

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

(1) This regulation addresses the awarding of undergraduate academic credit for nontraditional courses completed prior to the initial term of enrollment and for which academic credit was not previously awarded by an eligible institution of higher education. Nontraditional courses, including online and short college level courses, that may be awarded undergraduate credit must have been (i) delivered by eligible institutions of higher education or other entities with which the university has entered into an articulation agreement; (ii) completed prior to initial enrollment in undergraduate education at UCF; and (iii) determined by qualified UCF faculty members to be of an academic nature and comprised of college-level content, learning outcomes, and an amount of student work comparable to a traditional course offered by UCF, or if more appropriate, general elective credit.

(2) Traditional courses and nontraditional courses for which academic credit was previously awarded by an appropriately recognized institution of higher education, shall follow regular transfer of credit procedures. This regulation does not allow for the awarding of academic credit for life experience or prior employment. Other acceptable mechanisms for awarding UCF credit for prior learning are addressed in UCF-2.006 (Acceleration Mechanisms), UCF-2.037 (Special Provisions for Veterans and Active Duty Military Students), and 1004.096, Florida Statutes concerning the award of credit for prior military training and are not addressed here.

(3) Undergraduate students who are admitted to the university and who, prior to initial enrollment in undergraduate education, have completed eligible nontraditional courses, as defined herein, 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 either transferability in accordance with paragraph (6) or for the award of prior learning credit.

(4) 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) Western Association of Schools and Colleges (WASC) Senior College and University Commission.

(5) Award of credit for 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 (6) and (7), below).
- (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 nontraditional courses for which credit is requested meet quality and accreditation standards intended for a transfer course or the equivalent thereof as determined by the 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 program of study;

(6) 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 (7) below, to assist in rendering an informed decision that assures the integrity of UCF awarded credit.

(7) 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 (5)(c) above and if determined appropriate, by 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 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.

(8) To be eligible for credit, both short courses and regularly scheduled courses must include an amount of student work equivalent to that expected in the institution's credit hour definition. 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.

(9) 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.

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

(11) 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 12-3-20, 4-22-21.