



Policy and Procedures regarding the evaluation and acceptance of transfer credits

Policy Number:	2009-05
Title:	Policy and procedures regarding the evaluation and acceptance of transfer credits
Effective:	July 15, 2009
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Policy Sponsor:	Student Affairs
Responsible Office:	Registrar

Policy Statement

SJBSM welcomes applications from candidates requesting transfer to our BSN, MPH and MD programs. In general, credit will be awarded for coursework of comparable content, level, and scope if completed at fully accredited colleges or universities. Credits earned at foreign post-secondary institutions may be evaluated for transfer if the institution is recognized by the local Department of Education as a degree-granting institution.

Scope

This policy applies to all applicants requesting transfer to any of the academic programs offered at SJBSM. The academic programs of SJBSM determine how credits may be applied to fulfill graduation requirements. All transfer applications are subject to availability of space.

General Guidelines

- The course must be similar in content, level and learning objectives to the offering of the SJBSM and must fulfill a requirement in the student's curriculum. Academic programs will determine transferability after evaluating courses syllabi.
- SJBSM does not grant transfer credit for:
 - Remedial courses
 - Continuing education courses
 - Courses taken at other institutions when the student is under academic suspension
 - Courses approved with grades of D
 - Non-credit offerings, technical, vocational, professional, and work
 - experience/co-op credits from other institutions.
- Each program establishes the maximum number and type of transfer credits.
- Coursework taken at a foreign institution must be evaluated by a United States institution equivalence or credential evaluation service recognized by the US Department of Education. Accredited programs may only consider transfer credit from accredited schools as established by their accrediting agencies.
- Candidates must be proficient in both English and Spanish.

- Candidates must meet the Technical Standards for Admission, Retention and Promotion as requested per program

Transfers for Bachelor of Science in Nursing (BSN) Program

- Requirements
 - Have taken at least 12 transferable credits in a higher education institution, earning at least a C average in each course.
 - Comply with the requirements established by the BSN program
- Criteria for Assessment
 - Transfer request form
 - Descriptions of courses requested to be accredited
 - An official transcript from the academic institution where the candidate completed courses requested to be accredited
 - Compliance with the Grade Point Average (GPA) established by the Satisfactory Academic Progress Policy.

Transfers for Master of Public Health (MPH) Program

- Requirements
 - Have passed courses requested as transfer credits with a grade of B or higher
 - Have taken courses in a period ≤ 5 years from time of admission request
 - Comply with the requirements established by the MPH program
 - The maximum number of total credits that may be recognized shall not be more than 20 percent (12 credits) of the total number of credits in the curriculum, in order to complete the graduation requirements.
 - The following courses cannot be transferred to SJBSM Public Health Program: Integrated Learning Experience I, Integrated Learning Experience II, Integrated Learning Experience III and EBPH-Applied Practice Experience
- Criteria for Assessment
 - Transfer request form
 - Descriptions of courses requested to be accredited
 - An official transcript from the academic institution where the candidate completed courses requested to be accredited
 - Compliance with the Grade Point Average (GPA) established by the Satisfactory Academic Progress Policy.

Transfers for Doctor of Nursing Practice in Adult Gerontology Primary Care Nurse Practitioner (DNP) Program

- Requirements
 - Has been previously enrolled in a higher education institution recognized as such by the Puerto Rico Board of Postsecondary Institutions, in charge of granting licenses to academic institutions, or by the governmental agency in charge of accrediting institutions of higher learning in the jurisdiction or country where the institution is based, and from a nurse practitioner program professionally accredited (CCNE, ACEN, or CNEA).
 - Have taken at least 12 transferable credits with a minimum of 3.25 general point academic average.
 - Comply with other admission requirements established by the DNP AGPCNP program.

- Criteria for Assessment
 - The academic record of transfer students admitted to the DNP AGPCNP program will be evaluated by the Admission DNP Committee. The maximum number of credits that can be validated is 50% of the credits of their NP program.
 - Transfer students who completed or possess courses in other Nurse Practitioner tracks (FNP, ANP, WHNP, among others) will have their academic record evaluated by the Admission DNP Committee to determine the specific number of credits to be validated.

Transfer for Doctor in Medicine (MD) Program

- Requirements
 - Must be currently enrolled and in good standing at their present medical school. No student can be considered who is not eligible for promotion at the time of transfer.
 - Have completed their first two years of Biomedical Sciences with a minimum prior to the academic year applying for
 - Have a passing Step 1 score of the United States Medical Licensing Examination (USMLE)
- Criteria for Assessment
 - Official transcript from the medical school
 - Official transcripts from each undergraduate university attended
 - Official report of MCAT scores
 - Official USLME Step 1 score equal to or greater than 200.
 - Dean's letter using the Medical Student Performance Evaluation (MSPE)
 - Two (2) letters of recommendation from faculty of the medical school attended.
 - One (1) letter of recommendation from a community leader
 - A letter indicating his/her interest to be considered for admission to SJBSM
 - Criminal history reports sent directly to the school from both the official place of residence and the applicant's current medical school location (if they are not the same)
 - Essay describing the reason you wish to transfer to SJBSM, your motivation for medicine, special qualities and strengths and medical and community service experiences you have had.
 - Good academic standing (minimum GPA of 2.75) in both undergraduate studies and the first two years of medical school
 - Vacancies are available

Responsibility for implementation

The final responsibility for the enforcement of this policy rests in the Student Evaluation and Promotion Committee.

Related documents and legislation

Federal regulations for Pell Grant, Supplemental Educational Opportunity Grant, TEACH Grant, Work-Study, and Direct Loans.

Appendices: None

History

- Adopted: July 15, 2009
- Revised: August 23, 2011
January 30, 2020
September 30, 2020
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July 20, 2024