



## COLLEGE of CENTRAL FLORIDA

### ADMINISTRATIVE PROCEDURE

**Title: Transfer of Credit****Page 1 of 6****Implementing Procedure For Policy # 7.00****Date Approved/Revised:**  
3/22/11, 5/22/13**Division: Enrollment Management and Student Affairs /  
Academic Affairs**

#### I. Purpose

To establish guidelines for evaluating and awarding college transfer credit, credit by examination and credit based on articulation agreements and industry certification.

#### II. General Guidelines

- A. Students must disclose all previous enrollments at postsecondary institutions.
- B. Students must submit official transcripts from all previously attended accredited domestic (United States and its territories) postsecondary institutions directly to the Office of Admissions and Records prior to the first term of enrollment at the College of Central Florida (CF). The same is true for coursework taken at any institution where the student received federal financial aid.
- C. Students previously enrolled in non-accredited or non-U.S. postsecondary institutions and received no federal financial aid only need to submit official transcripts if they want coursework from those institutions considered for transfer to the College of Central Florida (CF). For consideration of coursework from non-accredited institutions, see section III.D. For consideration of coursework from non-U.S. institutions, see section III.E.
- D. Any student who discloses coursework from non-accredited or non-U.S. postsecondary institutions who does not want the coursework considered for transfer credit must sign a "Transfer of Credit Waiver Form" with the Office of Admissions and Records prior to the first term of enrollment at CF.
- E. Students must earn a minimum of 25% of their degree or certificate credits at CF.
- F. Official evaluation of transfer credit, credit for advanced standing exams, articulated credit, and industry certification credit will be completed in order of the receipt of the transcripts and official documents on a first-come, first-serve basis.
- G. Credit is awarded based on current college procedures and state guidelines.

### **III. Award of Academic Credit**

#### **A. Credit by Examination – Institutional**

CF administers credit by examination upon request in a variety of courses. Students with passing exam scores are assessed the appropriate fees and awarded credit for the specific course equivalency. No grades or grade point values are awarded for credit by examination.

#### **B. Credit by Examination – Outside Agencies**

Credit is awarded for credit by examination from outside agencies in accordance with the current State of Florida Articulation Coordinating Credit-By-Exam Guidelines for Postsecondary Institutions. In accordance with the state guidelines, students may earn up to 45 credit hours by transfer of credit by examination.

No grades or grade point values will be awarded for credit by examination. Official copies of these test scores may be submitted directly to CF from the appropriate issuing agency or the student may present their original score reports to CF. These include the following types of tests:

1. AP – Advanced Placement
2. CLEP – College Level Examination Program
3. DANTES/DSST – Defensive Activity for Non-traditional Education Support/DANTES Subject Standard Tests
4. IB – International Baccalaureate
5. Excelsior Examination Program
6. ACE-American Council on Education (see Military Credit)

#### **C. Coursework from Regionally Accredited Postsecondary Institutions**

All coursework from degree-granting institutions which are fully accredited at the collegiate level by their appropriate regional accrediting agency will be awarded in accordance with the following guidelines:

1. All college level or college preparatory courses which have both grades and credit hours will be evaluated, excluding all failures (D, F, WF), Incompletes, withdrawals, and audits.
2. Lower and upper division courses for which CF has a clear course equivalency will be evaluated and credit awarded for the equivalent CF course; also applicable for vocational courses for which CF has a clear course equivalency. Vocational courses with no clear CF course equivalence will not be evaluated.
3. Lower and upper division courses which fall into a particular curriculum category, but do not have a specific CF course equivalency, will be evaluated and credit awarded with a generic categorical code (e.g., ENC 9100 for an English course).

4. Graduate and advanced level courses are not accepted at CF and will not be evaluated.

D. Coursework from Non-Regionally Accredited Postsecondary Institutions

Coursework from non-regionally accredited institutions is only evaluated under the following provisions:

1. Coursework from institutions participating in the common course numbering system in the State of Florida is accepted according to state guidelines as follows:
  - a) The course number/prefix must be on the state accepted list.
  - b) The course must have been completed after the date that state approval was granted.
  - c) Coursework which matches the criteria on the state list will have credit awarded as indicated by the state.
2. Coursework that does not meet the criteria above may be evaluated on an individual basis at the student's request after the following stipulations have been satisfied:
  - a) The student must submit the documentation listed below directly to the Office of Admissions and Records for verification. Required documentation for each course to be considered includes:
    - i) A course description from the term in which the course was taken (must include learning objectives/outcomes);
    - ii) A course syllabus from the term in which the course was taken; and
    - iii) The following information must also be provided:  
The instructor's name  
The instructor's credentials/degrees (must include the name of the degree-granting institution(s)).
  - b) Once all documents are received, the student's documentation packet will be submitted to the appropriate academic administrator to determine whether the course content is equivalent to any CF course and whether the instructor's credentials meet those required by the Southern Association of Colleges and Schools.
3. All approved coursework will be evaluated using the same equivalency guidelines as those for regionally-accredited institutions.

E. Coursework from International Postsecondary Institutions

Students who desire to have postsecondary coursework from a non-U.S. college or university considered for transfer to CF must submit official postsecondary transcripts in English, complete with a course-by-course translation. Students must also include translated course descriptions for the courses they want to have considered for transfer. Students must use World Education Services, Inc. ([www.wes.org](http://www.wes.org)), Josef Silny & Associates ([www.jsilny.com](http://www.jsilny.com)) or SpanTran Educational

Services ([www.spantran-edu.org](http://www.spantran-edu.org)) for transcript translation and evaluation. These documents must be submitted prior to the first term of enrollment.

CF will perform an evaluation based on the course-by-course evaluation report received directly from the approved agencies and in accordance with the same guidelines as those for regionally accredited institutions.

Students will not be awarded English Gordon Rule writing credit for English courses taken outside the United States unless CF has an approved course matching or articulation agreement with the non-U.S. institution that stipulates the course-by-course transfer of credit. In the absence of such agreement, these courses will be awarded English as a Second Language credit only. Students will be required to take a postsecondary education readiness test to establish their English and mathematics proficiency and to determine the proper course placement. However, if a student has a TOEFL, IELTS or STEP/EIKEN score (no older than 12 months) above CF established cut scores, s/he will be able to enter directly into college level coursework. However, these students are still required to take the college readiness test to assess mathematics proficiency.

F. Military Credit

CF will evaluate military credit as follows:

1. American Council on Education (ACE) coursework will be evaluated based on ACE recommendation, CF course equivalence and applicable credit towards degree/major.
2. Community College of the Air Force coursework will be evaluated using the same procedure as other regionally accredited institutions.
3. Central Texas College coursework will be evaluated using the same procedure as other regionally accredited institutions.
4. University of Maryland and University College at Adelphi coursework will be evaluated using the same procedure as other regionally accredited institutions.
5. HLP 1081, three credit hours will be awarded from the student's DD214 providing it denotes an honorable discharge. No grades or grade point values will be awarded for military credit.

G. Experiential Learning Credit

The College of Central Florida may award credit for experiential learning, which includes the evaluation of professional licensure, certification, completion of courses/credit from other institutions for articulated programs, and the successful completion of training during employment in which specific competencies can be documented. Some requests will require Competency by Departmental Exam (CDE). Only A.S. degree, A.A.S. degree and certificate program courses that are required or meet an elective for the related CF program will be assessed. General Education courses will not be assessed for experiential learning credit.

To receive credit for experiential learning, students must complete the “Credit by Departmental Exam/Recognition of Prior Learning/Training” form before the assessment will be processed. Students must provide copies of syllabi, schedules, and topics/objectives or other documentation that will allow for comparison of course competencies and learning outcomes to determine equivalency before the request will be processed. The assessments will be completed by the program supervisor.

1. Professional Licensure or Industry Certifications  
Professional licensure(s) or industry certification(s) which are current or were issued during the past three years may be used as experiential learning.
2. Articulated Credits  
Completion of courses from other institutions for articulated programs (i.e., Career Pathways, Career & Technical Center PSAV programs), will be assessed using the approved articulation agreements from the year the courses were completed, if taken within the past three years.
3. Work Experience  
CF does not award experiential learning credit based solely on work experience. Documentation of the successful completion of training or employment that required training equivalent to specific competencies or learning outcomes of the student's program of study may be assessed, as discussed in item G above.

All other requests for Experiential Learning credits will be assessed through Credit by Departmental Exam (CDE).

#### Awarding of Experiential Learning Credit

Twenty-one (21) credit hours is the maximum amount of credit that can be awarded for experiential learning. When the documentation assessment is completed, the results are forwarded to the appropriate program supervisor for final review and approval. If approved, the program supervisor will request, in writing, that the college registrar post awarded credits to the student's transcript. Credits awarded are held in escrow until the student satisfactorily completes 25% of program coursework at CF. Experiential learning credit may not be used to satisfy the CF residency requirement of 25% of program coursework required for graduation.

This type of credit may not be acceptable for transfer to other institutions. The receiving institution determines transferability.

#### **IV. Appeal Process**

If a student with coursework from a regionally accredited institution does not agree with their transcript evaluation, they may appeal the evaluation decision to the CF college registrar by following the applicable procedures below. Students with coursework from a non-regionally accredited institution should follow the process outlined in section III, D.

- A. Recent Evaluations (done within one year)

1. Students whose transcript(s) have been evaluated within the last year who do not agree with the credit awarded may submit the following for each course in question:
  - a) A transfer credit appeal form;
  - b) A course description from the term in which the course was taken;
  - c) A course syllabus from the term in which the course was taken;
  - d) Any additional documentation to support the petition.
2. Once all documents are received, the college registrar will review the student's appeal packet. If necessary, the appeal packet will be submitted to the appropriate academic administrator to determine if the course content is equivalent to an existing CF course.
3. The student will be notified in writing of the decision once the appeal packet has been reviewed.

**B. Historical Evaluations (done more than one year ago)**

1. Students whose transcript(s) were evaluated more than one year ago who do not agree with the credit awarded may petition for re-evaluation if they meet at least one of the following conditions:
  - a) The student has not previously earned a degree at CF;
  - b) Generic equivalencies were assigned;
  - c) Upper-level work (3000-4000 level) was not originally evaluated and now the student wishes to enroll in a baccalaureate program at CF;
  - d) The unawarded coursework is from a regionally-accredited institution.
2. The student must submit a transfer credit appeal form, along with any requested documentation.
3. If a re-evaluation is approved, the entire transcript(s) will be re-evaluated according to current guidelines

Students will be notified in writing of the results of the appeal.

Vice President, Enrollment Management and Student Affairs		Date:
Vice President, Academic Affairs		Date:
Approved by President		Date: