Natural Science Requirements

The TWU core curriculum requires a minimum of 6 credit hours in natural sciences, and there is no stated requirement for a science lab. However, many majors do require sciences with laboratory components. Students must follow the requirements of their majors in selecting science courses and labs.

When a science course has a laboratory as a co-requisite, students must enroll in both the lecture and the lab course simultaneously. Students who withdraw from a lecture course, must also withdraw from the co-requisite lab course. Students who pass a 3 credit hour lecture course, have met 3 credit hours of the natural science requirement for the core curriculum. However, if they withdraw from or fail the lab course, they have not met a departmental/major requirement for sciences with a lab. The laboratory course may be repeated separately from the lecture course if the lecture course was passed. Likewise, the lecture course may be repeated separately if the lab course was passed.

Curriculum for Undeclared Majors

First-time-in-college students who have not declared a major should take the courses in the required core curriculum. Students may delay declaring a major until they have completed 30 credit hours; however, some majors require students to select specific courses among the approved core courses. When students have decided upon a major, they must submit a Change of Undergraduate Academic Program form to the Registrar’s Office.

TRANSFER OF CREDITS

Current Students Transferring Credits to TWU

Currently enrolled TWU students taking one semester of coursework at another higher education institution and transferring the credit(s) into their current TWU degree plan, should request an official transcript from the other higher education institution be sent directly to the Office of Student Records for evaluation and TWU transcript update.

Core Curriculum Transfer Policy

Texas requires a minimum of 42 and allows a maximum of 48 credit hours for the core curriculum; however, these limits can be changed by the Texas Legislature. Within state limits and the categories of study in the core, each institution is allowed to set the total hours required and the courses required. As indicated above, TWU has a 42 hour core curriculum. In order to facilitate the transfer of core courses into the University, TWU observes the rules from the Texas Higher Education Coordinating Board Core Curriculum Transfer and Field of Study regulations.
Core-complete Transfer Students

TWU follows the state rule which indicates that:

If a student successfully completes the 42 semester credit hour core curriculum at an institution of higher education, that block of courses may be transferred to any other institution of higher education and must be substituted for the receiving institution’s core curriculum.

Therefore, while TWU has a core of 42 hours, students coming into the university with a completed 42 hour core cannot be required to take additional core classes. The Transfer Admissions website at TWU lists the core requirements of several Texas community colleges for advisers’ and students’ use. Transfer transcripts from community colleges must include the notation “Core Complete” to ensure credit for core completion or a letter from the Registrar with the same message. Advisers may also document core completion through transcript analysis.

The following rule will be observed for transfer students who have completed a 42 hour core at a Texas public institution:

A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the board has approved a larger core curriculum at that institution.

Therefore students entering with a 42 hour core might be required to take courses for the hours above their 42 hour core only if TWU increases required core hours. To assist students and advisers in determining course equivalencies between TWU and other Texas institutions, a list of equivalents for the Texas common course numbers (TCCNS Crosswalk) appears at the end of this catalog. For lists of core curricula at other institutions, see the Texas General Education Core Webcenter (http://statecore.its.txstate.edu).

Core-Incomplete Transfer Students

To assist transfer students who have not completed the core at another institution, TWU follows state rules below to assure that students receive credit for all core courses they bring into the University. The state core regulation states that:

A student who transfers from one institution to another without completing the core curriculum shall receive academic credit within the core curriculum of the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy the remaining course requirements in the core curriculum of the receiving institution.

As this rule indicates, students who have not completed the state core at another institution are required to complete the TWU core in the state areas that the student did not complete (communication, mathematics, arts, humanities, social & behavioral sciences, institutional option). The TWU Transfer Admissions website lists the core requirements of several Texas community colleges and their TWU equivalencies for advisers’ and students’ use: www.twu.edu/admissions/transfer/asp.
Concurrently Enrolled Students

TWU follows state policy which states that, “A student concurrently enrolled at more than one institution of higher education shall follow the core curriculum requirements in effect for the institution at which the student is classified as a degree-seeking student.” Therefore, if a student is a degree-seeking student at TWU and takes core courses at other institutions, the student must be sure that courses taken elsewhere are accepted equivalencies for TWU core courses.

Transfer Agreements

TWU develops transfer agreements with community colleges and publishes the agreements on the TWU Transfer Admissions website and in Transfer Handbooks. These include community college equivalencies for TWU Core Curriculum, individual course equivalencies, and 2+2 academic program-to-program articulation plans. Following the degree program plans in TWU Transfer Handbooks assures that students who complete the state’s core curriculum at community colleges with which TWU has transfer agreements and whose transcripts are labeled “Core Complete,” will not need to take any additional core curriculum courses at TWU. For more information including course equivalencies and agreements, visit the Admissions office or website at www.twu.edu/admissions/transfer/asp.

Transfer of Credits

Texas Woman’s University reserves the right to re-evaluate the transferability of specific courses offered by other institutions, and to amend the University course and/or program offerings without prior notice.

Students may transfer a maximum of 84 semester credit hours from community and/or junior colleges. If a student has taken more than 84 hours, a TWU transcript evaluator will post only 84 hours. Substitutions and/or changes may be made after consultation with an academic advisor. There is no maximum number of semester credit hours transferred from four-year institutions; however, students must observe the TWU residency requirement for graduation. Also, there is a penalty for excess hours taken above the required number of hours for a degree.

TWU’s Transfer Equivalency Guides show courses that are transferable to TWU as direct course equivalencies. Courses that transfer but do not have direct TWU equivalencies are posted to the transcript with the course heading, a generic course number, and the title of the course, such as BIOL *2000 Principles of Biology. A TWU advisor will determine how these courses may be applied to a degree plan. Core courses and global perspectives equivalencies will be determined by the Office of Undergraduate Studies.

Courses not listed on the Transfer Equivalency Guides may be transferable to TWU, but are not guaranteed to transfer.

Courses will transfer to TWU at the level at which these courses were classified by the institution granting the credit, unless specified otherwise in the institutional transfer equivalency guides. Community college courses will count as lower-level courses, unless otherwise specified.
If a transfer course has been taken more than once at another institution, TWU will accept the highest grade awarded to the student for that course.

College preparatory course work in developmental math, reading, and writing is not transferable and does not satisfy college-level requirements at TWU. Successful completion of developmental courses may be used to establish readiness for college-level courses.

Courses taken at institutions not holding accreditation will be evaluated independently and on a course-by-course basis.

**Workforce Course Transfer**

Courses defined as workforce education courses (WECM) are not transferrable to a B.S. or B.A. degree program unless specifically approved by the appropriate academic department. However, the WECM courses may be transferred as a block to specific degrees such as the B.A.S. (Bachelor of Applied Science) degrees by approval of the appropriate department. Students who enter a B.A.S. program may change to a B.S. or B.A. program by re-application to the university, but workforce credits will not be applicable and will be removed from the TWU transcript.

TWU follows the recommendations of the American Council on Education’s (ACE) Guide to the Evaluation of Education Experiences in the Armed Services. TWU does not accept life or work experience as college credit.

Upon acceptance to TWU, students may view their transfer work and unofficial transcript through their Pioneer Portal account. Students should also run a DARS degree audit through their portal account.

*The state-approved Field of Study Curricula include Business, Computer Science, Criminal Justice, Early Childhood, Engineering, 4-8 Teacher Certification, Music, Nursing and the Communication plan. These and others as they are approved can be found on the Texas Higher Educating Board website (www.thecb.state.tx.us/).

The University provides support services for transfer students equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer students equivalent to that provided for entering freshman enrollees.

**Transfer Dispute Policy**

Matters of transfer dispute are managed by the Office of Undergraduate Studies. Texas Woman’s University observes the following state regulation: 5.393 Resolution of Transfer Disputes for Lower-Division Courses.

(a) The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

1. 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.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
3. 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 institution whose credit is denied for transfer shall notify the Commissioner of the denial.

(b) The Commissioner of Higher Education or the Commissioner’s designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

ACADEMIC TERMS DEFINED

Academic Classification of Students

According to the number and type of semester credit hours completed, students are classified as freshmen, sophomores, juniors, seniors, post-baccalaureate, master’s, and doctoral students. A full-time undergraduate student is one carrying twelve semester hours or more in fall or spring; six semester hours in Summer Session I or II; twelve semester hours in Summer Session III.

When a student transfers from another college or university, classification is determined by the number of hours accepted for transfer.

- FRESHMAN: has completed 0-29 semester hours.
- SOPHOMORE: has completed 30-59 semester hours.
- JUNIOR: has completed 60-89 semester hours.
- SENIOR: has completed 90 or more semester hours but who has not graduated.
- POST-BACCALAUREATE: has earned the baccalaureate degree and is taking only undergraduate courses. Postbaccalaureate status prevents the enrollment in any graduate course and under no circumstances will postbaccalaureate work be counted as graduate work.
- MASTER’S DEGREE STUDENT: has earned the baccalaureate degree and has been accepted in a master’s level program.
- DOCTORAL STUDENT: holds the master’s degree or its equivalent and is seeking the doctoral degree.

Academic Integrity

The University has instituted an Academic Integrity Pledge, which requires students to acknowledge, on all graded assignments, that they have neither given nor received unauthorized assistance on the assignments.