

# UPR ARECIBO



## GRADUATE CATALOG

2022-2024



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## GENERAL INFORMATION

### HISTORY OF UPRA

The University of Puerto Rico at Arecibo was founded in 1967 as the Arecibo Regional College. It began its operations in April of that year with an enrollment of 515 students and a staff of 28 faculty members. In 1974, its present permanent facilities, located on a 49 acre lot in the "Las Dunas" sector, Route 129, Highway 653, kilometer 8 in Arecibo, were inaugurated. After thirteen years as the Arecibo Regional College the Council on Higher Education by virtue of its Certification number 323 of the 1980-81 series authorized the conversion to the Arecibo Technological University College. As a result of this transformation the Arecibo College expanded its offerings to include four-year bachelor's programs. On July 1, 1998, by virtue of Cert. 151 (1997-98) and in accordance with Act 16 (June 16 1993), the Board of Trustees of the University of Puerto Rico bestowed institutional autonomy to ATUC, which then became the Arecibo University College. Shortly thereafter, on March 9, 2000, the Board of Trustees authorized yet another change of name. The institution became the University of Puerto Rico at Arecibo (Board of Trustees Cert. 103, 1999-2000).

Current enrollment at the University of Puerto Rico at Arecibo is approximately 3,117 students with a faculty of around 277 members. UPRA offers 14 bachelor's degree programs, three (3) associate degree programs, seven (7) articulated transfer programs, one (1) post-baccalaureate certificate and **one (1) master's degree program**.

UPRA received its official accreditation as an institution of higher learning in 1967 by the Middle States Commission on Higher Education (MSCHE). In 1994, the bachelor's degree programs were accredited for an additional ten-year period. On November 18, 1997, the Council on Higher Education approved a License of Renewal for the Arecibo Technological University College to continue operating as an institution of higher education in Puerto Rico. The MSCHE reaccredited UPRA in 2019. It's also licensed by the Puerto Rico Council of Education.

The following programs are accredited by external professional agencies:

- ✚ Elementary Education and Physical Education for Elementary Level Programs by the Council for Accreditation of Educator Preparation (CAEP)
- ✚ Information Technology Management and Administrative Processes by the Accreditation Council for Business Schools and Programs (ACBSP)
- ✚ Business Administration by the Accreditation Council for Business Schools and Programs (ACBSP)
- ✚ Computer Sciences by ABET
- ✚ Television and Radio Communication by the Council of Education in Journalism and Mass Communication (ACEJMC)
- ✚ Nursing by the Accreditation Commission for Education in Nursing (ACEN)
- ✚ Technology in Industrial Chemical Processes by ABET.
- ✚ The Library received recognition by the Association of College and Research Libraries (ACRL).

## **MISSION STATEMENT**

**(UPRA Academic Senate Certification 2002-03-32, as amended by UPRA Academic Senate Certification 2013-14-13)**

The University of Puerto Rico at Arecibo is an autonomous unit of Puerto Rico's Public Higher Education System. This University is an institution devoted to the production and diffusion of knowledge through teaching and research in the areas of the arts, sciences and technology. It imparts a quality university education that furthers the integral development of the students as professional and citizen. It offers a variety of academic programs supported by a network of student services and by a faculty that is committed to keeping abreast of developments in knowledge, in the different educational modalities and innovative strategies techniques to enhance the teaching and learning process.

The Institution promotes the interaction with the community by offering opportunities for professional improvement and continuing education. It promotes the social-cultural, enrichment, as well as the respect for the plurality of values of our contemporary society and the heritage as a legacy to future generations.

## **VISION**

The University of Puerto Rico at Arecibo will be known for

- its attractive, up-to-date and innovative curricular offerings, particularly at the undergraduate level, although with an increasing number of graduate courses;
- learning and teaching processes focused on the interaction between students and faculty;
- research and dissemination by students and faculty;
- its interaction with the communities served;
- the recruitment and retention of students and faculty committed to learning, research and social transformations;
- an increasing offering of distance education.
- encouraging respect for the enrichment of our cultural heritage, diversity and plurality of values that characterize our contemporary society.

To accomplish this vision, the University of Puerto Rico at Arecibo will adopt modern procedures and technologies that promote the optimal use of institutional resources and will hire, train and equip the necessary support personnel to strengthen teaching, research, and student support and community services.

## **GOALS**

The University of Puerto Rico at Arecibo, in implementing its mission, is committed to:

- Promoting the integral development of its students by enriching their intellectual, emotional, social and ethical values, so that they can attain self-fulfillment and actively contribute to the development of society.

- Stimulating in students their capacity for life-long learning, responsibility for their own growth, and awareness of their potential as a contributing members to the development of our country and of the international community
- Supporting research and creative endeavors.
- Fostering the application of the knowledge generated by the creative and investigative activities to the solution of society's problems
- Responding to society's changing needs by incorporating the advances in knowledge in the arts, the sciences and technology.
- Ensuring the efficient and effective use of the available human, fiscal and physical resources for the optimal development of the academic offerings.
- Making the Institution's physical and human resources available to the community.

## OBJECTIVES

In order to attain these goals, the University of Puerto Rico at Arecibo aims to:

- Offer and develop programs of study conducive to bachelor and associate degrees that respond to the needs of the community which it serves and to the development of society.
- Offer basic studies programs in sciences and liberal arts that will allow students to successfully continue their studies towards a bachelor's degree when they transfer to other institutions of higher education.
- Offer a General Education component that will expand the students' intellectual horizons, that broadens their consciousness of and sensibility to their cultural heritage and international culture, and enables them to make critical judgments in situations within their areas of specialization, and in other areas.
- Offer a General Education component that includes the development of basic oral and written communication skills in both Spanish and English.
- Offer a curriculum that will develop critical analysis skills.
- Provide curricula that develop the skills to use and evaluate information and to use information technology in an ethical and legal manner.
- Offer programs and specific courses designed to help students overcome academic deficiencies and reach their educational goals.
- Offer, through the Division of Continuing Education and Professional Studies, short credit-bearing or non-credit courses, seminars, workshops, lectures and certificate courses that will respond to the interests of the university and external community.
- Provide counseling, orientation, financial aid and health services which facilitate the adjustment to college life, stimulate academic success and help our students become useful and responsible citizens.
- Maintain a high level of excellence in academic offerings through a faculty that is competent and up to date in their respective fields.
- Maintain a high level of excellence in academic offerings through the use of innovative teaching-learning methods and the efficient use of traditional library and electronic information resources.
- Develop academic and institutional research programs to strengthen and enrich teaching.
- Encourage active participation of students, faculty and administrative personnel in university endeavors.
- Promote interaction with the external community.

- Provide opportunities of cultural enrichment, and social and recreational entertainment, to the university and surrounding communities.
- Strengthen the professional improvement program to keep the Institution's personnel up to date in their respective fields.
- Establish a continuing assessment process for programs, academic offerings and administrative processes to keep them updated so they adequately meet the needs of the community which this Institution serves.



# **GOVERNANCE OF THE UNIVERSITY OF PUERTO RICO**

## **GOVERNING BOARD**

The Governing Board was created on May 2013 by the amendment of Law 1 of January 20, 1966, known as the University of Puerto Rico Law. The Board is composed of thirteen (13) members: ten (10) are citizens from the community, of which at least one must be a UPR alumnus; two (2) must be tenured professors in the UPR system, and one (1), a full-time student, who is at least a sophomore in the UPR system. The ten citizens from the community are appointed for six-year terms by the Governor of Puerto Rico, with the advice and consent of the Puerto Rico Senate.

## **PRESIDENT OF THE UNIVERSITY OF PUERTO RICO**

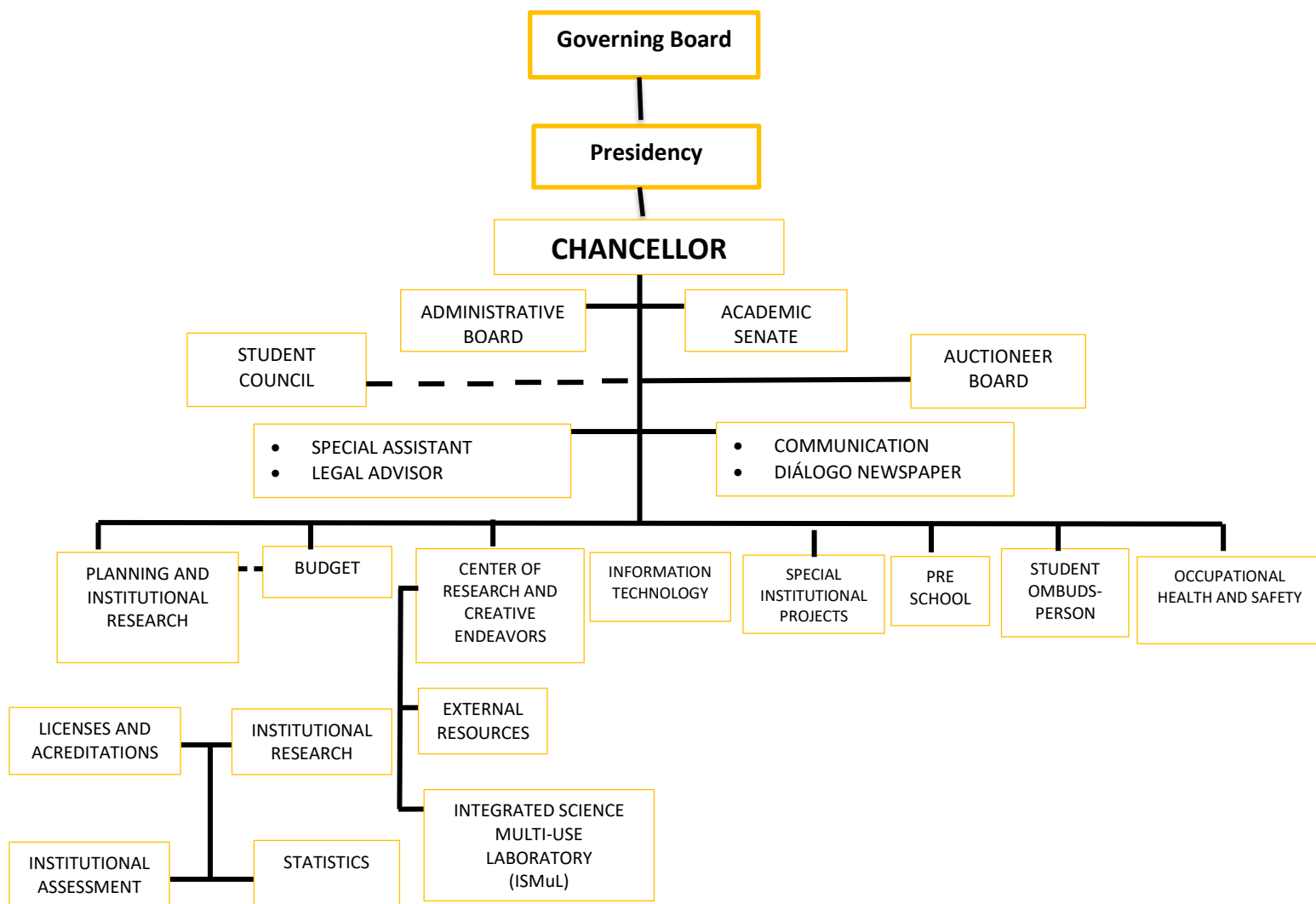
The President is the Chief Executive Officer of the UPR System, its representative before the Governing Board, President of the University Board, Director of the UPR Central Administration Offices, representative before the courts, and ex-officio member of all Schools, Academic Senates and Administrative Boards of all UPR units.

## **THE UNIVERSITY BOARD**

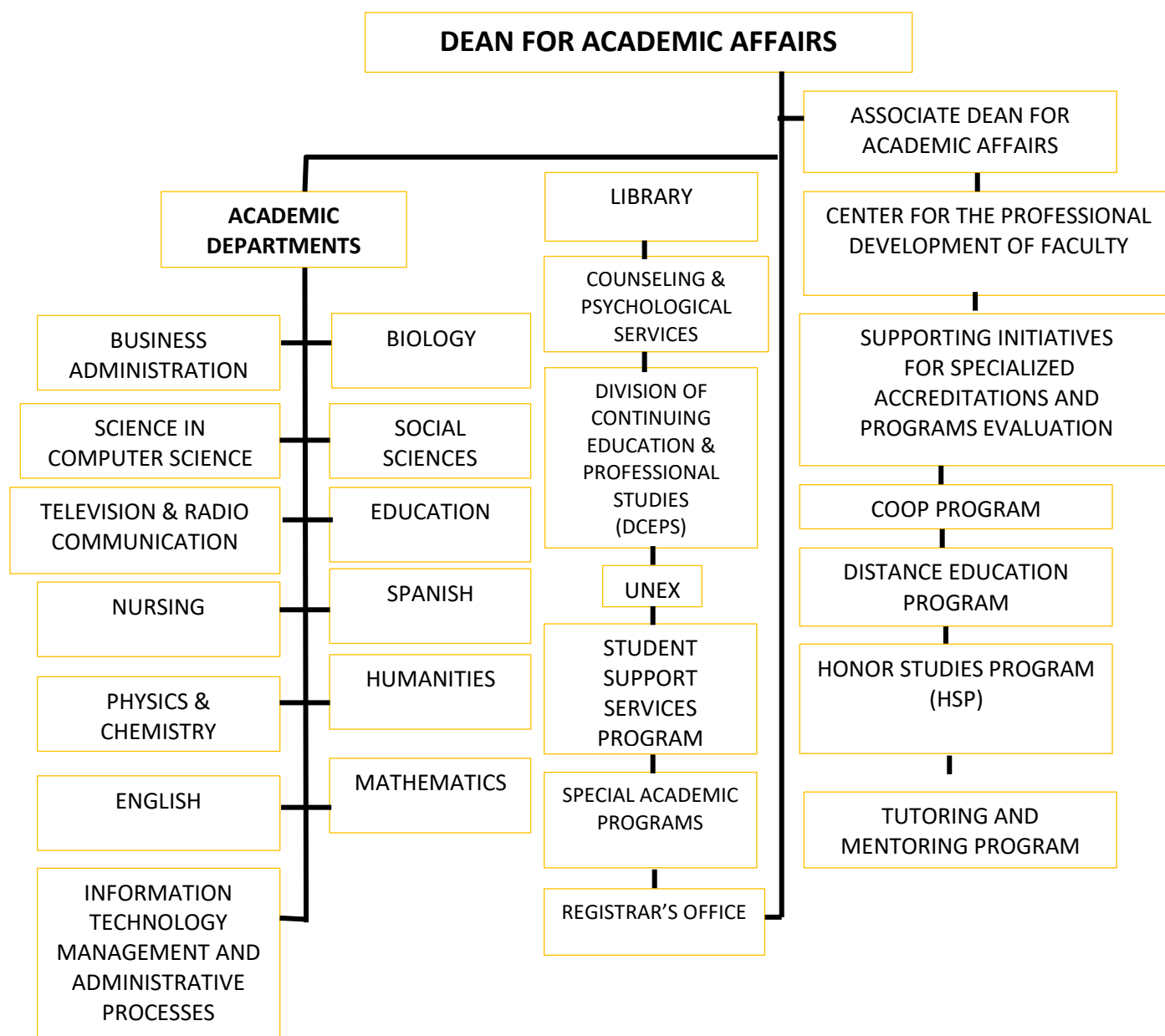
The University Board maintains the integration of the UPR System by means of joint planning. It counsels the President in the coordination of the administrative, academic and financial aspects of the various institutional units. The University Board submits projects for the reform of UPR By-Laws and the General Student Regulations to the Board of Trustees. The Board makes recommendations pertaining to the Integral Development Plan and to the UPR System Budget. It also resolves appeals on the decisions of Administrative Boards and Academic Senates of the various UPR campuses.

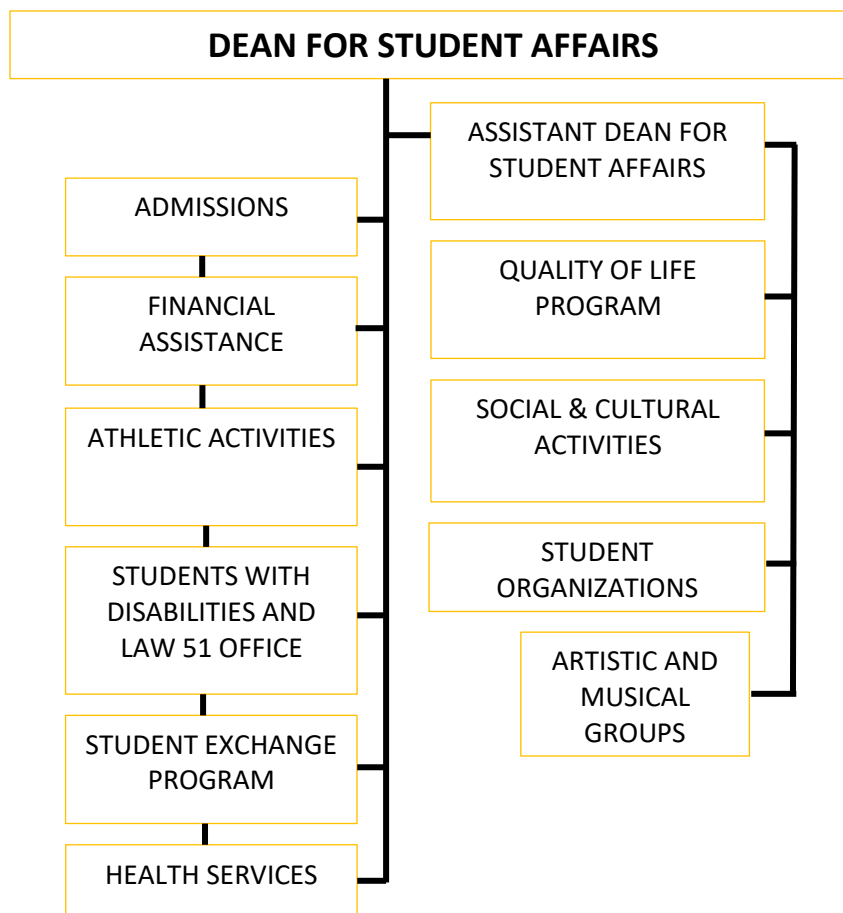


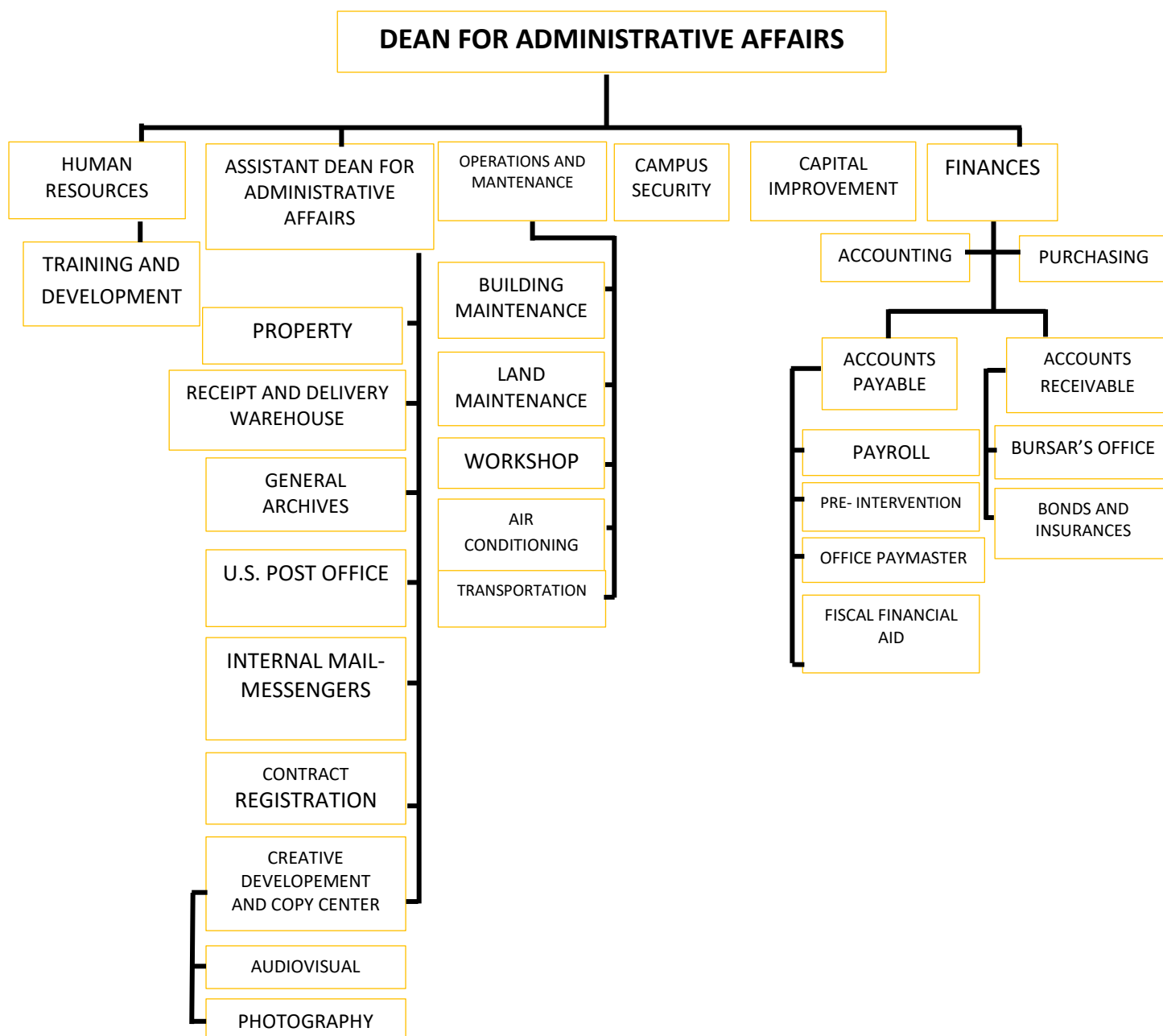
## UPRA ORGANIZATIONAL CHART



Certification Number 2015-2016-46 of the Administrative Board  
 Certification Number 2019-2020-08 of the Administrative Board  
 amended on September 3, 2019







## UNIVERSITY OF PUERTO RICO AT ARECIBO

DR. CARLOS A. ANDÚJAR ROJAS	Chancellor
DR. WEYNA M. QUIÑONES CASTILLO	Dean for Academic Affairs
DR. INOCENCIO RODRÍGUEZ GONZÁLEZ	Dean for Administrative Affairs
DR. JOSE C. COLÓN RODRÍGUEZ	Dean for Student Affairs
DR. ELIZABETH CORTÉS PÉREZ	Associate Dean for Academic Affairs
	Director of the Office for Planning and Institutional Research

### ADMINISTRATIVE BOARD

DR. CARLOS A. ANDÚJAR ROJAS	Chancellor
DR. WEYNA M. QUIÑONES CASTILLO	Dean for Academic Affairs
DR. INOCENCIO RODRÍGUEZ GONZÁLEZ	Dean for Administrative Affairs
DR. JOSE C. COLÓN RODRÍGUEZ	Dean for Student Affairs
PROF. MERYLIN MARTÍNEZ FELICIANO	Chair, Education Department
PROF. ÁNGEL ACOSTA COLÓN	Chair, Physics-Chemistry Department
PROF. JOAMEL GONZÁLEZ SOTO	Chair, Humanities Department
DR. GABRIEL ALEMÁN RODRÍGUEZ	Chair, Social Sciences Department
DR. ANYLIN DÍAZ HERNÁNDEZ	Representative of the Academic Senate
MR. DIEGO A. RODRÍGUEZ O	Student Representative

### ACADEMIC DEPARTMENTS

DEPARTMENT	CHAIRPERSON
Biology	PROF. SONIA REYES MEDINA
Business Administration	
Computer Science	DR. JUAN O. LÓPEZ GERENA
Education	PROF. MERYLIN MARTÍNEZ FELICIANO
English	DR. GEISSA R. TORRES SANTIAGO
Humanities	PROF. JOAMEL SOTO GONZÁLEZ
Library	PROF. VÍCTOR MALDONADO MALDONADO
Mathematics	PROF. JULIO E. BERRA PÉREZ
Nursing	DR. GLENDALIZ CHAPARRO SOTO
Information Technology Management and Administrative Processes	DR. KAREN MORALES SOTO
Counseling and Psychological Services	PROF. CELIA R. MEDINA MÉNDEZ
Physics-Chemistry	PROF. ÁNGEL ACOSTA COLÓN
Television and Radio Communication	DR. JOSÉ L. SOTO COLÓN
Social Sciences	DR. GABRIEL ALEMÁN RODRÍGUEZ
Spanish	DR. REBECA FRANQUI ROSARIO

## OTHER ACADEMIC OFFICES

Continuing Education and Professional  
Studies  
Registrar's Office  
Student Support Services

PROF. LOURDES A. ROSA MONTIJO  
  
MRS. IGMARIE SOTO BARRETO  
DR. FRANCES N. MARTIR REYES

## ACADEMIC SENATE

DR. CARLOS ANDÚJAR ROJAS  
DR. WEYNA M. QUIÑONES CASTILLO  
DR. INOCENCIO RODRÍGUEZ GONZÁLEZ  
DR. JOSÉ C. COLÓN RODRÍGUEZ  
PROF. VÍCTOR MALDONADO MALDONADO,  
ex officio

MR. DAVID A. GALINDEZ PÉREZ  
MR. JOSNER MAYSONET VALENTÍN  
MR. DIEGO A. RODRÍGUEZ RODRÍGUEZ

MS. YAMIREILY ROMÁN GONZÁLEZ  
DR. SONDRÁ VEGA CASTILLO  
DR. NAYLA BÁEZ ROMÁN  
PROF. ROBERTO TORRES LÓPEZ  
PROF. EMILIO PÉREZ ARNAU  
DR. ELBA J. GUZMÁN FARIA  
DR. JOSÉ F. JIMÉNEZ ESTREMERÁ  
DR. MARISOL SANTIAGO PÉREZ  
PROF. FERNANDO MEDINA CASTILLO  
PROF. MARINILDA FUENTES SÁNCHEZ  
PROF. ANNELIESSE A. SÁNCHEZ ZAMBRANA  
PROF. LOURDES TAPIA MALDONADO  
DR. INGRID DURÁN NIEVES

DR. ANILYN DÍAZ HERNÁNDEZ  
DR. JUAN MERCADO NIEVES  
DR. YEIDI ALTIERI SOTOMAYOR

Chancellor  
Dean for Academic Affairs  
Dean for Administrative Affairs  
Dean for Student Affairs  
Library Director

President of the Student Council  
Student Representative to the University Board  
Student Representative to the Administrative  
Board  
At Large Student Representative  
Biology  
Business Administration  
Physics-Chemistry  
Computer Science  
Counseling and Psychological Services  
Education  
English  
Humanities  
Library  
Mathematics  
Nursing  
Information Technology Management and  
Administrative Processes  
Television and Radio Communication  
Social Sciences  
Spanish



## THE CHANCELLOR

The academic and administrative authority of the each UPR campus rests on the Office of the Chancellor. The Chancellor of the University of Puerto Rico at Arecibo oversees the Academic Senate, the Administrative Board and Faculty meetings. He/she has the authority to appoint, in consultation with the Academic Senate and the Faculty, the deans, the department chairpersons and office directors, university personnel, visiting professors and other types of visiting personnel.

The Chancellor rules on appeals to decisions made by the three deans. He/she represents UPRA in events, ceremonies and academic events. He/she formulates UPRA's budget project based on recommendations by the Administrative Board and other UPRA offices, and submits the proposed budget to the President of the UPR and submits an annual report of the activities at the University of Puerto Rico at Arecibo to the Governing Board.

## OFFICE FOR PLANNING AND INSTITUTIONAL STUDIES

UPRA's Office of Planning and Institutional Research (OPIR) was created in the 1980-81 academic year. The Office is attached to the Chancellor's office. Its mission is to present evidence of the Institution's effectiveness in achieving its mission, goals and objectives. Through its endeavors, it supports and strengthens the academic and managerial affairs of the Institution, seeking to improve processes and facilitate strategic decision-making.

OPIR gathers and interprets data from the Institution and from the external community to help draft the plans that will guide the university as it seeks to meet its goals and objectives. Personnel from OPIR advises the university management in matters of physical, academic, programmatic, fiscal and professional matters, based on the internal and external conditions that will impact the implementation of action plans. The main functions of OPIR are listed below:

Planning consists in the gathering and analysis of not only institutional data, but also of data from the external community that bears of the present and future functioning of the University. Taking into account internal and external conditions that will affect the implementation of action programs to achieve the proposed objectives, OPIR advises on physical, academic, programmatic, fiscal and professional matters.

- **Planning**

OPIR coordinates the efforts dealing with institutional strategic planning. It continuously monitors and evaluates the results of the strategic plan. It also provides support to the various dependencies of UPRA in relation to the optimal budget allocations and in the identification of strategies for academic, physical and fiscal planning. As part of strategic planning, OPIR directs the process for setting academic and administrative priorities, and ensures that these priorities are in line with the budgetary distribution and the institutional indicators of effectiveness.

- **Assessment**

This office promotes institutional excellence through a continuing process of assessment guided and organized through an Institutional Assessment Plan. The Plan includes the four areas of assessment: learning, other academic activities, student services and administrative processes. These activities are coordinated by an Institutional Assessment Committee. This committee ensures the implementation of the Institutional Assessment Plan and submits a yearly assessment report, which includes the excellence indicators included in this plan, which provide evidence about institutional effectiveness. OPIR and the Assessment Committee are also charged with the continuous dissemination of the results of the institutional assessment process.

- **Institutional Research**

This office identifies information needs and designs and conducts institutional studies to meet these needs. Personnel from OPIR coordinate the gathering and distribution of surveys and designs samples. The office maintains a continuous and systematic process for gathering data, which includes follow-up studies of incoming freshmen, second and third year students, graduates and alumni, which shed light on many of the academic and service activities. OPIR also identifies standards for benchmarking academic and administrative practices by comparing them to similar institutions. This area designs studies and research projects with the purpose of facilitating the decision-making process of the Institution. The institutional research projects support the planning, assessment and decision-making processes.

- **Statistics**

This office is responsible for collecting, presenting and disseminating statistical data related to university matters. It is also charge with the completion of questionnaires and fulfilling data requests by state and federal agencies and providing statistical data requested by the academic community.

- **Accreditation**

This office attends matters related to accreditation and licensing. It coordinates institutional efforts for the process of accreditation by the Middle States Commission on Higher Education and by Puerto Rico's Council of Higher Education of Puerto Rico. It contributes to the evaluation of the different programs and offices by keeping an extensive file of all essential institutional information required by accrediting agencies. It collaborates in professional accreditation for academic programs and services.

- **Institutional Planning**

Its primary function is to accomplish the continuing institutional strategic planning so that it serves as a working tool for decision-making, for assessment and for future planning. It supervises the decision-making process in the Institution, that it be based on the critical areas, the objectives and priorities stated in the Institution's Strategic Plan.

## **OFFICE OF THE DEAN FOR ACADEMIC AFFAIRS**

The Office of the Dean for Academic Affairs is the administrative unit in charge of coordinating the processes pertaining to academic departments and programs. Its main function is to formulate the official directives that guarantee the well-functioning of the academe. As an administrative unit, this Office is constituted by the Dean for Academic Affairs, the Associate Dean and two administrative personnel.

Staff from this office, coordinates and supervises academic initiatives, furthers academic excellence by diversifying offerings and strengthening programs, supports academic research in the areas of sciences, humanities and education so that the content and methodology of courses can be continuously updated, encourages new academic proposals, and evaluates existing academic programs.

The Office of the Dean for Academic Affairs includes a Faculty Personnel Committee, thirteen (13) academic departments, the Library, the Division of Continuing Education and Professional Studies, and the Registrar's Office. The Associate Dean oversees Admissions, Special Academic Programs, the Tutoring and Mentoring Center, the Honors Program, Student Support Services Program, the Distance Education Program, and the Center for the Professional Development of the Faculty.

## **OFFICE OF THE DEAN FOR STUDENT AFFAIRS**

The Office of the Dean for Student Affairs is the administrative unit that manages, coordinates and supervises a variety of programs and services for the students of this university.

The following offices are overseen by this Office: Counseling, Financial Aid, and Medical Services. It also provides a Student Center, Student Organizations, Music Groups, a Child-care Program, a Student's Ombudsman, and an Office for the Affairs of Persons with Disabilities, Identification Cards, Career Center, and the Quality of Life Office, and the Student Exchange Program.

The Office of the Dean for Student Affairs is in constant communication with public and private agencies and organizations which help the Institution offer better services to students. It also maintains close communication with the Offices of the Deans of Academic and Administrative Affairs in order to coordinate services effectively and efficiently.

## **OFFICE OF THE DEAN FOR ADMINISTRATIVE AFFAIRS**

The Office of the Dean for Administrative Affairs provides support and service to all of UPRA's community, that is, students, faculty and administrative personnel.

This Office is constituted by the following offices: Finance, Operation and Maintenance, Security and Surveillance, Capital Improvements and other General Services, Federal and Internal Mail Service, Human Resources and General Archives.

The tasks performed by these offices include security, personnel actions, fiscal operations, purchases and supplies, operations and maintenance of all facilities, as well as dealing with the logistics of all academic and student activities.

## **ADMINISTRATIVE BOARD**

This body advises the Chancellor on the exercise of functions pertaining to the responsibilities of the post, makes plans and projects for development, considers the Institution's projected budget, and awards, upon the Chancellor's recommendations, leaves, academic ranks, tenure and promotions to the teaching and non-teaching personnel in accordance with the General University By-Laws.

## **ACADEMIC SENATE**

The Academic Senate is the official forum of the academic community, where the general problems affecting the Institution are discussed. It is composed of the Chancellor, the Dean for Academic Affairs, the Dean of Administrative Affairs and the Dean of Student Affairs, the Director of the Library, elected faculty representatives, and student representatives.

The Academic Senate determines the general orientation of academic programs and establishes the institutional policy on research. It also establishes the general norms for hiring, tenure, promotion in rank and leaves of faculty, and the general requirements for admission, promotion and graduation of students. Furthermore, it makes recommendations to the Board of Trustees on the creation or reorganization of dependencies at UPRA, and for the creation and award of academic honors. It makes recommendations to the University Board about projects, and amendments to the General University By-Laws and the General Student Regulations.

## **STUDENT COUNCIL**

Students are an essential part of the university community. Their rights and duties are defined in the General Student Bylaws. Students are represented before the university administration by the Student Council. Furthermore, there are student representatives in all directive bodies.

The Student Council fosters communication among students, faculty and non-teaching personnel. The Student Council aims to make students aware of rights, privileges, duties and obligations. Furthermore, it encourages the student community to maintain institutional order. Student Council representatives are elected according to the procedures established in the Student Bylaws.

The Student Council has the following attributions and responsibilities:

- serve as the official representative of the student body
- present before the corresponding authorities all problems affecting the student community

- promote student activities
- strive to create an intellectual atmosphere to promote student development
- contribute to improve communication among the various components of the college community.

## COMPENDIUM OF INSTITUTIONAL POLICIES

The University of Puerto Rico at Arecibo complies with all applicable Federal and state laws and with UPR system regulations. The Institution does not discriminate on the basis of gender, color, place of birth, age, physical or mental handicap, origin, social condition, religious or political convictions in any and all the activities or programs sponsored by the UPR system. UPRA has two documents that regulate its governance and organization, *the General University Bylaws* and the *Student Regulatory Handbook* that spells out students' rights and obligations in all aspects of institutional life. Copies of these regulations are available at the Office of the Dean of Students.

### STUDENTS' RIGHTS AND OBLIGATIONS

The fundamental right of a student of the University of Puerto Rico is the right to receive an education. This right is not limited to formal activities in the classroom, but also encompasses the totality of the student's interaction with other students, professors, researchers, university administration and the rest of the community. The student's primary obligation is to exercise this right to the fullest, and to behave in such a way that allows the other members of the university community to equally exercise their rights and comply with their obligations.

The *General Student Regulatory Handbook* includes the rights and obligations of students relating to academic life, to participation in aspects of institutional life, complementary institutional services, academic norms, sanctions to be applied when a violation of the norms occurs, and the procedure for their application.

A new *Student Regulatory Handbook* was recently approved by the UPR Governing Board is already in effect.

### STUDENT OMBUDSMAN

Certification Number 119-2014-15 of the UPR Governing Board regulates the appointment and evaluation of a Student Ombudsperson, as well as its duties.

### RIGHTS AND OBLIGATIONS IN THE STUDENT- PROFESSOR RELATIONSHIP

**(UPRA Academic Senate Certification 2006-07-27 as ammended)**

Course related work is the focal point of the student-professor relationship. Instructors shall foster creative dialogue and freedom of expression in the students. Students shall have the opportunity to present fundamental objections to the data and opinions presented by their professors. Each one shall examine aspects of the discipline according to the norms of intellectual responsibility proper to academic labor. Neither shall use the classroom as a forum to preach political, sectarian, religious or other doctrines foreign to course content. The right to dissent does not relieve students of the responsibility of fulfilling a course's requirements.

Students will be evaluated on the basis of their academic performance.

The fiduciary nature of the student-professor relationship shall be honored by both, and by the university administration. The opinions and beliefs expressed by students in the classroom are privileged and students have the right to expect that professors do not divulge them to third parties. This shall not impede professors from stating their opinion about the students' character and abilities, or from discussing the students' academic performance and formative progress with colleagues.

Certification 2006-07-27 as amended by the UPRA Academic Senate defines the student-professor relationship in class, and establishes, among other things, the following:

- During their first week of class students will receive an orientation about the material to be discussed in the course and the evaluation criteria to be used. The evaluation criteria should be handed in to the students by the professor. These will not be arbitrarily altered or modified by the course professor. If changes need to be made to the evaluation criteria used in class, the professor should discuss these with the students.
- Every course has a syllabus developed by the corresponding academic departments. The professor may also provide the students with a summary which includes his or her office hours, textbooks to be used and a bibliography, among other information.
- **Class time:** A one-hour class equals 50 minutes of lecture time. The remaining 10 minutes allow the students to move from one classroom to another. Two or more hour classes equal an hour and 15 minutes of lecture, providing 5 minutes for the students to move from one classroom to another.
- **Exams and grades:** Professors will grade exams and classwork in a period no longer than three weeks.
  - Exams and quizzes will be announced with at least three days. The course syllabus might also include unannounced quizzes.
  - The student has the possibility to know his/her grades before the scheduled time to withdraw. 50% of the evaluation weight should have been administered, corrected, and informed previous to the partial withdrawals date in the case of regular students.
  - In the case of students' claims, the professor must provide evidence of the student's grades. The professor must also keep evidence of these grades until the date scheduled for changing grades; one semester after the course was given.
  - Students are not obliged to take exams or classes scheduled at a time different from the one established by the department. Departmental exams are the only exception for a class to meet at a different time. Changing the time of a class can only be made through a unanimous decision between students and the professor.
  - In case of absence, the professor may schedule a class makeup by agreement with the majority of the students present. Those students who cannot be present during the scheduled class makeup will have the opportunity to meet at another time in agreement with the class professor.
  - Final exams are administered during the day and time assigned by the Registrar's Office.
  - Students will not have any academic obligation during the days assigned for class review scheduled before final exams.
  - Professors may indicate their absences, those permitted with a reasonable excuse,

in the tentative schedule included with the syllabus. They will also explain to the students how absences can affect their grade.

The student-professor relationship outside the classroom is part of the educational process. Students will have the right to meet with their professors at hours reserved for this purpose to seek orientation and discuss aspects of their academic work

Students' academic and disciplinary dossiers will be kept separate from each other. The information in the disciplinary dossier shall not be available to non-authorized persons from within or outside of the university without the students' consent, except in the case of a judicial ruling. Students' political beliefs will not be recorded anywhere.

## **EQUAL OPPORTUNITIES**

The University of Puerto Rico guarantees equal opportunities to its students, employees and prospective students or employees. Likewise, the Institution guarantees equal opportunities in the enjoyment of academic programs and services, as well as in the terms and conditions of employment. The University does not exclude nor withhold benefits or discriminate against any person by reason of age, race, origin, social condition, physical or mental disabilities, nor for political ideas or religious beliefs. In case that a student, employee or prospective student or job candidate feels that they have been discriminated against by any of the aforementioned reasons, the individual can file a written grievance with the official designated to receive it.

The establishment and compliance with this policy, as well as its publication, comply with the Title IX Federal Regulations, 1972 Educational Amendments, Section 504 of the 1973 Rehabilitation Law, and with the American with Disabilities Act (ADA) of 1992.

## **SEXUAL HARASSMENT**

Sexual harassment in the workplace and in the academic field is an illegal and discriminatory practice, harmful to institutional interests. The University of Puerto Rico will not permit sexual harassment in the Institution, regardless of the hierarchy or position held by the persons who might be involved. Under no circumstance will any persons be allowed to conduct themselves in any way that might be construed, directly or indirectly, as sexual harassment or sexually discriminatory practices in the administrative or academic workplace.

The legal basis for the Institutional Policy on Sexual Harassment is PR Commonwealth Law No.17 of April 22, 1988. The Institutional Policy on Sexual Harassment is based on the following precepts:

1. Sexual harassment can occur between people of the same sex and people of different sex.
2. No person is obliged to permit, accept, submit to or tolerate unwelcome acts or insinuations of a sexual nature.
3. Sexual harassment consists of any type of unwelcomed sexual approach, requirement



for sexual favors, or physical or verbal behavior of a sexual nature when this conduct is present in one or more of the following circumstances:

- When submitting to such conduct is implicitly a condition for employment or the study environment.
- The submission to or rejection of such conduct is the basis for decision making in the place of employment or for academic evaluation.
- If such conduct has the effect or purpose of unreasonably interfering with the performance of work or academic labor.
- If such conduct creates an intimidating, hostile or offensive environment

To suspend, deny employment, fire; deny, withhold an examination, withhold grades, or deny approval of an examination, grades, or papers or in any other way affect a person by reason of the person's sex or circumstances or conditions inherent to the person's sex is an illegal practice.

The Institution has the obligation to investigate claims of sexual harassment committed inside the Institution by persons who are not members of the university community and take appropriate action, within the bounds of its control, with the accused. Moreover, the Institution shall take any other appropriate legal action required. To determine if the conduct denounced constitutes sexual harassment, the totality of the circumstances surrounding the alleged act will be taken into account. Examples of inappropriate conduct are flirtatious remarks, sexual insinuations, lustful looks, commentaries or jokes with a sexual tone, kisses, groping, sexual aggressions and the creation of an intimidating, hostile and offensive environment, among others.

## **Claims**

A person who has been the victim of sexual harassment may seek help, personally or in writing from the following officials: the Labor Delegate, the Department Chairpersons, the Dean of Student Affairs, the Dean for Academic Affairs, the Students' Ombudsperson, the Director of Human Resources or the University's legal consultant.

## **PRIVACY OF ACADEMIC RECORDS**

The University of Puerto Rico, in compliance with the Family Educational Rights and Privacy Act of 1974, as amended, affirms the following precepts:

1. Students have the right to examine their academic record.
2. Students have the right to ask for amendments to their records to correct data that might be wrongly understood, or that violate their right to privacy or other accorded rights.
3. Students' consent is necessary before divulging any information of their academic record.
4. Students have the right to file a grievance against the University of Puerto Rico for alleged violations of the aforementioned conditions.

Claims related to the violation of the right to privacy must be filed at:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, DC 20202-4605

## **CAMPUS SECURITY AT THE UNIVERSITY OF PUERTO RICO**

The University of Puerto Rico recognizes the protection of the life and security of its members and the prevention of criminal acts within its grounds as legitimate institutional interests. The Institutional Policy on Campus Security agrees with Public Law 101-542 known as the Students Right to Know and Campus Security Act and other Federal and state laws that require the existence of specific institutional norms to this effect. This policy's objective is to promote and maintain a study and work environment secure, free of risks, violent acts and danger. It also recognizes the right of students, of prospective students and employees, and the community in general, to receive information of criminal acts that have occurred inside the university grounds and adjacent areas.

Any persons who by their actions, or by omission, violate state or federal regulations will be subjected to the disciplinary measures stated in the university regulations. They can also be indicted of a crime according to the applicable state and federal laws.

The University of Puerto Rico prepares and publishes an annual report called *Security Handbook* which includes institutional policy, procedures, sanctions, student services, security measures, emergency telephones and statistics on campus crime. Copies of this handbook are available at the Office of the Dean for Student Affairs and at the Office of the Dean of Administrative Affairs.

## **ILLEGAL USE OF DRUGS AND ALCOHOL ABUSE**

The use of drugs and the abuse of alcohol are harmful to the well-being and development of human beings, having a negative impact on the biological, social, psychological and spiritual functioning; these reduce the capacity for learning and practicing the knowledge attained, besides compromising the person's physical security and that of his/her fellow students.

The University of Puerto Rico, aware of the seriousness of the problem that the possession, distribution and use of drugs, and the abuse of alcohol constitute for the Puerto Rican and university communities, has the firm goal of fostering a healthy environment for study and work and promoting positive attitudes that lead to integral health, and that contribute to a social environment that is favorable to the intellectual, physical and emotional wellbeing of the community.

The Institutional Policy and the Regulations on the Illegal Use of Drugs, Controlled Substances and Alcohol Abuse are adopted in agreement with the applicable dispositions of Article I of the Law of the University of Puerto Rico, as amended, and in agreement with Article 14, Section 14.10.13 of the General Regulatory Handbook of the University of Puerto Rico. It is also based on the Law of Drug-free Workplaces, 1988, 41 U.S.C.A. 1011 h y 1011 i, as amended, and the regulations adopted by the US Department of Education to implant the said laws, 34C. F. R. parts 85 and 86; C.F.R., sub part 23.5.

In accordance with this legislation, that establishes the affirmative responsibility of educational institutions toward their students and employees to prevent and penalize the illegal use of controlled substances and alcohol abuse within the university grounds and in activities sponsored by the University of Puerto Rico, the University adopted an vigorous policy on the illegal use of

drugs, stated in Certifications No. 032 and 033, 1999-2000 Series of the Board of Trustees. The goal of this policy is to effectively prevent, within the Institution and in official activities outside, the manufacture, distribution, possession and use of illicit controlled substances, and also the abuse of alcohol. Both Certifications apply to the whole university community. It is the responsibility of all, with no exceptions, to comply with the norms therein established.

## **NO-SMOKING POLICY (P.R. LAW 40)**

In accordance with the P.R. Commonwealth Law 40, August 3, 1993, 24 L.E.P.R.A. Section 892, that forbids smoking in enclosed spaces such as classrooms, auditoriums, libraries, museums, corridors, cafeterias and restrooms, the University of Puerto Rico prohibits smoking in such places. Persons who desire to smoke may do so in areas such as parking lots, balconies or open terraces.

## **ENVIRONMENTAL POLICY**

The University of Puerto Rico in complying with its responsibilities to the community, and as an agent for social change is firmly committed to assume a leadership position in solving the existing environmental problems by proposing concrete alternatives to their solution.

The following are the objectives of the UPR Environmental Policy:

1. Implementing the Commonwealth of Puerto Rico's Environmental Policy, adapted to the institutional reality, and serve as a model for the implementation of this policy.
2. Establishing forums for the discussion of environmental problems relevant to Puerto Rico, the Caribbean, and the world.
3. Contributing ideas and participate in the public discussion of environmental problems.
4. Designing methods to comply with the environmental protection laws and regulations applying to the University of Puerto Rico.

## **POLICY FOR THE ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES THROUGH THE UNIVERSITY OF PUERTO RICO**

The Board of Trustees of the University of Puerto Rico's Certification No. 35 2007-2008 Series establishes the institutional policy to ensure the appropriate use of information and telecommunication technologies by the university community, the persons servicing the University of Puerto Rico, external clients and users of the University's information and telecommunication systems. This system-wide (Certificate No. by the Board of Trustees)<sup>1</sup> applies to all users of the University of Puerto Rico's Information Technology (IT), including but not limited to students, faculty, researchers, and staff. Third parties who use any part of the University's Information Technology are also subject to this Policy, including when they connect proprietary equipment to the University network or

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<sup>1</sup> The Policy is formulated in compliance with all applicable dispositions of the University of Puerto Rico Act, Law No. 1 of January 20, 1966, as amended, and the General Regulation of the University of Puerto Rico. The complete document can be found in the following e-mail address: <http://www.certifica.upr.edu/certificaciones/External/Certificaciones.aspx>

install proprietary software on University computers. Unawareness of the existence of this Policy, or of any part of this Policy, does not excuse users from its compliance.

This Policy aims to achieve the following:

1. Safeguard the integrity of computers, computer-related equipments, networks,
2. systems, programs, and data, regardless of whether or not these are located on
3. University grounds;
4. Ensure that use of electronic communications complies with applicable
5. University, Commonwealth, federal and international laws, policies, norms, and
6. procedures;
7. Protect the University against damaging security and legal consequences.

## **Policy Statements**

It recognizes that computers, networks (including wireless networks), and electronic information systems are essential resources for accomplishing the University of Puerto Rico's mission of instruction, research, and service outreach. The University grants members of the University community shared access to these resources - as well as to local, national, and System-Wide Policy for the Acceptable Use of Information Technology Resources international sources of information - in support of accomplishing the University's mission. These resources are a valuable community asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate educational, research, service, and other institutional activities. Users are required to use IT resources effectively, efficiently, and responsibly; in a manner that does not affect the quality, timeliness, or delivery of a person's work to the University nor hamper the rest of the community's ability to conduct their work for the University.

Freedom of expression and an open environment for learning and sharing information are valued, encouraged, supported, and protected at the University of Puerto Rico. Censorship is incompatible with the goals of an institution of higher education. Research and instruction take many forms. Therefore, information accessible from available electronic sources may not be restricted through censorship, as long as this information is not constrained by law or regulations, and it is used for lawful purposes. The University will promote the appropriate use of technology, mainly through education, to encourage responsible management of technology and the information that is accessed. Access to the information resource infrastructure both within and outside University grounds, sharing of information, and security of intellectual products, all require that every user accept personal responsibility for protecting the rights of the community. Users should be aware that actions conducted using information technology will be held to the same standards as any other action in the workplace. The University will deal promptly with all violations of any law or university policy.

## **User's Rights and Responsibilities**

As part of the User's Rights and Responsibilities, members of the University community are granted access to information technology resources in order to facilitate their university-related academic, research, service, and job activities. Occasional personal use of information technology is allowed, as long as this personal use does not interfere with job performance nor violate any existing policy, regulation, or law. Assessment of an employee's job performance may consider the employee's personal use of information technology resources; and a supervisor

may request a change in this personal use as a condition for continued employment, if deemed necessary.

### **A. Use Means Acceptance of Policy and Norms**

By using the University's information technologies, users agree to abide by this Policy, as well as all relevant University policies, norms, and procedures, and current federal and Commonwealth laws. Users are responsible for the following tasks:

1. Review, understand, and comply with all policies, procedures and laws related to access, acceptable use, and security of university information technology resources;
2. Request system administrators or data custodians for clarification on access and acceptable use issues not specifically addressed in University policies, regulations, standards, and procedures; and
3. Report possible policy violations to the appropriate entities.

### **B. Privacy and Security Awareness**

The University recognizes the user's right to privacy and security; and will take reasonable measures to protect the security of the information technology resources assigned to individual users. The user's personal information will be maintained in a secure environment; and only accessed by authorized employees that need the information to do their job. Should the need arise to intervene with a person's right to privacy in the course of any investigation regarding inappropriate use of information or technology resources, the University will do so following existing legal procedures. Users should follow the appropriate security procedures to assist in keeping equipment, systems, applications, and accounts secure. These procedures are available through the System or Campus Information Systems Offices (ISO).

### **C. Consequences of Violations**

Access privileges to the University's Information Technology resources will not be denied without cause. The University may temporarily deny access to these resources if, during the course of an investigation, it appears necessary to protect the integrity, security, or continued operation of its computers, systems, applications, and networks or to protect itself from liability. Alleged violations of University IT policies shall be referred to appropriate University officials for resolution or disciplinary action. The University may also refer suspected violations of the law to the appropriate law enforcement agencies. Depending upon the nature and severity of the offense, policy violations may result in loss of access privileges, University disciplinary action, and/or criminal prosecution.

### **The University's Rights and Responsibilities**

The University owns the applications, systems, computers, and networks that comprise the University's technical infrastructure. Likewise, the University owns all data that reside on this technical infrastructure; and is responsible for taking the necessary measures to ensure the integrity, security, and confidentiality of its systems, applications, data, and user accounts.

When the University becomes aware of violations, either through routine system administration activities, audits, or from a complaint, it is the University's responsibility to investigate as needed or directed, and to take whatever necessary actions to protect its resources and/or to provide information relevant to any investigation underway. University offices, campuses, faculties, and facilities shall cooperate and work alongside appropriate University and law enforcement officials investigating these violations.

## **AUTHOR'S RIGHTS AND INTELLECTUAL PROPERTY**

“Teaching personnel and students of the University of Puerto Rico are owners of work created in the normal course of academic activities, unless agreed otherwise. Nevertheless, the University of Puerto Rico is the owner of this work when they are the product of administrative or academic functions specifically commissioned and officially assigned by the institution, according to the provisions and reach of the current concept of the work assigned, unless agreed otherwise. Authors will retain ownership of work done through and during sabbaticals, licenses, work substitutions, special appointments, and similar situations, unless previously agreed otherwise.

The university establishes that the author's ownership of his/her work does not exempt him/her from giving the university its due explicit acknowledgement, as corresponds, for contributions, support, or collaborations that made its design, development, and dissemination possible. Likewise, students are responsible for mentioning that their work was done as part of course or academic degree requirements. In all cases, the University of Puerto Rico has the right to claim this acknowledgement. Employees and students are authorized to and responsible for registering and protecting their work under their ownership," (Institutional Policies, University of Puerto Rico 1999-2000: 18-19).

In cases in which a professor uses research or findings conducted by students in their own publications or conferences, said students will explicitly receive due acknowledgement by the professor.

## **PROCEDURES: ADMISSIONS, REGISTRAR, BURSAR & COMPLAINTS**

### **ADMISSION PROCESS**

#### **REQUIREMENTS FOR REGULAR ADMISSIONS**

##### **Admissions Requirements for Graduate Students**

Any graduate from a bachelor's degree from an accredited higher education institution must submit an admission application in order to be admitted to the University of Puerto Rico at Arecibo. The admission application is only valid for admission for the fall semester. All submitted documents become the property of the University of Puerto Rico at Arecibo.

Candidates for admission must meet the following criteria:

1. Hold a bachelor's degree or its equivalent conferred by an accredited higher education institution from the state agency authorized for such purposes.
2. Hold a minimum college grade point average (GPA) of 3.00 points on a scale of 4.00.
3. Satisfactorily pass the interview with the Psychology Graduate Programs Committee (PGPC).
4. Submit an essay detailing the academic background and professional experience of the candidate, while at the same time writing about the professional expectations once graduated from the program.
5. Submit two letters of recommendation.
6. Possess dominion in the Spanish and English language.

**Candidates that apply to the program and do not possess a bachelor's degree in psychology, must approve the following undergraduate courses or their equivalents with a grade of "A" or "B":**

- Introduction to Psychology
- Social Psychology
- Research Methodology
- Statistical Reasoning Fundamentals

##### **Applicants from Foreign Higher Education Institutions**

Students graduating from foreign higher education institutions must also comply with the following requirements:

1. Submit an official academic transcript of their secondary education in the vernacular of their country of origin. A Spanish or English translation of the transcript must be submitted, certified by the Ministry of Education of the country of origin and by the American consulate.
2. Submit official explanatory evidence of the grading system, the contents and level of courses taken and the number of meeting hours assigned to each course.
3. Submit evidence of all degrees and diplomas obtained.

4. Take steps to obtain a certification of equivalency for the degree from the Puerto Rico Department of Education.
5. Submit evidence of economic resources to study in Puerto Rico.

### **Regulations for Admission for Applicants from Other Universities (Transfers)**

Applicants for transfer are students who have never studied at the University of Puerto Rico System and who are enrolled in another duly accredited university:

#### **Hours:**

The Admissions Office is open to the public Monday through Friday from 8:00 a.m. to 12:00 and from 1:00-4:30 p.m.

### **REGISTRAR'S OFFICE**

The Registrar's Office receives, organizes and preserves the documents pertaining to the academic activities of the students. The web address is: <http://registro.upra.edu>.

#### **Regular Hours:**

Monday, Tuesday, Wednesday, Thursday and Friday	8:00 am – 12:00 m 1:00 pm – 4:30 pm
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### **ONLINE REGISTRATION**

- Students will select the courses and sections for the following semester online once made their academic counseling during the dates set for this purpose in the Academic Calendar.
- Newly admitted students will receive a PIN (password) to gain access for pre-register to internet registration.
- During the second semester every student must also fill the section related to the Buckley Law that is sent to the email during this process. Any changes to the information on this form may be made at the Registrar's Office.
- Students who do not pre-register must request their courses in each of the corresponding academic departments on the day assigned. They must pay their tuition and fees at the Bursar's Office.

### **ONLINE PAYMENT REGISTRATION**

- Students select and pay for courses and services to which they will be entitled during a given semester. Students are only authorized to attend the courses and sections indicated in their class schedule for that semester. It is the student's responsibility to check the course before making the payment.



## CHANGES IN COURSE SCHEDULE

Changes are sometimes necessary during the registration procedure because sections are cancelled, or students fail the pre-requisites for their selected courses. In this case, students must remove the PM in the area indicated by the Registrar's Office and must go to the corresponding department to have the course erased from the class schedule and proceed to complete the procedure for payment and will receive a new class schedule.

Once the registration process is finished, students are responsible for verifying their class schedule to ensure that they are registered for the courses chosen. The computerized registration of class schedule, confirmation and payment constitute official evidence of registration.

## ACADEMIC LOAD

The regular academic load for a program consists of a group of subjects with an approximate value of 12 credits per semester, as required by the curriculum of academic departments. But these are likely to increase or decrease according to the authorization of the Dean for Academic Affairs. However, the number of credits it can not exceed 21 credits per semester.

Academic load during the summer session. It shall not exceed three (3) courses with a maximum of seven (7) credits. Candidates for graduation in the summer session, and students with honors registration are exempted from this rule. These students may be enrolled in a maximum of 10 credits, with the recommendation of the Director of the academic program, and the written authorization of the Dean for Academic Affairs. Students may not take both parts of a sequential course during the summer session.

## CLASSIFICATION OF STUDENTS

UPR students are grouped in the following categories:

1. **Full time students** are those undergraduates taking a regular course schedule equivalent to twelve (12) credits per semester and who are pursuing a degree. Similarly considered regular undergraduate students enrolled in those courses of practice recognized by the Academic Senate as equivalent to full academic load.
2. **Part-time students** are those undergraduates that follow an academic program of fewer than twelve credits per semester, but that nevertheless are candidates toward a degree, diploma or certificate from this institution.

## COURSE CODES

Each course offered at UPRA is coded in an alphanumeric code that consists of four letters that identify the subject matter and four digits that identify the level of the course.

**ALPHABETIC CODE**  
**(XXXX)**  
**Initials of the course**

**NUMERICAL CODE**  
**Level (XXXX) sequence**  
**Course itself**

## Numerical part of the code

The first digit of the numeric section identifies the course level, according to the following table:

- |   |  |
|---|--|
| 0 | Remedial-The material is considered pre-college level even if it is offered at the university.                     |
| 1 | Associate, first level   |
| 2 | Associate, second level  |
| 3 | Undergraduate, second level. First two years of the bachelor's and transfer programs                               |
| 4 | Undergraduate second level. Next two or three years of the bachelor's programs.                                    |
| 5 | Courses that may be credited towards a Bachelor's or a Master's degree with authorization of the Department Chair. |
| 6 | General graduate courses   |
| 7 | Doctorate, first level professional  |
| 8 | Specialized graduate courses   |
| 9 | Post-doctoral (Also used to assign temporary numbers to courses). This is precisely its use in this catalog.)      |

The second and third digits of the numerical series identify the sequence of the course; the 00 to 99 digits have been reserved for courses with a varying number of credits.

The fourth digit identifies the course sequence. The sequence indicates that a second semester of the course is offered. The sequence does not establish pre-requisites. Pre-requisites, if there are any, are informed by the UPR unit in its catalog, course schedules, and other official documentation.

## CLASS ATTENDANCE

Attendance is mandatory. Professors have the duty of noting absences of their students and reporting these to the Registrar's Office along with the semester's grades, and also on the Class attendance lists. Frequent absences may affect the grade and could result in the total loss of credits. 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 support 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 these. To meet this requirement, the periodic verification mechanism was established assistance through lists of classes, these two (2) are performed by half in which each teacher (a) must indicate those students who do not attend regularly in the Portal NEXT, no later than the dates specified.

In print times the duration of each class period specified. To facilitate the process of change both classroom and students moving from one place to other Campus, teachers should begin their classes at the exact time that has been indicated in its program of classes and finish same ten minutes before the next hour class. That is, it means one hour of class a real run for fifty minutes. Classes will have one and a half lasts eighty minutes from the start time. The same pattern is repeated in longer-lasting lessons. Teachers teaching classes of two or more hours may grant a break of five to ten minutes, depending on the class period.

## CREDIT HOUR DEFINITION AND ASSIGNMENT

The University of Puerto Rico at Arecibo follows Federal regulation regarding the assignment of credit hour.

### Federal Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

1. One (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for approximately fifteen (15) weeks for one (1) semester or trimester hour of credit, or ten (10) to twelve (12) weeks for one quarter (1/4) hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practicum, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

### UPRA Assignment of Credit Hour:

One credit hour unit corresponds to one hour of direct contact with faculty. An hour of direct contact as defined by Institutional Policy (Academic Certification Num. 2006-07-27) equals to 50 minutes of academic activity. An academic semester per term or instructional period consists of 15 weeks + 1 week for final test or final work. The out-of-class time is equivalent to a minimum of two (2) hours.

### Course Modalities

1. **Lecture** - Course or part of a course in which the professor makes an oral presentation to his students on a topic of an academic discipline or uses a methodology of continuous interaction between the members of the group.
2. **Internship courses** - Training experience in a real work environment in which the student puts into practice and expands the knowledge, skills and abilities developed during their years of study to perform more effectively in their discipline or professional field.
3. **Seminar** - Teaching technique aimed at debate, discussion and dialogue in a climate of reciprocal collaboration that requires research work, observation and analysis by students on particular topics in an area of study.
4. **Practicum or Clinical Experiences**- Teaching technique through which the student is provided with integrative experiences in practice scenarios, with the purpose of developing specific skills in their area of study.
5. **Hybrid Course**- Course that involves a formal learning process in which part of the instruction is given with the teacher and the student in different places, synchronously or asynchronously. And for which, in addition to face-to-face meetings, information technologies are used as link mechanisms between the teacher, the student and the

institution. In the hybrid course, between 25 and 75% of the total hours of instruction occur at a distance.

6. **Combinations modalities** - Any courses that include multiple modalities of instruction that are not explicitly outlined above, shall follow the federal guidelines and include at a minimum forty-five (45) hours of instruction and student work per credit hour.

## **WITHDRAWALS**

### **Partial Withdrawals**

Students may withdraw from one or several courses and still continue as bona fide registered students. For the partial withdrawal process,

1. the student accesses the portal.upr.edu and selects on or before the date assigned on the Academic Calendar.
2. A **W** will appear on their record instead of a grade.

### **Full Withdrawal**

Students may withdraw completely from the University at any time during the semester up to the last day of classes. A 'W' will appear instead of a grade for each course in which they are enrolled, and students will be formally separated from the University of Puerto Rico.

The procedure for a total withdrawal is the following:

1. Request the withdrawal forms via NEXT Portal.
2. Complete the information required in the document.
3. Get the signatures required.
4. Process the withdrawal at the Registrar's Office at or before the date indicated in the Academic Calendar. Students must show the ID card at the time.

## **FINAL EXAMINATIONS (UPRA Senate Certification Num. 2003-04-18 ammended)**

Every course will close with a final evaluation of the student's work by a method to be determined by the department's faculty. The dates for the final examination will be announced by the Registrar's Office. A preliminary schedule will be available to students to detect conflicts in scheduling. The Final Examinations Schedule, once approved, cannot be modified, unless by authorization of the Dean for Academic Affairs.

Generally, a student does not have to take more than two (2) final exams on the same day. Teachers will within five days of the examination period to deliver final grades to the Registrar.

### **Absence from Final Examinations**

A student absent from a final examination duly announced by the Registrar's Office will receive a grade of **0** or **F** in the examination. Students may justify their absence within a period of three working days from the original exam date. If the professor or the department chair determines that the student's absence was justified, the student will receive an Incomplete grade (See the section on removing 'Incompletes').

## Absence from Partial Examinations

Individual professor will determine the norms for dealing with absences from examinations in their classes.

## GRADING SYSTEM

The grade shows the degree of the student's academic performance in each of course. To make it possible to compute a Grade Point Average, an indicator of the student's general performance, each grade is assigned a numerical value:

A	Outstanding	4.0 per credit
B	Good	3.0 per credit
C	Satisfactory	2.0 per credit
D	Deficient	1.0 per credit
F	Fail	0.0 per credit
P	Pass, not computable for the GPA	
W	Withdrawal	
I + Grade	Provisional Grade or Incomplete	

Since the academic year 2016-2017 the following numerical values were added as part of the student's general performance:

F*	Fail by course withdrawal
W*	Never attended
NP*	Not approved by course withdrawal on pass/fail courses
WP*	Never attended on pass/fail courses

## Provisional Grades or Incompletes (UPRA Senate Certification Num. 2001-02-36, amended)

Students who do not complete one or more of the evaluation requirements for a course as established in the syllabus may receive an Incomplete (I) or provisional grade. The provisional grade will be determined on the basis of the work completed, plus a grade of (0) zero for the work not completed. Instructors may grant Incomplete grades according to the students' merits.

## Criteria for Removing an Incomplete

1. The following warning must appear in the students' grade reports: Incompletes must be removed within the 60 days following the first day of classes of the next semester as established in the Academic Calendar.
2. If the professor does not notify a change in the provisional grade before or on the deadline set in the Academic Calendar, the provisional grade will become the final grade. The *Incomplete* grade will count for the computation of the students' *General Index*. Within the 60 days: the student has 30 days to complete or deliver the evaluation requirement and the professor has 30 days to change a grade, as scheduled in the Academic Calendar.

## ACADEMIC INDEXES

The academic index is the numerical representation of the students' academic performance in all courses taken, including failed courses. 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 grade. (When a course is repeated, only the highest grade obtained will be taken into account.) Those courses from which students have officially withdrawn (W) will not count towards their academic indexes.

1. **General index** is computed taking into account the grades received in all courses taken.
2. **Program index** is computed taking into account all the grades obtained in the required courses of the curriculum of the program from which students request graduation.
3. **Specialization index** is computed taking into account only the grades obtained in the specialized courses for the degree requested.
4. **Retention index** is the minimum academic index the student may have at the end of the academic year. It is computed taking into account the number of credits the student has carried, as established in the retention table. (Accumulated credits approved include those courses with an F.)
5. **Graduation index.** To graduate, students must have at least a 2.00 specialization index and a 2.00 program index.

## REPEATING COURSES

### Courses Passed with a C

In compliance with UPR Board of Trustees Certification Num. 017-1998-99, the following procedure is established for repeating courses passed with a grade of C.

1. The department director may authorize the repetition of courses with a grade of "C" at the request of the student, as an exception, after analysis of student academic circumstances. The reasons for repetition with "C" is established in the Certification set out above.
2. During academic counseling, advisors will recommend the repetition of courses passes with C based on their knowledge of their advisees' academic aspirations.\* Students will fill out the form requesting repetition of a course passed with a grade of C, prior to making the registration process online. This sheet will be available at the Registrar's Office
3. The Registrar and the Dean for Academic Affairs will be notified of esta authorization, as provided for Certification. This authorization is not prospective.

### Courses with Grades of D or F or Not approved

1. Students may repeat a course they have failed without any previous authorization.
2. When students repeat a course in which they originally obtained a grade of D or F, the highest score obtained will be used to determine grade point average. However, the original grade

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\* If the request is not submitted before the registration process, students will be awarded two grades for the same course in their transcript. Both grades will be counted towards their general and concentration indexes. The request may not be processed retroactively after students have repeated the course.

will remain in their transcript.

3. For purposes of academic progress can only repeat courses with a "D" once and as often as F, to be approved it.

## **Grade Reports**

At the end of each semester, students can see their final grades via NEXT Portal. You can access to see the same from the first day of finals. Students who believe they have made a mistake in its rating, must notify the teacher. The debtor can not access student see their grades until you pay off your debt.

## **PROCEDURE FOR CHANGING FINAL GRADES (UPRA Senate Certification Num. 2019-2020-29)**

A student who is unsatisfied with his final grade should talk to your teacher. If the teacher accept that made a mistake, he should submit a letter to the Committee on Academic Achievement by the mentioned certification.

## **PROBATIONARY STATUS (UPRA Senate Certification Num. 2010-2011-31 amended)**

If the cumulative index is less than the retention index established, but does not exceed a thirty (0.30) points as established in the Retention Index Table, the student will be placed in probationary status and will be duly notified of the fact by the Registrar's Office. The Registrar's Office will refer those students to the Counseling and Psychological Services Department, for counseling related to the implications of the probationary status. The student repeated many courses with "D" or "F" that are necessary. Your course load will have a maximum of 15 credits. It must reach the minimum average established at the end of the academic year. It will not be partial or total withdrawal without prior approval of the Director (a) Professional. In special circumstances where the Dean of Academic Affairs authorizes the student to withdraw from all courses, the readmission request and the same will be on probation. The probationary period is for one academic year.

<b>RETENTION INDEX TABLE</b>			
<b>Minimum Academic Retention Index</b>	<b>Margin for Probationary Status with Restrictions</b>		<b>Suspension Margin for with Possible Reconsideration</b>
2.00	.30	1.99-1.70	1.69-1.40

## **SUSPENSIONS**

### **A. First Suspension**

The student will be suspended for academic deficiencies at the end of the academic year and remain detached from the University of Puerto Rico for one academic year before being eligible for readmission under probation status. During an academic suspension student will not receive credit towards courses taken in other university institutions. It includes courses taken in other campuses of the University of Puerto Rico.

## **B. Second Suspension**

Students, who fail to achieve the minimum index for retention for a second time, will be suspended for academic deficiencies and must remain two (2) years out of the University of Puerto Rico.

## **C. Third Suspension**

The students who fail to achieve the minimum retention index for the third time will be suspended for academic deficiencies and precluded from studying at the University of Puerto Rico for four (4) years. After a third suspension, students who again fail to reach the retention index required according to the Retention Index Table will be permanently precluded from studying at the University of Puerto Rico

## **VETERANS**

### **Benefits**

UPR students who are veterans (as defined by the Veteran's Administration) of the United States Armed Forces can receive benefits under the following chapters:

- CH. 1606 – Montgomery GI Bill® Selected Reserve
- CH. 30 – Montgomery GI Bill®<sup>2</sup> Active Duty
- CH. 35 – Survivor and Dependents Educational Assistance
- CH. 31 – Veteran Readiness and Employment
- CH. 33 – POST-9/11 GI Bill®
- CH. 38 - United States Code Section 3679(e) School Compliance Form

Law No. 203 of 2007 Puerto Rican Veteran Rights of the century "The December 14, 2007, was approved, with immediate effect, known as Law 203 Charter of Rights of the Puerto Rican Veterans. The law compiles all previously approved legislation and orderly outlines the benefits that the Government of Puerto Rico gives to veterans who have served in the Armed Forces of the United States defending the principles of democracy ". Among these benefits they are related to education. To receive the benefits specified in this Act, you have to be a Veteran, child of a Veteran, or a Veteran's spouse.

### **Statement of educational services for students with VA study benefit**

✓ Approved for veterans training.

✓ Approved for the training of students under the various GI Bill® programs.

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<sup>2</sup> GI BILL® is a registered trademark of the U.S. Department of Veterans Affairs (VA)



- ✓ The school is approved by the Puerto Rico State Approving Agency to provide academic training to the students under the various GI Bill® programs.

## **Veteran In-State Tuition**

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill®<sup>i</sup> -Active Duty Program) or chapter 33 (Post-9/11 GI Bill®<sup>3</sup>), of title 38, United States Code, who lives in Puerto Rico while attending a school located in 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. Effective August 1, 2021, Section 1005 of P.L.116-315 (Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020) eliminates the three-year requirement.
- Anyone using transferred Post-9/11 GI Bill®<sup>i</sup> benefits (38 U.S.C. § 3319) who lives in Puerto Rico while attending a school located in 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. Effective August 1, 2021, Section 1005 of P.L.116-315 (Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020) eliminates the three-year requirement.
- 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 release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code. Effective August 1, 2021, Section 1005 of P.L.116-315 (Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020) eliminates the three-year requirement.
- 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 a school located in Puerto Rico (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 GI Bill®<sup>4</sup> benefits (38 U.S.C. § 3319) who lives in Puerto Rico while attending a school located in Puerto Rico (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

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<sup>3</sup> GI BILL® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

<sup>4</sup> GI BILL® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

### **Title 38 United States Code Section 3679(e) School Compliance Form**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

- The University of Puerto Rico at Arecibo policy permits any **covered individual** to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- The University of Puerto Rico at Arecibo ensures that our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

### **“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" (SRTA). 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 promulgate appropriate procedures for disseminating information through various media, such as brochures, catalogs and literature on admissions.

## **I. Transfers<sup>5</sup>**

When evaluate the request for transfer, students from the system units are considered on equal terms with the active students of different campuses and units.

Students who are in a transfer program and have completed an Associate of Arts or Science degree and whose studies are oriented toward a bachelor's degree will be granted admission to the level of third year at one of the campuses or units of the University System.

All students must have completed transfer request forty-eight (48) credits at the end of the semester to applying, including course requirements set by the enclosure or drive of your choice are included. If you select a program of study for which your unit or enclosure does not provide complete second-year program, only it is required to have passed thirty (30) credits among which must be included courses that are requirements of the faculty or unit your choice. The student must meet the retention rate required by the institutional unit to which request. (JS Cert.115 1996-1997).

The transfer student must meet the requirements for admission to a graduate program, which were in effect on campus or unit that is to receive, when the student enrolled in his first year as a unit of origin. If there has been disruption and delay in their studies, the school who has received determine graduation requirements to be applied. Transfer students will be on equal footing with students about adjusting unit needs to be done in their programs.

Students must submit your request Shuttle dates announced in the academic calendar. You should meet with their academic advisor to determine if you qualify. You should carry their transcripts, notes and class schedule. If the academic advisor tells you that you are eligible, you will pay on time transfer request \$ 45.00 and \$ 55.00 late application. Readmission and Transfer Request pay \$ 45.00 and \$ 55.00 late application (non-refundable) in the Bursar's Office.

## **II. Transfer of Credits (UPRA Academic Senate's Certification Number 2002-03-25)**

Any student who has taken courses at an accredited private university must request recognition of credits to officially determine the courses that the University of Puerto Rico at Arecibo will accept.

The criteria are:

1. That there is correspondence between the objectives and content of 80 percent or more on offer in the university system.

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<sup>5</sup> Those students who apply for a transfer to the Mayagüez Campus of the University of Puerto Rico, if taken ENGLISH 3101-3102, since August 2000 will not be accepted as a substitute for 3221-3222 ENGLISH sophomore English. They were only accepted as a substitute for sophomore English to those who have taken ENGLISH 3103-3104.

The sequences are accepted from August 2002 are as follows: ENGLISH ENGLISH 3101-3102 and 3201-3202 or 3103-3104 and second year course except INGL 3201-3202. A student who does not meet the requirements of these sequences, will have to take the courses given to meet the requirements of the Department of English at Mayagüez.

2. The number of credits assigned to the course or courses to be validated must be equal or greater than the number of credits the course for which you want to do the validation.
3. Only courses with a "C" or more are validated.
4. Only will be validated up to 15% of specialty courses to which the request (the) student.

**Procedure:**

1. To request an official transcript of their academic record of Private Institution of origin, send it to the Registrar's Office.
2. To request a form of recognition of credits in their academic department.
3. The director of department circulated the document to the other directors or program coordinators.
4. The department director endorses documents to the Dean for Academic Affairs.
5. The Dean of Academic Affairs will evaluate the dossier and submit it to the Registrar's Office.
6. The Registrar's Office will retain the original, marked with information on the transcript and send a copy to the student.

## **GRADUATION**

To qualify for graduation students must fulfill the following requirements:

1. The minimum GPA for graduation is 3.00 on a scale of 4.0
2. Approval (with a grade of A or B) of the 54 required credits.
3. Approval of the student's Thesis project and approved defense of the Master's thesis.
4. Submit the degree application to the registrar.
5. Present the required amount of copies of the thesis, duly bound and signed by the Thesis Committee.
6. Must have finished all course work for their degree within the time-frame stipulated by the regulations.

## **TERM FOR COMPLETING DEGREE REQUIREMENTS**

Students have a maximum of four (4) years starting from the admission date to complete the master's degree. The date of admission is defined as the beginning of the academic semester in which the students is enrolled for the first time in the program. This period applies to both full-time and part-time students.

However, some students can benefit when credits taken in other recognized graduate program are accredited or substituted. Likewise, students whom, after a considerable period of inactivity are re-admitted into the Program and previously approved courses are acknowledged in said Program also benefit from this. This implies that for these students there has already been a certain level of academic progress, for which the same term that others who receive said benefit is not necessary.

To these effects, the Master's Degree in Psychology of Leadership and Social Management establishes that, when considering the possibilities mentioned in the previous paragraph, the maximum term for completing the requirements of the degree are the following:

<b>Amount of Credits</b>	<b>Maximum Term for the Master's Degree</b>
3 – 9 credits	Six years
10 – 14 credits	Five years and a half
15 – 19 credits	Five years
20 – 26 credits	Four years and a half
27 – 32 credits	Four years
33 – 43 credits	Three years and a half
44 – 54 credits	Three years

## **BURSAR'S OFFICE**

The Bursar's Office is part of the Finance Office, which is a division of the Office of the Dean for Administrative Affairs. This office is responsible for collecting, accounting and depositing the money received by the Institution for tuition and other related fees. Payments must be made in U.S. dollars, postal money order or certified checks made to the University of Puerto Rico, VISA, MasterCard, American Express or debit cards.

The following fees, prescribed by the university are tentative for new students and transfers for 2022-2023 and are subject to change at the discretion of the Governing Board.

## **TUITION**

### **Graduate Studies Tuition Costs and Fees**

<b>FEES</b>	<b>COST</b>
Cost per credit	\$205.00
Maintenance and Technology Fee	\$300.00
Late enrollment	\$20.00
Thesis	\$67.00
Partial withdrawal (per course)	\$10.00
Full withdrawal (per course)	\$15.00
Course repetition (per course)	\$20.00
Transcripts	\$5.00
Degree certification	\$5.00
Laboratory fee (per laboratory)	\$300.00
Graduation fee	\$80.00
Transcripts	\$5.00
Deferred payments (number of credits x \$3.00 ÷ number of installments) maximum number of installments is 5	
Fee for auditing courses	\$ 67.00

## **OFFICE FOR SERVICES FOR STUDENTS WITH DISABILITIES**

### **Goals:**

- Establish links with agencies that provide services to the population fo people with disabilities.
- Promote the development of an institutional policy that guides the provision of services for the population with disabilities, both for teaching and for research.
- Promote and disseminate information related to the office
- Identify the offices of our Campus with basic content areas so that they include the needs of the population with disabilities.

### **Responsibilities**

- Allow our students with some type of Medical Condition, a more inclusive environment on our Campus and a flattering environment that allows them to achieve their academic goals.
- Promote information and adaptation of modern technology that favor the needs of the population of people with disabilities.
- Provide, in coordination with institutions or agencies specialized in working with people with disabilities, up-to-date information and services as part of continuing education.

### **Services**

- Coordinate cases with special needs
  - Establish links with the agencies offering student services and for people with disabilities.
  - Promote a more inclusive environment.
- Facilitate the integration into college life and provide equal rights among the students participating in the program through:
  - Counseling on the rights and benefits offered in the program.
  - Coordination of special needs as needed in every condition.
  - Pre-registration and Early Registration.
  - Referrals to the Vocational Rehabilitation Office.
  - Referrals to the corresponding service offices from the University of Puerto Rico at Arecibo.

## **ACADEMIC SERVICES**

### **LIBRARY**

**Certificate of Evaluation from the Association of College and Research Libraries (ACRL)**

### **VISION**

It will be recognized as the main information and research center of the north central region for its services and resources.

### **MISSION**

To provide information services and resources to users with updated collections and emerging technologies. In addition, develop the necessary skills in students to locate, evaluate, and use information ethically in support of the teaching - learning process.

### **HOURS**

Monday through Thursday: 7:00 a.m. – 9:50 p.m.

Friday: 7:00 a.m. – 4:20 p.m.

Saturday: 8:00 a.m. – 4:20 p.m.

**Telephone:** (787) 815-0000 / Extensions: 3150, 3151, 3170

**WEB Page:** <https://www.upr.edu/biblioteca-upra/>

### **SERVICES**

The library provides services for 78 hours a week and these include:

- Information Literacy Program
- Borrowing books
- Database stations, journals, magazines, newspapers, books and microform materials
- Interlibrary loans among the University of Puerto Rico Library branches
- Projection Room
- Virtual Reference and Face to Face
- Conference Room
- Exhibition Hall
- Videoconference and Multipurpose Room
- Assistive Technology Room (Disability Services)
- Study Rooms and Study Carrels and touch screen monitors and cameras
- Print and photocopy services

### **ORGANIZATION**

The library responds to the Dean for Academic Affairs. It is divided into five main areas: Public Services, Learning Commons Center, Multimedia, Collection Development and Administrative Offices.

## **Public Services**

- Borrowing books - General Collection of books for use in room or taking out.
- Reserve Collection - Collection of books that faculty and librarians have separated for the courses.
- Youth Collection - consists of books and audiovisual resources for children and youth. It supports the Elementary Education Program.
- Special Collections - consists of the collection of Arecibo Region, University Historical Archive, Francisco Matos Paoli Collection, among others. It organizes and preserves the bibliographic, historical, and cultural heritage of the city and other towns in the region.
- Reference Collection and Databases - consists of the main sources of consultation of the library as encyclopedias, dictionaries, atlases, among others. The databases include: ProQuest, EBSCOhost, GALE, Science Direct, Films on Demand, Microjuris, ACS, among others. Also, Open Access Databases likes Dialnet, Redalyc, Scielo, Clacso, Open TextBook are included.
- Magazines and Newspapers Collection - Contains magazines and newspapers printed and microfilmed. It has major magazines published in Puerto Rico and local newspapers.
- Virtual Reference – Virtual service where the information needs of the university community are answered using technological tools such as: email, chat or other digital platforms

## **Learning Commons Center**

Extended Library service that encourages the use of open space for collaboration, teaching and learning with technology. Also, Workshops on information skills, mentoring and tutoring, and digital applications for education are also offered. It also has three group study rooms, one conference room for academic and educational activities with screen monitors and cameras, two collaborative workstations and 20 computers stations.

## **Multimedia Area**

It is located on the second floor of the library and includes Conference Rooms, Exhibition Hall, Projection Room, Video Conference Room and Information Literacy Program, Video and Music Collection.

- Conference Room - The room is equipped with chairs, screen monitors and cameras wireless network, and phone jacks. The area can accommodate 75 people. The room is available by reservation.
- Exhibition Hall - In these room art exhibitions and other cultural and educational expressions of interest to the university community are presented.
- Projection Room - This room seats 25 people and includes screen monitors and cameras computer, and DVD, Blu-ray and VHS player.
- Information Literacy Program -The program aims to empower users with the information skills necessary for academic research development. Information skills are essential for general education and major academic programs accrediting agencies. The program staff develops educational and advocacy services Library materials.



- Music Collection - Is housed on the 2 floor of the Library. The music collection consists chiefly of classical music, but includes jazz, folk and ethnic discs and others.
- Video Library - This collection includes a variety of films, documentaries and other recordings in VHS, DVD and Blu-ray formats. The need for individual or group use equipment provided.
- Assistive Technology Room (AT) - Assistive Technology Room, located on the first floor of Library. Room houses technologies to facilitate academic success and provide alternate format access to library materials for users with a variety of vision, hearing, learning, and/or mobility related disabilities. This technology rooms contain special software programs like Jaws, Computer with "Zoom Text", the "Open Book", Webcam, Magic Professional with speech Spanish, Fusion Professional and Scanning & Reading Software and TV.  
hand-held magnifier and other programs.
- Videoconferences and Multiuse Room - It is equipped with 25 computers with touch screen monitors and cameras for information literacy workshops, virtual courses or require the integration of emerging technologies and for the offering of academic activities such as: webinars, conferences, virtual meetings and others.

### **Collections Development Area**

This area is located on the first floor of the library. It's responsible of the acquisition, cataloging and classification of the library information resource.

### **Administrative office**

The Library Director office is located on the first floor of the building. The director oversees and directs the library's operations including public service, collections, technology, administration and facilities management.

### **Library Friends Association**

The Library Friends Association has UPRA aims to serve as liaison between the library and the external community. It also encourages the use of the library and its information resources promoting social, cultural and intellectual development.

## **CENTER FOR ACADEMIC SUPPORT AND DEVELOPMENT (CADA)**

The Center for Academic Development and Technology Support aims to help students obtain a diploma with a high degree of excellence. Through its Student Academic Development and Support component, it provides individualized and group assistance either through direct services or through electronic means. CADA offers tutoring, mentoring and support services including the use of Moodle, e-mail, the use of computers and internet. Academic support is provided in coordination with faculty. CADA's facilities are in the Title V Building, next to the main building.

## CENTER FOR RESEARCH AND CREATIVE ENDEAVORS (CRE)

The CRC provides faculty and students the necessary mechanisms for intellectual and creative development to foster the strengthening and transformation of knowledge by means of research and creation. It consists of three principal components that impact the whole university community. The academic component includes the resources for research and creation aimed at students. Its main purpose is to identify the ways to help students benefit from research and creation at the state, national and international levels. This goal may be reached in three main manners: participation in federal programs, in consortia with private industry (e.g. COOP-UPRA), and through scholarship and internship programs.

Activities and programs under the CRC include the following:

1. Integrated Science Multi-Use Laboratory (ISMuL). The Integrated Science Multi-use Laboratory is designed to promote the advancement of education in science, mathematics and technology using a variety of approaches and techniques. This program, financed mainly by *Puerto Rico Space Grant Consortium* (PRSGC) funded by the National Aeronautics and Space Administration (NASA), functions in a multidisciplinary, interdisciplinary manner and at different levels. The University of Puerto Rico in Arecibo serves as the base for this endeavor which supports students and educators in their search of innovative strategies for the teaching/learning of sciences and mathematics. Its fundamental purpose is to improve the quality of the teaching/learning process in the sciences and mathematics in order to stimulate students to follow careers in these areas and other related fields. To achieve this aim motivation, professional development and research opportunities are offered to students and teachers.
2. Puerto Rico-Louis Stokes Participation Program (PR-LSAMP) - The PR-LSAMP program is an alliance between the Resource Center for the Sciences and Engineering of the UPR Río Piedras Campus, the University of Puerto Rico System, the Inter American University System, the Pontifical Catholic University of Puerto Rico, and the Polytechnic University of Puerto Rico with the goal of furthering university teaching in Puerto Rico. The activities of the PR- LSAMP program include a research component to encourage students to participate in scientific projects and present the results of their work in scientific congresses; mentoring for the development of student communication and leadership skills; electronic modules to increase the interdisciplinary skills in the areas of chemistry, biology, physics and mathematics; Internet-based interactive learning to teach concepts in science and mathematics; the establishment of teaching/learning strategies designed to improve the academic performance; and the development of technological information skills to provide students with the opportunity to use electronic information in a more effective and critical manner.

## **DIVISION OF CONTINUING EDUCATION AND PROFESSIONAL STUDIES (DCEPS)**

### **VISION**

It is an instrument through which the Arecibo UPR can maintain close ties with its graduates, fulfill its mission of serving the needs of the community and with its commitment to the continuous search for new ways to respond agilely and creatively to challenges and opportunities of the present and future.

### **MISSION**

Provide innovative and excellent academic programs and activities, with and without credit, aimed at facilitating lifelong learning. Through its offerings, it supports UPRA's mission of service and its commitment to contribute to academic, socio-economic, and cultural development, quickly and efficiently attending to the immediate needs of the sectors it serves.

### **SERVICES**

DECEP offers the following services:

- Short professional and personal improvement courses with non-credit contact hours.
- professional certifications
- Self-management workshops
- Continuing education activities sponsored by the Department of Education and OATRH in Collaborative Agreement with contact hours with credits and without credits.

To guarantee the quality of the services to be offered, DECEP's resources are highly qualified in their field of specialization and have extensive experience in their specialty area.

### **PROGRAMS ASSIGNED TO DECEP**

- Business Sector - Administration of workshops for employees of companies and government agencies.
- PREAS - Pre-University Program for Academically Outstanding Students.
- Basic Skills - For students who need to improve their performance in basic subjects.
- Short courses, workshops and professional certificates.
- Collaborative Agreements: UPR - Central Administration, OATRH and Municipalities.

### **CALENDAR**

Monday to Friday: 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:30 p.m.

### **Contact information**

Telephone: (787) 815-0000 Ext. 3200

Email: [infodecep.arecibo@upr.edu](mailto:infodecep.arecibo@upr.edu)

Web page: <https://decepenlinea.upra.edu/>

## **INSTITUTIONAL DISTANCE EDUCATION PROGRAM**

The Institutional Distance Education Program was established in July, 2014. At the present, a variety of courses have been designed to be offered in. These courses are identified in the institutional web page and in the page of the respective academic department. They are taught in both traditional and distance learning educational modalities (including hybrid).

**Mission:** To establish and maintain a quality and excellent Institutional Distance Education Program (IDEP) at the University of Puerto Rico at Arecibo.

**Goal Institutional Distance Education Program:** Enrich the academic offer by creating long distance courses and by training the teaching staff and students in nontraditional instructional modalities.

### **Distance Education Program Objectives:**

- Design and implement UPRA Distance Education Program
- Train students for an effective participation in UPRA Distance Education Program
- Train faculty members for:
  - Developing the proper competencies of a virtual educator-tutor.
  - Design high-quality, engaging and academically rich distance learning course
  - Create instructional tools and strategies for an online education environment.
  - Plan and integrate all TICs and non-traditional educational methodologies into the educational experience.
  - Answer the needs as well as academic and professional interests of non-traditional students.

## **STUDENT SERVICES**

### **FINANCIAL AID OFFICE**

The Financial Aid Office's principal function is to help students deal with socio-economic problems that may affect their academic performance. This function is performed through an extensive financial aid program. The resources for this program come from: the U.S. Government (federal funds), the Government of the Commonwealth of Puerto Rico (state funds), and private entities.

### **AVAILABLE FINANCIAL AID**

Students can access the Financial Aid Guide for Students of the Department of Federal Education and learn about the available federal financial loans and aids by visiting the website: <https://www2.ed.gov/fund/grants-college.html?src=pn>.

### **HOW TO APPLY FOR STUDENT AID**

An application for the aid must be submitted by accessing the <https://studentaid.gov/> along with the documents to verify the information. These documents will be submitted to the Financial Aid office electronically by the deadline assigned. You must access the website <https://portal.upr.edu/> to submit those documents.

Any document submitted after the deadline will be considered late, for which you must apply for a payment plan to cover your expenses while the application is processed. Any incorrect information submitted will result in a delay in the processing of the application.

#### **General Requirements for Eligibility to Receive Financial Aid**

1. Being admitted to an institution in a program leading to an academic degree.
2. Being a citizen of the United States of America or have a permanent resident status.
3. Maintaining satisfactory academic progress (see **Norms for Academic Progress to Determine Eligibility for Financial Aid Programs**).
4. Submitting the Application for Financial Aid and the required documents on time.
5. Demonstrating financial need according to federal and state regulations.
6. Accepting in writing any offer of financial aid before disbursement of the aid money.
7. Signing documents related to:
  - Drugs and Alcohol Abuse
  - Educational Purpose
  - Information related to scholarships
  - Reimbursement Policy
  - Delinquency on payment of loans
8. Maintaining satisfactory academic index in accordance with the Satisfactory Academic Progress Policy
9. Keeping the Institution informed of any change of address or status related to loans.

## FINANCIAL AID OFFICE STAFF

NAME	POSITION	EMAIL	EXT
Mrs. Norma Román	Financial Aid Official	<a href="mailto:norma.roman@upr.edu">norma.roman@upr.edu</a>	4005
Mr. Diomedes Pagán	Financial Aid Official	<a href="mailto:diomedes.pagan1@upr.edu">diomedes.pagan1@upr.edu</a>	4011
Mrs. Elisabeth Rivera	Financial Aid Official	<a href="mailto:elizabeth.rivera8@upr.edu">elizabeth.rivera8@upr.edu</a>	4007
Mr. Eliezer Butler	Financial Aid Official	<a href="mailto:eliezer.butler@upr.edu">eliezer.butler@upr.edu</a>	4006
Dr. Frank F. Laracuente	Financial Aid Official	<a href="mailto:luis.laracuente1@upr.edu">luis.laracuente1@upr.edu</a>	4004
Mrs. Daliana Fresse	Director	<a href="mailto:daliana.fresse@upr.edu">daliana.fresse@upr.edu</a>	4501
Ms. Sol Barreto	Administrative Secretary	<a href="mailto:sol.barreto@upr.edu">sol.barreto@upr.edu</a>	4500
	Office Email Address	<a href="mailto:asistenciaeconomica.arecibo@upr.edu">asistenciaeconomica.arecibo@upr.edu</a>	4010

## CURRICULUM AND COURSE SEQUENCE CONTINUITY TO ENSURE STUDENTS COMPLETION OF THE ACADEMIC PROGRAM WITHIN THE REQUIRED TIME FRAME

The University of Puerto Rico at Arecibo uses several mechanisms to guarantee the continuity of the curricular sequence. All the curricular sequences have been designed so that students can complete their academic preparation within the time stipulated by their academic program. The courses in the curricular sequence are distributed in academic terms, according to their level of complexity and following the prerequisites and corequisites established for each course. Curricular sequences also comply with the U.S. Department of Education's guidelines for the time and a half period of completion, according to the level of the program: for associate degree programs in a maximum of three years and for baccalaureate programs, a maximum of six years.

Several mechanisms are employed to help students comply with their curricular sequence through several guiding mechanisms from the moment they are admitted to the Institution.

### 1. Admissions Office

This office provides students guidelines and information about their program's curricular sequence.

### 2. Integration into University Life Conference

This activity is organized to inform new students about all the student services available in the Institution and guide them through their curricular sequence. Several student services offices which will include licensed academic counselors present the Institution's primary services available to support students as they achieve their goal of completing their career studies in time or within a reasonable time. Additionally, each academic department discusses with their student the curricular sequence and clarify doubts about it.

### **3. Academic Advising**

Each faculty member is responsible for programming office hours and providing academic advice to students. The University of Puerto Rico General Regulatory Handbook (Certification 160 (2014-2015) establishes in Article 65, Section 65.2, that the faculty will dedicate six hours a week to attend to each individual student's academic needs. This includes academic counseling.

### **4. Support of the Educational Services Program**

Support of the Educational Services Program is a program of the U.S. Department of Education that assists students who meet specific needs criteria. The goal is to increase retention and graduation rates. Participants receive academic, personal, and vocational counseling services. They also receive individual and group tutoring in various subjects, according to their academic need in English, Spanish, mathematics, accounting, and science.

### **5. Services of the Department of Counseling and Psychological Services**

This department provides academic, vocational, and personal guidance to the entire student community. External services are coordinated through the Dean of Students Affairs to help improve the emotional, social, and economic stability of the student body.

### **6. Support from the Tutoring and Mentoring Program**

This program provides services to students to optimize their academic performance, so that they successfully complete their curricular sequence. The tutorials are offered virtually and face-to-face.

## **TITLE IV REIMBURSEMENT POLICY**

Title IV Funds Refund Policy applies to students who, formally or informally, totally withdraw from the university prior to completing 60% of the academic year or pay period and are recipients of Title IV funds, such as: William D. Ford Loans subsidized and unsubsidized, Pell Grant, and FSEOG, among others.

The Fiscal Office of Financial Aid is responsible for computing the amount of Title IV funds earned or that do not correspond to the student, identifying the institutional portion of the funds to be reimbursed to the Title IV programs. This refund shall be made in a specific order, both for the funds returned by the institution, as well as the funds reimbursed by the student. The institution will, in principle, undertake the determined fiscal responsibility and then the student will reimburse the part that corresponds to him or her.

UPRA Arecibo utilizes the program or tool provided by the US Department of Education as a mechanism to calculate the return of funds that apply.

### **Step 1**

The student will complete Total Withdrawal Form (*Formulario de Baja Total*) provided by the Registrar's Office and go to the Fiscal Office of Financial Aid. For each type of Title IV Fund, the official will identify the amount that the student has received, the amount that could have been disbursed, as well as the tuition fees.

### **Step 2**

It is understood that the date of withdrawal is the earliest date on which the institution is aware of the student's intent to withdraw, either on the date the withdrawal process begins or the date that the professor indicates as last date of attendance, according to the procedure established for the Faculty in Circular Letter DAAC-2015-2016-03.

Each semester the dates of commencement and termination of classes as well as recess periods of more than five days will be registered in the application for computing. Once the date of withdrawal is determined, the program calculates the percentage of attendance reached by the student. If the attendance is less than 60%, the same percent applies to the financial aid that the student is entitled to. If the percentage of attendance is more than 60%, it is considered rightful to grant the student the full amount for the semester or 100%.

### **Step 3**

In the calculation, it will be determined the amount of financial aid that corresponds to the student. This will be done by applying the percentage of attendance to the total aid granted to the student for the semester whether they are paid or unpaid.

## **OFFICE FOR SERVICES FOR STUDENTS WITH DISABILITIES**

### **Goals:**

- Establish links with agencies that provide services to the population for people with disabilities.
- Promote the development of an institutional policy that guides the provision of services for the population with disabilities, both for teaching and for research.
- Promote and disseminate information related to the office
- Identify the offices of our Campus with basic content areas so that they include the needs of the population with disabilities.

### **Responsibilities**

- Allow our students with some type of Medical Condition, a more inclusive environment on our Campus and a flattering environment that allows them to achieve their academic goals.
- Promote information and adaptation of modern technology that favor the needs of the population of people with disabilities.
- Provide, in coordination with institutions or agencies specialized in working with people with disabilities; up-to-date information and services as part of continuing education.



### **Services**

- Coordinate cases with special needs
  - Establish links with the agencies offering student services and for people with disabilities.
  - Promote a more inclusive environment.
- Facilitate the integration into college life and provide equal rights among the students participating in the program through:
  - Counseling on the rights and benefits offered in the program.
  - Coordination of special needs as needed in every condition.
  - Pre-registration and Early Registration.
  - Referrals to the Vocational Rehabilitation Office.
  - Referrals to the corresponding service offices from the University of Puerto Rico at Arecibo.

## **ACADEMIC GUIDANCE**

The UPR General Rules and Regulations Handbook defines academic counseling as the “direct advice that an expert professor offers students on the selection, elaboration and coordination of their academic programs” (Article 100, Section 100.11).

The concept of academic counseling refers to the planning activities of the academic curriculum that must be followed by students. These activities include the planning of the student schedule, orientation about changes in student schedules (registration, withdrawal from courses and re-classifications) and the interpretation of the regulations and norms governing registration, re-classification, transfers, procedures, retention, probationary status, partial withdrawals, total withdrawal, satisfactory academic progress and class attendance.

In general, academic counseling refers to the advice given to students on how to complete the requirements for the desired degree in the allotted time, according to its curriculum and institutional norms. Every department designates academic advisors for students enrolled in its programs.

## **DEPARTMENT OF COUNSELING AND PSYCHOLOGICAL SERVICES**

The Department promotes and facilitates student development in educational, vocational and personal areas using counseling and psychotherapy.

### **Services**

The Department provides the following services:

1. Educational counseling
2. Vocational counseling
3. Personal counseling
4. Psychological services

5. Psychoeducational workshops
6. Career Center

## **MEDICAL SERVICES**

Medical services are available at the Infirmary, located in the Student Center. The staff includes nurses and medical doctors (on a part-time basis).

During registration all students must present evidence of health insurance. UPRA offers a health insurance plan with a various options of coverage for students who are not insured. University employees are exempt from this requirement.

## MASTER OF ARTS IN PSYCHOLOGY OF LEADERSHIP AND SOCIAL MANAGEMENT

The Master of Arts in Psychology of Leadership and Social Management consists of 54 credits distributed as follows: 18 core knowledge credits, 21 concentration credits, 9 credits in guided electives and 6 credits in supervised practiced.

The Master's in Psychology with a specialty in Leadership and Social Management is a graduate program aimed at training psychology professionals to become leaders with critical thinking skills and aware of their social reality. Students will learn about socioeconomic models directed towards the empowerment and self-management of citizens to combat the cycle of inequality, dependency and poverty that have increased at the local and international level.

Graduates of the program will be able to develop their own social management project, as well as work in different professions, such as: Leading psychologists and diversity directors of social and community projects; Social managers and trainers of leaders committed to social change; Administrators and/or consultants of organizations and companies for organizational development; Consultants or advisers to community groups for the organization of projects; Academics and social researchers, among other career choices.

### FIRST YEAR

First Semester		
CODE	DESCRIPTION	CREDITS
PSIC 6504	Philosophy and Sociohistorical Development of Psychology	3
PSIC 6511	Fundamentals of Leadership	3
PSIC 6006	Statistics Applied to Psychology	3
PSIC 6512	Multiple Perspectives of Social Psychology	3
TOTAL		12

Second Semester		
CODE	DESCRIPTION	CREDITS
PSIC 6601	Methodology of Social Research I	3
PSIC 6519	Debates around Ethics, Psychology and Human Rights	3
PSIC 6521	Psychology of Leadership and Organizational Development	3
PSIC 6522	Contemporary Social Problems and Movements	3
TOTAL		12

**SECOND YEAR**

<b>First Semester</b>		
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CREDITS</b>
PSIC 6602	Methodology of Social Research II	3
PSIC 6603	Fundamentals of Neuroeconomics	3
PSIC 6604	Social Management Models and Strategies	3
PSIC 6605	Conflict Management and Resolution	3
<b>TOTAL</b>		<b>12</b>

<b>Second Semester</b>		
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CREDITS</b>
PSIC 6610	Theory, Design and Construction of Measurements Instruments Applied to Leadership Research and Social Management	3
PSIC 65__	Oriented Elective	3
PSIC 65__	Oriented Elective	3
PSIC 6931	Supervised Practicum in Psychology of Leadership and Social Management I	3
<b>TOTAL</b>		<b>12</b>

**THIRD YEAR**

<b>First Semester</b>		
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CREDITS</b>
PSIC 6932	Supervised Practicum in Psychology of Leadership and Social Management I	3
PSIC 65__	Oriented Elective	3
PSIC 6908	Thesis	0
<b>TOTAL</b>		<b>6</b>

<b>Second Semester</b>		
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CREDITS</b>
PSIC 6908	Thesis	0
<b>TOTAL</b>		<b>0</b>

### ORIENTED ELECTIVES

<b>CODE</b>	<b>DESCRIPTION</b>	<b>CREDITS</b>
PSIC 6561	Interactive Agents in Changing Socioeconomic and Organizational Environments	3
PSIC 6562	Debates around Gender and Social Leadership	3
PSIC 6563	The Management of Emotions in the Work Context	3
PSIC 6564	Fundamentals of Strategic Planning	3
PSIC 6565	Introduction to Traditional and Non-Traditional Business Development	3
PSIC 6566	Research and Public Policy Management	3
PSIC 6567	Planning of Social Entrepreneurship Projects	3
PSIC 6568	Political Psychology and Citizen Participation	3
PSIC 6569	Leadership Research Seminar	3

**FACULTY**

Andújar Rojas, Carlos A., Ph.D., *Professor*, Doctor of Philosophy, Industrial Organizational Psychology, University of Puerto Rico.

Fernández Sosa, Nilda C., Ph.D., *Professor*, Doctor of Philosophy, Industrial Organizational Psychology, University of Puerto Rico, Rio Piedras.

García Ochoa, Elba M., Ph.D., *Professor*, Doctor of Philosophy, Industrial Organizational Psychology, University of Puerto Rico, Rio Piedras.

Quiñones Domínguez, Martha G., Ph.D., *Professor*, Doctor of Philosophy, Economy, Universidad Complutense de Madrid, Spain; Master of Arts, Economy, University of Puerto Rico, Rio Piedras.

Rodríguez González, Inocencio, Ph.D., *Assistance Professor*, Doctor of Philosophy, Economy, West Virginia University, Morgantown; Master of Business Administration, Accounting, Metropolitan University of Puerto Rico, Cupey.

Vilá González, Hilda M., Ph.D. *Associate Professor*. Doctor of Philosophy, Community Social Psychology, University of Puerto Rico, Rio Piedras.

## LIST OF COURSES

**PSIC 6006: STATISTICS APPLIED TO PSYCHOLOGY, three (3) credits, three (3) lecture hours per week.** In this course, students will apply statistical analysis in psychological research. They will be able to collect, organize, analyze data, and perform frequency distributions; measures of central tendency, measures of variation, asymmetry and kurtosis, binomial, normal and Poisson distributions; sampling, sampling distributions, hypothesis testing for large and small samples; estimates by points and by intervals. They will learn to perform inferential statistical analysis of correlation and regression, group comparison tests and non-parametric statistical tests. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6504: PHILOSOPHY AND SOCIOHISTORICAL DEVELOPMENT OF PSYCHOLOGY, three (3) credits, three (3) lecture hours per week.** This course will allow students to analyze the philosophical schools that served for the development of psychology schools. The discussion of these schools is carried out from the theoretical and methodological perspective. The contribution of quantitative and qualitative research methods in the analysis of behavior is analyzed and the analysis of the socio-historical development of psychology is promoted. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6511: FUNDAMENTALS OF LEADERSHIP, three (3) credits, three (3) lecture hours per week.** In this course, students will discuss classical and modern theories on the topic of leadership. The different approaches are analyzed from the emphasis on genetics to the behavior of the leader. The characteristics of leaders and their relationship to personality traits and attitudes are analyzed. The role of followers in relation to the leader is discussed. An analysis of how the situation and the environment impact leadership will be carried out. The role of cognitive and affective neuroscience in understanding leadership processes will be discussed. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6512: MULTIPLE PERSPECTIVES OF SOCIAL PSYCHOLOGY, three (3) credits, three (3) lecture hours per week.** In this course, students will make an epistemological analysis of the main currents of thought in the field of social psychology and other related fields from which this discipline is nourished, as well as the various research approaches to contemporary psychosocial reality. The theoretical and methodological paradigms of social psychology developed in United States, Europe, and Latin America, among others, will be addressed. Practical exercises will be performed to observe and understand the limits and scope of the different approaches. Emphasis will be placed on participatory observation-action methodologies, to establish a link of learning and collaborative work with organizations and communities. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6519: DEBATES AROUND ETHICS, PSYCHOLOGY AND HUMAN RIGHTS, three (3) credits, three (3) lecture hours per week.** This course analyzes the philosophical foundations of the concepts of ethics and human rights, and their relationship with the so-called human condition and the limits imposed by culture. The emergence of Psychology as a discipline and the ethical and legal restrictions established to its practice will be analyzed. It is based on the premise that the problems of ethics and human rights concern psychology students as citizens and professionals. In this sense, it is assumed that the ethical dimension of psychology must advance towards the discussion of lines of action and promotion of rights in the public sphere, exercising

its professional responsibility within the framework of civil society organizations. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6521: PSYCHOLOGY OF LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT, three (3) credits, three (3) lecture hours per week. Pre-requisite: PSIC 6511.** This course analyzes the philosophical foundations of the concepts of ethics and human rights, and their relationship with the so-called human condition and the limits imposed by culture. The emergence of Psychology as a discipline and the ethical and legal restrictions established to its practice will be analyzed. It is based on the premise that the problems of ethics and human rights concern psychology students as citizens and professionals. In this sense, it is assumed that the ethical dimension of psychology must advance towards the discussion of lines of action and promotion of rights in the public sphere, exercising its professional responsibility within the framework of civil society organizations. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6522: CONTEMPORARY SOCIAL PROBLEMS AND MOVEMENTS, three (3) credits, three (3) lecture hours per week.** The research seminar will deal with the main problems and social movements in the contemporaneity of the XXI century. The main political-economic, psychosocial, and cultural transformations developed during the last centuries are analyzed, to understand the origin and complexity of the emergence of today's various social problems. The responses of intervention and management of social problems from the State and civil society are presented. To this end, the organization of new collective movements and the formation of alternative subjectivities to the dominant social discourses are contextualized. Through a participatory observation exercise, the character and scope of various management and social change initiatives in Puerto Rico are documented and analyzed. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6561: INTERACTIVE AGENTS IN CHANGING SOCIOECONOMIC AND ORGANIZATIONAL ENVIRONMENTS, three (3) credits, three (3) lecture hours per week.** Students will analyze and apply different simulations and research models as a basis for the creation of simulation models of organizational environments and environmental variables that affect the behavior of subsystems. The idea is that these projects will serve as models for making public policy recommendations. The fundamentals of leadership and social management will be applied as part of the simulation studies. "This course may be offered in one of the following modalities: face-to-face, hybrid or distance."

**PSIC 6562: DEBATES AROUND GENDER AND SOCIAL LEADERSHIP, three (3) credits, three (3) lecture hours per week. Pre-requisites: PSIC 6601, PSIC 6602, PSIC 6512.** In this course students will use the gender perspective to analyze the current situation of women in the world, relations between the sexes and the importance of social leadership in promoting an agenda aimed at sustainable development, gender equity, social responsibility, and citizen participation. They will formulate a critical analysis of how social leadership is associated with the trajectory of people in civil society organizations that act with a vocation for social change. It will be discussed how in most social organizations, especially community-based, non-governmental and social movements, women are gaining more prominence at the leadership level. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."



**PSIC 6563: THE MANAGEMENT OF EMOTIONS IN THE WORK CONTEXT, three (3) credits, three (3) lecture hours per week.** This course analyzes the role of emotions in leadership processes in organizations. The origin of emotions is discussed from the neuroscientific perspective to how a leader must work with his emotional states and how these relate to the emotional states of the people he or she leads. Students will understand the reason why leaders tend to handle conflict and decision-making ineffectively due to social-emotional disabilities. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6564: FUNDAMENTALS OF STRATEGIC PLANNING.** Three (3) credits, three (3) lecture hours per week. This course focuses on the strategic planning process from a leadership perspective and how the dynamics of external and internal environments affect planning processes. In a dynamic and changing world, strategic planning is an essential tool for the management of organizations and effective governance. The course contributes to the recognition of emerging trends and the identification of strategic alternatives in the planning process and its components for the development of an efficient strategic plan. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6565: INTRODUCTION TO TRADITIONAL AND NON-TRADITIONAL BUSINESS DEVELOPMENT, three (3) credits, three (3) lecture hours per week.** Strategies for the development of traditional and non-traditional organizations are discussed. It will discuss how these are designed from a market analysis, the development of a business plan and the emphasis on whether the organization should or be for or nonprofit. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6566: RESEARCH AND PUBLIC POLICY MANAGEMENT, three (3) credits, three (3) lecture hours per week.** This course establishes the importance of planning and drafting public policies in the context of social management today. The important concepts that demarcate this management are defined, such as: State, planning, public administration, community, diagnosis, and public interest among others. The students will development in the preparation of public policy projects. In addition, knowledge will be provided about laws, programs and related instruments that allow the student to obtain as much information as possible when preparing the study of needs that gives way to the eventual drafting of a public policy. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6567: PLANNING OF SOCIAL ENTREPRENEURSHIP PROJECTS, three (3) credits, three (3) lecture hours per week.** This course focuses on developing competencies in students the processes of planning, executing, and evaluating social entrepreneurship projects. Students will be able to develop solidarity economy projects, cooperativism and any other project that impacts the economy of the communities. The ethical and legal aspects involved in the management projects will be discussed. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6568: POLITICAL PSYCHOLOGY AND CITIZEN PARTICIPATION, three (3) credits, three (3) lecture hours per week.** This is a practical course aimed at analyzing the psychological and emotional components that determine the dynamics of citizen participation and decision-making at the collective level. Discuss the psycho-social mechanisms necessary to promote participatory democracy and social leadership. Fieldwork will be carried out to observe participatively and investigate different collective initiatives aimed at social responsibility,

sustainable development, and the empowerment of communities. "This course may be offered in one of the following modalities: face-to-face, hybrid or distance."

**PSIC 6569: LEADERSHIP RESEARCH SEMINAR, three (3) credits, three (3) lecture hours per week. Pre-requisites: PSIC 6511, PSIC 6006, PSIC 6601, PSIC 6602, PSIC 6519.** This course aims to provide a research experience to its students in the subject of leadership psychology. The student will be able to develop bibliographic research on a theory or a model of leadership. The student will also be able to conduct a pilot study either by trying to test a hypothesis or by developing a leadership scale. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6601: METHODOLOGY OF SOCIAL RESEARCH I (QUANTITATIVE), three (3) credits, three (3) lecture hours per week. Pre-requisite: PSIC 6006.** This course aims to expose students to the qualitative and quantitative research methods most used in psychology. Topics related to the characteristics of a research problem, justification of the study, theoretical framework, types of hypotheses, definition and types of variables, differences between qualitative and quantitative designs, sampling characteristics, and data collection and analysis procedures will be discussed. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6602: METHODOLOGY OF SOCIAL RESEARCH II, three (3) credits, three (3) lecture hours per week. Pre-requisites: PSIC 6006 & PSIC 6601.** This course analyzes and discusses the epistemological assumptions, the main methods, and techniques of qualitative research in the Social Sciences. Competencies will be developed for the execution of field studies for the practice of various methods such as action-participatory research, participatory observation, ethnography, life history and case studies, among others. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6603: FUNDAMENTALS OF NEUROECONOMICS, three (3) credits, three (3) lecture hours per week.** This course discusses the theories and models that describe, explain, and predict the human behavior from the neuroscientific, economic, and psychological perspectives. Analysis of how individuals, groups and organizations operate economically and their implications for society at large are discussed. Analysis of traditional and modern approaches from the psychological and neuroscientific perspectives that consider individual and collective aspects. "This course may be offered in one of the following modalities: face-to-face, hybrid or distance."

**PSIC 6604: SOCIAL MANAGEMENT MODELS AND STRATEGIES, three (3) credits, three (3) lecture hours per week.** This course focuses on how the models and strategies of social management help future psychologists in the planning, implementation, and evaluation of such models. In addition, they will discuss the ethical aspects related to organizational social management interventions and the methodological aspects that guide scientific and evidence-based practices. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6605: CONFLICT MANAGEMENT AND RESOLUTION, three (3) credits, three (3) lecture hours per week.** In this course, students will analyze practical cases, learn the steps to carry out mediations, group analysis and real situations to internalize and reflect on the importance of effective management of conflict situations in groups and organizations. Application of the knowledge, skills, and abilities necessary for the prevention, management and resolution of conflicts. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6610: THEORY, DESIGN AND CONSTRUCTION OF MEASUREMENT INSTRUMENTS APPLIED TO LEADERSHIP RESEARCH AND SOCIAL MANAGEMENT, three (3) credits, three (3) lecture hours per week. Pre-requisite: PSIC 6006.** This course aims to provide knowledge and skills for the development of three types of measuring instruments: tests, scales, and inventories. They will learn how to develop operational definitions and design psychological dimensions for these types of instruments. In addition, they will be able to carry out reagent analyses and apply techniques to calculate the reliability, validity and standardization of the instruments. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6908: THESIS, zero (0) credits. Pre-requisite: PSIC 6504, PSIC 6601, PSIC 6602, PSIC 6006, PSIC 6519, PSIC 6511, PSIC 6521, PSIC 6603, PSIC 6610, PSIC 6931, PSIC 6932.** The course is designed so that students can make their thesis proposal and carry out the research of it. The professor of this course will be the director of the thesis and will advise the student at all stages of the process. The student will enroll in the course each semester in which they are carrying out their thesis work. This course can be offered in any of the following modalities: face-to-face, hybrid or distance.

**PSIC 6931: SUPERVISED PRACTICUM IN PSYCHOLOGY OF LEADERSHIP AND SOCIAL MANAGEMENT I, six (6) credits. Pre-requisite: PSIC 6504, PSIC 6601, PSIC 6602, PSIC 6006, PSIC 6519, PSIC 6511, PSIC 6521, PSIC 6603, PSIC 6610.** The student will perform 120 hours of practice carrying out a project where he or she can apply the knowledge, skills, and competences in the areas of leadership and social management. It may be in a for-profit or non-profit organization. Also, they will develop their own entrepreneurship project. In addition, there will be weekly meetings between the course teacher and students to receive feedback on the tasks they are doing in their practice center. The supervising teacher will meet with the supervisor of the practice center on no less than two occasions. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

**PSIC 6932: SUPERVISED PRACTICUM IN PSYCHOLOGY OF LEADERSHIP AND SOCIAL MANAGEMENT II, six (6) credits. Pre-requisite: PSIC 6931 and all the requisites required for that course.** In this second practicum, the student will perform 120 hours of practice carrying out a project where he or she can apply the knowledge, skills, and competences in the areas of leadership and social management. It may be in a for-profit or non-profit organization. Also, they will develop their own entrepreneurship project. There will be weekly meetings between the course teacher and students to receive feedback on the tasks they are doing in their practice center. The supervising teacher will meet with the supervisor of the practice center on no less than two occasions. "This course may be offered in one of the following modalities: face-to-face, hybrid or online."

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Students are responsible of reading this Catalog and knowing the institutional and systemic regulations.

UPRA guarantees equal opportunities to all its constituents. The Institution does not discriminate because of race, color, religion, sex, age, nation of origin, any health condition, marital status, political affiliation or any other classification protected by law.

All titles, positions, and functions within this Policy are non gender-specific, for they may refer to or be occupied or exercised by male or female persons, indiscriminately.

Keila González  
Graphic Designer

Revised April 2018





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