



## **GRADUATE LEVEL POLICIES AND NORMS FOR VALIDATION OF TRANSFER CREDITS AND COURSES TAKEN OUTSIDE OF PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO**

Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of recognizing studies accomplish at institutions of higher education duly accredited by the corresponding agencies and by foreign universities, accepts validation of credits for graduate transfer students. It has established norms and procedures to aid in the process of validation of credits. It also recognizes and authorizes regular graduate students at the institution to take courses outside and have them validated, as long as the student complies with the norms and procedures established by this institution. The Institution also validates professional experience for credits.

### **I. DEFINITIONS:**

#### **Transfer Student**

Pontifical Catholic University of Puerto Rico defines a transfer student as: *Every student who has fulfilled university studies at another accredited institution of higher education who desires admission to a degree program at Pontifical Catholic University of Puerto Rico*<sup>1</sup>. Transfer students can apply for validation approval of credits if they comply with all admission requirements.

#### **Transferred credits at the graduate level<sup>2</sup>**

Credits corresponding to courses taken at another institution that have been approved with a minimum grade of "B" that the Dean considers being the equivalent to or substitutable for requirements in the student's curriculum at PCUPR. These courses shall be credited without a grade and will not be included in the determination of the grade point average, but will be considered for completing the degree.

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<sup>1</sup> Definition amended on February 25, 2010.

<sup>2</sup> From page 54 of the Graduate Catalog 2011-2014.

### **Residency Norm<sup>3</sup>**

A requisite for graduation which that's requires that at least 25% of the credits leading to a degree have been completed at any PUCPR campus. Fifteen percent of credits in the area of specialization must have been taken within the PCUPR system.

### **Granting of honors<sup>4</sup>**

A transfer student may graduate with honors if he she has taken 75% of the credits required for the degree at PCUPR.

## **II. POLICY OF VALIDATION OF CREDITS AT THE GRADUATE LEVEL<sup>5</sup>**

Pontifical Catholic University of Puerto Rico validates credits for courses taken at other accredited institutions of higher education for transferring graduate students and regular graduate students of the Institution who have been authorized to take courses outside of PCUPR by the corresponding Rector or Dean, as they comply with long as the Residency Norm.

### **1.0 Norms for validation of Credits for Transferring Graduate Students**

1.1 The student shall be responsible for requesting in writing the validation of credits writing and for submitting the necessary evidence to the Admissions Office for this process at the beginning of his or her studies at PCUPR, and no later than the end of his or her first academic year at the Institution.

1.2 The Dean of the students college or shall be responsible (equivalent official at the branch campuses,) for evaluating the courses taken at another institution and completing the validation of credit form<sup>6</sup> for graduate level transfer students, ensuring that the following requirements are met:

- a. The course was passed at a duly accredited institution of higher education.
- b. The course is equivalent in content and level to a course required in the student's curriculum.
- c. The course was passed with a grade no less than a "B", except in cases in which a higher grade is required.

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<sup>3</sup> Approved by the Academic Council on September 27, 2001 and revised on December 3, 2009. Graduate Catalog 2011-2014, page 49. Form R021 (Authorization for Inter-institutional Studies) of November, 2009.

<sup>4</sup> From page 59 of the Graduate Catalog 2011-2014. Approved by the Academic Council on September 25, 2008. .

<sup>5</sup> Approved by the Academic Council on March 26, 2009.

<sup>6</sup> The Colleges have their own format

- d. The course was approved within the past 5 years; the Dean may exercise discretion in exceptional cases and extend this time period.
  - e. If the number of credits assigned to the course at the other institution is greater than at this Institution, the number of credits assigned at this Institution prevails. If it is less than at this Institution, Dean, at his/her discretion, will determine the number of credits that will be accepted for the course.
  - f. If the student decides to take the validated course at PCUPR, the grade of the course taken this our Institution shall prevail.
  - g. The total number of credits validated shall be subject to the Residency Norm.
- 1.3 The Dean shall inform the transfer student about the Residency Norm, the policy on validation, and the norm on awarding of honors published in accord with the PCUPR Graduate Catalog in effect, through Form R026 (*Information related to the Convalidation of Credits for Transfer Students*).<sup>7</sup>

## **2.0 Norm for the Convalidation of Credits for Authorized Inter-institutional Studies by Regular and Transfer Graduate Students<sup>8</sup>**

Regular students of the Institution may complete their academic program with courses taken at another accredited institution of higher education, with prior authorization of the corresponding Rector or Dean, as long as the Residency Norm is met. Transfer students may be eligible to take courses at another accredited institution of higher education, as long as they have validated less that 50% of the credits required in their area of specialization (major) and/or 75% of the total number of credits of their academic program in order to comply with the Residency Norm.

- 2.1 The student shall be responsible for requesting in writing from the Dean the authorization to take credits at an institution of higher education outside the PCUPR prior to the commencement of the semester and submitting the evidence necessary for this process.
- 2.2 Authorization to study at another institution will be granted under the following conditions:
  - a. Having a satisfactory academic status under the current institutional norms in force.

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<sup>7</sup> Form R026 was revised in May, 2012.

<sup>8</sup> Approved by the Academic Council on December 3, 2009. Available on page 49 of the Graduate Catalog 2011-2014

- b. Needing to complete the course(s) in order to graduate which is/are not being offered during the academic session for which authorization is requested.
- c. Being unable to attend the Campus where the student studies due to change of residence or other special circumstances.
- d. Not having previously registered in the class at the Institution.
- e. Needing to complete a pre-requisite of the academic program.

2.3 The Dean of the College to which the student belongs or the Dean of Academic Affairs at the Branch Campuses shall be responsible for evaluating the courses requested by the student and to complete Form R021 (*Authorization for Inter-institutional Studies*) ensuring that the course is the equivalent in content and level to a course required in the student's curriculum. If the number of credits assigned to the course at the other institution is greater than at this PUCPR, the number of credits at this Institution shall prevail. If the number of credits is less than at the Institution, the Dean, at his/her discretion, will determine the number of credits that will be accepted for the course.

2.4 No authorized course may be substituted for another. Pontifical Catholic University of Puerto Rico is not responsible for courses taken without authorization and reserves the right to validate them.

2.5 The total of credits authorized to be taken and later validated should comply with the Residency Norm of PCUPR.

2.6 The Registrar's Office will complete Form R041 (*Authorization for Graduate Level Inter-institutional Studies*) accepting the courses to be taken at the other institution.

2.7 Credit shall be granted for courses passed with a grade of "B" or better for graduate courses. The course will be considered a transfer course. The grade will not be considered in determining the grade point average.

2.8 The student shall be responsible for requesting that two official transcripts be sent to the Registrar's Office, which shall be indispensable for accreditation of the courses in the student record.

### **3.0 Norms for the Validation of Professional Experience for Graduate Level Courses**

PCUPR provides eligible doctoral level students the opportunity to validate courses for professional experience in subjects which the Graduate Schools consider convenient and

practical as long as the student has active status, requests it, and complies with the established criteria. The University may validate up to a maximum of six (6) credits of those required for the degree, and each Program shall determine the courses that may be validated. The student shall be responsible for the specific knowledge and skills that must be demonstrated on the comprehensive examinations of his or her Graduate Program.<sup>9</sup>

1. In the Doctoral Program of Business Administration (DBA), up to 3 credits equivalent to the internship experience at the school and 3 credits for professional improvement, for a total of 6 credits for the Program may be validated, as long as the student is eligible and complies with the criteria established for the validation of experience as described in the syllabi of the courses BUAD 813, Seminar of Professional Studies, and BUAD 815, Professional Internship at the School.
2. In the Doctoral Program in Psychology, up to a maximum of 6 credits of those required for the degree may be validated as long as the student is eligible and complies with the criteria to validate experience established for the Graduate School of Psychology. The procedure and criteria are described in the *Guidebook of Criteria, Norms, and Procedures for the Validation of Courses for Professional Experience*.

*Revised by the Academic Council / November 5, 2013*

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<sup>9</sup> Taken from the Guidebook of Criteria, Norms, and Procedures for Validation of Courses for Professional Experience (VPAA-CV- January, 2004).