

## **TRANSFER STUDENT POLICY<sup>1</sup>:**

### **Policy:**

Establish norms and procedures that allow the evaluation of courses for transfer credit for courses taken at licensed and accredited post-secondary institutions external to Universidad del Este (UNE).

### **Purpose:**

The evaluation of courses for transfer credit presupposes admission as a transfer student to an UNE academic program. External coursework may be considered for transfer credit by reviewing each of the approved subjects in the university of origin and their equivalence with the corresponding course at UNE, according to the established equivalence tables within the institution.

Courses that do not have equivalence will be evaluated and may be considered for transfer credit as electives, as long as they comply with the description of the course and the requirements of the course. The institution reserves the right to evaluate the courses of post-secondary institutions in Puerto Rico or abroad that are not accredited by a recognized agency prior to awarding transfer credit.

### **Requirements:**

Students may be admitted as transfer students if they meet the following requirements:

1. Have studied at an institution licensed by the Puerto Rico Board of Education or other licensing agency outside of Puerto Rico and accredited by the Middle States Commission on Higher Education (MSCHE) or another accrediting agency recognized by the U.S. Department of Education.
2. Undergraduate students must submit an official credit transcript or a copy that provides evidence that they have **attempted a minimum of twelve (12) credits** and have **successfully completed a minimum of six (6) credits** at the institution of origin. The official documentation must be submitted within **20 calendar days** from the start of courses to complete a student's file.

3. Graduate students must submit a transcript of official credits or a copy that provides evidence that they have **successfully completed at least six (6) credits**. The official documentation must be submitted within **20 calendar days** from the start of courses to complete the student's file.
4. Comply with the Satisfactory Academic Progress Standard of the Institution.
5. Comply with the requirements in effect for the academic program of interest and with the requirements of the Institution.

**Transfer credit approval process:**

1. The procedure will begin in the Admissions Office or the School of Professional Studies of the main campus or University Center. The student must submit the corresponding admission application, an official credit transcript or copy, and a catalog or description of courses as required.
2. The Admissions Office or the School of Professional Studies, following its rules and procedures, will evaluate whether the student requesting transfer from an external institution meets the requirements of academic and administrative standards, according to the current UNE catalog.
3. The Office of Admissions or the School of Professional Studies will send the credit transcript to the Validation Officer to carry out the corresponding evaluation.
4. After the evaluation of the courses that meet the requirements for transfer credit, the UNE Validation Officer will process the transfer courses in the mechanized system that will be transmitted to the student's academic record. These will not be considered for the student's grade point average but will be reflected in the student's historical file with the code of (T).
5. At the **undergraduate** level, only successfully completed courses with a grade of "C" or more at the institution of origin will be considered for transfer credit.
6. At the **graduate** level, a maximum of nine (**9**) credits will be considered for transfer credit and courses must have been successfully completed with a grade of "B" or more at the institution of origin.
7. The Office of the Registrar will prepare the equivalency and substitution tables for approved courses in coordination with the deans of the Schools, using the UNE and external institution's catalog, curriculum and / or official course descriptions as a record.

8. The student will be able to see the final document with the approved transfer credit courses by accessing the student portal [www.miune.edu](http://www.miune.edu).
9. Any student who requests an approval of transfer credit for courses from a university outside of Puerto Rico and the United States must present a copy of the original credit transcript and will be evaluated according to their credentials through the ACCRAO EDGE database.

**Evaluation of Advanced Level and Specific Subject Tests:**

1. Academic credit will be awarded for the advanced level tests administered by the College Board only in the areas of English, Spanish and Mathematics, if the score obtained is three (3) or more, on a scale of one (1) to five (5).
2. Six (6) credits of the basic course will be granted in the areas of English and Spanish with a minimum score of three (3).
3. In mathematics, three (3) credits of the Pre-Calculus course will be awarded with a score of 3 on the Advanced Pre-Calculus exam and six (6) credits on Pre-Calculus with a score of four (4) or five (5). Three (3) credits will be awarded for the basic algebra course with a score of three (3) or more in the General University Mathematics test.

<b>Advanced exam <i>College Board</i></b>	<b>Required Score</b>	<b>Validation</b>
General University Mathematics	3 o more	Three (3) credits Basic Algebra
Pre-calculus	3	Three(3) crédits Pre Calculus
Pre-calculus	4 or 5	Six (6) crédits Pre Cacalculus

4. Credit will be awarded for the specific subject tests offered by the College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support-Worldwide Education Support to the Department of Defense (DANTES) for those subjects that are equal to UNE courses.
5. Academic credits may be considered for training that is accredited by the American Council on Education (ACE).

## **Residence requirements:**

All students who transfer to the Institution must observe the established residence rules:

1. The Associate student must successfully complete **twelve (12) credits in residence** at Universidad del Este.
2. The Bachelor student must successfully complete **thirty (30) credits in residence** at Universidad del Este.
3. The Master's student must successfully complete at least **twenty-four (24) credits in residence** at Universidad del Este.

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<sup>1</sup>There are exceptional cases that require special attention and that may present circumstances different from those included in this policy. The Vice Presidency for Student Affairs will determine through its Vice-Chancellor, which exceptional case requires special attention. Once this determination has been made, the Vice-Rector for Student Affairs shall constitute a committee composed of: Vice-rector or his authorized representative, Vice-rector of Student Affairs or his authorized representative, Director of Admissions or his representative, authorized, Registrar or his authorized representative and the Official of Validations. This

committee will evaluate the file of the applicant student and will make a determination about its admission by transfer and the courses that will be transferred to the historical file with T code.