

# Policy Manual



<b>Title:</b> Transfer of Credits from Postsecondary Institutions and Prior Learning Assessments	<b>Number:</b> 6Hx2-5.34
<b>Legal Authority:</b> <i>Florida Statutes 1007.01 &amp; 1007.24 &amp; 1007.262; 6A-10.024 &amp; 6A-10.02412 F.A.C.; Higher Education Act 1965, amended 2008</i>	<b>Page:</b> 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 and courses approved by the Florida statewide course numbering system shall be awarded credit in accordance with section 1007.24, Florida State Statutes.

Section 1007.24(6), Florida Statutes, states that “Nonpublic colleges and schools that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education...may participate in the statewide course numbering system.” Furthermore, section 1007.24(7), F.S., guarantees the transfer of credit between all participating institutions:

Any student who transfers among postsecondary institutions that are fully accredited by a **regional or national accrediting agency** recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. 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.

Credits from previously attended colleges and universities will be accepted in transfer by determining equivalency of the 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 transcripts, with no course work in progress, to the office of the Associate Vice President for Academic Affairs and College Registrar for an evaluation. Non-English post-secondary academic records for all students must be accompanied by an official American Translators Association (ATA) certified English language translation. A course-by-course commercial evaluation identifying upper and lower division coursework is required for academic records from outside of the United States. Only commercial evaluation companies certified by the National Association of Credential Evaluation Services (NACES) will be accepted. The student is responsible for the cost of obtaining the commercial evaluation service.

**History:** *Issued as Policy 6.52 on October 16, 1979; revised September 18, 1990; revised September 21, 1982; revised November 20, 1990; revised March 19, 1991; revised and re-numbered July 23, 1997, revised September 22, 2009; revised October 23, 2012; revised August 9, 2016; revised on February 8, 2022; revised February 7, 2023*

<b>Approved by the Board of Trustees</b>	<b>Date:</b> 2/7/2023	<b>President's Signature</b> 	<b>Date:</b> 2/7/2023
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The College will evaluate and add 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 that are not approved as applicable toward any specific course requirements may count as elective credit. The College reserves the right to make all determinations relative to course equivalency and type of credit accepted in transfer.

Students transferring in 24 or more college credits may not submit a high school transcript unless it is required by a specific program. Proof of high school completion is required if less than 24 college-level credits are evaluated in transfer. Students who are applying for financial aid must submit a high school or GED transcript.

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.

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 all grades, associated quality points, and attempted credit hours, as defined by policies, for all terms of enrollment for all post-secondary institutions attended. 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 prescribed college-level term credit hours at Broward College per SACSCOC accreditation requirements at a fully regionally accredited Broward College campus, center, or International Affiliate to qualify for a degree or certificate from Broward College.

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## POLICY AND THE FACULTY AND STAFF

Transfer evaluators in the Office of the College Registrar are responsible for applying credit consistently and uniformly to the student record in accordance with this policy, section 1007.01, Florida Statutes, Florida Administrative Code 6A-10.024, 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 Office of the College Registrar and apply uniformly any decisions to award or not award credit course equivalency and/or substitution.

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 Academic Affairs and College Registrar, under the direction of the Vice President for Student Services is responsible for the implementation and oversight of policy compliance.

Students may appeal decisions of equivalency made by the Office of the College Registrar 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/Pathway 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 will be 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.

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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).

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

**Cumulative Grade Point Average** – A calculation of all grades, associated quality points, and attempted credit hours, as defined by policies, for all terms of enrollment for all post-secondary institutions attended.

**FSA** – Federal Student Aid (e.g., Pell Grants, Work-study, Federal Supplemental Education Opportunity Grants, Direct Student Loans).

**Grade Point Average (GPA)** – The average grade earned by a student, calculated by dividing the grade points earned by the number of credits 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.

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**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 included in the program GPA 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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