

## PROCEDURE LIT.7.09.02 TRANSFER DISPUTE

### **SCOPE:** Students

The following procedures shall be followed in the resolution of credit transfer disputes involving lower-division courses:

1. If Lamar Institute of Technology (LIT) does not accept course credit earned by a student at another institution of higher education, LIT shall give written notice to the student and to the sending institution that transfer of the course credit is denied. LIT shall provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
2. A student who receives notices as specified in item (1) of this procedure may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with The Texas Higher Education Coordinating Board rules and guidelines.
4. 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 that denies the course credit for transfer shall notify the Commissioner of Higher Education of the student's education and its denial and the reasons for the denial.

### **Related Policies:**

### **Relevant Forms/Documents:**

### **Relevant TSUS Policies/Forms/Documents:**

**Relevant Statutes:** Texas Administrative Code, Title 19 Education, Part 1 Texas Higher Education Coordinating Board, Chapter 4, Rules Applying to All Public Institutions of Education in Texas, Subchapter B Transfer of Credit, Core Curriculum and Field of Study Curricula, Rule §4.27 Resolution of Transfer Disputes for Lower-Division Courses.

### **Relevant SACSOC Standards:**

### **Document History:**

*Adopted:*

*Reviewed: August 2025*

*Revised:*