
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: AWARD OF ACADEMIC CREDIT

NUMBER: PRO 4-17

REFERENCE: Board Rules 3.09 and 4.09

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I. PURPOSE

To establish guidelines for evaluating College transfer credit, credit by examination, and the award of credit based on articulation agreements and industry certification.

II. GENERAL INFORMATION

- a. Students must submit official transcripts from all previously attended Colleges directly to the district Admissions/Records Office 10 business days before the first day of the semester.
- b. Students planning to file for financial aid must submit all official transcripts from previously attended Colleges directly to the district Admissions/Records Office 10 business days before the first day of the semester.
- c. Students must earn a minimum of 25% of their degree or certificate credits at Lake•Sumter State College (LSSC).
- d. Official evaluation of transfer credit, credit for advanced standing exams, articulated credit, and industry certification credit is completed within the first semester of the student's enrollment provided the student's admissions file is complete.
- e. Credit is awarded based on current College policy and state guidelines.

III. AWARD OF ACADEMIC CREDIT

- a. Credit by Examination – Institutional
 1. LSSC administers credit by exams each semester in a variety of courses. Students with passing scores are awarded credit for the specific course equivalency. No grade point values are awarded.
- b. Credit by Examination - Outside Agencies
 1. Credit is awarded for credit by examination from outside agencies in accordance with the State of Florida's Articulation Coordinating Credit-By-Exam Guidelines for Postsecondary Institutions. Students may earn up to 45 credit hours through the transfer of credit by examination;

2. No grades or grade point values will be assigned for credit by examination. Official copies of these test scores must be submitted directly to LSSC from the appropriate issuing agency. These include the following types of tests:
 - i. AP - Advanced Placement;
 - ii. CLEP - College-Level Examination Program;
 - iii. DANTES/DSST - Defensive Activity for Non-traditional EducationSupport/Dantes Subject Standard Testes;
 - iv. IB - International Baccalaureate Program;
 - v. Excelsior Examination Program;
 - vi. Advanced International Certificate of Education (AICE).
- c. Coursework from Regionally Accredited Institutions
 1. All coursework from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency will be awarded in accordance with the following guidelines:
 - i. All College level or College preparatory courses which have both grades and credit hours will be considered for transfer;
 - ii. Credits at the upper-division college level (3000 and 4000 level courses) are not accepted for transfer into associate-degree programs and are only evaluated for transfer credit into baccalaureate programs;
 - iii. Course credits evaluated for transfer from colleges with different credit systems (i.e., quarter hours, units, etc.) are converted to semester hours;
 - iv. Regardless of the number of credits accepted in transfer, student must complete at least 25% of the college-level credits required to earn an LSSC degree or certificate;
 - v. If initial placement in English, mathematics and/or reading courses cannot be determined after the evaluation of transfer work, students may be required to complete entry testing in one or more disciplines to determine course placements(s);
 - vi. All credit that is transferred to Lake-Sumter State College will become part of the student's permanent academic record at the College and will appear on the transcript;
 - vii. Transfer credits will be applied in the most appropriate manner to the student's program of student in the area of general electives, general education, program courses, and other academic requirements;
 - viii. Transfer credits will be calculated into the LSSC Cumulative GPA and will appear on the college transcript.
- d. Coursework from Non-Regionally Accredited Colleges and Universities
 1. Coursework from non-regionally accredited institutions is only evaluated under the following provisions;
 2. Coursework from institutions participating in the common course numbering system in the State of Florida is accepted according to State guidelines as follows:
 - i. The course number/prefix must be on the state accepted list with the designation of 'Academic Transfer';

- ii. The course must have been completed after the date of approval on the State list.
 - 3. Coursework that does not meet the criteria above may be evaluated on an individual basis at the request of the student;
 - 4. The student must submit the identified appeal documentation directly to the Admissions/Records Office for verification of all documents. Required documentation:
 - i. A course description from the term in which the course was taken;
 - ii. A course syllabus from the term in which the course was taken, and
 - iii. Provide established learning outcomes for the coursework submitted for review.
 - 5. A statement on letterhead from the institution indicating the qualifications of the course instructor of record including academic degrees, graduate semester hours in the teaching discipline and/or other experiences/training related to competence in the appropriate instructional area;
 - 6. Once all documents are received, the student's appeal packet will be submitted to the appropriate Dean to be evaluated to determine if the instructor's credentials meet those required by Southern Association of Colleges and Schools and if the course content is of equivalent value to a LSSC course;
 - 7. All approved coursework will be evaluated using the same guidelines as those for regionally-accredited institutions.
- e. Coursework from International Institutions
- 1. All transcripts from post-secondary institutions outside of the United States must have a course-by-course commercial evaluation completed by an approved agency. LSSC will perform an evaluation based on the course-by-course evaluation report received directly from one of the approved agencies and in accordance with the same guidelines as those for regionally accredited institutions;
 - 2. Students will not be awarded General Education English credit for courses taken outside of the United States. These students will be required to take the College Placement Test to place into the appropriate level English course.
- f. Military Credit
- 1. LSSC will evaluate military credits as follows:
 - i. Central Texas College coursework will be evaluated using the same procedure as other regionally accredited institutions;
 - ii. University of Maryland University College at Adelphi coursework will be evaluated using the same procedure as other regionally accredited institutions;
 - iii. Four credits in physical education will be awarded from either the student's DD214 or ACE transcript.
- g. Other Credit
- 1. LSSC may award other credit based on current articulation program agreements and approved industry certifications.

- h. Competency Based Credit
 - 1. Competency Based Credit (CBC) may be awarded for demonstration of knowledge gained from previous learning experiences outside the classroom. This learning may result from an industry certification, in-service training, or experience acquired during employment.
 - 2. To request Competency Based Credit the student will:
 - i. Meet with an LSSC academic advisor to discuss the possibility of being awarded Competency Based Credit for a program course(s);
 - ii. Meet with the Dean to identify the appropriate course(s). The student will receive the Competency Based Credit Request form as well as a copy of the syllabus for the class(es) the student wishes to earn Competency Based Credit;
 - iii. Complete the Competency Based Credit Request form and assemble the portfolio (one per course);
 - iv. Pay the required fee;
 - v. Submit the completed form and portfolio to the Registrar via email at registrar@lssc.edu;
 - vi. Students will be notified of the portfolio review outcome via Lakehawk email.
- i. Appeal Process
 - 1. In the case that a student does not agree with the credits that have been awarded or not awarded to them, they may appeal that decision to the College Registrar by following these steps:
 - i. Submit a written statement indicating the reason for which the appeal is being made, along with any supporting documentation needed to substantiate the claim;
 - ii. The College Registrar will review the request and will respond within 10 business days.

New: 02/2005

Revised: 02/09/2010, 07/30/2013, 07/09/2019