



Book	Policy Manual
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4140 - **TRANSFER OF ACADEMIC CREDIT**

The College accepts transfer students from all environments and a broad range of transfer credit.

Transfer credit is accepted for freshman and sophomore-level coursework and may be evaluated as to level, content, quality, comparability, and degree program relevance by the College in the appropriate academic unit. Credit is awarded provided the credit earned is a grade of "D" or higher. In establishing the eligibility for transfer credit, the College may ask students to provide additional information, such as the original college catalog, course descriptions, course syllabi, stated learning outcomes, assessment measures, and sample student work.

A maximum of seventy-five percent (75%) of the credit hours required for degree completion and graduation at the College may be posted as transfer credit from another college, university, or other approved alternative sources, i.e. credit by examination; credit for military service; institutional exemption examinations; credit for industry credentials; credit for local articulation agreements; and experiential learning credit.

The College will award credit by examination based on the recommendations of the Articulation Coordinating Committee within the Florida Department of Education for the following programs:

- A. Advanced Placement (AP);
- B. Cambridge AICE Exams;
- C. College Level Examination Program (CLEP);
- D. Dantes Subject Standardized Tests (DSST);

- E. Excelsior College Examinations;
- F. International Baccalaureate (IB); and/or
- G. UEXCEL Excelsior Examinations.

Students may receive transfer credit for courses taken at non-regionally or nationally accredited institutions, but students are required to provide, in addition to the official transcript, documentation as to the level, content, quality, comparability, and degree program relevance of the course.

The Provost, working with an Academic Planning Committee, has institutional authority over all procedures for transfer of credit, and the College Registrar has the authority to enact these procedures. These procedures are reviewed as needed by the Provost and the Academic Planning Committee.

A. Florida's Statewide Course Numbering System

Courses are identified by prefixes and numbers in accordance with Florida's Statewide Course Numbering System (SCNS). Equivalent courses at Florida public post-secondary institutions and certain other participating colleges are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course; other courses may also be transferable, subject to provisions detailed in the Florida Statewide Articulation Manual.

B. Transfer from Accredited Institutions Review Process

Courses that are not offered at the College, but transfer from accredited institutions are subject to review.

1. An official transcript must be provided to show satisfactory completion of the transfer course. The student must provide a course syllabus to the appropriate Academic Dean, who will enlist a faculty content expert, the reviewer, to evaluate the equivalency. If a course syllabus cannot be provided, an official catalog description may be sufficient.
2. The reviewer will use the provided materials to determine course equivalency.
3. If the provided materials do not sufficiently document the transfer course, the reviewer may ask for additional materials such as learning outcomes, assessment measures and sample student work.
4. The reviewer will complete the evaluation and provide materials supporting their decision to the Dean.
5. The Dean shall forward all materials to the Provost. Materials will be maintained in the Provost's office (electronically).
6. The Provost will review the documentation and either post the results or return the materials to the department for further information/consideration.
7. Once the process is complete, if there is a final acceptance by the Provost, then the Provost will post the course on the Academic Planning Committee website and will forward the decision to the College Registrar for action and notification to the student.

C. Transfer from Non-Accredited Institutions

Courses from non-accredited institutions will follow the above review process, but students will also be required to provide the following additional materials:

Documentation of the level, content, quality, comparability, and degree program relevance of the course.

D. Credit for Academic Work Completed at a Non-U.S. Institution

International students must provide an official or certified copy of all postsecondary transcripts and examination results.

All academic records must be issued in the native language and be accompanied by a certified English translation.

Students interested in receiving transfer credit for coursework completed at non-U.S. postsecondary institutions must also provide a course-by-course evaluation completed by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services (www.naces.org) or the International Education Credential

Services provided by the American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org).

Examples of such agencies include World Education Services (www.wes.org) and Josef Silny & Associates (www.jsilny.com).

Any costs associated with the evaluation are the student's responsibility. All evaluations must be in English.

If needed, the College Registrar will forward the evaluation document to the appropriate academic department for course equivalency determination. In order to evaluate credit, additional documents may be required for the review process as described above. The reviewer will complete the evaluation and follow the same steps as outlined above.

E. Credit by Examination

The College Registrar is authorized to award credit based on the determinations made by the Florida Department of Education Articulation Coordinating Committee.

Credit by examination may not duplicate credit previously earned through examination or through postsecondary courses in which a grade of "C" or higher has been earned.

F. Institutional Exemption by Exam (Students are able to earn credit for some courses by taking an exemption exam.)

1. The list of institution exemption exams and course equivalencies is maintained in the Provost's office.
2. Exemption examinations are available in the College's Testing Center; students must schedule an appointment to take the exam(s).
3. A fee is charged for these examinations.

G. Credit by PSAV (Clock Hour) Certificate

Students who earn a PSAV certificate in certain disciplines may receive college credit toward an Associate of Science (AS) degree program of study. The College recognizes a number of agreements, and each agreement outlines the exact requirements for earning credit. Exemption credit will be awarded only after successful completion of nine (9) credit hours of coursework in the specific AS degree program at the College.

Students should contact the Dean of the division in which credit is to be awarded to request the appropriate paperwork for awarding this credit.

H. Local Articulation Agreements

The College has entered into articulation agreements with area high schools within the three (3) county school districts (Gadsden, Leon, Wakulla) closest to the College and has approved certain certifications for course credit equivalency.

I. Credit for Military Experience

The College recognizes that current and former members of the military may be entitled to credit for military experience. For purposes of credit for military experience, Florida course numbers on the Equivalency List correspond to postsecondary courses on the Statewide course numbering system as described in Florida law and the Career Education Curriculum Frameworks described in Florida Administrative Code.

The Registrar is authorized to award credit for military experience in accordance with Florida law and as follows:

1. The Credit or Clock Hour for Military Experience Equivalency List (Equivalency List) contains a list of military courses, training, and occupations that have been evaluated to determine equivalency and alignment with courses taught in Florida's public colleges and career centers. The Equivalency List, effective September 2022, is incorporated by reference in F.A.C. 6A-10.024 and may be requested from the Office of Articulation, Florida Department of Education, 325 Gaines Street, Tallahassee, Florida 32399.
2. When a student's military course(s) or occupation(s) are not found on the Equivalency List, the College will evaluate the student's experience using its policies or procedures for awarding military credit or clock hours which will include evaluation of military coursework to determine equivalency and alignment with postsecondary learning outcomes and course descriptions.

3. When the student's military course(s) or occupation(s) are found on the Equivalency List, the College will award a student the minimum number of credit hours or equivalent clock hours listed in the fourth or fifth columns of the Equivalency List as appropriate toward the applicable program of student when the student's record demonstrates that the student:
 - a. Learned the required passing score in a military course, or held the rank associated with the occupation, as found on the Equivalency List; and
 - b. Demonstrates the required skills for certain courses or occupations, as indicated on the Equivalency List.
4. To determine the postsecondary courses for which to award credit for military course(s) or occupation(s), the College will consider each student's program of study and the College's course offerings within each discipline area. Columns six and seven of the Equivalency List contain recommended credits by discipline and aligned courses to guide course selection. When credits or clock hours are awarded for military experience under this section, credit will be awarded in the following order:
 - a. First - general education courses;
 - b. Second - program-specific course; and
 - c. Third - elective courses.

Credit Hour Analysis

Review of courses for transfer includes an assessment of the credit hour equivalency. Courses assessed at fewer credit hours than the College course cannot be accepted as equivalent to that course; courses with greater credit hours may be awarded only the number of credit hours of the College equivalent course.

The College uses the standard practice of using a two-thirds (2/3) ratio for converting quarter credit hours to semester credit hours as follows:

1 quarter hour = .67 semester hours
2 quarter hours = 1.33 semester hours
3 quarter hours = 2 semester hours
4 quarter hours = 2.67 semester hours
5 quarter hours = 3.33 semester hours
6 quarter hours = 4 semester hours

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