

# ACADEMIC INFORMATION

## Transfer of Credit to South Texas College

### *Transfer from Another College*

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Academic Progress Standards in accordance to STC Policy.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Enrollment Center.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and credit will be awarded based upon applicability of transfer hours to the student's degree plan.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any accredited college. Developmental or other non-degree credit courses are not transferable.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools can be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available online or at the Enrollment Center.
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute outline in Texas Education Code Section 51.931.

## Transfer of Credit from South Texas College

Lower-division courses included in the Lower Division Academic Course Guide Manual shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Texas Higher Education Coordinating Board Publication Lower Division Academic Course Guide Manual. Specifically excluded are courses designated as vocational, ESL, ESOL, technical, developmental or remedial, and courses listed as "basic skills."

For senior four-year institutions, lower division courses that have the same course content and identified in the Texas Common Course Numbering System (TCCNS) database as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL, ESOL, technical, and developmental/remedial courses.

For information regarding transferability of courses to institutions outside of Texas, students

should check with the institution receiving the credit.

## Transcripts from Other Institutions

South Texas College does not issue copies of transcripts (high school or university) or other documents received from other institutions.

Notice: As permitted under section 99.31 (a)(ii)(2) of the Family Educational Rights and Privacy Act of 1974 as amended, and upon the request of The University of Texas Rio Grande Valley, South Texas College will forward educational records to UT Rio Grande Valley for students who seek or intend to enroll there.

## Transfer Disputes

As outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter B, Rule 4.27, the following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

## College Success

(PSYC 1300 Learning Framework, EDUC 1300 Learning Framework, CSFH 0101 College Success for Healthcare)

College Success covers strategies for learning and success and examine factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning lifestyles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for

examinations, and utilizing learning resources are covered. This course develops students' academic skills that apply to all disciplines.

CSFH 0101 College Success for Healthcare provides healthcare-based instruction to students with declared majors in Nursing & Allied Health (NAH) fields. CSFH 0101 College Success for Healthcare provides prospective NAH students with specific, accurate, and complete program advising about each healthcare program at South Texas College. The class covers foundations of healthcare education, introduces students to the many healthcare career choices available at South Texas College, and allows for interaction with current NAH program students. A variety of academic skills are tailored to prepare the student for the very rigorous healthcare environment and programs at South Texas College and to develop the skills related to specific healthcare disciplines.

The following students are advised to take a College Success Course (PSYC 1300 Learning Framework, EDUC 1300 Learning Framework, CSFH 0101 College Success for Healthcare) and pass the College Success course with a "C" or better.

- Students who are enrolled in an Associate degree and have not met the college-level Placement Standard in integrated reading and writing, or mathematics the Texas Success Initiative (TSI) (See Academic and Developmental Placement Scores table).
- Students, including transfer students, who have not taken a college success class and whose cumulative grade point average is below 2.0, or who are on academic probation.

### Change of Schedule

Students are allowed to make schedule changes using the JagNet registration system the first week of classes during a regular semester. Courses added after the first week of a regular semester require departmental approval. Students may make schedule changes up until census day of any given term. Courses may be dropped using JagNet up until the published deadline. Refer to the academic calendar for information concerning census and last day to withdraw dates.

Please note:

- Adding or dropping classes may cause your status to change from part-time, half-time or full-time and may affect your academic or financial aid status. Please speak with the financial aid office if you have concerns.
- Military: Making schedule changes may affect your military education benefits. Before making schedule changes, please check with a V.A. certifying official.
- International: Making schedule changes may affect your student VISA eligibility. Before making schedule changes, please check with the Designated School Official (DSO) in the Admissions & Records Office.

Schedule changes are not official until all steps in the process have been completed. Records of withdrawal and re-enrollment will be maintained with the Office of Admissions and Records. No change is complete until it has been appropriately processed through the registration system.

### Reinstatement of Semester Credit Courses

Reinstatement into a course(s) must be initiated by the student. A student who decides to reinstate into a specific course(s) should secure a Reinstatement after Census Date Form from

the Enrollment Center or Student Information Center. The student must obtain approval from the instructor to re-enroll in the course(s) prior to end of semester. A one-time reinstatement fee will be charged and is due at the time of re-enrollment. If payment arrangements are not made in a timely manner, courses will be dropped.

### Withdrawal from Semester Credit Courses

Based on section 51.907 of the Texas Education Code, South Texas College or any other Texas Public institution of higher education may not permit students to drop more than six college level credit courses for unacceptable reasons during their entire undergraduate career without penalty. Withdrawal from a course results in a grade of "W" and may be affected through action taken by the affected student, the course instructor, the instructor's immediate supervisor, or the appropriate administrator. Within the parameters of the calendar in effect, student may drop a course using the JagNet registration system. A grade of "W" (Withdraw) may be received. Course withdrawals may occur at any time after the census date of a semester and up to the established deadline for withdrawals in each semester. Refer to the academic calendar for information concerning withdrawal dates.

Students who are failing a course and have not withdrawn as of the established deadline will receive an "F." A student who is not progressing satisfactorily toward completion of course objectives due to non-attendance may be withdrawn from the course by the instructor prior to the published deadline for withdrawals.

The College is not responsible for any liabilities incurred as a result of the student's failure to officially withdraw from the College. Students whose circumstances require them to discontinue attending a course should promptly take steps to officially withdraw from it. A student has the right to appeal a withdrawal.

### Course Load

A full-time student is defined to be a student enrolled in 12 or more credit hours. The normal course load during the regular semester is five courses equal to 15 to 17 credit hours. The normal course load for each Summer term is two courses with a sum of six to eight credit hours.

### Academic Skills Test

Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter C, Rule 4.55, requires that all institutions assess the academic skills of each entering, non-exempt undergraduate student prior to enrollment of the student. All full-time or part-time non-exempt students MUST take the TSI Assessment Exam **before enrolling in any college-level credit coursework**. For more information about placement testing and the TSI Assessment Exam, call 956-872-3484.

Students not meeting Placement Standards and not qualifying for an exemption are advised to enroll in developmental education and College Success courses. Students qualifying for the co-requisite model are encouraged to enroll in the developmental and college-level courses at the same time. The developmental course serves as a co-requisite to the college-level course and is intended to assist students in acquiring the essential skills needed to succeed in college. Only grades of A, B, and C will result in the student being considered TSI complete. For additional information about developmental course options

and enrollment, visit with an academic advisor or student success specialist at your campus.