



UNIVERSITY OF PUERTO RICO, MEDICAL SCIENCES CAMPUS,
SCHOOL OF MEDICINE

**Office of the Associate Dean for Biomedical
Sciences & Director of Graduate Studies**

POLICY ON GRADUATE PROGRAM TRANSFERS

A transfer student is defined as an applicant who has attended an accredited Graduate School or has attempted one or more courses, in a graduate level, regardless of credits earned.

The Division of Biomedical Sciences (DBS: certification #48; 1975-1976) of the Medical Sciences Campus, University of Puerto Rico (MSC-UPR), will not consider transfers from another University, or from international programs. If you are currently enrolled in another Graduate School or Program (MD among others), you must apply directly through our admission process. If admitted, the candidate may request course validation as established by the rules and regulations from the department to which the student is admitted and the Register's Manual.

The DBS highly encourages that students who have been admitted in a Master of Science (MS) Program in the UPR School of Medicine, DBS, should finish the MS degree in three years, as established by the Program. Therefore, the DBS of the MSC-UPR, will not consider transfers from the MS Program to the Doctor of Philosophy (PhD) Program. Thus, if a current MS student wants to pursue a PhD Program, a formal application to the PhD Program must be submitted. Individual department may have additional requirements. Only one type of internal transfer shall be considered. Specifically, consideration may be given for a student who has been admitted into a PhD Program in one of our basic science—graduate programs who desires to be transferred to the PhD Program in another department within the UPR School of Medicine, DBS.

Transfers from a PhD Program in one department to the PhD Program in another department within the DBS-UPR School of Medicine, shall follow the following criteria:

- a. A minimum average of 3.00 or more in the graduate GPS and other academic requirements stipulated by each program.
- b. The student may not have disciplinary findings and/or sanctions as stipulated in the Disciplinary Rules and Procedures of the General Student Regulations.
- c. Candidate must submit a 250-word essay explaining the reason and justification for the transfer.
- d. Department may require a student interview.
- e. DBS Graduate Committee must receive a recommendation letter from the Department Chair or Department Graduate Committee that accepted the student.

Transfer letter of intent must be submitted at the end of the student's first year, or no later than the first semester of their second year of graduate studies.

The deadline to submit the Department's recommendation for evaluation within the Graduate Committee will be the first Monday of February, and September, each year.

The student's initial year of admission to the PhD Graduate Program, would still be the official date of admissions, as stated in the Register's Manual for the UPR MSC.

Applicants must submit all documents before the deadline to ensure evaluation of the application. A student who meets admission criteria will be evaluated. Acceptance is subject to space availability.

Approved by the Curriculum Committee of Biomedical Sciences on December 02, 2021.

Committee Members:

Dra. Natalia Valentín, Assistant Professor
Department of Anatomy & Neurobiology

Dr. Pablo Vivas, Associate Professor
Department of Biochemistry

Dr. José G. Ortiz, Professor
Department of Pharmacology & Toxicology

Dr. María J Crespo, Professor
Department of Physiology

Dr. Loyda Meléndez, Professor
Department of Microbiology & Medical Zoology

Dr. Yailis Medina, School of Medicine,
Curriculum Director & Associate Professor,
Department of Obstetrics & Gynecology

Dr. Irma Rivera, Director, Office of Evaluation
and Research on Medical Education

Mr. Jorge E. Martínez Jiménez
PhD Student Representative

Ms. Xaymara Hernández González
MS Student Representative

Dr. Jennifer Barreto, Graduate Program Coordinator
Biomedical Sciences & Professor Department
of Anatomy & Neurobiology

Dr. Nivia L. Pérez-Acevedo, Interim Associate Dean
of Biomedical Sciences and Director of Graduate
Program & Professor Department of Anatomy & Neurobiology

Approved by the Faculty of the School of Medicine in their semi-annual meeting on December 09, 2021