



## Course Validation Policy

*Vice-Chancellery for Student Affairs and Academic Vice-Chancellery*

[www.suagm.edu/umet](http://www.suagm.edu/umet)

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Universidad Metropolitana recognizes studies undertaken at accredited institutions of higher education by newly admitted or transfer students through the validation of credits.

The means by which to validate are:

- Traditional - students who come from external post-secondary institutions
- Non-traditional - Military, Advanced Level Programs (College Board), Challenge Exams and Portfolio students.

This policy applies to students in undergraduate (associate and baccalaureate degrees), graduate level and certificate programs who are admitted as new or transfer students with credits that may be validated.

### **Undergraduate Level**

The Validation Officer receives the student referral with the transcript of credits from the originating institution and proceeds with to evaluate said approved courses in accordance with institutional validation rules and policies. Equivalencies in the Banner mechanized system are previously determined by the Deans of the respective Schools using the catalogue and official course descriptions of the institutions of origin as the basis.

### **Graduate and Certificate Levels**

For graduate, doctoral and certificate programs, the Schools evaluate the student's official transcript of credits and determine the equivalence, if any. This evaluation is referred to the Office of the Registrar so that the Validation Officer can verify that it complies with the standards contained in this Policy and proceed with the official validation in the Banner mechanized system.

The policy aims to establish institutional Standards and Procedures for the validation of courses. It also establishes the action mechanism that allows the execution of these procedures in a systematic and planned manner.

### **Procedure**

- Students shall submit their application for admission with validated credits as a transfer student or as a new student to the Admissions Office, University Center or "AHORA" Program.



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- An official transcript of credits, description of courses or, if necessary, the catalogue of the institutions of origin, are required. The transcripts should contain all of the approved courses.

These institutions must be licensed and/or accredited by the Puerto Rico Education Council as a Post-secondary University Level Institution and accredited by an agency approved by the United States Department of Education. In cases where the student comes from an educational institution in a foreign country, that institution must be recognized by the relevant educational authorities in that country and be certified by accreditation evaluating agencies in the United States.

- The Admissions Office, the University Centers and/or the "AHORA" Program will evaluate the documents submitted by the student. If these comply with the requirements, they will refer the documentation to the Office of the Registrar to work on a preliminary validation.
- Students have sixty (45) calendar days from the beginning of classes to send the official transcripts of credits. If not received, their enrolment will be cancelled. Transcripts of credits printed by students through the Internet or sent via fax will not be accepted.
- For undergraduate programs, all courses with equivalence at Universidad Metropolitana, with equal content and credit value in which students attained a minimum grade of "C", will be validated. These should be part of the sequential curriculum of their program of study. For graduate programs (master's and doctoral), courses with grades of B or higher will be considered for validation.

In the case of the School of Education (master's and doctoral), a maximum of nine (9) credits from other institutions of origin will be revalidated. The courses to be transferred may not be older than five (5) years and must maintain tangency with the courses in the proposed curriculum.

- Remedial, continuing education and technical certificate courses, as well as professional experience and examinations taken at other universities will not be validated, except for Advanced Level Examinations offered by the *College Board*.



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- It is an institutional requirement that transfer students comply with the Residency Rule for obtaining the degree:
  - Technical Certificates: must take a minimum of twenty-four (24) credits at UMET, of which nine (9) will be in their major.
  - Associate and Bachelor's degrees: must take a minimum of thirty (30) credits at UMET, of which twelve (12) will be in their specialization.
  - Master's: must take a minimum of twenty-four (24) credits at UMET, of which nine (9) will be in their specialization.
  - Doctorate: students will complete one year of uninterrupted enrollment (three (3) credits per part of term; twelve (12) credits per year), in order to comply with the residency requirement.
- Students who transfer from another university institution to UMET shall comply with the following standard in order to be eligible to be honor recipients:
  - associate degree students must have a minimum of 45 credits approved at UMET and have an academic index of 3.50 or higher.
  - baccalaureate students must have passed a minimum of 60 credits at UMET and have an academic index of 3.50 or higher.
  - master degree students must have passed a minimum of 24 credits at UMET and have an academic index of 4.00.
- In exceptional cases of deficiency in validated credits, these must be authorized by the School and must be compensated with electives related to the course in which the deficiency occurred. For example, if the course to be validated is biology with a value of three (3) credits and the UMET equivalent has a value of four (4) credits, the student must take one elective in biology that compensates the deficiency.
- Students with courses validated at a higher level in the areas of math, English, and Spanish, must remain in advanced courses in these subjects at UMET.
- Courses approved with a special waiver will not be validated if the courses are not a requirement of the major and have no equivalence at UMET.



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- Students receive the Preliminary Courses Validation Evaluation Form in person or the validation evaluation by mail. In person, s/he is briefed on everything related to the Validation Rules.
- Students have forty-five (45) days from the date of issue to claim the validation of courses at the Office of the Registrar. At the expiration of this time limit, the validation shall be considered final and no alterations will be made to it. It is the students' responsibility to follow-up on their documents in a timely fashion and claim the validation at the Office of the Registrar, if they have not received it during their first semester of studies.
- Courses from an institution which students did not specify in their Application for Admission, will not be validated.
- The Validation Officer will officially transfer courses to the student's record in the Banner mechanized system at the conclusion of the student's first semester of studies, provided there is an official transcript on record.

### Validation of Courses by Non-traditional Means of Teaching

- **Military Students** – acquired knowledge by the military (active and retired voluntarily or due to disability), as defined by federal regulations, is recognized and validated for college credit. These courses must be certified by an official transcript of credits issued by the Office of Educational Services of the Armed Forces or the National Guard of Puerto Rico. Equivalencies are subject to evaluation of the Deans of the Schools.
- **Advanced Level Exams (CLEP)**  
This consists of a set of validated exams on any of the subjects that are usually required in the first year. The subjects offered include:
  - Spanish
  - English
  - Mathematics (Level I, II)

Students must attain three (3) points or more on a scale of five (5) points on each subject. Six (6) university credits equivalent to the corresponding course will be awarded per test. The grades of these courses will be reflected with a (T) in the student's academic record.



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- **Challenge Exams (Regular Curriculum)** - are departmental examinations designed for the purpose of offering students the opportunity to demonstrate their mastery of the content of a course in the Catalogue of the Institution.
  - a. The student must be enrolled in the course and pay the corresponding fee.
  - b. Courses taken through these exams will be considered as approved if a grade of C or more, or its equivalent in points, is attained.
  - c. Students who do not approve a challenge exam will not be penalized by adjudicating the grade attained in their academic record. Instead, they will have two opportunities to pass the challenge exam. If they fail, they must enroll in the corresponding course.
  - d. The maximum number of credits to be considered for challenge exams will not exceed 20% of the total number of credits required for the degree.

### Challenge Exams Procedures (Regular Curriculum)

- 1- Students will refer to the challenge exams program of the corresponding School, for the purpose of learning the specific procedures and dates these will be offered.
- 2- The Dean of the School will notify students and the Office of the Registrar of the results of exams.
- 3- The Dean of the School will award the grade in compliance with the date established in the Academic Calendars by the Office of the Registrar.

### Challenge exam - School of Professional Studies (“AHORA” Program)

The challenge exam modality is offered with the purpose of providing students an alternative to approve courses in which they have previous knowledge without the need to attend a classroom. Students may request credit per exam.

- a. The School will coordinate the preparation of exams for credits and the study guides.
- b. Students who apply for credit via Challenge Exam must pay **50%** of the cost per credit of the course for which the exam is requested. The amount paid will



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not be returned regardless of the outcome of the exam. Students will receive a copy of the course syllabus and/or the study guide prepared for the exam.

- c. Students may take the exam for credit prepared by the faculty only once. If they do not pass the exam on that occasion, they must enroll in the course.
- d. The School will coordinate the evaluation of the exam by a regular Faculty member or lecturer with a specialty in that area.
- e. The minimum score required to pass the Challenge Exam prepared by the Faculty will be a seventy per cent (**70%**) or as stipulated by the academic program. For standardized exams, it will be the score determined by the organization that prepares, validates and offers them.
- f. If they pass the exam, students will be awarded a grade of "**P**". The grade attained will count as credits attempted and approved, but not for the cumulative academic index (GPA).
- g. Credits granted by exams will not count to meet the residency requirement.
- h. Students may approve up to 15% of the total number of credits of the program in which registered through the challenge exam modality.

- **Portfolio Credit**

Students may request credit by portfolio.

- a. Prior to submitting this application, students must enroll in the Portfolio Preparation course (EXPL 101).
- b. To enroll in the course, students must complete an application indicating the course or courses for which they want to receive credit by portfolio and the experience they possess in those areas. They should meet with the Professor/Facilitator for the course to discuss this list before the first day of classes.
- c. Students must prepare the portfolio in accordance with the rules and procedures presented in the course.



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- d. Students must successfully complete the EXPL 101 course with a grade of "P". Having passed the EXPL 101 course does not guarantee that credit will be given for the portfolio prepared.
- e. All students who request that a portfolio be evaluated for credit must pay 50% of the cost per credit of the course for which the portfolio is presented for evaluation.
- f. Payment of this fee per portfolio entitles the student to receive the syllabus of the course they want to challenge by portfolio, to conduct an interview with an academic advisor for review and receive feedback on the draft of the portfolio and to the final evaluation of the portfolio.
- g. The program will coordinate the evaluation of the portfolio by a regular Faculty member or lecturer of the "AHORA" Program, who has offered that course previously.
- h. Students may submit a portfolio for a course only once. If after evaluation it is determined that it does not comply with the requirements of the course, students must enroll in the course.
- i. If it is determined that the portfolio demonstrates mastery of the subject matter of the course, students will be granted a grade of "P". The attained grade will count as credits attempted and approved, but not for the cumulative academic index (GPA).
- j. Students may receive credit by portfolio up to a maximum of 24 credits.

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### Contact:

**Office of the Registrar**

**(787) 766-1717 ext. 6548**