

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3113

TITLE: AWARDING CREDIT FOR NON-CREDIT COURSES

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 noncredit course work of students seeking college credit

II. Procedure:

Upon request, the appropriate department provides a review of noncredit course information and makes a recommendation to the registrar. If the student is not satisfied with the decision, he/she may file an appeal to the appropriate academic dean. The student will be notified by mail of the decision reached for award of credit. The credit awarded will appear on the South Florida State College (SFSC) transcript as external credit in accordance with the College guidelines.

All students seeking credit based on noncredit course work must adhere to the following procedures:

- A. 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 noncredit course work.
- B. A written request from the student identifying the courses that are to be reviewed and the reason for credit consideration is required. A course fee for each course may be required prior to evaluation.
- C. The student must submit the request and documentation or materials for the determination of credit to the Registrar's Office.
 1. The Registrar's Office reviews the documents to ensure all the necessary material is contained therein.
 2. If the documents are incomplete, the student is notified accordingly.

3. If the documents are complete, they are submitted to the appropriate instructional supervisor.
 4. The instructional supervisor returns the evaluation to the Registrar's Office within 10 working days.
- D. It is the responsibility of each instructional supervisor, using division criteria, to coordinate the evaluation of courses within his/her respective department. All recommendations as to the awarding or denial of credits must be approved in writing by the dean or designee.
- E. 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.
- F. If credit is granted, it is posted to the student's transcript as external credit in accordance with the College guidelines. All credits are awarded a grade of S (Satisfactory).
- G. A student who has been denied credits may take the course(s) at SFSC or may take either 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: 5/01/12, 3/31/15, 1/21/20, 10/6/20