



**Universidad Ana G. Méndez**  
**Florida Branch Campuses**  
**Awarding of Transfer Credit and Alternative Ways to Earn Credit**

Universidad Ana G. Méndez (Florida Branch Campuses) allows students to proceed expeditiously toward their degree and academic program objectives by providing guidelines for the transfer of postsecondary credit and alternative ways to earn university credit. Regardless of transfer credit status, students must earn a minimum of 25% of their degree credit hours as institutional credits to be awarded at Universidad Ana G. Méndez (Florida Branch Campuses) degree.

**Coursework From Regionally Accredited Institutions**

All coursework from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency will be awarded in accordance with the following guidelines:

- a. All official transcripts must be received within forty-five (45) days after the student's first part of term at Universidad Ana G. Méndez;
- b. All College level or College preparatory courses which have both grades and credit hours will be considered for transfer if they meet the minimum grade requirement of a "C" or higher for undergraduate programs and a "B" or higher for graduate programs;
- c. Credits at the upper-division college level (300 and 400 level courses) are not accepted for transfer into diploma and associate-degree programs and are only evaluated for transfer credit into baccalaureate programs; diploma credits are not transferrable at the 100 level.
- d. Course credits evaluated for transfer from colleges with different credit systems (i.e., quarter hours, units, etc.) are converted to semester hours;
- e. Core/Major courses, including business, technical and professional courses, may be accepted if those credits were earned no more than 5 years prior to the enrollment date (this requirement may vary by School).
- f. Regardless of the number of credits accepted in transfer, the student must complete at least 25% of the college-level credits required to earn an Universidad Ana G. Méndez (Florida Branch Campuses) degree;
- g. If initial placement in courses cannot be determined after the evaluation of transfer work, students may be required to complete entry testing in one or more disciplines to determine course placements(s);
- h. All credits that are transferred to Universidad Ana G. Méndez (Florida Branch Campuses) will become part of the student's permanent academic record and will appear on the Universidad Ana G. Méndez (Florida Branch Campuses) official transcript as transfer credit;



- i. Transfer credits will be applied by the designated University officials in the most appropriate manner to the student's program in the area of general electives, general education, program courses, and other academic requirements.

#### **Coursework From Sistema Universitario Ana G. Méndez**

Credits earned at any Sistema Universitario Ana G. Mendez (UAGM) institution will be accepted without a time limit **unless otherwise prohibited by program requirements**. UAGM courses will transfer as a "T" on the student's academic record and will not impact the student's grade point average (GPA) at Universidad Ana G. Méndez.

#### **Coursework from Non-Regionally Accredited Institutions**

Prior to initial enrollment at Universidad Ana G. Méndez, a student may request credit for coursework earned at an institution that is not regionally accredited. All coursework approved by the designated academic administrator will be evaluated using the same guidelines as those for regionally accredited institutions. The academic administrator will determine specific course equivalency for a general education or major course or degree program requirement. Additionally, the equivalency may be granted towards elective credit. Approval of all evaluated coursework will be included in the Universidad Ana G. Méndez (Florida Branch Campuses) official student transcript. Denied requests may be appealed in writing to the Vice Chancellor of Academic Affairs or their designee.

#### **Coursework From International Institutions**

All official transcripts received from post-secondary institutions outside of the United States that are in English, or Spanish will be evaluated by our Registrar's office using the same guidelines for regionally accredited institutions using AACRAO Edge.

All official transcripts from post-secondary institutions outside of the United States that are not in English, or Spanish must have a course-by-course commercial evaluation completed by an agency approved by the National Association of Credential Evaluation Services (NACES) at the student's expense. Universidad Ana G. Méndez (Florida Branch Campuses) will perform an evaluation based on the course-by-course evaluation report received directly from one of the approved agencies and in accordance with the same guidelines as those for regionally accredited institutions.

Students will not be awarded General Education English credit for courses taken outside of the United States, its territories or Puerto Rico. These students will be required to take a placement test to place into the appropriate level English course.

#### **Credit By Examination- Outside Agencies**

Universidad Ana G. Méndez (Florida Branch Campuses) accepts some form of transfer credit through credit by examination from outside agencies. No grades or grade point values will be assigned for credit by examination. Official copies of these test scores must be submitted directly to Universidad Ana G. Méndez (Florida Branch Campuses) Admissions from the appropriate issuing agency.

- a. Advanced Placement Exams (AP)

A student who wishes to receive credit for Advanced Placement courses must have their Advanced Placement scores sent from the College Board directly to Universidad Ana G. Méndez (Florida Branch Campuses) Admissions. A student who earns a score a 3, 4, or 5 on any Advanced Placement test is awarded Universidad Ana G. Méndez (Florida Branch Campuses) credit for the equivalent course according to established university guidelines. Students who obtained a 3 or higher on an AP exam should speak with their campus registrar.

b. Defense Activity Non-Traditional Education Support (DANTES/DSST)

The Defense Activity Non-Traditional Education Support (DANTES) program is a test conducted by the Educational Testing Services (ETS). The DANTES Subject Standardized Tests (DSSTs) measure earned achievement in specific university courses. Universidad Ana G. Méndez will award credit according to the established university guidelines. Universidad Ana G. Méndez does not permit a student to use exam credit towards grade forgiveness. Students who have taken DANTES Subject Standardized Tests should speak with their campus registrar.

c. Excelsior University Examinations

Excelsior University Examinations (formally known as Regents University Exams or the Proficiency Examination Program) are developed by Excelsior University using national committees of faculty consultants and national studies to assess how well the tests measure the performance of students in actual University courses. Excelsior University Examinations are approved by the American Council on Education and Excelsior University is accredited by the Middle States Commission on Higher Education (MSCHE). Universidad Ana G. Méndez (Florida Branch Campuses) will award credit according to the established university guidelines. Universidad Ana G. Méndez (Florida Branch Campuses) does not permit a student to use exam credit towards grade forgiveness. Students who have taken Excelsior University examinations should speak with their campus registrar. Detailed information about Excelsior University Examinations can be found online at [www.excelsior.edu](http://www.excelsior.edu).

d. International Baccalaureate (IB)

The International Baccalaureate (IB) Diploma Program is a rigorous two-year, pre- university liberal arts program of study for the highly motivated, academically oriented secondary student. The Diploma is awarded only to the student who meets curricular, service, and thesis requirements and score at the prescribed level on internationally standardized subject examinations. Through the IB program, a student may be awarded up to 30 university level credit hours. No grades will be assigned to credits awarded through the program. The student will not receive credit for 18 courses that duplicate credit awarded for courses attended at Universidad Ana G. Méndez (Florida Branch Campuses) or credit that was awarded through other accelerated programs (i.e., AP, CLEP, credit by examination, etc.). Universidad Ana G. Méndez (Florida Branch Campuses) will award credit according to the established university guidelines. Universidad Ana G. Méndez (Florida Branch Campuses) does not permit a student to use exam credit towards grade forgiveness. Students who have IB scores should speak with their campus registrar.

e. Cambridge Advanced International Certificate of Education (AICE)

The AICE program is an international advanced secondary curriculum and assessment program equivalent to the British system of “A-Levels”. AS-Level courses are comprised of curriculum lasting one academic year. A-Level courses encompass all AS-Level curriculum as well as additional topics. A-Level coursework

is completed over two academic years. Universidad Ana G. Méndez (Florida Branch Campuses) will award credit according to the established university guidelines. Universidad Ana G. Méndez (Florida Branch Campuses) does not permit a student to use exam credit towards grade forgiveness. Students who have taken AICE courses should speak with their campus registrar.

#### f. College-Level Examination Program (CLEP)

The College Board provides the CLEP program and offers students 30+ exams that cover introductory college level material. Students have the opportunity to be awarded credit according to established university guidelines. Universidad Ana G. Méndez (Florida Branch Campuses) does not permit a student to use exam credit towards grade forgiveness. Students who have taken or are interested in taking a CLEP exam should speak with their campus registrar.

#### **Education Credit for Military Service**

Students may earn university credit for military experience. Students should work directly with their campus Registrar to review military experience. The Registrar's Office will award credit on a course-by-course basis in relation to the student's declared program of study following the ACE recommended guidelines, and with approval from the appropriate Academic Administrator.

Students using VA educational benefits are required to submit their Join Services Transcript (JST) or the Community University of the Air Force transcript. Upon receipt of the transcript, the Registrar's Office will award credit on a course-by-course basis in relation to the student's declared program of study following the ACE recommended guidelines, and with approval from the appropriate Academic Administrator.

#### **Credit For Licensure or Certification**

Universidad Ana G. Méndez (Florida Branch Campuses) may award university credit to students intended to meet requirements toward academic programs and degrees based on specific licensure or certification. Eligible students must complete the *Articulation Credit Transfer Form* and provide a copy of the appropriate license or certification. The designated academic administrator will review documentation and determine the award of credit for the Registrar to post on the student's educational record.

#### **Prior Learning Credit (PLC)**

Prior Learning Credit (PLC) is a way student may be awarded appropriate credit for demonstration of knowledge gained from previous learning experiences outside the classroom. This learning may result from an industry certification, in-service training, or experience acquired during employment. Credit awarded through existing articulation agreements and MOU's will be excluded from this process.

Prior Learning Credit Guidelines:

1. Students must be enrolled in Universidad Ana G. Méndez (Florida Branch Campuses) courses in order to be considered for PLC;



2. Credits awarded through PLC will appear on the student's official transcript as credit only; no grade point values will be assigned to PLC;
3. A student cannot earn PLC for a course in which credit has already been attempted; PLC cannot be used to forgive a grade previously earned in a credit course;
4. A student must complete 25% of each degree or certificate program's total credit hours at Universidad Ana G. Méndez.

#### Prior Learning Credit Process:

1. Students who are interested in PLC must fill out a *PLC Application Form* and submit it to the School Dean.
2. The School Dean will contact the student to review the requirements of the portfolio.
3. Once the student submits the portfolio, the School Dean will review and determine what PLC credit will be offered.

#### **Transcripts**

Universidad Ana G. Méndez (Florida Branch Campuses) provides official and unofficial copies of student transcripts within our established university guidelines. Universidad Ana G. Méndez (Florida Branch Campuses) does not provide copies of other institution's transcripts to the student or to other institutions.