



Policy

University Policy AC-42.01-04/16

Policy Title: Credit for Nontraditional Courses, Including Massive Open Online Courses (MOOC), Prior to Initial Enrollment

Originator: Dr. George Ellenberg, Vice Provost

Responsible Office: Office of the Provost

I. Reason for Policy/Purpose:

This policy sets forth the University of West Florida process that enables admitted students to earn appropriate credit for online coursework that was completed prior to the students' initial terms of enrollment.

II. Who Does this Govern and Who Needs to Know this Policy?

This policy applies to all University of West Florida employees and students.

III. Definition of Terms:

Massive Open Online Course ("MOOC"): A MOOC is a type of online course aimed at large-scale participation and open access via the web.

IV. Policy Statement:

A. Undergraduate students who are admitted as degree-seeking students to the University of West Florida (UWF) and who have completed nontraditional online college level courses prior to initial enrollment as a degree-seeking student in undergraduate education at UWF may request that the University evaluate that work to determine if credit might be awarded. These courses may include, but are not limited to MOOCs.

B. Award of credit for nontraditional online courses must meet the following conditions:

(1) University faculty have determined the online course content and learning outcomes to be comparable to a course offered at the institution;

(2) Nontraditional online courses meet the quality and accreditation standards intended for a transfer course;

(3) The subject area faculty have determined that the online course is relevant to the student's intended program of study; and

(4) The online coursework must have been completed prior to the student's initial term of enrollment.

C. Students wishing to have such online coursework evaluated for the purpose of receiving credit must comply with the procedures established for this policy.

D. If the online college coursework did not result in credit awarded by the institution offering the online course the student must provide the following information for evaluation by qualified faculty at UWF:

- (1) Name and address of the institution/organization offering the online course;
- (2) A syllabus for the course;
- (3) Credentials of the faculty who taught the course;
- (4) Course objectives and learning outcomes for the course; and
- (5) Other information requested by an academic department's subject area faculty in order to determine demonstrated mastery of course learning outcomes.

The provision of these materials by the student does not constitute UWF's acceptance of the online college coursework for academic credit. Any award of UWF academic credit for the coursework presented must be based on an independent verification by qualified UWF faculty of the knowledge and skills attained in the coursework. This is done through a mechanism such as a UWF proctored proficiency examination and must be confirmed in writing by an authorized UWF representative.

E. 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. The transferability of that work will be determined with the same processes and criteria for other credit-bearing transferred courses.

F. Students will be notified if the credit sought has been approved. If they wish to appeal the decision of the faculty they may do so by submitting an appeal in accordance with the procedures established for this policy. Credit awarded for online coursework completed prior to the initial term of enrollment will not be noted on a UWF transcript until completion of the first semester of enrollment as a degree-seeking student. Students who do not enroll at the University of West Florida will not receive a UWF transcript.

V. Procedures:

The Office of the Registrar has established procedures for students earning credit by proficiency examination.

Change Justification:

This is a new policy.

Authority and Related Documents:

Florida Board of Governors Regulation 6.020 College Credit for Online Courses Completed Prior to Initial Enrollment; University of West Florida Regulation UWF/REG. 3.033 Transfer of Credit.

APPROVED: Dr. Judith A. Bense, President

Date: 5/5/16

History:

AC-42.01-04/16 Credit for Nontraditional Courses, Including Massive Open Online Courses (MOOC), Prior to Initial Enrollment, adopted April 2016.