

# TRANSFER CREDIT

Transfer of credit is the act of awarding credit at LSSC for coursework taken at another institution, while in the military, through credit by examination, current articulation program agreements, approved industry certifications, or Competency Based Credit (Administrative Procedures 4-04 and 4-17). The purpose of awarding credit for coursework or credit by examination is to allow students to transfer credits to LSSC according to the College's course equivalencies and to accelerate the completion of the student's Program of Study.

All students who have previously registered at any other post-secondary institution(s), regardless of the amount of time spent in attendance or credit earned, are classified as transfer students. Transfer students are required to submit official transcripts from all institutions for the purpose of evaluation prior to registering for courses. When the transcripts or test scores are submitted to the Registrar's Office, they will be evaluated, and credit may be awarded in compliance with institutional policies and the state of Florida guidelines. Transfer of credit for career academies or institutional credit by examination listed on the transcripts of Florida regionally accredited institutions will be evaluated and awarded directly from each institution's transcript.

Veterans and active duty military are required to submit official military transcripts (Joint Services Transcript (JST) or Air Force transcript) for admission to LSSC and transfer credit evaluation. To order a free Joint Services Transcript, visit <https://jst.doded.mil/official.html>. To order an Air Force transcript, visit [www.au.af.mil/au/ccaf/transcripts.asp](http://www.au.af.mil/au/ccaf/transcripts.asp) (<https://www.airuniversity.af.edu/Barnes/CCAF/>).

All official transcripts submitted by a student must remain in the original sealed envelope provided by the previously attended institution. Any transcript that has been unsealed will not be accepted.

Financial Aid will not be disbursed to any eligible student account until all transcripts have been received.

Students must earn a minimum of 25% of their degree or certificate credits at LSSC to be eligible to receive a degree or certificate from LSSC. Students who have an associate's and/or bachelor's degree from a regionally accredited institution are not eligible for an Associate in Arts degree.

## Evaluating Coursework from Regionally Accredited Institutions

LSSC will evaluate all coursework from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency (Administrative Procedure 4-17). Credit will be awarded in accordance with the following guidelines:

1. All college level or developmental courses which have both grades and credit hours will be evaluated, including all those marked "F", "W", and "X", regardless of when the course was completed.
2. Courses with grades of "D" or higher may be used to satisfy course requirements, with the exception of college level computational/writing emphasis courses. In order to satisfy college level computational or "Gordon Rule" mathematics courses or writing emphasis courses, a minimum grade of "C" is required.
3. Only lower division (freshman/sophomore) courses or those upper division courses for which LSSC has a clear lower division course equivalent will be evaluated. Graduate and advanced level courses

will not be accepted at LSSC. Note: All upper division courses (3000 and 4000 level courses) will be evaluated if applying to a baccalaureate program.

## Transfer Credit-Course Substitution Process

In the case that students do not agree with the evaluation of transfer credits, they may complete and submit the Course Substitution Request Form in myLSSC via Workflow.

## Evaluating Coursework from Non-Regionally Accredited Institutions

Coursework from non-regionally accredited institutions will be evaluated under the following provisions:

1. Institutions participating in the common course numbering system in the State of Florida will be accepted for transfer according to the state guidelines.
2. The course number/prefix must be on the state accepted list with the designation of "Academic Transfer" and must have the exact course prefix and number as offered at LSSC.
3. The course must have been completed after the date of approval on the state list.

Coursework that does not meet the criteria above may be evaluated through an appeal process. The student must submit the appeal documentation directly to the Registrar's Office for verification of all documents.

1. A course description from the semester in which the course was taken.
2. A course syllabus from the semester in which the course was taken.
3. A statement on letterhead from the institution indicating the instructor of the course that was taken, the credentials and/or master's degree of the instructor, the concentration of the instructor's master's degree, and the institution from which the credentials/degrees were earned.

Once all documents are received, the student's appeal packet will be submitted to the appropriate academic dean to be evaluated. The academic dean will determine if the instructor's credentials meet those required by SACSCOC and if the course content is of equivalent value to an LSSC course. All coursework approved by the academic dean will be evaluated using the same guidelines as those for regionally accredited institutions.

## Evaluating Coursework from International Institutions

All transcripts from post-secondary institutions outside of the United States must have a course-by-course evaluation completed by an approved agency. The approved agency must be a National Association of Credential Evaluation Services (NACES) certified company. LSSC recommends agencies such as International Education Evaluations, LLC, Josef Silny & Associates, Inc. or World Education Services (WES).

LSSC will perform an evaluation based on the course-by-course evaluation report received directly from one of the approved agencies and in accordance with the same guidelines as those for regionally-accredited institutions. Note: Students will not be awarded English credit from international institutions.

## **Evaluating Military and Alternative Credit Education Credit for Military Service**

1. Upon receipt and review of a Joint Services Transcript (JST), the Registrar's Office will forward the JST to the VA academic advisor. The VA academic advisor will communicate with the student regarding the courses that can transfer in. Credit will be awarded on a course- by-course basis in relation to the student's declared program of study and courses offered at LSSC following the ACE recommended guidelines, and with approval from the appropriate Academic Administrator.
2. Students who have completed 180 days of active military duty may be awarded four (4) credit hours of Physical Education credit at LSSC by submitting a DD214 form (military separation form issued by the Department of Defense) to the LSSC Veterans Affairs Certifying Official for evaluation. The LSSC Veterans Affairs Certifying Official collects all documentation from the student to determine whether or not the student has met the criteria.