

Procedure Title: Credit Review
Procedure Number: 03-1714
Originating Department: Provost/Vice President, Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute 6A-10.024
Florida Administrative Code

Adopted: 1/1/2011; 7/8/2011; 3/27/2012; 5/31/2016; 6/19/2025

Procedure Actions:

Purpose Statement:

This procedure provides students, administrators, faculty, and staff with information concerning credit review. It does not address course credit for work experience or life experience.

Guidelines:

Students earn credit upon successful completion of courses at the College. Additionally, credit may be awarded through alternative methods, such as course substitutions, course transfers, course waivers, articulations, and test scores (such as CLEP, AP credit, etc.). Per F.A.C. 6A-10.024, for examination programs listed in Section 1007.27, F.S., a list of examinations, minimum scores for guaranteed transfer credit, maximum credits guaranteed to transfer, and recommended course equivalents shall be maintained by the Articulation Coordinating Committee and reviewed annually.

Definitions:

Course substitution is the process through which a student petitions the College to replace a required course with an alternative course that meets a minimum of 70% of the course learning outcomes. The substituted course must be completed at an accredited post-secondary institution and must demonstrate common content and learning outcomes.

Course transfer is the process of bringing in an equivalent course from another accredited post-secondary institution to replace a required course at the College. The transfer evaluation process is guided by the Florida Common Course Numbering System (SCNS), catalog descriptions, and course syllabi.

Course waiver occurs when the applicant has credits in the subject area that exceed the requirements of the waived course.

Florida SouthWestern State College (FSW) course is defined as a college- credit course offered through the College.

Developmental course is defined as college preparatory (remedial) and does not count toward degree completion.

Institutional Rules for Course Substitutions:

- a) Career-technical and non-credit / continuing education coursework is reviewed for equivalencies as pursuant to Rule 6A-10.024.
- b) Under no circumstances may a developmental transfer course substitute for a college credit course.
- c) A transfer course must meet a minimum of 70% of the learning outcomes of the course it is replacing.

- d) Transfer courses meeting a minimum of 70% of the learning outcomes may be substituted to satisfy the credit hour requirement of the course being replaced.
- e) Courses taken at a higher academic level (i.e. 3000 vs. 2000) may be used as a transfer course. Note: The department in which the substitution occurs must certify that the transfer course includes a minimum of 70% of the content and learning objectives of the course it is replacing.
- f) Note: at least 25% of coursework must be taken at FSW; some programs may have other restrictions.

The course substitutions addressed here do not relate to student disability guidelines as outlined in State Board Rule 6A-10.041 Substitution for Requirements for Eligible Disabled Students of Florida Colleges and Postsecondary Career Centers. Students with a documented disability will be considered for course substitution as stipulated in Board of Trustees policy 6Hx6:6.03.

Procedures:

Students admitted to the College are expected to complete the degree requirements listed in the FSW Catalog. In cases where substitutions or waivers may be appropriate, these changes must be initiated in consultation with the academic staff at the time the student declares a major. All credit review actions must be approved by the relevant department chair or program director, the Associate Dean or Academic Dean, the Credit Review Committee, and the Provost/Vice President, Academic Affairs.

1. Approval for course substitutions or waivers must be submitted on the current Credit Review Request Form which is available in Academic Advising or online at <http://www.FSW.edu/registrar/forms>.
2. The student must provide a transcript from the awarding institution, the syllabus (a catalog description may be accepted when a syllabus is not available), an FSW program evaluation, and an FSW transcript. Additional course-related information, such as faculty credentials or other related material may be requested.
3. The faculty chair, (or program coordinator or director where applicable), the Associate Dean or Academic Dean, the Credit Review Committee, and the Provost/Vice President, Academic Affairs will each review the form, indicate Support or Not Support for the request, sign the form, and forward to the Office of the Registrar.
4. Students will be notified of the decision via their College e-mail address. All approved course substitutions and waivers will be recorded in the SIS by the Office of the Registrar.
5. The decision made by the designated College officers referenced on the form is final.
6. The appropriate approval of credit review actions is integral to the College programs. Therefore, all non-student signatories to the Credit Review Request must undergo training on the process and the requirements related to credit review actions.