

## NOTICE OF PROPOSED REGULATION AMENDMENT

Date: October 30, 2020

**REGULATION TITLE:**

College Credit for Nontraditional Courses Prior to Initial Enrollment

**REGULATION NO.:**

UCF-2.036

**SUMMARY OF REGULATION AMENDMENT:** This regulation is amended to clarify the authority, responsibility and roles, and standards for determining UCF credit equivalency for non-traditional courses completed prior to the initial term of enrollment. Amendments are also made to restrict the number and types of entities from which UCF will consider awarding credit for non-traditional courses. Credits completed at institutions with appropriate accreditation or other entities with whom the university enters into an articulation agreement will be accepted. Language requiring documentation be submitted three months in advance has also been removed so that documentation is now only required to be submitted prior to the initial term of enrollment.

**AUTHORITY:** BOG Regulations 1.001 and 6.020

**NAME OF PERSONS WHO INITIATED PROPOSED REGULATION AMENDMENT:**

Heidi Watt, Director, Academic Program Quality

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:**

Regulations Administrator  
4365 Andromeda Loop N.  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
e-mail: [regulations@ucf.edu](mailto:regulations@ucf.edu)

**FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:**

**UCF-2.036 College Credit for Nontraditional Courses Prior to Initial Enrollment**

(1) Undergraduate students who are admitted to the university and who have completed non-traditional courses delivered by eligible institutions of higher education or other entities with which the university has entered into an articulation agreement, including online and short college level courses, prior to initial enrollment in undergraduate education may request that the university

evaluate that work to determine if credit might be awarded. Sufficient time must be allowed for the university to evaluate the course material for transferability or prior learning credit.

(2) For purposes of this process, Eligible institutions of higher education shall include those accredited by one of the following accrediting bodies:

- (a) Accrediting Commission for Community and Junior Colleges (ACCJC)
- (b) New England Commission of Higher Education (NECHE)
- (c) Higher Learning Commission (HLC)
- (d) Middle States Commission on Higher Education (MSCHE)
- (e) Northwest Commission on Colleges and Universities (NWCCU)
- (f) Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- (g) WASC Senior College and University Commission

(3) Award of credit for ~~that nontraditional~~ work prior to initial enrollment must meet the following conditions:

- (a) The request ~~for credit review was~~ made as soon as practicable but prior to the start of the initial term of enrollment and all required documentation was provided sufficiently in advance of the initial term of enrollment to allow review (see further information in paragraphs (4) and (5), below) and as soon as practicable.
- (b) University faculty members with appropriate disciplinary expertise determine the nontraditional course content and ~~–~~learning outcomes to be comparable to a course offered at the institution or general elective credit;
- (c) ~~The Non~~nontraditional courses for which credit is requested meet ~~the~~ quality and accreditation standards intended for a transfer course or the equivalent thereof as determined by the College Dean of Undergraduate Studies in consultation with the institutional accreditation liaison or designee and other units, as appropriate; and
- (d) If the course is intended to meet a specific requirement for the student's degree program, the department or college offering the program determines that the nontraditional course is relevant to the student's ~~intended~~ program of study; and
- ~~(e) — If the coursework was delivered by a foreign institution, the coursework and accreditation status of the institution must be evaluated by an appropriate service provider acceptable to the university.~~

~~(34) Students wishing to have such nontraditional coursework evaluated for the purpose of receiving credit should inform the UCF Office of Undergraduate Admissions as soon as practicable.~~ If credit for the nontraditional coursework was awarded by another accredited institution of higher education meeting university transfer eligibility requirements, the student must submit an official transcript reflecting the award of credit and the transferability of that work will be determined with the same processes and criteria for other transferred courses. The decision to award UCF credit for nontraditional coursework or not lies solely with UCF, regardless of whether or not another institution of higher education previously awarded credit. The university reserves the right to request additional information from the student, such as that covered in (5) below, to assist in rendering an informed decision that assures the integrity of UCF awarded credit.

~~(45)~~ If the nontraditional coursework did not result in credit awarded by a previous institution, the student may request a review for the awarding of credit by providing the following information to the College of Undergraduate Studies to facilitate review as noted in (3)(c) above and if determined appropriate, by directly to the academic department that is qualified to evaluate the subject matter:

- (a) A syllabus for the course;
- (b) Credentials of the faculty member(s) teaching the course;
- (c) Course objectives and learning outcomes for the course;
- (d) Confirmation that the course was satisfactorily completed; and
- (e) Other information requested by the subject area faculty member(s) in order to determine demonstrated mastery of course learning outcomes. This may include a proctored testing requirement.

To ensure there is sufficient time for review, all required documentation must be submitted ~~no later than three months~~ prior to the start of the initial term of enrollment. Assuming all requested information is provided, normally a decision regarding the awarding of credit shall be made within the first term of enrollment.

~~(56)~~ To be eligible for credit, both short courses ~~for credit shall have the same number of contact hours as do~~ and regularly scheduled courses must include an amount of student work equivalent to that expected in the institution's credit hour definition. ~~Other nontraditional courses must have an appropriate substitute(s) for the associated contact hours.~~ The review of nontraditional course(s) must document equivalency with traditional course(s) when such traditional courses exist, or if more appropriate, general elective credit.

(67) Courses may be evaluated on the basis of the recommendations of the American Council of Education (ACE) when official credentials have been properly presented. While credit may be granted when courses are equivalent to those offered by the University, recommendations by ACE are not binding upon the University. Even though records may have been evaluated by another accredited institution, it is important to have official credentials sent to UCF for evaluation.

(78) Credit for coursework taken prior to the initial term of enrollment will be noted on the student's transcript.

(89) An undergraduate student wishing to appeal the university's denial of credit for nontraditional courses may submit an appeal, in writing, to the College of Undergraduate Studies within 30 days of the date that the denial is sent to the student.

*Authority: BOG Regulations 1.001, and 6.020. History - New 12-21-15, Amended 4-23-20, Amended \_\_\_\_\_-20.*