



NORM FOR VALIDATION OF EXPERIENCE FOR CREDIT HOURS FOR THE B.B.A. IN BUSINESS EXPERIENCE

The Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of offering options to prospective students who have not completed their university studies and who are working, or who have not completed their degree, recognizes and validates studies they have carried out at post-secondary institutions accredited by the corresponding agencies and validates transfer credits. It thus recognizes that experience in the work force contributes greatly to knowledge, for which reason it can validate such experience for credit in programs specifically designed for this purpose.

The Bachelor's Degree in Business Administration in Business Experience is an innovative program that permits up to a maximum of 18 credits of its curriculum to be validated by work experience and continuing education classes. In order to convalidate this experience, the following criteria must be observed:

1.0 CONVALIDATION OF EXPERIENCE FOR CREDIT HOURS FOR THE B.B.A. IN BUSINESS EXPERIENCE¹

The Bachelor's program in Business Administration with a major in Business Experience is directed to non-traditional students who wish to obtain a degree in Business Administration. The program has 23 credits in elective concentration courses, of which the student may approve up to 12 credits for experience and 6 credits for professional improvement, for a total of 18 credits in the concentration.

1.1. Courses for experience or professional improvement

¹ Taken from the Manual of Norms and Procedures for the B.B.A. in Business Experience

Students in the program of Business Experience may opt to receive credit for prior experience in areas of work and professional improvement. Every student wishing to have work experience count for credit must fulfill the following requirements:

- a. Be working full-time or part-time for at least one year prior to applying for credit for this experience.
- b. Have been working uninterruptedly at the same company during the previous 6 months.

The student must present a PORTFOLIO² for each course of Experience or Professional Improvement according to the specifications that follow. Each portfolio must include:

- a. written evidence of the years worked in the specific area it is desired to be considered
- b. copy of the supervisor's most recent evaluation
- c. any documentation that will assist in the evaluation, such as promotion letters, congratulations, recognitions, etc.
- d. original and copy of the certificates of participation in seminars, workshops, continuing education classes, training classes, or professional improvement classes
- e. copy of the syllabus and program or content of the course
- f. an essay on the content of the seminar, workshop, training, or course.

In addition, the student must present in writing the solution to a case study assigned by the evaluating professor. The case shall be related to the area which the student wishes to have considered for credit for experience or professional improvement. The final grade for each course of experience or professional improvement will be calculated according to the following formula: 30% Portfolio, 30% Case Study, 20% Essay 20% Interview with the Supervisor³.

1.11 Courses for Experience

1. The portfolio shall be submitted to the Department Director at least three weeks prior to the deadline to register to challenge a course.
2. Once submitted, the Director shall submit all documents to the President of the Committee on Business Experience, which shall proceed to name one or several evaluating professors, who shall be charged with revising and correcting the portfolio. (The evaluating professors shall be members of the Department to which the course belongs).
3. Once evaluated, the professor shall proceed to prepare a case study which the student must answer by the date assigned.

² The student should observe the specifications described in the Manual of Norms and Procedures for the B.B.A. in Business Experience

³ Does not apply to courses of Professional Improvement.

4. The answers to the case study shall be evaluated, and the decision communicated to the student.
5. If the course is passed, the student shall then be registered in it as a course taken by challenge (sec. 98) (see appendix).

1.1.2 Courses by Professional Improvement

1. All related material shall be submitted to the Department Director at least two weeks prior to the deadline for registration in courses taken by challenge.
2. The original document showing attendance at the seminar or training, along with a written essay, written on computer using double spaced lines which contains the following detailed information, shall be submitted:
 - a. title of the seminar
 - b. date
 - c. location
 - d. duration
 - e. detailed summary of the material discussed
 - f. analysis of what was learned
 - g. conclusion or reflection
3. Once submitted, the Director shall submit all documents to the President of the Committee for Business Experience, which shall proceed to name one or more evaluating professors, who shall revise and correct the essay. (The evaluating professors shall be members of the Department to which the course belongs).
4. If the course is passed, the student shall then be registered in it as a course taken by challenge.