

**THE UNIVERSITY OF WEST FLORIDA  
REVISED NOTICE OF PROPOSED REGULATION ADOPTION**

**REGULATION TITLE: UWF/REG-3.033 Transfer of Credit**

**SUMMARY:** A new regulation is proposed to house the text from paragraph (12) “Undergraduate Transfer Credit Process” of UWF/REG 3.032 and information taken from the UWF catalog regarding the transfer of credits to UWF. A standalone regulation is sought as credit transfer is a separate subject matter from the other concerns addressed in UWF/REG 3.032. The new standalone regulation incorporates the following three textual changes from the content previously in UWF/REG 3.032:

- 1) A maximum of 60 non-traditional semester hour credits can be accumulated using credits of the following type with a maximum of 30 semester hour credits of any one type: Advanced Placement Program (AP), Cambridge Advanced International Certificate of Education (AICE), College Level Examination Program (CLEP), correspondence/extended learning, departmental proficiency examination, International Baccalaureate program, military service schools, USAF/DANTES credit. Additionally, not more than 20 semester hours’ credit may be upper-division credit;
- 2) Clarifies the permissions needed to transfer credits;
- 3) Graduate transfer credit applicable to a specialist degree must have been earned within five years of the date of admission to the UWF specialist degree program and be approved by a student’s academic department.

**AUTHORITY:** BOG Regulations 6.002(1)(c), 6.003, 6.004(2)(c)

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION**

**AMENDMENT:** Dr. George Ellenberg, Vice Provost

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION**

**IS:** Anita Schonberger, Deputy General Counsel, [aschonberger@uwf.edu](mailto:aschonberger@uwf.edu), Phone (850) 474-3420; FAX (850) 474-2203; Bld. 10/Rm 122; 11000 University Parkway; Pensacola, FL 32514-5750. Any comments regarding the proposed regulation amendment must be sent in writing to the contact person on or before March 21, 2013 to receive full consideration.

**Date Posted to UWF Board of Trustees Website:**

Initial Posting: February 13, 2013  
First Revision: February 22, 2013  
Second Revision: March 5, 2013

**Date Published in @UWF:**

Initial Posting: February 14, 2013  
First Revision: February 26, 2013  
Second Revision: March 7, 2013

**THE FULL TEXT OF THE PROPOSED REGULATION IS SET FORTH BELOW:**

## UWF/REG. 3.033 Transfer of Credit

### (1) Undergraduate Transfer Credit.

- a. The receipt and coordination of the evaluation of undergraduate transfer credits is the responsibility of the Office of Undergraduate Admission. The Office of Undergraduate Admission evaluates transfer credit for the General Studies, Gordon Rule, foreign language, and multicultural course requirements necessary for graduation with a baccalaureate degree. However, the department chairperson for the program to which an applicant applies has ultimate authority in determining which courses are applicable toward the requirements for that degree at UWF. In many instances, exact course equivalents are determined after consultation with the departments.
- b. Applicants may request reconsideration of an undergraduate transfer credit evaluation. Such requests must be directed to the Office of Undergraduate Admissions. [within 30 days of the date of the evaluation.](#)
- c. UWF will only accept transfer credits from those institutions that were accredited by a regional or national accrediting agency recognized by the United States Department of Education at the time the credits were earned. For applicability to a given degree program, departments may specify that transfer credits must be earned at an institution accredited by a specific accrediting agency.
- d. Applicants who have earned an AA degree from a Florida public higher education institution are automatically awarded a minimum of 60 semester credit hours. Credits of all other AA degree transfer applicants will be evaluated on a course-by-course basis.
- e. All satisfactorily completed courses from a regionally or nationally accredited Florida postsecondary institution that participates in Florida's Statewide Course numbering system ("SCNS") and which bear the same SCNS course prefix and last three digits as a UWF course will automatically be transferred pursuant to the Florida Statewide Articulation Agreement. Applicability of such credits to a degree program will be determined by the degree program requirements in effect at the time of the student's admission to the University or readmission in the event the student does not maintain continuous enrollment.
- f. Applicants with credits from institutions that were not accredited by a regional or national accrediting agency recognized by the United States Department of Education at the time the credits were earned may petition the Office of Undergraduate Admission for a re-evaluation of the credits earned at such institutions. In order to be eligible to submit a petition, an applicant must have earned a minimum of 20 credits at UWF with a cumulative UWF Grade Point Average ("GPA") of at least 2.0.
- g. UWF reserves the right to evaluate specific courses and deny undergraduate transfer credit.
- h. Courses that are remedial, occupational or vocational in nature will not be accepted for transfer credit.
- i. Transfer credit will not be awarded for tests taken for the purpose of earning a GED credential.

j. Service school courses will be evaluated with reference to the recommendations of the American Council of Education when official credentials have been presented. Such recommendation, however, is not binding upon the University.

k. A maximum of 60 non-traditional semester hour credits can be accumulated using credits of the following type with a maximum of 30 semester hour credits of any one type: Advanced Placement Program (AP), Cambridge Advanced International Certificate of Education (AICE), College Level Examination Program (CLEP), correspondence/extended learning, departmental proficiency examination, International Baccalaureate program, military service schools, USAF/DANTES credit. Additionally, not more than 20 semester hours' credit may be upper-division credit.

l. An applicant's grade point average for the purpose of admission is computed based on grades earned in courses that are acceptable for transfer credit. For the purposes of the GPA computation, incomplete grades ("I") will be computed as failures ("F").

m. Grades earned in transferred courses are not computed in the student's UWF GPA except for the purposes of admission to limited access programs, awarding of honors at graduation, and class ranking of baccalaureate students.

n.

UWF has made agreements with institutions and agencies which address the transfer of credits. UWF will make additional agreements with institutions or agencies which address the transfer of credits. The provisions of the existing and future agreements which address the transfer of credits are, and shall be, exempt from the requirements of this regulation to the extent that such provisions are, or shall be, contrary to the provisions of this regulation.

Transfer of credits from institutions or agencies that have written agreements with UWF which address the transfer of credits are exempt from the requirements of this regulation to the extent that such agreement provisions are contrary to the provisions in this regulation.

## (2) Graduate Transfer Credit

a. The receipt and coordination of the evaluation of graduate transfer credits is the responsibility of the Graduate School. The department chairperson for the graduate program to which an applicant applies has ultimate authority in determining which courses are applicable toward the requirements for that degree at UWF. Exact course equivalents are determined in consultation with the departments.

b. Applicants may request reconsideration of a transfer credit evaluation. Such requests must be directed to the Graduate School. ~~within 30 days of the date of the evaluation.~~

c. UWF will only accept transfer credits from those institutions accredited by a regional or national accrediting agency recognized by the United States Department of Education at the time the credits were earned. For applicability to a given degree program, departments may specify that transfer credits must be earned at an institution accredited by a specific accrediting agency.

d. Applicants with credits from institutions that were not accredited by a regional or national accrediting agency recognized by the United States Department of Education at the time the credits were earned may petition the Graduate School for a re-evaluation of the credits earned at such institutions.

e. UWF reserves the right to evaluate specific courses and deny graduate transfer credit.

f. Graduate credits may be transferred into a UWF master's degree program only when a grade of "B" or higher was earned in the graduate work to be transferred and when the credits were completed within six years from the date the UWF graduate degree is awarded. The department offering the degree program may recommend that transfer courses which were taken more than six years before the degree is to be awarded may be included in the student's program of study if the department validates that the student has current knowledge related to the course subject matter.

g. Transfer credits applicable to master's and specialist degrees are subject to the following requirements:

i. Students whose programs consist of 30 to 36 semester hours may have a maximum of six semester hours or two courses (whichever is greater in credit) of graduate work at other universities accepted toward their program requirements at UWF. The department chairperson's permission is required for the credits to be accepted.

ii. Students whose programs consist of more than 36 semester hours may have a maximum of 10 semester hours of graduate work from other universities accepted toward their program requirements at UWF. The department chairperson's permission is required for the credits to be accepted.

iii. Graduate transfer credit applicable to a specialist degree must have been earned within five years of the date of admission to the UWF specialist degree program and be approved by a student's academic department.

h. Transfer credits applicable to the University's Education Doctorate (EdD) program are subject to the following requirements:

i. Students who have completed an Educational Specialist degree at the University of West Florida within the previous five years can transfer a maximum of 21 semester hours of graduate credit earned beyond a master's degree into the EdD program.

ii. Students are eligible to transfer a maximum of 10 semester hours of graduate work from other universities to the EdD program.

iii. Students requesting to transfer course work from other institutions will be advised on an individual basis.

iv. Graduate transfer credit applicable to the UWF EdD program must have been earned within five years of the date of admission to the UWF graduate program and be approved by a student's academic department.

v. All hours transferred into the EdD program must align with the professional core and specialization course requirements. Students admitted into the EdD program must enroll in at least 39 semester hours in the EdD program at UWF (21 hours coursework and 18 hours dissertation). Exceptions regarding transfer credits for EdD students will be determined by the EdD Program Committee.

vi. Students choosing to petition for a greater number of hours to be credited to the EdD program must submit an “EdD Student Petition” form to the EdD Program Office.

i.

UWF has made agreements with institutions and agencies which address the transfer of credits. UWF will make additional agreements with institutions or agencies which address the transfer of credits. The provisions of the existing and future agreements which address the transfer of credits are, and shall be, exempt from the requirements of this regulation to the extent that such provisions are, or shall be, contrary to the provisions of this regulation.

~~Transfer of credits from institutions or agencies that have written agreements with UWF which address the transfer of credits are exempt from the requirements of this regulation to the extent that such agreement provisions are contrary to the provisions in this regulation.~~

*Authority – Board of Governors Regulations 6.001, 6.003, 6.004; History – New\_\_\_\_\_.*