

**OFFICIAL POLICY**

**Subject/Title:** Transfer of Credits

**Policy Number:** FPU-5.0082AP

New  Revised  Technical Revision Only  Emergency Policy

**Date First Adopted:** January 1, 2014

**Date Revised:** August 24, 2021

**Responsible Division or Department:** University Registrar

**Initiating Authority:** Vice President for Academic Affairs/Provost

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all degree-seeking and non-degree seeking students attempting to transfer credits to Florida Polytechnic University (“the University”) towards their degrees and complies with Board of Governors Regulations 6.004 and 6.018. The University Registrar, in collaboration with the appropriate academic departments, is responsible for verifying that all coursework attempted at an institution other than Florida Polytechnic University complies with the policy and procedures contained herein.

**B. POLICY STATEMENT:** The University is committed to its obligation to maintain academic quality and integrity. When deciding whether to accept credits for transfer, the University considers the level, content, quality, comparability, and degree program relevance. Transfer credit is granted for academic coursework completed at institutionally accredited institutions, or institutions in candidacy for institutional accreditation by a federally authorized institutional accreditation agency and subject to internal review.

**C. DEFINITIONS.**

1. Articulation of credits. A comparison of the content of the course that is being transferred between institutions to identify if the course fulfills specific course requirements.
2. Transfer of credit. The application of credit toward degree requirements.

**D. PROCEDURES:**

1. **Student responsibilities.** Any student transferring credit to the University is responsible for ensuring that the University receives complete official transcripts for all academic coursework they have taken at other post-secondary institutions. This policy applies to all post-secondary course work taken at each institution attended prior to entry at the University including all post-secondary course work taken between the date of admission to the University and the time of application for a University degree. Credits earned that are more than 5 years old may be reviewed at the discretion of the Registrar’s office and the department.
2. **Grade Point Calculation.** Transfer credits will not be included in the computation of a student’s Florida Poly grade point average.

3. **Calculation of Credits.** If transfer credits are in quarter hours, they will be converted into semester hours by multiplying the quarter hours by 2/3. For example, a five-quarter hour course will be awarded 3.33 semester credits.
4. **Credit for course work taken at other institutions while enrolled at the University.** This regulation also applies to all post-secondary course work taken at other institutions while enrolled at the University. It is the student's responsibility to ensure that the University receives an official transcript for all completed course work within sixty (60) days of the end of the term in which it was taken.
5. **Credits from International Institutions.** Accreditation status and evaluation of credits from an institution outside of the U.S. must be made by an international credential evaluation agency with the accompanying costs paid by the student. University-level coursework undertaken abroad may be transferrable if earned at a recognized institution depending on academic equivalency. Course transferability is determined on a course-by-course basis. All transfer credit evaluations are completed after admission to the University and prior to the student's first term of enrollment. Only official transcripts will be articulated. An equivalent Florida Polytechnic University course number will be entered on the student's official academic transcript.
6. **Internal Review.** All coursework considered for articulation and transfer may be reviewed by the appropriate Academic Department as part of the University Registrar's review of credit.
7. **Common Course Numbering:** Credit that complies with Florida's Common Course Numbering System will be applied as appropriate and relevant to the degree plan. Students from non-institutionally accredited institutions that follow Florida SCNS may have a limited number of courses transferred, subject to review by the appropriate academic discipline personnel.

## E. Procedures by Level

### 1. Undergraduate

- a. **Allowable Credit:** No credit is awarded for technical, vocational, physical education or pre-college coursework, or for coursework completed below a grade of C. Students transferring with an AA degree from a Florida State College System or State University System institution can transfer in course work with a grade of D if it will count towards the baccalaureate degree at the University in the same way as if obtained by native course work.
- b. **Credits earned at the University.** A minimum of twenty-five percent (25%) of coursework for the degree must be earned at Florida Polytechnic University. Thirty (30) of the final sixty (60) hours must be earned at Florida to receive a baccalaureate degree from the University.
- c. **Credit by Departmental Examination.** Credit by departmental examination from another institution will be considered on a case-by-case basis. Any credit hours awarded by another institution solely on the basis of SAT, ACT, or other standardized test scores will not be accepted by Florida Polytechnic University.
- d. **Excess Hour Fee:** Transfer credit earned after graduating high school which are accepted and applied towards the degree will contribute towards a student's Excess Hours Threshold per Board of Governor Regulation 7.003.

**2. Graduate**

- a. **Allowable Credit:** No credit is awarded for technical, vocational, physical education or pre-college coursework, or for coursework completed below a grade of B.
- b. **Residency requirement.** A minimum of twenty-four (24) graduate hours of coursework for the degree must be earned at Florida Polytechnic University.

**Failure to Comply with Policy.** Failure to comply with this policy may result in the non-acceptance of credits from an outside institution and may delay a student’s expected term of graduation.

POLICY APPROVAL	
Policy No.: <u>FPU-5.0082AP</u>	
_____	Date _____
Initiating Authority	
_____	Date _____
Policies Committee Chair	
_____	Date _____
President	
Approved by Florida Polytechnic University BOT, if required	Date _____
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	

*Form: Academic Policy Template 2021.05.03*