

## NOTICE OF PROPOSED REGULATION

Date: November 20, 2015

**REGULATION TITLE:**  
College Credit for Nontraditional Courses Prior to  
Initial Enrollment

**REGULATION NO.:**  
UCF-2.036

**SUMMARY OF PROPOSED REGULATION:** This new regulation is created to establish a policy that enables admitted students to earn credit for online and other nontraditional coursework completed prior to the initial term of enrollment.

**AUTHORITY:** BOG Regulations 1.001 and 6.020

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION:**  
Dr. Diane Z. Chase, Vice-Provost for Academic Program Quality

**COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:**

Regulations Administrator  
4365 Andromeda Loop N.  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
e-mail: [regulations@ucf.edu](mailto:regulations@ucf.edu)

**FULL TEXT OF THE PROPOSED REGULATION:**

### **UCF-2.036 College Credit for Nontraditional Courses Prior to Initial Enrollment**

(1) Undergraduate students who are admitted to the university and who have completed non-traditional courses, including online and short 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. Sufficient time must be allowed for the university to evaluate the course material for transferability.

- (2) Award of credit for that work must meet the following conditions:
- (a) The request is made prior to the initial term of enrollment and as soon as practicable.
  - (b) University faculty members determine the nontraditional course content and learning outcomes to be comparable to a course offered at the institution;
  - (c) Nontraditional courses meet the quality and accreditation standards intended for a transfer course as determined by the College of Undergraduate Studies in consultation with other units, as appropriate;
  - (d) If the course is intended to meet a specific requirement for the student's degree program, the department offering the program determines that the nontraditional course is relevant to the student's intended program of study; and
  - (e) If the coursework was delivered by a foreign institution, the coursework and accreditation status of the institution must be evaluated by an appropriate service provider acceptable to the university.
- (3) Students wishing to have such nontraditional coursework evaluated for the purpose of receiving credit should inform the UCF Office of Undergraduate Admissions as soon as practicable. If credit for the nontraditional coursework was awarded by another regionally accredited 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.
- (4) If the nontraditional coursework did not result in credit awarded by a previous institution, the student may request a review for the awarding of credit by providing the following information directly to the academic department that is qualified to evaluate the subject matter:
- (a) A syllabus for the course;
  - (b) Credentials of the faculty member(s) teaching the course;
  - (c) Course objectives and learning outcomes for the course;
  - (d) Confirmation that the course was satisfactorily completed; and
  - (e) Other information requested by the subject area faculty member(s) in order to determine demonstrated mastery of course learning outcomes. This may include a proctored testing requirement.

To ensure there is sufficient time for review, all required documentation must be submitted no later than three months prior to the start of the initial term of enrollment. Assuming all requested

information is provided, normally a decision regarding the awarding of credit shall be made within the first term of enrollment.

(5) To be eligible for credit, short courses for credit shall have the same number of contact hours as do regularly scheduled courses. Other nontraditional courses must have an appropriate substitute(s) for the associated contact hours. The review of nontraditional course(s) must document equivalency with traditional course(s) when such traditional courses exist.

(6) Courses may be evaluated on the basis of the recommendations of the American Council of Education (ACE) when official credentials have been properly presented. While credit may be granted when courses are equivalent to those offered by the University, recommendations by ACE are not binding upon the University. Even though records may have been evaluated by another regionally accredited institution, it is important to have official credentials sent to UCF for evaluation.

(7) Credit for coursework taken prior to the initial term of enrollment will be noted on the student's transcript.

(8) An undergraduate student wishing to appeal the university's denial of credit for nontraditional courses may submit an appeal, in writing, to the College of Undergraduate Studies within 30 days of the date that the denial is sent to the student.

*Authority: BOG Regulations 1.001, and 6.020. History - New \_\_\_\_\_-15.*