

INSTITUTIONAL POLICY RÍO PIEDRAS ON PRIVACY OF EDUCATIONAL RECORDS

The University of Puerto Rico intends to comply fully with the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act of 1974 as amended). This law protects the privacy of student education records and establishes their right to inspect and review those records. Also it provides guidelines to correct the accuracy of information through informal and formal hearings. Students have the right to file complaints if they so wish, to the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, SW Room 4524, Switzer Building, Washington, D.C. 20202, concerning alleged violations of law by the institution. Copies of institutional policies established by the University in compliance with the law, may be obtained from the Dean of Students at the Financial Aid Office at the Student Affairs Offices of the faculties and schools and in the Office of the Registrar.

"STUDENT RIGHT TO KNOW ACT"

In December 1995, the United States Department of Education, issued the necessary regulations to implement the law known as "Student Right to Know Act" (SRKA). This law requires post-secondary institutions participating in the economic assistance programs of Title IV, compile, publish and disseminate information concerning graduation rates and transfer students. The Office of Academic Affairs of the Central Administration, in conjunction with the institutional units will establish appropriate procedures to disseminate information through different media, such as brochures, catalogs and literature on admissions.

TRANSIENT STUDENTS

Students are considered transient students from other accredited universities or colleges applying for admission for the first time to take courses during a summer or semester with the intention of transferring them to their university or college of origin. . It is required to file the application for the admission, meet the requirement of a minimum average of 2.00, managed to send an official copy of your transcript and a written permission of the dean or the relevant faculty specifying the recommended courses that students shall take. Such an admission is limited to the reference academic session and the Director of Admissions will process the authorization of the dean of the faculty concerned. Undergraduate students that have a bachelor's degree, or equivalent, awarded by an accredited institution, are considered for admission subject to the recommendation of the dean of the faculty in which they are interested to take such courses. The admission for these students will be conditioned after providing opportunity for active students admitted and readmitted, according to the priorities established by the Campus.

SPECIAL PROGRAMS

They are also considered under the rules of admission of new students to applicants for special programs designed to serve the purposes of agencies, organizations or entities in agreement with the Chancellor of the Campus. In special situations, the agency or department requesting the service may ask the Chancellor to exempt applicants meet admission requirements. Students who have been admitted to a special program, to which they are exempt only to meet the requirement of the admission index may continue other university studies if they pass 24 credits in the special program to which they are attached with a minimum GPA of 2.00 and they are admitted to a college. Those who hold a bachelor's degree, or equivalent, awarded by an accredited institution, are considered for admission subject to the recommendation of the dean of the faculty in which interested in taking these courses. In any case, it is required that this admission *shall* be reported to the Registrar's Office in due time.

SPECIAL ADMISSION

Special admission will be given to those cases that merit it, having been considered and decided by a committee of Special Admission composed of the Director of the Office of Admissions, a representative of the Dean of Academic Affairs, the Registrar, the Dean of the Faculty concerned with the case in question, or his representative, and a student senator selected by the student Senate Caucus. The committee, based on the applicant's academic status, determine the admission and the order to take General Education courses. Among these, will be considered the following situations:

1. Cases of students who apply, which have an index of 3.0, but who do not meet credit requirements or college courses.
2. Cases from institutions where basic courses in General Education or its equivalent, are not offered or because they were not required in the student's program.
3. Applicants who qualify for admission and who come from countries where Aptitude Test and Achievement required for entry are not offered, provided it impossible to offer the exam in the country.
4. Applicants with physical or mental limitations, in order to determine the best ways you can take care of their development consistent with the purposes of the institution.
5. Other cases that require special attention, similar to those listed.

IN TRANSFER APPLICATIONS

Certification 115 (1996-97) of the Board of Trustees sets the articulation of a policy of transfer to baccalaureate programs. This will take effect as soon as the rules are approved by the appropriate academic programs and the university authorities.

Those students active or inactive in a unit of the University System requesting change to Río Piedras undergraduate level are considered.

Transfer requests will be processed through registrars of the different institutional units of the System on the dates specified in the academic calendar. Applications filed directly by students are not accepted.

Registrars of the institutional units of the university system shall send to the Registrar of Río Piedras, along with documentation of rigor, transfer requests at or prior to the agreed date. Campus Registrar, in turn, send requests to the deans of the respective faculties within the framework of a deadline. The deans of the faculties consider the applications received and send a copy of these results to the Registrar's Office.

The Registrar shall notify other registrars and students of decisions made in each case by the respective deans.

The number of students from the university system to be considered for transfer to Río Piedras will be conditioned by the existing spaces after having provided for active students and inactive students, which has not been suspended and that have been accepted for readmission to the same college they had originally studied.

A student suspended from a unit of the system by administrative decisions or a disciplinary action process shall not be allowed in any branch during the term of suspension or a final decision in the case of administrative or disciplinary action was completed.

SELECTION OF CANDIDATES

1. The selection of candidates will be in descending order of grade point average in accordance with the general provisions stipulated deadlines and space availability for each college.

2. The candidates for admission to the Río Piedras Campus from the university system who have completed at least 48 credits, among which include at least four basic General Education courses. It also requires that the student meets the requirement for retention index for the year of study and other requirements for the college of choice.

3. This provision shall apply in all cases, except for students who will study in the fields of Family Ecology, Business Education, Industrial Arts, Industrial Vocational, Elementary Education, Recreation (Education), Environmental Design (Architecture) and Communication. In these cases, only be required for the transfer student to pass 30 credits including four (4) basic general education courses with a minimum retention index of Río Piedras, except Elementary Education (K-Third, Fourth to Sixth) and Nutrition and Dietetics, with an index of 2.50 and English to Spanish speakers with an index of 2.30, and the other requirements of the faculty of interest. This exception will also apply with respect to students who wish to continue studies towards the Bachelor of Office Systems Administration, where only basic courses in English and Spanish are required within those 30 credits with a grade point average of 2.50.

The process of pre-registration of transfer students accepted into Río Piedras will take place jointly and on equal conditions with the pre-registration of Campus students who aspire to enroll.

TRANSFERS

Students who were originally admitted to Río Piedras, but who chose to enroll in other institutions outside the University System, may be accepted at Río Piedras as transfers. Similarly, those who have studied at other universities duly accredited outside the University System and wish to enter the Río Piedras campus shall be considered with transfer standards. All transfer candidates must file an application for admission to the Admissions Office and manage the delivery of two official copies of their academic record directly from the institution of origin to the Director of Admissions of the Río Piedras Campus. Shall not be considered as official copies those received through the student.

Candidates for admission by transfer must submit the documentation required by the Admissions Office of the Campus. This office will determine eligibility of applicants and then refer to the respective deans. The deans of the respective faculties will proceed to make a preliminary assessment of academic equivalence of credits in each case, taking into consideration the spaces available, the student's grade point average and the courses of interest. Applicants who, having been admitted to the Río Piedras as freshmen, enrolled in other universities and later transfer to the Campus, shall be admitted under the conditions governing readmissions.

SELECTION OF CANDIDATES

1. Eligible applicants are those who, at the time of filing the application, have passed a minimum of 30 credits and maintain a GPA of 2.5 or its equivalent before entering the campus. In the general point average are included the courses in which the applicants have obtained "D" or "F", and in the number of credits for transfer admission those with "D" are included. These courses with "D" or "F" are not validated for acceptance. Candidates should approved with "C" or higher any course which the faculty or department of interest requires as a condition of entry. The general education include freshman Biological

Sciences, Physical Sciences, Social Sciences, Spanish, Humanities and English. The College of General Studies establishes the equivalence of these courses. Applicants must have also approved those other courses required by the College they are applying for admission.

This provision shall apply in all cases, except for students who wish to pursue studies in the fields of Home Economics and Business Education. In these cases only it is required for the transfer to have approved 30 credits with a minimum GPA of 2.00, except in Elementary Education (K-Third, Fourth to Sixth) and Program of Nutrition and Dietetics with an index of 2.50. This exception will also apply with respect to students who wish to continue studies towards the Bachelor of Office Systems Administration, where only basic courses in English and Spanish are required within these 30 credits, with a minimum GPA of 3.25.

2. Requests for admission candidates not meeting the above provisions will be rejected by the Office of Admissions. However, if the existence of space for additional students in the faculty requested is set during the pre-registration process, the Admissions Office will automatically admit, first, eligible applicants who have been denied for lack of space. Second, accept applicants who complete the requirements before the start of the corresponding session.

CREDITS TRANSFER

The Río Piedras Campus reserves the right to determine the number of credits that must validate for the transfer student. The validation will be done once the candidate has successfully passed at least 12 credits at the Campus. Only are accepted for transfer undergraduate courses with a grade of "C" (2.00) or more. No one can count toward graduation more than half of the credits transferred to the major chosen by the student. The student requesting a bachelor's degree from Río Piedras, must pass in the Campus at least 36 of the last 48 credits. In exceptional cases, students may be exempted from compliance with this rule by agreement of a committee formed by the dean of the faculty concerned, the Dean of Academic Affairs and the Registrar.

READMISSIONS

Students who were enrolled at Río Piedras before are considered readmission and those who have obtained a degree in the university system, being inactive when requesting to resume their studies at the campus. A readmission application must be filed in the Office of the Registrar, who forwards it to the dean of the faculty concerned to determine the eligibility of the candidate. Readmission of applicants is subject to the approval of the concerned deans, who take into account the limits previously stipulated to establish by each particular faculty and academic requirements of applicants after provided to students of the Campus.

Students who have interrupted their studies for two or more consecutive academic sessions or have been out of the Campus for reasons of physical and or mental health, must accompany their application for readmission with a certification required by the Department of Medical Services.

The Registrar is responsible for notifying students the decision taken in each case the deans or directors of programs. Applicants must pay the relevant application fees (non-refundable) no later than the date specified in the academic calendar of the Campus.

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SELECTION OF CANDIDATES

The selection of candidates for readmission is governed by the following provisions:

1. freshmen who have interrupted their studies before the end of the first semester must meet the entry requirements that apply in the year when applying for readmission. Once the Admissions Office declare them eligible, the Registrar will continue with the relevant procedures.
2. freshmen that, after completing their first semester, do not enroll in the second semester, or those who, having enrolled in that semester, withdrew before the end of the same must comply with the requirement of grade point average that is required to freshmen at the end of the academic year. If they do not satisfy this requirement and are granted readmission, it will be on probation status.
3. Students who successfully pass the first year of studies and the second year who voluntarily interrupt their studies may apply for readmission to any academic session, subject to the general provisions of deadlines, payment and space in the faculty of interest. It must also comply with the minimum grade point average required according to their year of study or faculty.
4. Applicants who study in accordance with the provisions of a special program to meet the purposes of agencies or entities in agreement with the Chancellor are candidates for readmission if they meet the admission requirements in force at the time of entry into the new program.

Students from other accredited institutions that have previously been admitted as transient students may apply for readmission to any academic session if at the time of application are eligible for admission allocated for transfers. The determination regarding readmission is made by the dean of the faculty concerned.

ACADEMIC PROGRAMS

Regular Academic Year. The academic year consists of two semesters and a summer session; the first from August to December and the second from January to May. The semesters begin and end according to the dates specified in the respective academic calendar. Degree program academic load usually consist of a group of courses worth 16 credits per semester, at the undergraduate level. You can increase or decrease the number of credits per semester in accordance with the authorization of the dean of the faculty concerned, without in any case exceed 21 credits per semester. This rule applies to students of the Campus authorized to study at other colleges or universities.

All courses taught in Río Piedras, may be certified as free electives. The above provision does not apply to courses which constitute a total or substantial repetition of courses included in the major. The student has the option of selecting the course or courses they want to take as electives.

Summer Session. The summer session is offered during the months of June and July, on the dates specified in the respective academic calendar. Applications will not be accepted to start college in the summer, except students from other universities who wish to study at the campus as transient students. Regular course load during the summer session shall not exceed three (3) courses with a maximum of seven (7) credits. Candidates for graduation in the summer and honors students are exempt from this rule. Such students may take up to ten (10) credits. In the summer session courses are offered not abridged. The credits allowed to students of Río Piedras who are studying during the summer at other colleges or universities are governed by the rules set by the University of Puerto Rico for its summer session. The student's program is subject to approval by the dean of the faculty concerned.

WITHDRAWAL

Before the deadline for partial withdrawals, the teacher should inform students about grades leading up to that point. Every student has the right to total withdraw from all courses at any time during the semester or summer session corresponding to the day before the start of the finals. This agreement was approved by the Academic Senate Certification No. 21 1995-1996 academic year. In undergraduate courses the deadline for partial withdrawals is the last day of the ninth week of classes. In the week prior to this date, teachers should notify the preliminary assessment, so that it can be reported to students so they can make an informed decision. In those undergraduate courses in which the student does not get a grade, the student has the right to withdraw to the last day of classes of the semester. If the withdrawal is duly authorized, the student will receive an official grade of (W) for the corresponding course. Any total withdrawal requires the authorization of the Dean of Students, the Department of Health Services and the Library. After the terms as stated in the preceding paragraph, no withdrawals are allowed, except in meritorious cases of illness or partial disability of the student duly certified by the Department of Medical Services and approved by the dean of the concerned faculty.

ATTENDANCE TO COURSES AND EXAMS

Attendance. Class attendance is mandatory. Teachers have the obligation to note student absences and report them to the Registrar together with semester grades. Frequent absences affect the final grade and may result in the total loss of course credit. If not reported delays by the teacher, the student will wait fifteen (15) minutes from the time of the start of the class. According to notification of the Vice President for Student Affairs of the Central Administration, federal regulations (Standards for Participation in Title IV, HEA, Programs), it requires that educational institutions have procedures to demonstrate the attendance of his students. These must be able to determine and document when students stop attending, which in turn has an effect on eligibility for federal aid.

To meet this requirement a periodic verification mechanism was established through attendance lists two times per semester in which each teacher must indicate those students who do not attend regularly, sign and return the list to the Registrar's Office not later than the dates specified.

In print calendars the duration of each class period will be specified. To facilitate the process of change and the student movement from parts of the campus to the other, teachers should begin their classes at the exact time that has been indicated in its program of classes and finish ten minutes before the next hour class. That is, it means one hour of class runs for fifty minutes. Classes with one and a half lasts eighty minutes from the start time. The same pattern is repeated in classes of longer duration. Teachers teaching classes of two or more hours may grant a break of five to ten minutes, depending on the class period length.

Review period. This period is recorded in order to adequately prepare students for final exams, so it should not be used for other purposes. It will be stated in the academic calendar for the corresponding semester.

Final exams. The final tests on all courses will be written, unless the nature of the subject is prevented or that the dean of the faculty authorizes another type of examination. Professor judges the work done by the student. To evaluate the student's work may use the method they consider most appropriate, provided that in determining grades have indicative test of objectivity. It shall be the duty of teachers to meet the timetable for delivery of final exams and grades set by the Registrar. This rule also applies in cases of

partial or total exams. In exceptional, fully justified cases, the teacher must first obtain regulatory permission to alter the date. Generally a student will not have to take more than two final exams on the same day. Teachers will have five days of the examination period to deliver final grades to the Registrar.

Retention rules

For a student to be considered on satisfactory academic progress and continued studies at the Río Piedras campus, must comply with minimum retention index according to their year of study.

1. Student academic work is considered poor if you do not meet the following minimum requirements at the end of each year of study.

Year of study	Minimum Academic Index
Freshman	1.9
Second	2.0
Third	2.0
Four	2.0

- 3. If a student's GPA falls below the minimum required to continue studies at the Campus, it will be granted a probationary period of one year and will receive guidance and special support needed to improve their academic work. During this period his academic load will be limited to no more than twelve (12) credits per semester.

To extend the period of probation, a student must obtain an average of 2.00 during the year of probation on a regular workload (12 credits per semester).

1. A student must be classified in a program leading to a degree at the end of their third year of study. (approved 89 credits) or receive a conditional classification. After a year in this conditional classification, the student must achieve a formal admission or will be administratively suspended for a semester. To request readmission it should be to the academic program of interest or receive a temporary classification for one year and then gain admission granted.

2. All students must pass a minimum of fifty percent (50%) of the credits enrolled per year. Those that do not approve the required minimum credits will remain on administrative probation for one year. After one year probation will be administratively suspended for one year if they miss this provision. This administrative suspension will not be entered in the student's transcript.

3. In cases where the student completes their studies without achieving the minimum required index of retention, Río Piedras will be limited to certify the years of study and preparation acquired by the student.

4. Certification 27 (2008-2009) of the Board of Trustees approved the readmission policy with Option to Academic Amnesty from the University of Puerto Rico. This mode offers an opportunity to resume studies of those admitted to the University of Puerto Rico who discontinued their studies and do not qualify for a regular readmission. Readmission applies only to students who began studies at the undergraduate level and want to resume studies based on this policy. By virtue of the amnesty they will be excluded from the calculation of the GPA up to a maximum of 21 credits and courses with

unsatisfactory grades taken before readmission and will also be excluded for purposes of determining the equivalent years of study.

Academic Index. The GPA is a measure of student achievement. It is calculated by dividing the total number of honor points by the total number of credits accumulated in the subjects in which the student has received final grades, including "F" and "F *". Honor points are the value assigned to each grade, namely: A - 4; B - 3; C-2; D -1; F -0; F * -0.

It is considered satisfactory grade point average of 2.00, at the undergraduate level, which represents a grade of "C". Courses with a grade of D, F or Not Pass may be repeated without restriction. Courses with a grade of C may be repeated in special circumstances with the recommendation of the Academic Department Director . The student may request a review of the determination of the official to the Dean of the Faculty. If a student repeats a course, only the highest grade will be counted, for grade point average, but should appear on the transcript. The subjects marked with "W" will not be considered for the index.

Grades earned in the summer session are computed for the index of the next academic year.

REFUNDS

Students who have withdrawn in the first two weeks of any semester or during the first week of summer, may claim fifty percent (50%) of its paid credit rights. The refund request must be approved by the dean of the faculty and by the Registrar and submitted within five (5) days in the Collections Office. Failure to do it on time cancel the right of return. No refunds of fees paid to students who have been dismissed for lack of academic discipline can be authorized. Students who receive reimbursement for total withdrawal shall not be considered enrolled in Río Piedras. To continue studies subsequently the student must file readmission application on the specified dates in the academic calendar.

Veterans Benefits

The veteran students or beneficiaries of Veterans Programs will enjoy benefits under these financial aids programs if they complete their curricula in the regular time frame stipulated in the catalog (four years). If exceeded, they will lose their eligibility for these benefits under Title 38 but may receive financial aid assistance under Title IV programs (Pell and others) if they hold relevant eligibility requirements. They are also eligible for benefits under Puerto Rico Law 203 of 2007.

38 U.S.C.3679 ©. Veterans Access, Choice, and Accountability Act of 2014 Official School Catalog Addendum

I certify the current policy is true and correct:

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill-Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Puerto Rico while attending University of Puerto Rico (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. & 3319) who lives in Puerto Rico while attending University of Puerto Rico (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. & 3311 (b) (9)). who lives in Puerto Rico while attending University of Puerto Rico (regardless of his/her formal State of residence) and enrolls in the school within three years of Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States code.