Texas Tech University
Standard 10.7: Policies for Awarding Credit

The institution publishes and implements policies for determining the amount and level of credit awarded for its courses, regardless of format or mode of delivery. These policies require oversight by persons academically qualified to make the necessary judgments. In educational programs not based on credit hours (e.g., direct assessment programs), the institution has a sound means for determining credit equivalencies. (SACSCOC Principles of Accreditation: Foundations for Quality Enhancement, 2018, Standard 10.7)

Texas Tech University is in compliance with Standard 10.7: Policies for Awarding Credit. The institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer, experiential learning, credit by examination, advanced placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution’s own degree programs. Texas Tech University (TTU) assumes responsibility for the academic quality of any course work or credit recorded on the institution’s transcript. In accordance with the Texas Administrative Code Title 19 §4.24.

All successfully completed lower-division academic courses that are identified by the Texas Common Course Numbering System (TCCNS) and are published in the Lower Division Academic Course Guide Manual (ACGM) shall be fully transferrable among public institutions and shall be substituted for the equivalent course at the receiving institution.

Additionally, Texas Administrative Code Title 19 §4.25 states that institutions of higher education must identify in the undergraduate catalog each lower-division course that is substantially equivalent to academic courses listed in the current ACGM. Institutions must offer at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the current ACGM. All institutions are required by this subsection to accept, “transfer of credit for successfully completed courses identified in subsections (a) and (b) of this section as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that degree program.” This information is reiterated in Texas Administrative Code Title 19 §4.28 in reference to the creation of the Core Curriculum and the transferability of the core’s credit. §4.25 also states that higher education
institutions provide support services appropriate to meet the needs of transfer students. These support services should be comparable to those provided to non-transfer student regularly enrolled at the institution.

Institutions of Higher Education must have a policy in place for the evaluation and awarding of Advanced Placement (AP) Credit, College Level Examination Program (CLEP), and International Baccalaureate Diploma Program (IBD) credit per Texas Education Code §51.968. The Texas Administrative Code encourages the creation and transferability of Undergraduate Certificate Programs in Texas Administrative Code 19 Title §4.36; however, the code does not mandate that Certificates be transferable between institutions.

I. Undergraduate Education: Acceptance of Credit

The policies for evaluating, awarding, and accepting credit for transfer, experiential learning, advanced placement, and professional certificates are consistent with the mission of Texas Tech University and institutional best practices. The Transfer Equivalency Office (TEO), within the Office of the Registrar, considers and reviews all credit submitted as transfer credit. The applicability of this credit toward degree programs at Texas Tech University is determined by the department chair of the department and/or the college dean in which a given degree program is offered. This process ensures transfer credit is from courses at the collegiate level. The institution demonstrates responsibility for the academic quality of articulation or other agreements with community colleges in Texas using the Texas Common Course Numbering system (TCCNS) which is “A statewide course numbering system for lower-division courses to facilitate transferring course among institutions of higher education by promoting consistency in course designation and identification of institutions from which students frequently transfer credits” (TTU 2018-2019 Catalog, Academic Requirements).

As described in the TTU 2018-2019 Catalog, there are seven separate programs by which a student may earn course credit by examination: Specified College Board Achievement tests, AP Examinations that are part of the College Board Advanced Placement Program available in a limited number of secondary schools, specified subject examinations of the College Board College Level Examination Program (CLEP), departmental examinations prepared, administered, and scored by faculty members who teach the related course, the International Baccalaureate (IB) diploma and/or examinations, dependent upon departmental evaluation, and
SAT/ACT scores for which designated credit is awarded for English ([TTU 2018-2019 Catalog, Academic Requirements](#)).

Credit for experiential learning and professional certificates or nontraditional educational experiences are not transferred. Credit earned from student’s vocational education, not usually accepted for credit at Texas Tech University, may be transferred and applied with departmental approval. Credit by examination and advanced placement credit is accepted when the student provides documentation of appropriate test scores via an original score report from the national testing organization or official high school transcript. Credit is awarded according to [Texas Tech University’s credit by examination guidelines](#).

The Transfer Equivalency Office (TEO), within the Office of the Registrar, determines the applicability of transfer credit from two-year institutions outside of Texas and four-year institutions in and outside the State of Texas (including international institutions). The applicability of this credit toward degree programs at Texas Tech University is determined by the department chair of the department and/or college dean in which a given degree program is offered.

All guidelines and criteria for the awarding of credit are published and accessible to students in the Texas Tech University Official Catalog available in print and online.

The Office of Community College and Transfer Relations (CCTR) provides academic advising services to pre-transfer students while they are enrolled at another institution in order to assist the students in determining the transferability of their coursework and potential application to a future Texas Tech degree. The advisor also guides students through the process of major exploration and the declaration of a major, as well as, educates the student on the admissions, scholarship and financial aid process, and timelines.

Students who request credit for coursework taken at international institutions will submit a translated syllabus through [The Office of International Affairs](#), by following steps for requirement found on the [International Admissions](#) page. The international office will submit the syllabus and request for credit utilizing the Office of the Registrar electronic referral system. The process for departments to award credit is the same as students who submit requests for coursework at domestic institutions.
Texas Tech University – Costa Rica (TTU-CR) students who have taken courses at institutions outside of the United States will follow the procedures of submitting syllabi through the international office. TTU-CR students who have taken coursework at institutions within the United States will submit syllabi through the Transfer Evaluation Office.

II. Responsibility of Academic Quality

The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution’s transcript by the vetting of all new courses and any substantive changes to existing courses or programs by the Academic Council, as outlined in Texas Tech Operating Procedure 36.01.

Conclusion

Texas Tech University is in compliance with Standard 10.7: Policies for Awarding Credit. TTU publishes policies on criteria for acceptance of academic transfer credit that it consistent with its mission as evidenced by Texas Administrative Code 4.24, 4.25, and 4.28 in addition to TTU’s review of all transfer credits by the Transfer Equivalency Office (TEO) and the use of the Texas Common Course Numbering system (TCCNS). The university assumes responsibility of all academic coursework on transcripts.