



POLICY FOR TRANSFER OF CREDITS, CREDITS AWARDED THROUGH PREVIOUS EXPERIENTIAL OR LEARNING, ARTICULATION OR OTHER

INTRODUCTION

The Professional University Dr. Carlos J. Borrero Ríos is an institution authorized by the Puerto Rico Board of Postsecondary Institutions known as the (PRBPI) and is currently accredited by the *Middle States Commission on Higher Education* (MSCHE) in all its academic programs. Currently, the Doctor of Nurse Anesthesia Practice program (DNAP) is accredited by the *Council on Accreditation of Nurse Anesthesia Educational Programs* (COA). BSN, MSN, MSA programs are candidates for ACEN Accreditation. We operate under state and federal laws that apply to all institutions of higher education and administrators of federal funds. Its responsibilities include establishing policies and procedures that ensure compliance with state and federal laws and regulations.

PURPOSE

This policy is developed with the purpose of establishing uniform rules and procedures in the process of validating credits to students in transfers, articulation and previous learning or experience. It establishes the criteria for the determination of credits to be validated for candidates studying at the PUDCJBR. Tempering ourselves with the needs of the population we serve and various educations in the world, this policy was created to standardize the processes and guarantee the commitment and ethics that distinguish us as a leading university.

APPLICABILITY

This policy extends to all PUDCJBR academic offerings, regardless of the study program or modality; face-to-face or remote.

GENERAL PROVISIONS

The PUDCJBR reserves the right to validate courses from other post-secondary institutions in Puerto Rico or abroad. A preliminary interview is carried out with the candidate, evaluating in turn their validations by homologation agencies, transcripts of credits from other universities and/or degrees already conferred. PUDCJBR establishes a maximum number of credits to be validated through transfer, articulation, prior learning, military courses, challenge exam and advanced level that can be validated, considering the level of previous study and the degree obtained at the student's institution of origin. The validation of **unfinished undergraduate** programs from other institutions includes the following formula:

1. **Certificate or Technical Degree:**
Up to 20% of total credits for students applying for admission to certificate programs.
2. **Associate degree:**
Up to 30% of total credits for students applying for admission to associate degree programs.
3. **Bachelor:**
Up to 35% of the total credits required for students admitted to baccalaureate programs.
4. **Master and Doctoral:**
Up to 35% of the total credits required for students admitted to master's or doctoral programs.

*Candidates to study at the PUDCJBR with associate degrees, baccalaureates, master's degrees or doctorates completed in other accredited educational institutions of foreigners may validate up to 60% of the same concentration, as long as the courses are equivalent to those offered at UPDCJBR and according to the current curriculum in alignment of contents, hours or credits. In some cases, prerequisites for admission to the baccalaureate degree may be required if necessary. The foreign student must be a U.S. permanent resident. Present an approval from the *World Education Services - WES* or *Josef Silny & Associates - JS&A* agencies, which are recognized by the UPDCJBR.*

Note: The Dean of Academic Affairs or the Dean of the Department, as its directors or coordinators, carries out a final evaluation to inform the candidate of the decision and if any exception is made to the % already established, taking into consideration other aspects.

VALIDATION OF CREDITS BY TRANSFER

Transfer students are considered to be those with studies at other duly authorized and accredited post-secondary or university institutions. In the case of coming from an educational institution in a foreign country, it must be recognized by the relevant educational authorities in that country and certified by evaluating agencies that accredit in the United States, such as: *World Education Services - WES* (www.wes.org/), and *Josef Silny & Associates - JS&A* (www.jsilny.com/).

The PUDCJBR requires all transfer candidates who are interested in credit validation to submit an official transcript of credits in original from the institution or institutions of origin. A candidate interested in having courses approved at another institution validated has one semester, if they do not have the course enrolled, from their first enrollment at UPDCJBR, to apply for it and present

the evidence through an official credit transcript. Registrar, Academic or Program Dean together with authorized personnel, such as the validation committee to oversee the validation process. This committee will be composed of the staff of the Registrar's Office, Deans, Program Directors and Coordinators; they will be able to exercise your professional judgment in determining equivalence according to the current curriculum in alignment of contents, hours or credits. Such authorized personnel may determine equivalency for academic advising purposes in the admissions process. However, the final evaluation for the official credit validation recommendation will be made once the official transcript of credits is received at the Registry Office. The Registrar's Office, along with the academic staff, will be the officials responsible for the final determination. A sheet will be completed in the file with the determination and validations. The Registry Office will keep the catalogues of the universities of the students who are going to be validated for the year of the credits to be validated.

PROCEDURE FOR THE VALIDATION OF CREDITS BY TRANSFER:

1. Students interested in having their courses validated must request validation of credits by transfer at the Admissions Office and follow the procedures established by PUDCJBR.
2. The student may submit, preliminarily, a copy of the transcript of credits issued to the student or report cards from the institution of origin; for evaluation. However, the validation will be official once the official transcript of credits is received from the institution of origin at the Registry Office.
3. If the credit transcript from the institution of origin does not indicate that the student graduated from high school, the candidate will be required to provide an official high school transcript. The Registrar has the power to exercise professional judgment and request high school transcript if necessary.
4. The student is responsible for PUDCJBR receiving the official credit transcript from the institution of origin, during the first semester of studies.
5. The courses to be validated must be congruent in credits or hours and equivalent in curricular content with those offered at PUDCJBR.
6. The student must have obtained a grade of no less than C or its equivalent in percentage in the courses to be validated. If the PUDCJBR study program requires courses with grade A or B to be required within the validation, the staff in charge of the validation will determine according to the situation.

7. The courses to **be validated by transfer must be valid for no more than ten** (10) years; this is understood as an expiration term.
8. In cases where the student has **a degree conferred in another institution**, the expiration period established above will not apply.
9. The staff in charge of the validation process will carry out the evaluation to determine the courses to be validated. Then, the student will be told the cost and, if they agree, they will sign the Validation Application Form.
10. An unofficial copy of the validation will be given to the student and the original will be filed with the Admission Application and the transcript.
11. The staff in charge of the validation process, the Academic Dean or the program and authorized personnel will proceed to prepare the draft of the student's class program, considering the courses to be validated.
12. The staff in charge of the validation process will submit the Validation Application Form, the draft of the class program and the Application for Admission to the Admissions and Registration Office.
13. The Admissions Officer will notify the student to formalize his/her enrollment at the Registrar's Office.
14. The staff of the Registry Office will deliver a copy of the Validation Form to the Collection Office once the institutional registration process for the application of the corresponding charge is completed.
15. During the transfer validation process, the staff in charge of the validation process may exercise their professional judgment in determining the equivalency of a course for academic advising purposes during the admissions process. In some cases, the student may be asked to provide a copy of the institutional catalog or other document of the institution of origin. However, the final evaluation for the recommendation for validation by transfer will be made once the official transcript of credits is received at the Registry Office.
16. The Registrar shall be responsible for the final determination for the validation of transfer credits.
17. Courses validated by transfer will be registered with the classification of T in the populi and/or transcription system requested by the student.

VALIDATION FOR PRIOR LEARNING

The validation of credits for previous learning includes the validation for work experience or challenge exam. Assessment by prior learning and acquired knowledge is the systematic process through which the learning obtained by the student by means other than formal university studies is identified, documented and recognized; but equivalent to college-level courses. To request validation of credits for previous learning, the student cannot be enrolled in the course, nor have previously enrolled in the course. The student must meet with the Academic/Program Dean or authorized personnel of the corresponding program, to demonstrate prior knowledge of the subject. Courses passed through prior learning validation will be **recorded with the AP rating**. The student must enroll in the unapproved courses.

VALIDATION FOR WORK EXPERIENCE

The evaluation is carried out by the Academic/Program Dean, or specialist staff in the academic area. It grants university credits by evaluating the documentation submitted, interviewing the candidate and can request a demonstration of execution in those skills that require it. The validation staff will deliver the criteria sheet and will evaluate compliance with the requirements requested for validation by prior learning by means of a checklist. Portfolio assessments require the student to have a minimum of two years of related work experience. Procedure for validation for work experience:

1. Evidence of two years or more of work experience related to the course you wish to validate. Such work experience must be for paid service and certified by the Human Resources Director of the place of employment or certification of employment on stamped paper must include appointment with employment start and end date (if applicable) and duties in the position.
2. Two letters of recommendation from professionals related to work experience.
3. Show or deliver to the specialist continuing educations, certificates, professional licenses.
4. Interview with the Academic Dean or directors of the program to be studied.
5. The university, through the staff in charge of the process, may require any other documents such as:
 1. Copy of Duties and Responsibilities Sheet if necessary if determined by the evaluation specialist to collaborate the information.
 2. Copy of evaluations by supervisors if necessary if determined by the evaluation specialist to corroborate information.
 3. Other
2. Exceptions to the validation by experience

1. The Master's Degree in Science of Nursing with Specialty in Critical Care, validates the candidate's minimum one year of experience in an intensive care unit as a nurse in the generalist category to validate the practice of critical care I and II and the theoretical course I and II of the student requesting it. It is also taken into consideration for this validation if the student has the professional certification of adult critical care or intensivist of 360 hours of practice approved by the P.R. Board of Examiners.
2. Students in the MSA Program are credited with one year of experience in their admission requirements of professional certification approved by the Adult Critical Care Board.
3. Students of the Bachelor of Science in Nursing Program are validated for courses of their associate degree already completed and their experience in classes already completed as long as the number of hours and credits are congruent with that of PUDCJBR. These students are usually left to contend between various theoretical classes and the clinical community and leadership labs leading to their Bachelor of Science in Nursing degree.
3. To maintain an organization in the validation process, it is recommended for Deans, directors, coordinators, registrars and admissions:
 1. The officer in charge of the validation process coordinates the appointment with the Academic or Program Dean together with the director or coordinator of the Program to be validated.
 2. The Academic Dean or specialist in the area to be validated conducts the interview and evaluates the documents for the corresponding action.
 3. The Academic Dean or authorized staff notifies the candidate of the final decision.
 4. The Academic Dean or authorized personnel submits the information to the Office of Revenue and then to the Registrar's Office for appropriate action on the student's record.

VALIDATION BY CHALLENGE EXAM

The purpose of validation by challenge exam is to validate the student's proficiency in a PUDCJBR course. This is designed by the faculty specialized in the area. The exam can only be taken once and must be passed with the minimum point of execution established (80%). It is required that the student be enrolled in the Institution and not have previously taken the course. If the student does not pass the exam, he/she must enroll in the course. Each program, together with the director, determines the courses that can be taken per challenge.

VALIDATION PROCEDURE FOR CHALLENGE EXAM:

1. The new student must inform his/her interest in applying for the Challenge Exam during the admission process. The admissions staff refers the student to the officer in charge of the validation process.
2. The officer in charge of the validation process guides the student on the procedure and corresponding charges. In addition, coordinate the interview with the Academic Dean or program specialist.
3. The Registrar's office, Academic Dean or authorized staff, interviews the students and gives them the Challenge Exam Application Form.
4. The student pays the corresponding fee at the Finance Office with the form and submits evidence of payment to the Academic Dean or authorized personnel.
5. The Academic Dean or authorized personnel will give you the Study Guide and coordinate with the specialist in the academic area the date for the administration and correction of the exam. The Academic Dean or authorized personnel notifies the student of the date of the exam.
6. The designated academic area specialist administers the exam to the student on the agreed date and place, corrects it, and notifies the Academic Dean or authorized personnel of the result.
7. The Academic Dean or authorized personnel reports the result of the exam to the student and to the Office of Registration and Admissions.
8. The Registrar's Office staff will record the AP (pass) grade on the student's transcript.