



Regulations

Number: UWF/REG – 3.033
Title: 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, civic literacy, 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.
 - (c) UWF will only accept transfer credits from institutions whose accrediting agency is included on the list of UWF approved accrediting agencies, outlined below. 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.

List of UWF approved accrediting agencies:

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
 - Higher Learning Commission (HLC)
 - Middle States Commission of Higher Education (MSCHE)
 - New England Commission of Higher Education (NECHE)
 - Northwest Commissions on Colleges and Universities (NWCCU)
 - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - WASC Senior College and University Commission (WSCUC)
- (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 Florida public postsecondary institution or a postsecondary institution whose accrediting agency is included on the list of UWF approved accrediting agencies in section (1) (c) therein that participates in Florida's Statewide Course numbering system ("SCNS") 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 whose accrediting agency is not included on the list of UWF approved accrediting agencies in section (1) (c) therein 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 45 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 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.
- (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.
- (c) UWF will only accept transfer credits from institutions whose accrediting agency is included on the list of UWF approved accrediting agencies outlined below. 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.

List of UWF approved accrediting agencies:

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
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- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

- (d) Applicants with credits from institutions that were not accredited by an institutional 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 graduate degree program only when a grade of "B" or higher was earned in the graduate work to be transferred.
- (g) All transfer of credit requests must be submitted within the first two semesters of enrollment. Students who complete transfer work after matriculation into a UWF graduate program must submit transfer credit requests during the semester in which they return to UWF.
- (h) 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 master's degree must have been earned 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.
- (iv) Graduate transfer credit applicable to a specialist degree must have been earned within three years of the date of admission, but no more than seven years at the point of graduation, to the UWF specialist degree program and be approved by a student's academic department.
- (i) Transfer credits applicable to the University's Education Doctorate (Ed.D.) program are subject to the following requirements:
 - (i) Students who have completed an Educational Specialist (Ed.S.) degree at UWF may apply a maximum of 36 semester hours of the Ed.S. degree toward the Ed.D. degree. The Ed.S. degree must have been completed within the previous five years.
 - (ii) Students are eligible to transfer a maximum of six semester hours of graduate work from other universities to the Ed.D. 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 Ed.D. program must have been earned within three years of the date of admission, but no more than seven years at the point of graduation, to the UWF graduate program and be approved by a student's academic department.
 - (v) All hours transferred into the Ed.D. program must align with the professional core and specialization course requirements. Exceptions regarding transfer credits for Ed.D. students will be determined by the Ed.D. Program Committee and UWF Graduate School.
 - (vi) Students choosing to petition for a greater number of hours to be credited to the Ed.D. program must submit an "Ed.D. Student Petition" form to the Ed.D. Program Office.
- (j) Transfer credits applicable to the University's Doctor of Philosophy (Ph.D.) program are subject to the following requirements:
 - (i) Students who have completed an approved, relevant graduate degree are eligible to transfer a maximum of six semester hours of graduate work from other universities to the Ph.D. program. Students who have not completed an approved, relevant graduate degree may transfer a maximum of 24 semester hours of graduate work from other universities into the Ph.D. program to be applied to the 30 hours of preparatory coursework requirement.
 - (ii) Students requesting to transfer coursework from other institutions will be advised on an individual basis.

- (iii) Graduate transfer credit applicable to the UWF Ph.D. program must have been earned within three years of the date of admission, but no more than seven years at the point of graduation, to the UWF graduate program and be approved by a student's academic department.
- (iv) All hours transferred into the Ph.D. program must align with the professional core requirements. Exceptions regarding transfer credits for Ph.D. students will be determined by the Ph.D. Program Director and UWF Graduate School.
- (v) Students choosing to petition for a greater number of hours to be credited to the Ph.D. program must do so in writing to the Ph.D. Program Director. Petitions must be approved by the UWF Graduate School.
- (k) 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 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.

Authority – Board of Governors Regulations 6.001, 6.003, 6.004. History – New- 7/30/13; substantive revisions June 2021.