

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3110

TITLE: EVALUATING COLLEGE TRANSFER CREDIT

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

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

I. Purpose:

To evaluate student transfer credit

II. Procedure:

All incoming transfer credit is evaluated by the registrar based on several criteria:

- A. Credits earned at other colleges or universities accredited by agencies which are recognized by the U.S. Department of Education will be reviewed by South Florida State College (SFSC) for credit. All course credits are placed on the SFSC transcript except grades of W, F, I, U, and N. Courses approved through Florida's Statewide Common Course Numbering System will be approved for transfer.
- B. Students may be required to take a college placement test appropriate to their program of study regardless of the courses they may have taken at the transferring institution.

Students transferring from an institution not accredited by a U.S. Department of Education approved agency, or whose transfer credit was denied for transfer, may adhere to the following procedure:

- A. A written request from the student identifying the courses that are to be reviewed is required.
- B. 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/Equivalent. 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.

- C. 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.
- D. 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.
- 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. All course credits are placed on the student's SFSC transcript except grades of W, F, I, U, and N.
- G. 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: 1/20/2026

Adopted: 11/3/09

Reviewed: -

Revised: - 10/4/11, 4/03/12, 10/14/14, 1/21/20, 10/6/20, 11/17/25, 1/20/26