

Inter American University of Puerto Rico

Orlando Cyber Center

Academic Information for Master Degree Programs

Admissions Procedure for Master Degree Programs

(PROCESO DE ADMISIÓN A PROGRAMAS DE MAESTRÍA)

Applicants for the Master's in Sciences in Computer Sciences Degree may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Fajardo Campus
Calle Unión-Batey Central
Highway 195
Fajardo, Puerto Rico, 00738
or
PO Box Box 70003,
Fajardo, Puerto Rico, 00738-7003

Applicants for the Master's of Business Administration Degree may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Metropolitan Campus
Highway 1, Km 16.3
Corner Francisco Sein St.
Rio Piedras, Puerto Rico 00919
or
PO BOX 191293
San Juan, Puerto Rico 00919-1293

Applicants for Master's degrees should also request that the registrars of colleges previously attended send transcripts directly to the above-referenced Director of Admissions at the Fajardo Campus or Metropolitan Campus. Transcripts and the applications for admission should be received at least one month prior to the applicant's registration date. If a student is also applying for a graduate assistantship, all supporting papers for admission to the University should be received no later than April 30 for the first semester and September 30 for the second semester.

To be considered for admission to the Master's Degree Programs, students must:

1. Have a bachelor's degree from an accredited institution.
2. Have a grade point index of 2.50 or above in the last sixty credit hours of academic work (at the undergraduate level or a combination of undergraduate and graduate credits in case the applicant already has a graduate degree from a recognized university.)
3. Present the results of one of the following tests taken within the five year period preceding the date of requested admission: a) Graduate Record Exam (GRE); b) Miller Analogy Test (MAT); c) Examen de Admisión a Estudios de Posgrado (EXADEP); or d) Graduate Management Admission Test (GMAT).
4. Demonstrate, through an examination or other appropriate means as determined by the academic department or division, the ability to interpret professional material, both in Spanish and English, and the ability to express themselves correctly in writing in one of these languages. **Classes are primarily taught in Spanish, so Spanish proficiency is essential.**

5. Request an evaluation of their transcript by a specialized agency (e.g., WES) if their bachelor's degree or equivalent from a university of recognized standing uses a grading system different from that used in this University.
6. Meet the admission criteria of the programs to which they are requesting admission. These criteria shall be established by the Department or Graduate Program and have prior approval of the Vice President for Academic and Student Affairs and Systemic Planning.

Conditional Admission

Students not fulfilling all baccalaureate course requirements for admission to a Master's Degree Program may be conditionally admitted. Such students must complete these requirements before or during the term in which they pass their first twelve (12) graduate credits.

Admission of Undergraduates to Master Degree Courses

Undergraduate students at Inter American University who have a grade point index of 3.00 or higher and are within 30 credits of graduation may apply to the appropriate Department Chairperson directly or through the Executive Director of the Cyber Study Center for permission to enroll in Master's level courses. Undergraduate students with such permission are required at the time of enrollment to declare whether the credits obtained in such courses are to be applied toward an undergraduate or a graduate degree. The standard graduate tuition rate for those credits shall apply. Students receiving a grade of A or B in courses designated to be applied toward a graduate degree may request credit for those courses when applying for admission to the graduate program.

Expiration Norm for Graduate Courses

All work with academic credit will be valid for a period of ten (10) years. Courses to which the expiration norm is applied will appear in the student's academic record, but they will not be considered for the general grade point index.

Readmission to Master Degree Programs

Students previously enrolled in Master Degree Programs at this University who have not registered during the previous thirteen months, must apply for readmission through the Office of the Registrar of the campus to which they desire to continue their studies. Every application for readmission must be received at least three weeks before the first day of registration of the term in which students wish to resume their studies. An official transcript of any work taken while students were not enrolled at Inter American University should be submitted. Before being readmitted, students must receive an academic evaluation and orientation by the corresponding Program Director.

Readmitted students will be governed by the Graduate Catalog and other rules and regulations in effect at the time of their readmission.

Maintenance of Active Status in Master Degree Programs

Students, who have completed all requirements for a Master's Degree, except the comprehensive examinations, thesis, or similar program requirement must pay a fee each semester established by the Administration in order to maintain their ties with the University between the completion of course requirements and the awarding of the degree within the established seven-year period.

Admission of Transfer Students to Master Programs

Applicants for admission as transfer students to Master Degree Programs will be considered if they meet the conditions of the Program to which they seek admission as listed in the section entitled "Admission Requirements."

Applicants should request that the university where they studied send a copy of their transcript directly to the person or office indicated in the section "Admissions," so that they may receive credit for their studies.

Up to nine (9) credits will be accepted for transfer, and these only if the grades achieved are "A" or "B", and if the courses are considered comparable to those offered at this University and meet department requirements. Credits from a completed Master's Degree will not be accepted toward a Master's Degree at this University. These determinations will be made by the Chairperson of the appropriate department and will be subject to approval by the Dean of Studies of the campus to which the transfer student is admitted. Academic work taken more than ten years prior to admission will not be considered for transfer credit. The expiration norm for courses will apply to these courses.

Requirements for Satisfactory Academic Progress in Master Degree Programs

The University requires that all graduate students demonstrate satisfactory academic progress at the end of each academic year. Such progress will be determined by:

- a. The grade point index;
- b. The relationship between the number of credits attempted and the number of credits passed; and
- c. The maximum time to complete the degree.

A. Grade Point Index Requirements:

Master's level students must maintain a minimum cumulative grade point index of:

- a. 2.50 for the first eleven (11) credits completed.
- b. 3.00 from twelve (12) credits completed up to the completion of the degree.

B. Requirements of Credit Passed in Relation to Credits Attempted:

All students must pass at least 75 percent of the credits attempted.

Attempted Credits - attempted credits are those credits that correspond to courses in which the grades and/or administrative action symbols of A, B, C, F, P, NP, AD, I, W, or T have been received.

Credits passed - credits passed are those credits that correspond to courses in which the grades of A, B, C, P or T have been received.

Probationary Period

All students whose academic progress is not in accordance with the rules set forth in Items A and B will be placed on academic probation for two semesters or three trimesters. The academic load for students who are on probation because of their grade point index will be limited to nine (9) credits per semester or six (6) credits per trimester.

Students, who are on probation because of the reasons stated in Item B, will be able to take the maximum number of credits permitted for regular students during the next study period.

Students who, by the end of their probationary period, have not attained the requirements stated in Items A and B will be suspended from their academic program because of deficiency for a period of one semester. However, students who, during the probationary period, pass at least 75 percent of the attempted credits with a minimum grade point index of 3.00 in all completed courses will be able to continue their studies on a probationary status.

At the end of the suspension period, students may be readmitted to the University with academic probationary status for two semesters or three trimesters. However, students who have been dropped twice for academic reasons will be permanently suspended from the program in which they were enrolled.

Students who are on probationary status to achieve the requirements stated in Items A and B retain their eligibility for financial aid.

C. Time Period Requirements:

Students in the Master's Degree Program will have a maximum of seven (7) consecutive calendar years to complete the degree requirements from the date on which they begin to take their first graduate course after admission to the graduate program.

Students also accrue study time for transfer credits. Such time is accumulated at the rate of one (1) year of study for 16 transfer credits. Students, who do not complete their degree within the maximum time period established, may be evaluated to determine if they will be permitted to continue their studies. Students granted time extension to complete their studies will not be eligible for financial aid.

D. Other Provisions of the Satisfactory Academic Progress Norm

Through the Executive Director of the Cyber Study Center, all students who wish to appeal any decision related to the requirements of satisfactory academic progress will have the right to do so pursuant to the appeal process established for students enrolled in the Cyber Study Center.

After graduation, probationary or suspension periods to which students have been subject because of the application of the satisfactory academic progress requirements will not be reflected on their transcripts.

E. Graduation Requirements for Masters Programs

Students will graduate under the program and the rules established in the Graduate Catalog of the University under which they were admitted or any subsequent Graduate Catalog at the student's request, but never in a combination of catalogs. Re-admitted students will graduate under the rules of the program in the Graduate Catalog in effect at the time of their readmission or under any subsequent Graduate Catalog at the student's request.

F. Graduation Requirements for the Master's Degree

In order to satisfy the Graduation Requirements of the Master's Degree at Inter American University, students must:

1. Be regular students,
2. Have completed the program required courses established in the Graduate Catalog,
3. Obtain a general academic index of 3.00 or more, and
4. Obtain an academic index of 3.00 or more in the courses required for their degree.

All students must complete their degree within the period of time established for each academic program. In case the program does not specify this, the maximum time will be that established by the University.