

Award of Credit Procedures Chart

Application Context	Form Source	Submission	Process Review	Final Outcome and Communication with students
Regionally Accredited Institution Non-equivalent course work Form	Non-equivalent course work Form – through student ATLAS account.	Academic Deans (Discipline) through an electronic workflow process.	Approval or Denial by Academic Deans (Discipline) via workflow process.	Electronic notification to the student database and to the student.
Non-Regionally Accredited Institution Substitution of credit Form	Student access through ATLAS account (printing required)	Academic Deans (Discipline)	Approval or Denial by Academic Deans (Discipline) college wide	Approval or Denial sent to Records / Graduation Office, letter sent to student with outcome.
Experiential Learning	Student access through ATLAS account (printing required)	Business Office – Payment Academic Deans (Discipline)	Departmental Competency Exam or Review of Portfolio by Department Chair and/or faculty and approved by the Academic Dean	Approval or Denial sent to Records / Graduation Office, letter sent to student with outcome.
International Institutions	National Association of Credential Evaluation Services (NACES) affiliated agency http://www.naces.org/	National Association of Credential Evaluation Services affiliated agency	National Association of Credential Evaluation Services (NACES) affiliated agency http://www.naces.org/ submits a written evaluation of course work taken in specific disciplines	Approval Records / Graduation Office, letter sent to student with outcome
Articulation agreements with non- public schools and professional associations	Transcript received from Student in the Records/ Graduation Office	Records/Graduation Office	Academic Department Office & Records/Graduation District Office (Information is accessed http://scns.fldoe.org/scns/public/pb_index.jsp)	Records / Graduation Office
Alternative methods of earning credit (AP, IB, CLEP, DSST formerly DANTES, Military Credit, AICE, Excelsior)	Testing Agency or organization i.e. College Board,	The appropriate examination agency/organization	Agency submits information to Records / Graduation Office	Approval or Denial sent to Records / Graduation Office and noted in student database on student record.
Alternative methods of earning credit (Industry Certification)	Dean of Academic Department from which student is seeking credit		See articulation agreements http://valenciacollege.edu/asdegrees/credit_alternative.cfm	Approval or Denial sent to Records / Graduation Office and noted in student database on student record.
Course substitutions	Dean of Academic Department from which student is seeking credit	Initial- Dean of Academic Department from which student is seeking credit	Approval or Denial by Academic Deans (Discipline)	Approval or Denial sent to Records / Graduation Office and noted in student database on student record.

Admissions and Records Offices
 East Campus – Building 5, 211
 Osceola Campus – Building 1, Room 150
 West Campus – Building SSB, Room 106N

No Admissions representatives on the Lake Nona or Winter Park Campus