

**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: AWARD OF ACADEMIC CREDIT

NUMBER: PRO 4-17

REFERENCE: Board Rules 3.09 and 4.09

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I. PURPOSE

To establish guidelines for evaluating College transfer credit, credit by examination, and the award of credit based on articulation agreements and industry certification.

II. GENERAL INFORMATION

- a. Students must submit official transcripts from all previously attended Colleges directly to the district Admissions/Records Office 10 business days before the first day of the semester.
- b. Students planning to file for financial aid must submit all official transcripts from previously attended Colleges directly to the district Admissions/Records Office 10 business days before the first day of the semester.
- c. Students must earn a minimum of 25% of their degree or certificate credits at Lake• Sumter State College (LSSC).
- d. Official evaluation of transfer credit, credit for advanced standing exams, articulated credit, and industry certification credit is completed within the first semester of
- e. Credit is awarded based on current College policy and state guidelines.

III. AWARD OF ACADEMIC CREDIT

- a. Credit by Examination – Institutional
 1. LSSC administers credit by exams each semester in a variety of courses. Students with passing scores are awarded credit for the specific course equivalency. No grade point values are awarded.
- b. Credit by Examination - Outside Agencies
 1. Credit is awarded for credit by examination from outside agencies in accordance wceforceclTJ0.00 Tw94

2. No grades or grade point values will be assigned for credit by examination. Official

- ii. The course must have been completed after the date of approval on the State list.
 - 3. Coursework that does not meet the criteria above may be evaluated on an individual basis at the request of the student;
 - 4. The student must submit the identified appeal documentation directly to the Admissions/Records Office for verification of all documents. Required documentation:
 - i. A course description from the term in which the course was taken;
 - ii. A course syllabus from the term in which the course was taken, and
 - iii. Provide established learning outcomes for the coursework submitted for review.
 - 5. A statement on letterhead from the institution indicating the qualifications of the course instructor of record including academic degrees, graduate semester hours in the teaching discipline and/or other experiences/training related to competence in the appropriate instructional area;
 - 6. Once all documents are received, the student's appeal packet will be submitted to the appropriate Dean to be evaluated to determine if the instructor's credentials meet those required by Southern Association of Colleges and Schools and if the course content is of equivalent value to a LSSC course;
 - 7. All approved coursework will be evaluated using the same guidelines as those for regionally-accredited institutions.
- e. Coursework from International Institutions
- 1. All transcripts from post-secondary institutions outside of the United States must have a course-by-course commercial evaluation completed by an approved agency. 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;
 - 2. Students will not be awarded General Education English credit for courses taken outside of the United States.

