

# SISTEMA UNIVERSITARIO ANA G. MÉNDEZ

## VICEPRESIDENCY OF ACADEMICS AFFAIRS

### TRANSFER CREDIT POLICY - UAGM

Policy Number: 16-2022

Effective Date: December 21, 2022

<u>    </u> New		
<u>  X  </u> Amendment to Policy No.	<u>16-2020</u>	with date of: <u>October 1, 2020</u>
	<u>17-2020</u>	with date of: <u>October 1, 2020</u>

**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 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 offering quality services and excellence to an educational community through academic offerings in different delivery modes and curricular levels, admissions requirements must reflect cultural sensitivity and understanding of different educational backgrounds and professional experiences.

---

#### II. PURPOSE

Through this policy, Universidad Ana G. Méndez 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 Universidad Ana G. Méndez 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 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 clear understanding of this policy:

1. Credit hour
  - (1) The U.S. Department of Education defines “credit hour” as an amount of student work that reasonably approximates not less than:
    - (i) One hour of classroom of 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 hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time; or
    - (ii) At least an equivalent amount of work as required in paragraph (1)(i) of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.

- (2) An institution, in determining the amount of work associated with a credit hour, is permitted to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
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. See 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 such that they earn 25% of their program credits in residence at the specific UAGM accredited university that will grant their technical certificate degree, associate degree, bachelor's degree, or master's degree. Upon approval by the Vice President of Academic Affairs, an alumnus of UAGM seeking to transfer UAGM credits to a new UAGM program within the same accredited institution, which transfer credits constitute 25% or more of the credits in the new UAGM program, will be deemed to have met the requirement to earn 25% credits in residence at the new UAGM program.

*Transfers from another institution:* If a student transfers in credits from another institution, the accepted credits for the courses count toward the determination of credit hours attempted and earned but will not be considered in the cumulative GPA. Only those transfer credits that apply to the student's program of enrollment at the Institution will count as credits attempted and earned.

*Transfers of UAGM credits to a new UAGM program:* Upon approval by the Vice President of Academic Affairs, an alumnus of UAGM seeking to transfer UAGM credits to a new UAGM program within the same accredited institution, which transfer credits constitute 25% or more of the credits in the new UAGM program, will be deemed to have met the requirement to earn 25% credits in residence at the new UAGM program. If a student transfers UAGM credits to a new UAGM program, the accepted credits for the courses count toward the determination of credit hours attempted and earned. UAGM credits earned from one program will be transferred with grades to another UAGM program and will be included when calculating the cumulative 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 for transfer.

Transfer students entering in a completion program will be exempt from the norm of 25% credits of residence.

Any other exception to this policy regarding the transfer of credits 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, except in the case of an inter-campus transfers, upon approval by the Vice President of Academic Affairs. Academic credit that is awarded through one of these methods is not calculated in the student’s cumulative grade point average (except in the case of transfer credits from a UAGM program) 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 the technical certificate degree, associate degree, bachelor’s degree, or master’s degree. Upon approval by the Vice President of Academic Affairs, an alumnus of UAGM seeking to transfer UAGM credits to a new UAGM program at the same accredited institution will be considered to have earned credits in residence at the new UAGM program consistent with the number of credits transferred.

**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.** Upon approval by the Vice President of Academic Affairs, an alumnus of UAGM seeking to transfer UAGM credits to a new UAGM program at the same accredited institution, which transfer credits constitute 25% or more of the credits in the new UAGM program, will be considered to have earned 25% credits in residence at the new UAGM program to be eligible for

honors. UAGM in US and Puerto Rico will not accept remedial courses in transfer.

Authorized representatives of UAGM establish equivalencies for the courses consulting with the academic division dean or relevant department director (i.e., the department to which the courses that will be evaluated for transfer belong) or the academic dean 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 student's appeal is approved, the 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**

---

Official who recommends the policy:

Dr. José E. Maldonado Rojas  
Vice President of Academic Affairs, UAGM

December 21, 2022  
Date

Approved by:

José F. Méndez Méndez  
President

December 21, 2022  
Date

**DISCLAIMER:** In order to protect the identity of the signatures of our officers, the executive orders and policies published on the electronic portal exclude the signatures. Therefore, such executive orders and policies published electronically should be considered as approved and signed for all pertinent purposes. If you have any questions related to this matter, you should refer them to the human resources staff assigned to your campus. In the event of any inconsistency or ambiguity in relation to the meaning of any word or phrase in the English translation, the Spanish text shall prevail.