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Polytechnic University of Puerto Rico  
Admissions and Promotion Office  
P.O. Box 192017, San Juan, PR 00919-2012

## **INSTITUTIONAL POLICY OF CREDIT VALIDATION**

### **Purpose:**

Polytechnic University of Puerto Rico maintains an admission policy aimed at providing all interested and eligible persons the opportunity to enter and complete an academic program at the university.

As part of our commitment and contribution to achieving this goal, we established a policy to validate courses taken at other post-secondary institutions duly accredited by the Consejo de Educación de Puerto Rico and/or accrediting agencies of the United States of America.

### **Definition of Terms:**

**1. Transfer student:**

A student that has completed not fewer than nine (9) credits (which can be validated by PUPR) from other accredited post-secondary institution or university with a minimum General Point Average (GPA) of 2.00. The admission requirements for transfer students are governed by the Admission Policy of Polytechnic University of Puerto Rico.

**2. Students who have a post-secondary degree:**

Any student interested in being admitted to PUPR with a degree:  
(Associate, Bachelor's, Master's or Doctorate)

**3. Validation of credits:**

The validation of credits is the procedure in which courses approved by the student (from other universities accredited by Consejo de Educación de Puerto Rico and/or any recognized accrediting agency) are evaluated and accepted by PUPR. The evaluation of credits take into consideration the similar content and credit value of courses approved with a grade of A, B, or C and are equivalent to courses at PUPR.

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**Definition of Terms:**

**4. Catalog:**

Official document issued by PUPR which provides the institutional policy to manage the academy, describes each of the programs offered and the curriculum.

**5. Curriculum:**

The aggregate of courses approved by the corresponding governing bodies which define an academic program and are required to obtain a degree at PUPR.

**6. Course sequences:**

It is the established order in which students take courses from the academic component.

**7. Academic specialization courses:**

It refers to all the courses that make up specialization of an academic program.

**Transfer Credit Validation**

**Rules:**

1. Transfer students from other accredited institutions that are admitted to PUPR must comply with all the requirements for admission.
  2. Courses are validated if they are equivalent in content to courses at PUPR and have equal or greater credit value.
  3. PUPR only validates courses approved with a "C" or higher grade.
  4. PUPR does not validate courses approved with a grade of "D".
  5. Validated courses are included in the academic record of each student. The following acronyms are used in validation: CE/Course Exemption - Course is validated; transcript shows proof of student's knowledge of the subject matter; T/Transfer - Validated course from other institution.
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### **Transfer Credit Validation**

#### **Rules:**

6. PUPR reserves the right to validate credits from other institutions, even if the applicant is eligible for admission as a “transfer student”.
7. Up to two thirds (2/3) of the number of credits required for the degree can be validated, without exceeding more than half of the credits from the specialization area, except in cases recommended by the corresponding dean or faculty director. The deadline to present any claim is during the first trimester of the student’s enrollment at the Institution.
8. If the student has attended more than one academic institution PUPR evaluates each transcript separately.
9. Submission of a catalog or course description of each institution of origin that corresponds to the period in which the student was enrolled, if necessary.
10. All individuals classified as foreign students (from outside Puerto Rico/USA) must comply with the rules and procedures established for foreign students.
11. PUPR can validate courses approved at other foreign duly accredited universities, and the student must submit a catalog or course description from the university of origin, if deemed necessary.
12. PUPR does not validate any course approved with a grade of “S” or “P”.
13. PUPR does not validate courses with job experience components.
14. Approved credits are permanently included in the student’s academic record, but are not taken into consideration when calculating the student’s GPA at PUPR.
15. Transfer students who have been admitted must approve at PUPR no less than 65% of the credits required for graduation, so they can be eligible for academic distinctions – honors.
16. Specialization courses (from the specific academic major) are reviewed and evaluated with the recommendation of the director of the corresponding department.

People who have earned a degree and have approved graduate courses in the area of specialization and/or related to the courses which they request validation for, are considered a special case. The director of the department evaluates, determines and recommends the action to be taken.

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### **Transfer Credit Validation**

17. If after starting to study at PUPR the student decides to change specialization, the director of the department (in which the student seeks admission) reviews the previously assessed validations. The student may waive his/her right of the validation of credits approved at one or several institutions and may choose a validation assessment of the credits approved at a specific institution; and/or to be evaluated by the established criteria for high school students. Any decision that has been made voluntarily by the student is final and unappealable.
18. High school students who take college level courses must submit a certification from the academic institution indicating the course (which must be approved with a grade of A, B or C) and the amount of credits. The course validation takes place if the course is equivalent to a course offered at PUPR.

### **Course Expiration:**

For individuals who have not earned a degree, credit will not be granted for college coursework completed over seven (7) years ago. For courses that follow a sequence, the last approved coursework will be taken into consideration for the expiration term assessment. In Mathematics, the expiration term will be seven (7) years after the approval of the last course from the sequence.

If the candidate has been studying on a regular basis, approved coursework (credits) completed over seven (7) years ago may be validated with the corresponding program director recommendations, providing that the course content has not change significantly.

The validation official considers candidates with bachelor's degree and/or graduate coursework as special students. Therefore those cases are evaluated by the director of the department or the academic advisor, who conducts a review, determines and reports recommendations with the approval of the dean of the faculty.

Courses from Socio-humanistic studies can be validated even if the approved coursework surpasses the seven (7) year expiration term, provided the course content is equivalent to a course taught at PUPR.

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**As stated by the Academic Council Certification**

**ATUL 0100 – Adjustment to University Life**

- All incoming first year students (from high school) are required to take this course.

**Transfer Students:**

- A student who has passed 24 credits or more with a grade of "C" at an accredited university will be exempt from taking the course - ATUL 0100.
- A student who has passed 24 credits or more with a grade of "C" at an accredited university will be exempt from taking the course - ATUL 0100.

**COURSES – As stated by the Academic Council Certification**

**Biology**

Students from Chemical Engineering and Environmental Engineering that took a Biology course in high school or at another college are exempt from taking the Biology course.

**Validation of courses through the College Entrance Examination Board (CEEB) Tests:**

**Placement Criteria – College Entrance Examination Board (CEEB) Tests or Pruebas de Evaluación y Admisión Universitaria (PEAU):**

- 1- Students are placed in preparatory courses according to the results obtained College Entrance Examination Board (CEEB) Tests.
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**Validation of courses through the College Entrance Examination Board (CEEB) Tests:**

**Placement Criteria – College Entrance Examination Board (CEEB) Tests or Pruebas de Evaluación y Admisión Universitaria (PEAU):**

If tests score results are higher than the established for the course in which the student is going to be placed, the student is exempt from that course and is placed in the next course.

<b>College Board</b>	
<b>Mathematics</b>	
Course Placement	Test Results
MATH 0102	200-549
MATH 0106	550-649
MATH 0110	650-699
MATH 1330	700-800
<b>Spanish</b>	
Course Placement	Test Results
SPAN 0100	200-549
SPAN 0110	550-749
SPAN 1010	750-800
<b>English</b>	
Course Placement	Test Results
ENGL 0100	200-599
ENGL 0110	600-749
ENGL 1010	750-800

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**Validation of credits – Advanced Placement Tests (College Board)**

The Advanced Placement Test is offered by the College Board –Basic and college level courses. Currently there are Spanish, English, General College Mathematics, and Pre-calculus tests.

**Placement Criteria – Advanced Level Tests:**

1. All high school students that approve the Advanced Placement Tests with a grade of 3 or higher are exempt from taking the following courses at PUPR :

Advanced Placement Test	Result	Subject	Exempt Courses
General College Mathematics	3	Mathematics	Math 0102 Math 0106
General College Mathematics	4 or 5	Mathematics	Math 0102 Math 0106 Math 0110
Pre-calculus	3, 4 or 5	Mathematics	Math 0102 Math 0106 Math 0110 Math 1330 Math 1340
Calculus BC	3, 4 or 5	Mathematics	Math 0102 Math 0106 Math 0110 Math 1330 Math 1340 Math 1350

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**Placement Criteria – Advanced Placement Tests:**

Advanced Placement Test	Result	Subject	Exempt Courses
AP/ Spanish Language	3, 4 or 5	Spanish	Span 0100 Span 0110 Span 1010
AP/ English Language	3, 4 or 5	English	Engl 0100 Engl 0110 Engl 1010

**Validation of courses through tests offered by the College-Level Examination Program of the College Board (CLEPS)**

Prior to the beginning of studies at PUPR, all students receive credit for CLEPS Tests which are equivalent to courses offered by the Socio-Humanistic Studies Department and the Department of Sciences and Mathematics.

After beginning studies at PUPR, students can take a maximum of twelve (12) credits through CLEPS Tests, according to the existing policy regarding students who request “Special permission” to study at other institutions.

Tests have a seven-year expiration date.

The following tables show the equivalencies for courses from the Socio-Humanistic Studies Department and the Department of Sciences and Mathematics and the passing score recommended by the College Board.

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**CLEPS Tests - Equivalencies**  
**Courses from the Socio-Humanistic Studies Department**

CLEPS	SOHU	CLASIFICATION COURSE* - (PUPR)
American Government	POSC 3050 Special Topics in Political Sciences Studies	E
College Composition & College Composition Modular	ENGL 0110 Basic English	P
English Literature	ENGL 2010 Analysis of World Literature	R
French Language	LANG 3030 Introduction to French Language	E
German Language	LANG 3050 Introduction to German Language	E
History of the United States I	HIST 3020 History of the United States	E
History of the United States II	HIST 3020 History of the United States	E
Human Growth and Development	PSYC 3020 Human Development	E
Humanities	HIST 3050 History and Art Appreciation	E
Introduction to Educational Psychology	N/A	N/A
Introductory Psychology	N/A	N/A
Introductory Sociology	PSYC 3030 Social Psychology	E
Principles of Macroeconomics	ECON 3020 Macro – Economics	E/R**
Principles of Microeconomics	ECON 3010 Micro – Economics	E/R**
Social Sciences and History	SOHU 2010 Socio- Humanistic Studies I	R
Spanish Language	SPAN 0100 Preparatory Spanish	P

**CLEPS Tests - Equivalencies**  
**Courses from the Socio-Humanistic (SOHU) Studies Department**

CLEPS	SOHU	CLASIFICATION COURSE* (PUPR)
Western Civilization I	SOHU 2010 Socio- Humanistic Studies I	R
Western Civilization II	SOHU 2020 Socio - Humanistic Studies II	R

E= Elective

P= Preparatory

R= Requirement

\*\* Elective for SOHU/ Requirement for some departments of the Deanship of Engineering and the School of Management and Entrepreneurship

**CLEPS Tests - Equivalencies**  
**Department of Science and Mathematics**

CLEPS	GRADE	SEMESTER CREDITS	VALIDATED COURSE	EQUIVALENT CREDITS - PUPR
Biology	50 or higher	6 credits	Scie 1110 Scie 1111	4
Chemistry	50 or higher	6 credits	Scie 1210 Scie 1211	4
College Algebra	50 or higher	3 credits	Math 0110	3
College Mathematics	50 or higher	6 credits	None	3
Pre-calculus	50 or higher	3 credits	Math 1330 – (CE) Course exemption	3
Calculus Ø	50 or higher	3 credits	Math 2310	3
Natural Science	50 or higher	6 credits	Scie 0110	3

\*\*Recommended by The American Council on Education's College Credit Recommendation Service (ACE CREDIT)

Ø The Calculus CLEPS Test integrates the content of Math 2310 (Calculus I, 3 credits).

It does not cover the entire content of the new Calculus I is a 4 credits course. ACE CREDIT recommends giving 3 equivalent credits to this test and the new Calculus I is a 4 credits course.

**Placement Tests:**

Placement Tests are tests in which incoming first year students have the opportunity to demonstrate that they have the knowledge and skills of the preparatory courses offered by the institution.

Mathematics area covers arithmetic, algebra and pre-calculus. The English and Spanish area cover basic grammar skills, reading and comprehension, identification of the different types of paragraphs, language and history of the Spanish language.

**Criteria for Placement Test:**

The incoming first year student that has been placed in the following preparatory courses: Math 0102, Math 0106, Math 0110, Math 1330, Span 0100, Span 0110, Engl 0100, Engl 0110, as a result of the scores earned in the College Board tests, decides whether to stay in the course where he or she was placed by the Admissions Office or to take placement test. The tests are administered to students who request the tests on the dates established by the departments and are never offered at the end of the regular registration period.

**The minimum score to approve the test is 80%.** Therefore, the Admissions Office will validate the course (equivalent to the placement test) to any freshman who meets this criterion, so the student can enroll in the next course according to the curricular sequence.

**Levels of Placement Tests**

<b>Score in College Board</b>	<b>Placement Test</b>
Between 200 and 549	Math 0102
Between 550 and 649	Math 0106
Between 650 and 699	Math 0110
Between 700 and 800	Math 1330
Between 550	Span 0100
Between 551	Span 0110
Between 599	Engl 0100
Between 600	Engl 0110

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**Procedures: Credit by Validation**

1. The director of the department is responsible for credit validation under the supervision of the dean of the faculty.
  2. The admissions and validation official evaluates the academic record taking into consideration the following:
    - a. The student must have been evaluated and admitted at PUPR.
    - b. The admissions and validation official verifies that the documents are complete, authentic and updated before starting the validation procedure.
    - c. The validation official must review the academic record to assure that the following documents are present:
      - Official transcript from each university of origin
      - Copy of the curriculum or course sequence from the academic program in which the student was admitted.
      - Syllabus or course outline (if applicable)
      - Course descriptions and/ or catalog from each institution of origin (if applicable)
      - Advance Level Test Score Results (if applicable)
    - d. The student is responsible for submitting transcripts and required documentation and ensuring these are received before the end of the enrollment process.
    - e. Validations are registered in the specific curriculum sheet of the program in which the student was admitted. In this sheet the following items must appear: equivalent of the course, score results, signature, and date of each validated course.
    - f. The validation official evaluates the transcripts to determine how many courses can be validated from the specific program in which the student is seeking admission, and takes into consideration the following:
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**Procedures: Credit by Validation**

- i. The validation official personally performs the corresponding validations, considering the information that PUPR has compiled regarding said issue. If there is any doubt about a credit (course) by validation, the official consults with the specific director or academic advisor of the program that the course belongs to.
  - ii. If the student has approved courses from the specialization, documents are submitted to the appropriate department director or academic advisor, who performs the validation, indicates any comments or suggestions, signs, annotates the date on the document, and authorizes the validation.
  - iii. The director or academic advisor, in consultation with faculty experts of the relevant area of study, is responsible for assessing the transcript from the institution of origin in order to identify the credits (courses) that can be recommended for validation, based on the criteria established in the Policy, and for providing students with guidance and the required academic counseling.
  - iv. There are credits (courses) that cannot be validated because the student does not meet the prerequisites. Once the prerequisite has been approved, the student may request the validation at the department that the course belongs to. For special considerations and consultations, the student should refer to the specific department.
  - g. Once the credit by validation process has been completed, information is entered into the system, then an official notification is sent to the student and another copy is kept on file with all the pertaining documents.
  - h. No credit by validation is official until it has been processed by the Registrar.
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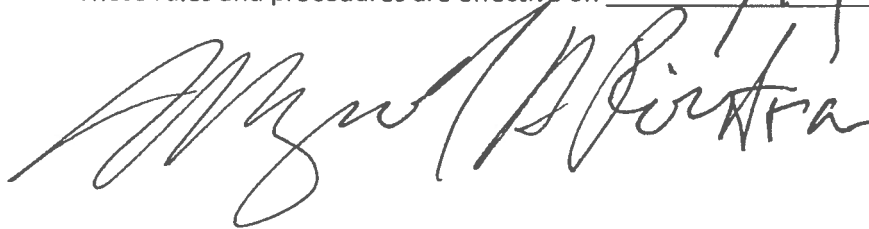
**Procedures: Credit by Validation**

- i. The student is responsible for attending the initial orientation given by the Admissions and Promotions Office. During this orientation, the student receives an evaluation and consent form that must be signed if the student agrees with the results of the course validation once the validation process is completed.
- j. If any discrepancies arise during the process of credit by validation, the Admissions and Promotions Office informs the student about the specific course of action.

**Effective Date:**

These rules and procedures are effective on

05/11/13



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