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P6Hx23-4.06 PROCEDURE: TRANSFER CREDIT POLICIES

I. Transfer Students

A. St. Petersburg College Policy on Transfer of Academic Credit

Transfer credit may be accepted from degree granting institutions that are regionally accredited by a regional accrediting agency recognized by the U.S. Secretary of Education. Courses may be accepted from other institutions at the discretion of the Director of Admissions and Records or the pertinent Academic Dean. Transfer courses are subject to a course-by-course evaluation process to determine if the course is equivalent to courses offered at St. Petersburg College. All transfer work is evaluated by the Director of Admissions and Records, or his/her designee, with guidance and participation from Academic Deans.

To minimize the potential for repeating courses at SPC that were successfully completed elsewhere, students should submit official transcripts from all previously attended regionally accredited colleges. Students will be allowed to register their first term without submitting official transcripts. However, continuous enrollment beyond the first term will require the submission of all official transcripts from regionally accredited colleges previously attended. Transcripts reflecting only graduate level coursework or non-credit coursework are not required. Students should be aware of SPC policies on repeated courses as outlined in SPC Procedure 4.15; specifically, the most recent attempt of a course taken will prevail.

- B. For courses that are initially deemed nontransferable to SPC the transfer student has the option of seeking an alternative method for obtaining credit. The student may submit supporting documentation to support that the course(s) in question should be transferable. Examples of supporting documentation should include evidence of the faculty member's credentials at the time the student took the course. Items such as a resume, professional licensure/certifications, work experience in the field,

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the course syllabus (including course title, course length, course description, and the textbook used) will be evaluated by the Director of Admissions and the appropriate academic Dean. The documentation may be submitted by the student for each course requested for reconsideration. The student should submit the supporting documentation to: Office of Admissions and Records, St. Petersburg College, P.O. Box 33089, St. Petersburg, FL 33733. In turn, the Office of Admissions and Records will submit this to the appropriate academic Dean or program area for consideration of equivalency and eligibility for awarding of transfer credit.

- C. Any transfer student who has graduated from a regionally accredited institution with an Associate in Applied Science degree or higher shall be exempt from the requirement of submitting evidence of high school graduation. Florida Statutes requires that after a Florida university or community college has published its general education core, the integrity of that curriculum shall be recognized by the College and other public universities and community colleges. SPC will not require additional general education courses upon the receipt of an official transcript from a regionally accredited institution if the student earned an Associate in Arts, Baccalaureate degree or higher.
- D. All courses listed on the transcript(s) are evaluated, including those with failing grades, except as noted in paragraph F. below. Courses from which the student withdrew without penalty are not evaluated. When the course is equivalent to a course in the College catalog, it is transferred in with the College prefix and course number. However, the course title and credit hours will be those of the transfer institution. Quarter hours will be converted to semester hours on the basis that 3 quarter hours equal 2 semester hours. Fractional hours resulting from the conversion will be carried to two decimal places and rounded to nearest hundredth.
- E. For purposes of meeting general education and program requirements, 2.5 or greater credits will satisfy a 3 credit course requirement and .67 or greater will satisfy a 1 credit course.

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- F. Upper division courses are not evaluated for lower division programs. If a student later matriculates into an upper division program, all upper division work will be evaluated at that time. Additionally, graduate level coursework is not evaluated for transfer credit.
- G. A student may request a second review of transfer coursework posted to his/her record by submitting a written request to the Director of Admissions and Records or his/her designee.
- H. Some programs may limit transferability of coursework based on recency of credit.

II. Official Transcripts

- A. For postsecondary degree-granting institutions within the United States, an official transcript should be submitted directly from the school to SPC, Office of Admissions and Records. If presented by the student to SPC, the transcript must be unopened and in a sealed envelope issued by the postsecondary institution. For students who attended a postsecondary institution outside the U.S., a course-by-course evaluation for educational purposes should be submitted if transfer courses and/or degrees are to be posted to his/her SPC record. The evaluation must be completed by an approved agency affiliated with the National Association of Credential Evaluation Services (NACES) and sent directly to SPC; or, if presented by the student, be unopened and in a sealed envelope issued by the NACES agency.

History: Adopted – 2/17/16. Filed – 2/17/16. Effective – 2/17/16.