

TRANSFER OF CREDITS POLICIES

PONCE HEALTH SCIENCES UNIVERSITY TRANSFER OF CREDITS POLICY

The Ponce Health Sciences University (PHSU) is a higher education institution that offers graduate courses. PHSU has established the following institutional policy to guide the transfer of credits for the courses that students have taken in other academic institutions.

The maximum number of total credits that may be recognized shall not be more than 30 percent of the total number of credits in the curriculum, in order to complete the graduation requirements, except for the Medical Education Program.

A formal/written request for the transfer of credits must be filled at the Admission's Office in the Deanship of Students Affairs. Requests for transfer of credits must be made no later than the second week of classes of the first trimester/semester for entering students at PHSU.

It is the responsibility of the student to facilitate the official catalog and transcript from the institution on which the courses were taken. Only original transcripts are accepted and must be sent directly from the University of Origin to the Registrar's Office of PHSU. Only graduate courses from institutions accredited by the Puerto Rico Council of Education (PR-CE) or by a regionally accrediting agency (MSCHE or equivalent) are eligible for transfer of credits.

An ad hoc transfer of credits committee with representation from the Student Affairs and the Academic Affairs and a faculty member and the director of the program the student is enrolled evaluates the requests and make final decisions based on institutional and programmatic transfer of credit policies and procedures.

DOCTOR IN MEDICINE PROGRAM TRANSFER OF CREDITS POLICY

For the Medical Education Program, PHSU accepts transfer students from LCME accredited medical schools or from any medical school recognized in the International Medical Education Directory. The following requirements for transfer also apply for the Medical Education Program:

- Transfer students may only be accepted in the second pre-clinical (basic science) year or the first clinical year.
- Transfer students' prior coursework and achievements must be comparable to the ones of the medical students in the class they will join.
- Transfer students to the first clinical year are required to take and pass the USMLE Step 1 prior to admission.
- The total years for completion of the MD degree include those years accepted for admission to PHSU.

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BIOMEDICAL SCIENCES PROGRAM TRANSFER OF CREDITS POLICY

Students who apply for admission to the Biomedical Sciences Program may transfer up to 21 credits related to the field of basic sciences. To be considered for transfer, the credits must have been obtained from a fully accredited higher education institution from Puerto Rico or USA.

The following additional requirements must be met to consider the requests for transferring credits of graduate courses to PHSU Biomedical Sciences Program:

- The requested courses were approved with at least a B grade.
- The student can demonstrate through formal written and/or oral examination that they possess the scientific knowledge, skills and values expected from the courses.

The following courses are frequently equivalent within Basic Sciences field and may be transferred from outside graduate programs:

1. Biochemistry
2. Microbiology
3. Physiology
4. Pharmacology
5. Histology/Cell Biology
6. Biostatistics
7. Neurosciences

Additional requests for transfer of credits of other graduate science courses may be considered on individual basis.

MASTER OF SCIENCE IN MEDICAL SCIENCES TRANSFER OF CREDITS POLICY

Purpose:

Some students of the Master in Science in Medical Science (MSMS) complete all graduation requirements but are unable to fulfill the minimum 3.0 GPA required for graduation. This is the result of a high credit load of several of the MSMS courses and a “C” in a major course may result in non-compliance with the required GPA. These students must repeat courses to obtain higher grades so that the GPA increases to required levels. However, some of them are accepted to continue post graduate higher education training, such as medical education and are unable to repeat courses in our institution.

The purpose of this policy is to establish a mechanism so that these students complete their MSMS degree while enrolled at another post graduate higher education program.

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Policy:

MSMS students that comply with all graduation requirements, except the minimum 3.0 GPA and are accepted in a medical education program or another doctoral program the next academic year after initiation of the MSMS program, may be eligible to get credit towards the MSMS degree from courses taken at another higher education institution.

The procedure to achieve this is the following:

- The student must submit the *MSMS Transfer of Credits Request Form* to the Registrar's Office by the end of the first year of medical education or doctoral training.
- The student must be enrolled in an LCME accredited medical school, a foreign medical school that has been appropriately accredited according to ECFMG ¹ standards, or a doctoral program in an institution of higher education with regional accreditation (such as the Middle States Commission on Higher Education).
- After the student completes the course/s for which transfer credit is requested, the student must request that an official transcript be sent to Ponce Health Science University Registrar's Office.
- The Associate Dean for Medical Education and the Assistant Dean for MSMS Program will evaluate the courses and grades in the transcript. A special analysis needs to be done for those students in medical schools where they have an "integrated" or "system based" curriculum.
- Only courses with A's and B's may be cross transferred to substitute former courses with a C. If the GPA increases at or above 3.0 of, the student will be certified as eligible for the MSMS degree.
- The Student Promotion Committee will evaluate the results and confirm to the Registrar if the student is a candidate for graduation.
- Students admitted to the MSMS prior to the creation of this policy are eligible and will be notified about this policy.
- The PHSU Registrar may establish an administrative fee for the time and efforts this entails.
- The policy is effective May 5, 2016, and will be in effect for two years, after which it will be revised by the Executive and Policy Committee.

CLINICAL PSYCHOLOGY PROGRAMS TRANSFER OF CREDITS POLICY

Students who apply for admission to the PHSU doctoral programs in Clinical Psychology may transfer up to 24 graduate credits from institutions accredited by the PR-CE or MS-CHE or a regionally equivalent agency. The 24 transfer credits must be approved in programs related to the field of Clinical Psychology. Students with prior graduate work in a field outside mental

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health may transfer at least 18 credits depending on the nature of the program attended and the equivalency of the courses approved.

The following requirements will guide the evaluation process of those graduate courses submitted for approval:

1. Graduate courses need to be relevant to the field of Clinical/Professional Psychology
2. The requested courses were passed with at least a B grade.
3. The students can demonstrate in an objective manner or through formal written and/or oral examination that they possess the knowledge and skills expected from the courses.

The following courses are frequently equivalent within mental health disciplines and may be transferred from other graduate programs:

- Research Methods
- Test Construction
- Cognitive Assessment and Practicum*
- Group Therapy
- Motivation and Emotion
- Child Psychopathology
- Child Psychotherapy
- Professional Ethics in Psychology
- History of Psychology
- Family Therapy*
- Clinical Psychopharmacology
- Human Sexuality
- Psychology of Addictions
- Geriatric Psychology
- Supervision
- Mental Health Administration
- Forensic Psychology
- Psychoeducational Assessment*

The following courses are not considered for transfer to PHSU Clinical Psychology Programs:

- PSY 522 Psychology of Personality
- PSY 515 Human Growth and Development
- PSY 523 Cognitive Psychology
- PSY 541 Fundamentals of Clinical Psychopathology
- PSY 511 Fundamentals of Neuroscience
- PSY 512 Neuroanatomy Laboratory

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PSY 645	Mood and Anxiety Disorders
PSY 658	Projective Assessment of Personality
PSY 667	Short-Term Psychotherapy
PSY 662	Cognitive and Cognitive Behavioral Therapy
PSY 747	Personality and Psychotic Disorders
PSY 818	Clinical Health Psychology

In addition to those courses, the 1100 hours of required clinical practice in the PsyD or PhD programs cannot be transferred for other practice taken at other institutions. *Requires demonstration of competence.

PUBLIC HEALTH PROGRAM TRANSFER OF CREDITS POLICY

Students who apply for admissions may transfer up to 15 graduate credits to PHSU Public Health Program. The graduate courses must be relevant to the field of public health and related to the program's core or elective courses. The Capstone Experience (CE) and Practicum courses taken at other institution cannot be transferred to PHSU Public Health Program.

To consider for transfer credits, the graduate courses must be taken at institutions accredited by the PR Council of Education or a US regional accreditor.

Students applying for transfer of credits must submit the application to the Office of Admissions during the beginning of the admissions process. Interested students are required to provide the institutional catalog and course syllabi. The PHSU Office of Admissions will refer the cases to the Public Health Program. The Program will establish an Evaluation Committee composed of two Public Health faculty to assess the graduate courses that students submitted for transfer. This Evaluation Committee will have the responsibility to evaluate:

- The comparability of the course content
- The course length: number of credits or contact hours (can be more but not significantly less)
- Grading system (the requested courses for transfer must be approved with at least B or Pass grade).

The Evaluation Committee will respond no later than the second week of classes of the first trimester/semester for entering students at PHSU.

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Administration Annotation and Grading System

For administrative purpose, the University has established the following annotation system:

P	Pass	
NP	Not Pass	
IP	In Progress	Applies only to Dissertation/Thesis and Field Works
E	Extended	Applies only to Internship and Field Works
I	Incomplete	
W	Withdrawal	
AW	Administrative Withdrawal	
D	Dismissal	
R	Repeated	Modifier to another grade

Grade	All Other Programs	Biomedical and MSMS Program	Points	Medicine
A	90-100	87-100	4	H – Honor (90-100)
B	80-89	77-86	3	P – Pass (70-89)
C	70-79	67-76	2	F – Fail Bellow 70
F	Below 70	Below 67	0	

The difference between “IP” and “E” is that when “IP” is recorded it implies that a new registration process occurs for the student to continue for the next academic period. When “E” is recorded, the student continues activities of the course without involving a separate registration. (Refer to Academic Programs’ section for the grading system)

Change of Grade

Once the professor reports the grade for a course to the Registrar’s Office, it is not subject to amendment without the written authorization of the faculty member and Program Director. The only reasons for a change of grade are the following:

Removal of incomplete grade: An “I” (Incomplete) grade will only be allowed under very special circumstances as determined by the professor. The student must remove the “I” (Incomplete) by the following semester or an administrative “F” will replace it. A clerical error made by the Professor or Registrar.

When fraud or unethical conduct by the student has been proven in the obtainment of the grade.

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A student who wishes to appeal a grade must do so within thirty (30) calendar days of its award. At the end of each semester/trimester a copy of the student's grades will be sent to the address indicated on the student's registration form.

BACHELLOR OF SCIENCES IN NURSING TRANSFER OF CREDITS POLICY

Refers to the validation of credits from another higher education institution. A transfer student must have a minimum GPA of 2.5 in validated higher education courses. Just courses of C grades or above are considered from transfer. Transfer students with less than 2.5 may be granted conditional admission. Transfer student has the option to apply for admission with the 2.5 GPA from high school by signing a letter rejecting the validation process of his/her college course work. The maximum number of total credits that may be transferred may not exceed 32 percent of the total number of credits in the nursing curriculum. A transfer student must meet all the admission requirements, including official evidence of the college transcript.

Any student considered for transfer admission must be in good academic standing in the other institution and must present a recommendation letter from the dean/director of student affairs of the institution of origin. Dismissed student from disciplinary reasons is not eligible for admission to PHSU. An Ad-Hoc Validation of Credits Committee will be appointed as necessary to evaluate transfer petitions.

MASTER OF SCIENCES IN NURSING TRANSFER OF CREDITS POLICY

Students who apply for admission to the MSN/FNP Program may transfer up to 18 graduate credits related to the field of nursing. Only graduate courses from accredited institution are eligible for transfer of credits to the Program. Requests for transfer of credits must be made two weeks before admission to the program. A formal written request for the transfer of credits must be filled in the Admissions Office. Only courses with at least B grades are eligible for transfer.

Transfer of credits for clinical practicum courses requires demonstration of competence. Students must demonstrate that they possess the knowledge, skills and values expected from the clinical course. The clinical course credit is awarded if the student passes the required challenge exam (s) and complex clinical simulation experiences with the prerequisite scores(s) and /or skills check-off. Students are given one opportunity to challenge a clinical course and successfully pass skills check-off. If the student is unsuccessful on the challenge experience, the student must take the clinical course.

It is the responsibility of the student to facilitate the official catalog and transcript(s) from the institution (s) on which courses were taken. Only original transcripts are accepted and must be sent directly from the institution of origin to the PHSU Admissions Office.

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An Ad-Hoc transfer of credits committee, with representation from the offices of students and academic affairs, a nursing faculty member, and the Associate Dean of Nursing, evaluates the request and makes final decisions based on institutional and programmatic transfer of credits policies and procedures.

