



Santa Fe College Rules Manual

Title: **Transfer Credit**

Rule 4.4

General Authority: FS 1001.64(8)

Law Implemented: FS 1004.68, 1007.24(7), 1007.263; 6A-10.024, FAC

Effective Date: November 14, 1991

Purpose: To state College policy relating to transfer credit.

Submission of Transcripts

Santa Fe College Office of Admissions provides students with transfer equivalency results as early as possible and not later than the close of the initial term of enrollment. To make this system effective, each transfer student must submit, in a timely manner, final official transcripts from all institutions previously attended. When all documents have been received, they are evaluated and each student is given a computerized advisement sheet. This document displays a record of all transferred courses, a description of which transferred courses match those at SF and are valid substitutions, and a summary of each student's graduation requirements in his/her chosen major.

Course evaluations are made prior to enrollment whenever official and final transcripts are on file in the Office of the Registrar. Any transfer student who fails to furnish the Office of the Registrar with official and final transcripts for evaluation before the end of his/her first term at SF has registration for the second term restricted. To remove the registration stop conditions, the student must provide the Admissions Office of the Registrar with all official and final transcripts.

Course Substitution Standards

In order to be substituted for courses at Santa Fe, transfer courses must correspond in level of difficulty and contain the same or more credit hours than Santa Fe courses. For Florida public universities and colleges, this determination is made in most cases by the designated common course number. The evaluation of transcripts from out-of-state colleges is primarily based on catalog descriptions and course outlines.

Non-College Advanced Credit

In addition to the College Level Examination Program (Rule 4.5), the College recognizes and awards credit by experience in some vocational/technical areas, the Advanced Placement program (AP), and the International Baccalaureate program (IB).

Academic Standing

Transfer students' records are subject to College Academic Standards of Progress. Anyone who enters Santa Fe College with a grade point deficit is placed in one of the categories shown below according to the number of deficit points in his/her record.

Academic warning	1 - 9 Grade point deficit
Academic probation	10 - 19 Grade point deficit

In order to be admitted as a student in good standing, a student must have a 2.0 GPA and be eligible to return to the last institution he/she attended. Students placed in the categories shown above are returned to good academic standing when they have earned enough grade points to remove the deficits and have attained a 2.0 ("C") average or better.