

PROCEDURE FOR VALIDATION OF THE ADVANCED LEVEL TESTS (PNA, FOR ITS INITIALS IN SPANISH) OF THE COLLEGE BOARD

The Pontifical Catholic University of Puerto Rico evaluates the results of the Advanced Level Tests in the equivalent subjects to the Academic Achievement Tests (PACH, for its initial in Spanish) of the College Board and convalidates them for courses-credits for those admitted students who are eligible. The Advanced Level Tests (PNA) are standardized tests that offer the student the opportunity to convalidate test results for university credits. The subjects which can be examined under the administration of the PNA are: Spanish, English, and Mathematics I and II. These tests are evaluated on a scale from 1 to 5. In order for the student to be able to convalidate course credits at the Pontifical Catholic University of Puerto Rico (PCUPR), a grade of 3 or more must have been obtained. For more information on these tests, access the following link: <http://collegeboard.com>.

The Institution convalidates six (6) credits for each subject. The maximum number of credits that can be convalidated shall be **24 credits**¹ which will appear as transfer credits on the student record. Depending on the scores obtained by the student on the College Board, during the registration process the student will be placed in the English, Spanish, and Mathematics course that corresponds to him or her according to the concentration to which he or she has been admitted until an evaluation for the convalidation of credits for the tests and corresponding placement in the subjects of Spanish, English, and Mathematics has been made. Refer to the Convalidation Table.

VALIDATION TABLE					
Subject	PNA Score	Result of the PACH Achievement Test of the College Board	Courses to be convalidated	Credits for PACH results of the College Board	Credits for PNA
Spanish	3 -5	700 or more	Spanish 131-132	6	6
English	3 4-5	700 or more	English 213-214 English 214-300	6	6
Mathematics	3 Mat. level 1	700 or more	Mathematics 117-118	6	6
	3-5 Mat. level 2		Mathematics 119-120 (BSEE) Mathematics 141-142		
Total of credits				18	24

The Pontifical Catholic University of Puerto Rico receives the results of these examinations and will use the order of convalidation established by the Institution².

¹ Approved in the meeting of the University Senate held on March 26, 1999. Amended October 2013

² Certification of the Order of Convalidation of English courses (November 27, 2012)

Procedure:

1. If an admitted student desires to request convalidation of advanced level examinations for courses-credits, he or she should submit the official document to the Admissions Office during the month of August or January, correspondingly. A student copy may not be used for official convalidation. It shall be the student's responsibility to arrange for the official document of the Advanced Level Tests (PNA) of the College Board be delivered to the Admissions Office if this had not been requested on the form to take the tests.
2. Personnel of the Admissions Office will, during the month of May, provide the Director of the Program for First Year Students with a copy of the document provided by the Office of the College Board with a list of the students who took the Advanced Level Tests, in alphabetical order by Institution (05-PUCPR-Ponce Campus and PUCPR Branch Campuses).
3. If the student wishes to transfer his application for admission between Campuses of the PCUPR, the Admissions Office at the Campus at which the student registers shall be responsible for requesting the transfer of the official document from the Admissions Official at the Campus where the process was begun.
4. When the registration process has been completed (in September or February), the Admissions Office shall submit the **List of Students who took Advanced Level Tests** and who registered at the PCUPR, along with the convalidation forms. It shall also include a list of students who took Advanced level Tests, registered at the University, but did not have credits convalidated because the results obtained on the examinations were less than 3.
5. The Program for First Year Students shall send a letter (reminder) and the Form requesting Credit for Advanced Level Tests to registered students who did not submit the official document, so they can request the official document at the College Board Office.
6. The Director of the Program for First Year Students, working with the list of the PNA results provided by the Admissions Office, shall **tentatively convalidate** and relocate the courses in the students' placements³. This tentative convalidation shall last until the student registers at the PCUPR.
7. When the student has not requested that the results of his or her Advanced Level Tests (PACH), or if his or her name does not appear on the General List of the PNA, but who during the registration period indicated to the Professional Counselor that he or she had taken the Advanced Level Tests, the Professional Counselor should explain to the student the process to be followed to request the official document from the College Board Office, register this information in the lower part of the placement document, and proceed to make the pertinent adjustments to the class schedule.
8. Once the registration process has been completed, the Director of the Program of First Year Students shall **officially** convalidate the corresponding courses and shall sign the official form of the College Board Office: **Advanced Level Tests-Results Report**.

³ "placement"- document in which all academic and personal information of the student appears

9. The Program Director shall use the following order of convalidation of courses and credits:
 - First: Achievement Tests of the College Board⁴
 - Second: Advanced Level Tests
 - Third: Advanced Placement Tests
10. The Director of the Program of First Year Students shall send to the Registrar's Office the official forms for the registration of convalidated courses and credits of the students who passed the PNA.
11. The Director of the Program of First Year Students shall notify the students who qualified according to the results of the advanced level tests in writing of the official convalidation.
12. For purposes of information and academic follow-up of the student, personnel of the Program of First Year Students shall send a copy of the Official Table of Convalidation of the PNA to the following offices: Admissions, Deans, Director of the Counseling Center, and Department Directors, according to the student's concentration (major).
13. Personnel of the Program of First Year Students shall develop a table containing students who obtained neither courses nor credits to convalidate, due to scores of 1 or 2. In addition, students shall be notified in writing of this
14. The Director of the Program of First Year Students shall sign the official forms of the College Board Office of all students who could not convalidate credits due to scores of 1 or 2. These forms shall be sent to the Registrar's Office during the months of October or March, as the case may be.

*Revised and updated on November 8, 2013
Program of First Year Students/OAI*

⁴ Revised October, 2013