

Texas A&M University-Commerce

Transfer Equivalency Worksheet

Texas A & M University-Commerce accepts transfer credit from regionally accredited institutions on a course by course basis as determined by the Office of Undergraduate Admissions. All courses are reviewed for content, level, and hour credit. Transfer course credit is posted to a student's record under the following prescribed conditions:

- Junior/community college courses transfer as lower-division (freshman or sophomore) credit. While all transfer credit hours will be evaluated and posted to the student's academic record a maximum of 66 semester hours from a junior/community college will transfer.
- Courses from senior institutions transfer at the same level as they were taken. A minimum of 60 hours must be completed at A&M-Commerce or another senior institution. The BAAS degree is the only exception to the 60 hours rule. For degree completion at least 25% of the degree credit hours must be earned through A&M-Commerce and 24 of the final 30 hours must be completed in residence.
- If a transfer course is determined to be equivalent to an internal course, the equivalent Texas A&M University-Commerce course number is listed on the Transfer Equivalency Worksheet.
- Transfer courses for which there is not an equivalent A&M-Commerce course are accepted for generic credit. The courses are shown on the Transfer Equivalency Worksheet without a specified Texas A&M University-Commerce course number. At the discretion of the major department, these courses may fulfill specific degree requirements.
- When a course is repeated, only the last grade will be used in computing the grade point average and determining credit earned for the course. Courses that are repeated are rejected from GPA calculation and the grade marked **R** on the Transfer Equivalency Worksheet.
- Remedial or developmental courses are not transferable and are rejected from GPA calculation. The grade is marked **R** on the Transfer Equivalency Worksheet.
- Courses completed with a grade of "D" are accepted in transfer and may be used to satisfy core curriculum requirements or as elective credit. Courses completed with a grade of "D" may not be used to satisfy degree requirements of the student's major.
- Courses taken at other institutions are not included in the calculation of the institutional Texas A&M University-Commerce grade point average. The transfer grade point average will be used to determine admissibility to the University and scholarship eligibility.
- Credit by examination earned at other institutions is treated as transfer credit only if the sending institution records the credit on the student's transcript with a regular catalog course number.
- Transfer courses taken under a quarter hour system are converted to semester hours. One quarter hour is equal to 2/3 semester hour.
- All reports of the Transfer Equivalency Worksheet, official and unofficial, are subject to review and audit during the application admission process and the student's attendance at the university. Total transfer hours accepted may be increased or decreased to reflect correction to prior evaluation and evaluation of additional transfer courses completed to ensure compliance with university academic standards and procedures.

Questions concerning the evaluation of transfer credit should be directed to the Office of Undergraduate Admissions (903-886-5000).