



Graduate Admission Policy 005-2024

I. Introduction

Our university's admission process involves meeting a series of requirements designed to ensure that admitted students have the potential to succeed in their studies. Additionally, this process allows us to identify students who may need additional preparation, enabling us to provide the necessary support tailored to their needs. Our goal is to ensure a high-quality, fair, and equitable admission process that selects the most capable candidates and prepares them for a rewarding and successful academic experience.

Comprehensive Admissions Process

Our admission process is holistic, considering both quantitative and qualitative factors. We aim for a diverse student body from various regions, universities, environments, and backgrounds. The Admissions Office evaluates all applicants, from within Puerto Rico, out-of-state or from international locations, using the same criteria.

Non-Discrimination Policy

EDP University admits qualified applicants without discrimination based on race, sex, color, religion, gender, national origin, age, disability, sexual orientation, veteran status, or any other category protected by law. This non-discrimination policy applies to all admission-related decisions, including scholarship selection, financial aid selection, and programs such as FUANNI (Fundación Universitaria Aníbal Nieves Nieves).

Compliance with Privacy Laws

We comply with the Family Education Rights and Privacy Act of 1973 (Buckley Amendment), ensuring the protection of student and parent rights and privacy. For more details, refer to our Policy 004-2017.

General Admission Requirements:

Educational Requirement:

- Possess a bachelor's degree from an accredited institution with a minimum grade point average (GPA) of 3.00 on a 4.00 scale.

Letters of Recommendation:

- Submit three (3) letters of recommendation that describe the student's potential to succeed in graduate studies.

Test Scores (Optional):

- Submit the results of either the GRE or EXADEP tests. These tests are optional but recommended.

Transfer Students:

- Transfer students from other accredited institutions must follow the applicable transfer policy described in the Institutional Catalog.

Committee Recommendation:

- The student must be recommended by the Institution's Graduate Admissions Committee for Graduate Studies. The decision of the Admissions Committee regarding the acceptance or non-acceptance of a graduate student application can only be appealed to the Academic Affairs Dean.

II. Application for Admission to Master's Degree in Information Systems (MIS)**Knowledge Demonstration:**

- The student must demonstrate to the Graduate Admissions Committee appropriate knowledge in algorithm development, data structures, telecommunications networks, and managerial mathematics.
- There are three (3) ways to meet this requirement:
 - 1) Provide evidence of holding a Bachelor's Degree in a related field.
 - 2) Present equivalent courses from other institutions.
 - 3) Complete the courses MIS 5515 and MIS 5520 offered by the Institution.

III. Application for Admission to the Master's Degree in Information Systems, Major in Information Security and Digital Fraud Investigation (MISFI)**Knowledge Demonstration:**

- The student must demonstrate appropriate knowledge in computer concepts and software tools, data structures, and telecommunication networks to the Graduate Admissions Committee. There are three (3) ways to meet this requirement:
 - 1) Provide evidence of holding a Bachelor's Degree in a related field.
 - 2) Present equivalent courses from other institutions.
 - 3) Complete the courses offered by the Institution.

IV. Application for Admission to the Master's Degree in Business Administration, Major in Strategic Management (MBA-SM)

Knowledge Demonstration:

- The student must demonstrate appropriate knowledge in computer concepts and software tools to the Graduate Admissions Committee. There are three (3) ways to meet this requirement:
 - 1) Provide evidence of holding a Bachelor's Degree in a related field.
 - 2) Present equivalent courses from other institutions.
 - 3) Complete the courses offered by the Institution.

V. Application for Admission to the Master's Degree in Science of Nursing Major in Emergency / Trauma

Prerequisite Courses:

- Have completed the following courses at the undergraduate level:
 - 1) Basic Pharmacology
 - 2) Physical Examination
 - 3) Statistics

Licensing and Membership:

- Possess a provisional or permanent license to practice nursing in Puerto Rico and be a member of the Board of Nursing Professionals of Puerto Rico (CPEPR).

Criminal Record Check:

- Submit a criminal record negative certificate from Puerto Rico or the jurisdiction where the applicant resides.

VI. Application for Admission to the Master's Degree in Science of Nursing Major in Acute / Critical Care

Prerequisite Courses:

- Have completed the following courses at the undergraduate level:
 - 1) Basic Pharmacology
 - 2) Physical Examination
 - 3) Statistics

Licensing and Membership:

- Provide evidence of a provisional or permanent license to practice nursing in Puerto Rico and be a member of the Board of Nursing Professionals of Puerto Rico (CPEPR).

VII. Application for Admission to the Master's Degree of Science in Nursing Major in Family Nurse Practitioner (MFNP)

Educational Requirement:

- Possess a Bachelor of Science in Nursing from an accredited postsecondary institution by CCNE or ACEN.

Resume/Curriculum Vitae:

- Submit a resume or curriculum vitae.

Personal Statement:

- Submit an essay explaining your purpose and professional objectives as a result of graduate studies in the "Family Nurse Practitioner" program (500 words maximum).

Work Experience:

- Possess at least one year of work experience in clinical nursing, evidenced by a certification from the employer.

Prerequisite Courses:

- Have completed the following undergraduate courses:
 - 1) Basic Pharmacology
 - 2) Physical Examination
 - 3) Statistics

Licensure:

Hold a permanent license to practice nursing in Puerto Rico and be a member of the College of Nursing Professionals of Puerto Rico (CPEPR). For professionals licensed in the United States, an endorsement by the Puerto Rico Nursing Professions Examining Board is required. (See Law 254 – Law to Regulate the Practice of Nursing in Puerto Rico, Chapter 19, Article 1).

VIII. Application for Admission to the Master's Degree in Naturopathic Science (MNS)

Educational Requirement:

- The following undergraduate courses should be approved before registration: Biology (6 credits), Chemistry (4 credits), Physics (3 credits), and Botany (4 credits).

Resume/Curriculum Vitae:

- Submit a resume or curriculum vitae.

Interview:

- Participate in an interview with the Admission Committee.

Personal Statement:

- Submit an essay expressing the reasons for wanting to enroll in the program, including your interest and expectations of the Master's program.

Criminal Background Check:

- Provide evidence of a criminal background check.

IX. Application for Admission to the Master's Degree in Public Affairs and Government Innovation

Resume/Curriculum Vitae:

- Submit a resume or curriculum vitae.

Interview:

- Participate in an interview with the Admission Committee.

Personal Statement:

Submit an essay expressing the reasons for wanting to enroll in the program, including your interest and expectations of the Master's program.

X. International Students Admission Requirements

Completion of Admission Process:

- Complete the admission process prior to filling out the I-20 Form.

Degree Equivalence:

- Provide degree equivalence issued by a recognized credential evaluation agency.

Proof of Income:

- Provide proof of income, including bank statements of at least six (6) months or a statement from a sponsor.

Documentation:

- Submit a copy of the passport and provide a U.S. address (in Puerto Rico) where the applicant will reside during their studies.

I-20 Form:

- After submitting all documents, the institution will complete the Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status) and provide it to the student, who can then apply for a visa in their country of residence.

XI. Veteran Admission

EDP University welcomes applications from military/veterans and their dependents eligible for education benefits offered by the Department of Veterans Affairs, as established on our Veterans Student Policy.

Contact Information

For further assistance, contact the Admissions Office at:

Hato Rey Campus	787-765-3560 ext. 2356
San Sebastián Campus	787-896-2252 ext. 3300

XII. Spanish Language Proficiency

Applicants must be proficient in both written and verbal communication in Spanish. As part of the admissions process, non-native Spanish speakers must demonstrate their proficiency in Spanish. This ensures that all students can successfully engage with the academic curriculum, which is delivered in Spanish. The following are the requirements and acceptable methods to prove Spanish proficiency:

- Completion of an intensive Spanish program at an accredited institution with a certificate of completion and a recommendation letter.
- Alternative evidence of Spanish proficiency, such as a high school diploma or college degree from an institution where Spanish is the primary language, or

completion of college-level Spanish composition courses with a grade of C or higher from an accredited institution.

All supporting documents must be submitted to the admissions office before the start of courses, either as hard copies or via email to the enrollment officer assisting you.

XIII. Appeals Process

This process provides applicants an opportunity to appeal an unfavorable admission decision if they believe there were errors or extenuating circumstances that were not adequately considered during the initial review.

Eligibility for Appeal

Applicants may file one appeal if they meet one or more of the following criteria:

- Submit the written appeal no later than 30 calendar days after receiving the admission decision via email or written letter.
- Evidence of errors in the application review process.
- New, significant information that was not available at the time of the initial application.
- Extenuating circumstances that impacted the applicant's academic performance or application materials.

Steps to File an Appeal

1. **Review the Decision Letter:**
 - Carefully review the admission decision letter to understand the reasons provided for the denial.
2. **Prepare Supporting Documentation:**
 - Gather any relevant documents that support your appeal, such as:
 - Corrected transcripts or test scores.
 - Letters from teachers, counselors, or other professionals who can attest to the extenuating circumstances.
 - Medical or legal documentation, if applicable.
3. **Write an Appeal Letter:**
 - Draft a formal appeal letter addressed to the Admissions Committee. Include the following:
 - Full name and contact information.
 - A detailed explanation of why you are appealing the decision.
 - A summary of the supporting documentation included.
 - Any additional information that might support your case.
4. **Submit the Appeal:**
 - Submit the appeal letter and supporting documentation by the specified deadline. Appeals can typically be submitted via:
 - Hand delivery to the admissions office.
 - Email to the admissions officer.

- Postal mail (ensure it is sent well before the 30-day deadline).

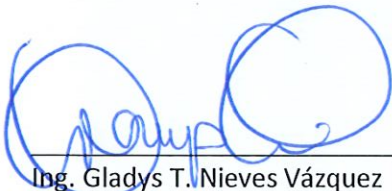
5. **Await a Response:**

- The Admissions Committee will review your appeal. This process may take several weeks. You will be notified of the outcome via email or postal mail.

Important Considerations

- **Deadline for Appeals:** Appeals must be submitted within 30 days of the date on the admission decision letter. Late appeals will not be considered.
- **Final Decision:** The decision of the Admissions Committee on an appeal is final. No further appeals will be entertained.
- **Admission Offer Revocation for Conduct Violations:** The institution reserves the right to deny an offer of admission if a student engages in behavior that violates the standards of conduct expected of all students, also as stated in our Student Handbook, Chapter VIII, Sections C and D.

This policy will be effective immediately upon being signed.



Ing. Gladys T. Nieves Vázquez
President

EDP University of Puerto Rico. Inc.



8/19/2024
Date