

Transfer Credit Policy and Guidelines

Approved by CIPE on April 29, 2015.

The University of Puerto Rico (UPR), Medical Sciences Campus (MSC) may grant transfer credit to students pursuing an undergraduate or graduate degree in accordance to the guidelines discussed here. In general, credit will be awarded for coursework of comparable content, level, and scope if completed at fully accredited colleges or universities. Credits earned at foreign post-secondary institutions may be evaluated for transfer if the institution is recognized by the local Department of Education as a degree-granting institution. The academic programs of MSC determine how credits may be applied to fulfill graduation requirements.

This policy applies to students transferring from an external institution, within the UPR, and to students that were granted special permission to take a course within the UPR or at an external institution with the purpose of transferring the credits back to the institution of origin.

General Guidelines

1. The course must be similar in content, level and learning objectives to the offering of the MSC and must fulfill a requirement in the student's curriculum. Academic departments/programs will determine transferability after evaluating courses syllabi.
2. Transfer students from schools with an integrated curriculum must provide the syllabi for each course they want to transfer. The overall curriculum content and learning objectives must be similar to the MSC offerings when evaluated as a whole curriculum and must fulfill the curriculum requirements.
3. Transfer students requesting graduation must complete the last year of studies in the Faculty that will grant the degree. In addition, credits awarded will not exceed 50% of the credits needed for graduation.
4. Undergraduate and first level professional programs will award credit for courses approved with C or higher. Graduate programs will award credit for courses approved with B or higher.
5. Transfer credit from external institutions is not considered for GPA calculation.
6. The grades of transfer credit within the UPR are utilized for GPA calculation.
7. MSC does not grant transfer credit for:
 - a. College Level Examination Program (CLEP) tests
 - b. Remedial courses
 - c. Continuing education courses
 - d. Courses taken at other institutions when the student is under academic suspension
 - e. Courses approved with grades of D
 - f. Non-credit offerings, technical, vocational, professional, and work experience/co-op credits from other institutions.

- g. Basic and general courses approved ≥ 10 years.
 - h. Core, professional or specific specialty courses approved ≥ 6 years.
 - i. Courses already used to earn a degree.
8. Each program establishes the maximum number and type of transfer credits.
 9. Courses with the same coding offered in any unit of the UPR will be considered equivalent. If coding differs, equivalency will depend on similarity of content and objectives as established by the academic program.
 10. Coursework taken at a foreign institution must be evaluated for United States institution equivalence by a credential evaluation service recognized by the US Department of Education. Accredited programs may only consider transfer credit from accredited schools as established by their accrediting agencies.

Credit- Hours Conversion

Trimester- Semester Conversion

1. To convert trimester credits to semester credits, multiply by 0.67.
2. To convert semester credits to trimester credits, multiply by 1.5.

The credit/hour equivalencies for Schools and programs that use this unit are as follows:

1. Lecture, discussion & seminar – one credit is equivalent to one hour (1:1) weekly during a semester of 18 weeks or a trimester of 12 weeks.
2. Laboratory – one credit is equivalent to 2-3 hours (1:2, 1:3) weekly during a semester of 18 weeks or a trimester of 12 weeks.
3. Undergraduate clinical instruction or clinical practice – one credit is equivalent to 3-7 hours (1:3 to 1:7) weekly during a semester of 18 weeks or a trimester of 12 weeks.
4. Graduate clinical instruction or clinical practice – one credit is equivalent to 2-8 hours (1:2 to 1:8) weekly during a semester of 18 weeks or a trimester of 12 weeks.
5. Professional doctorates practice or clinical instruction (other than MD & DMD) & Advanced Practice clinical instruction - one credit is equivalent to 3-48 hrs. (1:3 to 1:48) weekly during a semester of 18 weeks or a trimester of 12 weeks.
6. Independent study, supervised research and thesis – one credit is equivalent to 2- 30 hours (1:2, 1:3 to 1:30 in Biomedics) weekly during a semester of 18 weeks or a trimester of 12 weeks.

At the School of Medicine, Medical Doctor Program (MD), the official unit to grant credit for courses taken towards the degree is the total hours of the course per academic year. For students requesting transfer of credits, be it for courses taken at other institutions and pre-approved by the school or for students transferring for advanced placement for the third year, equivalencies of credit hours are evaluated using the Table Transfer of Credits Equivalencies (See Appendix 1).

Military Credit

The document: *Ley 203- Carta de Derechos del Veterano Puertorriqueño del Siglo XX1 Guías Certificación Estudiantes Veteranos UPR* establishes the guidelines to implement this law in the UPR system. Veterans and dependents must present eligibility documents to the receptor unit when applying for permission to take a course at another unit of the UPR system. To apply for the benefit of priority in admission the student veteran and their dependents must meet on equal terms as other applicants the minimum academic requirements established in the UPR. This applies to space availability.

Articulation Agreements

Appendix 2 presents the current MSC programs that hold articulation agreements with UPR units. Articulation agreements may vary according to MSC needs.

Advanced Standing Admission

The Doctor of Medicine Program only consider applications for transfer to the third year level from students who attend Liaison Committee on Medical Education (LMCE) accredited schools. See advanced standing admission procedures at <http://md.rcm.upr.edu/admissions>.

The Doctor of Pharmacy Program only consider applications for transfer to the second professional year from students who attend Accreditation Council on Pharmacy Education (ACPE) accredited schools. See advanced standing admission procedures at <http://farmacia.rcm.upr.edu/AdmiDoctoralProg.htm>.

The Doctor of Dental Medicine only consider applications for transfer to the second or third year from students who attend Commission on Dental Accreditation (CODA) accredited institutions. See advanced standing admission procedures at <http://dental.rcm.upr.edu/admission.html>.