



UNIVERSITY OF PUERTO RICO
RÍO PIEDRAS CAMPUS
ACADEMIC SENATE

**Academic Policy for Graduate Studies at the
University of Puerto Rico Río Piedras Campus
Amended**

**Certification No. 95, Academic Year 2019-2020, Academic Senate Approved
at Ordinary Meeting of May 14, 2020**

(This Certification replaces Certification No. 51, Academic Year 2017-2018, Academic Senate)

TABLE OF CONTENTS

| | |
|---|-----------|
| I. INTRODUCTION..... | 4 |
| II. JUSTIFICATION..... | 5 |
| III. LEGAL BASES..... | 7 |
| IV. GUIDING PRINCIPLES FOR GRADUATE STUDIES..... | 9 |
| V. POSTULATES OF THE ACADEMIC POLICY FOR GRADUATE STUDIES..... | 11 |
| A. Academic Programs..... | 11 |
| 1. Academic Degrees | 11 |
| 2. General Characteristics | 11 |
| 3. Joint Academic Programs | 13 |
| 4. Curriculum Updates, Course/Requisite Modification, and Creation | 13 |
| of Academic Programs..... | 13 |
| 5. Academic Programs Modalities and Itineraries..... | 14 |
| 6. Evaluation of Graduate Level Academic Programs..... | 14 |
| B. Research, Scholarship, Creation and Professional Production | 14 |
| C. Professors..... | 15 |
| 1. Professors Appointed to Graduate Programs..... | 15 |
| 2. Professor Duties and Responsibilities..... | 17 |
| 3. Types of Appointments..... | 17 |
| 4. Academic Load of Faculty Appointed to Graduate Schools or Programs..... | 18 |
| 5. Direction of Doctoral Dissertations | 18 |
| 6. Student Evaluation of Professors | 18 |
| D. Students..... | 19 |
| 1. Admission to Graduate Programs | 19 |
| 2. Degree Requirements..... | 22 |
| 3. Graduate Courses | 22 |
| 4. Qualifying Examinations | 24 |
| 5. Master's Degree with Thesis | 26 |
| 6. Candidacy for the Doctoral Degree | 28 |
| 7. Research/Creation Project for the Doctoral Degree..... | 28 |
| 8. Academic Standards Applicable to All Graduate Students | 31 |
| 9. Students with Functional Diversity..... | 36 |
| E. Management of Graduate Programs..... | 37 |
| 1. Minimum Requirements for Deans/Directors..... | 37 |
| 2. Management of Graduate Schools or Programs | 37 |
| 3. Academic-Administrative Aspects | 44 |

| | |
|---|-----------|
| 4. Student Representation | 44 |
| VI. OFFICE OF THE DEAN OF GRADUATE STUDIES AND RESEARCH | 45 |
| A. Responsibilities of the Office of the Dean of Graduate Studies and Research | 45 |
| B. Responsibilities of the Dean of Graduate Studies and Research | 46 |
| VII. GRADUATE STUDIES AND RESEARCH COUNCIL..... | 48 |
| A. Graduate Studies and Research Council Composition | 48 |
| B. Responsibilities of the Graduate Studies and Research Council..... | 48 |
| VIII. POLICY EVALUATION | 49 |
| IX. TERM AND IMPLEMENTATION OF THIS POLICY | 49 |
| GLOSSARY OF TERMS..... | 51 |

Academic Policy for Graduate Studies at the University of Puerto Rico Río Piedras Campus¹

I. INTRODUCTION

Certification No. 95, Academic Year 2019-2020 of the Academic Senate, articulates and regulates the revision of the *Academic Policy for Graduate Studies at the Río Piedras Campus*. This Certification safeguards the multiple amendments and changes that were made to Certification No. 38, Academic Year 2012-2013, by the Academic Senate during the academic years 2016-2017 and 2017-2018, contained in Certification No. 51, Academic Year 2017-2018 of the Academic Senate. The changes that are incorporated are based on the analysis of Certification No. 51 throughout its two years of implementation and the recommendations received to temper some of its elements, in addition to collecting the input of the Graduate Studies and Research Council (CEGI, for its Spanish acronym) of the Office of the Dean of Graduate Studies and Research (DEGI, for its Spanish acronym) and the plenary of the Academic Senate during its consideration. The result is a certification that is consolidated in the aspirations of the Río Piedras Campus, while protecting the experiences accumulated with Certification No. 38 in its five years of validity, tempering itself to the current reality and updating it in accordance with new regulations of the Governing Board. Certification No. 95 aims to promote and facilitate research/creation and academic excellence in the graduate programs.

This Policy is a revision that adds to a series of efforts that began in the 1980s with the creation of the Office of the Dean of Graduate Studies and Research by the Council on Higher Education (CES, for its Spanish acronym), through Certification No. 199, Academic Year 1980-1981. The creation of DEGI responded to the need to establish an academic policy and an organizational structure that would guide the development and strengthening of graduate studies at the Campus in view of the creation of new graduate programs and the development of research. With Certification No. 44-a, Academic Year 1983-1984, the Academic Senate prepared a report for the CES establishing the structure of the DEGI. From the subsequent analysis of this certification, the Academic Senate established Certification No. 76, Academic Year 1988-1989, which regulated the graduate studies at the Campus and the structure and functions of the DEGI and the CEGI. With Certification No. 72, Academic Year 1991-1992, which was effectively implemented as of the Academic Year 1994-1995, the Campus established its public policy related to graduate studies. Certification No. 72 laid the foundations for the preparation of Certification No. 38, Academic Year 2012-2013, and its subsequent revision with Certification No. 51, Academic Year 2017-2018, of the Academic Senate.

Like Certification No. 51, Certification No. 95 covers the topics of Academic Programs, Faculty, Students, and Administration of the Graduate Programs at the Río Piedras Campus. The Certification establishes that the cornerstone of any graduate program at the Campus has to be research/creation and academic excellence. This is effectuated by guaranteeing a teaching task that effectively balances graduate teaching and mentoring with dedicated time for research and creative

¹ All titles, positions and duties included in this Policy are applicable to both genders equally, as they may refer to or be held or performed by men or women, interchangeably.

work, and the establishment of rigorous criteria to qualify graduate professors. These criteria are mainly based on scholarship, research/creation and dissemination. Certification No. 95 also establishes the times for completing degrees in the master's and doctoral programs in order to establish reasonable times for students to complete their studies.

This Certification establishes the structure and functions of the Office of the Dean of Graduate Studies and Research and the Graduate Studies and Research Council. The fundamental responsibilities of this Dean's Office are to encourage, stimulate and protect the research and creation of professors and students. In addition, DEGI will develop and maintain the Campus's graduate programs. The CEGI is the advisory body to the dean of the DEGI and its composition is representative because it is made up of graduate level professors, graduate students, cloistered and student representatives of the Academic Senate and officials of the administrative structures. The DEGI is in charge of implementing this Certification uniformly and in its entirety.

II. JUSTIFICATION

Since its approval by the Academic Senate, and for the past two years, Certification No. 51, Academic Year 2017-2018, has guided graduate programs to adapt to a uniform and cutting-edge academic policy that responds to new academic and research trends. During its implementation process, DEGI continued to support graduate programs to enable compliance with aspects of academic policy, such as the time to degree, the number of credits established for the programs, self-studies, development plans, and curricular transformations, among others. As a result, DEGI was progressively able to identify elements that required clarification in their drafting, current policies that needed to be tempered, and other areas to be created to be in compliance with new regulations.

Among the changes incorporated in Certification No. 95, acknowledges the professor's responsibility in the learning assessment process—formative and summative,— as well as their responsibility to communicate the results to their students as the course progresses and up to one week before the last day of partial and total withdrawals. In addition, the requirements regarding the digital format, delivery and submission of the approved final document are tempered, for both the thesis and dissertation. Moreover, the importance of the Institutional Repository of the University of Puerto Rico is highlighted, which represents an step forward in the trends of dissemination and access to information, contributing to disseminate, guarantee, promote and reduce barriers to access to information and the results of scientific and academic activity of all its members.

One of the amendments states that the full-time academic assignment for a graduate student will be a minimum of eight (8) credits per semester. It is based on the current institutional regulations on what is indistinctly known as regular academic task, full academic load, regular student, full-time student and regular enrollment. Full-time students are distinguished from students who are part-time or with irregular enrollment for purposes of academic progress and eligibility for financial aid (Federal Department of Education Title IV Funds). The amendment to a graduate student's academic progress criteria aligns the academic progress and retention requirements of Certification 51 (V.D.8.e) with those established for "Satisfactory Academic Progress for Financial Aid Purposes" – Certification No. 55 (2016-2017) from the Governing Board. In this way, the qualitative, cumulative, and quantitative criteria required by the Río Piedras

Campus of the University of Puerto Rico to determine academic progress according to the respective programs and for financial assistance purposes are applied, according to the regulations established under the Title IV Program of the Federal Department of Education. It establishes, in turn, the responsibility of each faculty or school and program to have an academic advising procedure for the analysis, alerting and monitoring of the criteria of academic progress and retention strategies for each student that allows the pertinent actions to be taken, ensuring the retention and graduation rates of our students.

A significant change is the creation of the Institutional Committee for Academic Progress and Review of Eligibility to participate in Financial Aid Programs for Graduate Studies (CIPA-REAE, for its Spanish abbreviation), defining its composition and functions, complying with the provisions of Certification No. 55, Academic Year 2016-2017 of the Governing Board, amended under Certification No. 108 (2018-2019).

Finally, the composition of the Advisory Council for Graduate Studies and Research is tempered based on the analysis of the provisions of the *General Student Regulations of the University of Puerto Rico, Compiled Version* and in force since March 16, 2017; Certification No. 38 (2012-2013) SA, which precedes Certification No. 51 (2017-2018) SA; and the *Regulations of the Advisory Council for Graduate Studies and Research* (CEGI).

Certification No. 95 is reaffirmed in the pronouncement on graduate education, as stated in Certification No. 51, Academic Year 2017-2018 of the Academic Senate of the Río Piedras Campus and we cite:

At the dawn of the twenty-first century, graduate education at a global level continues to emerge as a means of professional and economic mobility. The graduate programs of the Río Piedras Campus, the first teaching center in the country, lead the sustained development of future professionals in the country and the world. In the international context, transcendental changes are occurring in graduate education and reveal the need to reflect deeply on the development of graduate studies at the Campus. The validity of graduate studies is demonstrated by the increase in people who opt for postgraduate studies. Likewise, the profile of graduate students is diversified according to their academic preparation, interests, and needs. On the other hand, multiple variants in academic offerings emerge and proliferate certifications, professional programs, joint degrees, and academic offerings in emerging disciplines or areas of knowledge and inter(multi) disciplinary areas.

Graduate education has evolved and is offered in various formats, including accelerated and distance programs. The recognition of degrees in European countries expands study opportunities for the student population of the region and promotes academic mobility. The development agendas enacted by Canada, Korea, the European Union, and Australia, among others, are leading to increased competition to attract the best students to graduate programs. Strategic alliances are agreed to optimize resources, expand and diversify academic offerings, increase the mobility of students and professors, and to strategically position themselves in cutting-edge research/creation. Countries promote universities because they promote socio-economic development that is made possible by an increased and relevant research/creation agenda. Corporate universities and other knowledge-producing organizations ("Corporate Research") emerged,

demonstrating that traditional universities are no longer the only social entities that generate knowledge and form human capital.

The Río Piedras Campus is positioned in a paradigm that accounts for social responsibility in the cultural, scientific, economic and social spheres of the country and the world community. This challenge is supported by the vision of the Campus, expressed in its Strategic Plan: Commitment 2018-2023 (Certification No. 79, Academic Year 2017-2018, Academic Senate) in Priority Area 1 where it is proposed:

The Río Piedras Campus of the University of Puerto Rico is the only institution of higher education in Puerto Rico with the Carnegie classification of high-level doctoral research university (R2). This ranking highlights it among the best universities in the United States for its wide doctoral offer and the investments it makes in research and development. In order to maintain or achieve a higher level of recognition, the Campus strengthens its culture of self-management and entrepreneurship in research, and creates strategies that allow it to have appropriate institutional support to facilitate research and creation of students and teachers, as well as enhance development, dissemination and intellectual production.

In addition, due to the demands of institutional and professional accreditations, a scenario of limited fiscal resources and the global scenario of graduate education, it is important to provoke a dialogue about the development of graduate studies and intellectual production. This dialogue must be framed in the results of the evaluations of the graduate programs and research units, the achievements obtained in graduate education in the past twenty years, the external context of the same, and the goals of the Campus. The aspiration of the Academic Senate, the university community, the graduate programs and the DEGI is that this Academic Policy substantially promotes the advancement and growth of graduate studies and intellectual production in the Campus.

The new *Academic Policy for Graduate Studies at the Río Piedras Campus* is based on Certification No. 51. Its revision strengthens the efforts led by DEGI to finally fully implement an academic policy for graduate studies that uniformly guides the academic management and research of our students and graduate faculty.

III. LEGAL BASES

This Policy is supported by the General Regulations of the institution and by the following certifications from the governing bodies of the University of Puerto Rico:

- Certification No. 19 (1973-1974) Council on Higher Education (CES): Río Piedras Campus Student Bylaws, as amended
- Circular Letter No. 7 (1987-1988) Dean of Academic Affairs (DAA): Expiration of courses approved by students who have not obtained the degree in the regulatory period

- Certification No. 76 (1988-1989) Academic Senate (SA): Development of an Academic Policy for Graduate Studies and the Structure of the Office of the Dean of Graduate Programs at the Río Piedras Campus
- Certification No. 64 (1989-1990) SA: Guidelines for the Evaluation of Programs or Units that Submit Reports to the Río Piedras Campus Academic Senate
- Certification No. 67 (1989-1990) SA: Mission of the University of Puerto Rico Río Piedras Campus
- Certification No. 115 (1990-1991) CES: Approval of a Proposal for Development of an Academic Policy for Graduate Studies and the Structure of the Office of the Dean of Graduate Studies and Research at the Río Piedras Campus (Cert. No. 76, 1988-89, SA)
- Certification No. 24 (1996-1997) Board of Trustees (JS): Creation of the Category of Appointment of Adjunct Professor at the University of Puerto Rico
- Certification No. 16 (1997-1998) JS: Regulations for Compliance with Responsibilities of the University of Puerto Rico under the "Law of Comprehensive Educational Services for Persons with Disabilities" (Law No. 51 of June 7, 1996)
- Certification No. 80 (2005-2006) JS: Regulations for the Creation of Academic Programs of the University of Puerto Rico and Guide for the Drafting of Proposals for the Establishment of New Academic Programs
- Certification No. 68 (2005-2006) SA: Student Learning Appraisal Plan of the Río Piedras Campus
- Certification No. 43 (2006-2007) JS: Regulations for the Periodic Evaluation of the Academic Programs of the University of Puerto Rico
- Certification No. 44 (2006-2007) JS: Registry of the Academic Offer of the University of Puerto Rico
- Certification No. 26 (2006-2007) SA: Strategic Plan of the Río Piedras Campus of the University of Puerto Rico, *University Vision 2016*
- Certification No. 13 (2009-2010) JS: General Student Regulations, as amended
- Certification No. 141 (2013-2014) SA: Instrument for the Evaluation of Teachers by Students
- Certification No. 150 (2013-2014) SA: Standards on Admission, Readmission, Transfer, Transfer and Exchange at Undergraduate Level (compilation)

- Certification No. 112 (2014-2015) Governing Board (JG): Guide for the Creation, Uniform Codification and Registration of Courses at the UPR
- Certification No. 160 (2014-2015) JG: General Regulations of the University of Puerto Rico, as amended (compilation)
- Certification No. 113 (2014-2015) SA: General Guide and Evaluation Criteria for the Teaching Staff of the Río Piedras Campus
- Certification No. 35 (2016-2017) SA: General standards for the implementation of the processes of recruitment, appointment and evaluation of the teaching staff of the Río Piedras Campus
- Certification No. 55 (2016-2017) JG: Amendments to the Policy and Eligibility Rules for Participation in the Financial Assistance Program of the University of Puerto Rico, adopted through Certification number 111 (20132014)
- Certification No. 108 (2018-2019) JG: Certification Amendment No. 55 (20162017 - Eligibility Policy and Standards for Participation in the Financial Aid Program
- Law No. 212 of August 12, 2014, Law on the Registration and Licensing of Educational Institutions

IV. GUIDING PRINCIPLES FOR GRADUATE STUDIES

The graduate programs will be guided by the Mission of the Río Piedras Campus, set forth in Certification No. 67, Academic Year 1989-1990, of the Academic Senate, and will be characterized by their excellence in the academic and professional training of graduate students, by their contribution to the development and updating of disciplines or areas of knowledge, the dissemination of intellectual work and their contributions to Puerto Rican society and its geographical environment.

The Campus Mission establishes that the Campus, by mandate of Law, like the other units of the University of Puerto Rico System, must fulfill the general mission stipulated in Article 2 (B) of the University Law, Law No. 1 of January 20, 1966, as amended. In addition to sharing this general mission, the Río Piedras Campus has a particular mission based on its history and cultural heritage, which distinguishes it from the other campuses and units of the System. Referring specifically to graduate studies, Subsection 2, page 2, of the Campus Mission states:

"To provide graduate education of the highest quality whose core elements are research and creation, and that helps strengthen undergraduate education. In addition, to provide post-baccalaureate programs for the training of professionals of the highest caliber, committed to the ideals and values of Puerto Rican society."

Graduate studies will be guided by the following principles:

1. They shall maintain the highest standards of academic excellence, they shall be continuously updated to ensure their relevance, and they shall be aimed at the generation of new knowledge through research, learning, creation, professional production and dissemination.
2. They shall maintain a balance between depth and breadth in the study of the disciplines or areas of knowledge and the diversity of content and specialties.
3. They shall transcend disciplinary boundaries while focusing on problems specific to an area of study.
4. They shall strengthen the exchange with the undergraduate programs for their mutual benefit.
5. They shall create institutional spaces for exchanges with universities and national and international cultural and scientific entities that contribute to the enrichment of their academic activity, the advancement of knowledge and cultural heritage.
6. They shall hire the ideal professors, who are committed to teaching, intellectual productivity, and to their continuous academic-professional development in theoretical, methodological and technological terms.
7. They shall encourage the full development of students' capacities for the application of critical analysis skills; systematic, strategic, inter- and transdisciplinary thinking; and the development of an inquisitive, entrepreneurial, creative and innovative attitude.
8. They shall prepare graduates with a broad and diverse intellectual training, autodidacts capable of using their knowledge and leadership skills to transform their immediate environment, with the ability to perform successfully in the work force and committed to ethical behavior.
9. They shall promote understanding, respect, and tolerance for diversity and its different individual and collective manifestations.
10. They shall be governed by the principles and codes of ethical conduct of their respective disciplines or areas of knowledge and those valued by the institution.
11. They shall foster the development of participatory learning communities, committed to the success of their mission, vision, goals and objectives, aligned with the Campus Strategic Plan, and with a culture of evaluation that recognizes and rewards exceptional performances, and the effective and efficient use of resources.
12. They shall contribute to the development and quality of life of Puerto Rican society, and promote a sense of commitment toward it in view of its problems and needs. They shall also foster a strong sense of service to the community in the construction of a just

and democratic society that privileges education as a means of empowering individuals and groups to continue learning throughout life until they reach their highest potential.

13. They shall strengthen student's knowledge and analysis of the historical and social reality of Puerto Rico framed in our Caribbean and Latin American region with projection to the international community.

V. POSTULATES OF THE ACADEMIC POLICY FOR GRADUATE STUDIES

A. Academic Programs

1. Academic Degrees

Graduate programs will recommend granting of doctorate degrees, master's degrees, *Juris Doctor* (JD) degrees, and graduate certificates, as authorized by the Governing Board and the Board of Postsecondary Institutions affiliated to the Department of State.

2. General Characteristics

Graduate-level academic programs will have the following characteristics:

- a. All academic programs, regardless of the level of study, will have a mission, goals and objectives, in addition to a profile of the competencies that the student will possess upon graduation. The curriculum of the program will be designed around these core elements.
- b. Academic programs will demonstrate that their students acquire the competencies identified in the profile during their stay in the program. Research/creation skills will be part of the profile and will be integrated throughout the curricular sequence of the program.
- c. The academic programs will be characterized by their academic-research and professional approaches. The academic-research approach will address problems and questions for study from a theoretical perspective that challenges the established paradigms and methods and provides an innovative and original proposal. On the other hand, the professional approach will seek to establish a balance between the theory and practice of the discipline or area of knowledge to provide students with professional knowledge and skills that allow them to be productive and innovative in their application.
- d. Master's level academic programs:
 - 1) They will provide students with a research/creation experience whose objective will be for the student to demonstrate that they

know the fundamentals and methods of their discipline or area of knowledge and that they can apply them to propose or demonstrate a viable solution to a problem. The research/creation experience and the dissemination of its results may be designed in various ways, without necessarily adhering to the thesis format, in order to accommodate the differences in the disciplines or areas of knowledge or the demands of the professional field.

- 2) They will determine the research/creation skills that the student will acquire through the research/creation experience, establish the criteria and rubric for their evaluation and the maximum time to complete them. The criteria and rubrics will be worked on in consultation with the Institutional Research and Appraisal Division, affiliated to the Dean's Office of Academic Affairs.²
- 3) They will have up to a maximum of 30 total credits towards the degree, including research or creative experience, except in those programs whose accreditation, licensing, professional practice or shared degree requirements justify a higher number.
- 4) Demonstrate that they can graduate their full-time students on the term to complete the degree with a graduation rate of 50% or higher, maintaining academic standards of excellence, except in those programs where professional accreditation requirements warrant a higher number of credits. If this is not achieved, they must be reviewed to ensure that these minimum execution criteria are met.

e. Doctoral level academic programs:

- 1) They will have a strong emphasis on research/creation. The curricular scheme of these programs will consist of a core component, which can be completed in a term of no more than three (3) years, whose purpose is for the student to demonstrate mastery of the theoretical and methodological foundations of the discipline or area of knowledge and to be prepared to initiate research/creation.
- 2) They will require their students to submit a proposal and an original research/creation paper that results in a dissertation and the dissemination of the results. The objective of this experience will be for the student to demonstrate that he/she is fully aware of the theoretical and methodological approaches of his/her field

² See Circular Letter 01 (2014-2015) of May 14, 2014, of the Dean of Academic Affairs.

of study, can evaluate and critically question them and can use or modify them to apply said approaches to different situations or problems seeking a solution or in order to understand them. In addition, the student must demonstrate that he or she possesses the analytical, technical, and communication skills that enable him or her for independent intellectual work.

- 3) They will determine the research/creation skills that the student will acquire through doctoral research, establish the criteria and rubric for their evaluation and the maximum time to complete them.
 - 4) They will demonstrate that they can graduate their students on the time to degree with a graduation rate of 60% or higher, while maintaining academic standards of excellence. If this is not achieved, the program must be reviewed to ensure that these minimum execution criteria are met.
- f. Master's and doctoral academic programs may exist as independent or interdependent offerings. When the academic offer is available at both levels and with the same specialty, efforts will be made to coordinate the curriculum of both levels to facilitate the transition between them.

3. Joint Academic Programs

- a. Partnerships between departments, colleges, campuses, and other institutions of higher education will be fostered to deliver innovative and relevant academic programs that expand students' study opportunities. These alliances should contribute to maximizing the use of institutional resources and to the updating and diversification of the academic offer.
- b. Those schools or graduate programs that offer students these programs will coordinate admissions, enrollment, academic advising, dissertation supervision (if applicable), and other processes so that the student can graduate within the minimum term established.

4. Curriculum Updates, Course/Requisite Modification, and Creation of Academic Programs

- a. It will be the responsibility of each graduate school or program to evaluate and update its curriculum and degree requirements in light of developments in the discipline or area of knowledge, the demands of professional accreditations, the results of the program and student learning evaluation, the demand for the program, and opportunities for new academic developments. This process will be an important

component of the periodic evaluation of the academic program and will have the endorsement of all institutional instances, as appropriate to the nature of the academic change.

- b. Any curricular update, modification of course and requirements, or proposal for the creation of a new academic program will comply with the institutional policies related to these processes in force at the time.

5. Academic Programs Modalities and Itineraries

The academic programs will offer their academic offerings in different modalities and itineraries: in-person, hybrid, distance and online or combinations of these, in semesters and trimesters, night classes or Saturday classes, study groups or others appropriate to the field of study. The selected modality or modalities must maximize students' access to the academic offer available at the Campus and ensure that they can complete their degree in the minimum time required. The academic offerings will maintain the same academic rigor regardless of their modality, and students will have access to all the services available in the Campus.

6. Evaluation of Graduate Level Academic Programs

The academic programs will be evaluated periodically as established in the Evaluation Plan of the Office of the Dean of Graduate Studies and Research (DEGI). They will prepare a Development Plan according to the guidelines established by DEGI to address the areas to be improved or strengthened identified in the auto evaluation and external evaluation. The professional accreditation process will be articulated with the DEGI evaluation process in those professional programs that require it. The professional accreditation process will constitute substantial evidence in DEGI's evaluation process, in such a way as to avoid duplication of efforts by the program.

The student handbook, student regulations, electronic portal, promotional materials and information such as the graduate catalog and the electronic portal will be modified in each graduate program in accordance with the approval of the new curriculum.

B. Research, Scholarship, Creation and Professional Production

1. The central axis of the graduate programs will be the set of intellectual work resulting from research, scholarship, creative work, teaching and professional production. These academic activities will be carried out within the framework of academic freedom and academic excellence, ethical conduct and professional practices accepted by the corresponding disciplines.

2. Faculty, graduate students, and other personnel engaged in research or creative projects shall be responsible for knowing and acting in accordance with institutional norms and laws that apply to research/creation, including, but not limited to: laws regarding human subjects, animals, biological, chemical, and radiological materials, and responsible conduct in research/creation. The Head of the Department or School or Graduate Program Coordinator, the Dissertation Committee, and the student's supervisor/mentor will be responsible for guiding the student on this matter.
3. DEGI will provide continuous training on the rules and laws that regulate academic research/creation and will support and ensure compliance.

C. Professors

1. Professors Appointed to Graduate Programs

- a. The faculty of graduate schools or programs will be made up of professors qualified to practice at the graduate level. The Director of the Department or School and the Personnel Committee will be responsible for said qualification.
- b. The minimum requirements to qualify a professor for the first time at the graduate level are:
 - 1) Doctoral degree, terminal degree or its equivalents, as established in Article 42 of the General Regulations of the UPR.
 - 2) The professor has to demonstrate that he or she has the lines of research and creation, intellectual contributions in journals, congresses and recognized peer-reviewed publishers, and in other media legitimized by the discipline and/or its equivalent in professional or creative career assets. Intellectual contributions will be valid for five (5) years for qualification at the graduate level. This provision does not apply to distinguished professors, *emeritus*, or retirees recognized as experts in their area.
 - 3) The professor will demonstrate that he/she has been active in the last five (5) years in research/creation and that they have disseminated/published these in the media recognized by their discipline or area of knowledge.
 - 4) In addition to these criteria, the evaluation criteria contained in the *General Guide and Evaluation Criteria for the Teaching Staff of the Río Piedras Campus* (Certification No. 113, Academic Year 2014-2015,SA) and in the *General Standards for the Implementation of the Processes of Recruitment, Appointment and Evaluation of the Teaching Staff of the Río*

Piedras Campus (Certification No. 35, Academic Year 2016-2017, SA) will be considered.

- 5) Any professor can apply to be qualified to teach at the graduate level by presenting their credentials to the Head of the Department or School they wish to qualify.
 - 6) Programs may nominate faculty to be qualified at graduate level.
- c. The requirements for professors to continue to be affiliated to the graduate programs are:

- 1) The responsibility for determining whether a professor meets the necessary qualifications to remain affiliated with the graduate program lies with the Department or School Director in conjunction with the Personnel Committee. This will be certified every five (5) years and will be based on the professor's research/creation reports and their annual evaluations. The Department or School Director will inform the corresponding Dean which is the body of professors qualified to teach in the school or graduate program, taking into account the achievements of each professor. The professor will update the information of their research, erudition, creative work and professional production using the institutional medium or means established for this purpose.

Any graduate school or program professor who disagrees with the determination on his or her qualification, or with the academic load assigned by the Department or School Director as a result of this qualification, may appeal in accordance with the provisions of the applicable regulations. The professor will continue with his/her academic load until the procedures established in the law and in the General Regulations of the UPR have been exhausted and completed.

- 2) The Department or School Director, in conjunction with the Personnel Committee, will carry out a complete evaluation of the professor's intellectual production every three (3) years, to show that he or she meets the minimum criteria to continue practicing at the graduate level, as established in subsection V.C.1-b.
- 3) The Department or School Director, in conjunction with the Personnel Committee, will carry out a complete evaluation of the quality of the professor's teaching every three (3) years, taking into consideration the student evaluation of the professor, to show that he or she meets the minimum criteria to continue

practicing at the graduate level, as established in subsection V.C.1-b.

2. Professor Duties and Responsibilities

The *General Guide and Evaluation Criteria for the Teaching Staff of the Río Piedras Campus* (Certification No. 113, Academic Year 2014-2015, SA) and the *General Standards for the Implementation of the Processes of Recruitment, Appointment and Evaluation of the Teaching Staff of the Río Piedras Campus* (Certification No. 35, Academic Year 2016-2017, SA) establish the duties and responsibilities of the professors and the evaluation criteria.

3. Types of Appointments³

- a. Regular professors of graduate schools or programs are those professors with a minimum rank of assistant professor appointed to perform full-time with regular appointments and qualified to practice at the graduate and undergraduate level.
- b. Professors with joint appointments are those professors who are assigned to more than one unit on the Campus or who share appointments with other campuses of the University of Puerto Rico System. These professors will be subject to the same minimum criteria as regular teachers in graduate schools or programs.
- c. Collaborating professors are those qualified professors or researchers from academic units of the Campus, the University of Puerto Rico System, and other recognized universities or institutions, who may offer courses, conduct research, do creative works, or direct theses and dissertations in graduate programs.
- d. Special appointment are those retired professors or visiting professors and lecturers from other universities, institutions, or organizations in the country or abroad who receive special appointments to offer courses, conduct research, do creative works, or conduct dissertations in graduate programs for a specified period of time. Such professors or professionals are subject to the same requirements of rank or professional equivalence, previous experience (if any) and exceptional performance.

³ See *Glossary of Terms* for the complete list of *Types of Appointments* that appear in the General Regulations of the UPR.

e.

4. Academic Load of Faculty Appointed to Graduate Schools or Programs

- a. The academic load of full-time faculty members qualified to practice in graduate schools or programs will be 24 credits per academic year; A minimum of 12 credits will be dedicated to research/creation and supervision of theses and dissertations. The remaining credits will be used to teach courses or other academic tasks. No less than six (6) credits per year will be devoted to teaching.
- b. The regulations for colleges that assign credit to the thesis supervisor are as follows: master's theses will be accredited for a maximum of one and a half years, while research with human subjects and doctoral dissertations will be accredited for a maximum of three (3) years. By accepting the student, the professor agrees to advise him or her until he or she presents his or her thesis or dissertation.
- c. A professor may be awarded 12 credits of his/her academic load to dedicate themselves to research/creation during a semester in extraordinary cases and clearly justified by the Personnel Committee and endorsed by the Dean. In accordance with the General Regulations of the UPR, these cases will be submitted to the Administrative Board for approval.
- d. Professors who raise external funds may use these to increase the time dedicated to research/creation work up to a maximum of 18 credits per academic year.

5. Direction of Doctoral Dissertations

- a. Professors who direct a student's dissertation must comply with all the minimum criteria set forth in this Certification and additional criteria adopted by colleges and graduate schools or programs. In addition, they must be specialists, have expertise or in-depth knowledge in the area to which the subject of the supervised student's dissertation belongs.
- b. The Graduate Affairs Committee (or its equivalent) will decide which professors are eligible to serve as lecturers on the dissertation committees.

6. Student Evaluation of Professors

- a. The graduate faculty members will be evaluated by the students who take the different courses offered by them.

- b. The student evaluation will be taken into consideration by the Personnel Committee in order to, along with the evaluated professor, develop tools to improve the quality of teaching and the performance of the teaching staff.
- c. It will be the responsibility of the Director of the department, school, office or dependency to which the graduate program is affiliated to ensure compliance with the evaluation of the graduate teaching staff in each of its courses.
- d. The student evaluation will be carried out in tune with the existing parameters in the colleges and with the requirements of this Certification. Students will participate in the formulation of the corresponding assessment instruments.
- e. Student evaluations will be carried out in accordance with the current certifications on the evaluation of professors by students.

D. Students

1. Admission to Graduate Programs⁴

- a. Types of admission⁵: Students interested in pursuing graduate studies at the Campus will have the following admission alternatives: regular, conditional, deferred, and readmission. International students may receive regular, deferred, or readmission. They will not be able to receive conditional admission.
- b. Admission Level: In graduate schools or programs that offer master's and doctoral studies independent of each other, students will be admitted to the corresponding academic program based on the admission requirements of each program.

Graduate schools or programs that so determine may admit outstanding students with a bachelor's degree (or its equivalent) directly to the doctoral program and will classify them as doctoral students.

⁴ See *Glossary of Terms* for the definition of *Types of Admission*.

⁵ Explanatory note: Transitory studies and study permits do not constitute admission to a graduate program and are not leading to a degree. Students interested in them will need to enroll through the Division of Continuing Education and Professional Studies (DECEP) with the approval of the Graduate Program.

c. Minimum admission requirements:

- 1) Admission to a master's academic program will require a bachelor's degree (or equivalent) from an accredited or recognized university or college.
- 2) Admission to a doctoral academic program will require a bachelor's or master's degree, depending on the specific requirements of the academic program to which admission is requested.
- 3) Minimum grade point average (GPA) of 3.00 on the 4.00 scale. Each program will attend to exceptional cases according to the individual merits.
- 4) Ability to communicate orally and in writing in two languages, one of them being Spanish or English.
- 5) The Campus will provide the academic instance that will determine and inform the programs of their students' proficiency in the second or third language (if the program requires a third language). This academic body will work in coordination with the programs to develop a policy to address language deficiencies.

d. Specific Admission Requirements: Graduate programs may establish additional admission requirements to those specified in this Policy and assign them the desired relative value. Each graduate school or program will inform the academic community and applicants of its admission requirements. These will be part of the promotion materials, the program regulations and the student manual (as the case may be). Additional requirements include:

- 1) Academic index in areas or courses belonging to the program of study.
- 2) Admission test(s) score - Each program may require one or more tests as an admission requirement. This test may be oral, written, or both.
- 3) Letters of recommendation.
- 4) Interviews.

- 5) Submission of a paper in which the student explains his/her interest in the discipline or the object of study's area of knowledge or any other topic established by the program.
 - 6) Ability to read other languages.
 - 7) Other requirements specific and necessary for the discipline or area of knowledge under study.
- e. Language Requirement: The graduate program will determine whether a third language is required and the minimum level of proficiency desired.
- f. Validity of Admission: A student who is admitted for a specific academic year and is unable to attend may request the graduate school or program to postpone admission until the beginning of the following academic year. The graduate school or program will determine whether or not to offer deferred admission. Admission will be valid for one academic year.
- g. Admissions Administration: DEGI will be the academic unit responsible for managing graduate admissions and sending the official written communication to the student about the admission decision, as recommended by the graduate schools or programs.

The Graduate Affairs Committee (or its equivalent) of each graduate program or school will be responsible for the evaluation, selection, and recommendation of candidates for admission, readmission, or permits. The Director/Coordinator of the graduate school or program will inform DEGI. The School Director or Graduate Program Coordinator, in conjunction with the Graduate Affairs Committee, will establish the graduate school or program quota for the applicable academic session.

DEGI will prepare an Admissions Manual and an Annual Report on Graduate Admissions, which will be presented to the schools and graduate programs, the CEGI, the Academic Senate, the Administrative Board, the Rectorry, and the Central Administration.

- h. Students with functional diversity: The student has the right to request reasonable accommodation from the time of filing the application for admission.

2. Degree Requirements

- a. The requirements to obtain the corresponding degree (e.g., graduate courses, exams, seminars, proposals, dissertations, others) make up the curriculum of the corresponding academic program as approved by the corresponding university authorities and the Board of Postsecondary Institutions, formerly the Puerto Rico Board of Education.
- b. For those students admitted to the doctoral program without holding a master's degree, the graduate school or program will establish what the minimum requirements that the student must pass within their curriculum of studies are to be awarded the master's degree, once the student meets them.
- c. The School Director or Graduate Program Coordinator will recommend to the Office of the Registrar the award of the academic degree when the student has met all the requirements of the degree.
- d. The minimum graduation rate will be 3.00 points on a 4.0 scale.

3. Graduate Courses

a. Course Level

- 1) The coding of courses for the graduate level will be 6000 or 8000, as stipulated in the *Guide for the Creation, Uniform Codification and Registration of Courses at the UPR* (Certification No. 42, Academic Year 2019-2020, JG).
- 2) Up to a maximum of six (6) credits in 5000 level courses may be accepted for Master's degrees when the graduate school or program demonstrates that the course syllabus is aligned with the goals, objectives, and profile of the graduate of the corresponding specialty.
- 3) PhD students must take at least 50% of their courses/credits at the 8000 level.

b. Free electives:

Master's graduate schools or programs will maintain a maximum of nine (9) graduate credits in free electives. Graduate doctoral schools or programs will maintain a minimum of six (6) graduate credits in free electives, except in those professional graduate programs whose corresponding accrediting agencies define the curricular requirements.

c. Grades

- 1) The student's academic performance will be officially recorded through the quantifiable and non-quantifiable grading system recognized by the institution.
- 2) The quantifiable system will be based on the grades of: A, B, C, D and F. This system will be used to measure achievement in academic experiences (courses, workshops, etc.) in which at least one exam or work that can be graded in quantitative terms is required.
- 3) The grading scale will be as follows:

| Note | Scale |
|------|-----------|
| A | 4.00-3.50 |
| B | 3.49-2.50 |
| C | 2.49-1.50 |
| D | 1.49-0.50 |
| F | 0.50-00 |

- 4) The minimum to pass a graduate course, whether core, specialty or elective, will be C.
- 5) The non-quantifiable grading system will be based on the grades of Pass (P) and No Pass (NP). This system will be used to measure achievement in certain courses and academic activities in which it is not possible to measure achievement in quantitative terms. These grades will not be translated into figures when computing the student's academic index.

d. Repeating Courses:

The student may take the same course a total of two times. If they fail a core course a second time, they will be dropped from the program. In the case of repeated courses graded through the quantified system, the highest grade will be taken into consideration for the purposes of the academic retention and graduation index.

e. Accreditation of courses from other institutions

- 1) For admitted students who have completed graduate studies in other units of the University of Puerto Rico System and in other accredited institutions, graduate programs may accept up to a

maximum of one-third of the credits required for the degree, subject to the criteria established by the Graduate Affairs Committee of the graduate school or program (or its equivalent). Accredited courses must have been passed with a minimum grade of B (or its equivalent) in a period not exceeding five (5) years prior to admission and may not have been accredited toward other degrees. Professional practices and internships required by the programs will not be accredited.

- 2) Unless otherwise stipulated, the accreditation of courses by alternative means will be governed by the *Rules on Admission, Readmission, Transfer, Transfer and Exchange at the Undergraduate Level* (Certification No. 150, Academic Year 2013-2014, SA) and the procedure established by DEGI.

f. Other provisions related to the courses

- 1) Graduate schools or programs shall encourage and assist students to take courses in other disciplines or areas of knowledge, departments, graduate schools or programs, and colleges that are related to their academic projects or particular interests. DEGI will promote, in conjunction with the programs, the development of standards and procedures for the implementation of this interdisciplinary exchange.
- 2) Credit validation, joint courses, and the creation/modification/cancellation/moratorium of graduate courses shall be based on institutional academic policies related to this process.
- 3) The professor will be responsible for carrying out a formative and constant evaluative process as the course progresses, which pays for student performance in the course. To ensure that the student is aware of their academic progress, the teacher will communicate the results of the formative assessment, mid-term, and the summative assessment, one week before the last day of partial and total withdrawals.

4. Qualifying Examinations

Qualifying examination will be compulsory in doctoral programs. This examination will determine a student's candidacy for the doctoral degree, as established by each graduate program.

Qualifying examinations will be governed by the following rules:

- a. Each graduate school or program will establish the nature, content, extent, and timing of the qualifying examination for its students.
- b. It will be offered at least twice a year. The date of the qualifying examination will be announced during the first month of each term.
- c. The student may retake the examination or the failed part, as determined by the program regulations, only once. If they fail on the second occasion, they will be removed from the graduate program and the School Director or Program Coordinator will inform the Registrar's Office.
- d. Each graduate school or program will establish specific criteria that will guide the student when preparing for the qualifying examination and the professors during their evaluation. These criteria will be accessible in electronic and printed formats.
- e. The professors will deliver the evaluation rubric of the examination, the graded exams and the results of the same to the School Director or Coordinator of the graduate program, who will inform each student in writing of the result of their examination.
- f. Graduate schools or programs will establish a period of no more than two months to communicate the results of the examinations to students.
- g. Each program will establish clear procedures for discussing degree exam results with students and addressing their complaints.
- h. Qualifying examinations shall be evaluated as: Pass (with outstanding, noteworthy or good) or No Pass. The graduate school or program will determine the grade given to the qualifying examination.
- i. Each program will determine whether or not it will require its students to take additional exams and the ways to satisfy them. These requirements will be accessible in all electronic and print publications about the graduate program.
- j. The academic program will have a bank of previously offered degree questions or exams that students will use in their preparation for the exam.

5. Master's Degree with Thesis

The document titled *Formato para la Tesis o Proyectos de Maestría y las Tesis de Doctorado en el Recinto de Río Piedras* [Format for Master's Thesis or Projects and the Doctoral Theses at the Río Piedras Campus], available at the DEGI, will be used for the elaboration of the theses.

a. Composition of the Master's Thesis Committee

- 1) The Thesis Committee will be constituted by the thesis supervisor and one (1) to three (3) additional professors, as established in the following two sections. The Director of the Committee must be a professor belonging to the University of Puerto Rico.
- 2) In the case of a committee of two (2) members, one (1) of them may be a professor of another department or college of the University of Puerto Rico or another recognized institution.
- 3) In the case of a committee of three (3) or four (4) members, one (1) or two (2) of these may be professors from another department or college of the University of Puerto Rico or from another recognized institution.
- 4) The student will propose the thesis supervisor and the members of the Thesis Committee, who will be approved by the Graduate Committee or equivalent.

b. Master's Thesis Research Proposal

- 1) If required by the program, the student will prepare a research proposal with the advice of the thesis supervisor, for final approval by the Thesis Committee.
- 2) In the proposal, the student will demonstrate that the selected topic is within the scope of his/her field or related disciplines, knowledge of appropriate bibliography and primary sources necessary to conduct his/her study; as well as mastery of the techniques and methodologies relevant to their research/creation.

c. Master's Thesis

The Master's Thesis is a creative document/activity in which the student:

- 1) clearly establishes and delimits the problem or question under study;
- 2) demonstrates knowledge of the literature and relevant primary and secondary sources of information;
- 3) knows and applies appropriate research/creation theories and methodologies;
- 4) analyzes and discusses the results of their research/creation;
- 5) applies or proposes new questions for future study;
- 6) evidences independent judgement; and
- 7) presents their findings or product in a logical and coherent way.

d. Presentation and defense of the Master's Thesis

- 1) The thesis will be ready for defense when the student's mentor, in consensus with the committee, has determined that it meets the elements established for the thesis.
- 2) The student will deliver copies of the final draft of the thesis in digital or printed format (not bound) to the members of the Committee at least three (3) weeks before the date agreed for the defense.
- 3) The date of the presentation and oral defense of the thesis will be assigned only after the Committee has determined that the thesis is ready. The presentation and defense of the thesis will be public.

e. Submission and publication of the Master's Thesis

- 1) Once defended and approved by the Thesis Committee, the program will notify the Library System, the library of their faculty or school, and the seminary attached to their unit that the student has completed the requirements of the thesis. The student is responsible for depositing the final document of

his/her thesis in the Institutional Repository of the UPR, within a maximum period of one month after the thesis defense takes place.

- 2) The thesis will be published in the UPR Institutional Repository <https://repositorio.upr.edu>. Publishing in "Dissertations & Theses Global" of University Microfilms International is optional. Therefore, students must comply with the format established by DEGI and pay the required fees. The student will not receive the degree until he or she satisfies this requirement. The Director/Coordinator of the graduate school or program will be responsible for compliance with this rule.

6. Candidacy for the Doctoral Degree

Students enrolled in doctoral programs will be candidates for the doctoral degree once they have taken and passed the degree exam.

7. Research/Creation Project for the Doctoral Degree

a. Composition of the Dissertation Committee

- 1) The Dissertation Committee will be constituted by the director of the dissertation and two (2) to four (4) professors, as established in the following two sections.
- 2) In the case of a committee of five (5) members, one (1) or two (2) of the members may be professor(s) from other departments or colleges of the University of Puerto Rico or from other recognized institutions, specially invited by the nature of the topic presented or by virtue of their recognized competence.
- 3) In the case of a committee of three (3) members, one (1) of these may be a professor from another department or college of the University of Puerto Rico or from another recognized institution.
- 4) At least one (1) of the members of the Dissertation Committee must be a member of the Campus' staff. Each program will determine the number of professors or external members who will belong to the Dissertation Committee, which can never constitute the entire Committee.

b. Research/creation proposal

- 1) In doctoral programs, the preparation, presentation and defense of a research/creation proposal will be mandatory.
- 2) The student will propose the dissertation director and the members of the Dissertation Committee, who will be endorsed by the Graduate Committee or equivalent.
- 3) The student will prepare the research/creation proposal together with the dissertation director and in direct communication with the Dissertation Committee. This Committee will finally approve the dissertation proposal.
- 4) In the proposal, the student will demonstrate that the selected topic is within the scope of his/her discipline or area of knowledge related to the doctoral program, knowledge of the bibliography and primary sources necessary to conduct his/her study and mastery of the techniques and methodologies pertinent to his/her research/creation.
- 5) The student will submit the dissertation work plan to his/her director for review and approval.
- 6) The student will submit a digital and printed version of their proposal to their Dissertation Committee prior to presentation and defense.
- 7) The Dissertation Committee and the student will determine whether the presentation and defense of the dissertation proposal will be public or private.

c. Doctoral Dissertation

The doctoral dissertation is a written work in which the student:

- 1) clearly establishes and delimits the problem or question under study;
- 2) demonstrates in-depth knowledge of the relevant literature and primary and secondary sources of information;
- 3) applies and justifies the most appropriate research/creation theories and methodologies;

- 4) analyzes and discusses the results of their research/creation with breadth and depth;
- 5) applies or proposes new questions for future study;
- 6) evidences independent judgement;
- 7) presents their findings or product in a logical and coherent way; and
- 8) makes an original and significant contribution to the field.

d. Presentation and defense of the doctoral dissertation

- 1) The development and completion of the doctoral dissertation is an interactive process between the student and his or her Dissertation Committee. Therefore, the paper will be ready for defense when the student's mentor, in consensus with the committee, has determined that it meets the elements established for the dissertation. This agreement will be recorded in writing and will form part of the student's file.
- 2) The PhD student will deliver copies of the final draft of the dissertation in digital and printed format (not bound) to the Director/Coordinator of the Program or Graduate School and to the members of the Committee one month in advance of the agreed date for the defense.
- 3) The date of the presentation and oral defense of the dissertation will be assigned only after the Committee has determined that the dissertation is ready. The presentation and defense will be public.
- 4) Graduate schools or programs will promote and facilitate doctoral students to submit or publish research/creation works in the media of their discipline or area of knowledge before completing the degree.

e. Submission and publication of the doctoral dissertation

- 1) Once defended and approved by the Dissertation Committee, the program will notify the Library System, the library of their college or school, and the seminary affiliated to their unit that the student has completed the dissertation requirements. The student is responsible for depositing the final

document of his/her dissertation in the Institutional Repository of the UPR, within a maximum period of one month after the thesis defense takes place.

- 2) The dissertation will be published in the Institutional Repository of the UPR <https://repositorio.upr.edu> and in "Dissertations & Theses Global" of University Microfilms International. Therefore, students must comply with the format established by DEGI and pay the required fees. The student will not receive the degree until he or she satisfies this requirement. The Director/Coordinator of the graduate school or program will be responsible for compliance with this rule.

8. Academic Standards Applicable to All Graduate Students

a. Full-time academic load

- 1) Full-time academic load for a graduate student will be a minimum of eight (8) credits per semester.
- 2) Graduate students enrolled in courses registered as full-time, such as degree examination, *practicum*, internship, research, and doctoral dissertation writing, will be considered full-time students.

b. Part-time academic load

- 1) The part-time academic load for a graduate student will be a minimum of 12 credits per academic year.
- 2) The programs will establish the corresponding curricular sequence, according to the selected programming modality, for full-time and part-time students.

c. Academic Progress and Retention

- 1) The minimum retention and graduation GPA will be 3.0 points on a 4.0 scale. Each graduate school or program may establish additional retention rules that will be accessible on the program's website.
- 2) The student will maintain a minimum GPA of 3.00 and demonstrate academic progress according to their program's criteria.
- 3) The criteria for a graduate student's academic progress, as defined by institutional regulations, include: maintaining the

minimum academic index (GPA) required by the Río Piedras Campus (qualitative criteria); maintain status as a regular student enrolled full-time or part-time; be studying within the period of years established to complete the degree, has completed the courses and tasks required in the stages stipulated by his/her college or school and program to complete the requirements of the degree (cumulative criterion); in addition to passing 50% of the credits attempted/enrolled per year (quantitative criterion).

- 4) Each graduate school or program will establish an Individual Study Plan with the student that guarantees that he/she will be able to meet all the requirements of the degree in the minimum time stipulated by this Certification.
- 5) Each graduate school or program, under the colleges and schools, shall establish a uniform academic advising procedure for the analysis, warning, and monitoring of academic progress criteria and retention strategies for each student.
- 6) Institutional Committee on Academic Progress and Review of Eligibility to Participate in Financial Aid Programs for Graduate Studies (CIPA-REAE, for its Spanish abbreviation).
 - a. Composition

In compliance with institutional regulations, the Office of the Dean of Graduate Studies and Research will constitute the "Institutional Committee for Academic Progress and Review of Eligibility to participate in Financial Aid Programs for Graduate Studies". This Committee will be comprised of: the DEGI Associate Dean for Academic Affairs, the DEGI Student Affairs Coordinator, a representative from Medical Services, a representative from the Office for Students with Disabilities, and a Licensed Clinical Psychologist or Professional Counselor. The faculty deans, school directors and coordinators of the graduate programs, in coordination with the CIPA-REAE, will be responsible for drafting with the student their Study Plan and monitoring it.
 - b. Function

The CIPA-REAE will attend requests for review of academic progress due to having lost eligibility to participate in Financial Aid Programs where mitigating or special circumstances were at play.

d. Probation

- 1) The student who does not meet the academic progress and retention requirements will be on probation for a maximum of two consecutive academic semesters. At the end of this period, if they do not meet the retention requirements, they will be dropped from the graduate school or program.
- 2) A student who has been dropped from a graduate school or program may not apply for readmission or new admission to the graduate school until one year has elapsed after being out of the school or program.
- 3) The graduate school or program may impose conditions for the readmission or new admission, as the case may be, to ensure that the student will be able to meet the academic progress and retention requirements of the program.

e. Term for Degree Completion

- 1) Master's Programs. Each graduate school or program will set a deadline of no more than four (4) years from the date of admission for a full-time student to meet all degree requirements.⁶ For a professional or accredited program that requires more than 30 credits, the graduate school or program will set a deadline of no more than five (5) years from the date of admission for a full-time student to meet all degree requirements. For part-time students, the deadline for meeting all degree requirements will be one additional year to the deadline for full-time students. To meet these deadlines, graduate schools or programs will offer academic programs in different modalities and pathways so that students can progress toward the grade as expected.

The time required to pass prerequisite program courses will not be included in the calculation of the time to degree if the student completes them in the time provided by the program.

The date of admission is understood to be the beginning of the academic semester in which the student first enrolled in the school or program corresponding to the level of studies to which he or she was admitted.

⁶ The rules on the expiration of courses approved by students who have not obtained the degree in the regulatory period are stipulated in Circular Letter No. 7, Year 1987-1988, of the Dean of Academic Affairs.

A student who has not completed all grade requirements by the deadlines will be dropped from the program or school. After one year has elapsed since being out of the program, they may apply for readmission or a new admission and accreditation of up to nine (9) credits for courses that have not expired.

- 2) Doctoral programs. Students admitted full-time will have a maximum period of seven (7) years from the date of admission to meet all the requirements of the degree.⁷ For part-time students, the term will be eight (8) years. To meet these deadlines, graduate schools or programs will offer academic programs in different modalities and pathways so that students can progress toward the grade as expected.

The time required to pass prerequisite program courses will not be included in the calculation of the time to degree if the student completes them in the time provided by the program.

The date of admission is understood to be the beginning of the academic semester in which the student first enrolled in the school or program corresponding to the level of studies to which he or she was admitted.

A student who has not completed all grade requirements by the deadlines will be dropped from the program or school. After one year has elapsed since being out of the program, they may apply for readmission or a new admission and accreditation of up to 15 credits for courses that have not expired.

f. Extension of the term to complete the degree

Graduate schools or programs will have two mechanisms to extend the minimum term for completion of the academic degree to graduate students. These mechanisms are the leave of absence and the extension. Through a leave of absence, the graduate student may interrupt his/her studies for a period no longer than one academic year. This time will not count towards the time required to complete the degree. An extension will be granted only on an exceptional basis and only once to an active student in a school or graduate program who is unable to complete his or her curriculum or research/creative work. In both cases, the student must comply with the academic progress standard as defined in this Certification.

⁷ The rules on the expiration of courses approved by students who have not obtained the degree in the regulatory period are stipulated in Circular Letter No. 7, Year 1987-1988, of the Dean of Academic Affairs.

1) Leave of absence

- a) A student who needs to interrupt his or her studies for pressing personal reasons, extraordinary academic opportunities, or public service may opt for a leave of absence for a period of no longer than one academic year.

For the purposes of military service leave, the applicable laws and regulations shall be followed.

- b) The granting of this leave will have to be evaluated and authorized by the Graduate Affairs Committee of the graduate school or program. If authorized, the graduate school or program will reserve the students' space for the term of the leave—which shall not exceed an academic year.
- c) The time on leave will not count as part of the remaining time for completing the degree.
- d) Upon expiration of the license, the student will be required to notify the graduate school or program of their intent to return or make an extraordinary request for a second year. Otherwise, the graduate school or program will be able to have its space.
- e) A graduate student who leaves the graduate school or program to which he or she is enrolled without a leave will need to apply for readmission if they wish to return. The time limit remaining to complete their studies will be determined from the date of their first admission to the program. Courses previously approved in the program may be accepted for the degree if they were taken within a period of no more than five (5) years. The student's admission will depend on the program's quota.

2) Extension

- a) The extension is of an exceptional nature, and as such, the student will submit the application with a detailed work plan signed by them and their mentor and a justification before the Graduate Committee on Graduate Affairs of the graduate school or program (or its equivalent). The Director of the school or Coordinator of the graduate program will process, through the Assistant Dean of Graduate Studies or the Dean of their College,

their recommendation to DEGI for certification. DEGI will notify the coordinator or director of the graduate school or program, the applicant, and the Registrar of the final decision.

- b) For master's and doctoral degrees, an extension shall be granted for a period of no more than one year, as long as the student evidences academic progress in their studies or their research/creation work.
- c) The student who does not obtain the degree after the extension period has expired will have to apply for new admission to the program. The new admission will be conditioned to the student's previous academic achievements and the program's quota. The student may request the accreditation of up to a maximum of 30% of the credits not expired.
- d) Each school or graduate program will keep statistics of the leaves of absence and extensions it grants and will submit an Annual Report to DEGI and the Dean of its college.

g. Residence

The residency requirement (when applicable) will be determined by each graduate school or program according to its mission, goals, and objectives.

9. Students with Functional Diversity

Students admitted to graduate programs who have any physical, cognitive, behavioral, or sensory condition, or a combination of any of the foregoing, have the right to go to the Office for Students with Disabilities (OSEI, for its Spanish acronym) to begin the process of reasonable accommodations or modifications. This decision is entirely voluntary. In order to receive the services and tools provided by the office, the student must complete the established registration process. Likewise, they must go to the OSEI at the beginning of each semester or when there is a change in their condition that merits new accommodations or modifications.

E. Management of Graduate Programs

1. Minimum Requirements for Deans/Directors

Deans of colleges with graduate programs, executive Deans with duties of supervising the academic content of graduate programs, Directors of schools or graduate programs not affiliated to colleges, Directors of the various graduate affairs committees and faculty members of the graduate affairs committees must meet, at least, the necessary requirements to be professors of the graduate programs.

2. Management of Graduate Schools or Programs

a. Graduate Schools or Programs not affiliated to Colleges

- 1) Schools or graduate programs not affiliated to Colleges will have a person in charge of directing or coordinating, who will be responsible for the development of the School. Their selection will be governed by the provisions of the General Regulations of the UPR and the Academic Senate of the Campus. As part of the search process, a call will be published to build a pool of candidates according to the agreed eligibility requirements and faculty, students, support staff and other members of the School or Program will be consulted for possible candidates. The committee appointed to lead the process will recommend the most suitable candidate to assume the direction to the Dean after evaluating the information gathered about the candidates, the plans presented and the recommendations of the community of the School or Program. The Dean, in turn, will make the recommendation to the Rector on the suitable candidate.
- 2) The person in charge of directing or coordinating the graduate school or program will serve for a term of four (4) years subject to a satisfactory evaluation after two years. The Dean, in consultation with the Rector, will establish the conditions of employment and the evaluation criteria at the time of appointment. A person in charge of directing or coordinating who has served for four (4) years may be considered, along with other candidates, in the call for the position.
- 3) The person in charge of directing or coordinating will act as a liaison between the School or Program and DEGI.
- 4) The person in charge of directing or coordinating will be responsible for:

- a) Implementing and enforcing the academic standards stipulated for graduate studies on the Campus and in the School or Program.
- b) Being an *ex officio* member of the standing committees of the graduate school or program.
- c) Ensuring the constitution of the committees at the beginning of the academic year and providing the necessary support to ensure their effective functioning.
- d) Promoting and coordinating the effective participation of faculty and students in decision-making and management for the development and operation of the graduate school or program.
- e) Coordinating and supervising the quota, admission and enrollment processes.
- f) Coordinating and supervising the processes of academic advising, evaluation of the student's academic progress, promotion and recruitment of students, presentation and defense of proposals and dissertation, degree certifications, leaves of absence and extensions.
- g) Coordinating and supervising conflict resolution processes between students and professors, deal with grade disagreements and other related matters.
- h) Ensuring the constitution of the dissertation committees according to the rules set forth for this purpose in this Certification and in the graduate school or program.
- i) Formulating a Development Plan for the graduate school or program and a Graduate Student Promotion and Recruitment Plan.
- j) Directing the five-year evaluation of the graduate school or program following the Evaluation Plan established by DEGI.
- k) Effectively implementing the Student Learning Assessment Plan and acting on the results of the assessment through proposals to the graduate community of curricular or other changes that are necessary to ensure that students acquire the desired competencies in the graduate's profile.

- l) Directing the process to obtain and maintain the professional accreditation of the graduate school or program (when applicable).
- m) Constituting the Committee on Graduate Affairs and convene it no less than twice a year.
- n) Convening the community of the school or graduate program three (3) times a year to prepare the Annual Work Plan according to the priorities established in the Development Plan.
- o) Coordinating, in conjunction with the Student Council of the corresponding unit, an assembly of graduate students at the beginning of each period or academic year for the selection of the representatives and alternates who will represent the students in the different graduate representative instances.
- p) Effectively implementing the Development Plan of the school or graduate program, evaluating its results and submitting the required progress reports to the Dean and DEGI (as applicable).
- q) Effectively managing the resources of the graduate school or program, including seeking additional fiscal resources to fulfill the mission, vision, goals, and objectives of the School or Program.
- r) Supervising the support staff assigned to the School or Program.

5) Graduate Affairs Committee

- a) The Graduate Affairs Committee shall have representation from the different areas or disciplines of the School or Program (when applicable). Each area will select its representative in the Committee. The members of the Committee will remain on the Committee for two years and may be renewed subject to the approval of the area. The Director of the graduate school or program will be an *ex officio* member of the Committee.
- b) The Graduate Affairs Committee will function as an advisory committee to the direction/coordination of the School or Program and will collaborate with the

Director/Coordinator in the fulfillment of their responsibilities.

- c) Modalities for the participation of the faculty in the processes and decisions related to the recruitment, permanence, and promotion of teaching staff will be established in the graduate schools and programs.
- d) Modalities for the participation of faculty and students in the management and development of the program in different areas, such as: budget formulation, academic affairs, admissions, library, laboratories and physical plant (as applicable) will be established in the graduate schools and programs.

b. Graduate Schools or Programs affiliated to Colleges

1) Colleges with multiple schools or graduate programs

- a) The Dean of the College will recommend the appointment of the Assistant Dean of Graduate Studies of his College to the Rector.
- b) The Assistant Dean will be the liaison between the graduate schools or programs and the DEGI.
- c) The Assistant Dean will be responsible for:
 - (1) Implementing and enforcing the academic standards stipulated for graduate studies on the Campus and in the College.
 - (2) Formulating, in conjunction with the Committee or the Graduate Board, a Development Plan at the macro level for the graduate schools or programs of the College and a Graduate Student Promotion and Recruitment Plan.
 - (3) Effectively implementing the Development Plan, evaluating the results and submitting the required progress reports to the Dean and DEGI (as applicable).
 - (4) Coordinating and supervising the processes of quota, admission and enrollment, academic advising, evaluation of the student's academic progress, presentation and defense of proposals

- and dissertation, degree certifications, study licenses and extensions, resolution of conflicts between students and professors, and other related matters.
- (5) Ensuring the constitution of the dissertation committees according to the rules established for this purpose in this Certification and in the College.
 - (6) Directing the five-year evaluation of the College's graduate schools or programs following the Evaluation Plan established by DEGI.
 - (7) Constituting the Graduate Committee or Board and convening it at least three (3) times a year. Preparing, in conjunction with the Board, the Annual Work Plan according to the priorities established in the Development Plan for schools or graduate programs.
 - (8) Supporting and collaborating with the obtaining and maintenance of professional accreditation of graduate schools or programs.
 - (9) Coordinating, in conjunction with the Student Council of the corresponding unit, an assembly of graduate students at the beginning of each period or academic year for the selection of the representatives and alternates who will represent the students in the different graduate representative instances.
 - (10) Collaborating with the Dean of the College in the effective administration of the resources allocated to graduate programs and in the search for financial aid for graduate students and external funds for the development of schools or graduate programs.
 - (11) Supervising the support staff assigned to their work area.
 - (12) Coordinating the creation of new academic offerings and programs.

- d) The appointment of the School Director or the Program Coordinator will be made after consultation by the College Dean or the Assistant Dean, as the case may be, with the faculty, students and staff of the graduate school or program.

The responsibilities of the Head of School shall be similar to those of Directors of non-affiliated schools or graduate programs (see section E.2.a of this Certification).

Matters of a curricular nature and the academic advising of students will be the responsibility of the Graduate Program Coordinator. Curricular matters include the review and evaluation of the program's academic offerings and their professional accreditation (if applicable), actions related to graduate courses, the Graduate Catalog, and the creation of new academic offerings. In addition, the Graduate Program Coordinator will be responsible for the implementation of the Student Learning Assessment Plan and for acting on the results of the appraisal by proposing curricular or other changes that are necessary to ensure that students acquire the desired competencies in the graduate's profile.

- e) School Directors or Graduate Program Coordinators shall form the College's Graduate Committee or Board. As members of the Committee or Board, they will collaborate with the Assistant Dean in the fulfillment of their responsibilities.
- f) School Directors and Graduate Program Coordinators may remain in office for up to four (4) years. The renewal of this appointment will depend on the evaluation of their performance by the Assistant Dean in consultation with the professors and students of the graduate program.

2) Graduate Committee or Board

- a) Each College will form a Graduate Committee or Board composed of representatives of each program or area and the established student representation. The Director, Coordinator or Assistant Dean of the school

or graduate program will be an *ex officio* member of the Board, who will preside over it.

- b) The members of the Graduate Committee or Board will elect a representative and an alternate representative to the Graduate Studies and Research Council (CEGI) from among their faculty members.
- c) The duties and responsibilities of the Graduate Committee or Board shall be:
 - (1) Collaborate with the Assistant Dean on matters pertaining to the administration and development of graduate schools or programs, including the preparation of the Development Plan for graduate schools or programs.
 - (2) Propose initiatives for the improvement of graduate schools or programs and the services offered to professors and students.
 - (3) Propose internal academic standards for graduate schools or programs. These standards will be in line with the institutional academic standards and the Academic Policy for graduate studies on the Campus contained in this Certification.
 - (4) Evaluate and recommend new academic proposals, curricular revisions and graduate courses for approval.
 - (5) Advise the Assistant Dean in decision-making on academic matters, administrative situations, conflict situations or approaches that affect academic activities, administrative operations and the development of graduate schools or programs.

c. Graduate programs affiliated to Deanships

In Deanships that have one (1) or two (2) graduate programs, the Dean will determine, in conjunction with the faculty of said programs, the most appropriate organizational structure to promote their development, guaranteeing student participation and representation.

3. Academic-Administrative Aspects

- a. Each graduate school or program will keep bylaws or a body of internal academic standards that will govern graduate studies. These regulations will address matters related to admission, retention, learning evaluation, curriculum, candidacy and degree exams, defense of proposal and dissertation approval, leave of absence, and any other matter related to the school/college/program. These regulations will be aligned with the institutional academic standards and with the Academic Policy for graduate studies at the campus, as stipulated in this Certification.
- b. Each graduate school or program will disclose to applicants and enrolled students the school/college/program's internal rules and the Academic Policy for Graduate Studies at the campus.
- c. Each graduate school or program will carry out promotion and recruitment activities for potential candidates for graduate studies and will collaborate with the Promotion and Recruitment Plan for the graduate level established by the DEGI and approved by the CEGI.
- d. Each graduate school or program will establish a Student Academic Advising, Mentoring, and Retention Plan to guide students in the various phases of their studies from entry to graduation. A copy of this Plan must be sent to DEGI.
- e. Every graduate school or program will conduct a comprehensive evaluation of the graduate program every five (5) years according to the DEGI Graduate Program Evaluation Plan. As a result of this process, the graduate school/college/program will prepare a Development Plan that responds to the findings of the graduate schools or programs' self-study, external evaluation, and future aspirations.
- f. Every graduate school/college/program will have a Student Learning Assessment Plan and will be responsible for acting on the results of the student learning assessment.

4. Student Representation

- a. Graduate students from each graduate school or program will elect one student representative and one alternate. The selection of representatives will be made within the period established by the regulations in force.
- b. Student representatives will participate in the meetings, committees, and other academic activities of the graduate school or program as stipulated in the UPR General Regulations, the Student General Regulations, and the particular regulations of the graduate schools or programs.

VI. OFFICE OF THE DEAN OF GRADUATE STUDIES AND RESEARCH

The Office of the Dean of Graduate Studies and Research (DEGI) is the academic unit that, in conjunction with professional schools, graduate programs, research units, and colleges, promotes, coordinates, and leads the development of graduate education at the Campus. DEGI provides services to faculty and students in graduate schools and programs; proposes academic and administrative policies to guide graduate education and promote intellectual production, meet social needs and service to the community; determines academic quality standards for the graduate level; and defends the interests of the graduate community.

A. Responsibilities of the Office of the Dean of Graduate Studies and Research

1. Promote a culture of research and creation in the Río Piedras Campus.
 - a. Promote and articulate an academic policy that integrates intellectual production as inherent and modular elements of teaching, at both the graduate and undergraduate levels.
 - b. Create and support initiatives and programs to strengthen the research/creation competencies of professors, researchers, graduate and undergraduate students, and encourage their participation in international alliances and networks that promote frontier research and creative work.
 - c. Encourage and aid graduate and undergraduate programs, professional schools, and research units in initiating innovative academic and research/creation projects that respond to the state of current knowledge, academic opportunities, and societal needs.
2. Promote teaching quality in the educational experience in graduate programs.
 - a. Safeguard the interests of graduate students and promote initiatives, projects, and alliances that contribute to their academic and professional enrichment.
 - b. Discuss and establish, in conjunction with graduate programs and research units, standards of quality and excellence for graduate education.
 - c. Discuss and keep graduate programs informed on the best practices, trends, and the latest advancements in graduate-level education, both locally and internationally.
3. Manage graduate education and research/creation in the Campus to advance their strategic development.

- a. Promote, support and implement diverse strategies for attracting potential sources of funding to subsidize DEGI initiatives and projects, graduate and undergraduate programs, professional schools and research units, and financial aid and scholarships for students, as well as managing the administration of external funds related to the Campus.
- b. Examine, propose, and lead policies and changes to ensure agile, flexible and efficient academic and administrative procedures that facilitate the advancement of graduate education.
- c. Support the updating and effectiveness of academic-administrative tasks of graduate programs, professional schools, and research units so that they can achieve their goals and objectives.
- d. Create and systematize effective communication, discussion, and decision-making channels between DEGI and graduate programs, professional schools, and research units to strengthen and achieve the optimal development of graduate education.
- e. Disseminate the results of graduate education and intellectual creation to both the university and external community, and provide the necessary support to encourage such activities.

B. Responsibilities of the Dean of Graduate Studies and Research

1. Prepare, implement, and evaluate the Dean's Office Strategic Action Plan for the development of schools or graduate programs and intellectual production of the Campus.
2. Prepare and implement the Dean's Office Institutional Effectiveness Plan and the Dean's Annual Achievement Report.
3. Preside, *ex officio*, the Graduate Studies and Research Council.
4. Design, implement, and evaluate a Plan for the Evaluation of Graduate Programs and Research Units.
5. Design, implement and evaluate a Graduate Student Promotion and Recruitment Plan for graduate schools or programs.
6. Implement a database for data collection to evaluate the development of graduate schools or programs.
7. Ensure that schools or graduate programs and research units comply with the policies and standards established by the different institutional bodies.

8. Implement programs and projects that promote the intellectual and professional development of the faculty of graduate schools or programs and research units.
9. Develop programs that promote research/creation and increase the abilities of faculty and students in this academic activity.
10. Advise the Dean of Academic Affairs about recommendations made by the colleges for the recruitment of visiting professors, lecturers and researchers for schools, graduate programs, and research units.
11. Develop, implement, and evaluate initiatives that promote academic exchanges between professors and students of the Campus's graduate schools or programs with other universities in Puerto Rico and abroad.
12. Support professors and graduate schools or programs in planning and implementing academic activities, such as: congresses, symposia, and conferences.
13. Create, keep updated and publish the Catalogue of Graduate Studies and a Directory of Research Researchers and for research/creation resources.
14. Develop a research publication program for research and creative work conducted in the campus.
15. Collaborate with the Dean of Administration in designing means to unify, simplify, and facilitate administrative procedures relating to graduate studies and research and creative works.
16. Guide the academic planning and development of strategies to receive grants.
17. Collaborate with the Dean of Academic Affairs on matters related to the Library System, particularly those affecting graduate schools or programs and research units.
18. Manage the programs sponsored by the Institutional Research Fund (FIPI, for its Spanish acronym).
19. Manage institutional programs and external funds (when applicable) for academic assistantships and scholarships for graduate students.
20. Coordinate with the Dean of Students the administration and evaluation of services and programs to support graduate students.
21. Represent the DEGI in the corresponding forums, including the Academic Senate and the Administrative Board.

VII. GRADUATE STUDIES AND RESEARCH COUNCIL

The Graduate Studies and Research Council (CEGI) is the advisory body to the Dean of DEGI. This body will deliberate and propose changes to academic and administrative policies concerning graduate programs and research units. In addition, it will reflect on the problems that affect these academic units and propose relevant and viable solutions. The proposals that arise and are approved by the CEGI will be channeled by the Dean to the corresponding university authorities.

A. Graduate Studies and Research Council Composition

1. Dean of Graduate Studies and Research (*ex-officio* President)
2. Dean of Academic Affairs (*ex officio*)
3. Director of the Library System or their representative (*ex officio*)
4. Executive Director of the Academic and Administrative Technologies or their representative (*ex officio*).
5. One elected faculty member and one alternate for each of the colleges with graduate schools and programs, the graduate schools not affiliated with Colleges, and the College of General Studies. Their terms of office will be two years and they may be reelected.
6. Two graduate students and two alternates, preferably at least one of them at the doctoral level. These students, from different colleges or graduate schools, will be elected for the term of one academic year in accordance with the student regulations in force. The two representatives to the CEGI will be elected from among and by the students who have been elected as the proprietary representatives of their respective schools or graduate programs. One student and one alternate, preferably pursuing graduate studies, will be elected by the General Student Council for the term of one academic year in accordance with current student regulations.
7. A faculty senator and an alternate representative elected by the Academic Senate from among the members of the Academic Affairs Committee.
8. A student senator and an alternate representative elected by the student representatives to the Academic Senate.

B. Responsibilities of the Graduate Studies and Research Council

CEGI will advise and assist the DEGI Dean in:

1. evaluating academic and administrative policies that have a bearing on graduate studies and the formulation of proposals for change or new policies about graduate studies and research or creation;
2. formulating a Strategic Action Plan for the Deanship that is in keeping with the Strategic Plan of the Campus and UPR system, and an Institutional Effectiveness Plan;
3. formulating the following plans: Evaluating Graduate Programs and Research Units; for Development of Graduate Programs and Research Units; and a Student Learning Assessment Plan. The Dean shall submit the results to the Academic Senate and the Administrative Board;
4. evaluating and recommending proposals for new graduate programs and research centers or units to the Academic Senate, as well as fundamental revisions;
5. revising the rules and processes for graduate admissions with the formulation of a Graduate Student Promotion and Recruitment Plan that responds to the trends in demand for graduate studies, recruitment opportunities niches, and the Annual Report on Graduate Admissions in the Campus;
6. revising rules and criteria that shall govern the distribution of institutional funding for academic assistantships, scholarships, and other financial aid for graduate students; and
7. formulating policies, projects, and initiatives to foster and support intellectual production, receiving grants, and the development of graduate studies.

VIII. POLICY EVALUATION

The effectiveness of this Policy will be evaluated every five (5) years.

IX. TERM AND IMPLEMENTATION OF THIS POLICY

This Policy shall take effect one semester after it is approved by the Academic Senate of the Río Piedras Campus; and the graduate schools or programs and their students and professors are notified in writing.

This policy shall be prospective. If an active student is interested in availing himself of this policy, he may voice his desire and agree in writing, and with the agreement of the graduate school or program, to the conditions.

This Certification shall not apply to Graduate schools or programs subject to accreditation if it is incompatible with accreditation standards and the practices and regulations implemented in compliance with such standards.

May 19, 2020

GLOSSARY OF TERMS

TYPES OF APPOINTMENTS

General Regulations OF THE University of Puerto Rico (Amended 2006)

Chapter V – Personnel Regime: Provisions applicable to all personnel

Article 30 – Types of Appointments

Section 30.1.1- Permanent Appointment

This appointment shall be granted to fill a regular position or office approved in the budget, after the incumbent has served their probationary period satisfactorily. The incumbent shall enjoy all the rights and protections provided herein.

Section 30.1.2 - Probationary Appointment

This appointment shall be granted initially to fill a regular position or office approved in the budget and shall have a fixed term, as provided herein. During the period of appointment, the incumbent shall be on probation subject to evaluation at the end of the probationary period to determine whether they are entitled to retention with a permanent appointment.

Section 30.1.3 - Substitute Appointment

This appointment shall be granted to university staff for a period of no more than twelve (12) months to fill temporarily a regular position or office approved in the budget, while the incumbent is on leave. This appointment should not be used as a preliminary step toward a probationary or permanent appointment, unless this is achieved through the regular procedure provided herein.

Section 30.1.4 - Special Appointment

This appointment shall be granted to fill an office or a position paid for with funds from non-university sources, the continuity of which is not guaranteed. University authorities may take into account the experience acquired by employees with this type of appointment should they be appointed to regular positions.

Section 30.1.5 - Temporary Appointment

This appointment shall be granted to fill a non-regular position or office approved for a fixed period not exceeding twelve (12) months to meet special service needs, such as unforeseen and occasional increases in workload. This appointment should not be used as a preliminary step toward a probationary or permanent appointment, unless this is achieved through the regular procedure provided herein.

Section 30.1.6 - Ad Honorem Appointment

This appointment shall be granted to persons who, without being university employees, agree to render services to the University without receiving remuneration from the institution. The academic senate of each institutional unit shall adopt the rules governing these appointments for faculty positions in their unit. These rules shall clearly establish the special character of the relationship between these individuals and the University, including the scope of responsibility of the institution regarding the various benefits applicable to paid employees.

Section 30.1.7 - Part-Time Appointment

It will be the fixed-term appointment that is granted to cover a non-regular position or position that entails the provision of services through a shorter schedule than the regular one, depending on their classification as teaching or non-teaching staff. Permanence is guaranteed to employees of the University of Puerto Rico who, at the time of the approval of these Regulations, perform positions with partial assignment with permanent status.

Section 30.1.8 - Appointment as Confidential Employees

Confidential employees are university staff who have been extended an appointment in positions of trust, pursuant to Chapter VIII, Article 71 of these Regulations. Confidential employees may be appointed and terminated at the will of the appointing authorities. However, said staff shall retain those rights acquired by virtue of a previous regular appointment within the University System.

Section 30.1.9 - Joint Appointment

Permanent, probationary, special, temporary, or *ad honorem* positions provided in the previous sections may be granted jointly among different colleges within the same institutional unit or among different institutional units.

TYPES OF GRADUATE ADMISSION

Admissions to degree granting programs:

- **Regular Admission** – Admission granted to applicants who, after obtaining a bachelor's or master's degree, apply for admission to a graduate program of their interest for the first time. International students can only receive regular admission according to federal immigration rules.
- **Conditional Admission** – Admission granted to applicants who do not meet all the required academic criteria. The conditions to be met, the term and the consequences of not complying with these conditions must be communicated to the student in writing. Graduate programs and schools are responsible for advising these students and verifying whether they met the conditions imposed within the stipulated term. If not, the program must drop the student.
- **Deferred Admission** – Deferred admission is a privilege that graduate programs and schools can grant to talented candidates who wish to postpone their admission for a semester or a year.
- **Readmission** – Admission granted to a person who, after being inactive for one semester or more, wishes to continue their graduate studies in the same academic program in which they had studied prior to the interruption.

Admission to non-degree granting programs:

- **Transitory Studies** – Authorization granted to allow a person to take courses in order to meet any admission requirement of the graduate program of interest. Each graduate

program or school will establish the maximum number of credits that a person can take by this mechanism. It will be granted for **one academic year and can be extended for an additional academic semester**.

Non-traditional students⁸ may receive transitory admission, not leading to a degree. To continue studies leading to a degree, they must apply for and obtain admission or readmission to the Campus.

- **Study Permit** – Permission granted to applicants who are not interested in admission to a graduate program, but wish to complete courses for professional development or applicants who come from another institution (in or outside of Puerto Rico) and wish to take graduate courses to return to their home institution. The study permit can be requested until the first day of classes. The graduate program or school will grant admission for one academic semester.

NOTE: Reclassification is not an admission process. It is an internal mechanism by which a graduate program classifies a student at the doctoral level once he or she passes the corresponding degree exam.

⁸ **Non-traditional student** - is an individual with educational or training needs or interests who, for personal or work reasons, cannot benefit from university services designed for traditional students (Certification No. 190, Academic Year 2000-2001, Board of Trustees).