



Non-Regionally Accredited Transfer of Credit Request

Student ID Number _____

Student Name (Last, First, MI) _____

Pirate Mail _____@students.pensacolastate.edu

Primary Telephone Number _____

Address _____

City _____

State _____

Zip _____

Complete name of institution where course was taken _____

Location of institution (City, State) _____

The institution offers Title IV financial aid.

Major at the time of attendance _____

List the Pensacola State College course for which you are requesting credit and the course completed at the institution named above that you believe to be equivalent to the Pensacola State College course. All information must be completed, and you must use one form for each course you wish to be reviewed for transfer credit. Copy this form as needed, or contact the Registrar's Office for additional forms.

Pensacola State course number and title	Course number and title completed at your previous institution	Instructor's name (first and last)	Instructor's degree(s)	Text used (title, author, publisher, ISBN)	Course description (catalog page #)	Contact hours

Attach the following required documentation:

- Course syllabus to include textbook information as cited above.
- College catalog from the academic year in which the course was taken to include course description, credit hour information, contact hour information, and course level (freshman, sophomore, junior, senior).
- Faculty credentialing information from the institution's human resources office, personnel office, or office of academic affairs. The information must include the degree(s) earned by the instructor of the course, the names of the college or university conferring the degree, as well as an indication of the credit hours earned in the discipline.

The procedure in place at Pensacola State College provides for a review of the course information at the departmental level with a recommendation to be made to the Vice President, Academic and Student Affairs. The decision made by the Vice President, Academic and Student Affairs will be final with no appeal option. The student will be notified by mail of the decision reached for credit. Credit acceptance is neither implied nor granted by completion of this request form.

I understand the requirements for the acceptance of transfer credit from a non-regionally accredited institution as listed above. Further, I understand that the College may require additional information to ensure a fair and appropriate review of credit earned.

Student Signature

Date

How to Petition for Evaluation of Transfer Credit from a Non-Regionally Accredited Institution

Acceptance of credits from non-regionally accredited institutions of higher education will require a specific request from the student and a thorough review by faculty in the discipline area of the course. If you wish to pursue this process, the information listed below must be gathered and submitted to the Registrar's office for **each course** for which you are requesting a review for transfer credit.

Course Syllabus

A course syllabus must be submitted for each course to be reviewed for possible credit.

Instructor's Name

The instructor's name will often appear on the course syllabus, but this is not always the case. If your instructor's name does not appear clearly and legibly on the syllabus, you must have the college or university send official documentation stating the course title and instructor's name. Be sure the documentation includes the instructor that provided the instruction when you took the course.

Instructor's Credentials

In order for the course to be deemed equivalent to a course offered at Pensacola State College, the instructor must meet the criteria established by our accrediting standards. The instructor must have a master's or higher degree in the field of instruction at the time the class was taught. Sometimes this information can be found in the institution's catalog. If the information is available in the catalog, you must submit photocopies of the page detailing the instructor's educational credentials and the cover of the catalog (showing the academic year) to document that the instructor held those credentials at the time you took the course. If the information is not in the catalog, you must obtain written information from the institution, on institution letterhead, stating the instructor's name, his or her educational credentials, and a statement that the information is accurate for the term in which you took the course.

Once you submit your request, a preliminary review will determine if sufficient information has been provided to process the departmental review. Additional information may be requested. If adequate information has been provided, the request will be forwarded to the appropriate department head for review and recommendation. The final decision will be made by the Vice President, Academic and Student Affairs. You will be notified of the final decision by email to your Pirate Mail account.

Important items to remember to save you time and effort:

You do not have to request every course taken at the institution; you may choose to request a review of only those courses you feel would be beneficial to your current educational goal at Pensacola State College.

Only courses that have potential equivalents at Pensacola State College can be requested. Please review course descriptions in the Pensacola State College catalog to determine the possibility of transfer. For example, some private schools offer classes in the study of the New Testament. Pensacola State College does not offer an equivalent course, so it would not be appropriate for a student to request the transfer of this course.

Only courses that have been taught by instructors with a master's or higher degree in discipline may be requested for review. Before having the school send a syllabus and other documentation, find out what degree the instructor holds. **If it is not at least a master's degree, go no further.** The course will not be reviewed for possible transfer.

If you have any questions, please contact the Registrar's office at 850-484-1605, or email Student Records at studentrecords@pensacolastate.edu.