



EJECUTIVE ORDER ACA 21-03

(Amendment to Executive Order ACA 15-08 of December 15,
Repeals Executive Order ACA 09-03 of May 11, 2009
Repeals Executive Order ACA 16-07 of October 18, 2016)

CREDIT VALIDATION POLICY

Introduction

Universidad Central de Bayamón (UCB) is responsible for providing the credit validation service to students who transfer to our Institution. This service is provided by the Registrar's Office and entails a process of analysis and evaluation of the directors of Academic Colleges.

Universidad Central de Bayamón (UCB) is responsible for providing the service of credit validation to transfer students, which is provided by the Registrar's Office and involves a process of analysis and evaluation by the directors of the Academic Colleges.

Universidad Central de Bayamón will accept transfer credit for courses that demonstrate sufficient academic rigor, content, and depth regardless of the method or format of teaching and learning. The assignment of credit hours will be consistent with UCB's credit hour policy and U.S. Department of Education regulations.

Purpose

The purpose of this policy is to establish the rules governing the validation of transfer student credits.

Definitions

- Validation of courses – Acceptance process of academic courses that have been approved in other post-secondary institutions duly accredited and authorized by the State, which are of equal or higher credit worthiness and whose description and content are homologous to those offered at UCB.
- Transfer student – A student who has passed one or more credits at another university (s) duly authorized by the State.
- Credits Hours – The U.S. Department of Education defines credit hours as the amount of work that represents the achievement of student learning outcomes, which is evidenced by student performance, equivalent to:

One hour of classroom or direct instruction by a teacher and a minimum of two hours of non-classroom activities for approximately fifteen (15) weeks; that is, one semester.

Rules

1. Universidad Central de Bayamón will validate courses from properly accredited institutions of higher education. It reserves the right to validate courses from other post-secondary institutions in Puerto Rico or foreign countries.
2. If the student has attended more than one academic institution, each transcript is evaluated independently.
3. Courses that are equivalent in content and of equal or higher crediting offered at institution of origin in comparison to courses passed with a grade of C or higher will be validated. At the graduate level, courses passed with a grade of B or better will be validated.
4. The validated courses are added to the student's transcript of records with the annotation "T (transferred course). Credits that are validated are permanently included on the student's transcript, but are not taken into consideration when calculating the student's GPA.
5. Where necessary, the student must submit a catalogue or description of the courses from the institution of origin that corresponds to the period in which the student was enrolled.
6. The student may renounce his/her right to validate credits obtained from one or more institutions and prefer an evaluation for credits obtained at a specific institution. This decision is final and belongs to the student; as long as he/she has been oriented to all that is involved in waiving them.
7. High school students who pass university level courses must submit a certificate from the institution indicating the course and the number of credits. Courses with a grade of C or higher, equivalent in content and credit, will be validated.
8. Universidad Central de Bayamón is not responsible for courses taken at other institutions without prior authorization and reserves the right to validate them.
9. Courses at post-secondary non-university level will not be validated.
10. Validation by Work Experience, see *Institutional Policy on: Validation of University Credits for Work Experience (Experiential Learning) (ACA-12-12)*.
11. The internship courses will not be validated, except for the teaching internship, as stipulated in the Executive Order ACA-12-12.
12. In Associate Degrees, up to a maximum of 60% of the credits of the academic program will be validated.
13. In Bachelor's degrees, up to a maximum of 75% of the total number of credits of the academic program will be validated. Within 75% of the total number of credits, the concentration courses will be included. The maximum number of credits to be validated in the concentration component shall not exceed 50% of the total number of concentration credits.
14. At the graduate level, up to a maximum of 12 credits from the academic program it will be validated.

- At the Graduate School of Theology and Ministry (CEDOC) in Puerto Rico, San Alberto Magno, up to a maximum of 60 % of the coursework will be validated.

Validation for Military Service

Universidad Central de Bayamón, in compliance with federal regulations, recognizes and validates the learning acquired by active, retired or disabled military personnel. The student must present an official credit transcript issued by the United States Armed Forces or Puerto Rico National Guard.

Validation of Advanced Level Tests (PNA) of the College Board

The Advanced Placement tests offered by the College Board consist of tests in four subjects required in the first year of college: Spanish, English, General College Mathematics, and Pre-calculus.

- Universidad Central de Bayamón will recognize credits for the advanced level tests with a score of three (3) or more; it is a scale of five (5).

The validation criteria are the following:

Test	Punctuation	Maximum Credits Granted
Spanish	3	Basic Spanish (3 crs.)
	4 - 5	Basic Spanish (6 crs.)
English	3	Basic English (3 crs.)
	4 - 5	Basic English (6 crs.)
Pre-calculus	3	Pre-calculus 1 (3 crs.)
	4 - 5	Pre-calculus 1-2 (6 crs.)
Calculus	4 - 5	Pre-calculus, 1, 2 and Calculus 1 (10 crs.)
General University mathematics	3	Basic mathematics (3 crs.)
	4 - 5	Basic mathematics (6 crs.)

Validation of foreign

Universidad Central de Bayamón will recognize studies abroad for validation. They must be from accredited institutions and the studies must be validated by the National Association of Credential Services (NACES) or some other accrediting agency recognized by the Federal Department of Education.

In programs of religious studies, courses from Roman Catholic Seminaries will be considered for validation if they are recognized by the ecclesiastical authorities. Those courses that are equivalent in content and credit will be validated.

Universidad Central de Bayamón will not validate courses of academic programs with professional accreditation, in which the accrediting agency establishes as standard the non-validation of foreign studies.

Expiration

Courses not older than 10 years may be validated. The Director of the College and the Registrar may consider courses that exceed 10 years of having been passed under strict evaluation.

Residence credits towards a degree

Associate and Bachelor's Degree students must complete a minimum of 30 credits at Universidad Central de Bayamón.

Master degree students must complete a minimum of 24 credits at Universidad Central de Bayamón.

Awarding of Honors

Associate Degree students must have passed a minimum of 45 credits at UCB in order to be eligible to adopt the corresponding academic honors.

Baccalaureate students must have passed a minimum of 75 credits at UCB in order to qualify for the corresponding academic honors.

Master's students must have passed a minimum of 24 credits at UCB in order to qualify for the corresponding academic honors.

Procedure

In order to standardize the process of credit validation, the following procedure is established:

1. The student indicates in his/her application form that he/she is a transfer student and identifies the university of origin.
2. The Admissions Office advises the student that the transcript of credits must be official, this is the university of origin must send the student's transcript of credits directly to the Admissions Office.
3. Transcripts of credits coming from abroad must be stamped "apostille" according to the Haya Agreement of October 5, 1961.
4. The Admissions Office sends copies of the official transcripts of admitted students to the respective colleges to recommend the courses to be validated prior to the enrollment process.
5. The Colleges evaluate and carry out a preliminary validation of courses, so that the student can enroll. After the close of enrollment, the Colleges will send the recommendation for course validation to the Academic Dean's Office and the Registrar's Office for final review and approval.
6. The Registrar's Office will notify the student of the validation result in writing.

Effective

This policy shall be effective immediately and it repeals any other guideline, rule, policy, or procedure that is in conflict with the provisions hereof.

Approved:

A handwritten signature in blue ink, appearing to read "Fr. Oscar Morales Cruz, O.P.", written in a cursive style.

Fr. Oscar Morales Cruz, O.P.
Interim President