

POLICY NAME	TRANSFER CREDIT POLICY				
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INTRODUCTION/PURPOSE

This policy establishes the requirements and processes for credit transfer requests for Ana G. Méndez University (AGMU).

SCOPE

This policy applies to any student or prospective student who requests to transfer credits into AGMU.

DEFINITIONS

1. **Agreement of Academic Collaboration and Articulation** – a document that describes the terms and conditions in which credits obtained in one institution can be recognized and accepted by another university. This agreement guarantees that students who transfer credits between institutions can continue their studies without losing credits from previously completed courses.
2. **Credit Hours** – The U.S. Department of Education defines credit hours as: “...An amount of student work defined by an institution that is consistent with commonly accepted practice in postsecondary education and that reasonably approximates not less than:
 - (a) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester credit hours, or ten to twelve weeks for one quarter credit, or the equivalent amount of work over a different period: or
 - (b) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, studio practice work, and other academic work leading to the award of credit hours.”
3. **Grade Point Average (GPA)** – a number representing the value of accumulated final grades earned in a course.
4. **Resident Credits** – term for credits students acquired in the university from which they are transferring from.
5. **Satisfactory Academic Progress (SAP)** – measures a student’s academic progress towards obtaining a certificate or academic title. Federal regulations require that all students who receive financial aid under Title IV maintain satisfactory academic progress.

CRITERIA FOR ACCEPTING TRANSFER CREDITS

The following criteria generally govern the transfer of credit at AGMU. Additional requirements will apply to specific academic programs, which are listed in the Academic Programs section on the Academic Catalog.

- For Diploma Programs: Only courses with a grade of C or better are accepted in transfer. Courses must be in a student's program of study.
- For Undergraduate Programs: Only courses with a grade of C or better are accepted in transfer. Courses must be in a student's program of study.
- For Graduate Programs (master's and doctorate): Only courses with a grade of B or more will be considered for transfer. Note that some graduate programs do not accept transfer credits.
- U.S. based institutions must be accredited by a national or regional accrediting body recognized by the U.S. Department of Education. Foreign institutions must be recognized as institutions of higher education by the appropriate Ministry of Education or another governmental agency.
- Academic Divisions must establish the requirements for validating transfer credits of courses with grades of (Pass), S (Satisfactory), or similar non-quality grades. The reasons why a course cannot be considered for validation must be justified.
- Courses for transfer must be similar in objectives and content to those offered by AGMU. Course work must be in a curricular area generally recognized for credit at AGMU.
- The courses for transfer can be applied toward graduation requirements.
- All credits submitted by the student will be evaluated under this policy and any program specific policies. Courses must be reported to AGMU using a final, official transcript. Such transcripts must bear the signature and/or seal of the issuing official. Official transcripts must be written in English or Spanish and contain the institution's name, the student's name, dates of term(s) attended, title of each class taken, grades earned and academic credit system for each class (if applicable).
- Students hoping to receive transfer credit may be required to submit additional documentation or receive course evaluations, as required by AGMU in its discretion.
- Academic Divisions must establish the requirements to evaluate students' competencies to accept credits that have been obtained in a period of more than 10 years. The reasons why a course cannot be considered for validation must be justified.
- Students must comply with the Residency requirements for the purpose of granting a degree (see Residency Requirements in Academic Catalog). Students must obtain 25% of approved credits at AGMU in order to receive a diploma, an associate degree, a bachelor's degree, a master's degree, or a doctorate. This population must complete a 25% prescribed number of credit hours within their program of study to be evaluated toward recognition of honors.
- Remedial courses, Continuing Education, or exams taken at other university institutions will not be validated, except Advanced Level.
- Official transcripts from all institutions attended must be received no later than forty-five (45) calendar days after the start of the student's first term at AGMU to receive transfer credit.

Any exception to this policy, in particular regarding the caducity of the courses, must be evaluated by the designated representative of the respective department to which the courses that will be evaluated for transfer belong.

Transfer credit accepted from another institution is generally reflected on the AGMU transcript with a grade of "T", not the actual grade received at the other institution. Courses accepted for transfer will be included in the credits attempted and the credits earned in the calculation of satisfactory academic progress. Transfer credits are not included when calculating the GPA. For additional information, please refer to the sections in the catalog entitled Satisfactory Academic Progress. Transfer credits (T grade) will not be considered for the calculation of the retention or graduation index.

An authorized representative from AGMU shall establish equivalencies for the courses, after consultation with the designated representative of the respective departments, or Dean of Academic Affairs and if necessary, with the faculty specialized in the area. In some cases, the offering institution's catalog and official course description provided by the student may be used to create course equivalencies. No official evaluation of transfer of credit is made until the student has been accepted by AGMU and an official transcript from the institution awarding the credits is received.

PROCEDURE

Students must follow the following procedures regarding potential transfers of credit:

1. The student will provide an official transcript and any other documentation, including relevant course descriptions or an academic catalog requested by AGMU to validate transfer credits. The student has forty-five (45) calendar days from the start of classes to submit the official transcripts and other required documentation.
2. Admissions will evaluate the documents submitted by the student. If the documents comply with what is required, the documentation will be referred to the Registrar's Office to continue the validation process.
3. The student will be notified through the institutional email if the requested credits have been validated.
4. If the student does not agree with the decision on the granting or placement of credit earned at another institution, the student has the right to submit an appeal within thirty (30) calendar days of receiving the decision. Appeals shall be made in writing to the Registrar's Office. The student will be required to provide reasonable documentation to support the appeal. The appealing student will generally receive a decision within fifteen (15) business days after the appeal has been submitted. If the Registrar finds merit in changing the decision, the student records will be updated accordingly.

OTHER TRANSFER REQUIREMENTS

1. **Accepting credits from foreign institutions**
 - a) As part of the process of validating courses, AGMU will accept courses realized in foreign institutions if they are equivalent to the program of study the student is admitted in.

Requirements:

- a) Courses are required to be certified by some sort of homologation agency such as World Education Services (WES), Educational Credential Evaluators (ECE), etc., as well as be approved by the U.S. Department of Education. If the student does not have a certification of equivalency from an agency approved by the Department of Education, AGMU's registrar or its designee will complete a credential evaluation and review in order to satisfy this requirement.

2. University Credits –High School Students

This alternative is to grant incoming students the opportunity to further their academic progress. University-level courses taken in High School will be eligible for the validation process. The course will be considered by number of credits and relation to the program of study.

Requirements:

- a) Students must present the courses' official certification along with the grade and credits earned within the course.
- b) Students must have completed High School.

3. Transfer Courses by Learning Experiences

AGMU, in its interests to recognize and stimulate students' academic excellence, has identified the following alternatives as courses by learning experiences and they will be valid for academic transfer. These non-traditional learning experiences include:

a) **College Level Examination Program – CLEP and Advanced**

Placement – AP

This alternative consists of exams designed for courses generally required within the first year of university. Within accepted topics offered in this mode one can find Spanish, English, and Mathematics.

Requirements:

- 1. Students must obtain fifty (50) points or more in these College Level Examination Program exams.
- 2. Students must obtain a minimum of three (3) out of five (5) points in Advance Placement Exams.
- 3. Students will present a request for evaluation of one or more exam results to the office of admissions. In some cases, exam results can be received directly from the agency/institution where they were taken.

b) **Challenge Exams**

General Dispositions

- 1. These are departmental examinations designed with the purpose of granting students the opportunity to demonstrate their proficiency within a course relating to their program of study. If the student passes this exam, it will be recognized as credits corresponding to their program.
- 2. Seminar courses, laboratory courses, practice courses, or supervised activity courses will not

- be eligible as challenge exams.
3. Only courses previously identified by the academic program can be challenged.
 4. Courses challenged through this method must obtain a grade of C or higher to be considered as an approved course.
 5. Students will not be allowed to challenge courses they have previously failed.
 6. Students that do not pass a challenge exam will not be awarded a grade in their academic record. They will have a total of two opportunities to pass. If failed, the student must enroll and take the corresponding course.
 7. The maximum number of credits granted by challenge exams will not be greater than 20% total of the credits required for the course.

Requirements:

1. Students must be registered on the course and must pay the corresponding quota set forth by the Fees Bulletin.
2. Students must fulfill the specific requirements established by the academic program.

c) Active Military

General Dispositions:

1. The university recognizes and values the education acquired by active military and their direct dependents through military experience and formal courses.

Requirements:

1. Only courses that are similar in content and objective of the students' academic program will be validated.
2. Military courses must be certified by an official transcript of credit.

d) Portfolio Credits

General Dispositions:

1. Academic works or other forms of educational evidence that demonstrate and validate a student's professional experiences, and/or their acquired skills and goals. The purpose of this mode is to transfer academic earnings towards university credits.

Requirements:

1. The student must be officially registered to AGMU and the department of study they wish to apply portfolio credits to.
2. The student must prepare a portfolio in accordance with the rules and regulations presented within the course.

VALIDITY

This Policy will come into effect from the date of its publication and will be reviewed every three (3) years or when deemed necessary, whichever comes first.

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