

**6 UNY Degree and Diploma Programs Transfer of Credit Policies**

A minimum of 30 percent (54 credits) of the total required must be completed at UoNA; the remaining 70 percent (126 credit maximum) may be requested to be earned through a combination of transfer credits, military transfer, or advanced standing that meet the requirements defined by UoNA as published in the catalog. A capstone course must be taken at UoNA as part of each bachelor's program sequence. Transfer credits, military transfer, and advanced standing may not be submitted for any bachelor's program capstone course.

A minimum of 30 percent (27 credits) of the total required **credits** must be completed at UoNA; the remaining 70 percent (63 credit maximum) may be requested to be earned through a combination of transfer credits, military transfer, or advanced standing that meet the requirements defined by UoNA as published in the catalog.

A minimum of 30 percent of the total of required **diploma program credits** must be completed at UoNA; the remaining 70 percent may be requested to be earned through a combination of transfer credits, military transfer, or advanced standing that meet the requirements defined by UoNA as published in the catalog.

Students must submit their requests for transfer of credit and advanced standing to an academic administrator within their fifth quarter of enrollment in a bachelor's

The course taken was equivalent to the University of North America  
common or program core course content

## **Course Substitutions**

Students may receive approval to substitute an elective course for a required bachelor's or

**Transfer of Credit Policies**

A minimum of 30 days before the start of the semester, a student must submit a request for the transfer of credit policies to the Registrar's Office. The request must be submitted in writing and include the following information:

There is **no fee to apply for military transfer**. The determination made by the academic department is final; no resubmissions will be accepted.

### **ADVANCED PLACEMENT**

Credit may be awarded for competency in a UoNA technical course's objectives that is demonstrated through achieving a score of 80% or higher on an advanced placement test. Students must request and arrange to complete the written and lab (if applicable) section of each test to a UoNA academic administrator. The test must be successfully completed **before** the beginning of the quarter in which the course will be required / selected. **Not** all technical courses have advanced placement tests. Advanced Placement Tests may only be taken once; initial scores are final and may not be disputed. Credits may be applied toward appropriate core/elective courses.

There is a **\$100 non-refundable fee to apply for and complete an advanced placement test**. A score of 80% or higher must be achieved on the first attempt. No re-testing is allowed. If a score of less than 80% is achieved the student will be required to take the course to receive credit.

### **PROFESSIONAL EXPERIENCE CREDIT EQUIVALENCY**

Professional experience credit equivalency may be requested by master's program students. The student must submit the required forms and documentation to an academic administrator prior to the start of the quarter in which the class is required/elected to be taken. Forms and policies are available by request from academic staff.

Once the student has completed and submitted all of the required documentation, an academic administrator, with the assistance of faculty from the respective department for which credit-equivalency is being requested, will evaluate the request. A complete packet must be submitted for requests of professional experiences to be considered for evaluation. Experiences, including professional certification courses, considered for equivalency must be at the level of rigor and complexity associated with master's program courses, and earned through either a professional certification program or during employment within the past 10 years at a U.S. organization for a minimum of 1 year, or a combination of these and other documented professional activities. Carefully review the entire policy and required documentation before considering applying for professional experience credit equivalency.

The determination of whether the Professional Work Experience (PWE) packet fulfills the course requirements and grants credit equivalency will be made when the complete packet is submitted within the deadline assigned by the academic administrator. Credits may be applied toward appropriate core/elective courses.

There is a **\$200 non-refundable fee to submit each PWE packet for review** by academic department administrators. The \$200 fee does not apply to PWE certifications from institutions that have an approved articulation agreement with UoNA for specific courses or blocks of courses. All determinations are final; no resubmissions will be accepted.

### ***Credit Transfer to Other Institutions***

Students and graduates should note that, regardless of the institutions involved, when seeking to transfer credits from one institution to another institution, the receiving institution has full discretion as to which credits are transferable. Students are advised to contact the institution to which they intend to transfer as to the transferability of specific courses and programs. The University of North America does not imply or guarantee that credits may be transferable.

### ***Dually Applied Credits***

Students seeking consecutive degrees from UoNA may have appropriate courses from the initial degree earned at UoNA transferred to an additional degree, provided the degrees are at the same credential level, and the course grade is a C or higher. Capstone course credits may not be transferred from one UoNA degree to an additional degree, a capstone course must be completed for each master's program.