

see an academic advisor or counselor in Student Services; if you are seeking an A.A.S. or A.S. Degree or a certificate, contact your career program advisor.

## Incompletes

(College Policy: 6Hx28: 05-13  
Grades – Final)

*This policy presently is under revision; the most current version can be found at <http://valenciacc.edu/policies>.*

An Incomplete may be assigned if you are progressing satisfactorily and, for valid reasons (emergencies such as serious illness or death of a family member), cannot complete the work of a course within the term. You also may receive an Incomplete if you progressed with a grade of "C" or better throughout ENC 0012, ENC 0012C, REA 0002, REA 0002C, EAP 1620 or EAP 1640 but failed the Basic Skills Exit Test. It is your responsibility to consult with your professor to determine if you qualify for an Incomplete.

If you are awarded an I (Incomplete) and you complete the required course work by the End of Term for the following Full Term, the professor will change your grade from I to the appropriate grade (A – F). If you receive an I, you may withdraw from the course until the End of Term for the Full Term following the one for which the I was assigned. If you withdraw, the professor will change your grade from I to WP (Withdrawn Passing) or WF (Withdrawn Failing) based upon your completed course work.

If you receive an I (Incomplete) and do not complete the required course work or withdraw by the End of Term for the following Full Term, your grade will be changed from an I to an F.

## Transfer Credits

Through Valencia's Award of Credit evaluation procedures, you will receive credit for course work taken at regionally-accredited colleges and universities throughout the U.S. Transfer credit may apply toward program requirements and it may apply as elective credits. Valencia awards semester credits, and quarter credits are converted to semester credits; one quarter credit equals two-thirds of a semester credit.

Transfer course work must be on a level normally included within the first two years of college. To receive credit, a grade of D or better must have been earned except in college-preparatory courses, English for Academic Purposes courses, and Gordon Rule courses which require a grade of C or better. In addition, minimum grades of C are required in certain courses for graduation in some programs.

Valencia will award credit for your course work taken at foreign educational institutions upon receipt of an official evaluation from an agency recognized by Valencia to evaluate foreign credentials. (See Appendix D at the back of this catalog for recognized agencies.)

If you have transfer course work that is evaluated as "not equivalent to a Valencia course," you may appeal for reconsideration of equivalency through Valencia's Award of Credit procedures. To appeal course work taken at a regionally-accredited institution, complete the Request for Review of Non-Equivalent Course Work from Regionally-Accredited Institutions which is available in Student Forms in your Atlas account or from Student Services on each campus.

Course work taken at non-regionally-accredited institutions, generally is not accepted at Valencia; however, you may appeal the acceptance of such credit through Valencia's Award of Credit procedures. To do so, obtain the Request Form for Substitution of Credit from Non-Regionally-Accredited Institutions which is available in Student Forms in your Atlas account or from Student Services on each campus.

It is your responsibility to submit the completed appeal information with documentation to the Dean of Students' Office. The evaluation appeal will be reviewed by a committee of academic deans and their decision is final.

Regardless of the number of credits transferred to Valencia, you must complete at Valencia at least 25% of the college-level credits required for the Valencia degree.

If, after the evaluation of your transfer course work, your initial placement in English, mathematics and/or reading courses cannot be determined, you may be required to complete entry testing in one or more disciplines to determine your course placement(s).

## Substitute Admission and Graduation Requirements for Students with Disabilities

(College Policy: 6Hx28: 02-07  
Substitute Admission and Graduation  
Requirements for Students with Disabilities)

*This complete policy can be found at <http://valenciacc.edu/policies>.*

The Board of Trustees of Valencia Community College, in accordance with State Board of Education Rule 6A-10.041, has established policies and procedures for reasonable substitutions of admission and graduation requirements for eligible students (6Hx28:02-07, available online). Students seeking substitution must provide appropriate documentation of a disability from a qualified professional that verifies the existence of and the extent to which the disability affects the student's ability to function in a postsecondary academic environment. The requested substitution must not fundamentally alter essential requirements of the student's academic program. In order to request a course substitution, students will need to meet with an advisor in the Office for Students with Disabilities. Upon determination of eligibility, the advisor will provide the course substitution packet and assist the student through the process. Final decision regarding the substitution request is determined by the Collegewide Course Substitution Committee.

## Course Attempts, Course Withdrawal, Course Repeats, and Grade Forgiveness

### Course Attempts/Course Withdrawal

Agencies and organizations which provide financial assistance/scholarships (federal and state government, businesses, etc.) may have requirements relative to withdrawal, course repeats and grade forgiveness which are more stringent than those described below. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance.