Academic Operating Procedure 15

Reverse Transfer of Credits (RTC) from Professional Schools for Awarding Bachelor's Degrees

Effective: September 1, 2027

AOP Statement

This Academic Operating Procedure (AOP) establishes a standardized process at Texas A&M University–Kingsville (TAMUK) for awarding Reverse Transfer Credits (RTC) from accredited professional schools (e.g., schools of pharmacy, medicine, veterinary, etc.) to allow eligible students to complete requirements for bachelor's degrees at TAMUK. Reverse transfer credit (RTC) supports students who attended professional schools but did not complete an undergraduate degree. This process recognizes academic achievements and provides credentials that may be essential for future employment or education; allows students who do not complete a professional program to still obtain a bachelor's degree utilizing credits earned in their professional studies; enhances institutional graduation rates by offering alternative completion pathways; and strengthens TAMUK's collaborations with professional schools.

Procedures and Responsibilities

1 GENERAL

1.1 This Academic Operating Procedure applies to all TAMUK undergraduate programs that accept RTC from professional schools toward completion of bachelor's degree requirements.

2 PRINCIPLES FOR AWARDING CREDIT

2.1 To be eligible for Reverse Transfer Credit (RTC), the student must have previously attended TAMUK and transferred to a professional school that is accredited before completing the requirements for a bachelor's degree. The student must also be in good academic standing with both TAMUK and the professional school.

2.2 Reverse Transfer Credit will only be awarded for courses that align with the student's declared degree program at TAMUK and the learning outcomes of specific courses offered. The level and content of the RTC must be equivalent or superior to the

learning outcomes of the corresponding TAMUK course(s). The student must have earned a C or better in a course to receive RTC for it.

2.3 All RTC requests must be supported by an official transcript from the professional school. All approved reverse transfers must include a degree plan equivalency table that clearly documents accepted professional school courses and their TAMUK degree requirement equivalents (see sample in appendix).

2.4 Students will not receive duplicate credit for courses already completed at TAMUK or previously articulated from other institutions. Credit awarded by reverse transfer at TAMUK may not be transferable to other institutions. Credit awarded through reverse transfer will be recorded on the student's official TAMUK transcript as a grade of "CR" (Credit), or an equivalent designation.

2.5 Students must successfully complete at least 90 undergraduate semester credit hours before entering professional school, including at least 30 credit hours earned in residence at TAMUK. Reverse transfer credit will not count toward the semester credit hours required for residency at TAMUK, which is established by 30 semester credit hours at TAMUK. To meet residency requirements, 24 of the last 30 hours must be earned in residence at TAMUK (excluding the RTC). No more than 45 of the credit hours required for a baccalaureate degree may be earned through RTC unless approval is granted by the Provost. All state-mandated core curriculum and TAMUK graduation requirements must be met before the degree is awarded. Credit earned through reverse transfer will not count toward the number of semester credit hours required for graduation with honors.

2.6 Students may appeal an RTC decision to the Dean of the degree-granting college in accordance with the University Catalog section, Transfer Credit Calculation and Evaluation, for the resolution of transfer disputes for upper division courses and courses outside of the Texas Common Course Numbering System (TCCNS).

2.7 Students may be subject to processing fees for RTC requests, as published by the Office of the Registrar. These fees are nonrefundable regardless of the outcome.

3 METHOD FOR AWARDING REVERSE TRANSFER CREDIT (RTC)

3.1 A degree plan showing course equivalencies must be prepared by the academic department and shared with the Registrar's Office for each RTC-to-degree, aligning professional school courses with TAMUK degree requirements.

3.2 The student must submit an application for RTC evaluation and request an official transcript from the professional school to be sent to the TAMUK Office of the Registrar.

3.3 The Office of Admissions will evaluate the professional school transcript and articulate the credits earned based on the approved equivalency table. Appropriate credits will be posted to the student's TAMUK transcript as a grade of "CR" (Credit), or an equivalent designation.

3.4 An academic advisor will review the professional school coursework and articulations to determine preliminary satisfactory completion of all degree requirements in the TAMUK bachelor's degree curriculum.

3.5 If all degree requirements have been completed, the student will apply for graduation in accordance with TAMUK's established procedures.

3.6 Final degree verification will be performed by the College Dean.

4 RESPONSIBILITIES

4.1 Academic Departments/Schools within each college will be responsible for creating and approving course equivalencies for RTC and sharing them with the Registrar's office and Admissions. Once a course equivalency has been approved, it doesn't need to be resubmitted for each student.

4.2 The Registrar's Office is responsible for creating equivalency tables based on the degree plan, with equivalencies submitted to the Office of Admissions.

4.3 TAMUK Office of the Registrar is responsible for maintaining the integrity of official student academic records and communicating final determinations to academic units.

4.4 Students are responsible for initiating RTC requests and providing all required documentation.

4.5 The Office of Admission is responsible for the accurate posting of approved RTCs to the transcript in accordance with approved equivalency tables.

4.6 Academic advisors are responsible for advising students on RTC options. They are also responsible for reviewing professional school transcripts, course articulations, and degree requirements for the requested bachelor's degree.

4.7 Department Chairs/School Directors and Academic Deans are responsible for verifying that degree requirements have been met for graduation.

5 OVERSIGHT

5.1 The Provost will appoint a Reverse Transfer Credit Committee that consists of a representative from the following units: Admissions Office, Registrar's Office, Undergraduate Studies, Academic Advising, and one representative from each participating college, and the Vice Provost (Chair).

5.2 The RTC Committee will meet as needed, but no less than once each long semester, and is responsible for reviewing this AOP and approved course equivalencies, as well as providing revision recommendations to the Office of the Provost and Senior Vice President for Academic Affairs. The RTC Committee review process will ensure the procedure's effectiveness, alignment with best practices, and compliance with any relevant Texas Higher Education Coordinating Board (THECB) guidelines.

Related Statutes, Policies, Rules, or Requirements

System Policy *11.05, Recruitment and Admission of Transfer Students and Consideration of Prior and External Learning Experiences*

System Regulation *11.05.01, Institutional Requirements for Transfer and Acceptance of Prior and External Learning Experiences*

Texas A&M University-Kingsville Student Handbook

Texas A&M University-Kingsville Catalog

Appendix

Sample Articulation Table for Irma Lerma Rangel College of Pharmacy Credits Toward the Bachelor of Science in Biomedical Sciences (TAMUK). Courses highlighted in green are required for admission to the College of Pharmacy. Courses highlighted in blue are approved Pharmacy courses that articulate back toward completion of the Bachelor of Science in Biomedical Sciences degree at TAMUK.

Irma Lerma Rangel College of Pharmacy Credits Toward the Bachelor of Science in Biomedical Sciences (TAMUK)

Freshman Year			**Pharmacy RTC Plan**	
Semester 1	**Semester Credit Hours**			
BIOL 1306 & BIOL 1106	General Biology I and General Biology Laboratory I	4		
CHEM 1311 & CHEM 1111	Gen Inorganic Chemistry I and Gen Inorganic Chem Lab I	4		
ENGL 1301	Rhetoric and Composition	3		
MATH 2413	Calculus I	4		
UNIV 1201	Learning in Global Context	2	Elective	2
	Semester Credit Hours	17		
Semester 2				
BIOL 1307 & BIOL 1107	General Biology II and General Biology Laboratory II	4		
CHEM 1312 & CHEM 1112	Gen Inorganic Chemistry II and Gen Inorganic Chem Lab II	4		
ENGL 1302	Rhetoric and Composition	3		
Creative arts		3		
	Semester Credit Hours	14		
Sophomore Year				
Semester 1				
BIOL 2421	Elementary Microbiology	4		
HIST 1301	American History to 1877	3		
PHYS 1301 & PHYS 1101	College Physics I and Coll Physics I Laboratory	4		
POLS 2301	Government and Politics of US	3		
Communications		3		
	Semester Credit Hours	17		
Semester 2				
HIST 1302	American History since 1877	3		
PHYS 1302 & PHYS 1102	College Physics II and College Physics II Lab	4	**PHAR 642**	4
POLS 2302	Government and Politics of TX	3		
Lang/Phil/Culture		3		
Social/Behavioral		3		
	Semester Credit Hours	16		

Junior Year				
Semester 1				
BIOL 3402	Genetics	4	**PHAR 741 and PHAR 734, or 734 and PHAR 712**	5 or 4
BIOL 3408	Animal Physiology	4	**PHAR 626**	4
CHEM 3323 & CHEM 3123	Organic Chemistry I and Organic Chemistry Lab I	4		
Elective		4	Elective	4
	Semester Credit Hours	16		
Semester 2				
BIOL 4401	Molecular Biology	4	**PHAR 741 and PHAR 734, or 734 and PHAR 712**	5 or 4
CHEM 3325 & CHEM 3125	Organic Chemistry II and Organic Chemistry Lab II	4		
STAT 4301	Biostatistics	3		
Elective		4	Elective	4
	Semester Credit Hours	15		
Senior Year				
Semester 1				
BIOL 4426	Cellular Physiology	4	**PHAR 627 and PHAR 712**	6
BIOL 4102	Seminar (WI)	1	**PHAR 601**	1
BIOL, adv.		3	BIOL, adv. or PHAR elective	3
Elective		4	Elective	4
	Semester Credit Hours	12		
Semester 2				
BIOL 4335	Molecular Genetics	3	**PHAR 741 or PHAR 712**	3
BIOL, adv.		3	BIOL, adv. or PHAR elective	3
Electives		4	Elective	4
Elective		3	Elective	3
	Semester Credit Hours	13		
	Total Credit Hours Required:	120		120