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1. PURPOSE

The purpose of the transfer credit policy is to ensure that students have the opportunity to advance in their studies without duplicating academic work previously completed at accredited institutions. This policy seeks to guarantee a transparent, objective, and consistent process that values the student's academic background while at the same time preserving the institution's academic quality standards.

2. SCOPE

This policy applies to all students requesting recognition of transfer credits in CFU's academic programs. It covers both the initial preliminary evaluation during the admission process and the official review conducted once the student has been admitted. It also establishes the guidelines to be followed by the faculty responsible for the academic evaluation, ensuring uniformity and fairness in all decisions related to the transfer of credits.

3. DEFINITIONS AND TERMS

Academic units: These are organizational structures within an educational institution that are organized around one or more fields of knowledge, related disciplines, or interdisciplinary subjects. Their members are usually primarily teachers and are governed by a development plan and institutional regulations.

Academic authorities: these authorities officially represent the academic units, make strategic decisions, and oversee educational policies.

Levels: these are the organized and progressive stages that a person goes through during their academic training. We have undergraduate and graduate levels.

4. REGULATORY DOCUMENTS

The following are the external and internal REGULATORY DOCUMENTS for quality assurance during the execution of the process:

- Regulation on Diversity, Equity, and Inclusion (SB 266 - Restriction on Higher Education)
- Student Code of Conduct (Florida Statutes 1006.60 for higher education)
- Florida Statutes - Student and Parental Rights (Sección 1002.20)
- Código de Conducta Estudiantil (Florida Statutes 1006.60 para educación superior)
- Política de privacidad y protección de datos (FERPA)
- Normativas de accesibilidad (ADA - Americans with Disabilities Act)
- Florida commission for independent education
- Reglamento Académico CFU

5. GENERAL POLICY AND GUIDELINES

5.1. General Policy Statement

CFU recognizes the importance of transfer credit to support student mobility and academic progression, while ensuring that all awarded credits meet the institution's academic standards. The university is committed to a fair, consistent, and transparent transfer credit policy that balances flexibility for students with the preservation of academic integrity.

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Transfer credit may be granted for courses successfully completed at other accredited institutions of higher education, provided that the course content, credit hours, level, and learning outcomes are determined to be equivalent to those of CFU. Transfer evaluations are based on official documentation submitted by the student, including sealed transcripts and course syllabi, which must meet institutional and accreditation requirements.

All transfer credit decisions are reviewed and validated by qualified academic personnel following established institutional procedures. The rationale for each decision is documented in the student's permanent academic record to ensure accountability and transparency. Students are informed of the outcome in writing and may appeal according to published procedures.

CFU also makes clear that the acceptance of CFU transfer credits by other institutions is not guaranteed and remains at the discretion of the receiving institution.

5.2. Specific Guidelines

- Students may transfer up to 50% of the total credits required to complete their program at CFU; however, in accordance with institutional policy and state regulations, at least 25% of the credits or hours required for the program must be earned through instruction taken directly at CFU.
- The courses or credits to be validated must have been passed with a minimum grade equivalent to the CFU grade of:
 - C or higher for undergraduate programs.
 - B or higher for graduate programs.
- Courses or credits must have a degree of similarity in content of at least 75% with respect to the course offered by CFU.
- The university may accept a combination of one or more courses passed at the institution of origin to meet the content equivalence requirement.
- Supporting documents must be in English.
- If they are in another language, they must be duly translated into English. If they come from another country, they must have the respective certification from the country of origin and/or the Hague Apostille. The review and evaluation of validation requests will be carried out by the Academic Coordination of the corresponding program. All validations will be documented, reported, and supported in the computer system established by the Office of Academic Records.

5.2.1. Academic Communication

- The Academic Coordination Office will analyze the request and issue a validation report. The report will be registered and filed in the computer system of the Office of Academic Records, and the student will be officially notified of the decision.
- Academic credit is the unit of measurement required for students to pass and achieve the objectives of each subject or scheduled activity. It measures the time (hours) that students need to devote to each academic subject. Academic credit consists of classroom hours and hours of work outside the classroom. In this sense, 01 (one) academic credit is equivalent to 16 (sixteen) synchronous classroom hours over a period of 8 weeks (1 term) and hours doing activities such as forums, tests, assignments, and reviewing materials.
- A synchronous teaching hour is 50 minutes long.
- For each synchronous teaching hour, students need at least 2 hours of additional independent work.

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Credit	Synchronous hours	Type of activity Synchronous	Asynchronous hours	Type of activity Asynchronous
1	16	Class session, direct instruction delivered in a synchronous virtual space	0	—
2	16	Class session, direct instruction delivered in a synchronous virtual space	16	Combination of recorded videos + guided activities + forums + tests + review of materials + asynchronous curricular resources.
3	16	Class session, direct instruction delivered in a synchronous virtual space	32	Combination of recorded videos + guided activities + forums + tests + review of materials + asynchronous curricular resources.

5.2.2. Credits equivalence

Course validation is the acceptance by CFU of credits obtained by taking a regular course (at CFUC or any other university). These credits are therefore counted toward obtaining an academic degree.

The course validation process will be carried out at the student's request, and its approval will depend on the analysis of the content of the course to be validated, as well as its correspondence with the courses in the CFU curriculum. In all cases, validation will be carried out by submitting the official transcript to CFU.

Credit recognition table: Europe, USA, Latin America.

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Country and Continent	Credit Denomination	Regular Conversion	Observation	Conversion Examples
Europe	European Credit Transfer System (ECTS)	1 ECTS credits = 0.5 CFU credit 1 CFU Credit = 2 ECTS credits 6 créditos ECTS = 3 créditos CFU	ECTS (European Credit Transfer and Accumulation System): This system quantifies the total student workload required to achieve a learning outcome, including class time and independent study. US Credits: The US system is typically based on contact hours, where one credit is often equivalent to one hour of instruction per week, with an expectation of 2-3 hours of independent study.	4 créditos ECTS = 2 créditos CFU * While the 2:1 (ECTS to US credit) ratio is a common guideline, CFU may have some freedom to convert additional credits. The difference will be measured in function of the total workload vs. contact hours of the course.
United state	Semester Credit Hours (SCH)	1 semester credit hour = 1 CFU credit	Semester Credit Hours (SCH): In the US, the most common system is Semester Credit Hours (SCH), also known as academic credits. Workload-Based: One US credit generally represents one hour of in-class time and two hours of outside-of-class work per week over a semester. Total Hours: This means a total of approximately 45 to 50 hours of work (including contact hours and self-study) for each credit.	3 SCH credits = 3 CFU credits * Internal Consistency: Since CFU is already working within the US credit system, there is no need to convert the values. The credits are already in the desired format. The number of US credits you have earned can be directly applied to your academic records and degree requirements.

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Country and Continent	Credit Denomination	Regular Conversion	Observation	Conversion Examples
Latinoamérica Some countries	Crédito Académico (LA)	1 CFU credits = 0.75 credits LA *se evalúa cada casuística de cada país	There's no single, universal US to Latin America credit conversion because educational systems differ in how they define credit hours and workloads. However, a general US credit hour typically involves about 15 contact hours and requires about 45-50 total hours of work per semester. You can often find specific conversion guidelines. Some key differences are the following Contact vs. Independent Study: Grading Scales: Grading systems vary significantly, with some Latin American institutions University-Specific Policies:	3 CFU credits = 4 LA credits 2 CFU credits = 3 LA credits *se evalúa cada casuística

3. APPENDIX

Code	Appendix	Validity
POL 01.SP03- DOC01	CFU Catalog 2024	3 years

4. VERSION CONTROL

N°	Requested by	Changes Control
1.0	General Academy Direction	Documentación inicial