

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3111

TITLE: EVALUATING NON-REGIONALLY ACCREDITED INSTITUTIONAL CREDIT

BASED ON POLICY: 3.11 EVALUATION OF TRANSFER AND
ACCELERATED LEARNING CREDIT

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT
SERVICES/REGISTRAR

I. Purpose:

To evaluate credit of students transferring from non-regionally accredited institutions that are not part of the statewide articulation agreements

II. Procedure:

Credits awarded by non-regionally accredited institutions, but accredited by the Council for Higher Education Accreditation may be accepted. They must use Florida's Statewide Course Numbering System (SCNS). South Florida State College (SFSC) will evaluate credits representing collegiate level coursework relevant to the program of study. All course credits are placed on the transcript except grades of W, F, I, U, and N.

SFSC provides a review of transfer course information at the departmental level with a recommendation made to the registrar. The student will be notified of the decision in writing. The credit awarded will appear on the SFSC transcript as external credit in accordance with the College guidelines. An appeal of this decision may be made to the dean, arts and sciences; dean, applied sciences and technologies; or dean, health sciences.

Students transferring from a non-regionally accredited institution must adhere to the following procedure:

- A. A student may be required to take a college placement test appropriate to his/her program of study regardless of the courses he/she may have taken at the non-accredited institution.
- B. A written request from the student identifying the courses that are to be reviewed is required.
- C. It is the student's responsibility to furnish the Registrar's Office with an official college transcript from the transfer institution; a course description

and syllabus to include textbook information for each course for which he/she is requesting credit; faculty credentialing information from the institution's Human Resources Office or vice president for academic affairs and student services. The information must include the degree(s) earned by the instructor of the course, the names of the college or university conferring the degree, as well as an indication of the credit hours earned in the discipline and any other information the College deems necessary to conduct proper evaluation.

- D. The Registrar's Office reviews the documents to ensure all necessary materials are provided. If the documents are complete, they are submitted to the appropriate department chair/program manager. The chair/manager returns the evaluation to the Registrar's Office within 10 working days. If the documents are incomplete, the student is notified accordingly.
- E. It is the responsibility of each department chair/program manager to coordinate the evaluation of courses within their respective department. It is recommended that each dean develop minimum criteria to ensure consistency in the evaluation of credits among departments. All recommendations as to the awarding or denial of credit must be approved in writing by the dean or designee.
- F. Upon submittal of the department's recommendation, the Registrar's Office reviews the recommendation. If a question arises due to the department's recommendation, the issue is forwarded to the dean of the appropriate division for resolution.
- G. All course credits are placed on the student's SFSC transcript except grades of W, F, I, U, and N.
- H. Only degree and certificate-seeking students who are currently enrolled and who have earned 25% of the student's program of study from SFSC are eligible to receive credit based on course work from non-regionally accredited institutions.
- I. Students who have been denied credit may take the course at SFSC or may take a College-Level Examination Program (CLEP) examination or a comprehensive department examination for each subject area in which they were denied.

HISTORY: Last Revised: 10/6/20

Adopted: 11/3/09

Reviewed: -

Revised: 4/03/12, 10/14/14, 1/21/20, 10/6/20