

Introduction

EDP University is a non-profit higher education institution, authorized by the Board of Postsecondary Institutions and accredited by the Middle States Commission on Higher Education, with campuses in Hato Rey and San Sebastian, and Branch Campus in Manati, Humacao, Villalba, and Caguas. Our goal is to provide our students the necessary resources for their educational development through the academic programs we offer. To improve accessibility for the population it serves, the Institution has established the following guidelines to validate and award academic credits through various modalities.

Purpose

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

Definitions

1. **Transfer student** – Students who have taken courses in other authorized and accredited institutions. Transfer students must comply with the requirements for admission and submit an official credit transcript from the institution of origin for recognition of credits. Students with a post-secondary degree (Associate Degree/ Bachelor's Degree), are not required to submit 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 another institution of higher education whose course descriptions, credit hours, and content are equivalent to those offered at EDP University. The recognition process involves evaluating approved courses from the University of Origin based on their equivalence to those offered at EDP University. If the other institution uses a different grading system, acceptance of the course will depend on that institution's official clarification of its grading scale. The University will then establish the corresponding equivalencies. Once a course from EDP University is confirmed as equivalent to the course taken at the originating institution, the validation will be made official.
3. The Institution reserves the right to decide whether to grant validation for courses completed at other accredited higher education institution based on the requirements established in this policy.
4. **Recognition of credits** – If the other institution uses a different grading system, the acceptance of the course will depend on that institution's official clarification of its

grading system. 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 (AP)
- c. CLEP- College Level Examination Program (See Policy 002-2022)
- d. Prior Learning Assessment (PLA) (See Policy 006-2017)
- e. US Army ROTC Cross-enrollment agreement
- f. Articulation agreements
- g. Recognized Credential Evaluation Agency

5. **Curriculum of Study** – A list of required courses that constitute an academic program and must be completed to earn 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 postsecondary 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) or NAFA - Association of International Educators.

Procedure

1. The courses to be considered for recognition at the under graduate level are those courses approved 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 credits for PRO 1101 – Computer Operations taken more than 10 years prior to requesting admission will not be accepted.
5. Undergraduate Nursing courses considered for transfer have to be part of a Nursing academic program in the United States or Puerto Rico. The academic program at the Origin Institution must be accredited by a specialized accreditor who is recognized by the United States Department of Education.
6. Foreign courses that do not have the same academic content as courses with similar names offered at U.S. or Puerto Rico institutions of higher education will not be accepted for transfer.
7. Transfer students must have completed a minimum of 30 resident credits to be awarded an Associate Degree and 45 resident credits for a Bachelor's Degree. For the graduate level, the student must complete 75% of resident credits in order to receive a Master's Degree or a Graduate Professional Certificate.
8. 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.
9. The Institution reserves the right to determine the courses to validate.

Requirements for the recognition of credits by Advanced Level Tests (NAP)

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

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
General Mathematics	3	MAT 1101
	4 or 5	MAT 1111, MAT 2301



Transfer Credit Policy
009-2025

Advanced Level Test	Required score	Course to validate
Pre-calculus	3	MAT 2301
	4 or 5	MAT 3302, MAT 2401

The Transfer Credit Policy (009-2025) shall take effect immediately upon signature by the President of EDP University of Puerto Rico, Inc.

Ing. Gladys T. Nieves Vázquez
President
EDP University of Puerto Rico, Inc.

Date