



GOVERNING BOARD  
UNIVERSITY OF PUERTO RICO

EXECUTIVE SECRETARY

October 19, 2022

Dr. Luis A. Ferrao Delgado  
President  
University of Puerto Rico

Dear Dr. Ferrao Delgado,

The Governing Board, at its extraordinary meeting held on October 14, 2022, has approved the Pilot Plan for the Undergraduate Student Admissions Policy at the University of Puerto Rico.

We are attaching Certification No. 33 (2022-2023), which contains said agreement.

Sincerely,

[signature]  
Edwin F. Pagán Meléndez

Attachment



GOVERNING BOARD  
UNIVERSITY OF PUERTO RICO

CERTIFICATION NUMBER 33  
2022-2023

I, Margarita Villamil Torres, Secretary of the Governing Board of the University of Puerto Rico,  
DO HEREBY CERTIFY that:

The Governing Board, at its extraordinary meeting held on October 14, 2022, after considering the proposal of the President of the University and the recommendations of the Board's Committee on Academic and Student Affairs, Research and Innovation, has agreed to:

1. Approve the *Pilot Plan for the Undergraduate Student Admissions Policy at the University of Puerto Rico*, with the aim of impacting a diversity of undergraduate students under traditional admission and non-traditional admission criteria, through a uniform process that ensures faithful compliance that is in harmony with institutional regulations. This Pilot Plan will be applicable at all the institutional units of the University of Puerto Rico. The scope of the Pilot Plan will be extended to all undergraduate programs, the offices for admissions and financial aid, the registrar, information systems and all direct student service offices.
2. Determine that, with the implementation of the *Pilot Plan for the Undergraduate Student Admissions Policy at the University of Puerto Rico* during the 2023-2024 admission process, Certification 25 (2003-2004) shall remain currently on hold. The Office of the President, after evaluating the results of this Pilot Plan, shall submit a report to the Governing Board.
3. Provide that this Pilot Plan enter into effect immediately. The document with the provisions of the Pilot Plan is attached to and forms an integral part of this Certification.

AND FOR THE RECORD, I issue this Certification, in San Juan, Puerto Rico,  
on this October 17, 2022.



Margarita Villamil Torres  
Secretary



**PILOT PLAN FOR THE UNDERGRADUATE STUDENT ADMISSIONS POLICY AT  
THE UNIVERSITY OF PUERTO RICO**

**CERTIFICATION NO. 33 (2022-2023)**

**NOTE:** In order to facilitate the reading of the Policy and avoid the constant repetition of the mention of genders, the generic term is used in the Spanish version of this document when referring to persons of the male or female gender. This style of writing does not claim, nor does it imply, the primacy of one gender over another.

[In the event of any inconsistency between the Spanish and the English version of this text, the Spanish version as approved by the Governing Board shall prevail.]

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## INTRODUCTION

As a public institution of higher education, the University of Puerto Rico (hereinafter UPR) is mandated by law to serve the people of Puerto Rico, in keeping with the ideals of a democratic society such as our own. Given this reality, the present *2023 Admissions Pilot Plan* is presented in order to promote inclusion and ensure a fair and streamlined process following traditional and non-traditional admissions models. This Pilot Plan serves so that UPR may promote the development of rules, guidelines, and systemic procedures for its admissions process.

The main mission of UPR is to achieve the following objectives:

- Disseminate and promote knowledge in the sciences and the arts, placing this knowledge at the service of the community through its professors, researchers, other university personnel, students, and graduates.
- Contribute to the development, cultivation, and enjoyment of the aesthetic and ethical values of culture.

Educational models have undergone various transformations, which now leads us to an imminent need to innovate teaching strategies and to evaluate admissions models so as to ensure access to the University for high school students and other non-traditional populations. Bearing in mind that accessibility to the University is an inherent part of its mission and vision, and based on the provisions of Article 2 (B) 4 of the University of Puerto Rico Act, it is established that we must fully develop the inherent intellectual and spiritual wealth of our people, so that the values of the intelligence and the spirit of the exceptional personalities that arise from all its social sectors, especially those less favored financially, can be put to the service of Puerto Rican society.

This policy is nurtured by varied perspectives and research on human potential, and those success stories that, despite initial academic difficulties, have emerged as renowned individuals due to their contributions in their various fields of knowledge, such as Albert Einstein, Thomas Alva Edison, Steve Jobs, and countless others. We also look at similar success stories from professors and educators such as Jaime Escalante, Erin Gruwell, Joe Clark, and our own record of graduating various individuals from our penitentiary system. These stories demonstrate that, following the example of John Dewey, the human being is an active subject and that it is the task of the educator to create stimulating environments to develop and guide this ability to act. *The Admissions Policy for Undergraduate Students at the University of Puerto Rico Pilot Plan / Admissions Process 2023* is presented below.

## ARTICLE I – TITLE

This Policy shall be known as the *Undergraduate Student Admissions Policy of the University of Puerto Rico Pilot Plan / Admissions Process 2023*.

## **ARTICLE II – LEGAL BASIS**

These Rules and Procedures are promulgated by virtue of:

- A. Articles 3 (h) (5) and 5 (c) (5) of the University of Puerto Rico Act, Act 1 of January 20, 1966.
- B. Article 14, Section 14.10.12 of the General Regulations of the University of Puerto Rico, as amended.
- C. Act Prohibiting Discrimination against Persons with Physical, Mental or Sensory Impairments, Act 44 of July 2, 1985, as amended.
- D. Certification Numbers 25, (2003-2004), 143 (2002-2003), 27 (2008-2009) of the previous Board of Trustees.
- E. Post-Secondary Passport for Reasonable Accommodation Act, Act 250 of September 15, 2012.
- F. Certification Number 50 (2014-2015) of the Governing Board of UPR.
- G. Other applicable laws of the Government of Puerto Rico and the Federal Government of the United States.

## **ARTICLE III – APPLICATION AND SCOPE**

This policy is applicable at all institutional units of the University of Puerto Rico. The scope of the Policy will extend to all undergraduate programs, offices of financial aid and the registrar, information systems, and all direct student service offices.

## **ARTICLE IV – PURPOSE**

The purpose of this Policy is to impact a diversity of undergraduate students under traditional admission and non-traditional admission criteria, through a uniform process that ensures faithful compliance that is harmonious with institutional regulations.

## **ARTICLE V – DEFINITIONS**

For purposes of this Policy, the terms listed below shall have the following meanings:

1. Traditional students – students who enter UPR under traditional admission criteria immediately after completing the fourth year of secondary education.

2. Traditional admission – refers to the use of the academic index and the placement test provided by the entrance exam, generating a minimum entrance index (IGS).
3. Non-traditional students – students who enter UPR under non-traditional admission criteria. This category includes, but is not limited to, students with special talents and skills, students who participate in the university articulation program, the adult population, students from specialized schools, and athletes.
4. Non-traditional admission – refers to the use of non-traditional admission methods such as the use of placement tests, the evaluation of portfolios and essays, the offer of interviews, letters of recommendation and other academic criteria that enable evaluation of the student so as to ensure their access to university life. For this population, a minimum average of 2.00 will be considered.
5. Adult population – students over 23 years of age who have not completed an academic degree and who are interested in studying in an undergraduate-level program at UPR. This term also refers to older adults in their retirement stage who wish to begin post-secondary studies.
6. University Articulation Program – offered to students in 10<sup>th</sup> to 12<sup>th</sup> grade. This population will be able to obtain university credits while studying at public or private school.
7. “Dual Enrollment” Program – refers to students from 10<sup>th</sup> to 12<sup>th</sup> grade who enroll in courses taught by university professors, with the course obtaining dual validation toward an academic degree or academic level, in accordance with the criteria of the Department of Education of Puerto Rico and accredited private institutions. These students may be admitted to the university without requiring the entrance exam and must demonstrate academic achievement after completing a minimum of nine (9) credits.
8. Home schoolers or home education – students who pursue their formative studies from home. These students will be evaluated under traditional admission.
9. Specialized schools in Puerto Rico – schools classified by the Department of Education as a specialized school.
10. International student – students with a study visa who have a provisional authorization that allows them to study at UPR.
11. Act 250 of 2012, Post-Secondary Passport for Reasonable Accommodation Act – students who meets the necessary criteria to benefit from the accessibility and reasonable accommodation policy.



12. Early admission to specialized schools – refers to the process of identifying, during the first month of classes of the first academic semester of grade 12, students from specialized schools so as to ensure their path toward admission at the university.
13. IGS – (minimum entrance index) method used by the UPR university system to assign values to each discipline in such a way that students know if they qualify for the desired program.
14. Marginalized community – those communities with high levels of poverty and little access to education or social and essential services.

## **ARTICLE VI – ADMISSION REQUIREMENTS**

For those persons applying under traditional admission and non-traditional admission criteria, the criteria to be considered may vary.

- Traditional admission: 60% weighting for the academic index and 40% for the placement test provided by the entrance exam will be considered for admission, generating a minimum general application index (IGS for its Spanish abbreviation).
- Non-traditional admission: a minimum average of 2.00 will be considered. The entrance exam will be optional and will be used for placement level purposes for the subjects of Spanish, English, and Mathematics. Each program will design particular admission criteria, such as a placement exam, portfolio, essay, interview, letters of recommendation and other academic criteria that enable evaluation of the student so as to ensure their access to university life. This category includes, but is not limited to, the following populations for consideration:
  - Students with special talents or skills
  - Students participating in the university articulation program
  - Adult population
  - Athletes
  - Students from specialized schools
  - Students from marginalized communities or with limited financial resources
  - International students
  - Students applying to the University of Puerto Rico, Utuado Campus

- Early admission to specialized schools: Early and expedited admission is proposed for students from specialized schools of the Department of Education and Municipalities such as UHS, CROEM, and University Gardens, among others. It is our recommendation that, based on the profile of the students in question, they may be granted access to early admission. Each unit will use particular admission criteria, such as placement exams, portfolios, essays, interviews, letters of recommendation, and other academic criteria that enable evaluation of the student so as to ensure their access to university life.
- Admission for associate degree: No entrance exam is required for this admission. Each unit shall use particular admission criteria, such as placement exams, portfolios, essays, interviews, letters of recommendation, and other academic criteria that enable evaluation of the student so as to ensure their access to university life. The required minimum academic index is 2.00 points.
- Admission for students under the dual enrollment program: No entrance exam is required for this admission. The required minimum academic index is 2.00 points. Students shall be considered for admission if they have taken at least nine (9) credits under this program. Each unit shall use particular admission criteria, such as placement exams, portfolios, essays, interviews, letters of recommendation, and other academic criteria that enable evaluation of the student so as to ensure their access to university life. The percentage of total admissions under this category is 10%.
- Deferred admission: The institutional units shall have the discretion to grant deferred admission on an exceptional basis to undergraduate students, who, having been admitted to the University of Puerto Rico, are presented with opportunities to have non-university post-secondary educational experiences in and outside of Puerto Rico, whose period of effectiveness can coincide with their first year of studies at the University. If deferred admission is granted, it shall only be valid for admission purposes for one year. Students may request deferred admission by means of a letter addressed to the Admissions Office of the Institutional Unit at the time they receive the notification of acceptance to the University.
- Admission to the University of Puerto Rico, Utuado Campus: No entrance exam is required for admission to this unit of the UPR system. Each unit shall use particular admission criteria, such as placement exams, portfolios, essays, interviews, letters of recommendation, and other academic criteria that enable evaluation of the student so as to ensure their access to university life, as well as their retention and student success.
- Admission of students under Act 250-2012 shall be governed by the established procedures and requirements.

So as to ensure the entry of lower-income students in the case of expedited admission of students from specialized schools, home schoolers, and the dual enrollment program, the proposal is made

to prioritize their entry using a set percentage quota as determined by the Implementation Guidelines to be developed by the Office of the Vice President of Student Affairs.

**Revision of IGS scales** – The evaluation of IGS score ranges is recommended so that scores below the IGS scale (between 150 and 200 points) may also be considered. This will enable the University to attract a larger group of students, who may be admitted to an immersion program so that they can acquire the skills or competencies needed for academic success.

- A. Traditional admission - The University of Puerto Rico shall apply a weighting of 60% for the academic index and 40% for the placement test provided by the entrance exam, thereby generating an IGS. In such cases, the student must:
- i. Have met the graduation requirements of a public or private high school, duly licensed as required by the corresponding jurisdiction, or have passed the equivalency exam of the Department of Education of the Commonwealth of Puerto Rico;
  - ii. Have taken the standardized placement test;
  - iii. Comply with the admission index established by the corresponding study program, department, college, campus, or unit.

**NOTE:** A waiver is hereby established to exempt new students from the second part of the Scholastic Aptitude Test (SAT II). This part of the exam shall not be used to calculate the student's IGS. Each campus or unit shall determine whether it will offer a placement test to said students or enroll them in basic courses.

- B. Non-traditional admission - The University of Puerto Rico shall authorize the admission of non-traditional students, taking into consideration the following criteria, provided that they:
- i. Have met the high school graduation requirements with a GPA of no less than 2.00 or have passed the equivalency exam of the Department of Education of the Commonwealth of Puerto Rico and belong to any of the following groups:
    - a. Admission based on talent or interest
    - b. Admission of adult population
    - c. Student admission under the university articulation program
    - d. Admission of students from specialized schools in Puerto Rico
    - e. International Student Admission

- f. Early admission
- g. Admission to UPR, Utuado Campus
- ii. Have completed the admissions application;
- iii. Have met the admission requirements of the program, such as placement exams, portfolios, essays, interviews, letters of recommendation, and other academic criteria that enable evaluation of the student so as to ensure their access to university life. The entrance exam shall be used for placement level purposes for the subjects of Spanish, English, and Mathematics.
- iv. Academic programs may choose to make the entrance exam an optional evaluation criterion for placement purposes. Likewise, each unit may use evaluation criteria for the selection of students, such as placement exams, portfolios, essays, interviews, letters of recommendation, and other academic criteria that enable evaluation of the student so as to ensure their access to university life.
- v. Students who do not meet the IGS of the desired program and are in the range of 150 to 200 points must participate in a pre-university program (immersion program) to refine the skills required for student success.
- vi. Each unit may admit a larger number of students, as long as this number does not exceed the quota established in the academic program.

## **ARTICLE VII – APPLICATION, PROCEDURE AND EVALUATION**

### **A. Admission Applications**

Admission applications shall be published online each calendar year, so that units can evaluate them and ensure access to traditional and non-traditional populations. The month of October is established as the beginning for filing applications.

Applications shall be processed in keeping with the following criteria and procedures:

1. The applicant completes the admission application in keeping with the criteria and the populations defined in the Policy.
2. The Admissions Office of each unit shall offer guidance and assistance, if necessary, in filling out the admission application.
3. The admission application process shall be disclosed annually, and admission may be offered as of October, in accordance with the quota and the admission criteria applicable for each unit of the UPR system.

4. The Admissions Office of each unit shall notify the final determination in January 2023.
5. Once accepted, the student must comply with the related admission requirements, tuition and other fees, as well as the procedures established by each unit in accordance with this Policy.

## **B. Procedure**

1. Applicants are responsible for completing the application in all its parts and ensuring that it meets the academic criteria established by the program, with the understanding that the application does not represent a direct admission to UPR until compliance with the established requirements is confirmed for traditional and non-traditional admissions.
2. Each campus or unit Chancellor is responsible for designating an Admissions Committee to evaluate and recommend non-traditional admissions to the corresponding campus or unit.
3. The Admissions Office of each campus shall process the admission letters so that each student knows the official determination of each campus or unit. This determination should be available in January.
4. Once the admission has been made official, the student will receive orientation as determined by each campus or unit. Said orientation will provide the student with guidance regarding the services, policies, laws, regulations, and other relevant aspects of the requested academic program.
5. The Dean of Students shall ensure that the student can complete the course selection process, as established in the Registrar's Office calendar.

## **C. EVALUATION OF NON-TRADITIONAL ADMISSION APPLICATIONS**

Each Unit, in consultation with the corresponding academic programs, shall establish the requirements by which students are to be evaluated, based on the criteria set forth in this Policy and ensuring that the process is not exclusionary to this population.

Campus or unit Chancellors shall designate an Admissions Committee. This Committee will be made up of the following members: the Dean of Students, a Professional Counselor or Clinical Psychologist, a representative from the Office of Services for Students with Disabilities, the Director of Admissions, and one (1) student representative selected by the General Student Council of the unit, who is enrolled in at least their second academic year. Among its responsibilities, this Committee shall be tasked with evaluating the non-traditional admission applications received at each campus. The committee shall then send the applications to the relevant UPR College or School for the non-traditional student selection process.

The Dean of Student Affairs for the corresponding College or School shall then submit the applications to the corresponding Departments or Schools so that the evaluation process can be carried out. Once the evaluation process is completed, a final determination shall be sent to the Admissions Office.

The Committee of each unit of the UPR system shall ensure compliance with the following fundamental tenets:

- A. Prohibit discrimination or exclusion of the applicant for criteria not covered by this Policy.
- B. Promote a fair and equitable process based on the admissions criteria established in this Policy so as to ensure equal opportunities for the applicant.
- C. Ensure that the student's application is complete in all its parts.
- D. Provide a fair and equitable process for the reconsideration of applicants whose applications were rejected.
- E. Submit the list of applicants for each program to the corresponding College, School or Department for evaluation and recommendation in accordance with this Policy.
- F. Evaluate the application process and make recommendations to the university authorities for modifications to the process that may benefit non-traditional students.

#### **ARTICLE VIII – APPEALS PROCEDURE**

Appeals must comply with the requirements and the terms and conditions established in the Regulations on Administrative Appeal Procedures of the University of Puerto Rico.

#### **ARTICLE IX – FUNCTIONS OF THE ADMISSIONS OFFICE**

In order to define and establish the responsibilities of the parties, the Admissions Office shall be tasked with the following functions:

- A. Inform students in the admission process, including those admitted, about the academic and administrative services offered at UPR.
- B. Receive and evaluate student admission applications.
- C. Contact the applicants, if necessary, to guide them through the Policy and the application process.
- D. Provide support to students and assist them, if necessary, so that they can complete the admission application for their preferred program based on available space.

- E. Notify the Deans and Chairs of the corresponding Schools or Departments about the applications received so as to ensure that the student meets the established admissions criteria.
- F. Orient students regarding their rights and responsibilities, as well as the reconsideration procedure in the event that their application is rejected.
- G. Offer training sessions on the admissions procedure in coordination with the Dean of Academic Affairs.
- H. Address and channel any complaints that may arise as part of the implementation process of this Policy.

## **ARTICLE X – CONFIDENTIALITY CLAUSE**

The confidentiality and privacy in the handling of documents related to the student admissions process are protected under federal and state laws. The Admissions Offices are responsible for safeguarding the information of each applicant and, if applicable, any information pertaining to special needs and reasonable accommodation as recommended by a specialist.

An admissions manual will be drafted in alignment with UPR policies. This manual must contain the procedures to address the receipt, handling, use, filing, retention period, and conservation of applicant-related documents.

All admissions offices, as well as the committee appointed by the corresponding Chancellor, must ensure confidentiality and is responsible for safeguarding applicants' information, unless:

- A. The applicant authorizes it in writing.
  - 1. It is required by the Student Ombudsperson.
  - 2. It is necessary for an appeal, transfer, or other official procedure or formality.
- B. There is a risk or threat of harm to third parties, including minors.
- C. There is a risk or threat to health, including suicide or self-mutilation.
- D. It is required by court order.

**NOTE:** UPR does not guarantee the confidentiality of information provided via email communication.

## **ARTICLE XI – RESPONSIBILITIES**

- A. All officials and teaching and non-teaching staff with specific responsibilities related to this Policy must comply with all of their corresponding obligations.
- B. Any official or teaching and non-teaching staff member who fails to comply with the provisions of this Policy shall be subject to the applicable administrative actions, in accordance with the University of Puerto Rico Act, the University's rules and regulations, and the applicable state and federal laws.

## **ARTICLE XII – SEVERABILITY CLAUSE**

The provisions of this policy are deemed separable, and any declaration of nullity regarding any of the articles contained herein shall not affect the validity of the other provisions.

## **ARTICLE XIII – TRANSITORY PROVISIONS AND VALIDITY**

All undergraduate admissions procedures shall take effect within a period not to exceed thirty (30) days from the date this Policy has been approved by the Governing Board of the University of Puerto Rico. The appointing authority is empowered to take the necessary transitory measures for the implementation of this procedure within the established term of thirty (30) days. After the expiration of said term, this Policy shall be of general application and shall take effect in all its parts for the 2023 admissions process.