be transferred must be accredited by a recognized Regional Accrediting Association.
  - 3.1.2. WECM SCHs, both vocational and technical, are subject to the following requirements for approval and applicability to any degree, certificate, or other educational credential:
    - 3.1.3. Applicability
      - 3.1.3.A. WECM SCHs may count toward an educational credential degree . However, these courses cannot be recorded or transcribed as equivalent to existing academic credit courses. WECM SCHs may be applied only toward lower-level credit requirements.
      - 3.1.3.B. WECM SCHs apply only to the degree, certificate, or other educational credential for which they were approved; there is no obligation for the WECM SCHs to apply to any other program into which the student may transfer unless reviewed and accepted by the new program faculty.
      - 3.1.3.C. WECM SCHs accepted for any program must be offered by an accredited institution as recognized by UHD and the THECB.
      - 3.1.3.D. WECM SCHs applied to a program plan for a degree, certificate, or other educational credential will require approval by the University Curriculum Committee. Applicability to the program plan should be

established using a compelling rationale based on comparable programs.

- 3.1.4. Academic SCHs for individual WECM courses: Skills and knowledge acquired outside of a traditional academic SCH-bearing course, including WECM courses, may be granted academic credit through the process outlined in PS 3.A.11: Credit by Approved College Credit Equivalencies. Students wishing to transfer SCHs to UHD must provide the admissions office with an official transcript from each college or university attended, including any other university in the UH System.
- 3.1.5. All transcripts sent to UHD must be official. A transcript is considered official when it bears the institution's seal, is signed by the issuing authority, is sent directly by the issuing institution's official student records office (electronically or by mail), or is delivered in the institution's sealed envelope. Copies and faxes are not considered official.
  - 3.1.5.A. SCHs earned through Study Abroad require official transcripts from an accredited institution or equivalent.
- 3.1.6. A student enrolled in any degree program at UHD who wishes to take courses at another college or university, including any other university in the UH System or outside the United States, and apply the SCHs earned toward their degree, must have prior approval of the department chair or designee of the student's degree program. Courses taken without such approval may not be counted toward the fulfillment of degree requirements. A student taking courses under these provisions is responsible for having their official transcript from the second institution, including any other university in the UH System forwarded to the registrar's office at UHD and for requesting that an official evaluation of this transcript be made and reported to the appropriate officer of the student's degree program.
- 3.1.7. For a course taken more than once at another institution, all repeated courses will appear on the transfer record, but the highest grade will be applied toward the academic program. Courses that have an F or W will not apply toward any program SCH requirements.

- 3.1.8. Transfer courses determined to be substantially equivalent to a UHD course will be transferred as the UHD course equivalent.
- 3.1.8.A. The determination of which courses are substantially equivalent will be made by the department which houses the relevant disciplinary courses. The UHD Registrar will maintain an inventory of approved course equivalents, which is reviewed in consultation with relevant academic units periodically or upon request by a department.
- 3.1.8.B. For courses in which an approved equivalent does not exist, the determination of substantial equivalence will be made by the faculty in the department which houses the relevant disciplinary courses and expertise. The faculty reviewer(s) may request syllabus or other course material in making their determination.
- 3.1.8.C. Once an equivalence is established for a specific course from a specific institution, the equivalence will be valid in all cases until such time as it is revisited or updated by the faculty.
- 3.1.8.D. Protocols for this process will be maintained and distributed by the Registrar in consultation with the Office of the Provost, including timeline for review and updating of equivalencies.
- 3.1.8.E. Courses that meet academic and credentialing requirements but are not substantially equivalent to existing UHD courses will be articulated under the UHD subject equivalent and at the level at which they were offered at the originating institution. If UHD does not have a subject equivalent, SCHs will be granted as general elective at the level at which they were offered at the originating institution. Lower division transfer SCHs will not be articulated as upper level UHD credit.
- 3.1.9. The number of SCHs credited for a transferred course will be calculated as UHD equivalent SCHs.
- 3.1.10. Transfer SCHs for Texas Core Curriculum: In the case that the number of transferred SCHs for a course is less than the number of SCHs required by UHD in any given area of the degree plan, the missing SCHs must be fulfilled under the electives area of the degree plan, unless it is in the core curriculum, in

which case the student must fulfill at least 42 core SCHs. Core areas transferred as complete will be accepted as UHD core area complete.

3.1.10.A. THECB requires that all students must complete 42 SCHs of the Texas Common Core.

3.1.10.B. Core areas transferred as complete will be accepted as UHD core area complete.

3.1.10.C. Transfer students earning an associate of arts (AA), associate of science (AS), or associate of applied science (AAS), who do not have 42 SCHs of the Texas Common Core, must enroll in appropriate Texas Common Core course(s) at UHD.

3.1.10.D. In the case that the number of transferred SCHs for a course is less than the number of SCHs required by UHD in any given area of the degree plan, the missing SCHs must be fulfilled under the electives area of the degree plan.

3.2. International SCHs must be evaluated (with U.S. regional accredited SCH equivalency) by a credential evaluation service recognized by the university.

3.2.1. Courses taken at other colleges or universities that do not correspond to courses listed in the UHD catalog or to courses offered by the university may transfer as credit to fulfill degree or elective requirements with appropriate approval by academic dean or designated representative.

3.3. Credit for Military Service

3.3.1. Awarding Course credit for military service will follow [Texas Education Code, Sec. 51.3042](#).

3.3.1.A. UHD will award no more than 12 SCHs for military training to a student. In order to apply SCHs for prior military service, a veteran must have (a) graduated from public or private high school accredited by generally recognized accrediting organization or from a high school operated by the United States Department of defense and (b) honorably discharged from U.S. armed forces after (i) completed at least two years of services in the armed forces or (ii) being discharged due to disability.

- 3.3.1.B. For Bachelor of Arts or Bachelor of Science degrees, the maximum number of SCHs awarded for military service should not exceed Six (6).

#### **4. PROCEDURES**

- 4.1. Procedures for this policy are embedded within the Policy section.

#### **5. REVIEW PROCESS**

Responsible Party (Reviewer): Senior Vice President for Academic Affairs and Provost

Review Period: Every five years on or before, and as necessary

Signed original on file in Human Resources.

#### **6. POLICY HISTORY**

Issue #3: 05/29/87

Issue #4: 07/22/14

Issue #5: 06/08/16

Issue #6: 11/15/24 (this issue)

#### **7. REFERENCES**

[Academic Course Guide Manual \(ACGM\)](#)

[Workforce Education Course Manual \(WECM\)](#)

[Texas Education Code, Sec. 51.3042.](#)

[PS 03.A.11: Credit by Approved College Credit Equivalencies](#)

#### **8. EXHIBITS**

There are no exhibits associated with this PS.