

TRANSFER CREDIT

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Overview

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 Procedure 4-17 (https://www.lssc.edu/wp-content/uploads/PRO_4-17.pdf)). See Alternative Ways to Earn College Credit for additional information. (<https://lssc-public.courseleaf.com/academic-information/alternative-college-credit/>) The purpose of awarding transfer credit for coursework or credit by examination is to allow students to proceed expeditiously toward their degree program. LSSC awards semester credits. Transfer quarter hours are converted to semester credits; one quarter credit equals two-thirds of a semester credit.

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 evaluation. All transcripts must be submitted within the first semester of the student's enrollment. When transcripts or test scores are submitted to the Registrar's Office, they will be evaluated, and credit may be awarded in accordance with institutional policies and the state of Florida's guidelines. Transfer of credit for career academies or institutional credit by examination, as listed on the transcripts of Florida-recognized institutions, will be evaluated and awarded directly by each institution.

Submitting Transcripts

Students must request an official transcript from each institution attended. Official transcripts can be sent electronically (through FASTER or Parchment, etc.) or directly from the sending institution via email or

the US Mail. Alternatively, they can be delivered in person in the original sealed envelope provided by the institution. Unsealed transcripts will not be accepted.

Email: Registrar@lssc.edu
Mail: Lake-Sumter State College
Attn: Registrar's Office
10005 US Highway 441
Leesburg, FL 34788

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

Students must earn at least 25% of their degree or certificate credits at LSSC to be eligible to receive a degree or certificate from LSSC. Students with an associate's and/or bachelor's degree from a USDOE-recognized institution are not eligible for an Associate in Arts degree.

Evaluating Coursework from institutions accredited by an agency recognized by USDOE

A course approved by the Statewide Course Numbering System (SCNS (<https://flscns.fldoe.org/>)) for the institution in which it was earned, with the same prefix and last three digits in the course number, AND was completed during the period approved by SCNS, is considered automatically equivalent to LSSC's course with the same course prefix and last three digits in the number. Otherwise, we will accept a completed course as elective credit if the previous institution is accredited by an agency recognized by the United States Department of Education (USDOE), as listed on this website: <https://ope.ed.gov/dapip/#/home>. Credit will be awarded in accordance with the following guidelines:

1. All college-level or developmental courses that 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, except for 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. Lower-division (1000- and 2000-level) courses will be evaluated for college credit certificates and for degree-seeking students. Upper-division (3000- and 4000-level) courses will only be evaluated if applying to a baccalaureate program. Graduate and advanced-level courses will not be accepted at LSSC.
4. Course credits evaluated for transfer from colleges with different credit systems (i.e., quarter hours, units, etc.) are converted to semester hours.
5. Accepted credit that is transferred to LSSC will become part of the student's permanent academic record and will appear on the college transcript.
6. Transfer credits will be applied most appropriately to the student's program of study in the area of general electives, general education, program-specific courses, and to meet other academic requirements.
7. Accepted transfer credits will be calculated into LSSC's Cumulative GPA and will appear on the college transcript.
8. Denied requests may be appealed in writing to the Chief Academic Officer.

Substitutions

A course accepted as elective credit may be equivalent to a specific LSSC course. A determination of equivalence can be requested through LSSC's Course Substitution process. The substitution request is the process by which courses previously completed by students may be used to satisfy program requirements for graduation in lieu of courses specified in their governing catalog.

For a general education course - A student submits a course substitution request with a syllabus from the term in which the course was completed and a statement on letterhead from the institution indicating the qualifications of the course instructor of record including academic degree(s), graduate semester hours in the teaching discipline, and/or other experiences/training related to competence and expertise in the appropriate instructional area.

For a non-general education course - A student submits a course substitution request with a syllabus from the term in which the course was completed.

Students have the option of submitting the following substitution requests:

Course Substitution – A course for course equivalency

Area Substitution – A course to meet an Area Requirement. The course does not have an exact course equivalency. An Area Substitution request is to be used ONLY for Institution Core requirements.

Program Substitution – A course to satisfy a program or major course, not a General Education course. Also, when there is a need to use two courses to satisfy a program requirement.

Students can initiate the substitution process by meeting with an academic advisor. A determination will be made regarding course equivalence, and the student will be notified.

Evaluating Coursework from institutions not accredited by an agency recognized by USDOE

Coursework from an institution not accredited by an agency recognized by the USDOE will be evaluated under the following provisions:

1. Institutions participating in the Statewide Course Numbering System (SCNS (<https://flscns.fldoe.org/default.aspx>)) in the State of Florida will be accepted for transfer in accordance with state guidelines.
2. Courses completed in Florida and included in SCNS are guaranteed to transfer in as elective credit or general education credit, as determined by LSSC and/or SCNS.
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. Official transcripts (unless previously submitted)
2. A course syllabus from the term in which the course was taken, which includes the learning outcomes for the coursework submitted for review.

3. A statement on letterhead from the institution indicating the qualifications of the course instructor of record, including academic degree(s), graduate semester hours in the teaching discipline, and/or other experiences/training related to competence in the appropriate instructional area.

Once all documents are received, the student's appeal packet will be submitted to the appropriate academic dean for evaluation. The academic dean will determine whether the instructor's credentials meet Lake-Sumter State College's faculty credentials requirements and whether the course content is equivalent to an LSSC course. All coursework approved by the academic dean will be evaluated using the same guidelines as those for an institution accredited by an agency recognized by the USDOE. A separate appeal packet must be submitted for each course evaluation request.

Evaluating Online Coursework from an institution accredited by an agency not recognized by USDOE

Prior to initial enrollment at LSSC, a student may request credit for *online* coursework (Florida Administrative Rule 6A-14.0304, which enables students to earn academic credit for online courses (such as massive open online courses) prior to initial enrollment at a postsecondary institution). The student must submit the appeal documentation directly to the Registrar's Office for verification of all documents. Required documentation includes:

1. Official transcripts of coursework
2. A course syllabus from the term in which the course was taken, which includes the learning outcomes for the coursework submitted for review.
3. A statement on letterhead from the institution indicating the qualifications of the course instructor of record, including academic degree(s), graduate semester hours in the teaching discipline, and/or other experiences/training related to competence in the appropriate instructional area

Once all documents are received, the student's request will be submitted to the appropriate academic administrator for evaluation. The academic administrator will determine whether the instructor's credentials meet Lake-Sumter State College's faculty credentials requirements and whether the course content is equivalent to an LSSC course. All coursework approved by the academic administrator will be evaluated using the same guidelines as those for institutions accredited by an agency recognized by USDOE. The academic administrator will determine the specific course equivalency for a general education, major, or degree program requirement. Additionally, the equivalency may be granted toward elective credit. Approval of all evaluated coursework will be included on the LSSC official student transcript. A separate appeal packet must be submitted for each course evaluation request.

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 an approved agency, in accordance with the same guidelines as those for institutions accredited by an agency recognized by USDOE.

Students will not be awarded English credit from international institutions. Students will be required to take the College Placement Test to place into the appropriate level English course.

Evaluating Military Credit

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 for 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 (<https://www.airuniversity.af.edu/Barnes/CCAF/>).

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 about which courses 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.

Evaluating Credit for Licensure or Certification

1. LSSC may award college credit to students intended to meet requirements toward a specific Bachelor's Degree (lower division courses only), A.S., or College Credit Certificate based on specific licensure or certification.
2. Students should consult with the Prior Learning Assessment team (pla@lssc.edu) in the Registrar's Office to determine eligibility for credit articulation.