

**NON-REGIONALLY ACCREDITED
INSTITUTIONS
ACCEPTANCE OF CREDIT**

VALENCIA COLLEGE

NON-REGIONALLY ACCREDITED INSTITUTION REQUEST FORM FOR ACCEPTANCE OF CREDIT

Guidelines for Completion of Request Form and Supporting Documentation

Course work accepted for substitution credit toward an undergraduate degree at Valencia ***must represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Valencia's own undergraduate degree programs.*** In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides that aid in the evaluation for substitution credit. Such guides include those published by the American Council of Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of International Educators.

Course work completed at non-regionally accredited institutions within the United States may be eligible for substitution of Valencia College courses based on the procedures outlined below.

STEPS TO OBTAIN/COMPLETE REQUEST FORM

1. Obtain a ***Request Form for Acceptance of Credit from a Non-Regionally Accredited Institution*** from your Atlas account.
2. Have the form completed by an official representative from the non-regionally accredited institution where credit was awarded.
*An official representative is defined as an academic supervisor; i.e. dean, chair, program director, the registrar of the institution, or a human resources designee.
3. If the institution is no longer in business, contact the department of education in the state in which the course work was taken.
4. A single request form can accommodate information for eight (8) individual courses from one institution. A separate form must be used for additional courses from each institution.

HOW TO COMPLETE THE REQUEST FORM

1. **Section I: *Course for Review*:** Provide all information requested.
2. **Section II: *Institutional Documentation*:** Provide all information requested.
 - Course prefix and number for each course (Ex: MAC 1105 for College Algebra)
 - Title for each course
 - Credit hours for each course converted to semester hours if applicable (Semester Hours = Quarter hours x .67)
 - Course syllabus for each course with objectives, competencies, and assessment procedures.
 - Copy of course description for each course taken from the institution's catalog.
 - Official transcript
 - Title, publisher, and publication date of required text(s) used for each course.
3. **Section III: *Documentation of Assessments*:** Provide all information requested
 - The types of assessment/review for each course (grading criteria, exams, portfolio, etc.)
 - Description of how assessment procedures verify that substitution credit awarded for each course is appropriate for college-level course work at a regionally accredited institution.
4. **Section IV: *Faculty Credentials*:** Should be carefully reviewed to establish awareness of minimum requirements for comparable teaching assignments at Valencia College. Submit one credential form per faculty member.
5. The official Representative from each previous non-regionally accredited institution should return completed forms and required supporting documentation to:

Enrollment & Records
Valencia College
P.O. Box 3028
Orlando, Florida 32802

Please note that incomplete forms will not be accepted and will be returned to previous institution.

VALENCIA COLLEGE

REQUEST FORM FOR ACCEPTANCE OF CREDIT FROM NON-REGIONALLY ACCREDITED INSTITUTION

Name of Institution:		
Address of Institution:		
Official Representative of Institution:		Title:
Phone:	Fax:	Email:
Student Name:	Date of Birth:	SSN:

*Official representative is defined as academic supervisor, i.e. dean, chair, program director; the registrar or a human resources designee.

SECTION I: COURSES FOR REVIEW

Course Prefix and Number/Title	Instructor of Record	Credit Hours	Requested Course Prefix and Number/Title	Credit Hours
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

SECTION II: INSTITUTIONAL DOCUMENTATION

The non-regionally accredited institution from which the student is requesting substitution of credits at Valencia College must provide *all* of the following information:

- Course syllabus for each course with objectives, competencies and assessment procedures
- Copy of course description for each course taken from the institution's catalog.
- Official college transcript
- Title, publisher and publication date of required text used for each course

SECTION III: DOCUMENTATION OF ASSESSMENTS

The non-regionally accredited institution from which you are requesting substitution of credits at Valencia College must provide *all* of the following information:

- Identify the types of assessments/review used (grading criteria, tests, exams, portfolio).
- Describe how it was demonstrated that the assessment procedures verify that the substitution credit awarded for each course is appropriate for college-level work.

Catalog Course Number/Title:
Assessments:
Assessment Procedures:

Catalog Course Number/Title:
Assessments:
Assessment Procedures:

Catalog Course Number/Title:
Assessments:
Assessment Procedures:

SECTION III: DOCUMENTATION OF ASSESSMENTS (continued)

Catalog Course Number/Title:
Assessments:
Assessment Procedures:

Catalog Course Number/Title:
Assessments:
Assessment Procedures:

Catalog Course Number/Title:
Assessments:
Assessment Procedures:

Catalog Course Number/Title:
Assessments:
Assessment Procedures:

Catalog Course Number/Title:
Assessments:
Assessment Procedures:

SECTION IV: FACULTY CREDENTIALS

An appropriate contact official of the non-regionally accredited institution from which the student is requesting substitution of credits at Valencia College must provide the following information:

1. Identify and validate the names and credentials of faculty members who taught each course by documenting that the course work was taught by a faculty member who meets appropriate minimum requirements for the particular teaching assignment and discipline area as listed in Valencia's online Credentials Procedures Manual at:
<http://valenciacollege.edu/faculty/forms/credentials>.
2. Provide the requested Credential Profile information for each faculty member who taught each course on the attached *Faculty Credentials Form* (one form per faculty member) for the non-regionally accredited institution.

Faculty Credentials Form

To be completed by an official representative from the non-regionally accredited institution.

Name of Instructor of Record (Please Print):
Institution:
Course(s) Requested for Substitution(s):

Instructor's Degree(s)	Discipline(s)	Semester Hour(s) Discipline		Related Work Experience		Institution(s) Granting Degree/Credit	Date Degree/Credit Awarded
		Graduate	Under-graduate	Y	N		

I, _____ an official representative of _____ (the non-regionally accredited institution), certify with my signature below that all information provided on this form and all supporting documentation, including review and assessment of official transcripts, is correct and accurate to the best of my knowledge.

Signature: _____ Date: _____

Printed Name _____ Title: _____

Note:

- a.) Semester Hour Discipline = Quarter Hours x .67.
- b.) Valencia requires that faculty who received degrees from international institutions have their course work/credentials validated by a National Association of Credential Evaluation Services, Inc. (NACES) affiliated evaluation service. See: <http://www.naces.org> for additional information.
- c.) This form must be reviewed and approved on behalf of the non-regionally accredited institution by an *official representative*.