College Operating Procedures (COP)	FLORIDA SOUTHWESTERN STATE COLLEGE™

Procedure Title: Transfer of Academic Credit
Procedure Number: 03-1709
Originating Department: Provost/Vice President, Academic Affairs

<u>**Specific Authority:**</u>
Board Policy   n/a
Florida Statute   n/a
Florida Administrative Code   n/a

Procedure Actions: Adopted: 04/01/10; 01/15/11, 2/16/11

Purpose Statement: This procedure provides students, faculty, and staff with guidance concerning the assigning of academic credit for academic work completed outside of Florida SouthWestern State College (College).

The College has a number of articulation agreements that ensure the transfer of credit from other schools, colleges, and universities into the College degree programs and from the Colleges' degree programs into programs at other colleges and universities. The Florida Department of Education also has agreements that ensure transfer of credit across state colleges and universities. These agreements are summarized below.

High School and Technical Centers

In accordance with the Florida Department of Education, the College provides articulation opportunities to high school and technical center graduates from Lee, Charlotte, Collier, Hendry and Glades District Schools. The College and these districts are partners in the Tech Prep program, which offers students the opportunity to focus on technical high school electives that will help train them for high-skill, high-wage occupations. While high school or technical center students are preparing for careers and postsecondary education, they can earn college credit that may be applied toward an Associate in Science degree at the College.

Articulated credit may be awarded to the eligible student who meets the following criteria:

1. The student must have completed an approved technical program of study (at least 3 high school courses or an earned technical center certificate);
2. The student must be currently enrolled and seeking an associate degree in a correlating discipline at the College. The student must successfully meet all requirements that apply to associate degree seeking students as stated in the College Catalog;
3. The student must successfully complete a minimum of 12 credit hours at the College.

In addition, the State of Florida has approved statewide articulation agreements for transfer to an Associate of Science degree for students who complete an approved technical program of study and earn a technical center certificate. Please note: the State of Florida is continuing to develop agreements. The following table outlines approved transfers:

Please see Degree Acceleration Programs for high school articulation.

Florida Technical Center/PSAV to Associate of Science Degree			
Approved Statewide Articulation Agreements			
Florida Technical Center/PSAV Program	**Associate of Science Degree**	**College Credits Transferred**	**Validation Mechanism(s)**
Business Computer Programming	Computer Programming and Analysis	15	Banked pending completion of 9 credits in program core/electives
Law Enforcement Officer	Criminal Justice	15	State Exam
Correctional Officer	Criminal Justice	12	State Exam
CDAE (Early Childhood)	Early Childhood	12	CDAE
Practical Nursing	Registered Nursing	10	LPN Licensure
Fire Fighter	Fire Science	3	State Exam
Architectural Drafting	Drafting and Design	12	Enroll within 3 years. Complete 3 credits with a "C" or better.
Mechanical Drawing	Drafting and Design	12	Enroll within 3 years. Complete 3 credits with a "C" or better.
Structural Drafting	Drafting and Design	12	Enroll within 3 years. Complete 3 credits with a "C" or better.
Web Programming	Computer Programming and Analysis	12	Banked pending completion of 9 credits in program core/electives
Web Programming	Internet Services Technology	9	Banked pending completion of 9 credits in program core/electives
Web Design	Internet Services Technology	9	Banked pending completion of 9 credits in program core/electives
Administrative Assistant, Medical Administrative Specialist, Legal Administrative Specialist	Office Administration	18-21	Industry Certification/Portfolio
Network Systems Administration	Network Services Technology	9	Certificate in Network Systems Administration. Complete one NSA course with "C" or better

Network Support Services	Network Services Technology	9	Certificate in Network Support Services. Complete one networking course with "C" or better
Network Support Services	Network Services Technology	12 for CISCO Networking Academy (4 courses in CCNA track)	Certificate in Network Support Services. Complete one networking course with "C" or better. Provides evidence of the coursework and the College includes this coursework in their program
Wireless Telecommunications	Network Services Technology	9	Certificate in Wireless Telecommunications Technology Complete one networking course with "C" or better
PC Support Services	Network Services Technology	6	Certificate in PC Support Services. Complete one networking course

Service Member's Opportunity College

The American Association of Community Colleges has designated the College as a Service member's Opportunity College (SOC). Aside from stated and traditional means of obtaining credit toward degree or certificate programs, the following special policies, procedures, and services are available to active-duty service members, the National Guard, reserves, new recruits and veterans.

Credit may be earned through the College Level Examination Program (Please see CLEP in the Degree Acceleration Programs section for more information).

Credit may be earned through relevant, validated military service training, including military service schools and United States Armed Forces Institute (USAFI) courses. The recommendations found in the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services serve as the basis for accepting such training and awarding college credit. Recommendations in the ACE Guide are advisory in nature and credit awarded is at the discretion of the College.

After enrolling at the College, a student may initiate the request for such credit by providing appropriate documentation as determined by the College. (Please see Credit from Military Service Schools below for more information)

Credit from Military Service Schools

The College may award college credit for military service school training in accordance with the following conditions and stipulations:

1. The person making the request must be applying or currently enrolled as a degree seeking student.

2. The person making the request must submit the following documents to the Office of the Registrar at the time the request is made:
   a. Armed Forces of the United States Report of Transfer or Discharge.
   b. Course Completion Certificate for each service school/course for which credit is being requested.
   c. DD214 Form or DD295 (if applicant is currently enlisted).
3. In addition to the documents required in (2) above, the student requesting acceptance of credit from U.S. Army Military Occupational Specialty (MOS) schools/courses must provide the following documents:
   a. Course Completion Certificates from each MOS producing school/course completed.
   b. USAEEC Form 10 (for enlisted personnel from October 1975 through December 1976).
   c. The Officer Qualifications Record (DA Form 66) for Warrant Officers.
4. In addition to the documents required in (2) above, the student requesting acceptance of credit from U.S. Navy general rates and ratings schools/courses, must provide the following document:
   a. Navy Occupational/Training and Awards History (NAVPERS 1070/604).
5. Credit may be granted under this rule in those areas appropriate to the lower-division baccalaureate level. The credits may be included in the student's degree program as long as the credits fulfill published degree requirements.

DANTES Subject Standardized Tests (DSSTs)

The College will award college credits for qualifying DANTES Subject Standardized Tests (DSSTs) examination scores per FAC 6A-10 guidelines and the Articulation Coordinating Committee Credit-By-Exam Equivalents adopted September 19, 2001, as follows:

Since a grade of "S" for satisfactory will be assigned, no grade points will be assigned for credits awarded through the DSST Program.

Determination of the specific college courses or subject areas for which credits are awarded will be determined by the College Registrar, guided by the equivalency matrix below, upon receipt of official DSST examination results.

Examination	Passing Score	Florida SouthWestern State College Course	Credits
A History of the Vietnam War	44	HIE Elective	3
Art of the Western World	48	ARH 1000	3
Astronomy	48	SCI Elective	3
Business Law II	44	BUL 2242	3
Business Math	48	ASE Elective	3
Criminal Justice	49	CCJ 1020	3
Drug and Alcohol Abuse	49	No course or credit recommendation	−
Environment and Humanity	46	GEE Elective	3
Ethics in America	46	PHI Elective	3
Foundations of Education	46	EDF Elective	3
Fundamentals of College Algebra	47	MAT 1033	3
Fundamentals of Counseling	45	GEE Elective	3
General Anthropology	47	SOE Elective	3
Here's to Your Health	48	GEE Elective	3
Human Resources Management	46	GEE Elective	3
Human/Cultural Geography	48	SOE Elective	3
Introduction to Business	46	GEB 1011	3
Introduction to Computing	45	CGS 1000	3
Introduction to Law Enforcement	45	ASE Elective	3
Introduction to the Modern Middle East	47	SOE Elective	3
Introduction to World Religions	48	REL 2300	3
Lifespan Developmental Psychology	46	DEP 2004	3
Management Information Systems	46	ASE Elective	3
Money and Banking	48	ASE Elective	3
Organizational Behavior	48	GEE Elective	3
Personal Finance	46	FIN 2100	3
Physical Geology	46	SCI Elective	3
Principles of Finance	46	FIN 2000	3
Principles of Financial Accounting	49	ACG 1001	3
Principles of Physical Science I	47	SCI Elective	3
Principles of Public Speaking	47	SPC 1600	3
Principles of Statistics	48	MTH Elective	3
Principle of Supervision	46	MNA 2345	3
Rise and Fall of the Soviet Union	45	HIE Elective	3
Technical Writing	46	GEE Elective	3
The Civil War and Reconstruction	47	HIE Elective	3
Western Europe Since 1947	45	No course or credit recommendation	−

Credit Based on ACE Recommendations

The American Council on Education (ACE) Corporate Programs recommends academic credit for college-level examinations and training courses offered by business and industry, labor unions, associations, and government agencies. The College recognizes the recommendations of ACE as shown on the following pages. In order to receive credit, the College Office of the Registrar must receive official documentation of successful completion of the training, or examination scores, either from an ACE transcript or score report, or from the sponsoring organization. Documentation must be sent from ACE or the sponsoring organization directly to Florida SouthWestern State College, Office of the Registrar, P.O. Box 60210, Fort Myers, FL 33906. Credit will not be awarded if it duplicates credit already posted to a student's transcript.

ACE program evaluations are published in the National Guide to Education Credit for Training Programs and the Guide to Educational Credit by Examination, which are distributed annually to college registrars and admissions officers throughout the United States. Academic divisions within the College may make a determination, on a case-by-case basis, of credit awards for training programs or examinations not listed below, but contained in one of the ACE publications. If a determination is made to grant a credit award, the Academic Dean will notify the Office of the Registrar accordingly.

Recognized Examinations (must achieve passing score)					
Title of Examination	Sponsoring Organization	Effective Dates	Passing Score	Florida SouthWestern State College Course Equivalent	Number of Credits Awarded
Certified Professional Secretary Part I: Finance and Business Law	International Association of Administrative Professionals	November 1994 to October 2004	Pass	BUL 2241 Business Law I	3
				ECO 2013 Economics I	3
				ACG 1001 Financial Accounting I	3
Certified Professional Secretary Part II: Office Systems and Administration	International Association of Administrative Professionals	November 1994 to October 2004	Pass	CGS 1000 Computer Literacy	3
				CGS 1100 Microcomputer Skills	3
				SLS 1331 Personal Business Skills	3
Certified Professional Secretary Part III: Management	International Association of Administrative Professionals	November 1994 to October 2004	Pass	MAN 2021 Management Principles	3
				MAN 2241 Organizational Behavior	3
				MNA 2300 Personnel Administration	3

Associate Technology Specialist Certification: Database Development and Database Administration Cluster	The Chauncey Group International	November 2000 to September 2004	Pass	CIS 2321 Data Systems and Management	3
Associate Technology Specialist Certification: Network Design and Network Administration Cluster	The Chauncey Group International	November 2000 to September 2004	Pass	CDA 2500 Networking II	3
Associate Technology Specialist Certification: Programming/Software Engineering Development and Implementation Cluster	The Chauncey Group International	November 2000 to September 2004	Pass	COP 1000 Introduction to Computer Programming with Visual Basic	3
Associate Technology Specialist Certification: Technical Support Administration/Maintenance and Installations/Upgrades Cluster	The Chauncey Group International	November 2000 to September 2004	Pass	CGS 2260 - Computer Hardware and Software Maintenance	3
Associate Technology Specialist Certification: Web Development and Administration Cluster	The Chauncey Group International	November 2000 to September 2004	Pass	COP 1822 - Internet Programming	3
Associate Computing Professional and Certified Computing Professional, Core Examination	Institute for Certification of Computer Professionals	May-90 to December 2001	70%	CGS 1000 Computer Literacy	3
				GEB 1011 Introduction to Business	3
				CIS 2321 Data Systems and Management	3
				MAN 2021 Management Principles	3

Associate Computing Professional and Certified Computing Professional, Micro computing and Networks Exam	Institute for Certification of Computer Professionals	January 1994 to December 2001	70%	CGS 2541 Advanced Database Computing	3
				CGS 1100 Microcomputer Applications	2
				CNT 1000 Networking Essentials	2
Associate Computing Professional and Certified Computing Professional, Procedural Programming Exam	Institute for Certification of Computer Professionals	May 1990 to December 2001	70%	COP 1000 Introduction to Computer Programming with Visual Basic	3
Associate Computing Professional and Certified Computing Professional, Languages Exam – C++	Institute for Certification of Computer Professionals	January 1994 to December 2001	70%	COP 1224 Programming with C++	3

Transfer Information and Policies

Transfer Classification

Applicants who plan to earn a degree or certificate at the College must provide official transcripts from all previously attended colleges or universities. Official transcripts must be sent directly to the College, Office of the Registrar, Lee Campus, within the first semester of enrolling. These documents must be sent directly from the educational institution to the College. Hand-delivered or faxed transcripts are not considered official.

Acceptance of Transfer Credits from Regionally Accredited Institutions

All credits earned at other colleges or universities accredited by one of the six regional accrediting bodies will be recorded as transfer credit and placed on the student's permanent record (transcript). For students pursuing a baccalaureate degree, all earned credits will be recorded at the appropriate level, i.e. freshman, sophomore, junior or senior level.

Acceptance of Transfer Credits from Non-Regionally Accredited Institutions

Acceptance of credits from non-regionally accredited institutions of higher education will be based upon evaluation and recommendation from the College instructional department responsible for the course subject area(s). Credits awarded at institutions not regionally

accredited may be accepted by the College and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study and course credit and level of instruction resulting in student competencies that are at least equivalent to those of students enrolled in comparable instruction at the College. The following factors will be considered in determining whether courses are transferable and if so, how they will be recorded.

1. Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.;
2. Qualifications of the faculty member(s) providing the instruction;
3. Age of credits;
4. Recommendations through other established credit assessment bodies (e.g. ACE);
5. Institutional accreditation via other professional assessment/accrediting bodies (e.g. AMA, NLN, state agency);
6. Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.).

College/University Transcripts from Outside the United States or U.S. Territories

Students must have an English translation and course-by-course evaluation performed, at students' expense, by a member of the National Association of Credential Evaluation Services (NACES).

Recording Transfer Credits on the Student's Permanent Record (Transcript)

While evaluating credits, the College reserves the right to delay the recording of transfer credits on the student's permanent record. Final award or posting of credits to the student's permanent record may be contingent upon successful completion of one or more of the following requirements:

1. College residency requirement;
2. Successful completion of higher-level courses in the student's program of study;
3. Successful completion of subsequent courses in the subject/course sequence;
4. Demonstration of specific lab/clinical skills or other applied competencies;
5. Additional supplemental independent/directed study in the subject area;
6. Presentation of a portfolio of coursework substantiating the competencies;
7. Verification of faculty credentials at the transferring institution.

Once accepted, transfer credits will be recorded on the student's permanent record as externally awarded and will indicate the original institution awarding the credit. Where appropriate, an equivalent College course number may also be indicated. When the College does not offer an equivalent course or if the course differs substantively from the suggested College course, the transfer credits may be listed on the transcript as an elective course.

Appeal of Transfer Credit Denial

A student may appeal the denial of transfer credits by submitting a Course Re-evaluation Appeal to the Office of the Registrar. Credits in question will be reviewed by the Academic Dean and an area of experts from the instructional department normally responsible for the subject matter in question. Appeals must be accompanied by course descriptions, faculty credentials and syllabi. All decisions are forwarded to the student in writing via their College email account.

State University System Articulation Agreement

Florida law provides that Associate in Arts degree graduates of a Florida community college must be granted admission to an upper-division program offered by a state university institution, unless that program has been designated limited access (see Transfer Guarantees below) If limited access minimum standards are not met, universities may deny both acceptance into the desired program and acceptance into the university. The law gives priority to community college Associate in Arts graduates over out-of-state students for admission to a state university. Florida community colleges have similar articulation agreements with the Independent Colleges and Universities of Florida (ICUF).

Effective Fall 2000, all graduates of an Associate in Science degree program listed in the Statewide Articulation Manual shall be granted admission into a corresponding baccalaureate program at the state universities, except for limited-access programs and those requiring specific grades in particular courses for admission. The Florida Department of Education stipulates that the integrity of the general education program will be recognized by all public institutions of higher education in Florida. Any questions about the general education program should be addressed to an Academic Advising Specialist or the Coordinator of Counseling Services.