

Academic Information for Master Degree Programs

Admissions Procedure for Master Degree Programs

Applicants for the Master's in Educational Management and Leadership Degree may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Arecibo Campus
PO Box 4050
Arecibo, Puerto Rico, 00614-4050

Applicants for the Master in Education in Bilingual Education Degree may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Aguadilla Campus
PO Box 20000
Aguadilla, Puerto Rico, 00605

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

Director of Admissions
Barranquitas
PO Box 513
Barranquitas, Puerto Rico, 00794

Applicants for the Master's in Sciences in Computer Sciences Degree, Master's of Business Administration Degree (General or Human Resources) may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Fajardo Campus
PO Box 70003,
Fajardo, Puerto Rico, 00738-7003

Applicants for the Master's of Science in Computer Science with Specialization in Networks and Security may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Guayama Campus
PO Box 10004
Guayama, Puerto Rico 00784-4004

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

Director of Admissions
Metropolitan Campus
PO Box 191293

San Juan, Puerto Rico 00919-1293

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

Director of Admissions
San German Campus
PO Box 5100
San German, Puerto Rico, 00683

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 Barranquitas Campus, Fajardo Campus, Guayama Campus, Metropolitan Campus or San German 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 University.
6. Meet the admission criteria of the programs to which they are applying. 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.

ALL STAFF WHO RECRUIT PROSPECTIVE STUDENTS OR WHO PARTICIPATE IN THE ADMISSION OF PROSPECTIVE STUDENTS HAVE COMPLETED AN ADMISSIONS TRAINING PROGRAM IN COMPLIANCE WITH RULE 6E-1.0032(12), F.A.C.

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 The 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 in 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 The 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 apply as listed in the section entitled "Admission Requirements." Applicants should request that the university where they studied send a copy of a 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, if the grades achieved are "A" or "B", and if the courses are comparable to those offered at this University and the courses meet department requirements. Credits from a completed Master's Degree will not be accepted toward a Master's Degree at this University. Credit 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.

TRANSFERABILITY OF CREDIT IS AT THE DISCRETION OF THE ACCEPTING INSTITUTION. IT IS THE STUDENT'S RESPONSIBILITY TO CONFIRM WHETHER OR NOT CREDITS WILL BE ACCEPTED BY ANOTHER INSTITUTION OF THE STUDENT'S CHOICE.

FOR A STUDENT TO EARN A DEGREE FROM THE UNIVERSITY AT LEAST 25% OF THE CREDITS HOURS REQUIRED TO SATISFY THE PROGRAM REQUIEREMENTS MUST BE COMPLETED AT THE INSTITUTION AWARDING THE CREDENTIAL.