

# ADVANCED STANDING CREDIT

## Credit by Transfer

A student who has attended other institutions prior to transferring to the University of North Alabama must request each institution attended to submit an official transcript. When the student applies for admission and sends all final transcripts, the transcripts are evaluated for advanced standing credit. The initial evaluation becomes the basis for the awarding of transfer credit and is not subject to reevaluation thereafter except by reason of error.

All transcripts sent to the Office of Admissions become part of the student's permanent record. In accordance with the Family Rights and Privacy Act of 1974, the transcripts may not be released to a third party.

It is the policy of the University of North Alabama to award fair equivalent credit for work done at other accredited colleges and universities.

1. An undergraduate transfer student with credits from a post-secondary institution not accredited by one of the six U.S. regional accrediting associations, but accredited by one of the agencies recognized as an accrediting agency by the U.S. Department of Education, or by an appropriate governmental agency in the country in which the institution is located, may request an evaluation of those credits for the purpose of counting toward graduation at UNA. In evaluating transfer work, the following policies are applied: For the courses to be eligible for consideration, the student must have completed 24 semester hours at UNA with a GPA of at least 2.00. Students seeking an evaluation should submit a request to the Office of the Registrar who will review the request and forward it to the appropriate college dean and/or admissions office based on the type of credits being submitted. This policy may not be applicable for certain majors where credits from non-accredited institutions are not accepted. Requests for exceptions in unusual cases and based on sufficient documentation to verify academic quality may be submitted for review by the Council of Academic Deans.
2. No credit is awarded for courses which the University of North Alabama considers remedial, vocational/technical, or sectarian in nature. No credit will be transferred for cooperative education or other work experience.
3. Grades for transfer courses will not factor into the UNA Institutional GPA, but will be factored into the Cumulative GPA and will be factored into degree requirements in which a transfer course is applied. Effective with the 2016 fall semester, transferrable courses and corresponding grades will be used in determining transfer credit and the transfer grade point average, as they were included/excluded by the awarding institution unless a preceding UNA transfer record for that institution exists. Prior academic records will not be modified. The grade point average from each institution is computed separately.
4. A course from a junior college will transfer as the equivalent of a UNA course only if the UNA course is lower division (100-200 level). Junior college courses similar to upper-division courses (300-400 level) will transfer as lower-division electives only. At least 50% of the credit hours required for graduation must be earned from UNA or other senior institutions, 25% of which must be earned from UNA.
5. Programs with specialized accreditations may have special rules limiting acceptance of transfer hours. No professional courses in the Department of Nursing – Traditional can be accepted from any other community college, university or non-accredited institution.

However, in the RN-BSN or RN-MSN Department of Nursing – Online, RN's are admitted with advanced standing and provisions are made for equivalency credit. Furthermore, no courses will be accepted from any other educator preparation program without prior authorization from the Dean of the College of Education and Human Sciences. Courses in occupational safety/industrial hygiene may be accepted only from other ABET accredited institutions and only if they are determined by the Chair of UNA's Industrial Hygiene program to be equivalent in content to the UNA requirements they are intended to replace.

6. The University operates on the semester system. Credits earned in quarter hours will be evaluated in terms of semester hours on the basis of one quarter hour equaling two-thirds of a semester hour; e.g., a five quarter hour course equals three and one-third semester hours.
7. Students who have received academic suspension and/or dismissal at other institutions will have this fact noted on their UNA records and will be treated as if the academic suspension and/or dismissal had been earned at UNA. Students transferring on warning or probation will have that warning or probation transferred and in effect during the first term at UNA. All UNA policies regarding suspension and dismissal will apply to those transferring warnings, probations, suspensions, or dismissals.

## Transient Enrollment at Another Institution

1. A student who wishes to enroll at another institution in temporary transient status and transfer credits back to UNA should secure advance approval from the academic advisor and the dean of the college in which the major is housed. In order to secure approval, the student must complete a Transient Approval Form (<https://www.una.edu/education/docs-forms/Form%20-%20Transient%20Approval.pdf>). In consultation with the advisor, the student must list the course(s) for which s/he is seeking approval for transient credit. The advisor will determine the equivalent course(s) at UNA, and sign the form approving the student's request. The student must then submit the form to his/her college dean for final approval. Upon completion of approved study at the other institution, it is the student's responsibility to have an official transcript sent by that institution to the UNA Admissions Office so that the transient credits and grades may be recorded on the student's UNA transcript. Grades earned at other institutions will affect the student's overall grade point average but will not be calculated into the UNA grade point average. Students must be in good academic standing at UNA in order to be approved for transient study at another institution. Courses taken at another institution may not be used in UNA's Repeat/Recompute Policy.
2. If a UNA student takes courses at another institution without advance written approval from appropriate personnel, the course(s), upon receipt of the official transcript, will be recorded on the student's UNA transcript with a grade of NC. A student seeking retroactive approval for a course that was not approved in advance may be required to provide a syllabus for each course taken at the other institution. There is no guarantee that UNA will accept any course taken at another institution without prior written approval.
3. If a student enrolls in another institution during the term that the student anticipates graduating from UNA, the student must be diligent to assure that the other institution submits the official transcript to UNA. The official transcript must be received at least four weeks prior to the date of graduation for the credit to be evaluated and recorded on the student's transcript and for the official

degree audit to be conducted by the Registrar's Office before clearing the student for graduation.

## Concurrent Enrollment

A UNA student who enrolls at another institution during any term in which the student is also enrolled at UNA is expected to secure advance approval from the dean of the college in which the major is housed. The student's total course load at UNA and the other institution combined should not exceed the maximum number of credit hours for which the student would be permitted to enroll at UNA unless the dean has issued a written waiver of the maximum course load. UNA reserves the right to reject credit earned through concurrent enrollment at another institution without prior approval by the dean of the college in which the major is housed for enrollment courses, and total number of hours combined. A student who has permission for concurrent enrollment during the term that the student anticipates graduating from UNA must be diligent to assure that the official transcript from the other institution is sent to UNA in time for the course(s) and grade(s) to be recorded and the official degree audit conducted by the Registrar's Office before clearing the student for graduation.

## Credit from Nontraditional Sources

The University awards academic credit from nontraditional sources as listed below. There is a limit of 45 semester hours for all such courses, either separately or in combination, that can count toward a degree. Credit awarded by the University of North Alabama from Nontraditional Sources is not considered as resident credit. At least 50% of the credit hours required for graduation must be earned from UNA or other senior institutions, 25% of which must be earned from UNA.

### Academic Credit for Military Service.

The University of North Alabama (UNA) recognized the educational value of military training and experience. UNA participates in the Concurrent Admissions Program (ConAP) of the Army, Army Reserve, and Army National Guard. Through participation in ConAP, the University promotes educational opportunities for active duty service members, reservists, and veterans. UNA provides programs and protections important to the needs of service members in four specific areas: (1) transfer of credit; (2) academic residency requirements; (3) crediting learning from military training and experience; and (4) crediting extra-institutional learning.

The University of North Alabama may award academic credit for training completed during military service. Military credit decisions will be based on the American Council of Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services recommended credits at the lower/ upper-level associate/baccalaureate category. Vocational level credit is not recognized. For evaluation of military service for potential academic credit, students must submit their Joint Services Transcript (JST) or an official transcript from the Community College of the Air Force (CCAF) to the UNA Office of Admissions. Military transfer credits at UNA could be in the form of: general electives, military science units, physical education units, and direct university equivalences.

### Academic Credit for Alabama Peace Officers Standards Commission (APOST) Certification

The following undergraduate credits will be awarded for students who present a certified copy of their APOST certification, or a copy of other POST certification recognized by APOST as outlined in chapter 650X4.03 Waiver For Lateral Entry Equivalency Training in the APOST Administrative Code: [https://www.apostc.alabama.gov/wp-content/](https://www.apostc.alabama.gov/wp-content/uploads/2019/12/Chapter-4.pdf)

[uploads/2019/12/Chapter-4.pdf](https://www.apostc.alabama.gov/wp-content/uploads/2019/12/Chapter-4.pdf) (<https://www.apostc.alabama.gov/wp-content/uploads/2019/12/Chapter-4.pdf>)

Code	Title	Hours
CJ 250	Introduction to Criminal Justice	3
CJ 255	Police Organizations and Community Relations	3
CJ 295	Criminal Law	3
CJ 485	APOST Law Enforcement Preparation	3
CJ 485L	APOST Law Enforcement Preparation Lab	1
<b>Total Hours</b>		<b>13</b>

## Advanced International Certificate of Education (Cambridge International Exams)<sup>1</sup>

Examination scores for A/AS Level Examinations are A, B, C, D, E and U/O. Scores of A-E are passing and credit will be awarded (additional departmental review/requirements may apply). Scores of U/O are not passing and no credit will be awarded. Official score reports must be submitted to the University in order for credit to be placed on the student's transcript. Credit will be awarded only once for the same subject, whether from credit by examination, dual enrollment, transfer credit or credit granted by the University of North Alabama.

AICE A Level Exam Title	UNA Course(s)	Credit Hours
Accounting	AC 291 & AC 292	6
Arabic	ARB 101 & ARB 102	6
Arabic Language	N/A	N/A
Art and Design <sup>2</sup>	AR 221 & AR 231	6
Biology	BI 111 & BI 112	8
Business Studies	MG 100 & MG 330	6
Chemistry	CH 111, CH 111L & CH 112, CH 112L	8
Computer Science	GN 1XXX	3
Design & Technology	GN 1XXX	3
Design & Textiles	FASH 241	3
Digital Media & Design <sup>2</sup>	AR 347	3
Divinity	RE 231, RE 370, & RE 490	9
Drama	CAT 100 & CAT 210	6
Economics	EC 251 & EC 252	6
English Language <sup>3</sup>	EN 111	3
English Literature	GN 2XXX & GN 2XXX	6
Environmental Management	N/A	N/A
Foreign Languages - Other: Afrikaans/Hindi/Portuguese/Tamil/Urdu	GN 1XXX & GN 1XXX	6
French <sup>4</sup>	FR 101, FR 102, FR 201, 6-12 & FR 202	
French Language	N/A	N/A
Geography	GE 112 & GE 260	7
German <sup>5</sup>	GR 101, GR 102, GR 201 6-12 & GR 202	
German Language	N/A	N/A
Global Perspectives & Research	GN 1XXX & GN 1XXX	6
Hinduism	GN 2XXX & GN 2XXX	6

History <sup>6</sup>	Subject to institutional review	6
Information Technology	GN 1XXX	3
Islamic Studies	GN 2XXX & GN 2XXX	6
Japanese	N/A	N/A
Mathematics	MA 113 & MA 125	7
Mathematics - Further	MA 125 & MA 126	8
Music	MU 244	3
Physical Education	HPE 352 & HPE 450	6
Physics	PH 241 & PH 242	8
Psychology	PY 201	3
Sociology	GN 2XXX	3
Spanish <sup>7</sup>	SP 101, SP 102, SP 201 & SP 202	6-12
Spanish Language	N/A	N/A
Spanish Literature	N/A	N/A
Travel & Tourism	HEM 200	3

AICE AS Level Exam Title	UNA Course(s)	Credit Hours
Accounting	AC 291	3
Arabic	N/A	N/A
Arabic Language	ARB 101	3
Art and Design <sup>2</sup>	AR 221	3
Biology	BI 101	4
Business Studies	MG 100	3
Chemistry	CH 111 & CH 111L	4
Computer Science	CS 135	3
Design & Technology	GN 1XXX	3
Design & Textiles	GN 2XXX	3
Digital Media & Design <sup>2</sup>	AR 347	3
Divinity	RE 490	3
Drama	CAT 210	3
Economics	EC 251	3
English Language <sup>3</sup>	EN 111	3
English Literature	GN 2XXX	3
Environmental Management	ES 146	4
Foreign Languages - Other: Afrikaans/Hindi/Portuguese/Tamil/Urdu	GN 1XXX	3
French <sup>4</sup>	N/A	N/A
French Language	FR 101 & FR 102	6
Geography	GE 260	3
German <sup>5</sup>	N/A	N/A
German Language	GR 101 & GR 102	6
Global Perspectives & Research	GN 1XXX	3
Hinduism	GN 2XXX	3
History <sup>6</sup>	Subject to institutional review	3
Information Technology	CS 135	3
Islamic Studies	GN 2XXX	3
Japanese	JP 101 & JP 102	6

Mathematics	MA 112 & MA 113	6
Mathematics - Further	N/A	N/A
Music	MU 222	3
Physical Education	HPE 352	3
Physics	PH 241	4
Psychology	GN 2XXX	3
Sociology	GN 2XXX	3
Spanish <sup>7</sup>	N/A	N/A
Spanish Language	SP 101 & SP 102	6
Spanish Literature	SP 360	3
Travel & Tourism	HEM 200	3

<sup>1</sup> Also referred to as General Certificate of Education for Advanced and Advanced Subsidiary Level Examinations (GCE A/AS Level).

<sup>2</sup> Students must submit their digital portfolio for review by UNA faculty for credit to be considered.

<sup>3</sup> A grade of D or above is required to receive credit.

<sup>4</sup> Credit for FR 201 and FR 202 is provided only for a grade of A. Grades of B/C will earn credit for FR 101, FR 102, and FR 201. Grades of D/E will earn credit for FR 101 and FR 102.

<sup>5</sup> Credit for GR 201 and GR 202 is provided only for a grade of A. Grades of B/C will earn credit for GR 101, GR 102, and GR 201. Grades of D/E will earn credit for GR 101 and GR 102.

<sup>6</sup> Students are required to submit documentation identifying which option was completed in order to receive appropriate credit.

<sup>7</sup> Credit for SP 201 and SP 202 is provided only for a grade of A. Grades of B/C will earn credit for SP 101, SP 102, and SP 201. Grades of D/E will earn credit for SP 101 and SP 102.

## Advanced Placement Examinations

High school students who take Advanced Placement courses and the accompanying CEEB Advanced Placement Examinations may receive credit for the examinations listed below if the required minimum score is earned. Students seeking advanced standing credit through AP examinations should have the Educational Testing Service forward official School and Examination reports directly to the Office of Admissions prior to initial enrollment.

Min. AP Examination	Score	UNA Course Equivalency-Credit
Art History	3	Art 170 (3)
Biology	3	Biology 111-112 (8)
Calculus AB	3	Mathematics 125 (4)
Calculus BC	3	Mathematics 125-126 (8)
Chemistry	3	Chemistry 111-112, 111L-112L (8)
Computer Science Principles	3	Computer Science 135 (3)
English Language/Composition <sup>1</sup>	3	English 111 (3)
	4	English 111-112 (6)
	5	English 111H-112H (6)
English Literature/Composition <sup>1</sup>	3	English 111 (3)
	4	English 111-112 (6)
	5	English 111H-112H (6)

Environmental Science	3	ES 146 (4)
European History	3	HI 102 (3)
French Language	3	French 101-102 (6)
	4	French 101-102, 201 (9)
	5	French 101-102, 201-202 (12)
German Language	3	German 101-102 (6)
	4	German 101-102, 201 (9)
	5	German 101-102, 201-202 (12)
Human Geography	3	Geography 260 (3)
Latin	3	General Elective (3)
Macroeconomics	3	Economics 251 (3)
Microeconomics	3	Economics 252 (3)
Physics C: Mechanics	3	Physics 101 (4) (must provide documentary evidence of lab experience)
Psychology	3	Psychology 201 (3)
Spanish Language	3	Spanish 101-102 (6)
	4	Spanish 101-102, 201(9)
	5	Spanish 101-102, 201-202 (12)
Spanish Literature	3	Spanish 405 (3)
	4	Spanish 405, 406 (6)
Statistics	3	Mathematics 147 (3)
US Government & Politics	3	Political Science 241 (3)
US History	3	History 201-202 (6)
World History	3	History 101-102 (6)

<sup>1</sup> Maximum credit awarded in English is six semester hours (for either test both not both). Students who receive AP credit for First-Year Composition Honors I (EN 111H)-First-Year Composition Honors II (EN 112H) are required to enroll in Survey of British Literature (EN 211)-Honors Survey of British Literature (EN 212H) or Honors American Literature through Whitman (EN 221H)-Honors American Literature through Whitman to the Present (EN 222H) or Honors Literature of the World I (EN 231H)-Honors Literature of the World II (EN 232H).

## International Baccalaureate Program

UNA welcomes students from International Baccalaureate high schools. The University awards credit for performance on IB examinations in accordance with the following table. Credit is for both standard level (SL) and higher level (HL) exams unless otherwise noted.

Students who have taken IB exams not listed below may have their performance considered for credit on a case by case basis.

IB Exam	Min. Score	UNA Course(s)	Credit Hours
Anthropology	4	SO 231	3
Biology (SL)	4	BI 101 and BI 102	8
Biology (HL)	4	BI 111 and BI 112	8
Business/Management	4	MG 100	3

Chemistry (SL)	4	CH 101, 101L	4
Chemistry (HL)	4	CH 111, 111L and 8 CS 100-200 level elective	
Computer Science/Computer Studies	4	CS 100-200 level elective	3
Economics	4	EC 251 and EC 252	6
English A1 (SL)	4 with IB Diploma	EN 111	3
English A1 (HL)	4 with IB Diploma	EN 111 and EN 112	6
Foreign Languages (SL)	4	3 semester hours of credit in corresponding first-year language sequence	3
Foreign Languages (HL)	4	6 semester hours of credit in corresponding first-year language sequence	6
Geography	4	GE 102 and GE 260	6
History, American	4	HI 201 and HI 202	6
History, European or World	4	HI 101 and HI 102	6
Mathematics (SL)	4	MA 115	4
	5	MA 115 and MA 125	8
Mathematics (HL)	4	MA 115 and MA 125	8
	5	MA 125 and MA 126	8
Further Mathematics	4	MA 126	4
Math. Methods	4	MA 112	3
Math. Studies	4	MA 110	3
Music (SL)	4	MU 222	3
Music (HL)	4	MU 244 <sup>1</sup>	3
Philosophy	4	PHL 201	3
Physics (SL)	4	PH 101	4
Physics (HL)	4	PH 241 and PH 242	8
Psychology	4	PY 201	3
Theatre Arts	4	TH 210	3

<sup>1</sup> Course may not transfer for general program credit.

## College Level Examination Program

The CEEB-CLEP program advanced standing credit may be earned only through the Subject Examinations. No credit may be earned through the General Examinations. CLEP scores must be submitted to the Office

of Admissions on the official transcript form directly from the College Entrance Examination Board. Acceptable minimum scores are subject to change according to norming revisions by CEEB. A three month waiting period is required before repeating a CLEP test.

Advanced standing credit may be earned for the specific subject examinations on the minimum scores and for the university course equivalencies indicated below. Credit through subject examinations may not be earned for courses in which previously or currently enrolled (including courses failed in residence) for courses in which credit already has been earned in coursework at a higher level with the exception of foreign language courses, or for both subject examination and its equivalent course. Also, with the exception of foreign languages, credit may not be earned through a CLEP subject examination for one or both of a sequence of courses, e.g., general biology, if one of the courses has been attempted in residence. Final decision regarding award of credit for First-Year Composition I (EN 111) (3) will be based on evaluation of a Required Essay. Satisfactory score on the objective portion of the examination does not guarantee awarding of credit.

For more information regarding CLEP testing, please contact the Testing Coordinator. <https://www.una.edu/successcenter/testing/index.html> (<https://www.una.edu/successcenter/testing/>)

Subject Examination	Min. Score	UNA Course Equivalency-Credit
American Government	50	Political Science 241 (3)
History of the United States I	50	History 201 (3)
History of the United States II	50	History 202 (3)
College Algebra	50	Mathematics 112 (3)
English Composition <sup>1</sup>	50	English 111 (3)
College French	50	French 101-202 (6)
Levels 1 and 2	62	French 101-102, 201-202 (12)
College German	50	German 101- 102 (6)
Levels 1 and 2	63	German 101-102, 201-202 (12)
College Spanish	50	Spanish 101-102 (6)
Levels 1 and 2	63	Spanish 101-102, 201-202 (12)
General Biology	50	Biology 111-112 (8)
General Chemistry	50	Chemistry 111-112 (6)
Human Growth & Development	50	Education 299 (3)
Principals of Management	50	Management 330 (3)
Introductory Accounting	50	Accounting 291-292 (6)
Introductory Business Law	50	Business Law 240 (3)
Principles of Macroeconomics	50	Economics 251 (3)
Principles of Microeconomics	50	Economics 252 (3)
Introductory Psychology	50	Psychology 201 (3)

Introductory Sociology	50	Sociology 221 (3)
Principles of Marketing	50	Marketing 360 (3)
Western Civilization I	50	History 101 (3)
Western Civilization II	50	History 102 (3)

## American Council on the Teaching of Foreign Languages Oral Proficiency Interview Exam (ACTFL OPI Exam)

The ACTFL OPI Exam, administered by Language Testing International and endorsed by the American Council on Education, allows students to receive academic credit for their demonstrated spoken language abilities in over 50 languages. Official ACTFL OPI Exams are currently available in the following languages: Albanian, Arabic, Cambodian, Cantonese, Croatian, Czech, Dutch, Egyptian, English, Farsi, Flemish, French, German, Greek, Haitian Creole, Hebrew, Hindi, Hmong, Indonesian, Italian, Japanese, Khmer, Korean, Lao, Malay, Mandarin Chinese, Norwegian, Polish, Portuguese, Punjabi, Russian, Serbian, Slovak, Spanish, Swahili, Tagalog, Thai, Ukrainian, Urdu, and Vietnamese. OPI scores must be submitted to the Office of Admissions on the official transcript form directly from the ACTFL Language Testing International center. Information regarding taking an ACTFL OPI Exam is available online and in the Department of Foreign Languages. Credit will be assigned as detailed in the chart below:

## Summary of ACE Credit Recommendations for Official ACTFL OPI Ratings

Official OPI Rating	Category I	Category II	Category III	Category IV
Novice High/ Intermediate Low	2 LD	2 LD	3 LD	3 LD
Intermediate Mid	4 LD	5 LD	6 LD	6 LD
Intermediate High/ Advanced Low	8 LD	8 LD + 2 UD	6 LD + 3 UD	6 LD + 3 UD
Advanced Mid	10 LD	8 LD + 4 UD	6 LD + 6 UD	6 LD + 6 UD
Advanced High/ Superior	10 LD + 2 UD	8 LD + 4 UD	6 LD + 6 UD	6 LD + 6 UD

### Category I

Dutch, English<sup>1</sup>, French, Haitian Creole, Italian, Norwegian, Portuguese, Spanish, Swahili and Swedish.

### Category II

German, Modern Greek, Hindi, Indonesian, Punjabi and Urdu

### Category III

Cambodian, Czech Hmong, Hebrew, Hungarian, Lao, Polish, Russian, Serbo-Croatian<sup>2</sup>, Slovak, Tagalog, Turkish, Thai, Ukrainian and Vietnamese

### Category IV

Arabic, Cantonese, Japanese, Korean and Mandarin



## Legend

<sup>1</sup> English is treated as a foreign language

<sup>2</sup> Serbian and Croatian have been combined to Serbo-Croatian. Credit recommendations are based on a semester hour.

- LD = Lower division baccalaureate/associate degree category
- UD = Upper division baccalaureate degree category.
- The 10 ACTFL OPI language proficiency ratings are: Superior, Advanced High, Advanced Mid, Advanced Low, Intermediate High, Intermediate Mid, Intermediate Low, Novice High, Novice Mid, Novice Low

## DSST Program

Advanced standing credit may be earned through the Subject Examinations of the DSST Program. DSST examination scores must be submitted to the Office of Admissions on an official transcript form sent directly from DSST. Acceptable minimum scores are subject to change according to norming revision of the company and/or subject review by UNA officials.

Advanced standing credit may be earned by making the minimum scores required for the university course equivalencies indicated below. Credit through DSST examinations may not be earned for courses in which previously or currently enrolled, including courses failed in residence, for courses in which credit already has been earned in course work at a higher level for both the DSST examination and its course equivalent.

For more information about DSST testing, please contact the Testing Coordinator at 256-765-4773.

Subject Examination	UNA Course Equivalency	Credit
A History of the Vietnam War	History Elective (100-200 level)	3
An Introduction to the Modern Middle East	History Elective (100-200 level)	3
Western Europe (1946-1990)	History Elective (100-200 level)	3
Ethics in America	Philosophy Elective (300-400)	3
Introduction to Business	Management 100	3
Introduction to Law Enforcement	Criminal Justice 250	3
Fundamentals of College Algebra	Mathematics 100	3
Lifespan Development Psychology	Psychology Elective	3
Human Resource Management	Management 362	3
Principals of Financial Accounting	Accounting 291	3
Principals of Statistics	Mathematics 147	3
Rise and Fall of the Soviet Union	History Elective (300-400 level)	3

All tests have a minimum pass score of 400 unless otherwise noted by DSST.

## Certified Administrative Professional (CAP)

Anyone attaining the CAP rating will be granted nine semester hours of general business elective credit toward completion of any UNA degree upon proper verification to the dean of the college in which enrolled.

All credit accepted from the above nontraditional sources will be considered as transfer credit for semester hours credit only. Grade-quality points are not given, and the student's grade point average on coursework taken at this University is not affected.

## Retention And Disposal Of Admission Files

Admission records, including the original application for admission, transcripts, and the supporting credentials, are digitally imaged and indexed when students enroll at the University. All other files are retained in the Office of Admissions as inactive records for a period of two years from the beginning of the semester or term for which application was made.

The inactive records include those for applicants:

1. who were admitted but did not enroll;
2. who were rejected;
3. who cancelled their applications; and
4. whose files were incomplete.

All records will be destroyed after remaining in the inactive files for two years.