

	Universidad Central del Caribe	Policy #	
		Implementation Date/ Effective Date:	July 1, 2014
		Contact:	Office of the Dean of Academic Affairs
		Date Approved:	December 26, 2019
	GENERAL RULES FOR THE TRANSFERRED/CONVALIDATION OF CREDITS/COURSES	Last Reviewed/Update:	December, 2019 July, 2014
		Next Revision:	July 1, 2021
		Approval by:	President

Rationale

Universidad Central del Caribe (UCC) reserves the right to determine the number of credits which are to be transferred/convalidated to a student. The academic program faculty, in coordination with the Registrar Office will determine, before the beginning of the student academic experience at UCC, which course(s) will be transferred/convalidated in a case by case basis. Transfer/Convalidation of courses is subject to various accreditation, regulatory or licensure organizations to which UCC must abide, such as the federal requirement 34 CFR 602.24 which establishes that an institution must have a transfer credit policy that is publicly disclosed [section 668.43(a)(11)].

Established criteria for the transfer of credit/convalidation of courses/credits earned at another institution

Courses to be transferred/convalidated have to be taken in higher education institutions accredited by one of the regional accrediting bodies or a corresponding programmatic accreditation organization recognized by the United States Department of Education at the time the student completed the courses.

Any student who requests the transference/convalidation of courses is required to submit with the admission application, an official copy of the academic transcript along with copy of an Institutional Catalog and official evidence where the course content and credit value is described (course syllabus, electronic catalog, etc.). The catalog should cover the time when the student satisfactorily completed the course.

The Admissions Office will submit to the dean/program director/program coordinator the supporting documents at least ten (10) days prior to the expected student registration date in the program. The dean/program director/program coordinator will review the documentation and via the corresponding form, recommends to the Dean of Academic Affairs the results of the revision. The Dean of Academic Affairs has the final authority for approval of the transference/convalidation request. The final documentation should be submitted to the Registrar Office at least three (3) days before the student's registration date.

Course/credits transferred/convalidation will be based on contact-hours or credit-hours, content, academic level, as included in the official course description in the institutional documents when

the course was approved and comparable to the corresponding course at UCC. Courses with contact-hours or credit-hours value higher than the corresponding courses in UCC will be transferred with the credit value assigned at the UCC to that course. The student will be required to present relevant evidence of equivalence in terms of content and learning objectives, if the requested transference/convalidation of courses is for courses with contact-hour or credit-hour value lower than the corresponding course at UCC to the satisfaction of the UCC.

For undergraduate and first professional level programs, no course is to be transferred/convalidated if approved with a letter grade lower than "C" on a letter grade scale or 70% on a percentage grading scale. For graduate programs, the minimum grade to consider a course for convalidation will be a "B" or 80%.

Courses/credits to be transferred/convalidated should have been taken within the effective period. Basic and general courses should have been taken within the previous 10 years and core, professional or specific specialty courses should have been approved within the previous 6 years. Courses which have been used for the attainment of a higher/lower or equivalent degree as that applied for by the student will not be subject to transference/convalidation.

The number of courses/credits to be transferred/convalidated will depend on the curricular sequence of the academic program. The number of credits/courses transferred/convalidated will never exceed 50% the total courses/credits required for the degree at UCC.

Courses taken or credits earned in distance education modalities are subject to be transferred if such courses were considered towards the attainment of a degree by the accredited conferring institution. Acceptance of such courses/credits will be determined by the dean/program director/program coordinator according to this policy.

In the case of international students requesting transfer/convalidation of credits, the credits must have been taken in an Institution recognized by the corresponding nation's Ministry of Education or equivalent with comparable accreditation processes. All coursework information should be in English or a verified translation from a foreign language. Courses/Degree should be reviewed and compared to courses offered in the USA educational system by a credential evaluation service affiliated to the National Association of Credential Evaluation Services or recognized by the US Department of Education.

Courses/credits authorized for transference/convalidation will be annotated in the UCC's student record with a letter "T" as grade and the number of credits authorized. A comment will be added to identify the Institution and date the course/credit was approved. Grades transferred/convalidated will not be considered in the determination of the student's GPA at UCC.

