I. PURPOSE & INTENT

Undergraduate students who are admitted to the University of South Florida System (“USF System”) and who have completed online college-level courses prior to initial enrollment in undergraduate education may request that the university evaluate that work to determine if credit might be awarded.

Award of credit for that work must meet the following conditions:

1. USF System faculty have determined the online course content and learning outcomes to be comparable to a course offered at the institution;
2. Online courses meet 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.

II. PROCESS STEPS

Students wishing to have such online coursework evaluated for the purpose of receiving credit should inform Office of Undergraduate Studies, or the Chief Academic Officer at their regional institutions, upon being admitted but prior to enrolling in classes at the university. If credit for the online coursework was awarded by another institution of higher education 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, including coursework recommended for credit by the American Council on Education (ACE).

If the online college coursework did not result in credit awarded by the institution offering the online course or if the transferability of the work is not clear, the students must provide the following information for evaluation of the work by qualified faculty:

1. A syllabus for the course;
2. Credentials of the faculty teaching the course;
3. Course objectives and learning outcomes for the course; and
4. Other information requested by the subject area faculty member to determine demonstrated mastery of course learning outcomes and competencies.

Students will be notified by the Office of Undergraduate Studies, or the Chief Academic Officer at their regional institutions, if the credit sought has been approved. If the student wishes to appeal the decision of the faculty they should direct that appeal of the decision to that Office.

Credit awarded for online coursework completed prior to the initial term of enrollment shall be noted on the student’s transcript. Such credit may be accepted by receiving Florida public postsecondary institutions.

USF will accept in transfer any college credit that was previously evaluated and awarded by a Florida public postsecondary institution in accordance with this Policy and that is appropriate to the student’s program of study.

*Current Responsible Office: Academic Affairs

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.