

**REGIONALLY ACCREDITED INSTITUTIONS
COURSE SUBSTITUTION**

AWARD OF CREDIT

VALENCIA COLLEGE

REGIONALLY ACCREDITED INSTITUTIONS

COURSE SUBSTITUTION

Course work is awarded as equivalent or as a substitution based on the official transcript received from the other institution.

Official transcripts are required prior to assessment and processing to the Records/Graduation Office. Outcomes are annotated on the student's transcript.

A maximum of 45 credit hours toward the Associates in Arts degree may be awarded through alternative methods of earning credit.

Course Substitutions Process

The academic dean of the department in which the program resides may approve the use of one course in place of another on a case-by-case basis. This process is approved through the Non-Equivalent Course Work flow process in Atlas. A course substitution requires a majority vote from the discipline Deans.

Example: The student has taken a course at a regionally accredited institution in The American Family (SYG 2100). The course description appears to encompass the topics identified in Valencia's Marriage and the Family course (SYG 2430), but also covers other material. If approved, credit will be awarded.

Course substitutions for general education courses should be reviewed and coordinated, as necessary, by the appropriate academic deans responsible for that discipline.

Courses under 2 credits are given a non-equivalent designation and count in the elective area for the degree. Students have the opportunity to request a course substitution.

Course work completed at the upper division level may be considered for course substitution for degree requirements at Valencia.

1. The student petitions the academic department for the substitution of credit through the Non-Equivalent Course work process through Atlas.
2. The academic dean or designee reviews the course description and other appropriate documentation and determines the appropriateness of the requested substitution.

3. If approved, the academic dean submits the completed Course Substitution/Waiver Request Form to the Admissions and Records Office.
4. The approved substitution is entered into the student's academic record.

Course Substitutions (Waivers) for students

Academic deans may approve the waiver of a specific course requirement for a student, but this does not impact the required hours for the degree. **Example:** A student completed POS 2041 at Valencia and transferred 2.67 semester hours in PSY 1012 from another institution on the quarter credit/hour system. The Valencia requirement in the Social Sciences area is 6 semester credits/hours. The student is expecting to graduate, but has 5.67 semester credit/hours in the Social Sciences area. The total number of semester hours specified in the Valencia Catalog will still be required for the student to graduate.

Substitution (Waiver) of Credit process for students:

1. The student petitions the academic dean to waive the credit hours for the Social Science area.
2. The department reviews and agrees to waive the requirement for the student.
3. The Records/Graduation Office determines that the student has enough hours to graduate without the missing credit and places an attribute (waiver flag) on the student's record making the area meet for the degree.