

**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Academics Affairs**

**MAPP 02.04.09**

**AREA: Academic Courses, Programs, and Curriculum**

**Acceptance of Technical Credit**

**I. POLICY**

- A. Lamar University (LU) baccalaureate degree programs may accept up to 42 technical credit hours as transfer credit. Technical credits must meet all other requirements for transfer set by the University, Texas State University System (TSUS), and State of Texas.

**II. PURPOSE AND SCOPE**

- A. This policy amends the current LU policy on [transfer of technical credit](#) to LU baccalaureate degree programs, increasing the number of technical credits that can be applied to a baccalaureate degree from 36 technical credit hours to 42 technical credit hours. This policy is designed to provide bachelor's degree programs with greater flexibility in transferring technical credits to a program. In turn, this flexibility supports the University's goal to increase student access and success by streamlining students' progress toward completion and enhancing departments' ability to accept transfer credit.
- B. This policy falls under the authority of all applicable federal, state, and TSUS laws, rules, and regulations, including, but not limited to, the Texas State University System (TSUS) Rules & Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education. In addition, this policy falls under the authority of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and applicable programmatic accreditors that mandate credit requirements for undergraduate degree programs.

**III. DEFINITIONS**

- A. **Lower-Division Credit Hours** are undergraduate credit hours earned at the Freshman or Sophomore level. These courses are numbered at the 1000 to 2000 level.
- B. **Technical Credits** are credit hours earned in workforce education courses that focus on the knowledge, skills, and abilities students are expected to demonstrate in technical careers.
- C. **Upper-Division Credit Hours** are undergraduate credit hours earned at the Junior or Senior level.

**IV. PROCEDURES**

- A. Changes to acceptance of transfer credit into a baccalaureate degree program must be made in compliance with the rules and regulations of the TSUS, Texas Higher Education Coordinating Board (THECB), SACSCOC, and/or applicable programmatic accreditors.
- B. Departments that wish to accept up to 42 technical credit hours into a baccalaureate degree program must follow the policies and procedures established by the University for changes to degree programs, curricula, and transfer credit.
- C. Departments that wish to increase the amount of technical credit applicable to a baccalaureate degree must:
  1. Establish a written department policy for accepting and evaluating technical credit for transfer.
    - a. The department policy must be aligned with all University-level transfer credit policies. If a conflict exists between a department policy and University policy, the University policy takes precedence.
  2. Ensure academic quality using the criteria in the University's current policy on transfer of technical credit.
  3. Obtain approval for the acceptance of technical credit from the proper channels (department chair, dean, curriculum councils, Provost, etc.).
- D. Departments with an approved technical credit policy will:
  1. Post the policy on their department website and applicable department degree plans.
  2. Notify the Registrar of the department's policy on technical credit.
    - a. In the next edition of the Academic Catalog, the University Registrar will update a baccalaureate degree program's information on technical credit transfer and any other information impacted by this change. If a department wants changes to take effect immediately, the Registrar may add an addendum to the current Catalog in addition to updating the next edition of the Catalog.
  3. Inform, as needed, interested groups (e.g., Advising Center, external advisors, prospective students, prospective transfer students, articulation agreement institutions) of changes to a baccalaureate degree program's acceptance of technical credit.
    - a. Students will be informed of the number of technical credit hours that will transfer no later than the end of the first academic term in which they are enrolled.

**V. REVIEW AND RESPONSIBILITY**

Responsible Party: Academic Policy Advisory Committee

Review Schedule: Every three years on anniversary of policy’s most recent review or approval

**VI. APPROVAL**

Dr. Daniel A. Brown 02/29/2024  
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 Provost and Vice President for Academic Affairs Date

Dr. Jaime R. Taylor 03/04/2024  
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 President Date

**POLICY LOG**

Number	Date	Description of Changes
1	12/13/2023	Draft completed.
	01/15/24 - 02/15/24	Draft posted for campus review.
	03/04/2024	Version approved by President.