

Policy Manual



Title: Transfer of Credits from Postsecondary Institutions and Prior Learning Assessments	Number: 6Hx2-5.34
Legal Authority: <i>Florida Statutes 1007.01 & 1007.24 & 1007.262; 6A-10.024 & 6A-10.02412 F.A.C.; Higher Education Act 1965, amended 2008</i>	Page: 1 of 5

GENERAL STATEMENT

Any student who transfers among postsecondary institutions that are fully accredited by a regional accrediting body recognized by the United States Department of Education, and postsecondary institutions with national accreditation or courses approved by the Florida statewide course numbering system shall be awarded credit in accordance with Florida State Statute 1007.24.

Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. All credits from previously attended colleges and universities will be accepted in transfer by determining equivalency of the college-level credits to be transferred toward an applicable degree or certificate program at Broward College.

THE POLICY AND THE STUDENT

Upon application to the College, students are required to submit official, complete (i.e., no work in progress) transcripts to the Associate Vice President for Student Affairs-College Registrar's office for an evaluation. Official transcripts that are not in English (e.g., international student transfers) must be accompanied by an official translation of the transcript, and a course-by-course evaluation that identifies upper and lower division coursework, submitted by an evaluation agency approved by the College.

The College will evaluate and post equivalent postsecondary credits to the student's academic history in accordance with acceptable and/or customary practices. If a course equivalency cannot be determined, the student may request that the unclassified course be evaluated further by submitting a petition per College Policy 6Hx2-4.01, Substitution or Waiver of Specific Courses. Transfer credits which are not approved as applicable toward any specific course requirements may count as electives.

Students transferring in 24 or more college credits need not submit a high school transcript, unless it is required by a specific program. Students who are applying for financial aid must submit a high school diploma, or its equivalent, unless enrolled in a financial aid eligible program prior to July 1, 2012, and qualified via Ability to Benefit criteria.

All transfer coursework with grades completed at a regionally or nationally accredited college/university or program, as reflected in the general policy statement, will be reflected on the student's transcript.

History: Adopted as policy 5.34 on January 25, 2011 for implementation for applicants seeking admission/transfer beginning in the Fall 2011 term; revised March 27, 2012; revised January 27, 2015; revised May 26, 2015

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The student's entire transfer record, from all institutions, will be posted on the transcript and reflected in the transfer GPA. The post-secondary academic history used to determine the qualitative and quantitative measures of standards of academic progress (SAP) for eligibility for Title IV Federal Student Aid for transfer students will be calculated in accordance with College Policy and Procedure 6Hx2-5.11.

A student's cumulative grade point average will reflect only coursework completed at Broward College. Courses taken in the student's program of study at Broward will be reflected in the program grade point average. Students will be advised regarding the potential impact of forgiven courses in the computation of their grade point average in transferring to other institutions, either public or private, and the need to consider the impact of retaking a course on their specific financial aid package and eligibility.

Students who fail to submit official transcripts from all secondary and postsecondary institutions previously attended, as applicable, may not be able to enroll in subsequent terms.

Students must complete a minimum of twenty-five percent (25%) of the specific program credit hours in residency, at a fully regionally accredited Broward College campus, center, or International Affiliate to qualify for a degree or certificate from Broward College.

Transfer of Credit from International Affiliates

The College will accept college-level credits earned at an International Affiliate institution when these credits are earned as part of the Broward College Program Affiliation agreements at an approved international location. Only credits earned under the State of Florida's common course numbering system will be accepted, as these courses are articulated as course-for-course equivalent and are considered to be equivalent to those offered at the College's main campuses in Florida. Prior to any credit articulation or acceptance, the International Affiliate institution must be a candidate for accreditation under the College's regional accreditation authority seeking to become an approved Broward College center. At the point of matriculation, students will be classified as "degree-seeking" for the purpose of earning a Broward College degree and complete all the remaining credits and program requirements needed for the respective degree. Twenty-five percent (25%) of the degree requirement must be earned in residence at a fully regionally accredited Broward College campus or center before a degree is conferred, including Broward College's International Affiliates.

Prior Learning Assessments through Accelerated Mechanisms

Students seeking to earn college-level credit via an accelerated mechanism shall be awarded credit as defined in College Policy 6Hx2-4.11.

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Articulation of Vocational Credits

Specific Broward College vocational credits may be transferrable to credits in a related Broward College Associate in Science (AS) degree program. All vocational coursework must be completed prior to evaluation for the AS degree.

Vocational credits earned, at another institution, may transfer to a Broward College Associate in Science (AS) degree program, provided there is an approved articulation agreement between the College and the institution, specifying which courses will be accepted in transfer and the location where course work can be completed. All coursework must be completed and part of an official transcript from the approved transfer institution prior to evaluation for the Associate in Science (AS) degree. Twenty-five percent (25%) of the degree must be earned in residency at a fully accredited Broward College campus or center before a degree is conferred.

Evaluations of Upper Division Coursework

Students with upper division coursework on their transfer records and who are pursuing associate degrees or certificates will only have the freshman and sophomore level (1000 and 2000 level) coursework evaluated, unless a 3000 Level Course Waiver was approved per College Policy 6Hx2-4.01, Substitution or Waiver of Specific Courses, indicating that a higher level course may be substituted as an equivalent to a Broward College course.

Lower division (i.e., 1000 and 2000 level) and upper division coursework (i.e., 3000 and 4000 level) will be evaluated and posted on the transcript for students pursuing a baccalaureate degree at Broward College.

Degrees Earned at a Previous Institution

Students who have earned postsecondary degrees (i.e., Associate in Arts, Bachelor's, Master's, or higher), from a fully accredited postsecondary institution, and are seeking admission to an Associate in Science, Associate in Applied Science, Bachelor's, or certificate program, will have their transcripts evaluated. A note, indicating the type of degrees earned, will also be reflected on the transcript and the degree audit.

POLICY AND THE FACULTY AND STAFF

The transfer evaluators in the College Registrar's office are responsible for applying credit consistently and uniformly to the student record in accordance with this policy, the Florida State Statute 1007.01, in 6A-10.024 F.A.C., and according to guidelines by the American Association of Collegiate Registrars and Admission Officers (AACRAO). Academic/discipline Deans and Associate Deans are required to review course descriptions for coursework determined non-equivalent by the College Registrar's office and apply uniformly any decisions to award or not award credit course equivalency and/or substitution.

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College staff and faculty are responsible for protecting the privacy and confidentiality of the student's educational record in compliance with the Family Educational Rights to Privacy Act (FERPA), as well as communicating accurately to the student regarding the guidelines herein.

IMPLEMENTATION AND OVERSIGHT

The President has the authority to establish procedures to implement this policy. The Associate Vice President for Student Affairs/College Registrar, under the direction of the Vice President for Student Affairs and Enrollment Management is responsible for the implementation and oversight of policy compliance.

Students may appeal decisions of equivalency made by the College Registrar's office to the Academic Standards Committee in accordance with College Policy and Procedure 6Hx2-5.28. The Academic Standards Committee may be guided by the advice of the Academic/Discipline Dean or Associate Dean.

VIOLATION OF POLICY

Students will be found in violation of the College's transfer credit policy if they submit a fraudulent transcript or if no transcript is submitted for coursework previously taken. Students who receive financial aid will have their aid award removed and billed for any monies received. These actions are considered a violation of College Policy 6Hx2-5.02 – Student Code of Conduct.

VIOLATION OF POLICY FOR STAFF AND FACULTY

Staff and non-represented faculty who improperly obtain records and/or misuse their access to student transfer records to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties will be subject to discipline up to and including termination.

Full-time faculty who improperly obtain and/or misuse their access to student transfer records to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties, will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

DEFINITIONS

Accreditation – A distinction awarded to an institution that signifies that it has a purpose appropriate to secondary and postsecondary education and has resources, programs, and services sufficient to accomplish and sustain that purpose. The distinction further ensures that institutions, where credit is awarded at all levels, provide quality programs for students with valid credentials and coursework, which determines eligibility for Title IV funds (Federal student aid).

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Broward Program – Courses taken as part of a degree program that are earned at a recognized Broward College location, including locations that operate as an official Broward College International Affiliate or Center.

Cumulative GPA – A calculation of all grades, associated quality points, and attempted credit hours, as defined by policies, for all terms of enrollment at Broward College.

FSA – Federal student aid (e.g., Pell Grants, Workstudy, Federal Supplemental Education Opportunity Grants, Direct Student Loans).

Grade Point Average (GPA) – The accumulation of letter grades with their respective quality points, divided by the credit hours attempted.

Postsecondary Institution - a recognized college or university authorized to issue degrees or certificates beyond the high school level within, and outside of, the United States.

Prior Learning Assessments – The means of assessing learning gained outside a traditional environment, which include (but are not necessarily limited to) the following: learning and knowledge acquired while working, participating in employer training programs, serving in the military, studying independently, volunteering or doing community services studying open course curriculum, and/or language skills acquired from living or participating in education in a foreign language environment.

Program GPA – A calculation of all grades, associated quality points, and attempted credit hours, as defined by policies, for courses related to the student’s degree program at Broward College.

Transfer GPA – All grades and quality points earned at institutions other than Broward College. This GPA is not used in determining a students’ eligibility for graduation.

Transfer Student – A student who attended another postsecondary institution in the continental United States or abroad prior to attending the College.

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