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, including massive open online courses (MOOCs), 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 the Office of Admissions at their 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 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.

Signed and authorized by:

Ralph Wilcox, Provost and Executive Vice President
Judy Genshaft, President