

University of Puerto Rico  
Medical Sciences Campus  
School of Health Professions  
Department of Graduate Program  
Occupational Therapy Program

## **Transfer Credit Policy for the Master in Science in Occupational Therapy Degree**

Occupational Therapy Program, School of Health Professions of the Medical Science Campus, UPR admitted students, who have approved course credits in an entry level occupational therapy degree program from another high education accredited institutions can petition transfer credit course evaluation through a written petition to the Program Director. The Program Director in conjunction with the Program Faculty will assess all transfer credit petitions and will complete an analysis and final determination related to the course transfer credits. The Program Director and OT Faculty can endorse and approve a maximum of 8 credit transfer, as long as the student presents the evidence of compliance with the eligibility criteria.

### **Transfer Credit Eligibility Criteria**

- a. Courses must have been taken in an institution accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) or approved by the World Federation of Occupational Therapists (WFOT).
- b. Courses must have been approved while the student was officially matriculated and in good standing at an entry-level OT program. Course taken with special permissions will not be transfer.
- c. Student must provide the official syllabus of the course(s) taken and any additional official documentation that might be required by the OT Program to evaluate the course(s) content.
- d. Credits to be transferred must have been taken during the last six years before the admission year in our Program. Courses taken for more than six years will not be consider.
- e. Only courses approved with an A or B qualification/grade can be transferred (or its equivalency for international institutions).
- f. Only basic courses (i.e., first year courses) would be transferable. Credits of courses pertaining to evidence-based practice, theory and practice of OT, and fieldwork experiences will not be transferable.
- g. The equivalency between the content of course(s) to be transferred and the course(s) required by the program will be determined by the faculty, considering aspects such as: the level of the course(s), the content, number of credits, course length, and teaching methods and strategies. The number of credits to be transferred must not be less than the number of credits of the course(s) required by the program.
- h. The decision of equivalency of the course credits to be transfer will require that 75% of the evaluation faculty members agree.
- i. The maximum of credits to be transfer for each student will be 8 credits.

All cases of transfer of credits will be processed through the Program Director to the Registrar, with the approval of the OT Faculty and Associate Dean of Academic Affairs Faculty, using appropriate forms or procedures.

All students admitted to the Program who petitions transfer credits eligibility assessment must petition their request within 15 calendar days from the date of receipt of their letter of acceptance or conditional acceptance to the Program. The Program will have 30 calendar days to evaluate the application and make a final determination and notify the student. This final determination will be sent to the Registrar during the first two months of the semester in which the student is admitted.

Approved in Faculty Meeting on November 26, 2014.

(English Translation)