

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Credit for Online Courses Completed Prior to Initial Enrollment
FPU Policy Number: FPU-5.0086AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: September 9, 2015
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Ghazi Darkazalli, Provost and Executive Vice President

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all admitted students who wish to receive credit for online courses that were completed prior to the students' initial term of enrollment in undergraduate education.

B. POLICY STATEMENT:

- 1) **Transferred credit that was previously evaluated and awarded by another Florida public postsecondary institution.** The University accepts in transfer any college credit for online courses completed prior to the student's initial term of enrollment in undergraduate education that was previously evaluated and awarded by another Florida public postsecondary institution in accordance with Florida Board of Governors' regulation **6.020 College Credit for Online Courses Completed Prior to Initial Enrollment** and is appropriate to the student's program of study.
- 2) **Credit not previously evaluated and awarded by another Florida public postsecondary institution.** Upon an admitted student's request, the University will evaluate the student's online coursework completed prior to the student's initial enrollment in undergraduate education, including massive open online courses (MOOCs), to determine if credit might be awarded for the courses. Credit awarded for online courses, including credit for coursework that is recognized by the American Council on Education (ACE), will be evaluated according to University regulation and policy to determine whether the course fulfills a general education, major course, or degree program requirement, and if so, applied as such. Courses must meet the following requirements to be awarded credit:
 - 1) University faculty have determined the online course content and learning outcomes to be comparable to a course offered at the University;
 - 2) The online course meets the quality and accreditation standards intended for a transfer course; and
 - 3) The subject area faculty have determined that the online course is relevant to the student's intended program of study.

This policy is displayed on the University's website and within the University's catalog.

C. PROCEDURES:

- 1) **Student requests evaluation of online course.** A student requests an evaluation of online courses completed prior to the student's initial term of enrollment in

undergraduate education for the purpose of receiving credit. This request must be made to the University's Office of Admissions after being admitted to the University but prior to enrolling in courses at the University.

- 2) **Credit for course was awarded by another institution.** If credit for the online coursework was awarded by the institution offering the course or another institute of higher education, and not pursuant to **Section 1007.24(7), Florida Statutes**, the student must submit an official transcript reflecting the award of credit. The transferability of that work will be determined using the same processes and criteria for other transferred courses according to University regulation and policy, including but not limited to, faculty credential evaluation, outcome equivalency, and the student's demonstrated mastery of competency.
- 3) **Credit for course was not awarded by another institution.** If the online college coursework did not result in credit awarded by the institution offering the online course or another institute of higher education, the student must provide the following information to the Registrar for evaluation by qualified faculty at the university:
 - a) A syllabus for the course;
 - b) Credentials of the faculty teaching the course;
 - c) Course objectives and learning outcomes; and
 - d) Other information requested by the subject area faculty in order to determine the student's demonstrated mastery of competency.
- 4) The Registrar notifies the student whether the credit sought has been awarded or not, and if awarded, the number and types of credit awarded for the course.
- 5) The Registrar will note credit awarded for the online coursework on the student's transcript.
- 6) The student may appeal the University's decision using the University's Student Grievance Process.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-5.0086AP	
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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