

Policies and procedures for making decisions about the transfer of credits earned at other institutions.

A student having completed a transfer, must apply to the Department Chair for a credit convalidation (credits earned).

Convalidation, which establishes the following criteria:

1. Certification 115 (1996-1997) of the UPR Board of Trustees establishes the following guidelines regarding the process for the convalidation of courses in the University of Puerto Rico. The uniform codification of university system guarantees that the course fulfills the criteria of uniformity of description and curricular content. If the course does not have the same codification, the guidelines for convalidation established by other Higher Education Institutions (mentioned below in criteria # 2) will be followed.
2. The following general criteria are recommended for the convalidation of courses from other Higher Education Institutions of Puerto Rico:

If the Institution is bonafide and accredited by the Puerto Rico Council of Education as well as by the Middle States Commission on Higher Education. If the institution is not officially accredited, courses from institutions will not be convalidated.

UPR Cayey reserves the right to determine the number of courses to be convalidated. Only courses approved with a minimum score of **C** will be convalidated and that meet the requirements of the institution. The maximum number of credits to convalidated may not exceed 30 percent of the total number of credits from the requested program. Also students must follow these conditions:

- a) had an overall average of less than 2.00 when voluntarily leaving the university.
- b) was suspended for academic, disciplinary or administrative reasons.
- c) at the other institution obtains an overall average of less than 2.00.

Each Academic Department will establish if the equivalence of a sequence course will be established in its totality or the equivalence will be established for each course of the sequence. In the case that sequence courses are approved in their totality, the student must have approved both parts of the course with a “C” or more.

The course convalidation form must be accompanied by an official credit transcript of the university from which the student comes from. In the case of new enrollment students at the University of Puerto Rico in Cayey, the recommendation for course convalidation will take place at the moment the student is considered for admission. The credit convalidation will be official after the student is officially registered in courses at the Institution.

The Departmental Curriculum Committee must be consulted in cases in which there is doubt regarding the convalidation of Department courses. All convalidated courses will appear on the student’s credit transcript with a letter “P” (pass or approved) and will not have honor points. Accepted credit convalidations will be based on courses offered at the University of Puerto Rico in Cayey.

The validation process will be carried out in the academic departments and culminate with the final delivery of the validation document in the Registry Office.

Procedures that indicate the office(s) responsible for the final determination of the acceptance or denial of transfer credit.

Procedures:

Once the student is admitted, the convalidation of credit process begins in the departments. The student must submit the official transcripts of the institutions where he/she studied. The student will request the convalidation of the courses in the corresponding departments. The student must submit the information of the course syllabus and catalogue descriptions of the course to be convalidated. Each department chair will convalidate the course. The department chair will submit the official document to the Register Office, and will be archived in its case file.