



Office of the Registrar Admissions

# The University of America

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## Student`s Prior Learning Credits Transfer Policy

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## Student`s Prior Learning Credits Transfer Policy

The University of America, supports and works with the ACE and its member institutions in promoting formal and informal adult learners taking nontraditional paths to a postsecondary education credential.

The university provides services for adult learners and nontraditional students in the United States and globally, ensuring that every student who desires it has access to higher education and the resources needed to succeed.

The university Prior Learning Credits Transfer Policy converts workplace learning with colleges and universities credits by helping adults get academic credit, whenever possible, for courses and examinations taken outside traditional channels.

In addition, the university accepts ACE's Military Programs recommend equivalent college credits for members of the armed forces for certain types of military training and service experiences. Hence our university's learning motto; **"if you cannot come to the university, we bring the university to you"**

<b>Military Assessment (ACE)</b>	30 Credits Bachelors  6 Credits Masters <i>(Must be evaluated as graduate credits)</i>  4 Credits Doctorates <i>(Must be evaluated as graduate credits)</i>
<i>Each course accepted under this clause would be listed as PASS and carry no GPA designation</i>	
<b>Transfer from other Colleges</b>	90 Credits Bachelors  9 Credits Masters

	12 Credits Doctorates
<i>Each course accepted under this clause would be listed as Transfer and carry no GPA designation.</i>	

Maximum combined Military and/or Transfer credits cannot exceed 90 credits for Bachelors, 9 credits for Masters, and 12 credits for doctorates to be applied toward any degree program. Graduate level credit(s) transfer should not be older than 5 years from the date of entry into Masters/Doctoral program.

The University of America accepts credits from accredited colleges or universities.

Students that have completed their previous educations at universities/colleges where

**English** was not the official language of instruction must forward their transcripts/credentials to any of the following agencies for evaluation:

A) World Education Services (WES) - [www.wes.org](http://www.wes.org)

B) Worldwide Education Consultant Services (WECS) - [wecseval.com](http://wecseval.com)

C) International Education Research Foundation (IERF) - <http://ierf.org/>

Completed credentials evaluation by any of the above evaluation agencies must be forwarded directly to the university by the agency providing such evaluation service(s).

The University of America voluntarily complies with the principles and criteria of Service members Opportunity College (SOC) and will provide full opportunity for inter-institutional transfer of credits received at other SOC Colleges and Universities, to the published limits regarding transfer of credits. Further, American Council on Education (ACE) recommendations will be granted the fullest respect for the transfer of Military acquired Skills and Knowledge.

### **Disability Policy**

The University of America is committed to providing an education that does not discriminate and promotes ethical use of the computer technology. The University disability policy has a direct impact on the usage of media, technologies, and materials

for online learning courses, especially with respect to our hard-of-hearing and deaf students. All online course media and materials with an audio component are either transcribed or captioned before we assign them (usually before the classes start) to provide practical accommodation for hard-of-hearing and deaf students. Since instructors may not know whether they have a hard-of-hearing or deaf students enrolled in their class until the end of the Drop/Add period, they are required to choose and develop accessible materials when they design their courses. Reasonable accommodations for students with hearing disabilities currently do not exist when instructors use synchronous audio communication technologies within a course. For example, we do not use online learning telephone conferencing systems when students with hearing disabilities are registered in a course, even when the participation of the student is not needed.

### **Affirmative Action Policy**

The University of America recognizes the need for Affirmative Action and pledges its commitment to take on positive actions to address the effects of past practices or barriers to equal education opportunity and also to achieve the fair and full participation of people with disabilities, women, minorities, and older persons. The University also further states that it will conform to the anti-discrimination provisions of the Federal regulations and laws. We recognize the education difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, we have set program goals to overcome the present effects of past discrimination, if any, to achieve the full and fair teaching and learning of such persons. In order to implement affirmative action policies, our staff has prepared an Affirmative Action Plan that includes programs aimed at eliminating discrimination and promoting fairness. The Affirmative Action Plan incorporates specific objectives, goals, actions, timetables, as well as a complaint procedure.

## **Sexual Harassment & Gender Discrimination**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment". The University of America has zero tolerance on sexual harassment from any staff, faculty members, and or students. Appropriate law enforcement agencies must be notified in the event the University believes that sexual harassment has occurred.

**Gracia L. Roemer**

**Registrar**

**01-17-2017**