

Credit Review Request

Students admitted to Florida SouthWestern State College (FSW) are expected to complete the degree requirements listed in the FSW College catalog. In an effort to maintain the academic integrity of our degree programs, transfer credit, course waivers, and course substitutions will only be granted when there is sufficient documentation of equivalency as determined through careful review by faculty and administrators. In cases where review may be appropriate for the student's major and program completion, the student must initiate a Credit Review Request.

Steps to request a credit review:

1. Students meet with an Academic Advisor to discuss the request, complete the Credit Review Request form, review supportive documentation, and request advisor support. (Please note: the advisor may elect not to support the request.)
2. Advisors will forward the request to the Registrar's Office for circulation.
3. The Registrar's Office will forward finalized requests to the appropriate academic departments. Incomplete requests – those missing information or documentation -- will not go forward. Students will be contacted, via their FSW email address, to gather additional information or data. The advisor will receive a copy of the notification. The incomplete request will be held in the Registrar's Office for 30 calendar days from the date of contact; after that time, the request will be destroyed.
4. Once the Credit Review Committee has met, the Registrar's Office will notify the student of the status using FSW email. Students should check the Credit Review Committee schedule on the Registrar's Web page for both request submission deadlines and decision notification dates.

Documentation Required:

1. A student narrative, providing an explanation and justification for filing the Credit Review Request
2. A current FSW degree audit or 'what if' degree audit for intended program
3. A copy of the unofficial transcript from a transfer institution (when applicable)
4. A course description from the catalog year the student took the course (transfer course only)
5. A course syllabus from the catalog year the student took the course (transfer course only)
6. Substitution Policy for Students with Disabilities -- Board of Trustees policy 6Hx6:6.03 (when applicable)

Student Name

Student ID #:

FSW email:

Program:	AA	AS	BAS	BS
	Certificate			

Current Program Name:

Intended Program (if different):

Program Requirement and/or lecture/lab combination (please limit the request to 1 course or program requirement per form):

Student Signature

Date

Department Chair / Program Director or Program Coordinator (Print Name & Sign)

Date

Support request

Do not support request

Comments

Academic Dean (Print Name & Sign)

Date

Support request

Do not support request

Comments

Course Waiver

Course waiver occurs when the applicant has credits in the subject area that are above and beyond the requirements of the waived course. Therefore, the course is not equivalent but will satisfy the requirement.

Note: Waiving a course will not reduce the number of credits required for a particular degree or certificate.

Comments

Substitution

The replacement of a required course with a course that was completed at an accredited institution and demonstrates common content including a minimum of 70% of the learning outcomes of the required course. If multiple courses are requested (and approved) to substitute one course/vice versa, such change will be reflected in the degree audit, and not on the academic transcript.

Comments

Other

Examples: Gen Ed or Program Electives (HUE, SCI, BUE) and credit deficit due to transfer hours.

Comments

**Credit Review
Committee:**

Recommend approval

Do not recommend approval

Comments

Credit Review Committee Chair (Print Name & Sign)

Date

Provost:

Approve request

Do not approve request

Provost/VPAA Designee (Print Name & Sign)

Date

Registrar Use Only

Internal Resolution

Pending Admission to _____ program

Processed

Not Processed

_____/_____/_____ By: _____

Comments: _____

Email Notification _____ / _____ / _____ Indexed _____ / _____ / _____

Banner/SPCMNT