



**Number:** UWF/REG 3.033  
**Title:** Transfer of Credit  
**Responsible**  
**Department:** Office of Undergraduate Admissions and Graduate School

## **I. Undergraduate Transfer Credit**

### **A. General**

1. The receipt and coordination of the evaluation of undergraduate transfer credits is the responsibility of the Office of Undergraduate Admissions. The Office of Undergraduate Admissions evaluates transfer credit for General Education, Gordon Rule, foreign language, civic literacy, and multicultural course requirements necessary for graduation with a baccalaureate degree. 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 the University of West Florida (“UWF”). In many instances, course equivalents are determined after consultation with the department.
2. Applicants may request reconsideration of an undergraduate transfer credit evaluation. Such requests must be directed to the Office of Undergraduate Admissions.
3. 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.

UWF-approved accrediting agencies are:

- 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 College and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

- WASC Senior College and University Commission (WSCUC)
4. The University may deny undergraduate transfer credit after evaluation of specific courses.
  5. Courses that are remedial, occupational or vocational in nature will not be accepted for transfer credit.
  6. Transfer credit will not be awarded for tests taken for the purpose of earning a GED credential.
  7. A maximum of 60 semester hours of non-traditional credit (e.g., military experience, law enforcement experience, AP, IB, AICE, DANTEs, CLEP, UEXCEL, etc.) can be applied to a student's record. No more than 45 credits of any one type of credit can be applied, with the exception of credit from military experience for which a maximum of 60 semester hours may be accepted. Additionally, no more than 20 semester hour credits may be upper division credit. For those credits awarded by examination, official score reports from the testing agencies may be required. Credit will be awarded in alignment with the Articulation Coordinating Committee Credit-by-Exam Guidelines as approved by the Board of Governors.
  8. An applicant's grade point average ("GPA") 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").
  9. Grades earned in transferred courses are not computed in the student's UWF GPA except for the purposes of admission to specialized admissions programs, awarding of honors at graduation, and class ranking of baccalaureate students.
  10. UWF has made agreements with institutions and agencies that address the transfer of credits. UWF may make additional agreements with institutions or agencies that address the transfer of credits. In the event such an agreement contains provisions that are contrary to this regulation, the provisions of the agreement will prevail.
  11. Undergraduate students must complete at least 25% of their degree program through direct instruction offered by UWF in order to earn their baccalaureate degree. For example, no more than 90 hours of a 120-hour degree program can be applied if earned through transfer credit or any of the acceleration mechanisms recognized.

## B. Application of Credits from Other Institutions

### 1. Florida Public Post-Secondary Institutions

- a. Credits earned from Florida public institutions will be evaluated on the basis of the Florida Statewide Course Numbering System.
- b. Those courses considered equivalent will be accepted for transfer credit at the level at which the course was classified by the institution originally awarding the credit.
- c. Courses are considered equivalent when the prefix and the last three numerical digits of the course numbers are the same.
- d. Courses not considered equivalent may be accepted for transfer credit at the discretion of the department chairperson.

### 2. All Other Post-Secondary Institutions

- a. All grades earned at other institutions whose accrediting agency is listed on the list of UWF-approved accrediting agencies are entered on a student's record at the time of transfer exactly as earned. Such grades are averaged separately from grades earned at UWF and are not considered in the UWF GPA.
- b. Applicants with credits from institutions whose accrediting agency is not included on the list of UWF-approved accrediting agencies at the time the credits were earned may petition the Office of Undergraduate Admissions 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 GPA of at least 2.0.
- c. All satisfactorily completed courses from a Florida public postsecondary institution or a postsecondary institution that participates in Florida's Statewide Course Numbering System ("SCNS") that bear the same SCNS course prefix and last three digits as a UWF course will be transferred pursuant to the Florida Statewide Articulation Agreement and credited as described herein. 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.

### C. Associate in Arts (AA) Degrees

#### 1. Florida Public Post-secondary Institutions.

Applicants who have earned an AA degree from a Florida public higher education institution are automatically awarded a minimum of 60 semester credit hours.

#### 2. All Other Post-Secondary Institutions.

Credits of all other AA degree transfer applicants will be evaluated on a course-by-course basis. College work completed with satisfactory grades prior to graduation from high school by a student at an institution whose accrediting agency is included on the list of UWF-approved accrediting agencies will be considered under the same guidelines as other transfer work.

### D. Military Experience

1. Per Board of Governors (BOG) Regulation 6.013, Military Veterans and Active Duty, as it may be amended, college credit will be granted to students with military experience in accordance with the standard process and considerations outlined in the *Articulation Coordinating Committee Policy Regarding the Evaluation and Awarding of Postsecondary Credit for Prior Military Training, Courses, and Occupations*.
2. Students with military experience noted in the *Articulation Coordinating Committee Credit for Military Experience Equivalency List* in effect at the time experience is evaluated for equivalency shall be awarded credit.
3. If the course to which the military training or coursework is equivalent fulfills a general education or major course or degree program requirement, the credit should be considered as meeting the requirement(s). Otherwise, appropriate course credit, including free elective course credit, will be granted.
4. Transfer credit awarded by a Florida public postsecondary degree granting institution that is applicable toward the student's major shall be accepted, subject to the limit on the amount and level of transfer credit allowed for a given degree. Credits awarded by all other postsecondary institutions shall be accepted if those credits are consistent with the current *Articulation Coordinating Committee Credit for Military Training Equivalency List*.

## E. Law Enforcement Experience

1. Per BOG Regulation 8.007, Articulation, as it may be amended, college credit will be granted to students with law enforcement experience in accordance with the standard process and considerations outlined in the *Articulation Coordinating Committee Policy Regarding the Evaluation and Awarding of Postsecondary Credit for Law Enforcement Training and Experience*.
2. Students with law enforcement training and experience noted in the *Articulation Coordinating Committee Credit for Law Enforcement Training and Experience List* in effect at the time experience is evaluated for equivalency shall be awarded credit.
3. UWF will first apply any credit from law enforcement training and experience to satisfy general education and degree requirements before applying the course credit as elective credit.
4. Transfer credit awarded by a Florida public postsecondary degree-granting institution applicable to the student's major shall be accepted, subject to the limit on the amount and level of transfer credit allowed for a given degree. Credits awarded by all other postsecondary institutions shall be accepted if those credits are consistent with the current *Articulation Coordinating Committee Credit for Law Enforcement Training and Experience Equivalency List*.

## II. Graduate Transfer Credit

### A. General

1. The receipt and coordination of the evaluation of graduate-level transfer credits is the responsibility of the Graduate School. The department chairperson for the graduate program to which a student is enrolled 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.
2. Applicants may request reconsideration of a transfer credit evaluation. Such requests must be directed to the Graduate School.
3. UWF will only accept transfer credits from institutions whose accrediting agency is listed on the list of UWF-approved accrediting agencies in section I. A. 3.
4. 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.

5. The University may evaluate specific courses and deny graduate transfer credit.
6. Graduate-level 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.
7. 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.
8. UWF has made agreements with institutions and agencies which address the transfer of credits. UWF may make additional agreements with institutions or agencies which address the transfer of credits. In the event such an agreement contains provisions that are contrary to this regulation, the provisions of the agreement will prevail.
9. Graduate students must complete at least 33% of their degree program through direct instruction offered by UWF in order to earn their graduate degree.

#### B. Masters and Specialist Degree Programs

Transfer credits applicable to master’s and specialist degrees are subject to the following requirements.

1. Students whose programs consist of 30 to 36 semester hours may have a maximum of nine semester hours with a combination of credit by transfer and credit by proficiency, with no more than six semester hours (or two courses, whichever is greater in credit) from either category (transfer or proficiency) accepted toward their program requirements. The department chairperson must authorize the application of such credits.
2. Students whose programs consist of more than 36 semester hours may have a maximum of 12 semester hours with a combination of credit by transfer and credit by proficiency, with no more than 10 semester hours by transfer and no more than 6 semester hours or two courses (whichever is greater in credit) by proficiency toward their program requirements. The department chairperson must authorize the application of such credits.
3. Graduate transfer credit applicable to a master’s degree must have been earned within six years of the date the UWF graduate degree is awarded. The department offering the degree program may recommend that transfer courses that were taken more than six years before the degree is to be awarded be included in the student’s program of

student if the department validates that the student has current knowledge related to the course subject matter.

### C. Education Doctorate (Ed.D.) Program

Transfer credits applicable to the University's Education Doctorate (Ed.D.) program are subject to the following requirements:

1. Students who have completed an Education 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 five years prior to the date of admission to the Ed.D. degree program and be approved by a student's academic department.
2. Students are eligible to transfer a maximum of six semester hours of graduate work from other universities to the Ed.D. program.
3. Students requesting to transfer course work from other institutions will be advised on an individual basis.
4. Graduate transfer credit applicable to the Ed.D. program must have been earned within three years of the date of admission to the UWF graduate program, but not more than seven years prior to graduation, and be approved by a student's academic department.
5. 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 the Graduate School.
6. Students choosing to petition for a greater number of semester hours to be credited to the Ed.D. program must submit an "Ed.D. Student Petition" form to the Ed.D. Program Office.

### D. Doctor of Philosophy (Ph.D.) Program

Transfer credits applicable to the University's Doctor of Philosophy (Ph.D.) program are subject to the following requirements:

1. 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.

2. Students requesting to transfer coursework from other institutions will be advised on an individual basis.
3. Graduate transfer credit applicable to the Ph.D. program must have been earned within three years of the date of admission to the UWF graduate program, but no more than seven years prior to graduation, and be approved by a student's academic department.
4. 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 the Graduate School.
5. 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 Graduate School.

**Effective Date:** April 15, 2024

**Authority:** Section 1007.24, Florida Statutes  
BOG Regulations 6.001, 6.003, 6.004, 6.006, 6.013, and 8.017

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