



Senado  
Académico  
*Academic  
Senate*

Universidad de Puerto Rico, Recinto de Ciencias Médicas  
*University of Puerto Rico, Medical Sciences Campus*

2025–2026  
Certification 033

I, Mayra Olavarría Cruz, Acting Secretary (Secretary Pro Tempore) of the Academic Senate of the Medical Sciences Campus of the University of Puerto Rico, hereby certify:

That the Academic Senate, at its ordinary meeting held on February 5, 2026, after receiving the Report of the Committee on Academic Affairs, agreed to:

- **Endorse the revised document submitted by CIPE, “Transfer Credit Policy.”**

In witness whereof, I issue and forward this Certification under the seal of the Medical Sciences Campus of the University of Puerto Rico, in San Juan, Puerto Rico, this 11th day of February 2026.

Mayra Olavarría Cruz, PhD.  
Secretary Pro Tempore

MOC/mmr

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University of Puerto Rico | Medical Sciences Campus  
Deanship for Academic Affairs  
**TRANSFER CREDIT POLICY**

Reviewed by CEIP on December 17, 2025 | Certification 032, 2025-26 AS

## **I. Purpose**

The purpose of this *Transfer Credit Policy* is to ensure a structured, standard, and fair process to evaluate and award credit for prior learning or learning outside of our institution. It seeks to facilitate student mobility, ensure academic integrity, and support timely graduation for students seeking progress toward a degree. It is the intent of the Medical Sciences Campus (MSC) to grant credits for learning that students have acquired elsewhere. Sensible transfer and award of credits that recognize student's prior learning make university degrees more accessible, affordable, increase equity, and promote student success.

## **II. Scope**

This policy applies to all MSC academic programs. The MSC may grant transfer credit to students pursuing an undergraduate, graduate, or first professional doctoral degree in accordance with the guidelines discussed here. It applies to programs accredited by external accrediting agencies and to non-agency accredited programs. Each MSC program will follow transfer credit standards of accrediting agencies and the guidelines that follow.

Specifically, this policy applies to students transferring credits from:

- external institutions
- between campuses within the UPR system
- institutions that provide special permission to take courses either within the UPR or at an external institution, with the intention of transferring the credits back to the MSC.

Each MSC program will decide and publicize the requirements for admission and transferring to an academic program and its admissions processes. This policy is specific to the transfer of credits only, and not for student transfer or admission.

## **III. Accreditation Requirements**

Awarded credits for coursework must be comparable in content, level, and scope, and must be completed at fully accredited colleges or universities. Credits must originate from U.S. institutions of higher education accredited by a Council for Higher Education Accreditation (CHEA)-recognized regional accrediting organization.

Credits earned at foreign post-secondary institutions may be considered for transfer if the institution is officially recognized by the local Department of Education as a degree-granting entity. All foreign academic transcripts must be evaluated by a recognized credential evaluation service—such as World Education Services (WES) or Educational Credential Evaluators (ECE)—to determine U.S. equivalency and transfer eligibility.

For professionally accredited programs, the originating program may be required to hold accreditation from a relevant professional accrediting body to ensure that transferred coursework meets academic standards and licensure requirements.

## **IV. Credit Evaluation**

General Guidelines for Credit Transfer:

1. Each MSC academic program is required to have a specific guideline and procedure for credit transfer evaluation. The guidelines must establish transfer limits; this is the maximum number of credits and type of credits they will approve for transfer. Transfer credits awarded cannot exceed 50% of the credits needed for degree requirement completion and graduation.
2. All academic program transfer policies must be endorsed by the MSC Academic Affairs Dean and reported to the Registrar's Office.
3. All students requesting graduation must complete their final year of studies at the MSC and within the program from which they will earn their degree.
4. Course credit transfer will not be determined solely based on the modality of the approved courses. All modalities can qualify for transfer of credit (online, hybrid, face to face, and others) as per federal regulations.
5. Course transfer credit must be similar in content, level, and learning objectives to the offering of the MSC and must fulfill a requirement in the student's curriculum.
6. The overall curriculum content and learning objectives must be similar to the MSC offerings when evaluated as a whole curriculum and must fulfill the curriculum requirements. Experiential and other non-traditional learning methods will be evaluated to ensure the student meets the objectives based on the learning objectives and the assessment system used, including the competency-based assessments. This will be done, by each Program, on a student-by-student basis.
7. Students must request the credit transfer and must provide the syllabi for each credit course they apply to transfer.
8. Academic departments/programs will determine transferability, using the transfer credit policy endorsed by the Dean of Academic Affairs after evaluating course syllabi.
9. All transfer credit must be approved by Program or Department Director/Coordinator and must be submitted to the school's Associate Dean for the final determination.
10. Undergraduate and first level professional doctorates programs will award credit for courses approved with C or higher. Specific academic programs may require grades of B or higher for transfer.
11. Graduate programs will award credit for courses approved with B or higher.
12. Transfer credit from external institutions is not considered for GPA calculation.
13. Transfer credit within the UPR is utilized for GPA calculation.
14. MSC does not grant transfer credit for:
  - a. College Level Examination Program (CLEP) tests Remedial courses.
  - b. Continuing education courses.
  - c. Courses taken at other institutions when the student is under academic suspension.
  - d. Courses approved with grades of D.
  - e. Some graduate programs may not accept C grades.
  - f. Non-credit offerings, technical, vocational, professional, and work experience/co-op credits from other institutions.
  - g. Basic and general courses approved when  $\geq 10$  years have elapsed from the date of approval.
  - h. Core, professional or specific specialty courses approved when  $\geq 6$  years have elapsed since the date of approval.
15. Courses with the same coding offered in any unit of the UPR will be considered equivalent. If coding differs, equivalency will depend on the similarity of content and objectives as established by the academic program.

## **V. Set standard transfer agreements**

The MSC has set standard agreements in place, which include UPR Articulation Agreements and

Advance Standing Admissions. Articulation agreements and advance admissions may vary according to MSC needs. Directors and Coordinator are responsible for advising related to Articulation Agreements and Advance Standing Admissions. These all must be in accordance with this policy.

## **VI. Evaluation Procedures**

As stated in the general guidelines, each academic program of the MSC will have a transfer-credit guideline specific to the academic program. It must at least include:

1. the process the student must follow to request transfer credit and documentation required,
2. the evaluation process criteria,
3. the maximum number of credits and type of credits which can be transferred, and
4. who are responsible for final transfer determination, student notification processes, and possible appeal processes, and
5. when transfer credit is denied by an academic program, the student must be notified in writing with all the specific reasons for the denial based on the program policy endorsed by the MSC Academic Affairs Dean.

Credit hour conversions will follow a mathematical equation by hours per week as stated in the Registrar's Manual. Such as:

1. to convert trimester credits to semester credits, multiply by 0.67.
2. to convert semester credits to trimester credits, multiply by 1.5.

## **VII. Complaints and Appeal Process**

Students who wish to submit a complaint or appeal to a transfer credit evaluation decision must follow the procedures established by the RCM for addressing and resolving student academic complaints and grievances, in accordance with the regulations in effect at the time, such as those outlined in MSC Student Bylaws and Administrative Board Certification No. 147 (2015–2016) or its subsequent revisions or updates.

## **VIII. Communication and Advising**

As part of the orientation process, all incoming admitted students are advised related to the MSC institution's transfer of credit policy to understand how previously earned coursework may apply toward their degree program. During orientation, students will receive guidance on submitting official transcripts, course syllabi, and meeting with academic advisors to discuss how transferred credits align with their academic goals. Program and Department directors or coordinators are responsible for orientation and provide opportunities to clarify any questions about credit applicability and transfer.

## **IX. Severability Provision**

The clauses of this document constitute a set of provisions designed to ensure the continuity and stability of the processes for academic accountability of student learning experiences at the University of Puerto Rico Medical Sciences Campus (MSC), in alignment with federal regulations and institutional standards. However, each clause operates independently; therefore, the invalidation of any clause by a governing body of the University shall not affect the validity or enforceability of the remaining rules or procedures contained in the document.

## **X. Policy Review and Update**

This Transfer Credit Policy was initially approved by the Council for Educational Integration and Planning (CEIP) on April 29, 2015. It was subsequently revised in 2020 and 2021, with the current revision approved on December 17, 2025. This revised policy becomes effective upon approval by the MSC Academic Senate on February 17, 2026 (Certification 033, 2025-26 AS).

This policy shall remain in effect unless amended or superseded by future institutional actions. It will be reviewed every five years and revised as necessary.

The Deanship of Academic Affairs and the Registrar's Office are responsible for overseeing the review and implementation of this policy.