



**NORM FOR REGISTERING CREDITS FOR THE ACCEPTANCE OF:
WORK EXPERIENCE; CONTINUING EDUCATION AND MILITARY TRAINING**

The Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of recognizing studies carried out at institutions of higher education accredited by the Department of Education of the United States of America and by foreign universities, can agree to validate courses/credits for non-traditional transfer students or those who have not completed a degree. It thus recognizes that experience in the work place also contributes greatly to knowledge, and it may therefore validate for credit such experience in special programs developed for this purpose.

The Bachelor's Degree in the Arts in Liberal Studies is specially designed for non-traditional students who have abandoned their university studies for various reasons, or who have been unable to begin them. Of the 120 credits necessary to complete the Bachelor's Degree, the student should take 68 credits of the general curriculum assigned to every student of the Pontifical Catholic University of Puerto Rico, and will have the flexibility to choose the remaining 52 credits in courses in his or her area of preference. As part of these 52 credits, the student may register in up to 30 credits (in Open Seminar I, II, III, etc.) using any of the following learning experiences or combination thereof:

- A. Work Experience
- B. Continuing Education
- C. Military Training

CRITERIA TO OBTAIN CREDITS WITH A GRADE OF P IN OPEN SEMINARS:

Open seminars may be registered in for 1-4 credits, depending on the number of credits which the learning experience is equivalent to, up to a maximum of 30 credits.

A. Work Experience

- 1. Work experience(s)
- 2. On the job training

B. Continuing Education

- 1. Conferences
- 2. Workshops

3. Seminars

C. Military Training

DESCRIPTION:

A. Work Experience: Accepted as Open Seminar

1. Have significant work experience in a work area (of at least three months). 1 credit is the equivalent of 15 hours of significant work experience.
2. The student must submit evidence of work experience (certification of work).
3. The student shall complete an interview with the Department Director.
4. The student shall write an explanatory essay on the knowledge acquired.
5. In order to receive credit, the student shall register in one or more Open Seminars (Open Seminar I, II, III, etc.) after the case has been evaluated by the Department Director. This is to ensure that the processes of document submission, the interview, and the essay are acceptable and that the student receives the grade of (P). Open Seminars of 1-4 credits may be registered for. For example, if the student has work experience equivalent to 7 credits, he or she would register in Open Seminar I with 4 credits and Open Seminar II with 3 credits.

B. Continuing Education: Accepted as Open Seminar

1. Have received Continuing Education with a minimum of 15 contact hours. The minimum of hours required are 15 hours (1 credit).
2. The student shall submit evidence of Continuing Education through a Certificate from the Institution that offered the Continuing Education, indicating the specific contact-hours.
3. The Department Director will evaluate the evidence provided.
4. To receive credit, the student shall register in Open Seminars (Open Seminar I, Open Seminar II, etc.) with the number of credits equivalent to the number of contact hours of the Continuing Education.

C. Military Training: Accepted as Open Seminar

1. Have received military training for a minimum of three months. 1 credit shall be the equivalent of 15 hours of significant experience.
2. The student shall submit evidence of his or her Military Training (certificate).
3. The student will complete an interview with the Department Director.
4. The student will write an explanatory essay on the knowledge acquired.
5. In order to receive credit, the student shall register in one or more Open Seminars (Open Seminar I, II, etc.) after the case has been evaluated by the Department Director. This is to ensure that the processes of document submission, the interview, and the essay are acceptable and that the student receives the grade of (P). Open Seminars of 1-4 credits may be registered for.

Administrative Procedure

In order to register credits for prior work experience, the student should:

1. Complete the Application for Evaluation.
2. Submit the following documentation along with the Application for Evaluation:
 - a. Work Experience
 - ✓ Submit certification from the workplace indicating the position occupied formerly or currently, the type of work carried out, and the time spent at the position.
 - b. Continuing Education
 - ✓ Submit a Certificate of Continuing Education showing the number of contact hours, issued by a recognized institution.
 - c. Military Training
 - ✓ Submit a Certificate of Military Training.
3. Attend an interview with the Director of the Department of Liberal Studies (Interview Form).
4. Write an explanatory essay detailing the type of work carried out on the job (if the learning is for workplace experience), the skills acquired and the period of time in which the learning took place. In addition, explain how this learning contributed to better professional formation. (Rubric for Writing the Essay).

5. Seek the Certification of Pass/No Pass; after receiving notification from the Department of Liberal Studies that the file for accepting experience has been evaluated. This certification shall include the number of credits the student may register for in Open Seminar I, II, etc., which is equivalent to the learning experience.
6. The student shall bring to the REGISTRAR the Form Eligibility for Open Seminar Courses. Also, the Form for Change of Program (R005).