

Procedure Manual



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The College Registrar's Office is responsible for the evaluation of post-secondary transcripts for degree-seeking transfer students.

The College does not evaluate post-secondary records without a completed College credit application on file. All post-secondary transcripts and supporting documentation are required to be submitted and received by the College, and the student enrolled in at least one credit course, prior to evaluation within the first term of attendance. Post-secondary transcripts received less than 30 days prior to the start of classes may be evaluated before the student's subsequent term registration.

A transcript evaluation is final when approved coursework and course grades from the external institution are added to a degree seeking student's academic record. Non-degree seeking student's post-secondary transcripts are not evaluated. Students can access their unofficial transcript to view credits accepted in transfer, through their online student portal.

Transfer of Credits from Postsecondary Institutions

Collegiate course work will be considered for transfer credit only from post-secondary institutions that are fully accredited by a regional or nationally accrediting agency (recognized by the U.S. Department of Education) or participate in the Florida Statewide Course Numbering System (SCNS) at the time the approved coursework was completed, as outlined in Section, 1007.24 (7), Florida Statutes.

Degree seeking transfer students are required to submit the following to the College to facilitate the review of transfer credit:

1. Official, complete post-secondary transcripts from all previously attended post-secondary institutions, with no work in progress, and/or
2. Official, complete foreign post-secondary transcripts for each institution attended, with no work in progress. For students who attended college/university outside the United States, that provide non-English post-secondary academic records, an official American Translators Association (ATA) certified English language translation must accompany foreign transcripts that are not in English (College Policy 6Hx2-5.01), and
3. A Commercial Evaluation for each foreign transcript evaluated by a current member of the National Association Credential Evaluation Services (NACES) if the student wishes to apply their credit to a program of study at the College. The student is responsible for evaluation fees. The College does not guarantee transfer of coursework to Broward College. All commercial evaluations are required to include the following:
 - a. course-by-course delineation,
 - b. upper and lower-level courses identified,

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- c. credits/hours of instruction, and
- d. if the student wishes to pursue a bachelor's degree, the GPA will be necessary for program admission.

Note:

- (1) Complete information submitted to the commercial evaluation company facilitates a more detailed course-by-course evaluation. (i.e., courses with labs, or collegiate level mathematics course content). The student should check NACES approved commercial evaluation company for specific estimations.
- (2) A document-by-document commercial evaluation cannot be accepted in lieu of a course-by-course evaluation.
Exception: Education Preparation Institute (EPI) program if the service provider has verified the bachelor's degree.
- (3) The service provider shall forward the commercial evaluation directly to Broward College through secure electronic, or print delivery, where possible.

Evaluation of Upper Division Coursework

Only freshman and sophomore level (1000 and 2000 level) coursework, including developmental course work, will be evaluated from post-secondary transcripts received with both lower and upper division coursework. Evaluated courses will be added to the college academic record for students pursuing associate degrees or certificates.

Pathway approved 3000 Level Course Waivers, indicating that a higher-level course may be substituted as an equivalent Broward College course, will be added to students' academic history in compliance with College Policy 6Hx2-4.01, Substitution or Waiver of Specific Courses.

Lower division (i.e., 1000 and 2000 levels) and upper division coursework (i.e., 3000 and 4000 levels) will be evaluated and added on the Broward College transcript for students pursuing a bachelor's degree at Broward College.

Degrees Earned at a Previous Institution

Students who earned postsecondary degrees (i.e., Associate in Arts, Bachelor's, Master's, or higher), from a regionally or nationally 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.

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Degrees from institutions that are not regionally or nationally accredited, will not be evaluated. Exception is given to bachelor and EPI students whose non-regionally accredited degree is added to the transcript. Non-regionally accredited degrees are not added for Financial Aid purposes.

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 (SCNS) will be accepted, as these courses are articulated as course-for-course equivalent and are 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 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

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

Transcripts for nationally recognized exams, (i.e., AP, IB, Cambridge AICE A/AS-levels, DAN TES, DSST, Excelsior, GCE A/AS); College Level Examination Program (CLEP) transcripts, etc. are reviewed and approved course equivalencies are added to the student’s transcript by Student Records staff in the College Registrar Office. C.A.P.E. transcripts must be commercially evaluated, and undergraduate credits are added to student records through the evaluation process.

A Military Joint Service Transcript (JST) is required for the awarding of military coursework. The JST includes the United States Army, Coast Guard, Marines, and Navy. The student opts in to using credits by initiating the Request for Evaluation of Military Courses form and discussing program accelerated options with an academic advisor. Completed Request for Evaluation of Military Courses form is recorded by the Transfer Evaluators. Approved Credit for Prior Learning (CPL) is added to the student’s academic history by the Transfer Evaluators.

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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.

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