



# ESCUELA TECNICA DE ELECTRICIDAD, INC.

PONCE SAN JUAN FAJARDO Tels,  
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[www.etepr.edu](http://www.etepr.edu)

## Transfer Credits Policy

The Transfer Credits Policy of Escuela Técnica de Electricidad (ETE) is applicable to all admitted students who have approved postsecondary or college-level credits at previous institutions that are accredited by a recognized accrediting agency approved by the U. S. Department of Education, in any of the armed forces of the U. S., or in training programs at non-educational entities properly certified or licensed by a federal or state agency prior to entering ETE, who formally request transfer of credits. ETE will perform the evaluation of the official credit transcript of the institution of origin to ensure that it is compatible with the current curriculum.

This Policy is as follows:

- The request for transfer of credits shall be made when completing the admission application.
- Courses to be considered for transfer must have been approved with a grade of “C” (minimum 70%) or more, or its equivalent, and shall be equal in contents and number of credits as those at ETE.
- Up to a maximum of nine (9) credits will be accepted for ETE’s 36-credits programs, and up to six (6) credits will be accepted for ETE’s 24-credits programs.
- Students who have previously approved credits at any of ETE’s campuses will receive credit of all units (credits) approved with a grade of “C” (minimum 70%) or more and which are equal to those of the new program for which re-admission is applied.
- Students who have approved courses or credits in any of the armed forces of the U. S., or in training programs at non-educational entities properly certified or licensed by a federal or state agency may receive credit for those courses approved according to the criteria established in # 2 and 3 above. **Official** evidence of this is required.
- Students who wish to be considered for transfer of credits must request an **official** transcript from the previous institution, or an **official** evidence of the courses or credits approved in any of the armed forces of the U. S., or in training programs at non-educational entities properly certified or licensed by a federal or state agency.

- The committee designated by ETE will determine which and how many credits will be accepted in transfer. The committee's decision on the credits that will be accepted in transfer, if any, will be notified in writing to the student prior to the class start.
- The tuition charge and the financial aid awarded (if any) for the term to which the transfer credits are applied will be adjusted accordingly.
- No fees or charges will be assessed for the transfer of credits. Students may submit a written appeal to the campus director for the committee's decision within five (5) days of the notification.
- ETE will give a copy of the Transcript and the Catalog to the student, free of charge for a Transfer of credit to another school.