

*The department name, course number and course title from the transferring institution are listed chronologically on the evaluated transcript.*

### **The Role of the Office of Undergraduate Admissions in Determining Transfer Credit**

The Office of Undergraduate Admissions reviews each course taken at another college or university, makes the initial determination as to whether or not a course is transferable to Texas State and creates the evaluated transcript. Courses which are in progress at the time of application are not included in the evaluated transcript.

### **The Role of the College Dean, Department Chair and Academic Advisor**

The applicability of transferred credit toward a degree at Texas State is the decision of the college dean, department chair and academic advisor. The evaluation of credit is made on a course-by-course basis. A maximum of 66 semester hours earned at a junior or community college may be applied toward a degree at Texas State (hours in excess of 66 can be applied as elective credit). Students should seek assistance from their college's Academic Advising Center.

### **The Role of University College**

University College reviews general education courses evaluated as electives (ELNA or ELADV) for application to the general education core curriculum. Contact the University College at 512.245.2218 or visit [www.txstate.edu/ucollege](http://www.txstate.edu/ucollege) for more information.

### **The Evaluated Transfer Work Key**

**Core Course Number** – Courses that satisfy general education core curriculum requirements at either the transferring institution or at Texas State are identified with the three-digit core curriculum component number. For more information on the Texas State core curriculum, go to [www.admissions.txstate.edu/core](http://www.admissions.txstate.edu/core).

**Texas State Evaluation** – Texas State considers for transfer credit college-level course work completed at degree-granting institutions which have been granted membership or candidacy status by one of the Regional Institutional Accrediting Organizations, at the time the student completed the course work. The evaluation of credit is made on a course-by-course basis by comparing the content and level of the transfer course to Texas State courses. Courses transfer at the level which they were originally taken; upper division credit cannot be given for courses taken at two-year colleges. Each course is designated by an abbreviation of the department in which it is offered at Texas State. The course number column shows how a course transfers to Texas State. Course work from a non-accredited institution will not be recognized for transfer purposes. Student-initiated appeals for course work completed at non-accredited institutions may be reviewed with their advisor or Dean on an individual basis after enrollment.

**Course Number** – Courses which have exact Texas State equivalents are assigned a four-digit number. In the Texas State numbering system, the first digit represents the level of the course (1 = freshman, 2 = sophomore, 3 = junior, 4 = senior); the second digit represents the number of semester hours awarded. The third and fourth digits are departmental identification numbers.

**ELNA or ELADV** – ELNA stands for Elective Credit Non-Advanced. ELADV stands for Elective Credit Advanced. An elective designation indicates that the course is transferrable, but Texas State does not offer an exact equivalent course. ELNA courses may be used for any general lower-division elective which is not course or discipline specific; ELADV may be used for similar upper-division requirements. Some ELNA or ELADV courses may fulfill general education core curriculum requirements as indicated by the three-digit core number. To have other general education ELNA or ELADV courses reviewed (for core curriculum purposes), contact the [University College](http://www.txstate.edu/ucollege) at 512.245.2218. Other ELNA or ELADV courses may meet major or minor requirements. Students are encouraged to contact their academic advisor to determine how elective courses may apply toward their degree at Texas State.

**Non-Transferable and VOCED** - These can stand for non-transferable and Vocational Education courses. No credit is accepted for admission or degree purposes for non-transferable and VOCED courses. Although grades and hours appear on the evaluated transcript, they are not computed in the grade point average (GPA) or hours and will show as blank in the Texas State Equivalent section. All Workforce Education Course Manual (WECM) courses are VOCED. In cases where vocational education courses support a student's degree program, the student may request a review of these courses by their academic advisor. Students pursuing a major in Occupational Workforce and Leadership Studies (OWLS) may obtain information regarding how course credit is applied by contacting the [OWLS Program](http://www.txstate.edu/owls) at 512.245.2115 or [owls@txstate.edu](mailto:owls@txstate.edu). Should the student change majors, the applicability of the vocational educational credit toward the new major will be subject to review.

**ACT-** ACT indicates Physical Fitness and Wellness activity credit. These are transferable for admission and degree purposes.

**Semester Hours** – Texas State operates on the semester system. One unit of credit, referred to as a semester hour, normally represents one clock hour spent in the classroom per week. Transfer courses completed in units other than semester hours are converted to semester hours.

**Repeat Status** – When a course is repeated, all grades and hours—except the first—are included in computing the student’s GPA. When repeated more than once, the second grade and all subsequent grades are included in the GPA calculation. On the evaluated transcript, the notation EX (Exclude) means that the course is repeated later and the grade and the hours are EXCLUDED from the GPA calculation. The notation IN (Include) indicates that course is a repeat and the grade and hours are INCLUDED in the GPA calculation. For course work repeated prior to Fall 1991, only the last grade earned in repeated courses is computed in the grade point average.

**Grade, Grade Points and Grade Point Average (GPA)** –The grade earned at the transferring institution is the grade transferred to Texas State (pluses and minuses are not calculated). A grade of D or F does transfer for admission purposes but may not be accepted by the student’s major department. Texas State employs the four-point system. The GPA is the total number of grade points earned divided by the number of hours for GPA. Grade symbols have the following values: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points; NC = no credit. Therefore, if a grade of C is made in a three-hour course, the computation would be 2 points x 3 hours = 6 grade points. Courses evaluated as non-transferable and vocational education (VE) are not computed. Non-punitive grades such as W or P are disregarded, and grades of WF and I are calculated as F. Grades of P and S are counted as hours earned but not as grade points.

**Hours for GPA** – Means the number of hours used in calculating the admission GPA. This number represents all the courses that are transferrable including those not passed (F- Fail, WF- Withdraw Failing and I - Incomplete).

**Earned Hours** – Means the number of transferable hours passed (i.e., grades of A, B, C, D and CR). This number includes courses completed with a grade of credit (CR) also. Student classifications are defined in this way: freshman, 0-29 hours; sophomore, 30-59 hours; junior, 60-89 hours; and senior, 90 or more hours.

**Transfer GPA-** The transfer GPA that appears on the evaluated transcript is used for admission purposes. Courses taken at other schools will not be included in the Texas State GPA. The transfer GPA does not appear on the official Texas State transcript.

**Credit by Examination** - Credit by examination may be awarded as Texas State transfer credit when listed on an official college or university transcript. Such credits are evaluated by transfer credit criteria and awarded grades of credit (CR) only. For further information on credit by examination offered at Texas State (i.e., CLEP, AP, departmental exams), contact the Testing, Research-Support, and Evaluation Center (TREC) at 512.245.2276 or [www.txstate.edu/trec](http://www.txstate.edu/trec).

**Military Credit** - The Office of Undergraduate Admissions reviews course work from educational experiences obtained in the Armed Forces. Students must submit an official Joint Services Transcript (JST), CCAF or Coast Guard Institute/Academy transcript for course work to be evaluated. Transfer credit is subject to approval by the student’s department of their major. Two hours of physical education activity credit will be awarded upon receipt of Form DD214 that verifies 2 years of active military duty. Eligible military veterans who are admitted as an undergraduate or readmitted as an undergraduate student will be awarded 12 hours of "military education" credit, which may be applied to satisfy any elective requirement. Visit the [Veteran Admission](#) page for details.

**Second Bachelor’s Degree** – The Office of Undergraduate Admissions does not post transfer credit for those who have been awarded a baccalaureate degree. Course work earned after a Bachelor’s degree will be posted. Upon request from the student’s major department, the Office of Undergraduate Admissions will evaluate the degree course work after enrollment at Texas State. Students should work directly with their major department to determine how completed course work will apply to their second degree.

# Office of Undergraduate Admissions

## Texas State University Course Prefix Abbreviations

A S	Aerospace Studies	CTE	Career & Technical Educations	HA	Health Administration	NHT	Nature & Heritage Tourism
ADED	Adult Education	DAN	Dance	HHR	Healthcare Human Resources	NSEP	National Student Exchange Program
ACC	Accounting	DE	Developmental Education	HIM	Health Information Management	NURS	Nursing
AG	Agriculture	DVST	Diversity Studies	HIST	History	NUTR	Nutrition & Foods
AGED	Agricultural Education	ECE	Early Childhood Education	HON	Honors	OCED	Occupational Education
ANTH	Anthropology	ECO	Economics	HP	Health Professions	PE	Physical Education
ARAB	Arabic	ED	Education	HR	Health Research	PFW	Physical Fitness & Wellness
ART	Art	EDCL	Educational Leadership	ID	Interior Design	PHIL	Philosophy
ARTC	Communication Design	EDP	Educational Psychology	IDS	Interdisciplinary Studies	PHYS	Physics
ARTF	Art Foundation	EDST	Education Student Teaching	IE	Industrial Engineering	POR	Portuguese
ARTH	Art History	EDTC	Educational Technology	IS	International Studies	POSI	Political Science
ARTS	Art Studio	EE	Electrical Engineering	ISEP	Inter. Student Exchange Program	PSY	Psychology
ARTT	Art Theory & Practioe	ENG	English	ITAL	Italian	PT	Physical Therapy
ASL	American Sign Language	ENGR	Engineering	JAPA	Japanese	QMST	Quantitative Methods & Statistics
AT	Athletic Training	ESLG	ESL Grammar Skills	LAT	Latin	RC	Respiratory Care
B A	Business Administration	ESLO	ESL Oral Skills	LING	Linguistics	RDG	Reading
BIO	Biology	ESLR	ESL Reading Skills	LTCA	Long Term Care Administration	REC	Recreation
BLAW	Business Law	ESLT	ESL Testing Preparation	MATH	Mathematics	REL	Religion
CA	Consumer Affairs	ESLW	ESL Writing Skills	MC	Mass Communication	RTT	Radiation Therapy
CDIS	Communication Disorders	ESS	Exercise & Sports Science	MCS	Merchandising & Consumer Studies	SAHE	Student Affairs in Higher Education
CHEM	Chemistry	FCD	Family & Child Development	MFGE	Manufacturing Engineering	SOCI	Sociology
CHI	Chinese	FCS	Family & Consumer Sciences	MGT	Management	SOWK	Social Work
CI	Curriculum & Instruction	FIN	Finance	MIL	Military Service	SPAN	Spanish
CIM	Concrete Industry Management	FM	Fashion Merchandising	MKT	Marketing	SPED	Special Education
CIS	Computer Information Systems	FR	French	MODL	Modern Languages	SPSY	School Psychology
CJ	Criminal Justice	GEO	Geography	MS	Military Science	TECH	Technology
CLS	Clinical Laboratory Science	GEOL	Geology	MSEC	Mtls. Sci., Engr. & Commercialization	TH	Theatre
COMM	Communication Studies	GER	German	MTE	Mathematics for Teacher Education	US	University Seminar
COUN	Counseling	GNST	General Studies	MU	Music	WS	Women's Studies
CS	Computer Science	GS	General Science	MUSE	Music Ensemble		
CSM	Construction Science & Management	H ED	Health Education	MUSP	Music Performance		