

Establishing Transfer Equivalencies

1. Standing equivalencies are established by department chairs or their designate, who communicate with the Office of Student Records. Approved equivalencies apply to every student transferring that course to TWU.
2. Standing equivalencies are usually established at the same level as the course designated as its equivalent.

The Coordinating Board maintains the list of lower division/ community college courses in the Academic Course Guide Manual (available online at <http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>).

3. If a course has been established as equivalent to a Texas Common Course Number (TCCN), any course that also has that TCCN will be considered equivalent to the TWU course.
4. If, after careful consideration of the course content and requirements, a department decides that a course taught at the lower level is equivalent to a TWU upper level course, the department may designate the lower level course as a standing equivalent for a TWU upper division course. Department chairs communicate these equivalencies with Student Records.
5. When lower-level courses are made equivalent to upper division TWU courses, then the transferred courses are counted as upper division courses toward the graduation requirement for 36 upper division hours.
6. Occasional equivalents that occur beyond regular equivalents may be approved on a case-by-case basis; this is not done with the course substitution form, but rather with a request approved by the department chair to Undergraduate Studies, which communicates the decision to the Registrar as part of the degree audit communication process.
7. When a course equivalency is being decided, departments should consult with any other department affected by the decision. Equivalencies can only be established within a department; other departments cannot determine an equivalent TWU course unless it is in their curriculum.
8. Some external courses have no TWU equivalent, when this is the case, Student Records will post courses with the TWU prefix which most nearly matches. The department can request a change in the prefixes as appropriate by contacting Student Records.
9. If an upper-level course from a four-year institution appears to be equivalent to a lower-level course at TWU, Student Records will post the course as an upper-level title. The department would need to complete a degree plan substitution form to update DARS.
10. Course equivalency information may be forwarded to: Nancy Casey, Equivalency Coordinator, Office of Student Records, ncasey@twu.edu. Please include the institution name, course prefix, number and title, and TCCN (if applicable), as well as the TWU course equivalent.