

Introduction

EDP University is a non-profit university, authorized by the Council of Education of Puerto Rico and accredited by the Middle States Commission on Higher Education, with campuses in Hato Rey and San Sebastian, and Branch Campus in Manatí, Humacao and Villalba. Our goal is to provide the people of Puerto Rico the necessary human resources for educational, technological and financial development of our country through the academic programs we offer. With the purpose for the Institution to be more accessible to the population it serves, it establishes the following rules that will allow validation and grant credits by means of various modalities.

Purpose

The purpose of the Transfer Policy is to establish rules and procedures regarding academic actions of the transfer and the recognition of credits with the goal of creating uniformity in its implementation.

Definition of terms

1. Transfer student - Students who have taken courses in other institutions, duly authorized and accredited. Transfer students must comply with the requirements for admission and submit an official credit transcript from the institution of origin for the recognition of credits. Students with a post-secondary degree (Associate Degree/ Bachelor's Degree), are not required a High School Transcript. However, an official credit transcript from the higher education institution where the degree was obtained and which indicates that the degree was completed is required.
2. Recognition of credits by transfer - Acceptance of academic credits from an institution of higher education which description and content are counterparts to those offered in EDP University. The recognition is carried out taking into consideration approved courses from the university of origin and its equivalence with the ones offered in EDP University. The Institution reserves the right to validate or not courses of other higher education institutions. This recognition may be by means of transferred credits from another institution and the College Board Advanced Level Test.
3. Recognition of credits - Acceptance of academic credits which description and content are equivalent to those offered in EDP University. This recognition may be in the following methods:

- a. Transferred credits from another authorized and accredited higher education institution
 - b. College Board Advanced Level Test
 - c. CLEP- College Level Examination Program
 - d. Prior Learning Assessment (PLA)
 - e. US Army ROTC Cross-enrollment Agreement
 - f. Articulation agreements
4. Curriculum Study - List of courses that define an academic program and must be completed to obtain the degree.

Requirements for the recognition of transferred credits from another institution

The undergraduate and graduate level students who wish to transfer credits from another higher education institution must:

1. Forward to the Registrar an official transcript from previously attended institutions.
2. Our Institution reserves the right to determine the number of transfer credits to be granted to students. Only those courses completed with "C" or "P" grade or better will be considered for transfer credit. Student will receive an official evaluation of transfer credits when EDP receive the official transcript. A preliminary evaluation to determine student's course program, is done with an unofficial transcript.
3. Submit an official High School Transcript if the student has not completed a post – secondary degree.
4. To evaluate credits, from a foreign country, the student must submit an official foreign credentials evaluation issued by an authorized agency. These agencies are recognized by the U.S. Department of Education and are identified in NACES (National Association of Credential Evaluation Services). For example: Josef and Silney & Associates, Academic Evaluation Services, Inc., Span Tran: The Evaluation Company, among others.

Procedure

1. The courses to be considered for recognition at the under graduate level are those courses approved or passed with "C" or more, and "P", with credit value equal to or

greater and equivalent content to that offered in EDP University. For the graduate level, the courses have to be approved with "B" or more.

2. The validated courses are permanently included in the academic record and presented with "T". These courses will be considered toward academic progress as attempted and approved credits, but not for average calculation (GPA - Grade Point Average).
3. The Recognition of courses from an institution that holds an articulated agreement with EDP University, will be evaluated with the table of equivalencies established for these purposes.
4. Transfer students must have completed a minimum of 30 resident credits to receive an Associate Degree and 45 resident credits for a Bachelor's Degree; for graduate level, the student needs to complete the established number of credits to receive a Master's and/or a Graduate Professional Certificate.
5. The student may request a re-evaluation of the credit transcript from the university of origin, if the student is making a change of program or if the student understands that another course could be considered. To be considered to this process, the student must request a reconsideration of credits in the Register's Office.
6. The Institution reserves the right to determine the courses to validate.

Requirements for the recognition of credits by Advanced Level Tests (NAP) and exams offered by the College Board (CLEPS)

The undergraduate student who wants to validate academic credits by the College Board Advanced Level Test, must present evidence of the obtained official results.

Procedure

Courses will be validated with evidence of the Advanced Level Test from the student that obtains a score of three (3) or more on a scale from one (1) to five (5).

Advanced Level Test	Required score	Course to validate
Spanish	3	SPA 1101
	4 or 5	SPA 1102
English	3	ENG 1101

	4 or 5	ENG 1102
University General Mathematics	3	MAT 1101
	4 or 5	MAT 1111, MAT 2301
Pre-calculus	3	MAT 2301
	4 or 5	MAT 3302, MAT 2401

The undergraduate student who wants to validate academic credits by the specific subject tests that are offered by College Board (CLEP - College Level Examination Program) must present official evidence, prior to register the course, of the result obtained in the test. Academic credits will be validated by the evidence from the CLEP to that student who gets the minimum score required (ACE Recommended Score) to pass the test, and the course content is equivalent to that offered in EDP University.



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