



**UNIVERSIDAD ANA G. MÉNDEZ
VP Academic Affairs**

TRANSFER CREDITS POLICY - UAGM

Policy Number: 17-2020

Effective Date: October 1, 2020

New

Amendment to Policy No. _____

with date of: _____

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I. INTRODUCTION

Ana G. Méndez University aims to continue to strengthen its mission and vision by providing access to post-secondary education to a diverse student population. Recognizing that the university is committed to offer quality services and excellence to an educational community through academic offerings in English, Spanish and Bilingual teaching modalities and curricular levels, admissions requirements must reflect cultural sensitivity and understanding of different educational backgrounds and professional experiences.

II. PURPOSE

Through this policy, Ana G. Méndez University evaluates credits for transfer from accredited colleges, and universities. This policy aligns with transfer policies and procedures found in post-secondary institutions in Puerto Rico and the United States similar to Ana G. Méndez University in organizational as well as academic scope.

Transfer students will have to comply with the cumulative grade point average, equivalent to the retention index of our institution, established in the program of studies of their interest; and with all the UAGM by-laws, rules, and regulations of UAGM US and Puerto Rico Campuses.

III. SCOPE

These policies and provisions will apply only to all non-degree, technical certificate degree, undergraduate and graduate programs in UAGM of United States and Puerto Rico and, it also applies to all students transferring to UAGM.

IV. DEFINITIONS

The following definitions are necessary for a clearly understanding of this policy:

1. Credit hour- The U.S. Department of Education defines "credit hour" as: "...An amount of work representing in intended learning outcomes and verified by evidence of student

achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (a) One hour of classroom of direct faculty instruction and a minimum of two hours of out of class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
 - (b) At least an equivalent amount of work a required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.”
2. Grade point average (GPA) - an indication of a student's academic achievement. The GPA represents the average number of grade points a student earns for each graded course. Grade points are points per course credit assigned to a passing grade, indicating the numerical value of the grade. National Center for Education Statistics (<https://nces.ed.gov/nationsreportcard/hsts/howgpa.asp>).
 3. Satisfactory Academic Progress- 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. UAGM Satisfactory Academic Progress (SAP) Policy.

V. NORMS AND PROCEDURES

TRANSFER OF CREDIT INTO THE COLLEGE

Official transcripts from all colleges attended must be received no later than forty-five (45) days after the start of the student’s first term at UAGM to receive transfer credit.

Transfer students must comply with UAGM residence requirements. Students from US and Puerto Rico campuses must earn 25% credits in residence at UAGM to receive technical certificate degree, associate degree, bachelor degree diploma and, master degree diploma.

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 and Programmatic Admissions Requirements.

Criteria for acceptance for transfer of credit are as follows:

- The courses for transfer are similar in objectives and content to those offered by UAGM.
- The courses for transfer can be applied toward graduation requirements.
- The letter grade (or equivalent) in the course for transfer is a “C” or better (provided the “C” grade is defined as average or better) for undergraduate courses. The letter grade (or equivalent) in the course for transfer is a “B” or better for graduate courses.
- 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.

- Credits transferred from institutions are evaluated on the basis of equivalency with the content of the courses and credits required by UAGM.
- Courses with a Passing Grade (Pass) will be considered for transfer, provided they have credits and are equivalent according to the curriculum.
- UAGM in US and Puerto Rico will not accept remedial courses in transfer.

Any exception to this policy, regarding the caducity of the courses, must be evaluated by the academic dean and the dean of the school or department director to which the courses that will be evaluated for transfer belong.

ADVANCED STANDING

A student's time to complete their program of study may be shortened through transfer of credit, credit from standardized placement assessment, prior learning, or challenge examinations. The maximum amount of advanced standing credit, regardless of source, cannot exceed 75% of the total degree program length for undergraduate programs. Academic credit that is awarded through one of these methods is not calculated in the student's cumulative grade point average but is factored into the determination of the maximum time in which a program must be completed as published in the section entitled Satisfactory Academic Progress. Advance standing through transfer credit, credit from standardized placement assessment or challenge examinations does not apply to students pursuing a diploma program.

Transfer students must comply with UAGM residence requirements. Students from US and Puerto Rico campuses must earn 25% credits in residence at UAGM to receive technical certificate degree, associate degree, bachelor degree diploma and, master degree diploma.

Transfer students must complete a minimum of 25% of the prescribed number of credit hours within their program of study in order to be measured for the recognition with honors. UAGM in US and Puerto Rico will not accept remedial courses in transfer.

Authorized representative of the UAGM establish equivalencies for the courses consulting with the Academic or Program Director and if necessary, with the faculty specialized in the area and use the transferring institution's catalog and official course description as a base provided by the student. No official evaluation of transfer of credit is made until the student has been accepted by the university and an official transcript from the institution awarding the credits is received. The authorized representative, as applicable to the Campus, will inform the student of the courses officially accepted for transfer within thirty (30) business days.

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 to the receiving campus. Students will be required to provide reasonable material to support the appeal. Once all the required information is received, the expectation is that we will provide the student with a written response within 15 business days. If the decision finds merit to change the course to meet a major requirement, authorized representative will update the student record and notify the student.

Students are prohibited from receiving federal student financial aid after attempting 150% of the number of credits required for their academic program. This calculation includes all attempted credits, including transfer credits, related to the student's academic program.

LANGUAGE COURSES

Students may present evidence of completion of English or Spanish College Composition coursework or its equivalent to be considered for transfer credit. Transfer credit for language courses may be awarded if the course description and objectives are equivalent to a language course offered at UAGM. For more information, please refer to section in the catalog entitled Language Placement Protocol.

VI. VALIDITY

This executive order shall have immediate effect after the President's signature at the time of his approval and will be applicable to any prospective or current applicant to any of the UAGM USA branch campuses. This policy supersedes existing credit transfer policies.

VII. APPROVALS

Signature of the President and the official who recommends the policy.

Official who recommends the policy:

Dr. Gino Natalicchio
Vice President of Academic Affairs, UAGM-US

October 1, 2020

Date

Dra. Mildred Huertas Solá
Vice President of Academic Affairs, UAGM

October 1, 2020

Date

Approved by:

José F. Méndez Méndez
President

October 1, 2020

Date

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