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# UNIVERSIDAD DE LAS AMERICAS A.C.

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Southern Association of Colleges and Schools Commission on Colleges  
**Compliance Certification**

September 2016

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## ENGLISH LANGUAGE ACCREDITATION MANUAL OF THE UNIVERSIDAD DE LAS AMÉRICAS, A. C.

### CHAPTER ONE PURPOSE

**Article 1.** These manual establish the accreditation lineaments for the mastery of the English language of students while studying in the *Licenciatura* or Bachelor's degree program at the Universidad de las Americas, A. C.

### CHAPTER TWO ACCREDITATION OF ENGLISH AS A SECOND LANGUAGE

**Article 2.** The English as a Second Language Program is obligatory for all students mentioned who have not demonstrated total mastery of English in Article 1.

**Article 3.** An English Placement Test to evaluate grammar, writing, listening and reading skills will be applied to new students in the programs to determine their mastery of the English language at the Universidad de las Américas, A. C.

**Article 4.** In accordance with the score obtained in each of the indicated test in article 3, the English Language Center will notify the student as to the level in which he/she is required to register for the first time. If a new student obtains a score of 108, he/she will be placed in the TOEFL Preparation Course. If the new student fails to reach a score of 108, he/she will be required to take the level/s assigned to him/her by the English Language Center. (see table 1)

**Table 1**

***Global Full Diagnostic Test conversion table***

TOTAL Score	Level
0 – 14	Beginner — Level 1
15 – 30	Elementary — Level 2
31 – 45	Pre-Intermediate — Level 3
46 – 69	Intermediate — Level 4
70 – 90	Upper Intermediate — Level 5
91 – 108	Advanced — Level 6
108	T.O.E.F.L. Preparation — Level 7

**Article 5.** Once admitted to one of the *Licenciatura* or Bachelor Programs, the new student has the obligation to take and pass, in a sequential order, semester, by semester, the English level/assigned to him/her according to the criteria of the previous article. Students in the Post Graduate Program are required to take the T.O.E.F.L. Test before graduating.

**Article 6.** It is the responsibility of the English Language Center to notify the Department of Scholastic Services of the English level each new student should register in. At the same time, it is the responsibility of the Academic Coordinators to watch over — in subsequent registrations of the English levels, that is to say — that the Academic Coordinator would not be able to authorize the registration of a student without his/her registration in the corresponding English level excepting that the student had accredited the language.

**Article 7** Students must accredit level IV in the E. S. L. Program in order to take a required course delivered in English in their corresponding academic departments.

**Article 8** In the case that the student interrupts his/her university studies for the space of more than a year, he/she should retake the tests indicated in Article 3 and register in the English as a Second Language Program offered at the moment of registration.

**Article 9.** When a student demonstrates having had studied in a particular institution in an English speaking country during an elective period, he/she will have the opportunity to solicit a change in his/her English level by meeting with all the necessary transactions and the application of an institutional English test.

**Article 10.** In the case that a student partially accredits the mastery of the English language, he/she must register in his/her corresponding level with the first registration. For the previous levels, he/she will be assigned the letters “AC” (accredited) in the place of a grade.

**Article 11.** If a student is given an academic leave or has decided to leave the university on a voluntary basis before finishing his/her *licenciatura*/bachelor's, he//she will receive a grade/s only for those levels of English that concord with number of semesters from the Study Plan that he/she has taken up to the moment of leave without taking into consideration any accreditation grades from higher English levels.

**Article 12.** The English Language Center will be able to adjust the placement of new students (to lower or higher levels) during the first two weeks of the first period, by request of the classroom professor and the application of the institutional test.