

UPR ARECIBO

GRADUATE

CATALOG

2025



Carr. 653 Km. 0.8
Sector Las Dunas, Arecibo



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www.upra.edu



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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 2022-2023-20)

The University of Puerto Rico at Arecibo is dedicated to the creation and dissemination of knowledge through teaching and research in the areas of arts, sciences, and technology. It provides quality education that promotes the holistic development of students as both citizens and professionals. It offers a variety of academic programs supported by a network of student services and a faculty at the forefront of knowledge, different educational modalities, and innovative strategies that strengthen the teaching and learning process.

The institution promotes interaction with the community by offering services, opportunities for professional development, and continuing education. It promotes socio-cultural enrichment, as well as respect for the plurality of values of the contemporary society and Puerto Rican cultural heritage, as a legacy to future generations.

Vision

The University of Puerto Rico at Arecibo will be distinguished by:

- its innovative and up-to-date curriculum, primarily at the undergraduate level, with an expanding number of graduate courses;
- learning and teaching processes that emphasize student-faculty interaction;
- student and faculty research and knowledge dissemination;
- active engagement with the communities it serves;
- successful recruitment and retention of students and faculty dedicated to learning, research, and social transformation;
- an expanding distance education program;
- encouraging respect for cultural heritage, diversity, and the plurality of values that characterize our contemporary society.

To achieve this vision, the University of Puerto Rico at Arecibo will implement modern procedures and technologies that optimize institutional resources. The university will hire, train, and equip essential support personnel to strengthen teaching, research, student support, and community services.

Goals

(UPRA Academic Senate Certification 2022-2023-19)

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

- Promote the holistic development of students through intellectual, emotional, social, and ethical enrichment, so that they can achieve self-fulfillment and actively contribute to the development of society.
- Encourage continuous learning, responsibility for their own growth, and citizenship awareness in the student.
- Support research and creative activity.
- Empower the student through knowledge to enhance their ability to solve problems of contemporary society through self-management and enrichment of cultural heritage.
- Ensure the efficient and effective use of resources for the optimal development of academic offerings, as well as services to the external community.

Objectives

(UPRA Academic Senate Certification 2022-2023-19)

To attain these goals, the University of Puerto Rico at Arecibo aims to meet the following objectives:

- Offer and develop academic and general education programs that meet the needs of the community and contribute to societal development.
- Provide students with support services to help them achieve their goals.
- Offer continuing education and professional development that address the interests of both the university community and the external community.
- Maintain quality, rigor, and depth in academic offerings through a competent faculty at the forefront of their disciplines.
- Utilize information resources efficiently and integrate various technologies into the teaching and learning process.
- Support the creation and research to enrich academic, student, and institutional endeavors.
- Conduct periodic assessments at all levels for the continuous improvement of the institution.

GOVERNANCE OF THE UNIVERSITY OF PUERTO RICO

GOVERNING BOARD

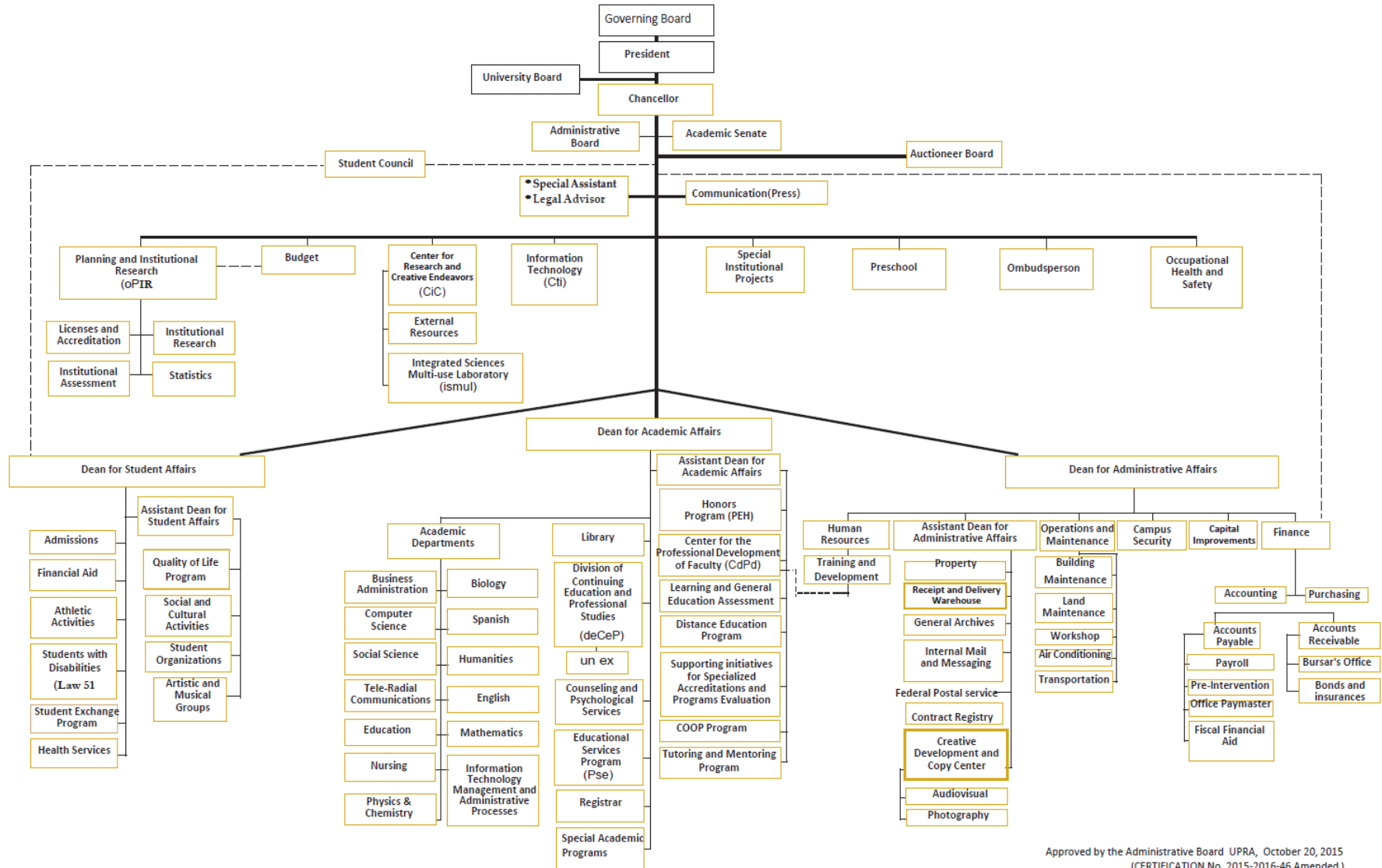
The Governing Board was created in May 2013 by the amendment of Law 1 of January 20, 1966, known as the University of Puerto Rico Law. The Board is composed of thirteen (13) members: ten (10) are citizens from the community, of which at least one must be a UPR alumnus; two (2) must be tenured professors 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.

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.



Approved by the Administrative Board UPRA, October 20, 2015
(CERTIFICATION No. 2015-2016-46 Amended)
and amended September 3, 2019 (Certification No. 2019-2020-08).

GOVERNANCE OF THE UNIVERSITY OF PUERTO RICO AT ARECIBO

Dr. Ricardo Infante Castillo
 Prof. Vanessa Montalvo
 Prof. Rafael Taulet
 Prof. Sonia Reyes Medina
 Dr. Soriel Santiago Gerena

Chancellor
 Interim Dean for Academic Affairs
 Interim Dean for Administrative Affairs
 Interim Dean for Student Affairs
 Interim Director of the Office for Planning
 and Institutional Research

ADMINISTRATIVE BOARD

Dr. Ricardo Infante Castillo
 Prof. Vanessa Montalvo
 Prof. Rafael García Taulet
 Prof. Sonia Reyes Medina
 Dr. Marinilda Fuentes Sánchez

Chancellor
 Interim Dean for Academic Affairs
 Interim Dean for Administrative Affairs
 Interim Dean for Student Affairs
 Representatives of the Academic Senate

ACADEMIC DEPARTMENTS

CHAIRPERSON

Dr. Gualberto Rosado Rodríguez
 Dr. Lisette Marrero Valladares
 Dr. Juan O. López Gerena
 Prof. Holvin J. Avilés Carmona
 Dr. Geissa R. Torres Santiago

 Prof. Jadira I. Maldonado Rivera
 Prof. Julio E. Berra Pérez
 Dr. Nancy Jiménez Rosario

 Dr. Ingrid Durán Nieves

 Prof. Celia Medina Méndez
 Prof. César A. Pérez Arenas
 Prof. Emanuel F. Gutiérrez Pérez

 Dr. Rebeca Franqui Rosario

DEPARTMENT

Biology
 Business Administration
 Computer Science
 Education
 English
 Humanities
 Library
 Mathematics
 Nursing
 Information Technology Management
 and Administrative Processes
 Orientation and Psychological Services
 Physics-Chemistry
 Television and Radio Communication
 Social Sciences
 Spanish

OTHER ACADEMIC OFFICES

Prof. Ovidio Soto Valentín

Mrs. Milagros Pitre Nieves

Dr. Fránces N. Martir Reyes

Continuing Education and
Professional Studies

Registrar's Office

Student Support Services

ACADEMIC SENATE

Dr. Ricardo Infante Castillo

Prof. Vanessa Montalvo

Prof. Rafael García Taulet

Prof. Sonia Reyes Medina

Prof. Jadira I. Maldonado Rivera

Vacant

Vacant

Prof. José Fernández

Dr. Ángel Betancourt García

Prof. Abel Méndez Torres

Prof. Emilio Pérez Arnau

Dr. Arlyn Serpa Mercado

Dr. José C. Colón Rodríguez

Dr. Mateo Garces Valencia

Dr. Jose Alberty Monroig

Prof. Marinilda Fuentes Sánchez

Dr. Yuitza Humarán Martínez

Dr. Jorge L. Corchado Cruz

Prof. Gloria E. Saavedra Serrano

Dra. Anilyn Díaz Hernández

Dr. Carlos Altagracia Espada

Dr. Evelyn Jiménez Rivera

Chancellor

Interim Dean for Academic Affairs

Interim Associate Dean for Academic Affairs

Interim Dean for Student Affairs

Interim Library Director

President of the Student Council

Student Representative to the University Board

Student Representative to the Administrative
Board

Student Representative by Accumulation

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 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 ascribed to the Chancellor's office. Its mission is to coordinate strategic planning processes by assessing institutional effectiveness and support departments in identifying academic, physical, and fiscal planning strategies. Moreover, it supports institutional accreditation and licensing efforts. The main functions of OPIR are listed below:

Planning: coordinates institutional strategic planning. It gathers and interprets data from both the Institution and from the external community to help draft the plans that will guide the university in meeting its goals and objectives. 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. Moreover, it continuously monitors and evaluates the results of the strategic plan and identifies the strategies for academic, physical and fiscal planning.

Accreditation and License supports matters related to accreditation and licensing. It supports institutional efforts for the process of accreditation by the Middle States Commission on Higher Education and by the Board of Postsecondary Institutions of Puerto Rico. It contributes to the evaluation of the different programs and offices by maintaining an extensive file of all essential institutional information required by accrediting agencies. It also supports professional accreditation processes for academic programs and services.

Institutional Assessment: promotes institutional excellence through a continuing process of assessment guided by the Institutional Assessment Plan. The Plan includes four areas of assessment: learning, other academic activities, student services, and administrative processes. All activities of the Assessment Plan 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 excellent indicators that provide evidence of institutional effectiveness. OPIR and the Assessment Committee are also responsible for continuously disseminating the results of the institutional assessment process.

Institutional Research: identifies information needs and designs and conducts institutional studies to meet them. Personnel from OPIR coordinate the design, gathering, and distribution of surveys and sample designs. The office maintains a continuous and systematic data collection process including follow-up studies of incoming freshmen, second- and third-year students, graduates, and alumni. This provides an insight into various academic and student service activities. OPIR also identifies benchmarking standards for academic and administrative practices by comparing them to similar institutions. It designs research studies and projects support planning, assessment and facilitate the Institution's decision-making processes.

Statistics: is responsible for collecting, presenting, and disseminating statistical data related to university matters. It is also in charge of completing questionnaires and fulfilling data requests by

state and federal agencies, as well as providing statistical data requested by the academic community.

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 coordinate and supervise 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 at 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 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 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 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 improving 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 based on 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 at 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 it 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, 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 amended)

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 should 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 based on their academic performance.

The fiduciary nature of the student-professor relationship shall be honored 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 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 of no longer than three weeks.
 - o Exams and quizzes will be announced within at least three days. The course syllabus might also include unannounced quizzes.
 - o The student has the possibility to know his/her grades before the scheduled time to withdraw. Fifty percent (50%) of the evaluation weight should have been administered, corrected, and informed before the partial withdrawals date in the case of regular students.
 - o 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.
 - o 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 most 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 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 considered. 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 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 person 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 for 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 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. People 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 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 participating 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 people 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)¹ 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 and 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 equipment, networks, systems, programs, and data, regardless of whether these are located on University grounds;
2. Ensure that use of electronic communications complies with applicable
3. University, Commonwealth, federal and international laws, policies, norms, and procedures;
4. 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,

¹ 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>

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, if 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 to facilitate their university-related academic, research, service, and job activities. Occasional personal use of information technology is allowed, if 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 during 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 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 at 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

ADMISSIONS POLICY AND REGULATIONS (UPR BOARD OF TRUSTEES CERTIFICATION 162-2023-2024)

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 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

Online Registration

- Students will select the courses and sections for the following semester online once they have 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 in the section related to Buckley Law that is sent to the email during this process. Any changes to the information on this form may be made to 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 fees at 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 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 cannot 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 part 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 for 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)	NUMERICAL CODE
Initials of the course itself	Level (XXXX) sequence 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 on the Class attendance lists. Frequent absences may affect the grade and could result in a total loss of credit. 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 influences 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 is specified. To facilitate the changing of 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 and 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) is equal to 50 minutes of academic activity. An academic semester per term or instructional period consists of 15 weeks + 1 weeks 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 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 techniques aimed at debate, discussion and dialogue in a climate of reciprocal collaboration that requires research work, observation and analysis by students on topics in an area of study.
4. **Practicum or Clinical Experiences**- Teaching technique through which the student is provided with integrative experience 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 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 their 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 students' 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 be able to deliver final grades within five days of the examination period to the Registrar.

Absence from Final Examinations

A student absents 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 professors 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 based on 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 considered.) Those courses from which students have officially withdrawn (W) will not count towards their academic indexes.

1. **General index** is computed considering the grades received in all courses taken.
2. **Program index** is computed considering all the grades obtained in the required courses of the curriculum of the program from which students request graduation.
3. **Specialization index** is computed considering 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 considering the number of credits the student has carried, as established in the retention table. (Accumulated credits approved include those courses with an E.)
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" are 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.² 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 this authorization, as provided for Certification. This authorization is not prospective.

² 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.

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

Grade Reports

At the end of each semester, students can see their final grades via NEXT Portal. The students 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 cannot access 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 accepts that he/she 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 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.

RETENTION INDEX TABLE			
Minimum Academic Retention Index	Margin for Probationary Status with Restrictions		Suspension Margin for with Possible Reconsideration
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 on 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®³ 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

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

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 are related to education. To receive the benefits specified in this Act, the student must 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.
- 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^{®i} -Active Duty Program) or chapter 33 (Post-9/11 GI Bill^{®4}), 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^{®i} 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

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

(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 Bill⁵ 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.

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.

⁵ GI BILL® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

“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 postsecondary 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. Transfers⁶

When evaluating 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 a transfer request forty-eight (48) credits at the end of the semester to apply, 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 a complete second-year program, 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 it determines 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

⁶ 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 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.

you are eligible, you will pay on time transfer requests of \$ 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.
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 number 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 timeframe 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 programs 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:

Amount of Credits	Maximum Term for the Master's Degree
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

FEES	COST
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 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 favors 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 find, evaluate, and use information ethically in support of the teaching - learning process.

Hours

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

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

Services

The library provides services for 70 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 and face to face Reference
- Conference Room
- Exhibition Hall
- Videoconference Room
- Cinema
- Study rooms
- Print and photocopy services

Organization

The library responds to the Dean for Academic Affairs. It is divided into five primary 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 information resources subscribed annually. Open access resources are also promoted.
- Magazines and Newspapers Collection - Holds 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 with 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. It has three study rooms, a conference room for academic and educational activities with screen monitors and cameras, two collaborative workstations and 20 computer stations.

Multimedia Area

It is on the library's second floor 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 develop educational and advocacy services Library materials.
- Music Collection - Is housed on the second floor of the library. The music collection is chiefly classical but includes jazz, folk and ethnic discs, and others.
- Video Library - This collection includes various films, documentaries and other recordings in VHS, DVD and Blu-ray formats. The need for individual or group use equipment provided.
- Videoconference 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.
- Cinema- It is equipped with 38 chairs and projection equipment installed by Caribbean Cinema, used to offer courses that require the use of films.

Collections Development Area

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

Administrative office

The Library Director office is 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 Faculty

Fuentes Sanchez, Marinilda. Doctorate in Theology (Th.D.), Pontifical Javeriana University, Colombia, Master Theological Studies (MTS), master's in library science (MLS), University of Puerto Rico, at Río Piedras Campus, Librarian IV.

Maldonado Maldonado, Víctor M., Master's in Library Science (science (M.L.S), Interamerican University of Puerto Rico, at San German Campus, Librarian IV.

Maldonado Rivera, Jadira I., Master's in Library Science (M.L.S.), Interamerican University of Puerto Rico, at San German Campus, Librarian IV.

Rosado Quiñones, Robert, Master's in Library Science (M.L.S), Interamerican University of Puerto Rico, at San German Campus, Librarian III.

Santos Orozco, León D. Doctorate in in Hispanic Studies, concentration in Puerto Rican Literature (PhD), University of Puerto Rico, at Río Piedras Campus, Master's in Library Science (M.L.S.), University of Puerto Rico, at Río Piedras Campus, Librarian III.

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 ENDEVORS (CRC)

The CRC provides faculty and students with the necessary mechanisms for intellectual and creative development to foster the transformation of knowledge by means of research and creation. Researchers and their students must be able to examine and evaluate their findings, so that they can improve their quality of life and, therefore, impact the community at large. Its mission is in line with that of the Vice Presidency of Research and Technology of the UPR (VPITUPR) since it seeks to develop, promote, disseminate and recognize the research management of the UPR and the creative work of its faculty.

The Research and Creation Center has three main components which impact the entire university community in one way or another.

- A. Academic Component aimed at Faculty and Students:
- B. Faculty (Research and Academic Creation. Ethics in Research. Research and External Affairs. Dissemination of Projects. Education for Research)
- C. Student (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. COOPUPRA), and through scholarship and internship programs)
 1. Special Projects Component
 2. External Affairs Component

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 for 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 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.

3. AEL, NASA

The Aerospace Education Laboratory (AEL) is a program designed by NASA to support the Academy of Sciences, Engineering, Mathematics and Aerospace (SEMAA). It offers students from 4th to 12th grade the opportunity to experience what it would be like to work in the aeronautics industry and thus motivate them to explore careers in STEM (Science, Technology, Engineering and Mathematics). AEL activities and curriculum are aligned with national science, mathematics, and process skills standards and their applications in real-life careers. The activities have an aerospace theme that challenges students to work as a team to complete a NASA mission: plan and fly a virtual flight from Washington, DC to San Francisco, learning about aerospace research centers and their contributions to the aerospace field. An alternate mission allows students to land a spacecraft on the International Space Station (ISS) cargo dock. The facilities also serve to demonstrate the use of technology in teaching science and mathematics. The laboratory maintains a database of questionnaire responses that compiles research data on education.

4. ESLOTTIDET, Title V, Federal Department of Education

This project addresses the institution's academic goals of providing an enriched online learning environment which fosters active teaching/learning strategies/methodologies; implementing innovative distance education technologies in course curricula and academic programs; and enhancing overall online student outcomes.

Its objectives include increasing faculty knowledge and participation in the online teaching/learning process through an intensive development/training program aimed at gradually integrating the distance education modality into academic course curricula that will eventually lead to the implementation of quality distance education programs.

5. **CCAMPIS**

The Child Care Access Means Parents in School (CCAMPIS) project is part of the UPRA Preschool Development Center and offers free care services to preschool-aged children of active students from low socioeconomic backgrounds so that they can complete their academic career and obtain their university degree.

6. **PHL**

The Planetary Habitability Laboratory is a research and educational virtual laboratory dedicated to the study of the habitability of planet Earth, the Solar System and exoplanets.

7. **RODEL**

RoDeL is dedicated to carrying out research and creation projects on topics related to educational robotics. This laboratory provides the necessary facilities for the development of research, creation and professional internship projects relevant to the area of robotics and artificial intelligence to UPRA students, especially those in the Computer Science program. It also provides innovative experiences that motivate our elementary, middle and high school students to start and maintain careers related to STEM, especially computing.

8. **OIS**

The OIS is a space of the University of Puerto Rico at Arecibo for the development of thought, creativity and social action, which seeks to promote interdisciplinary research between the Social Sciences and other fields of knowledge, while establishing collaborative ties between the university community, the communities of the Arecibo region and local and international organizations that support their common agenda.

9. **LIT GEO, NSF**

Leading Inclusive Transformation in the Geosciences (LIT GEO) creates a capacity-building network of partnerships to form a learning ecosystem (LE) that supports individual and institutional change via community-based research, culturally sensitive mentoring, and graduate education. As anchors in the LE partnership, North Carolina Central University (HBCU), University of Puerto Rico-Arecibo (HSI), and East Carolina University (PWI) have unique institutional, cultural, historical, and demographic backgrounds. The different institutional strengths provide greater overall capacity to develop cultural awareness strategies for understanding and addressing the impact and legacies of colonial, patriarchal, and racial histories of these institutions and in geoscience environments to create change. Core partnerships with the North Carolina Environmental Justice Network and Bosque Modelo de Puerto Rico further broaden the LEs by co-creating equitable models of community-based geoscience research within communities facing environmental justice challenges in both NC and PR. LIT GEO uses a scaffolded approach to training and mentoring that targets barriers to access and success for individuals from historically excluded groups in geoscience to form change agents via: (i) a post-baccalaureate (PB) bridge program into graduate study, (ii) a Master's (MS) program

bridge to PhD programs, (iii) postdoctoral and faculty training in decolonizing and inclusive methodologies in teaching, research, and learning environments, and (iv) professional development opportunities in geoscience for community members, all rooted in community-based geoscience research.

10. Island Resilient Project, NEH

The Island Resilience Project is a collaboration between the Social Research Observatory of the University of Puerto Rico at Arecibo and the Luciérnagas Foundation in the Islote community. The project aims to enhance the cultural and community resilience of Islote Puerto Rico against the impacts of climate change from a decolonial perspective. It will achieve this goal through the collaborative documentation, preservation, and promotion of the unique cultural and natural heritage of the area while empowering community members. To work with the Islote school and community in gathering and disseminating geographical, oral, and historical information about the origins of their community, the natural resources surrounding it, and the strategies developed to survive by their elders.

11. Martian Dynamic Habitability, NASA-HW

Under the present-day climate, the cold and hyper arid conditions experienced on the Martian surface and shallow (< 10s cm) subsurface may not be suitable for terrestrial life, even under conditions where liquid water, in the form of brines, may form. However, due to large changes in Martian obliquity and eccentricity, the distribution and magnitude of insolation that researches the surface changes over timescales of tens of thousands to millions of years. Thus, there may be regions on Mars that regularly cycle between habitable and uninhabitable conditions. Additionally, there may be areas that have regularly sustained the most suitable environments relative to Mars across time. Understanding the dynamic habitability of Mars can provide new insights about the most apt locations to find biosignatures, as well as the locations that may have most recently hosted life. Thus, we propose to investigate the environmental suitability of Mars across recent time to create a time dependent map of recent regions of dynamic habitability.

The Center of Research and Creative Endeavors manages the budget of institutional research funds and has under its umbrella three research committees: Institutional Committee for Research and Academic Creation (Named by Faculty for two years), Institutional Review Board and Protection of Human Subjects Committee (Named by Chancellor) and Institutional Animal Care and Use Committee (Named by Chancellor).

DIVISION OF CONTINUING EDUCATION AND PROFESSIONAL STUDIES

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
- Short courses, workshops and professional certificates
- Collaboration Agreements: UPR Central Administration Office of Administration and Transformation of Human Resources of the Government of Puerto Rico (OATRH) and Department of Education of Puerto Rico (DEPR) and Agreements with 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, 3212

Email: infodecep.arecibo@upr.edu

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

DISTANCE EDUCATION PROGRAM (DEP)

The Distance Education Program (DEP) is ascribed to the Associate Deanship for Academic Affairs. This was created as a Pilot Program through Certification No. 2014-2015-34 of the UPRA Administrative Board. The DEP was institutionalized in the second semester of the 2016-2017 academic year.

Mission: To enrich the academic offerings through the creation of academic offerings in the distance modality and the training of teaching staff in non-traditional educational modalities.

Objectives

- Design and implement courses to be offered through the Distance Education Program (DEP).
- Assist in the development of online academic and certificate programs.
- Train faculty to:
 - Develop the competencies of a distance/hybrid educator-tutor.
 - Structure educational experiences, create didactic materials and evaluation sources for an adequate virtual pedagogical environment.
- Offer webinars for students at the request of faculty.
- Offer webinars for non-teaching staff.

Distance Education Program Services

The Distance Education Program (DEP) offers a variety of resources and workshops for students, faculty and administrative staff to strengthen their skills in virtual environments.

If you would like to participate in a workshop or learn more about the program, please complete the corresponding form:

Workshops for Students - Training is provided in the use of virtual platforms, technological tools and strategies for distance learning. An access link is provided on the Distance Education Program page.

Teacher Workshops - Training is provided in instructional design, online assessment and innovative methodologies for distance learning. An access link is provided on the Distance Education Program page.

Information Request - If you would like to learn more about PED or obtain specific data about the Program and its services, please contact us. An access link is provided on the Distance Education Program page.

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 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	norma.roman@upr.edu	4005
Mr. Diomedes Pagán	Financial Aid Official	diomedes.pagan1@upr.edu	4011
Mrs. Elisabeth Rivera	Financial Aid Official	elizabeth.rivera8@upr.edu	4007
Mr. Eliezer Butler	Financial Aid Official	eliezer.butler@upr.edu	4006
Dr. Frank F. Laracuenta	Financial Aid Official	luis.laracuenta1@upr.edu	4004
Mrs. Daliana Fresse	Director	daliana.fresse@upr.edu	4501
Ms. Sol Barreto	Administrative Secretary	sol.barreto@upr.edu	4500
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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 with 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 the 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 percentage 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, the amount of financial aid that corresponds to the student will be determined. This will be done by applying the percentage of attendance to the total aid granted to the students 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 favors 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 reclassifications) and the interpretation of the regulations and norms governing registration, reclassification, 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.

The Department provides the following services:

1. Educational counseling
2. Vocational counseling
3. Personal counseling
4. Psychological services
5. Psychoeducational workshops
6. Career Center

Hours

Monday through Friday: 7:00 a.m. – 4:30 p.m.

Faculty

Cordero Montalvo, Pilar, Ed.D., *Counselor IV*; Doctor of Education, Counseling and Guidance, Interamerican University of Puerto Rico.

Guzmán Faría, Elba, Ed.D., M.R.C., M.P.A., *Counselor IV*; Doctor of Education, Educational Leadership, Turabo University; Master of Rehabilitation Counseling; Master of Public Administration, University of Puerto Rico.

Mártir Reyes, Frances. Ed.D., *Counselor III*; Doctor of Education, Guidance and Counseling, Interamerican University of Puerto Rico; Master of Education, Counseling, Interamerican University San Germán Campus.

Medina Méndez, Celia, M.Ed., *Counselor IV*; Master of Education, Guidance and Counseling, Pontifical Catholic University of Puerto Rico.

Rodríguez Jiménez, Jesús, M.R.C., *Counselor IV*; Master of Rehabilitation Counseling, University of Puerto Rico.

Serpa Mercado, Arlyn. Ed.D., *Counselor II*; Doctor of Education, Guidance and Counseling, Interamerican University of Puerto Rico; Master of Counseling and Guidance, Central University of Bayamón.

MEDICAL SERVICES

Medical services are available at the Infirmary, located in the Student Center. The staff includes professional 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 various options of coverage for students who are not insured.

Hours

Monday through Friday: 7:00 a.m. – 8:00 p.m.

MASTER OF ARTS IN PSYCHOLOGY OF LEADERSHIP AND SOCIAL MANAGEMENT

The Master of Arts in Psychology of Leadership and Social Management consists of 51 credits distributed as follows: 18 core knowledge credits, 21 concentration credits, 9 credits in guided electives and 3 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**First Semester**

CODE	DESCRIPTION	CREDITS
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
Total		12

Second Semester

CODE	DESCRIPTION	CREDITS
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
Total		12

THIRD YEAR**First Semester**

CODE	DESCRIPTION	CREDITS
PSIC 65__	Oriented Elective	3
PSIC 6908	Thesis	0
Total		3

Second Semester

CODE	DESCRIPTION	CREDITS
PSIC 6908	Thesis	0
Total		0

ORIENTED ELECTIVES

CODE	DESCRIPTION	CREDITS
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.

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.

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.

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.

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.

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.

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.

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 to 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.

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.

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, nongovernmental and social movements, women are gaining more prominence at the leadership level.

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.

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.

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.

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.

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.

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.

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 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.

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.

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 epistemological assumptions, the main methods, and techniques of qualitative research in 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.

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 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.

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.

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.

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.

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.

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. In this supervised internship course, the student will complete 500 hours of practice carrying out a project where he/she can apply knowledge, skills and competencies in the areas of leadership and social management. This supervised internship can be done in a for-profit or non-profit organization. Also, you will be able to develop your own entrepreneurship project, in case you want to establish your own organization. Of the total number of hours, 125 will be carried out directly with the client or client organization. The remaining hours will be used to perform activities in support of the direct supervision hours. Finally, the student will meet with the professor-supervisor one hour per week.

This catalog is published by the University of Puerto Rico at Arecibo. It is published with the purpose of informing about the academic offerings and services provided by the University of Puerto Rico at Arecibo (UPRA). UPRA reserves its right to make any necessary changes in its offerings, curricula, academic policies, academic calendar and any rules and norms which may affect the students. These changes may apply to active and newly admitted students.

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

UPRA guarantees equal opportunities for 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.

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