

VALENCIA COLLEGE

AWARD OF CREDIT

PROCESS AND FORMS

Valencia College

Award of Credit Procedures and Forms

Summary

This reference manual provides guidelines, procedures, and forms for the awarding of credit, where earned at another institution, by advanced placement exams, or through other alternative methods of earning credit for A.A, A.S, A.A.S and Bachelor's degrees. The criteria for these procedures are based on standards of good practice in accordance with the Commission on Colleges, Southern Association of Colleges and Schools, policies approved by the District Board of Trustees, and learning-centered practices and principles.

The Valencia College Catalog defines college criteria regarding the award of credit and course substitutions/waivers. Learning-centered principles that guide the implementation of procedures for awarding credit are as follows:

- Ensure consistency college-wide in the implantation of procedures
- Ensure prompt and quick response to students
- Make the process reasonably transparent to both student and staff
- Maintain academic standards
- Minimize the workload of those who are responsible for evaluating transfer coursework

The categories in which credit may be awarded are:

- Course substitutions/Waivers for Students with Disabilities (paper form)
- Regionally accredited institutions procedures (paper form)
- Non Regionally accredited institution Non-equivalency coursework (electronic form)
- Experiential Learning and Credit-by Exam (Local) -- (paper form)
- International Institutions Award of Credit (paper form)
- Alternative methods of earning credit (IB, AP, DSST formerly DANES, CLEP, Military credit, Excelsior Examination), state and local articulation agreements (paper form)
- Industry Certification Process/ Articulation agreements with public schools and professional associations (paper form)
- Florida State Course Designation and Numbering System (paper form)

The chart that follows highlights the flow.