



1. OBJECTIVE

This document defines the guidelines to be followed in the procedures for course credit transfers, for both external and internal transfers, to UPC's majors in the traditional undergraduate and EPE undergraduate programs.

2. SCOPE

All UPC undergraduate majors.

3. REFERENCE DOCUMENTS

Admissions Regulations
Undergraduate Studies Regulations
EPE Studies Regulations
Course Transfer Credit Matrices

4. DEFINITIONS

1. **Course Transfer Credits:** The decision to accept the competencies acquired in courses passed by students at other universities or centers of higher education and/or through agreements (including the international bachelor's degree program as a type of agreement). This translates to the decision to assign the credits corresponding to the courses that impart said competencies in the respective curricular map of the UPC major.
2. **Transfer Credit Matrix:** Database managed by the Academic Records Office that includes all historical credit transfers by course, program, and curricular map in force at that time and in that educational entity.

5. PARTIES RESPONSIBLE

Directors of UPC's majors.
Area directors.
Academic Records Office.
Admission.
Student Services.

6. GUIDELINES

Approved by:
Endorsement

Date:

8/31/2015



1. Transfer credit requests may be submitted by students and applicants.
2. The transfer credit request is subject to the timelines established by the Admissions Processes Office (external transfer credits) or by the Student Services Office (internal transfer credits), as applicable.
3. Students may only request course transfer credits during or up to their first year at UPC.
4. The maximum number of courses for which credits may be transferred is equivalent to 50% of the credits of the curricular map in force. This process begins with the courses of the initial terms, until reaching the established limit, as a maximum.
5. It is only possible to transfer credits for courses taken in academic terms passed prior to admission or reincorporation to UPC, or as established in the respective agreement.
6. When a student or applicant requests a course transfer credit and said transfer credit is contained in the Course Transfer Credit Matrix, the transfer credit shall be granted automatically. To the contrary, an assessment shall be performed, using the results to update the Course Transfer Credit Matrix.
7. Only those courses passed (with grade) at the institution of origin may be assessed.
8. Credits for courses whose equivalent courses have already been or are currently being taken by the student at UPC cannot be transferred.
9. In order to transfer credits for a course, at least 75% of the competencies must have been obtained in one or more courses at the institution of origin. It is possible that a course at the institution of origin may give rise to a transfer of credits for more than one course at UPC.
10. The course(s) for which the credits are to be transferred must have been passed within the last five (5) years.
11. Automatic transfer of credits must undergo a data validation process performed by the Admissions area, in the case of applicants, and the Student Services area, in the case of UPC students.
12. The documents to be submitted by the applicant or student are as follows:
 - Course syllabus (es). These must bear the seal of the institution of origin and correspond to the period in which they were passed. They shall indicate the document version or other type of identification making it possible to determine their date of validity.
 - Original transcript from the institution of provenance (unless the student's records are on file at UPC).
13. The Director of the major shall review all the documentation submitted in order to validate the course(s). The academic content to be reviewed is as follows:
 - a. Course summary: The "Name of the Course of Origin" is verified and the "Course Summaries" are compared.
 - b. Syllabus: Review of the syllabus of the course of origin, the contents or topics of which shall be similar to at least **75%** of those of the UPC course. The term indicated in the transcript shall match the syllabus version under evaluation.
 - c. Hours: Review of the total "Academic Hours" and "Credits" of the course of origin, which must be extremely similar to those of the UPC course for which the credits are to be transferred.

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- d. Time: The course for which credits are to be transferred shall have been passed within the time period indicated in Point 10 hereof.

In case the information submitted is insufficient to reach a decision, the Program Director's Office may request additional information and/or schedule an exam. In the event that the Program Director requests that an exam be taken, the passing grade in all cases is 13.

14. The Academic Records area shall keep records of all course transfer credits.
15. The Program Director's Office shall keep up-to-date information on the following aspects:
- Table of UPC courses for which credits have been transferred: Summary of UPC courses for which credits have been transferred from the courses of origin, as a result of prior reviews and decisions.
 - Table of UPC courses for which credits have not been transferred: Summary of UPC courses for which credits have not been transferred, as a result of the definition of the UPC's Schools or Academic Areas, since these courses are a guarantee of the UPC's professional education.

Approved by:	Date:
Jose Pereyra Vice-Rector for Academic Affairs	8/31/2015

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**COURSE TRANSFER CREDIT GUIDELINES
FOR APPLICANTS AND UNDERGRADUATE
STUDENTS**

MAT-PYL-01

**VERSION:
1**

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