

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title: Transfer of Credits Policy - Undergraduate</b>
<b>FPU Policy Number: FPU-5.0082AP</b>
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b>
<b>Date Revised:</b>
<b>Responsible Division/Department: Vice President for Academic Affairs/Provost</b>
<b>Initiating Authority: University Registrar</b>

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all 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 Registrar is responsible for verifying that all coursework attempted at an institution other than Florida Polytechnic University complies with the policy and procedures contained in this policy.

**B. POLICY STATEMENT:** The University is committed to its obligation to maintain academic quality and integrity. Transfer credit is granted for academic coursework completed at regionally accredited institutions, or institutions in candidacy for regional accreditation by one of the following regional accrediting associations:

- New England Association of Schools & Colleges, Commission on Institutions of Higher Education
- Middle States Commission on Higher Education
- Higher Learning Commission of the North Central Association
- Northwest Commission on Colleges & Universities
- Western Association of Schools & Colleges Accrediting Commission for Senior College and Universities
- Southern Association of Colleges & Schools, Commission on Colleges
- North Central Association of Colleges and Schools, The Higher Learning Commission

When deciding whether or not to accept credits for transfer, the University considers the level, content, quality, comparability and degree program relevance. In addition, transfer students from non-regionally accredited Florida institutions that follow the state common course numbering system may have a limited number of courses articulated. For credits from international institutions outside of the United States, accreditation status and evaluation of credits must be made by an international credential evaluation agency with the accompanying costs paid by the

student. The academic documents must be translated into English and evaluated by a reputable credential evaluator. 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. An equivalent Florida Polytechnic University course number will be entered on the student's official academic transcript if the credit is accepted for transfer.

### 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**. The undergraduate student transferring to the University is responsible for ensuring that the University receives complete official transcripts for all academic course work they have taken at other post-secondary institutions. This policy applies to all post-secondary course work taken 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.
2. **No credit awarded**. No credit is awarded for technical, vocational, physical education or pre-college coursework, or for coursework completed below a grade of C.
3. **Grade Point Calculation**. Transfer credits will not be included in the computation of a student's Florida Polytechnic grade point average.
4. **Calculation of Credits**. If transfer credits are in quarter hours, they will be converted into semester hours by multiplying the quarter hours by .67. For example, a five quarter hour course will be awarded 3.33 semester credits.
5. **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 Polytechnic University to receive a baccalaureate degree from Florida Polytechnic University.
6. **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 or ACT scores will not be accepted by Florida Polytechnic University.
7. **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.
8. **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 as a degree-seeking student and prior to the student's orientation. Only official transcripts will be articulated. An equivalent Florida Polytechnic University course number will be entered on the student's official academic transcript.

9. **Failure to Comply with Policy.** Failure to comply with this policy may result in the non-acceptance of credits from an outside institution.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: 5.0082AP	
_____	_____
Initiating Authority	Date
_____	_____
Academic Policies Committee Chair	Date
_____	_____
Vice President of Academic Affairs	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date
<b>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</b>	