

ADMISSIONSPOLICY

UNDERGRADUATE Programs

General Admission Requirements

- Have obtained a high school diploma or its recognized equivalent.
- Some Schools may have other specific program requirements. Refers to School's section in the Catalogue for more information. Evidence of complaints with these additional requirements must be submitted to the School to which the student is applying to admission.

Admission Process and Documentation

High school students in their senior year can submit the admission application and provide evidence of their cumulative grade point average (GPA) and their College Board (PAA, SAT, ACT) or placement internal test results.

Students in their junior year of high school can start an early process by filling in the admission application and providing evidence of their cumulative GPA computed at the end of the second semester of their junior year.

To complete the admissions record process, all applicants must provide the required documentation listed below:

1. Fill and submit the admission application and pay the non-refundable fee.
2. Submit a copy of the College Board (PAA, SAT, ACT) results, if Institution was not selected to receive results directly, or take the placement test in the areas of Spanish, English and Mathematics provided by the university.
3. Health and vaccination certification for applicants younger than twenty-one (21) years of age.
4. Submit one of the following as part of the evidence for program-specific requirements:
 - a. Students from the public school's system that provide student GPA via an electronic system recognized by the Department of Education of Puerto Rico, will not need to present physical evidence of the transcript. The electronic transcript sent by the school must show the academic GPA computed at the end of the first semester of the senior year of high school, to be evaluated as part of the

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admission process.

- b. Students from public and private schools that do not provide the electronic service data transfer recognized by the Department of Education of Puerto Rico, must provide an official transcript comprising their high school years up to the first semester of the senior year of high school, to be evaluated as part of the admission process.
- c. Students must present evidence of high school completion or its equivalent before the first day of class or within 45 days after the beginning of classes. The institution may invalidate the student's admission if this requirement is not met. Veterans and beneficiaries must also submit all admission requirements before the first day of class or within 45 days after the beginning of classes.

Admissions Formula

Admissions will be determined by the Admission Index formula, (if required). This is computed using the results of the following areas of the College Board (PAA, SAT, ACT) or the placement test provided by the university: reading and writing, mathematics and english achievement. The high school grade point average (GPA) is also considered.

Placement Test

1. Incoming first-year students **MUST** take the UAGM placement exam. Information about when and where the tests are offered is provided to entering students by the School of General Education and Liberal Arts.
2. The placement exams are used to assess the performance of entering students in the fundamental subjects of spanish, english and mathematics. The scores of these tests are used to place students in courses that are appropriately challenging.
3. Students with Advanced Placement College Board Scores of 3 or higher in Spanish, English or Mathematics are exempt from taking the corresponding placement exam and are placed in the subsequent sequential course
4. If you are a transfer student, and your transcript has been evaluated by your admitting college (School), at the discretion and approval of the Office of the Registrar and the corresponding School, you may receive credit for a particular English/Spanish/Mathematics course that you have taken at another institution. If you are awarded transfer credit, your college (School) will advise you regarding

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the next English/Spanish/Mathematics course you may need to take.

5. If you are a transfer student who has NOT been given transfer credit for an English/Spanish/Mathematics course, you will need to take the corresponding placement exam
6. Students who have not taken English/Spanish/Mathematics at the university level, MUST take the UAGM placement exam(s) before enrolling in any English/Spanish/Mathematics course.

Readmission

Students must apply for readmission if they interrupted their studies and did not attend the university for one semester or longer. Summer sessions do not count as interruptions.

- Students must complete the required number of credits for their **year of study**.
- Students must comply with the requirements of the study program of their choice, as well as other general requirements that may apply.
- In order to be readmitted, the period of suspension for academic or disciplinary reasons must have elapsed.

Candidates for readmission may be required to have an interview with the Admissions Committee. It is comprised of the Vice Chancellor of Student Affairs or his representative, the Director of Admissions, the Vice Chancellor of Wellness and Quality of Student Life, the Registrar, the Vice Chancellor or his representative and the dean of the school. In special cases, the Committee will have the final authority to determine admissions.

Transfer Students

Transfer students are considered for admission if they have followed a course of study in an accredited university and have completed no fewer than 12 credits in the institution from which they proceed. Their grade point average (GPA) must be the institutional minimum requirement. The students must not be under academic or disciplinary sanction in the institution from which they proceed.

In order to be admitted, students wishing to transfer must meet the requirements of the program of their choice.

Course Validation

Transfer students have the option of validating courses taken no more than 12 years prior to admission for equivalent courses offered at Universidad Ana G. Méndez. The students must have a minimum grade of C in each course.

Advanced Placement Test

Credit will be granted for the Advanced Placement Tests of the College Board if the score obtained is 3 or more, on a scale of 1 to 5.

PRE-COLLEGE COURSES

Credit will be granted to students for courses offered by UAGM at the high school level. These courses must be in addition to those required for graduation and must be approved with a grade of A, B or C. The various schools will establish the grades required in the courses to be credited.

The Pre-College Program will keep record of the student's progress and will send evidence of the completed courses to the Registrar's Office, after the student is officially admitted to the University. This documentation will become part of the student's file.

Residence

All transfer students must observe the following rules to obtain residence at the University in order to qualify for graduation:

1. Complete the last thirty (30) credits of their bachelor's degree at Universidad Ana G. Méndez, Recinto de Gurabo, 12 of which must be in their major field of study.
2. Successfully complete the last 12 credits of the associate degree at Universidad Ana G. Méndez, Recinto de Gurabo
3. Twelve (12) credits of residence (set by each program) will be required of students from Off-Campus Centers.

Transient Students

Transient students must be authorized by their own university to take courses at Universidad Ana G. Méndez, Recinto de Gurabo for no longer than two academic semesters.

UAGM admits visiting students or auditors. They must apply for admission within the

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time limit established by the Admissions Office. They must attend their regular courses, but will receive no credits or grades. These students are not eligible for financial aid.

Authorization for enrollment of transient students and auditors does not constitute a formal admission into the institution, and it terminates at the end of the academic session for which it was granted. To obtain regular student status, students must comply with the admission requirements in force at the time when the application for admission was filed. All applications are subject to an interview by the Admissions Committee.

International Students

Universidad Ana G. Méndez, Recinto de Gurabo and locations accepts foreign students as permitted by immigration laws. Foreign students are subject to the admission, readmission and transfer requirements established by the UAGM.

Effective Dates

Admission or readmission at Universidad Ana G. Méndez, Recinto de Gurabo and locations, will be valid for one semester of the academic year, beginning on the date it is granted. Applications that do not include the required documents, or that do not meet all the established requirements will be considered provisional. If all the documents are not received within 45 days from the first day of class, the institution may invalidate the provisional admission.

Applications forms should be requested from:

Universidad Ana G. Méndez, Recinto de Gurabo
Associate Vice-chancellor for Admission and Marketing
PO BOX 3030
GURABO, PR 00778
TELEPHONE: (787) 746-3009

GRADUATE PROGRAMS

Master's Programs Admission Requirements

Students wishing to be admitted to Universidad Ana G. Méndez, Recinto de Gurabo and locations, master's level programs must meet the following requirements:

1. Hold a Bachelor's degree or an equivalent degree from an accredited institution of higher education.
2. Submit an official credit transcript with the application for admission.
3. Complete an interview process with the director/coordinator of the graduate program or his/her representative, if required.
4. Submit letters of recommendation, according to the program.
5. Submit an essay on a topic selected by the Committee, if required.
6. Whether is required by the School or a particular program, take one of the tests of admission to graduate studies offered by the Educational Testing Service, such as the Graduate Studies Admission Test (EXADEP), the Graduate Record Examination (GRE), or the Graduate Management Admission Test (GMAT). Test results are valid for five years.

Candidates for program with additional admission requirements, such as additional tests, interviews and licenses, certifications, must comply with these requirements.

7. Pay a \$25.00 nonrefundable application fee.

Readmission

1. Students must apply for readmission if they interrupted their studies for a full academic semester, or more (summer sessions will not count as interruptions).
2. Students must have a cumulative GPA equivalent to the retention index.
3. Students must have acquired a total number of credits equivalent to the required for the corresponding number of years of studies completed.
4. In the case of suspension for reasons of academic index accumulated credits, or for disciplinary reasons, the student must have complied with the period of suspension.
5. Some candidates for readmission may be required to have an interview with the Dean of the School or his/her representative if required by the program.

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6. Meet the requirements for the requested study program, comply with SAP, as well as other general admissions requirements.
7. Students who request readmission to UAGM are subject to the current curriculum of the study program where they have been admitted.

Transfer Students

Students from other accredited institutions must meet the following requirements for admission:

1. Transfer courses must be from an accredited university.
2. Must meet the admission requirements of the particular program, comply with grade point average according to the credits to be transferred, and specialty to which they are applying.
3. Some candidates for readmission may be required to have an interview with the Dean of the School or his/her representative if is necessary by the program.
4. Submit an official credit transcripts with admission application. Students who are transferring from a university outside of Puerto Rico must submit a course catalog from the previous institution.

Residence

Students who transfer to any graduate program at UAGM must complete a minimum of twenty-four (24) credits in order to establish residence and be eligible for graduation.

Transient and Auditor Students

All transient and auditor students must observe the following.

Hold a Bachelor's degree or its equivalent from an accredited university.

Obtain permission from his/her University to take courses at UAGM for a period not to exceed two semesters.

Apply for admission within the period established by the Admissions Office. UAGM will admit students on a visiting or auditor status. Once registered, students admitted may attend regular courses at the institution, but will not receive either credit or grades. The Director may authorize students to take courses for professional growth only, and not directed towards obtaining an academic degree. These students will be classified as special students and will not qualify for financial assistance.

International Students

The UAGM accepts foreign students as permitted by immigration laws. Foreign students are subject to the admission, readmission and transfer requirements established by the UAGM.

Online and out of state students are part of the international student component for internal purposes. However, online students do not have to comply with the same immigration laws.

Admission Appeals

Applicant students can appeal the admission decision. The plea has to be written to the dean of the school. The Dean will contact the applicant student. The appeal should be made within 15 days after student's knowledge about the decision. A copy of the plea should be sent to the admission office.

Effective Dates

Admission and readmission at Universidad Ana G. Méndez, Recinto de Gurabo will be valid for one semester of the academic year, beginning on the date it is granted. Applications that do not include the required documents, or that do not meet the established requirements, will be considered provisional. If the documents are not received within 45 days from the first day of class, the institution may invalidate a provisional admission.

All documentation and/or requests must be forwarded to:

Universidad Ana G. Méndez, Recinto de Gurabo
Associate Vice-chancellor for Admission and Marketing
PO BOX 3030
GURABO, PR 00778
TELEPHONE: (787) 746-3009

DOCTORAL Programs

Doctoral Programs Admission Requirements

Students seeking admission to the Universidad Ana G. Méndez, Recinto de Gurabo Doctoral programs must meet the following requirements:

1. Hold a Master's degree or an equivalent degree from an accredited institution of higher education.
2. Submit official credit transcripts from all the student has attended institutions of higher learning that the students has attended.
3. Upon invitation from the Coordinator of Graduate Studies, take part in an interview with a department representative or the admissions committee.
4. Submit the three recommendation forms included in the admission application.
5. Submit an essay on a topic selected by the School's Admissions Committee.
6. Submit an updated résumé that reflects professional experiences and academic achievements.
7. Take a graduate admissions test offered by the Educational Testing Service, such as PAEG, EXADEP or GRE. Certain programs may require additional tests, such as GMAT in the Management and Information Systems doctoral programs. Test results are valid for five years.
8. Pay a \$75.00 nonrefundable application fee.

Readmission

1. Students must apply for readmission, if they interrupted their studies and did not attend the university for one full academic semester or more.
2. Students must have a cumulative GPA equivalent to the retention index.
3. All candidates for readmission may be subject to an interview with the Doctoral Committee of the School.
4. Students who request readmission to a UAGM Doctoral program are subject to the current curriculum of the study program to which they have been admitted.

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Transfer Students

Students from other accredited institutions must meet the following requirements for admission:

1. Transfer students must an accredited institution have completed 6 credits with a minimum 3.00 GPA at an accredited institution.
2. Must not have been subjected to any academic or disciplinary sanctions.
3. Must meet the admission requirements of the particular program and specialty to which they are applying.
4. Submit two official credit transcripts with admission application. Students who are transferring from a university outside Puerto Rico must submit a course catalog from the previous institution.
5. Transfer courses will not be considered for the retention index analysis.

Residence

To establish residence and be eligible for graduation, students who transfer to the graduate program must complete the following requirement:

Students must obtain at UAGM the number of credits equal to the difference between the total credits required by the Program minus the number of valid and approved transfer credits.

International Students

Admission of International students will follow the established institutional guidelines and is subject to current immigration laws.

Effective Dates

Admission and readmission at UAGM will be valid for one semester of the academic year, beginning on the date it is granted.

Application deadlines are determined by each School, since they are specific to each Doctoral program. Admissions information requests and submission of required documents are processed by the Associate Vice-chancellor for Marketing and Admission Office

All documentation and/or requests must be forwarded to:

Universidad Ana G. Méndez, Recinto de Gurabo
Associate Vice-chancellor for Admission and Marketing
PO BOX 3030
GURABO, PR 00778
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Non-Discrimination Policy

Universidad Ana G Méndez, in compliance with all federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Juanita Cruz, Associate Vice Chancellor of Student Affairs, Title IX Coordinator, 787-743-7979 ext. 4155 email: ut_jcruz@suagm.edu