



## **ANA G MÉNDEZ UNIVERSITY STUDENT CONSUMER INFORMATION TRANSFER CREDIT POLICY**

### **Introduction/Purpose**

This policy establishes the requirements and processes for credit transfer requests for Ana G. Méndez University (AGMU).

### **Scope**

This policy applies to any student or prospective student who requests to transfer credits into AGMU.

### **Definitions**

Satisfactory Academic Progress (SAP): measures the academic progress of the student towards the attainment of an academic credential. Federal regulations require that all students who receive Title IV funds as part of their financial aid package maintain SAP. See AGMU's Satisfactory Academic Progress Policy (SAP).

Official Transcript of Credits: an original document certified by an accredited college or university indicating hours and type of course work and examinations the student completed. Outside of United States and its territories, the official transcript of credits is also known as a grade record or grade certification.

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### ***CRITERIA FOR ACCEPTING TRANSFER CREDITS***

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The following criteria generally govern the transfer of credit at AGMU. Additional requirements will apply to specific academic programs, which are listed in the Academic Programs section on the Academic Catalog.

- For Diploma Programs: Only courses with a grade of C or better are accepted in transfer. Courses must be in a student's program of study.
- For Undergraduate Programs: Only courses with a grade of C or better are accepted in transfer. Courses must be in a student's program of study.
- For Graduate Programs (master's and doctorate): Only courses with a grade of B or more will be considered for transfer. Note that some graduate programs do not accept transfer credits.

- U.S. based institutions must be accredited by a national or regional accrediting body recognized by the U.S. Department of Education. Foreign institutions must be recognized as institutions of higher education by the appropriate ministry of education or another governmental agency.
- Generally, no transfer of credit will be validated for grades of P (Pass), S (Satisfactory), or similar non-quality grades.
- Courses for transfer must be similar in objectives and content to those offered by AGMU. Course work must be in a curricular area generally recognized for credit at AGMU.
- The courses for transfer can be applied toward graduation requirements.
- All credits submitted by the student will be evaluated under this policy and any program specific policies. Courses must be reported to AGMU using a final, official transcript. Such transcripts must bear the signature and/or seal of the issuing official. Official transcripts must be written in English or Spanish and contain the institution's name, the student's name, dates of term(s) attended, title of each class taken, grades earned and academic credit system for each class (if applicable).
- Students hoping to receive transfer credit may be required to submit additional documentation or receive course evaluations, as required by AGMU in its discretion.
- Core professional skills or technology courses may be accepted if those credits were earned no more than 5 years prior to enrollment date. General Education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date.
- Students must comply with the Residency requirements for the purpose of granting a degree (see Residency Requirements in Academic Catalog).
- Remedial courses, professional experience, Continuing Education, or exams taken at other university institutions will not be validated, except Advanced Level.

Any exception to this policy, in particular regarding the caducity of the courses, must be evaluated by the designated representative of the respective department to which the courses that will be evaluated for transfer belong.

Transfer credit accepted from another institution is generally reflected on the AGMU transcript with a grade of "T", not the actual grade received at the other institution. Courses accepted for transfer will be included in the credits attempted and the credits earned in the calculation of satisfactory academic progress. Transfer credits are not included when calculating the GPA. For additional information, please refer to the sections in the catalog entitled Satisfactory Academic Progress. Transfer credits (T grade) will not be considered for the calculation of the retention or graduation index.

An authorized representative from AGMU shall establish equivalencies for the courses, after consultation with the designated representative of the respective departments, or Dean of Academic Affairs and if necessary, with the faculty specialized in the area. In some cases, the offering institution's catalog and official course description provided by the student may be used to create course equivalencies. No official evaluation of transfer of credit is made until the student has been accepted by AGMU and an official transcript from the institution awarding the credits is received.

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***ADDITIONAL CRITERIA FOR TRANSFER STUDENTS***

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- Official transcripts from all institutions attended must be received no later than thirty (30) calendar days after the start of the student's first term at AGMU to receive transfer credit.
- Transfer students must comply with AGMU residency requirements.
- Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned in the calculation of satisfactory academic progress. Transfer credits are not included when calculating the GPA. For additional information, please refer to the sections in the catalog entitled Satisfactory Academic Progress.

- Transfer credits (T grade) will not be considered for the calculation of the retention or graduation index.

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### **PROCEDURE**

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Students must follow the following procedures regarding potential transfers of credit:

1. The student will file an Application for Admission, including any proposed transfer credits with the Admissions Office. Courses from an institution that the student has identified in their Admission Application will not be considered.
2. The student will provide an official transcript and any other documentation, including relevant course descriptions or an academic catalog, requested by AGMU to validate transfer credits. The student has thirty (30) calendar days from the start of classes to submit the official transcripts and other required documentation. If the documentation is received within thirty (30) calendar days, the requested credits will not be considered. Student-printed or faxed credit transcripts will not be accepted.
3. Admissions will evaluate the documents submitted by the student. If the documents comply with what is required, the documentation will be referred to the Registrar's Office to continue the validation process.
4. The student will be notified through the institutional email if the requested credits have been validated within sixty (60) calendar days after the start of classes.
5. If the student does not agree with the decision on the granting or placement of credit earned at another institution, the student has the right to submit an appeal within the thirty (30) calendar days of receiving the decision. Appeals shall be made in writing to the Registrar's Office. The student will be required to provide reasonable documentation to support the appeal. The appealing student will generally receive a decision within seven (7) business days after the appeal has been submitted. If the Registrar finds merit to change the decision, the student records will be updated accordingly. The decision of the Registrar is final. If the student does not file an appeal, the decision will be considered final, and no alterations will be made.

#### **Validation of Courses by Non-Traditional Teaching Means**

Military Students - The learning acquired by the military is recognized and validated for university credits, as defined by current federal regulations. These courses must be certified through an official credit transcript issued by the Office of Educational Services of the Armed Forces, National Guard, or the Puerto Rico National Guard. The equivalences are subject to evaluation by the designated representative of the respective departments or the Dean of Academic Affairs.

Advanced Level Exams (CLEP) consist of validated exams on some subjects generally required in a study program. The student must obtain three (3) points or more on a scale of five (5) points in each subject. Six (6) university credits equivalent to the corresponding course will be awarded for each exam. The grade for these courses will be reflected with (T) in the student's academic record.