

ANA G. MÉNDEZ UNIVERSITY SYSTEM
VICE PRESIDENCY OF ACADEMIC AFFAIRS

ANA G. MÉNDEZ UNIVERSITY ADMISSION POLICY

Executive Order No: 14-2021

Effective Date: November 4 , 2021

 X New

 Amendment Executive Order No. with date of day of month of year

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I. INTRODUCTION

Ana G. Méndez University (UAGM) continually seeks to strengthen its mission and vision, facilitating access to postsecondary education for the diverse student population it serves. Likewise, the UAGM is committed to offering quality and excellence services through academic offers at the post-secondary, undergraduate and graduate levels and in various teaching modalities.

II. PURPOSE

The purpose of this policy is to establish the admission requirements for all students who are interested in pursuing their higher education at our institution.

III. SCOPE

This policy and its provisions will apply to all technical certificates, associate degree programs, baccalaureates, master's and doctoral degrees of the academic divisions and specialized schools that are part of the UAGM in Puerto Rico.

IV. DEFINITIONS

1. **Baccalaureate** – is an undergraduate-level undergraduate degree awarded after satisfactory completion of a program of study, which normally requires at least 4 years of study; but no more than 5 years, full-time equivalent and having passed all the credits required by the program (2021, US Department of Education, Integrated Postsecondary Education Data System. *2020-2021 Survey Materials: Glossary.* <https://surveys.nces.ed.gov/ipeds/public/glossary>) .

2. **Expiration of credits**- validity of credits according to the institutional policy of the UAGM.
3. **Catalog** - university publication that provides information on academic programs and degrees; services and life for students; general regulations; accreditations; requirements and procedures (e.g., admissions, tuition); facilities; financial aid; among other information.
4. **Graduation Certification** – official document certifying that the student completed the degree requirements, including the date of the degree and their graduation average.
5. **Immunization Certificate** - form provided by the Department of Health, signed by the doctor or professional administering the vaccine and certifying that a particular person has been immunized against a certain disease.
6. **Technical Certificate** – issued to individuals who have completed a short-term study program, certifying satisfactory completion of a postsecondary education program (2021, US Department of Education, Integrated Postsecondary Education Data System. *2020-2021 Survey Materials: Glossary.* <https://surveys.nces.ed.gov/ipeds/public/glossary>) .
7. **Admissions Committee** - the committee is responsible for evaluating the cases of those admissions that do not meet the requirements set forth in this policy in compliance with existing regulations.
8. **Diploma** – is an official document that certifies the successful completion of a program of study and is conferred upon successful completion of a program.
9. **Academic Divisions** - academic unit from where all the academic offer will be monitored through the campuses and locations of the UAGM.
10. **Doctorate** – is the highest degree a student can obtain, in an academic graduate study program or professional studies (2021, US Department of Education, Integrated Postsecondary Education Data System. *2020-2021 Survey Materials: Glossary.* <https://surveys.nces.ed.gov/ipeds/public/glossary>) .
11. **Specialized schools** -- organized teaching unit separate and independent of academic divisions, with a curricular structure for studies leading to one or more degrees in specific professions, such as naturopathic medicine and veterinary medicine, among others.

12. **New students:** Student from high school, or who has completed his equivalence exam without previous university experience.
13. **Equivalency Test** – a battery of tests that a person can take to demonstrate their high school academic knowledge .
14. **Challenge Exams** - one of the methods offered by the university to evaluate the previous learning acquired by the student through education or experience and where compliance with the learning objectives of the course he requests to challenge is validated.
15. **Associate Degree** – is a higher education degree, awarded after satisfactory completion of a program of study, which normally requires at least 2 years or more of study, but less than 4 full-time equivalent years (2021, US Department of Education, Integrated Postsecondary Education Data System. *2020-2021 Survey Materials: Glossary.* <https://surveys.nces.ed.gov/ipeds/public/glossary>)
16. **Master's degree** – is an academic degree that is obtained after having obtained an undergraduate academic degree and successfully completing the credits of your specialty of studies (2021, US Department of Education, Integrated Postsecondary Education Data System. *2020-2021 Survey Materials: Glossary.* <https://surveys.nces.ed.gov/ipeds/public/glossary>) .
17. **Teaching modalities** – refers to the various teaching-learning methodologies in which an academic program can be offered such as: face-to-face, online courses, hybrid courses, remote courses, videoconference courses and televised courses, among others.
18. **Office of Registration and Licensing of Educational Institutions** - a government body created by law in charge of licensing postsecondary education institutions in Puerto Rico.
19. **College Entrance Examination Board (CEEB)** - The CEEB is a test that assesses the skills and knowledge needed in the areas of mathematical and language skills, both in English and Spanish, to do college-level academic work. The current three-party test is known as the PAA and its previous five-part variant as the PEAU, and there are equivalences between the two tests provided by the administering agency of these tests.
20. **Placement Test** - test designed by the institution's faculty to assess the skills of new students in the areas of Spanish, English and mathematics in the absence of *College Board* results. With the

The results of this test, students are placed in the first year courses that correspond to their level of skills or execution.

21. **General admission requirements** - have completed the degree prior to the degree in which you want to enroll, in an institution licensed by the Board of Postsecondary Institutions or its equivalent.
22. **Specific admission requirements by program** – provisions of certain programs require admission requirements, either by specialized accreditations or by the way the program was established.

V. RULES AND PROCEDURES

This policy promulgates the general requirements and specific admission requirements for new students in the academic programs offered by the UAGM at the post-secondary, undergraduate and graduate and non-university post-secondary levels in the case of certificates.

A. GENERAL ADMISSION REQUIREMENTS FOR NEW STUDENTS IN POSTSECONDARY PROGRAMS (TECHNICAL CERTIFICATES)

1. Have graduated from a college licensed by the Office of Registration and Licensing of the Board of Postsecondary Institutions (JIP Spanish acronymous) or have taken *General Educational Development* (GED) or its equivalent.
2. Complete the Application for Admission.
3. Submit **one** of the following documents: transcript of high school credits, graduation certificate, average certification or GED approval certification for the applicable population .
4. Present a valid Immunization Certificate (if you are under 21 years of age).

For the Certificate in Practical Nursing, an overall high school GPA of 1.90 or higher is required.

B. GENERAL ADMISSION REQUIREMENTS FOR NEW STUDENTS IN UNDERGRADUATE PROGRAMS (ASSOCIATE DEGREES AND BACCALAUREATES)

1. Have graduated from a high school, licensed by the Board of Postsecondary Institutions (JIP) or have taken the GED or its equivalent.

2. Have an overall high school GPA of 2.00 or higher.
3. Complete the Application for Admission.
4. Submit **one** of the following documents: transcript of high school credits, graduation certification, average certification or GED approval certification for the applicable population.
5. Present a valid Immunization Certificate (if you are under 21 years of age).

C. OTHER ADMISSION PROVISIONS FOR NEW STUDENTS IN UNDERGRADUATE PROGRAMS (ASSOCIATE DEGREES AND BACCALAUREATES)

1. Students who do not meet the required average of admission will be evaluated by the Academic Division .
2. Some academic programs will have specific admission requirements and these will be described in the catalog of the institution, to which the students to be admitted will refer .
3. Some teaching modalities will have admission requirements and these are contained in other policies and administrative orders. The admissions offices of the UAGM are obliged to know these requirements and enforce them .
4. The CEEB test is not an admission requirement. However, in those programs that have specific achievement requirements in mathematics, English and Spanish, the results of this test may be used or instead, allow students to take the institutional placement tests .

D. SPECIFIC ADMISSION REQUIREMENTS IN SOME ACADEMIC DIVISIONS FOR NEW STUDENTS IN UNDERGRADUATE PROGRAMS (ASSOCIATE DEGREES AND BACCALAUREATES)

Division of Health Sciences:

- A different overall admission average is required in the following programs:
 - **Speech and Language Therapy** - 2.50 or more
 - **Respiratory Therapy** - 2.30 or more
 - **Nutrition Sciences** - 2.50 or more
 - **Food and Nutrition Management** - 2.50 or more
 - **Science in Nutrition and Dietetics**- 3.00 or more
 - **Bachelor of Science in Nursing** – 2.50 or more

- **Associate Degree in Nursing** – 2.25 or more

Division of Engineering, Design and Architecture.

- **Department of Design and Architecture** -Compliance with the following criteria is required to admit new students to the Associate Degree in Design and Architecture programs :
 - Have a general high school average (GPA) of at least 2.0 on a 4.0-point scale.

The student who does not meet the general average of high school may submit a portfolio to be evaluated

- **Department of Engineering** - Compliance with the following criteria is required to admit new students to bachelor's degree programs in Engineering:
 - Have a general high school average (GPA) of at least 2.0 on a 4.0-point scale.
 - Obtain an index equal to or greater than 75, calculated as follows:

$$\text{Index} = [(\text{MATH} + \text{ENGL} + \text{SPAN}) \times 0.75 + (\text{GPA} \times 25)] / 16.$$

The terms MATH, ENGL and SPAN represent the scores of the ceeb PEAU version of the eecology exam in mathematics, English and Spanish, respectively (or their equivalent in the CEEB PAA version tests).

- Start college-level math with MATH 121 (Intermediate Algebra), at a minimum. This can be achieved by obtaining an adequate score in mathematics, either by scoring 520 on the CEEB PAA mathematical achievement tests (or 550 or higher on the CEEB PEAU); or by taking and passing the corresponding placement test available at the institution.

If the student does not have CEEB scores available, and is interested in being admitted to a baccalaureate program in this division, his case will be evaluated using the high school grades, or their equivalent, as follows:

- Have a GPA greater than 2.0 on a 4.0-point scale or 70 on a 100-point scale.

- Begin college-level math with MATH 121 (Intermediate Algebra), at a minimum, by taking and passing the corresponding placement exams available at the institution.
- Have obtained "B" at least in the disciplines of English and Spanish (3.0 on a scale of 4.0 points or 80 on a scale of 100 puntos).

If the student meets the requirement of beginning in mathematics, but does not have the minimum grades in English or Spanish, he will be able to take the test of institutional location in these disciplines. If you pass them with 70 or more, you can enter the baccalaureate.

- **Department of Design and Architecture** - Compliance with the following criteria is required to admit new students to the Bachelor of Design and Architecture programs :

- Have a general high school average (GPA) of at least 2.5 on a 4.0-point scale.
- Obtain an index equal to or greater than 75, calculated as follows:

$$\text{Index} = [(\text{MATH} + \text{ENGL} + \text{SPAN}) \times 0.75 + (\text{GPA} \times 25)] / 16.$$

The terms MATH, ENGL and SPAN represent the scores of the ceeb PEAU version of the CEEB exam in mathematics, English and Spanish, respectively (or their equivalent in the CEEB PAA version tests).

The student who does not meet the indicated index may submit a portfolio to be evaluated.

Liberal Arts Division:

- All programs accredited or regulated by the State have particular criteria. Specialized accreditors may require changes to programs in accordance with the standards.
 - Teacher preparation programs require an overall average of 2.50 or higher.
 - Social Work requires essay writing: No credit is granted for life experience, volunteering, or work experience as a Social Worker.

Division of Natural Sciences and Technology:

- The Bachelor of Science with a concentration in Medical Technology requires an overall GPA of 2.50 or higher.

- The Post-Baccalaureate Certificate in Medical Technology requires an overall GPA of 2.50 or higher, letters of recommendation, and interview with the admissions committee.
- Bachelor of Science requires an overall GPA of 2.00 or higher.
- Obtain an index equal to or greater than 75, calculated as follows: $\text{Index} = \frac{[(\text{MATH} + \text{ENGL} + \text{SPAN}) \times 0.75 + (\text{GPA} \times 25)]}{16}$. The terms MATH, ENGL and SPAN represent the scores of the achievement of the placement tests of mathematics, English and Spanish, respectively (or their equivalent in the CEEB tests).
- Start college-level math with MATH 121 (Intermediate Algebra), at a minimum. This can be achieved by obtaining an adequate score in mathematics, either 520 points or more on the CEEB mathematical achievement tests or 550 or more on the institution's placement test; or by taking and passing the corresponding challenge exams available at the institution.

If the student does not have CEEB scores available, and is interested in being admitted to a baccalaureate program in this division, his case will be evaluated using the high school grades, or their equivalent, as follows:

- Begin college-level math with MATH 121 (Intermediate Algebra), at a minimum, by taking and passing the corresponding placement exams available at the institution.

E. GENERAL ADMISSION REQUIREMENTS FOR NEW STUDENTS IN GRADUATE PROGRAMS

1. Have completed a bachelor's degree (undergraduate/bachelor's degree) at an accredited university.
2. Meet the GPA of 2.75 or higher (GPA) in their high school studies. Please refer to the specific requirements by academic division for details of some exceptions.
3. Complete the application for admission.
4. Submit **ONE** of the following documents: diploma, transcript of university credits (official certification of grades) where you obtained the bachelor's degree or bachelor's degree or the degree certification.

Note: There are programs that require full time with a degree conferred.

5. Submit a copy of a valid color ID on both sides issued by the state with a photo and that evidences the address where the applicant resides. This identification can be the Driver's License or the Citizenship Card (passport or cédula).

F. OTHER ADMISSION PROVISIONS FOR NEW STUDENTS IN GRADUATE PROGRAMS

1. Students who do not meet the required admission average will be summoned to interview and evaluated by a committee organized for this purpose.
2. Some academic programs may have specific admission requirements. Refer to the academic divisions section in the Catalog.

G. OTHER ADMISSION PROVISIONS FOR NEW STUDENTS IN MASTER'S PROGRAMS GRADUATED FROM THE UAGM

1. An expedited admission will be established for UAGM graduates.
2. Students who meet the minimum required average will be admitted directly, exempting them from letters of recommendation, essays, exams and interviews.
3. The student will be provided with an extension of time in the delivery of the required documents until mid-October (in cases such as Architecture).
4. There will be exceptions to this flexibility in programs within the divisions of Health Sciences, Liberal Arts, Engineering, Design and Architecture, Business, Tourism and Entrepreneurship, Science and Technology that are regulated by specialized accreditations.

H. SPECIFIC ADMISSION REQUIREMENTS IN SOME ACADEMIC DIVISIONS FOR NEW STUDENTS IN GRADUATE PROGRAMS

Division of Health Sciences:

- **Master in Nutrition**
 - The overall average in programs of this division is 3.00 or more.
- **Master of Science in Nursing with a specialty in advanced practice**
 - The overall average is 3.00 or more.

- You must have a Bachelor's Degree in Nursing with a professional license and with Membership.
- Must have one (1) year of experience in nursing practice.
- **Master's Degree in Speech and Language Pathology**
 - The overall average is 3.00 or more.
 - Write an essay
 - Have passed the following specialty courses: Articulation and Phonological Development and Intervention, Language Development, Acoustics and Anatomy and Physiology of Speech and Language. If the student comes from the Baccaulaureate, he must present evidence of having passed these courses with A or B; if he is a transfer student and presents clairvoyance that he passed them, he is honored this approval.
 - Courses in Biological Sciences, Physical Sciences, Social Sciences and Statistics, must be passed with no less than C. Similarly, if you are a transfer student and present evidence that you passed them, you are honored for this approval.
- **Master of Science in Nursing with Specialty in Critical Care with Secondary Role in Nursing Administration and Education**
 - As a requirement of flexibility, the student can be admitted by presenting his provisional license and evidence that he is processing the permanent license. The process to obtain the permanent license must be completed within a term not exceeding five months, after being admitted. Admission will be cancelled if the student does not present evidence of permanent leave before the start of the internship period .
 - The candidate must sign a document where he accepts the conditions of the conditional affiliation and the consequence of not being able to continue studying the master's degree until he presents the permanent license .
- **Master of Science in Nursing with Specialty in Case Management with Secondary Role in Nursing Administration and Education**
 - The overall average is 3.00 or more.
 - Require a minimum baccaulaureate degree in the same discipline, unless otherwise established.

Division of Engineering, Design and Architecture:

- **Master of Science in Administration of Elecommunications and Network Systems**
 - Average of 2.60 overall and 3.00 in concentration on a scale of 4.0.
- **Master of Science in Mechanical Engineering**
 - Average of 2.75 overall on a scale of 4.0.
- **Master of Engineering in Mechanical Engineering**
 - Average of 2.75 overall on a scale of 4.0.
- **Master of Science in Engineering Management**
 - Average of 2.60 overall on a scale of 4.0.
 - Bachelor of Engineering, Bachelor of Computer Science, Bachelor of Science: Chemistry, Biology, Statistics, Physics or Mathematics.
 - Candidates who are not graduates of Engineering must have passed, at university level and with a minimum qualification of C, at least 6 credits in Calculus and / or Linear Algebra.
- **Master of Architecture**
 - Average of 3.00 overall on a scale of 4.0.
 - If the baccalaureate in another discipline, the student must prepare essay and present his resume and portfolio in the interview.
 - Prerequisite courses of 3 credits minimum at university level and each passed with a minimum qualification of C: Art or History of Architecture, Physics and Calculus.

Division of Liberal Arts:

The overall average requested in graduate programs of this division is 2.75 or more with the exception of:

- **Psychology**
 - Have completed a Baccalaureate degree from an accredited university with an average of 3.00 or higher.
 - Have satisfactorily passed the following courses: Statistics, Research, General Psychology and six (6) additional credits in Psychology.
 - Participate in an interview process .
 - Write a critical analysis essay .
 - Submit two letters of recommendation from teachers who have taught you courses.
 - School Psychology that requires to have completed a degree of

Baccalaureate of an accredited university with an average of 3.00 or more and interview. For students from other disciplines, private courses may be required.

- **Social Work**
 - Have completed a Baccalaureate degree from an accredited university with an average of 3.00 or higher.
 - In addition, interested students can aspire to an advanced program. It is required to conduct an interview and write an essay.

- **Communications**
 - Possess a Baccalaureate degree from an accredited university with an overall average of 2.75 and have passed with a minimum of C a course of Introduction to Public Relations and Introduction to Media.

Business, Tourism and Entrepreneurship Division:

- Students who do not come from the field of Business Administration must satisfactorily pass the **ACCO 500** course or its equivalent.
- Write an essay.

Division of Natural Sciences and Technology:

- Have completed a Bachelor's degree from an accredited university with an average of 2.75 overall average. The Master of Biomedical Science requires a GPA of 2.80 or higher.
- Submit two letters of recommendation.
- Participate in an interview with the admissions committee.
- Write an essay.

I. EXPIRATION RULE

A rule of expiration of credits is established to make it possible for students who have left their studies to have the opportunity to resume them in a more agile way. For this, the following validities are established:

- UAGM Students
 - General education component credits do not expire
 - Core component credits expire in 20 years
 - The credits of the concentration component expire in 15 years

- Students from other universities
 - General education component credits do not expire
 - Core component credits expire in 15 years

- Concentration component credits expire in 10 years
- PROGRAM AHORA
 - UAGM students and from other universities with similar modalities.
 - Credits do not expire, with the exception of courses that require the development of technological skills.

The analysis of the expiration of credits is subject to the professional judgment of the Directors of Departments or Deans of the Academic Division in each case, considering the regulations and changes in the professions.

J. OTHER PROVISIONS OF THIS POLICY

1. The requirements for doctoral programs will be kept up to date in the Institution's Catalog.
2. All programs and specialized schools accredited and/or regulated by the state must develop their own admission criteria, conforming to the standards of their accreditations.
3. Requirements for readmissions, transfers, inter-campus transfers, admission of special students, and reclassifications will be contained in other executive orders.
4. The institution catalog will be the official reference document for admission requirements.

VI. VALIDITY

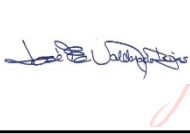
The content of this Policy, as well as the rules and procedures will be effective immediately upon approval by the President of the UAGM.

VII. AMENDMENTS

Amendments to this policy and other exceptions to admission requirements may be issued in Executive Orders.

VIII. APPROVALS

Officials who recommend:



Digitally signed
by Dr. José E.
Maldonado
Rojas

José E. Maldonado Rojas, Ed.D.
Vice-President of Academic Affairs

November 4, 2021

Date

Approved by:



Digitally signed by José
F. Méndez Méndez
Date: 2021.11.16
17:19:04 -04'00'

Joseph F. Méndez Méndez
President

Date