



# UNAD Florida

## ADMISSIONS POLICY AND CRITERIA

### 2024

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UNAD Florida strives to give equal opportunity to all students in order to acquire a post-secondary education. UNAD Florida determines its admissions criteria based on 1) the institutional mission, goals and target population, and b) rules of the Commission for Independent Education CIE of the state of Florida for the acceptance and enrollment of students in higher education academic programs.

UNAD Florida's admissions policy assures that only students who are reasonably capable of completing and benefiting from the educational offerings are enrolled. Our admissions policy requires an admission interview of the prospective student to evaluate his/her ability to complete and benefit from the educational offerings. This interview happens before the prospective student applies for admission. Only those prospective students that show commitment to complete and benefit from the educational offerings are accepted into the programs.

## ADMISSION REQUIREMENTS

### Bachelor Programs

As required by the Commission for Independent Education, students pursuing a Bachelor of Science Degree Program at UNAD must successfully complete a minimum of 120 semester credit hours.

In order to be admitted to an undergraduate program, prospective students must provide:

1. Fill out, complete, and return the Application for Admission.
2. Copy of Applicant ID
3. Pay the \$100.00 USD non-refundable application fee and send proof with the Admission Application.
4. Copy of your High School diploma. If the studies were outside the United States, the applicant must submit the diploma translated to English by a certified translator.
5. In the case of **transfer students**, original academic transcripts of courses taken are required. If the studies were outside the United States, the applicant must submit the official transcripts translated to English by a certified translator and evaluated by a foreign credentials evaluations agency that belongs to NACES (National Association of Credential Evaluation Services).
6. Complete the **UNAD Florida Online Competency Assessment** to determine your ability to study online and submit your score. The online quiz can be taken online at <http://bit.ly/2EqmGqw>.
7. Prospective students whose native language is not English must take the **English Proficiency Test** to determine their knowledge of the English Language before being admitted.

UNAD Florida offers English courses at discount prices while studying academic programs.



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**Note:** Be advised that you must have college-level English proficiency to graduate from UNAD Florida. There are different options to demonstrate your English proficiency which are explained in the [Language Proficiency Graduation Requirement](#) section below.

#### Upon Admission, Bachelor Students Must:

8. Sign and submit a completed Enrollment Agreement.
9. Sign and submit the following consents and disclosure forms:
  - Student Handbook and Catalog Acknowledgement
  - Code of Conduct
  - Student Document Retention
  - Student Employment release information
  - Student Publicity
10. Attend the Induction Course which is an orientation session where the structure, policies, procedures, and navigation of the educational platform are explained.

#### Master Programs

UNAD Florida gives all students who already have an undergraduate degree the opportunity to continue studies to achieve a Master's degree.

Master degrees at UNAD Florida require to successfully complete between 39 and 42 semester credits hours, depending on the specialization.

Master degree candidates must comply with the following to be considered for admission:

1. Fill out, complete, and return the Application for Admission Form.
2. Copy of Applicant ID
3. Pay the \$100 non-refundable application fee to be sent in with Admission Application
4. For applying to a Master's program, the applicant must have a bachelor's degree with a minimum 2.5 GPA. Submit the diploma and original transcripts of the bachelor's degree.
5. If the previous degree was granted outside the United States, the applicant must provide the diploma and academic transcripts translated to English by a certified and evaluated by a foreign credentials evaluations agency that belongs to NACES (National Association of Credential Evaluation Services).
6. Complete the **UNAD Florida Online Competency Assessment** to determine your ability to study online and submit your score. The online quiz can be taken online at <http://bit.ly/2EqmGgw>.
7. Prospective students whose native language is not English must take the **English Proficiency Test** to determine their knowledge of the English Language before being admitted.

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#### Upon Admission, Master Students Must:

8. Sign and submit a completed Enrollment Agreement.
9. Sign and submit the following consents and disclosure forms:
  - Student Handbook and Catalog Acknowledgement
  - Code of Conduct
  - Student Document Retention
  - Student Employment release information
  - Student Publicity
10. Attend the Induction Course which is an orientation session where the structure, policies, procedures, and navigation of the educational platform are explained.

### Doctoral Programs

UNAD Florida gives all students who already have a master's degree the opportunity to continue studies to achieve a Doctoral degree.

Doctoral degrees at UNAD Florida require to successfully complete between 60 and 64 semester credits hours, depending on the specialization.

Master degree candidates must comply with the following to be considered for admission:

1. Fill out, complete, and return the Application for Admission Form.
2. Copy of Applicant ID
3. Pay the \$100 non-refundable application fee to be sent in with Admission Application
4. For applying to a Doctoral program, the applicant must have a Master's degree with a minimum of 3.0 GPA. Submit the diploma and original transcripts of the Master's degree.
5. If the previous degree was granted outside the United States, the applicant must provide the diploma and academic transcripts translated to English by a certified and evaluated by a foreign credentials evaluations agency that belongs to NACES (National Association of Credential Evaluation Services).
6. Complete the **UNAD Florida Online Competency Assessment** to determine your ability to study online and submit your score. The online quiz can be taken online at <http://bit.ly/2EqmGqw>.
7. Prospective students whose native language is not English must take the **English Proficiency Test** to determine their knowledge of the English Language before being admitted.

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#### Upon Admission, Master Students Must:

8. Sign and submit a completed Enrollment Agreement.
9. Sign and submit the following consents and disclosure forms:
  - Student Handbook and Catalog Acknowledgement
  - Code of Conduct
  - Student Document Retention
  - Student Employment release information
  - Student Publicity
10. Attend the Induction Course which is an orientation session where the structure, policies, procedures, and navigation of the educational platform are explained.

#### ADMISSION INTERVIEW

During the initial interaction with interested candidates via phone and email, and during the admissions oral interview, the prospective student is informed of the admissions criteria, the nature of the education offered and the demands of the educational offerings. Any question the prospective student may have about the programs is answered during the initial interaction. The prospective student is informed of the institutional Web site for additional information, the institutional catalog, method of instruction, program outcomes, and the cost of study, among others.

#### TRANSCRIPTS

The official academic transcripts are requested of the student at the time of enrollment. If the prospective student does not have the official academic transcript at the time of enrollment, he/she must submit it within the 1st academic term.

If the official academic transcript is from an educational institution outside US, the transcripts must be translated to English if needed, and validated by foreign credential evaluation agency within the first academic term.

If transcripts are not received when signing the enrollment agreement, the student is placed on **conditional enrollment**. This is recorded in the proper section of the Enrollment Agreement which the student must sign acknowledging this situation.



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If Conditional Enrollment:			
Student acknowledgement		Date:	
Admission compliance		Date:	

The student must provide any pending documentation within the first academic term to be fully admitted. If the student does not comply with this rule, monthly warnings are sent to comply clearly stating that they are not allowed to continue studying if the required documentation is not provided. If the required documentation is not received within the first academic term, then the student is placed on temporary hold and will not be allowed to register in the next academic period.

Once the pending documentation is submitted, the Admissions representative removes the conditional enrollment status, and signs the Enrollment Agreement certifying the fulfillment of the requirement.

### TRANSFER CREDITS POLICY

UNAD Florida may transfer credits obtained in appropriately accredited higher education institutions. The acceptance of the transfer credits is based on the similarity of the courses with UNAD Florida's required program courses. The similarity is determined from course description, and the number of credits. This ensures that the accepted courses are equivalent in content and intensity to UNAD Florida courses in the desired academic program.

For applicants to an undergraduate program, a maximum of 50% of the credits can be accepted by the Transfer Credit Evaluation Committee. For Master's programs, up to a maximum of 9 credits are accepted. For the doctoral programs UNAD Florida does not accept credits transferred from another institution.

For students who request a credit transfer, they must follow the following steps:

1. Submit a written request to the Admissions department to start the credit transfer process. The student must send the request to the email: [admissions@unad.us](mailto:admissions@unad.us)
2. Provide payment of the \$150 credit transfer fee to start the evaluation process. Payment can be submitted through the university's payment portal.
3. Submit an official or certified copy of the transcripts and course descriptions to the admissions department; The transcripts must contain unit-credits and completed grades.
4. For students coming from educational institutions outside the US, academic transcripts must first be evaluated by an appropriate evaluation agency belonging to NACES ([www.naces.org](http://www.naces.org)). This requirement doesn't apply to students transferring from UNAD Colombia because UNAD Colombia Programs are already validated by the foreign credential evaluation agency Josef Silny.



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5. The evaluation results by the agency need to be submitted to UNAD Florida before starting the review process.

### TRANSFERRING FROM UNAD FLORIDA TO ANOTHER INSTITUTION

The acceptance of the transfer of credit from UNAD Florida to another college or university is at the discretion of the institution where credits are being transferred to. It is the responsibility of the student to check with prospective receiving school to ensure credits will be transferable.

### NOTICE OF ADMISSION DECISION

All UNAD Florida applicants will be notified of their acceptance or denial within 15 calendar days of submission of all proper requirements.

### APPEALS OF ADMISSION DECISIONS

Undergraduate and graduate applicants may appeal admission decisions to the Academic Dean. The Dean will request from the student any information needed to evaluate the appeal. The Academic Dean's decision may be appealed in extremely meritorious cases to the Executive Director

### ENROLLMENT AGREEMENT

After completing the admissions process, the student is provided with an enrollment agreement and catalog that discloses the rights, responsibilities and obligations of both the student and institution. The enrollment agreement has a section that the student needs to acknowledge receipt, review and understanding of the admission requirements, graduation requirements, academic calendar, fees, enrollment agreement, catalog and institutional policies.

### CONDITIONAL ENROLLMENT

Supporting documentation is requested of the student at the time of enrollment. If the prospective student does not have the proper documents like official academic transcript at the time of enrollment, he/she must submit it within the first academic term.

If the required documentation is not received when signing the enrollment agreement, the student is placed on **conditional enrollment**. This is recorded in the proper section of the Enrollment Agreement which the student must sign acknowledging this situation.



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If Conditional Enrollment:			
Student acknowledgement		Date:	
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The student must provide any pending documentation within the first academic term to be fully admitted. If the student does not comply with this rule, monthly warnings are sent to comply clearly stating that they are not allowed to continue studying if the required documentation is not provided. If the required documentation is not received within the first academic term, then the student is placed on temporary hold and will not be allowed to register in the next academic period.

Once the pending documentation is submitted, the Admissions representative removes the conditional enrollment status, and signs the Enrollment Agreement certifying the fulfillment of the requirement.

### LANGUAGE PROFICIENCY GRADUATION REQUIREMENT

Students whose native language is not English must have college-level English Language Proficiency to graduate from UNAD Florida. It is a **graduation requirement**.

English language proficiency may be demonstrated by one of the following:

**1. English Proficiency test approval**

**Undergraduate Degree:** A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report. A high school diploma completed at an accredited/recognized high school (where the language of instruction is English).

**Graduate Degree:** A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.

**2. Approval of B-1 (\*) level from an English language learning program, like UNAD English course.**

**Additional options to demonstrate English proficiency:**

- Approve the English courses offered by UNAD Florida within the first two academic terms. UNAD Florida do not advise taking more than 3 extra credits while fulfilling the requirement.
- Students who completed 4 years of high school in the United States or other English-speaking Proof of approval of an advanced level of an English course from another



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institution.

- Students who completed high school, undergraduate or graduate studies in the United States or other English-speaking countries.
- Undergraduate students with 30 semester credit hours from a properly licensed college/university where the language instruction was English (Transfer Students).

(\* ) B1 corresponds to having the necessary fluency to communicate without effort with native speakers according to CEFR. The Common European Framework of Reference for Languages (CEFR) is the system that defines and explains the different levels of oral and written expression and comprehension for languages such as English.

Please note that prospective students whose native language is not English must take an English Test before being admitted to determine their knowledge of the English language.

UNAD Florida offers English courses at discount prices while studying their academic program.

### NEW STUDENT ORIENTATION AND INDUCTION COURSES

All new students must complete a new student orientation course and the Induction course before starting courses. These are zero credit courses. The new student orientation course covers institutional philosophy, academic policies, study methodology and instructional platform UNAD Florida. The induction course covers the educational platform of UNAD Florida.

### NON-DISCRIMINATION STATEMENT

UNAD Florida does not discriminate based on race, disability, national or ethnic origin, creed, color, sex, social or political condition, religious or social trade union beliefs.

UNAD Florida strives to give equal opportunity to all students in order to acquire or expand their post- secondary education. Admission is open to all students who meet the program requirements to achieve a Higher Education degree in accordance with Florida statutes. Enrollment is also open to students transferring from other colleges or Universities.

Admission to an undergraduate program is open to students with a high school diploma, GED recipients, and home education graduates. Students who already have a higher education degree have the opportunity to continue graduate studies, continuing to master's or doctoral studies.

UNAD Florida has implemented an oral interview with prospective students to determine their ability to complete and benefit from their studies, and to evaluate if their professional goals and their desired academic program are a good fit for after graduation. During the interview, we also assess the skills and knowledge that prospective students have to pursue an online program. If needed,





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student candidates are given training on usage of online tools, resources, and platforms for online learning.

#### **OTHER ADMISSION INFORMATION STUDENTS WITH DISABILITIES**

UNAD Florida plans to provide reasonable accommodations to students who provide appropriate disability documentation.

At the beginning of each academic period, and after we are informed by the student of his/her disability in the Admission Application Form, the student is registered for consideration and appropriate accommodations.

Being that UNAD Florida is a 100% online institution we do not have to provide physical accommodations. However, we do accommodate students with disabilities by (1) The Academic Committee formed by Academic Dean, the Director of Student Affairs and the Director of Compliance analyze the student's needs and suggests a list of suitable accommodations adjusted to each particular case, and (2) the professor is informed in writing about the type of disability the student has and the suggested actions to take so the student can achieve their learning objectives. (3) A copy of the communications issued is kept in the student's file.

#### **NON-DEGREE SEEKING STUDENT ADMISSION**

Enrollment as a non-degree student is subject to approval by the Office of Admissions provided the student is in good academic standing at the last institution attended.

Registration is on a space-available basis and, in some cases, may require Dean approval. Applicants who have been denied admission as a degree-seeking student or who missed the deadline for submitting a degree-seeking application will not be considered for enrollment as a non-degree student.

Coursework taken as a non-degree student carries no degree credit. Up to 15 credits earned as an undergraduate non-degree student may be applied toward an undergraduate degree only with the approval of the appropriate dean at the time of reclassification. Up to 6 credits earned as a graduate non-degree student may be applied toward a graduate degree only with the approval of the appropriate school or academic dean at the time of reclassification provided that a grade of "B" (3.0) or better has been achieved. Non-degree students must adhere to the same academic rules that govern degree-seeking students (i.e., application deadlines, fees, drop/add, withdrawals, grading, retention policies, etc.).

Students seeking reclassification from non-degree student status to degree-seeking status must submit an application via standard admission procedures. All information used to make an admission decision must be received by the published deadline.



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Enrollment as a non-degree student does not guarantee admission to the University as a degree-seeking student at a later date. Those seeking admission as a non-degree student must fill out the Non-Degree Student Application and submit the usual admission fee.

#### VISITING STUDENT

A visiting student is defined as a student currently enrolled at another college or university who wants to take courses at UNAD Florida for credit it back to that college or university; a student who needs prerequisite courses to enter a program at another college or university; or a student taking one or more courses for personal interest or to transfer into another degree program abroad.

Visiting students must have permission from that institution to take one or more classes at UNAD Florida. These students may intend to transfer to or seek a degree at UNAD Florida. Students can take up to 6 credits maximum on the graduate level that can be transferred into a degree-seeking program at UNAD Florida. Visiting students are required to present the following:

1. A Visiting Student Application Form. Completed forms can be sent by email to [admissions@unad.us](mailto:admissions@unad.us), or by regular mail to UNAD Florida, 490 Sawgrass Corporate Parkway Suite 120, Sunrise, FL 33325, USA.
2. A \$100.00 USD non-refundable Application Fee. All Payments can be made online at our easy Online Payments Form.
3. Official transcripts from the current educational institution. The institution must be approved by the Department of Education. Visiting students accept full responsibility for possessing or acquiring, by the time of enrollment, the knowledge and skills required for successfully completing their coursework at UNAD Florida. They assume responsibility for language proficiency as well. Visiting students are responsible for requesting that an official transcript be sent to their home institutions after completion of coursework at UNAD Florida.

#### COMPULSORY AGE STUDENTS

UNAD Florida obtains permission from responsible parties when enrolling students under the compulsory school age to assure that the pursuit of the educational offerings is not detrimental to any compulsory schooling by obtaining a signed consent from parents, legal guardian or custodian signed consent is required if the student is a minor prior to enrolling compulsory school aged students in course work. Academic program admission requirements for prospective students include completing high school education and presenting their high school diploma. Parents, legal guardian, or custodian signed consent is required if the student is a minor. The enrollment agreement needs to be signed by both the student and legal guardian. In the dual enrollment program, if the prospective student is a minor pursuing his/her high school program, the student may enroll in a maximum of



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one course (3 credits) given that signed consent is obtained from his/her legal guardian. The course enrollment does not imply acceptance to any academic program.

#### **COMPETENCY-BASED OR EXPERIENTIAL LEARNING**

UNAD Florida does not award credit for any work experience. UNAD Florida will only award credits transferred from another accredited university per our transfer policy. Notice of Admissions Decision. All UNAD Florida applicants will be notified of their acceptance or denial within 15 calendar days of submission of all proper requirements.