

# ANA G. MÉNDEZ UNIVERSITY SYSTEM

## VP of Academic Affairs

### TRANSFER CREDIT POLICY

Executive Order No: 07-2024

Effective Date: March 18, 2024

New

Amendment to Policy No. 16-2022

Date of: October 1, 2020

**Note:** The text on this document is considered information protected by Universidad Ana G. Méndez (UAGM). The partial or total reproduction without prior authorization of the Academic Department is prohibited.

---

#### I. INTRODUCTION

Universidad Ana G. Méndez is committed to promoting equity and accessibility to postsecondary education, recognizing the diverse academic trajectories of our students. In this context, the university recognizes the importance of guaranteeing the quality and consistency of our programs as well as valuing and respecting the academic work realized by students in other institutions. Therefore, this policy of transfer on credits is established on a clear and transparent criterion which evaluates the equivalence and relevance of the courses and previous educational experiences with the requisites of our programs.

---

#### II. PURPOSE

The purpose of the policy of transfer on credits within the Universidad Ana G. Méndez is to facilitate and promote academic mobility for students, allowing them to take advantage of the courses they have previously accomplished at other recognized institutions. This process is designed to support the academic trajectory of students, and to offer the opportunity to advance in their programs of study in a way that is efficient and effective.

Through this policy, the Universidad Ana G. Méndez will implement the process of evaluating courses taken within academic institutions recognized, accredited, or authorized by The Board of Postsecondary Institutions of Puerto Rico and academic institutions of higher education with which the university has established academic cooperation with. The main objective of this evaluation is to facilitate the transfer of credits. Additionally, within its firm commitment to the wellbeing of students, UAGM will recognize credits awarded through alternative academic experiences. This is issued with the intention of reducing the number of courses a student will take to complete their course of study and obtain their degrees.

---

#### III. SCOPE

This policy and its provisions shall apply to all diploma, associate, baccalaureate, master's (including graduate certificates), and doctoral programs at AGMU.

---

## IV. DEFINITIONS

---

1. **Agreement of Academic Collaboration and Articulation** – a document that describes the terms and conditions in which credits obtained in one institution can be recognized and accepted by another university. This agreement guarantees that students who transfer credits between institutions can continue their studies without losing credits from previously completed courses.
2. **Credit Hours** – The U.S. Department of Education defines credit hours as: “...An amount of student work defined by an institution that is consistent with commonly accepted practice in postsecondary education and that reasonably approximates not less than:
  - (a) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester credit hours, or ten to twelve weeks for one quarter credit, or the equivalent amount of work over a different period: or
  - (b) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, studio practice work, and other academic work leading to the award of credit hours.”
3. **Grade Point Average (GPA)** – a number representing the value of accumulated final grades earned in a course.
4. **Resident Credits** – term for credits students acquired in the university from which they are transferring from.
5. **Satisfactory Academic Progress (SAP)** – measures a student’s academic progress towards obtaining a certificate or academic title. Federal regulations require that all students who receive financial aid under Title IV maintain satisfactory academic progress.

---

## V. NORMS AND PROCEDURES

---

### A. RULES FOR TRANSFERS

#### General Dispositions:

UAGM reserves the right to transfer courses from other postgraduate institutions in Puerto Rico and elsewhere, however, the process of validation of credits will adhere to these following regulations:

1. UAGM will validate courses taken in authorized and accredited institutions of higher education by the corresponding officials through transfer, agreements of academic articulation, and experience of previous study.

2. Transfer students must abide by the residency's requirements. They must obtain 25% of approved credits within UAGM to receive a certificate or an associate degree, a bachelor's degree, a master's degree and/or a doctorate's degree.
3. Students must complete 25% of the required credit hours within their programs of study to be evaluated for honors recognition.
4. Accepted transfer courses will be included in earned credits, approved credits, and added credits in their academic progress. For more information, please consult the student handbook under section "Satisfactory Academic Progress".
5. Transfer credits will not be included in a student's grade point average (GPA). For more information, please consult the student handbook under section "Satisfactory Academic Progress".
6. Approved transfer credits do not reflect regular grading. They will be replaced with an indicator of P (Pass) within the student's academic proceedings.
7. Courses with an approved grading (Pass) will be considered for the transfer as long as they have credits and are equivalent according to the student's curriculum.
8. UAGM will not accept remedial courses for transfers.

#### **Requisites:**

1. Transfer credits must be similar in content and objective to the courses offered by UAGM.
2. Valid courses can be applied for graduation requirements.
3. Eligibility to validate courses based on academic levels:
  - **Technical Certificate** – only undergraduate courses related to Spanish, English, and Mathematics will be validated if a grade of C or higher was obtained.
  - **Undergraduate** – only courses with a grade of C or higher will be considered for validation.
  - **Graduate** – only courses with a grade of B or higher will be considered for validation.
4. Academic programs must establish their own requirements for evaluating the competency of their students to accept credits that were granted within a span of 10 years or longer. Reasons and justifications for not validating a course must be submitted.

#### **Procedure:**

1. The students will request their official transcripts from their previous institutions and have them sent to the admissions office within their desired Campus of transfer.
2. All transcripts must be received by or before forty-five (45) calendar days after the students' first academic period within UAGM.
3. UAGM authorized representatives will evaluate the other institutions' courses to identify the compatibility between said course and courses within UAGM program. Compatibility is identified by standards established by the

- Dean and Director of the program. Counseling with faculty members of the program will be available if needed and will follow the catalogue of the institution the student is transferring to.
4. The admissions specialist will inform the student of all courses accepted for transfer.
  5. Student will be transferred towards the following areas of service:
    - a. Registration: Selection of courses
    - b. Financial Aid: Complete FAFSA (if applicable)
    - c. Bursar: Officialize registration
  6. If the student does not agree with the evaluation of transfer on credits, they will be allowed to present an appeal to the admissions office. The student must provide material or reasonable evidence to support their appeal. Once all the required information is received, a written reply will be provided within a period of 15 business days. If satisfactory the admissions specialist will update the student's record and notify them through email correspondence.

## **B. RULES FOR TRANSFERRING WITHIN AGMUS UAGM CAMPUS**

### **General Dispositions:**

1. Residency credits established in this policy do not apply to students transferring between departments within Universidad Ana G. Méndez.
2. Students within a department will be transferred with all the courses in their academic portfolio. All courses will be transferred, including approved courses, non-approved courses, and transfer courses.

### **Procedure:**

1. The student will apply to their desired campus of transfer.
2. The desired campus of transfer will process the application.
3. The admission specialist will begin the process of transferring courses and present the student with a document that certifies the transfer.
4. Student will be transferred towards the following areas of service:
  - a. Registration: Selection of courses
  - b. Financial Aid: Complete FAFSA (if applicable)
  - c. Bursar: Officialize registration

## **C. OTHER TRANSFER REQUIREMENTS**

### **1. Accepting credits from foreign institutions**

#### **General Dispositions:**

- a. As part of the process of validating courses, UAGM will accept courses realized in foreign institutions if they are equivalent to the program of study the student is admitted in.

### **Requirements:**

- a. Courses are required to be certified by some sort of homologation agency such as World Education Services (WES), Educational Credential Evaluators (ECE), etc. as well as be approved by the U.S. Department of Education.

### **Procedure:**

- a. The students will apply for admission.
- b. If applicable, the student will work on the Visa process (F1) in coordination with the registrar office.
- c. The admission specialist will begin the process of transferring courses and present the student with a document that certifies the transfer.
- d. Student will be transferred towards the following areas of service:
  - Registration: Selection of courses
  - Financial Aid: Complete FAFSA (if applicable)
  - Bursar: Officialize registration
- e. If the student does not agree with the evaluation of transfer on credits, they will be allowed to present an appeal to the admissions office. The student must provide material or reasonable evidence to support their appeal. Once all the required information is received, a written reply will be provided within a period of 15 business days. If satisfactory, the admissions specialist will update the student's record and notify them through email correspondence.

## **2. University Credits –High School Students**

This alternative is to grant incoming students the opportunity to further their academic progress. University-level courses taken in High School will be eligible for the validation process. The course will be considered by number of credits and relation to program of study.

### **General Dispositions:**

- a. UAGM will only accept courses from accredited institutions.
- b. These courses will be considered as studies realized outside of UAGM and will be processed as transfer credits.
- c. A grade of C or higher must be earned to validate a course.
- d. Approved transfer credits do not reflect regular grades. They will be replaced with an indicator of P (Pass) within the student's academic proceedings and will not affect their academic standing.

### **Requirements:**

- a. Students must present the courses' official certification along with the grade and credits earned within the course.
- b. Students must have completed High School.

**Procedure:**

- a. Courses presented with certifications will be evaluated based on content and credits earned.
- b. Student will be transferred towards the following areas of service:
  - Registration: Selection of courses
  - Financial Aid: Complete FAFSA (if applicable)
  - Bursar: Officialize registration

**3. Transfer Courses by Learning Experiences**

UAGM, in its interests to recognize and stimulate students' academic excellence, has identified the following alternatives as courses by learning experiences and they will be valid for academic transfer. These non-traditional learning experiences include:

**(a) College Level Examination Program – CLEP and Advanced Placement – AP**

This alternative consists of exams designed for courses generally required within the first year of university. Within accepted topics offered in this mode one can find Spanish, English, and Mathematics.

**General Dispositions:**

1. Only official grades granted by the agency/institution will be considered.
2. For each exam, up to six (6) university credits will be granted to an equivalent course.
3. These courses will be considered as studies realized outside of UAGM and will be processed as transfer credits.
4. Courses approved through this method won't reflect regular grades. They will be replaced with an indicator of T (Transfer) in the the student's academic records and will not affect their academic standing.

**Requirements:**

1. Students must obtain fifty (50) points or more in these College Level Examination Program exams.
2. Students must obtain a minimum of three (3) out of five (5) points in Advance Placement Exams.
3. Students will present a request for evaluation of one or more exam results to the office of admissions. In some cases, exam results can be received directly from the agency/institution where they were taken.

**Procedure:**

1. Exam results will be evaluated, and the student will be notified of validation of their exams as collage credits.
2. Student will be transferred towards the following areas of service:
  - Registration: Selection of courses
  - Financial Aid: Complete FAFSA (if applicable)
  - Bursar: Officialize registration

**(b) Challenge Exams**

**General Dispositions:**

1. These are departmental examinations designed with the purpose of granting students the opportunity to demonstrate their proficiency within a course relating to their program of study. If the student passes this exam, it will be recognized as credits corresponding to their program.
2. Seminar courses, laboratory courses, practice courses, or supervised activity courses will not be eligible as challenge exams.
3. Only courses previously identified by the academic program can be challenged.
4. Courses challenged through this method must obtain a grade of C or higher to be considered as an approved course.
5. Students will not be allowed to challenge courses they have previously failed.
6. Students that do not pass a challenge exam will not be awarded a grade in their academic record. They will have a total of two opportunities to pass. If failed, the student must enroll and take the corresponding course.
7. The maximum number of credits granted by challenge exams will not be greater than a 20% total of the credits required for the course.

**Requirements:**

1. Students must be registered on the course and must pay the corresponding quota set forth by the Fees Bulletin.
2. Students must fulfill the specific requirements established by the academic program.

**Procedure:**

1. Each program of study will prepare, administrate, and evaluate their own challenge exams in accordance with previously established requirements and criteria.
2. Any students interested in challenging a course must complete a request for their academic program and pay the fee required.

3. The student will be given a time, date, and place where they will take their exam(s).
4. The minimum score for approval of challenge exams will be 70% within a scale of 100 to 90 – A, 89 to 80 – B, and 79 to 70 – C. The final grade obtained will be a P (Pass) for the challenged course.
5. Students will be notified of their results via written notice.

### **(c) Active Military**

#### **General Dispositions:**

1. The university recognizes and values the education acquired by active military and their direct dependents through military experience and formal courses.

#### **Requirements:**

1. Only courses that are similar in content and objective of the students' academic program will be validated.
2. Military courses must be certified by an official transcript of credit.

#### **Procedure:**

1. The students must request their official transcripts from their previous institution and have them sent to the office of admissions within their desired department of transfer.
2. All transcripts must be received by or before forty-five (45) calendar days after the students' first academic period within UAGM.
3. UAGM authorized representatives will evaluate the other institutions' courses to identify the compatibility between said course and courses within UAGM's program. Compatibility is identified by standards established by the Dean and Director of the program. Counseling with program faculty members will be available if needed and will follow the catalogue of the institution the student is transferring to. The admissions specialist will inform the student of all courses accepted for transfer.
4. Student will be transferred towards the following areas of service:
  - a. Registration: Selection of courses
  - b. Financial Aid: Complete FAFSA (if applicable)
  - c. Bursar: Officialize registration
5. If the student does not agree with the evaluation of transfer on credits, they will be allowed to present an appeal to the office of admissions. The student must provide material or reasonable evidence to support their appeal. Once all the required information is received, a written reply will be provided within a period of 15 business days. If satisfactory the admissions specialist will update the student's record and notify them through email correspondence.

## **(d) Portfolio Credits**

### **General Dispositions:**

1. Academic works or other forms of educational evidence that demonstrate and validate a student's professional experiences, and/or their acquired skills and goals. The purpose of this mode is to transfer academic earnings towards university credits.

### **Requirements:**

1. The student must be officially registered to UAGM and the department of study they wish to apply portfolio credits to.
2. The student must prepare a portfolio in accordance with the rules and regulations presented within the course.

### **Procedure:**

1. Any student interested in presenting a portfolio must complete a request for their academic program and pay the fee required.
2. Any student that submits a portfolio for credit must pay 50% of the cost per credit within the course where they wish to present the portfolio.
3. Once the fee is paid, the student will receive the information of the course they wish to challenge through portfolio submission. An interview with an academic advisor will be scheduled to review and provide feedback towards the portfolio draft as well as the final assessment of said portfolio.
4. The student will hand in their portfolio by the due date assigned by the academic program.
5. The program will coordinate an evaluation of the portfolio with the regular faculty member or lecturer within the program.
6. The minimum score for approval of challenge exams will be 70% within a scale of 100 to 90 – A, 89 to 80 – B, and 79 to 70 – C. The grade required for approval will be the same grade required to pass the course. Once the portfolio is approved and graded, the final grade obtained will be a P (Pass) for the challenged course.
7. Students will be notified of their results via written notice.

---

## **VI. VALIDITY**

---

This Policy will come into effect from the date of its publication and will be reviewed every three (3) years or when deemed necessary, whichever comes first.

---

## VII. APPROVALS

---

**Edgardo Rosaly Manfredi, PhD**  
Vice President of Academic Affairs  
and Student Success

**March 15, 2024**  
Date

Approved by:

**José F. Méndez Méndez**  
President

**March 15, 2024**  
Date

Executive Order OE-02-2022 Diversity, Equity, and Inclusion Policy of the UAGM prohibits discrimination based on sex and gender identity. For the purposes of this policy, the regulatory principles of the RAE have been used to facilitate reading. However, its use refers to genders equally, not preferentially or unequally.

**DISCLAIMER:** With the sole purpose of protecting the identity and signatures of our officials, executive orders and policies published through the electronic portal exclude them. Therefore, such executive orders and policies published electronically should be considered approved and signed for all intents and purposes. In the event of a conflict or inconsistency in the meaning of a word or phrase in the English translation of this document, the Spanish version will prevail.