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Memo

To: Christina Gola, Chair APP Subcommittee
From: Melissa Pierson, Chair Undergraduate Catalog Subcommittee
Date: 2/15/2013
Re: Undergraduate Catalog Subcommittee recommendation

The Undergraduate Studies Catalog Subcommittee continued to review the Academic Regulations, Degree Requirements, and General Policies sections of the Undergraduate Catalog.

We received recommended edits to the catalog transfer credit policy related to the transfer of vocational courses (<http://www.uh.edu/academics/catalog/policies/degree-reqs/transfer%20credit-gen-regulations/index.php>). (See attached document with changes tracked; it is the second comment that relates to the vocational policy.)

Below is an email from Amanda Payne in RAR to Jeanette as partial explanation of the vocational credit issue, and your committee may find it necessary to follow up with her, as well as with the College of Technology to understand the implications of any change in policy.

Jeanette,

Attached are my updates. I've typed a couple notes as well.

In reference to the note addressing the Vocational Courses, here's some background. After talking to a few seasoned employees I learned that vocational courses were not initially accepted in transfer by UH. However, in the late 80s, vocational courses began to transfer to UH from regionally accredited institutions. This has been the practice since. I spoke with Jerry Pyka in the College of Technology and confirmed that their college has existing 2+2 agreements with community colleges that include the transfer of vocational courses to UH College of Technology degree plans. This language needs to be reviewed by the committee to align with current practices.

Please let me know of any questions you may have.

Thanks.

Amanda Payne
Office of the Registrar | Assistant Registrar

<http://www.uh.edu/academics/catalog/admis-reqts/evaluation-of-credits/index.php>

Transfer of College Credits

Evaluations of transfer work are made in the Registrar's Office, usually after students are enrolled and complete transfer records are on file. The application of transfer credit toward a degree at the university cannot be determined until the transcript has been evaluated and a degree plan is processed.

The evaluations of international transfer credits are processed by the Registrar's Office, once all required documents are submitted (complete transcripts, syllabus/catalog) during the first enrolled semester. The application of transfer credit toward a degree at the university cannot be determined until the transcript have been evaluated and a degree plan is processed.

Former students must notify the Office of Admissions of any schools attended since the last enrollment at the University of Houston and submit all official transcripts. Degree plans are processed in the college of the student's major. The following regulations apply generally to the undergraduate programs. Certain exceptions exist in the Law Center. Refer to the **Graduate and Professional Studies catalog**.

General Regulations

1. The college from which credit is to be transferred must be accredited by one of the six regional accrediting associations or the appropriate Ministry or board for overseas studies.
2. Courses transfer to the university on the same level and with the corresponding number of hours as earned at the other institution. Grades are not transferred, and a new grade point average is established only on work done at the university. Courses taken at other institutions in which grades below C- were earned are not transferable or applicable toward degree requirements at the University of Houston. Some colleges and departments may use the cumulative grade point average from other institutions as an admission criterion.

A student cannot satisfy any baccalaureate degree requirement at the university with course work taken at another institution unless the course itself is both accepted by the university in transfer and applied toward the student's baccalaureate degree.

As of Fall 1999, the following clarifications apply to the transfer of core curriculum credit.

- a. Students who transfer to the University of Houston from another Texas public institution of higher education where they have successfully completed all of that institution's Texas Higher Education Coordinating Board-approved core

curriculum shall be considered by UH to be "core complete" and shall not be required to take additional courses to complete the UH core curriculum. However, no courses completed with a grade below C- shall transfer, and therefore they shall not count toward degree requirements, including total hours, other than "core completion."

b. If a transfer student has not successfully completed all Texas Higher Education Coordinating Board-approved core curriculum requirements at another Texas public institution of higher education, then UH will not accept, for any purpose, the core curriculum courses in which the student earned a grade below C-.

3. Students who transfer to the University of Houston before they have completed all of the Texas Higher Education Coordinating Board-approved core curriculum requirements at another Texas public institution of higher education shall receive credit toward the UH core for each of the core courses they have completed with a grade of C- or higher up to the maximum specified in each core component area by the institution from which they are transferring. Hours that exceed the UH requirement in any core component area shall be applied elsewhere in the UH core according to the established core articulation tables. It should be noted that these students may be required to take additional courses to complete the UH core curriculum.

4. Students who transfer to UH from institutions that do not have a Coordinating Board-approved core curriculum may use transfer credits to satisfy UH core curriculum requirements only if the courses are equivalent to UH core courses and the grades earned in them were C- or higher.

4. Courses taken at other colleges that do not correspond to courses offered at the university may transfer as elective credit. Such courses may fulfill degree requirements at the discretion of the major department and dean.

5. The following courses are not accepted by the university in transfer:

- o Vocational courses.
- o Orientation, remedial course work including remedial English, remedial reading courses, and high school level and remedial mathematics.
- o Courses in bookkeeping.
- o General Education Development tests on high school or college level.
- o Courses from unaccredited seminaries or Bible colleges.

6. Courses in technology from accredited schools will be considered for transfer credit on an individual basis, depending on the student's major and the type of course to be transferred.

7. Credit may be granted for courses taken at military service training schools based on recommendations made in the *Guide to the Evaluation of Educational Experience in the Armed Services*.

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Comment [AP1]: This language needs to be reviewed. In the instance where a student transfers from an institution that does not have a CB approved core curriculum, external courses are reviewed for course equivalent at UH. If no UH core course is equivalent, the course can be reviewed for core rubric content and is then assigned a core code.

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Comment [AP2]: Currently, vocational courses from regionally accredited institutions are accepted in transfer and applied to degrees in the College of Technology.

see UC 12259 for new language

Remove items #5 & #6 and replace with

Suggested New Catalog Language: (see UC 12320 135 for detailed explanation)

Workforce and technical courses taken at regionally accredited institutions of higher education normally not acceptable for transfer may be transferred as credit with departmental approval. However, only the student's academic dean can determine the applicability of such credit towards a degree. Additionally, developmental and remedial courses, and courses classified as below freshman level by the institution at which the student took them, are not transferable and will not count toward a degree.

Credit may be granted for courses taken through various non-collegiate organizations based on the recommendation made by the Commission on Educational Credit when such training is considered by the university to be at the baccalaureate level and consistent with the student's educational objective.

A maximum of 12 semester hours in religion from a regionally accredited college is accepted toward a degree.

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A maximum of two semester hours in physical education activity courses is transferable.

A maximum of 66 semester hours of lower division (freshman and sophomore) transfer work will be allowed to apply toward a baccalaureate degree at the University of Houston. If a student transfers more than 66 semester hours of lower division work, the dean or his/her designated representative of the college of the student's major will decide which of the total lower division hours, not to exceed 66, will apply to the UH degree. The classification of a course as lower division is based on external level of the course and its classification at UH.

To earn a degree at the university, the last 30 semester hours must be completed in residence on this campus. Only grade points earned at the University of Houston are averaged for the degree.

Unless prohibited by one or more of the general regulations above, the dean of the college in which the student majors will make the final decision concerning the application of transfer credit to the degree program.

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Community College Common Course Numbering

The University of Houston and Texas community colleges have agreed that certain courses offered by the community colleges meet UH Core Curriculum standards; the community colleges have adopted common course numbers among themselves. Students transferring those courses to the university from a Texas community college will receive credit for the corresponding UH core course, provided all general requirements for transfer credit are met. The course numbers listed in the following table are currently approved as equivalents to the corresponding UH core course numbers. All courses are reviewed annually, to ensure that they meet core standards; therefore, the list is subject to change without notice. The university's Provost Office maintains the most up-to-date listings of these approved courses.

Not all community colleges use the common course numbering system. It is the student's responsibility to check with each community college attended for course equivalency.

For a complete listing of Texas Common Course Numbers and UH equivalents, see the Texas Common Course Numbering System section of this catalog.