

Memo to: All UH-Downtown/PS Holders
From: Manuel T. Pacheco, President
Subject: Acceptance of Transfer Credit

UH-Downtown/PS 03.A.10
Issue No. 3
Effective date: 5/29/87
Page 1 of 1

1. PURPOSE

1.1 This PS establishes uniform university policies and procedures for the analysis and evaluation of college credits 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 credit to UHD.

2. POLICY/PROCEDURES

2.1 The college or university from which credit is to be transferred must be accredited by a recognized accrediting association.

2.2 Students wishing to transfer credit to UHD must provide the admissions office with an official transcript from each college or university attended.

2.3 Official transcripts of all work attempted at other colleges and universities prior to admission to UHD must be submitted regardless of whether credit was earned. Students may not omit any part of a college record.

2.4 Transcripts are considered official only when they bear the signature of the registrar and the seal of the issuing school and are mailed directly from the registrar's office of each school attended. Official transcripts become the property of UHD and cannot be returned after the student enrolls.

2.5 No more than 66 semester hours of transfer credit from a junior college may be applied towards a degree at UHD.

2.6 The final 30 semester credit hours of course work toward the degree must be taken at UHD. At least 18 of these hours must be in the upper division and approved by the student's major department. Only the appropriate academic dean may waive any portion of these requirements and only upon petition by a student who has extraordinary reason(s).

A student enrolled in any degree program at UHD who wishes to take courses at another college or university, including any other campus of the UH System, and apply the credits earned toward his degree, must have prior approval of the appropriate officer 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 his official transcript from the second campus 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.

2.7 UHD accepts no transfer semester hours in which grades of D have been earned except for those courses that are a part of the coordinating board approved transfer curricula for each major.

2.8 Courses taken at a junior college do not transfer as upper division (junior and senior) credits.

2.9 Courses transferred from four year institutions will transfer at the level at which such courses are taught by UHD.

2.10 Courses taken at other colleges or universities that do not correspond to courses listed in the UHD catalog or to courses offered by this college or university may transfer as elective credit with approval of appropriate academic dean.

2.11 The department chairman of the student's major, with the advice and consent of the appropriate academic dean, will decide on the application of transfer credit to the degree program.

2.12 To earn a bachelor's degree at the UHD, the student must complete in residence the final 30 semester hours to be applied to the degree. At least 18 of those 30 hours must be in the upper division.

2.13 In general, UHD does not award transfer credit for vocational courses (courses not normally considered part of a standard college curriculum). Students may petition the appropriate

academic dean, who, in consultation with the department involved, may agree to award credit for such courses in exceptional circumstances.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.