

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title: Transfer of Credits Policy - Graduate</b>
<b>FPU Policy Number: FPU-5.0083 AP</b>
<input checked="" type="checkbox"/> <b>New Policy</b> <input type="checkbox"/> <b>Major Revision of Policy</b> <input type="checkbox"/> <b>Minor Technical Revision of Policy</b>
<b>Date First Adopted: October 22, 2014</b>
<b>Date Revised:</b>
<b>Responsible Division/Department: Vice President for Academic Affairs/Provost</b>
<b>Initiating Authority: University Registrar</b>

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to degree seeking graduate students and is consistent with Florida Board of Governors regulation 6.003 and the University mission. The Registrar is responsible for verifying that all coursework attempted at an institution other than Florida Polytechnic University complies with the policy and procedures contained herein.

**B. POLICY STATEMENT:**

The University is committed to its obligation to maintain academic quality and integrity. Transfer credit is granted for academic coursework completed at regionally accredited institutions, or at institutions in candidacy for regional accreditation by one of the following regional accrediting associations:

- New England Association of Schools & Colleges, Commission on Institutions of Higher Education
- Middle States Commission on Higher Education
- Higher Learning Commission of the North Central Association
- Northwest Commission on Colleges & Universities
- Western Association of Schools & Colleges Accrediting Commission for Senior College and Universities
- Southern Association of Colleges & Schools, Commission on Colleges
- North Central Association of Colleges and Schools, The Higher Learning Commission

When deciding whether or not to accept credits for transfer, the University considers the level, content, quality, comparability and degree program relevance. In addition, transfer students from non-regionally accredited Florida institutions that follow the state common course numbering

system may have a limited number of courses articulated. For credits from international institutions outside of the United States, accreditation status and evaluation of credits must be made by an international credential evaluation agency with the accompanying costs paid by the student. University-level coursework undertaken abroad may be transferrable if earned at a recognized institution depending on academic equivalency. Course transferability is determined on a course-by-course basis. An equivalent Florida Polytechnic University course number will be entered on the student's official academic transcript if the credit is accepted for transfer.

**C. DEFINITIONS:**

1. Articulation of credits. A comparison of the content of the course that is being transferred between institutions to identify if the course fulfills specific course requirements.
2. Transfer of credit. The application of credit toward degree requirements.

**D. PROCEDURES:**

1. **Student responsibilities.** The graduate student transferring to the University is responsible for ensuring that the University receives complete official transcripts for all academic course work they have taken at other post-secondary institutions, including all undergraduate course work. This policy applies to all post-secondary course work taken prior to entry at the University including all post-secondary course work taken between the date of admission to the University and the time of application for a University degree.
2. **No credit awarded.** No credit is awarded for technical, vocational, physical education or pre-college coursework, or for coursework completed below a grade of B.
3. **Computation of grade point average.** Transfer credits will not be included in the computation of a student's Florida Polytechnic grade point average.
4. **Calculation of credits.** If transfer credits are in quarter hours, they will be converted into semester hours by multiplying the quarter hours by .67. For example, a five quarter hour course will be awarded 3.33 semester credits.
5. **Residency requirement.** A minimum of eighteen (18) graduate hours of coursework for the degree must be earned at Florida Polytechnic University.
6. **Failure to Comply with Policy.** Failure to comply with this policy may result in the non-acceptance of credits from an outside institution.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: 5.0083 AP	
Initiating Authority	Date
Academic Policies Committee Chair	Date
Vice President of Academic Affairs	Date
President/Designee	Date
Approved by FPU BOT, if required	Date
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