Universidad Politécnica de Puerto Rico

Vice Presidency of Enrollment Management and Services

STUDENT INFORMATION HANDBOOK

REVISED: **2023**
2021
2014

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MESSAGE FROM THE PRESIDENT

The purpose of this handbook is to provide you with information about the university's administrative offices and student services.

The path you are embarking on today will be very challenging. The most important thing is to have perseverance and a great desire to achieve the academic goals you have set for yourself. Your choice to make the Universidad Politécnica your Alma Mater is an honor to us all. I hope that your years as a student at the University are filled with success, both academically and personally.

WELCOME!

Ernesto Vázquez Martínez
President

VICE PRESIDENCY OF ENROLLMENT MANAGEMENT AND SERVICES

The Vice Presidency of Enrollment Management and Services was created in 2004, with the purpose of merging the departments that offer student services so that we can meet any need or situation that arises in your university life. This Vice-Presidency works alongside the following offices: Admissions and Promotion, Financial Aid, Athletic Activities, Orientation and Counseling, Idea Center (Employment and Internships) and the Center for Integrated Student Services.

Our office's responsibilities include watching over the rights and responsibilities of the student body, organizing social activities, and coordinating, alcohol, drug, tobacco and violence prevention activities with the Quality of Life Program to improve the quality of life of our student body.

Our office offers the following services:

- Handling complaints filed by students, faculty, and administrative employees related to students, as established in the Student Regulations.
- Clarification Certification for transfer students (Dean of Students Recommendation).
- Handle the cases of students who have suffered accidents on campus, in coordination with the Security Office.
- Handling student complaints.
- Coordinating the Student Council election process and its activities.
- Aiding student organizations and chapters with activities.
- Coordinating the graduation ceremony.
- Coordinating Students' Day activities.
- Coordinating the Christmas party.
- Organizing the welcome activity for new students.

The office is staffed by a Vice President, an Associate Vice President, and an Administrative Coordinator.

Location:
Student Center - Main Building - First Floor

Working hours:
Monday to Thursday - 8:00 am to 5:00 pm
Friday - 8:00 am to 3:00 pm

Contact Information:
787-622-8000 ext. 270
vpse@pupr.edu
https://www.pupr.edu/services/

STUDENT CHAPTERS

The students of the Universidad Politécnica de Puerto Rico shall have the right to establish legitimate chapters, academic, cultural, recreational, and religious chapters, within a framework of respect, tolerance, and deference, that can help maintain an environment conducive to studying and that are compatible with the Student Handbook provisions and other current UPPR policies.

Students interested in joining a chapter must submit an application in writing to the Vice Presidency of Enrollment Management and Services with the following information:

- Name of the organization or chapter
- Statement of purpose, vision, and mission
- Board of Directors (president, vice-president, secretary, treasurer, public relations officer)
- Draft bylaws
- List of members
- Plan of activities

Organizations or chapters may not discriminate on the basis of sex, race, origin, social status, political affiliation, religious creed, or physical condition. Currently, the university only has academic chapters, and does not have sororities. If any sorority or fraternity is established, it must comply with the provisions of **Law 212-2018, "Law for the Registration and Licensing of Educational Institutions."**

Universidad Politécnica de Puerto Rico has the following student chapters:

- American Concrete Institute (ACI)
- American Institute of Architecture Students (AIAS)
- American Institute of Chemical Engineers (AIChE)
- American Society of Civil Engineers (ASCE)
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- American Medical Student Association (AMSA)
- Asociación de Estudiantes de Ingeniería de Computadoras y Ciencias en Computadora (ACOM)
- Asociación de Estudiantes Mujeres Ingenieras de Ingeniería Mecánica (AEMIM)
- American Society of Mechanical Engineers (ASME PUPR)
- Associated General Contractors of America (AGC)
- Association for Diverse and Empowered Alumni (ADEA)
- Biomedical Engineering Society (BMES)
- Capítulo Universitario Cámara de Comercio PUPR (CUCCPR-PUPR)
- Chess Castors Association (CCA)
- PUPR General Student Council (CGE-PUPR)
- UPPR Choir **(p. 16)**
- Color Stack
- Cross Followers (CFO)
- Cyber Castors (WATCH DOGS)
- Enactus Poly (Entrepreneurial-Action-Us)
- Engineering in Medicine and Biology Society (EMBS)
- Formula Society of Automotive Engineers (FSAE)
- Instituto de Ingenieros Ambientales (IIAM)
- Instituto de Ingenieros Eléctricos y Electrónicos (IEEE)

- Institute Of Industrial and Systems Engineers (IISE)
- Medlife PUPR (ML-PUPR)
- Neuroengineering Association (NEA)
- Organización de Literatura y Arte (OLA)
- PHI ETA MU
- RIOT Robotics
- SAE Aero Design
- VEX Robotics Team
- Women Students in Industrial Engineering (WSIE)
- Water & Environment Association

Student Council:

The Student Council is the students' representative body. Its purpose is to express the opinions of the student community and to promote communication and cooperation among students, faculty, and administrative staff.

The Student Council consists of a President, Vice President, Secretary, Treasurer, Public Relations Officer, and elected representatives from the departments of Business Administration, Surveying, Architecture, Environmental Engineering, Biomedical Engineering, Civil Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering, and Chemical Engineering.

University Choir:

The university choir is a vocal ensemble in which a student or employee may participate after passing an audition. The choir performs with four singing voices: soprano, alto, tenor, and bass. The repertoire is primarily performed *a cappella* (unaccompanied) and sometimes with musical instruments.

Throughout the year, the Choir participates in cultural activities in and out of the institution, providing a service to the community, public schools, and non-profit agencies. The Choir's repertoire includes Puerto Rican and Latin American choral music. Students who apply and are admitted benefit from a partial tuition waiver.

Rehearsal site:
Theater - Universidad Politécnica de Puerto Rico

Rehearsal schedule:
Monday and Wednesday – 4:30 pm to 6:30 pm*****
***Subject to change. To be coordinated with students.**

For information on the different organizations, write to vpse@pupr.edu

ADMISSIONS AND ADVANCEMENT OFFICE

The Admissions and Advancement Office is responsible for offering, receiving, evaluating, and processing all information related to admission requirements to the Universidad Politécnica de Puerto Rico, from high school and/or transfer students, student auditors, special students, and homeschoolers. We provide orientations to students from public, private, and night schools in Puerto Rico, and we participate in promotional activities to present our academic offerings. We provide all our services online, such as applications, receiving admission evaluations, offering orientations, and even completing registration by writing to admisiones@pupr.edu.

The means used for promotion are:

- Social media
- Booklets/Brochures
- Manuals
- Computer presentations
- Information on the website
- Information Booths
- Conventions
- Newspaper ads
- Videos
- School visits

Location:
Main Building (1st floor)

Working hours:
Monday to Thursday – 8:00 am to 6:00 pm
Friday – 8:00 am to 3:00 pm
Saturday – 8:00 am to 12:00 am

Contact Information:
787-622-8000 ext. 100 y 309
admisiones@pupr.edu
https://www.pupr.edu/admissions/

OFFICE OF COUNSELING AND PSYCHOLOGICAL SERVICES

Office of Counseling and Psychological Services

This office provides students with tools for their academic, social, and personal development. The main purpose of the office is to help students throughout the transition from high school to college, aid them in administrative and academic processes, and provide them with tools for effective decision-making in their career development.

The services offered by the office include:

- Personal, academic, and occupational counseling
- Academic planning
- Guidance on administrative services and processes
- Assistance in the college adjustment process
- Coordination of reasonable accommodations to students with functional diversity
- Psychological Services
- Workshops
- Educational activities aimed at prevention and wellness promotion
- External referrals to agencies and services

The entirety of our services is offered both in person and online. Individual counseling and psychological services are only offered online to residents of Puerto Rico. The office staff is composed of four counselors and a psychologist, all licensed by the Department of Health of Puerto Rico. The services are offered while maintaining the confidentiality of the student.

To request services from the Office and obtain more information, please contact consejeria@pupr.edu or call extension 248/ 352.

Reasonable Accommodation Services (Reasonable Modification)

In accordance with current legislation, the Universidad Politécnica de Puerto Rico has established as a policy the need to eliminate and prohibit, at an institutional level, any discriminatory attitude that prevents, hinders, limits, or excludes any of its students with qualified functional diversity from participating, taking part of or enjoying its programs or activities organized, sponsored, operated, administered, or carried out by the Institution. It is also an Institutional Policy to provide reasonable accommodation to eligible students under current statutory provisions.

A person with a disability under the ADA is an individual with a physical, mental, or sensory condition that substantially limits one or more major life activities. This condition must be certified by a specialist.

An accommodation or modification is a logical, appropriate, or reasonable adjustment that enables a qualified individual with physical, mental, or sensory limitations to perform his or her academic duties.

Among the services we offer to students with functional diversity are the following:

- Coordinate reasonable modifications once requested by the student.
- Guide, offer, and/or coordinate workshops and conferences directed to students, faculty, and staff on topics related to laws protecting persons with disabilities, reasonable accommodation, and other topics.
- Inform the student about the services and benefits of the Vocational Rehabilitation Administration.

Students who wish to request reasonable accommodation must submit a certification from their Vocational Rehabilitation specialist or counselor that includes the following:

- Official stamp or stamped seal of the agency or office where it is made. Must include address and telephone number.
- The student's diagnosed condition.
- Reasonable accommodations recommended for the student in the university setting according to how his/her condition limits him/her.
- The certification must be signed by the ARV specialist or counselor and include his/her license number.
- The certification must not be more than one year old.

Quality of Life Program (Wellness and Prevention)

The Quality of Life Program of the Universidad Politécnica de Puerto Rico is committed to fostering a healthy university environment. Its activities are aimed at developing positive attitudes towards life and discouraging the use or abuse of alcohol and drugs, as well as preventing violence, suicide, and sexually transmitted diseases. The program's activities are aimed at the university community in general.

Universidad Politécnica de Puerto Rico is part of the Consorcio de Recursos Universitarios Sembrando Alianzas de Alerta a las Drogas, el Alcohol y la Violencia (Consortium of University Resources Sowing Alliances for Drug, Alcohol and Violence Alertness; CRUSADA, by its Spanish acronyms). This consortium seeks to foster university environments that are free of alcohol, drug, and violence use and abuse, and to promote positive and healthy lifestyles within the academic community.

Services and Activities:

- Educational activities such as lectures and information booths on topics such as prevention of the use and abuse of alcohol, drugs, and tobacco, violence, sexual abuse prevention, doping, suicide, and sexually transmitted diseases, among others.
- Health and wellness fair.

Poli-Fiesta

Poli-Fiesta is a program designed to raise awareness, educate, and caution about the risks of driving under the influence of alcohol. The program's motto is "Pasa la Llave" (Hand Over the Key). The program is run by student facilitators who, through information booths, lectures, and the distribution of educational material, both physical and through social networks, try to raise awareness to prevent and reduce car accidents due to drunk driving.

Office Location
Main Building (1st floor)
Integrated Service Center

Working Hours
Monday to Thursday 8:00 am to 7:00 pm
Friday 8:00 am to 3:00 pm
Saturday 8:00 am to 2:00 pm

Contact Information
Phone: 787-622-8000 ext. 248/352
Email: consejeria@pupr.edu
Website: https://www.pupr.edu/conseje

CENTER FOR UNIVERSITY PROGRESS (CPU)

The Center for University Progress (CPU) provides academic support services by offering tutoring services for the first 72 credits (Basic Mathematics through Calculus III, Physics I and II, Spanish and English) and some concentration courses. The CPU is one of the institution's commitments to offering student support services. It is attached to the School of Arts, Sciences and Education. The CPU works alongside the Academic Counseling office, as well as the subject coordinators and academic directors, who serve as liaisons between the tutors and faculty.

Tutoring Services:

- The CPU offers free tutoring for all active students at the University.
- It aims to strengthen students' academic skills and abilities to help them achieve their career and professional goals.
- Our team consists of professional tutors (some of them are also professors) who work on a full-time basis. Some are regular part-time or student tutors.
- Tutoring is available for the following subjects or courses: Mathematics, English, Spanish, Chemistry, Biology, Physics, and some engineering courses such as Statics, Dynamics, Fluids, Solids, Computer Programming, Probability and Statistics, Circuits, MatLab, CREO, among others, depending on tutor availability.
- Students who attend regularly are evaluated with a method inspired by modern pedagogies, in addition to being awarded honor points that are added to the course grade, according to the professor's standards.

Language Lab:

The language lab is designed for students to practice the skills they learn in class while keeping in touch with twenty-first-century technologies at the same time. There are several educational programs focused on the development of the four English language arts, as well as several platforms that incorporate both the Internet and the Institution's Blackboard Learn resources. Most of these resources can be accessed remotely, always supervised by a tutor or technician, for the student's greatest benefit.

The laboratory has a physical capacity of thirty (30) students. Each computer has an audio system, microphone, and Internet access. In addition, the laboratory facilities have audiovisual equipment, such as a projector and a SMART board. This laboratory is located in room P-305 of the Pabellones Building.

Location:
Main Building (3rd floor), Office M-305.

Tutoring Hours:
Monday to Thursday - 7:00 am to 8:30 pm.
Friday - 8:00 am to 3:00 pm

Office Hours:
Monday through Thursday - 7:00 am to 5:00 pm.
Friday - 8:00 am to 3:00 pm.

Contact Information:
787-622-8000 ext. 274 and 331
cpu@pupr.edu
https://www.pupr.edu/services/cpu/

EDUCATIONAL SERVICES PROGRAM (PSE)

Welcome to the Educational Services Program!

The Educational Services Programs of the Universidad Politécnica de Puerto Rico provide academic development opportunities to students through motivational and educational strategies for pursuing and completing university studies. The Programs provide students the opportunity to obtain comprehensive educational growth through personal, vocational, and academic counseling, tutoring, mentoring, financial planning, cultural activities, technological support, and other services that facilitate adjusting to university life, academic progress, retention, and graduation.

What are the Programs?

The Educational Services Programs of the Universidad Politécnica de Puerto Rico were established in November 1984, with the traditional program known as **PSE**. In 2015, the **ESL** and **STEM** Programs were incorporated. The Programs are recognized for their excellence and commitment to the academic development of participating students through educational strategies and techniques that have been a resounding success in student retention. As part of the TRIO Programs, the Educational Services Programs are federally funded by the U.S. Department of Education through Title IV, Part A, Subpart 2, Section 402D of the Higher Education Act of 1965.

Our main commitment is to provide assistance to participating students in Spanish, Math, English, science, engineering, and computers, among other subjects, to provide them with the opportunity to develop the necessary intellectual potential to complete their university studies. In addition, we facilitate their integral growth through personal, vocational, and academic counseling. **All of our services are offered free of charge.**

We offer participating students the opportunity to take part in extracurricular and socio-cultural activities, such as conferences and lectures, visits and trips to places of historical, social, civic, vocational, and cultural interest, among other activities. We also encourage activities that contribute to the development of their talents and creative skills, such as our well-known competitions in General Knowledge, Mathematics and Science, Art (drawing, painting, etc.), and the "Talent Show." **Also, the Programs provide financial aid to students who qualify.**
Our purpose is for students to take full advantage of the services offered by the Educational Services Programs of the Universidad Politécnica so that together we can foster a professional Puerto Rican culture based on educational quality and excellence.

Educational Services Programs

1. **TRIO REGULAR-SSS** (Traditional Program)
2. **TRIO ESL-SSS** (English as a Second Language)
3. **TRIO STEM-SSS** (Science, Technology, Engineering, and Mathematics)

Mission

To contribute to the academic and intellectual development of low-income, first-generation, veteran, and/or disabled students by providing them with the necessary services to earn a bachelor's degree that will facilitate their entry into the culture as professionals worthy of emulation and as beings committed to the development of a better quality of life in their country.

Vision

To be recognized as a program of excellence for its contribution to the personal, academic, and cultural development of the participating students by offering services in tune with the new social and economic realities and with the need to contribute to an integral education in Puerto Rico.

Main Objective

To increase retention and graduation rates of participating students and aid them in the educational transition to graduate school.

Eligibility Criteria

- U.S. citizen or foreign national eligible to participate in federal student aid programs.
- Low income - (Proof of income is required: tax returns, etc.)
- Some type of Functional Diversity - (Medical clearance required)
- Parents who have not completed a high school degree
- Veteran
- Indigent

Location:
Main Building (3rd floor)
Office M-307 **PSE** Program
Office M-300 **ESL** and **STEM** Programs

Working Hours:
Monday to Thursday 7:00 a.m. - 5:00 p.m.
Friday 8:00 a.m. - 3:00 p.m.

Contact Information:

TRIO REGULAR-SSS (Traditional Program)
787- 622-8000 Ext.: 285, 295, 490, 273

TRIO ESL-SSS (English as a Second Language)
787-622-8000 Ext.: 357, 691, 261

TRIO STEM-SSS (Science, Technology, Engineering, and Math)
787-622-8000 Ext.: 294, 692, 272

https://www.pupr.edu/pse/

INTEGRATED STUDENT SERVICES CENTER (CESI)

The Integrated Student Services Center (CESI, in Spanish) provides the basic services of the Finance, Registration, Financial Aid, and Guidance and Counseling Offices. The Center's main purpose is to ensure that students can complete all transactions in one single place rather than having to visit multiple offices. The Integrated Services Center offers the following services:

Admissions:

- Inform students about the university's academic offerings and admission requirements.
- Services that you can process through CESI:
  - Application for admission
  - Address change request

Financial Aid:

- Guide students on how to fill out the online FAFSA application located at https://studentaid.gov/
- Provide financial aid information as requested by students
- Refer students who need additional information to the Financial Aid Office.
- Refer students to the Office of Financial Aid with the necessary documents so they can apply for special status.
- Applications that can be processed through CESI:
  - Online student loan application www.pupr.edu

Finance:

- Provide information to students on outstanding balances in their accounts
- Active students (current quarter and the quarter prior to the current quarter)
- Inactive students (inactive for more than two consecutive quarters)
- Other balances
- Balance collection with credit cards, checks, and ATM.
- Distribute collection policy
- Application collection for services such as:
  - Certifications (except for Vocational Rehabilitation and/or other sponsors)
  - Transcripts
  - Record Analysis
  - Admissions into Bachelor's degree programs
  - Partial Withdrawals
  - Other

Note: Students who have a balance on their account (after the extension date has expired) will not be able to request certifications, transcripts, and record analysis, except Vocational Rehabilitation students or sponsors that have authorized it.

Office of the Registrar:

Services available through CESI:

- Transcripts:
  Official
  Student copies
- Certifications
  Study Programs
  Grade Point Average (GPA)
  Enrolled Courses
  Banks (deferment)
  Medical Insurance Plan
  Grades
  Tax Returns
  Graduation application
- Transcript Analysis
  Readmission
  Special Permits
  Partial and Total Withdrawal
  Changing majors
- We can provide information about:
  Final grades, accumulated credits, and GPA
  Academic Calendar and distribution
  Status of claims
  Class schedules
- Refer the following cases to the Office of the Registrar:
  Academic Progress Policy
  Foreign Students
  Veteran's Aid

Location:
Centro de Servicios Integrados (1st floor), in front of the Pabellones building,
Plaza del Quinto Centenario

Working Hours:
Monday to Thursday – 9:00 am a 7:00 pm
Friday – 8:00 am a 3:00 pm
Saturday – 8:00 am a 1:00 pm

Contact Information:
787-622-8000 ext. 603/602
cesi@pupr.edu

OFFICE OF ATHLETIC ACTIVITIES

The Office of Athletic Activities is responsible for planning and coordinating sporting events and offering recreational activities to the student community. The institution participates in the Intercollegiate Athletic League (LAI), an organization that includes the largest public and private universities in Puerto Rico.

We excel in the following sports:

- Beach Volleyball - Men's and Women's
- Volleyball - Men's and Women's
- Table Tennis - Men's and Women's
- Track and Field - Men's and Women's
- Weightlifting - Men's and Women's
- *Taekwondo* – Men's and Women's
- Basketball – Men's

Requirements to Join and to Receive Athletic Scholarships:

- **Possess skills in the sport you are applying for.**
- **Participate in the Try Outs (Evaluated by Sports Performance. The Athletic Scholarship amount will be awarded based on this report.)**
- **Minimum GPA required by the LAI.**
- **Pass 24 credits per academic year.**
- **Enroll in 12 credits per quarter.**
- **Complete all forms required by the LAI.**

Sports Achievements – Throughout our years participating in the Intercollegiate Athletic League (LAI), Universidad Politécnica has distinguished itself in:

- Silver Medal in Track and Field - Student Abdiel Villanueva
- Gold Medals in Weightlifting for 4 consecutive years and Most Valuable Athlete - Student Jorge Sanchez
- Gold, Silver and Bronze Medals in Taekwondo in two consecutive years and Most Valuable Athlete - Student Alejandro González
- Medals in Beach Volleyball in the Men's Division
- Medals in Track and Field in the Men's Division
- Gold Medals for the Women's Table Tennis Team
- Gold Medal for Women's Field Tennis Team

The office has the following facilities:

- Indoor court
- Gymnasium
- Personal trainer
- Must complete the Participant Form and sign the usage rules

Location:
Multipurpose Building (2nd floor)

Working Hours:
Monday to Thursday – 8:00 am to 7:00 pm
Friday – 8:00 am to 3:00 pm

Contact Information:
787-622-8000 ext. 460
deporte@pupr.edu
https://www.pupr.edu/athletics/

OFFICE OF FINANCIAL AID

The Office of Financial Aid provides students and their families with information about available financial aid programs, the application process, and eligibility requirements. Its mission is to provide clear and accurate information to help students explore the various financial aid resources that can help them obtain the funds needed to achieve their academic goals.

The Universidad Politécnica de Puerto Rico participates in the following federal, state, institutional, and private financial aid programs:

- State Aid
- Federal Supplemental Aid
- Pell Grant
- Institutional Honor Scholarship
- Institutional Choir Scholarship
- Institutional Athletic Scholarship
- Private Scholarships
- Federal Work-Study Program
- Federal Direct Loan Program
- Federal Direct Loan Program for Parents of Undergraduate Students (PLUS)
- Federal Direct Loan Program for Graduate Students (Graduate PLUS)
- Private Alternative Loans

The availability of some of the above programs will depend on the total funds allocated to the institution each academic year.

Application Process:

- To determine a student's eligibility for federal aid, the student must complete the Free Application for Federal Student Aid (FAFSA). Some financial aid programs, such as state grants, student loans, and Federal Work-Study, require an additional application.

- Students must reapply for financial aid (FAFSA) each year. Since some federal and state funds are limited, students are encouraged to apply as soon as possible after October 1 of each year.

- New students should apply for financial aid at least two months before the first day of classes of the term in which they will enroll. Regular students should apply by the end of December.

Follow these steps to complete your FAFSA:

1. Get an FSA ID for yourself at https://studentaid.gov/
    - If you are a dependent student, one of your parents will need an FSA ID to sign the FAFSA.
    - If you already have an FSA ID, you will use it to renew your FAFSA every year.

2. Collect the following information:
    - Your social security number.
    - If you are a dependent student, you will also need your parents' social security numbers and dates of birth.

- Your driver's license number (if applicable).
- Income tax returns from 2 years ago (prior year).
- W-2 forms
- Other earned income records for you and your parents (if dependent) or spouse (if married).
- Evidence of untaxed income during the prior year, such as child support, non-educational veteran's benefits, and others.
- Information on savings, investments, as well as business and agricultural assets for you and your spouse/parents, if applicable.
- PUPR Institutional Code: 014255

3. Complete the FAFSA at https://studentaid.gov/. The FAFSA is free! There is no fee to complete this application. If you need help completing the FAFSA, contact the Financial Aid Office.

4. After the Department of Education processes the FAFSA application, the Office of Financial Aid will receive a report with student and parent information. If your application is selected for verification, the Financial Aid Officer will ask you to provide documents to confirm the information submitted on your FAFSA. Financial aid disbursement will not be processed until the verification process is completed.

5. If you are applying for federal loans, you can complete your loan application on the MyPoly portal https://mypoly.pupr.edu/ > Financial Aid > Links > Loan Application. Be sure to complete your FAFSA as well.

To be eligible for financial aid from most federal, state, and institutional programs, the student must:

- Be enrolled as a regular student.
- Be working toward a degree in an eligible program.
- Be a U.S. citizen or eligible non-citizen with a valid social security number.
- Have a high school diploma or its equivalent.
- Meet satisfactory academic progress standards.
- Demonstrate financial need (except for some loans).
- Certify that federal student aid will only be used for educational purposes. The student must also not be in default or owe federal overpayment money.

In addition to the basic eligibility requirements above, the student may be required to meet additional requirements, such as minimum enrollment credits, minimum GPA, and state residency status, among others, depending on the financial aid program. For specific program eligibility requirements, contact the Office of Financial Aid at asistenciaeconomica@pupr.edu.

Student Consumer Information:

The University complies with the student consumer information requirements established by the U.S. Department of Education and hereby gives notice that the Director of Student Financial Assistance and the office staff are the designated persons under those requirements to assist the student or prospective student in obtaining information about student financial assistance.

WARNING: PROVIDING INCOMPLETE OR INCORRECT INFORMATION MAY BE PUNISHABLE BY IMPRISONMENT OR A FINE OF UP TO $20,000.00.

Location:
Main Building (1st floor).

Working Hours:
Monday to Thursday - 8:00 am to 5:00 pm
Friday 8:00 am to 3:00 pm
For evening and Saturday hours, refer to the Integrated Service Center (CESI).

Contact Information:
787-622-8000 ext. 249
asistenciaeconomica@pupr.edu
https://www.pupr.edu/services/financial-aid/

IDEA CENTER FOR EMPLOYMENT AND INTERNSHIP SERVICES

Institutional Development, Employment & Internships, & Alumni

The **IDEA Center** connects three areas:

Institutional Development:

Its purpose is to establish and oversee the implementation of policies designed to maximize the institution's ability to attract diverse funding. This area is primarily dedicated to meeting with donors and potential donors to create and foster collaborative relationships and contributions. As such, it formulates goals and presents strategies for fundraising campaigns. It also supports institutional initiatives aligned with these purposes and integrates the institution's Vice Presidencies, Schools, Departments, and Offices so they can be part of the projects that will contribute to the culture of institutional commitment and collaboration.

Employment and Internships:

This area, based on the academic programs of Universidad Politécnica, carries out activities and identifies opportunities for cooperative or co-op education, internships, and employment for students and graduates within private industry and government agencies. These actions and strategies enable the people served to contribute to our society in the most effective and competitive way. In addition, it plans and coordinates events aimed at the professional development of active students and alumni.

Active students participating in the Co-Op and Internship Programs may be able to validate these experiences for academic credits through the Professional Practice course (COOP 3010).

Alumni:

It addresses three major factors:

- Creation of links between alumni – Establishing links between alumni and the academic community allows for seeking solutions to problems affecting our social environment, as well as other global situations. These interactions and the creation of working groups open a space to share experiences, professional knowledge, contributions, and the development of projects between both parties.

- Prolonging the memory of the academic experience - Recalling college days can strengthen human relationships. The scope of the Alumni Association is not limited to university graduates, it also integrates the entire academic community, including professors and current students. Consequently, it helps to create a lasting professional relationship between the members of the Association and the Institution.

- Boosting graduates' professional development - Through alliances and collaborations with the public and private sectors, the exchange of information, technology, and specific skills is encouraged so that all Association members can enter the labor market. Clearly, this exchange of experience and knowledge fosters the continuous professional improvement of the Association's members. Thus, graduates develop a global vision that will make them first-class professionals.

Those interested in obtaining more information may write to us at coop@pupr.edu or alumni@pupr.edu or call us at (787)765-5974. Visit our web page https://www.pupr.edu/ideacenter/

Location:
Interior Garden – Main Building (1st floor).

Working hours:
Monday and Wednesday – 7:00 am to 6:00 pm
Tuesday and Thursday – 7:00 am to 5:00 pm
Friday – 7:00 am to 3:00 pm

Contact Information:
787-622-8000 ext. 279
787-765-5974
coop@pupr.edu
https://www.pupr.edu/placement/

VICE PRESIDENCY OF ACADEMIC AFFAIRS

The following are attached to this Vice Presidency: the Honors Program, the Graduate School, the School of Engineering, Surveying and Geospatial Sciences, the School of Business Administration, the School of Architecture, the School of Arts, Sciences, and Education, the School of Architecture, and the Registrar's Office.

Location:
Main Building (2nd floor).

Working hours:
Monday through Thursday - 8:00 am to 5:00 pm
Friday - 8:0 0am to 3:00 pm

Contact Information:
787-622-8000 ext. 332

Graduate School:

The Graduate School is an academic-administrative unit attached to the Vice President for Academic Affairs. Its main functions are to support the teaching and research needs of the faculty teaching at the graduate level through its Dean's Office and to provide all administrative services to master's degree students through the Office of Graduate Affairs. In addition, it offers extracurricular activities and programs to support graduate studies.

The Graduate School has staff to support graduate students in the following areas:

- **Graduate Assistantship Programs:** Receives, evaluates and processes applications for the graduate assistantship program, which includes teaching assistantships, research assistantships, and research awards, among others.

- **Orientation on Thesis and Design Project Document Formats:** Some master's degrees require the completion of a design project or thesis at the end of the program of study. At the Graduate School, students can receive orientation on the support services to learn how to format these documents. In addition, they can clear doubts and participate in seminars focused on writing these documents.

- **Prepare and distribute the calendar of important dates of the Graduate School:** This calendar shows the dates related to the registration process, new admission orientations, Design Project Expo, and the final date for the submission of a design article or thesis, among others.

- **Academic Alliances:** Oversees the Academic Alliances we have with INTEC in the Dominican Republic, Universidad Latina de Panamá, and private companies in Puerto Rico, among others.

Office of Graduate Affairs

The Office of Graduate Affairs, which is attached to the Graduate School, is responsible for offering the following services, exclusively for Master's and Doctoral students:

Admissions:

- Provides orientation and information related to the academic offerings and admission requirements.
- Receives, evaluates, and processes admission applications.
- Validates credits for graduate transfer students from other accredited institutions in coordination with the Director/Coordinator of the corresponding Graduate Program.
- Provides orientation on, evaluates, and processes applications for the Combined Bachelor's and Master's Degree Program.
- Provides orientation to international graduate level students on admission processes and the necessary documentation to apply for study visas.

Registrar:

- Responsible for the enrollment process of master's, doctoral, and Combined Program students.
- Receives and evaluates readmissions.
- Delivers degree certifications.

We offer information on:

- Distribution of flowcharts of all graduate programs.
- Distribution of the Academic Calendar.
- Distribution of Important Dates for Graduate Students.
- Course Schedule.

Finance (Collections):

- Collection of enrollment processes with credit cards, checks and/or debit cards, and sponsors.
- Collection of outstanding balances with credit cards, checks, and/or debit cards.
- Collection of the following service requests:
  - Record Analysis
  - Graduation Application
  - Admission Application
  - Readmission Application
  - Department Changes

Location:
57 Alhambra Street, (1st floor of the Student Residences).

Working hours:
Monday to Thursday – 8:00 am to 7:00 pm.
Fridays – 8:00 am to 3:00 pm
Saturdays – Open during registration periods.
*Call to request information on holidays.

Contact Information:
787-622-8000 ext. 686
escuelagraduada@pupr.edu
https://www.pupr.edu/graduateschool/

LIBRARY

The Library of Universidad Politécnica de Puerto Rico is an academic unit that aims to provide a physical and virtual space where, through providing access to information resources and services and with the guidance and support of information professionals, the academic community can interact and develop skills, exchange ideas, discover new sources, and acquire new knowledge, resulting in a lifelong and enriching learning experience. This statement is in line with the University's mission, and all Library services are directed toward achieving it.

The Library collection specializes in engineering, surveying, architecture, education, and management. It has more than 250,000 resources, including books, academic and professional journals, standards, and videos, which can be accessed through the online catalog and databases. The Library offers services and resources both face-to-face and remotely through the website and blog. Textbooks and basic reference books listed in the class syllabi are available for use within the Library, as a service to students and in fulfillment of PUPR's mission. We also have an institutional repository with more than 4,000 documents.

The Library offers its services Monday through Saturday, for a total of 75 hours per week. The first-floor study areas, including computers and printers, are open 24 hours a day and provide students with an adequate, comfortable, and safe space for individual or group study.

Librarians participate actively in the educational process and work to provide users with assistance and specialized information services such as interlibrary loans, information skills development, and bibliographic searches, among others. The blog is kept up to date with information and recommended links to reliable sources. We also maintain the Polibiblioteca account on Instagram.

Services:

- Bibliographic searches
- Face-to-face, online, and telephone references
- Loaning resources
- Consultations
- Development of study guides (Library Guides)
- Computers, printers, and photocopiers
- Scanners for document digitization
- Interlibrary loans
- Information skills program
- Classrooms equipped with technological tools
- Group study rooms

Location:
Plaza del Quinto Centenario

Working hours:
Monday to Thursday – 7:30 am a 10:30 pm
Friday and Saturday – 7:30 am a 4:00 pm

Contact Information:
787-622-8000 ext. 255
referencistas@pupr.edu
https://www.pupr.edu/library/
https://bibliopoli.wordpress.com/

VIRTUAL EDUCATION AND INNOVATIVE LEARNING (VEIL)

Distance education:

Distance education is an integral and congruent component of the mission of the Universidad Politécnica de Puerto Rico (UPPR). Therefore, in addition to on-campus courses, UPPR offers fully online and hybrid courses at both the undergraduate and graduate levels through the Blackboard learning platform. The latest delivery formats open a new door to university educational opportunities for students with time and distance constraints imposed by work and family obligations, among other limitations.

Distance Education Center:

The Distance Education Center (CEDUP, in Spanish) is responsible for the management, design, and development of projects derived from academic offerings, using distance education as a teaching methodology in all three UPPR campuses. Through CEDUP, the University provides an ongoing orientation, training, and technical assistance services program for students taking online/hybrid courses, and distance learning courses for teachers through the Blackboard learning platform.

Academic Integrity in Distance Education:

UPPR seeks to foster a spirit of honesty and integrity. Any work submitted by a student must be the student's original work. Therefore, to ensure academic integrity in distance education courses, the University has developed a policy and procedure to support the academic integrity of online courses. These seek to verify and determine the identity of a student enrolled in an online/hybrid course, as well as monitor the performance of students taking remote exams, as required by the Higher Education Opportunity Act of 2008.

Distance learning students:

All students who wish to enroll in online courses must have basic knowledge of word processing, presentation creation, and e-mail administration programs. In addition, students must know how to search for information on web pages with a web browser. The student is also responsible for verifying the minimum system requirements to access course information available on Blackboard, reading the policy to support the academic integrity of online courses, and installing the tools necessary to verify and determine the identity of the student enrolled in the online site/hybrid course (RespondusTM Lockdown Bowser), among others.

State authorization for online programs and courses:

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts, and territories that establishes comparable national standards for the interstate offering of postsecondary distance education courses and programs. Its goal is to make it easier for students to take online courses offered by postsecondary institutions based in another state. UPPR has been approved by the Puerto Rico Council on Education (CEPR, in Spanish) to participate in the National Council on State Authorization Reciprocity Agreements (NC-SARA).

Claims process:

The objective of the UPPR is to provide students with an expeditious, fair, equitable, and consistent procedure to settle academic complaints. We aim to give students a fair review of their evaluations and an opportunity to be heard in the relevant forums. Students are expected to follow the procedures established by the University or the academic department in which they are pursuing a course of study; however, academic complaints related to a course grade should be filed with the unit of the academic department in which the course is offered. Students residing outside of Puerto Rico must channel it through the PUPRVirtual link. Consult the SARA portal entity of the institution's home state at https://www.nc-sara.org/state-portal-entity-contacts.

Services:

- Course design support.
- Placing images, voice, texts in the courses using the learning platform.
- Administration of the distance learning platform
- Training teachers and students
- Publishing information on the Institution's web page.
- Implementing policies and procedures related to courses through the learning platform.

Location:
Library (3rd floor)

Working hours:
Monday to Thursday – 8:00 am to 8:00 pm
Friday – 8:00 am to 2:30 pm

Contact Information:
787-622-8000 ext. 640
cedup@pupr.edu
https://www.pupr.edu/cedup/

OFFICE OF THE REGISTRAR

The Office of the Registrar is an academic-administrative unit attached to the Vice Presidency for Academic Affairs. Its main function is to be the custodian of students' academic records and to ensure compliance with federal policies and the academic and administrative regulations governing the Institution.

It offers the following services:

- Transcripts*:
  Official copy
  Student copy
  *You can request them through www.getmytranscript.com

- Certifications:
  Study
  Tax returns
  Health insurance plan
  GPA
  Banks (deferment)
  Graduation
- Total and partial withdrawals (According to the deadline established in the academic calendar) through the MyPoly portal (https://mypoly.pupr.edu/ics/).
- Professors are in charge of removing incompletes, not the Office of the Registrar.
- Change of major
- Permission to study at other universities
- Record analysis
- Academic Progress Policy
- Change of address

Veterans Coordinator:

The Office of the Registrar manages the Veterans Program. The program's coordinator provides orientations and certifications on a quarterly basis to students who have the Veterans Administration and Act 13 of the Department of Education study benefit.

Students with veteran's benefits must submit the Certificate of Eligibility and DD-214 form. If a student requires help to complete this document, he/she should contact the Veterans Coordinator in the Office of the Registrar.

Students eligible for Veteran's benefits must make their financial arrangements in accordance with the University's policies for all students.

International Student Advisor:

The International Student Advisor offers to guidance international students and provides them with some of the services required by the Department of Homeland Security. Remember that any information concerning your academic record cannot be released without prior authorization.

Exchange Program:

The Office of the Registrar coordinates the Exchange Program with the objective of promoting and increasing student exchanges throughout the United States, Canada, South America, and Europe. This program gives students the opportunity to expand their personal and educational horizons. For more information, please contact us at Internationalmobility@pupr.edu.

Location:
Main Building (1st floor).

Service Hours*:
Monday to Thursday – 8:00 am to 5:00 pm
Friday – 8:00 am to 3:00 pm
*For evening and Saturday working hours, please contact the Integrated Service Center (CESI).

Contact Information:
787-622-8000 ext. 330
registro@pupr.edu
https://www.pupr.edu/services/registrar/

CENTER FOR EDUCATIONAL TECHNOLOGY (CTE)

The Center for Educational Technology (CTE, in Spanish) is the academic computing center.

It offers the following services:

- Computer support for the student body and faculty to assist them in the performance of their academic endeavors and projects.
- Technological and computer support requested by the various academic and administrative departments.

The CTE is organized into four areas:

- Laboratory and classrooms, with most of the necessary applications available.
- Main computer area: computers with all the latest engineering applications.
- Computer classrooms for institutional courses.
- Low-cost printing service.

The Center offers the latest technology currently available in the industry.

Note: For complaints related to your email account write to: helpdesk@pupr.edu and request assistance.

Location:
Main Building (1st floor)

Service hours:
Monday to Thursday – 7:00 am to 12:00 am
Friday – 8:00 am to 3:00 pm
Saturday – 8:00 pm to 8:00 pm

Contact Information:
787-622-8000 ext.611
helpdesk@pupr.edu

HONORS PROGRAM

The mission of the Honors Program at the Universidad Politécnica de Puerto Rico is to provide a dynamic environment for all the students participating in the program, which encourages good academic performance and individual development.

The program coordinates the following student activities:

- Technical and cultural trips
- Lectures
- Workshops
- Counseling
- Enrollment in honors courses
- Visits to museums and industries
- Distribution of scholarships and newsletters.

To be eligible for the program, students must have a cumulative grade point average (GPA) of 3.25 or higher. Students may apply from their freshman year through their senior year in college.

The Honors Program is affiliated with the University Association of Puerto Rico Honors Programs (AUPH), which is dedicated to developing events for students participating in honors programs in and outside of Puerto Rico.

Program benefits:

- Additional days to apply for loans
- Express-window and/or advanced tuition validation
- Acceptance of up to 33% of the initial tuition deposit for students who do not have any financial aid or scholarships to cover the cost of tuition validation
- Students with a GPA of 3.25 or higher may be eligible for honors scholarships if they meet all eligibility and selection criteria
- Honors Courses
- Curricular and extracurricular activities with students from other honors programs/institutions inside and outside Puerto Rico

Location:
Multipurpose Building (2nd floor)

Service Hours:
Monday to Thursday - 8:30 am to 5:30 pm.
Fridays - 8:30 am to 3:30 pm

Contact Information:
787-622-8000 ext. 384
https://www.pupr.edu/academics/honor-program/

OFFICE OF CULTURAL AFFAIRS

The Office of Cultural Affairs is attached to the Department of Socio-Humanistic Studies of the Universidad Politécnica de Puerto Rico and was created in 2006. Its mission is to provide students, in close collaboration with the faculty, the opportunity to become familiar with experiences that provide cultural and intellectual enrichment and to strengthen their commitment to their education. To this end, it is necessary to provide students with a continuous offer of activities aimed at developing their sensitivity to the diversity of national and international artistic manifestations, as well as social criticism.

This office aims to coordinate, sponsor, inform, and organize cultural and educational activities for UPPR students, faculty, the university community, and the general public. However, its emphasis is primarily on putting students in contact with their immediate reality, knowing the artistic manifestations, customs, and culture of their country. It wishes to stimulate students to understand cultural diversity as well as to develop pride in their roots, customs, music, and folklore. It seeks to expose them to new formative experiences that will allow them to have a better perspective of the artistic and cultural manifestations of their own country as well as those of other countries.

To achieve this mission, we have an annual calendar with several activities focusing on topics of national and global interest in which students take an active and leading role. These include:

- Concerts
- National and international plays
- Contests
- Exhibitions
- Cultural and scientific conferences
- Humanistic and scientific publications
- Educational Courses: Ceramics and cooking classes
- Sports Courses: Pilates, Zumba, Dance in general, Corrective Gymnastics, Yoga, Self Defense
- Cultural Trips

The Office's vision is to form integral citizens with a solid academic and cultural foundation, artistic sensitivity, and a sense of social responsibility.

Cultural Activities Director
Dra. Dominique Forina Alfonso
dforina@pupr.edu

Location:
Multipurpose Building (3rd floor), School of Arts, Science, and Education

Working hours:
Monday to Thursday – 8:00 am a 5:00 pm
Friday – 8:00 am a 3:00 pm

Contact information:
787-622-8000 ext. 235

VICE PRESIDENCY OF ADMINISTRATION AND FINANCE

Bursar's Office

The Collections Office is responsible for accounts receivable. Its main function is to provide guidance to students on their accounts, and the office's policies and procedures, as well as collecting the different accounts at the main cashier's office. The Office is attached to the Vice Presidency of Administration and Finance.

Financial Information - Tuition Payment Policy:

Every student must pay the total cost of tuition and fees during the registration process. They are responsible for the total cost of tuition, even if they do not attend classes, their scholarships and/or sponsorships are canceled, or if a withdrawal is requested. Withdrawing or ceasing to attend classes does not exempt the student from paying his or her debt. Any student who wishes to request a withdrawal must do so through the mypoly.pupr.edu Portal.

The University grants the privilege of deferring 50% of the total balance to students who choose not to pay in full. Deferred payments are due thirty (30) days after the beginning of the term and carry an additional cost. The registration validation process is not completed until students have paid the full tuition or have requested an extension, paying 50%. Students are responsible for verifying and keeping informed of registration, add/drops, and deferment payment due dates and taking the appropriate steps to comply with them.

The registration validation/payment process must be completed through the Universidad Politécnica portal mypoly.pupr.edu (online service). You may also do so in person at the Center for Integrated Services (CESI) or Collections.

Students applying for financial aid must refer to the Portal to verify that their aid is reflected in the system, otherwise they must consult Office of Financial Aid. Students who receive Veteran's benefits must visit the Office of the Registrar before completing the registration process.

Students who receive sponsor benefits must contact the Revenue Office and submit the required evidence in order to determine the tuition payment in accordance with the benefits received.

Tuition and outstanding balance payments can be made:

- Students can pay outstanding debts and registration validation through the Polytechnic University webpage **mypoly.pupr.edu** (online service) with Visa, Master Card, American Express, Popular Bank's ATH, and personal checks.
- Payments can be made in cash, money orders, manager's checks, or personal checks. Checks must be made payable to Polytechnic University of Puerto Rico or PUPR (returned checks will incur additional charges and the student will lose the privilege of using this payment method). Visa, Master Card, American Express, Discover, and debit cards are also accepted.
- Payments on outstanding balances can also be made through Telebanco. You must add Universidad Politécnica de PR in the merchant section. Your student number serves as your account number. It must have a minimum of 7 digits, so you must add the corresponding 0s before your student number.

- PUPR does not issue refunds to credit and/or debit cards. If a student makes payments with credit/debit cards and for any reason the student must be partially or totally reimbursed, PUPR will issue a check in the student's name for the appropriate amount.
- The Universidad Politécnica de Puerto Rico reserves the right to revise policies, tuition fees, and other costs.

Collection Policy:

If students do not comply with their financial commitments within the stipulated dates, the Collection Policy of Polytechnic University establishes the following:

- Registration validation is not authorized for students with balances from previous terms.
- Outstanding balances after the deferred payment due date (30 days after the start of term) will carry a 2% monthly interest surcharge.
- Outstanding balances beyond 180 days are subject to an additional charge if they are referred to the legal division or collection agencies.
- If PUPR is forced to take legal action in order to collect, the student will be responsible for costs, disbursements, and attorney's fees, as determined by the corresponding court. Debtors shall be expressly submitted to the jurisdiction of the Court of First Instance of Puerto Rico, San Juan Part.
- Student debtors may be excluded from graduation ceremonies.
- The University may also withhold diplomas, the issuance of transcripts, certifications, or other official documents from any student debtors.
- Inactive students may be granted a Payment Plan to pay off their outstanding balances. Students who do not comply with this agreement may be referred to the legal division or collection agencies. This entails additional charges.
- Sponsored students are governed by the above policies, even if the debt corresponds to the sponsor.

Location:
Main Building (2nd floor)

Working hours:
Monday to Thursday – 8:00 am to 4:30 pm
Friday – 8:00 am to 3:00 pm

Contact Information:
787-622-8000 ext. 103
recaudos@pupr.edu
https://www.pupr.edu/services/student-financial-services/

MEDICAL SERVICES

Universidad Politécnica offers medical services to students through Dr. Ricardo Marrero, an independent contracted physician. There is also an office of paramedics under the supervision of the Security Office*.

The Universidad Politécnica de Puerto Rico provides all students with medical consulting services. These services are offered on campus.

Services included with the Medical Services fee:

- In-office medical care
- Infirmary
- Preventive medicine

The university-sponsored Health Services Plan is an individually contracted service plan. The service is not a health insurance plan and, as such, does not include radiology or laboratory services or medications.

Location:
Calle José Martí #57, Floral Park.
(Property located in the back, side gate of the University)

Medical Office Working Hours:
Monday to Thursday - 9:00 am to 12:00 pm and 4:00 pm to 6:00 pm

Paramedic Working Hours:
Monday to Thursday - 7:00am to 3:00pm
Friday - 8:00am to 3:00pm

Contact Information Medical Office:
787-622-8000 ext. 673 or 675

Paramedic Office Contact Information:
787-622-8000 ext. 112

In case of an accident or emergency situation of a student, employee or visitor, the Security Office of the University, which has an office of paramedics, has a protocol to follow in these cases. You should call 787 622-8000, extensions 216, 476 or 111 to request that personnel from the Security Office intervene in the emergency.

BREASTFEEDING ROOM

For every mother who studies and/or works outside the home, balancing family responsibilities between studies and work is a juggling act. It is important for these mothers to know that they can continue to breastfeed even when they are studying or working.

The Office of Human Resources oversees this room.

- There will be a daily log of the use of the room.
- The nursing mother will sign the log and inform the Office of Human Resources her time of entry and the Office of Human Resources will, in turn, hand her the key to the Lactation Room.
- Once the mother finishes, she will record the time of departure and return the room key.

Location:
Pabellones Building (3rd floor)

Hours:
Monday to Thursday - 8:00 am to 5:00 pm.
Friday - 8:00 am to 3:00 pm

Contact Information:
787-622-8000 ext.320/494

SECURITY OFFICE

The main function of the security office is to provide assistance in situations that may require it, as well as to prevent situations that threaten the security and surveillance of staff, students, facilities, fixed assets, current assets, and values of the facilities:

- Provides surveillance 24 hours a day, 7 days a week.
- Issues permits for vehicular access to the campus.
- Implements access control measures.
- Provides ID badges to students and employees.
- Encourages students, employees, and visitors to remain vigilant for their own personal safety and that of their belongings.
- Keeps the university community up to date regarding the university's security policies through the distribution of the Universidad Politécnica de Puerto Rico security manual.
- Provides roadside assistance to students.

Office location
Second floor of the Multipurpose Building

Working Hours
Monday to Thursday – 8:00 am to 8:00 pm.
Friday – 8:00 am to 3:00 pm

Contact Information
Phone 787-622-8000 ext. 216/476

ACADEMIC INFORMATION

Face-to-face class Attendance

The fact that classes are scheduled is evidence that attendance is important. Students must attend classes regularly to achieve success in their studies. Students who have not attended any classes during the first two (2) weeks of the academic term are automatically disqualified from charging tuition fees to federal funds and are responsible for their payment. The course will be identified with a "NR" (No Record/Show). The professor emails the names of absentee students to the Office of the Registrar (Class Attendance Policy). We acknowledge that class attendance records may vary by student, professor, or course. On occasion, a student may need to be absent from scheduled classes or labs for health or other reasons. In these cases, students are responsible for contacting the professor and for completing all assignments (completed or assigned).

Online class attendance

Online course attendance is defined as participation in the course as described in the class syllabus. Faculty teaching online or hybrid courses must certify that the student has actively participated in the course, in accordance with the procedures established by the Center for Distance Education of Universidad Politécnica (CEDUP). To do so, the student will be required to complete at least one (1) of the following activities, for each online or hybrid course, during the first two (2) weeks of the academic term:

- Submit or complete an online assignment;
- Participate in an online discussion of course-related topics;
- Participate in interactive online tutorials or computer-assisted instruction that is trackable, such as the Read Me First Module; or
- Contact the instructor for course-related issues or to ask a course-related question.

The professor teaching the course must identify the students who do not complete any of these actions during the first two (2) weeks of the academic term. Such a course will be identified with an "NR" (No Record/Show). The professor must report the names of these students to the Office of the Registrar by e-mail. Students identified as No Record/Show (NR) will automatically lose the right to pay tuition with federal funds and will be responsible for the payment.

If a student is unable to access the course due to health reasons or other justified reasons, he/she is responsible for all work completed or assigned during the time he/she was unable to access the course. In addition, the student will be responsible for contacting the professor and providing the necessary documentation to support the request for additional time.

As part of attending an online/hybrid course, students are expected to check the course email regularly (preferably daily), announcements, and discussion forums. Students are responsible for checking course-related notifications. Students must access the course at least three (3) times a week: it is recommended that weekly assignments, evaluations, discussions, or other weekly results be completed as instructed by the professor and as described in the course syllabus.

Academic Dishonesty and Plagiarism:

UPPR seeks to foster a spirit of honesty and integrity. Any work submitted by a student must be the student's original work. Sources used by a student must be documented through regular scholarly

references and citations, and the extent to which sources have been used must be evident to the reader. In addition, the University considers the resubmission of work already submitted or graded in a previous course, in whole or in part, to a subsequent course a case of academic dishonesty. Students are responsible for seeking clarification from the course instructor as to how much assistance they may receive in completing an assignment, exam, or project or what sources they may used. Students found guilty of academic dishonesty or plagiarism will be liable for sanctions up to and including dismissal from the University.

INSTITUTIONAL POLICIES AND PROTOCOLS

The Universidad Politécnica de Puerto Rico, in accordance to its commitment to academic excellence, establishes institutional policies that serve as guidelines for the welfare of the academic community. To promote these policies, several procedures have been established to inform students as to where to file a complaint through the appropriate channels. The university communicates these policies through the following means: brochures, catalogs, and the website www.pupr.edu/services. The policies include:

Academic Policies:

1. Change of major
2. Class Attendance Policy
3. Academic Integrity Policy for online courses.
4. Grade Review Policy (SPANISH) / (ENGLISH)
5. Acceptable Use of Information Technology Policy (ENGLISH / SPANISH)
6. Institutional Credit Validation Policy
7. Policy and Procedure to Support the Academic Integrity of Online Courses
8. Blackboard System Policy and Procedures
9. Continuous Attendance Program
10. Netiquette Policy

Other Policies and Protocols:

1. Student Regulations
2. Student Information Handbook
3. Online Registration Steps
4. Title IX and Sex Discrimination (ed.gov)
5. Sexual Harassment Policy
6. Sexual Assault Policy
7. Gender Discrimination Policy
8. Cyberbullying Policy
9. Drug and Alcohol Policy
10. Campus and Workplace Violence Prevention Policy
11. Protection Policy for Students Activated for Military Service
12. No Smoking Policy
13. Institutional Security Policy
14. Harassment Prevention in Online Communications
15. Complaint Filing Procedures
16. Student Complaint Procedure
17. Crisis Intervention Protocol
18. Suicide Prevention Protocol

GLOSSARY OF KEYWORDS

Partial Withdrawal: Process that allows students to drop one or more courses from their class schedule during a term. It can be requested through the www.mypoly.edu portal.

Total Withdrawal: Process that allows students to withdraw from every course they are enrolled in. The document used for this purpose is available at the Office of the Registrar or at CESI (Integrated Services Center). You must then follow the steps indicated on the form.

NR: Code used to indicate that a student was absent during the first two weeks of the term. The student must pay the cost of the course and may not pay with federal scholarships.

Academic Calendar: Document detailing each quarter's important dates: registration dates, holidays, final exams, important activities, grades, etc. The Academic Calendar is available at www.pupr.edu.

Course Change Period: Period indicated within the enrollment process to register and withdraw from courses already enrolled in and paid for. Go to the Office of the Registrar or email registro@pupr.edu. This process can be verified in the www.Mypoly.edu/ Portal.

General Catalog: The University bulletin that contains University information, as well as the specific requirements of academic Programs, rules, and procedures.

Graduation Certification: Official document that certifies the degree obtained by a student, the major, and his/her GPA. Students must provide the required information when requesting this document.

Graduation ceremony: Graduation ceremony that is held annually for awarding academic degrees.

Copy of Enrollment: Copy of the Class Schedule duly stamped and approved by all enrollment officers until finalized at the Finance Office. You must carry it with you at all times, as it is your evidence that you are officially enrolled.

Curriculum: A document that specifies the courses that must be completed to earn a degree. It details all the courses required in each program. It is designed in such a way that you can use it as a guide to select the courses you must take and, at the same time, assess your own progress.

Academic Evaluation: Evaluation of a student's academic record reflecting all credits approved and the credits remaining in order to earn an academic degree.

Incomplete with grade: You may request an incomplete when you cannot complete any of the requirements of a course for justified reasons. The professor must agree to grant the incomplete. To remove the incomplete, you must remain in touch with the professor and remove the incomplete on or before the date stipulated in the Academic Calendar. If the incomplete is not removed, it will become the grade assigned by the professor at the time the incomplete was notified (i.e. IC would become C).

Academic Index: This is the score based on the GPA earned in the credits passed and includes the points accumulated for the grade of each course passed. This GPA indicates your academic progress at the University. To meet graduation requirements, you must maintain a minimum GPA of two points (2.00) in both your overall and concentration index.

Enrollment through the Portal: Online process through the portal www.mypoly.pupr.edu, where students complete the course selection process.

Registration: This is the process where students select their courses. It is carried out before the beginning of each term and ends with the payment for the selected courses.

Late Registration: The dates specified in the Academic Calendar during which enrollment can take place, but with an additional fee for late enrollment. Generally, this process takes place during the first week of the term.

Registration Payment (Validation): Period established according to the Academic Calendar to make the payment for the selected courses. Students must have the stamp and signature of the Collection Officer as evidence of payment. This document is required for all services offered by the University. It is one of the most important documents issued. The process can be completed at www.mypoly.pupr.edu.

Parking Access Permit: A permit issued to students by the Institution to access on-campus parking spaces. Students must pay for this permit at the beginning of the term. They must present their license and vehicle registration.

Probation: Period granted to students when they do not comply with the expected academic progress and the Student Regulations established by the University.

Extension or Deferred Payment: An extension granted to allow students to pay tuition in installments. Students must pay 50% during the registration validation period and the rest throughout the term. The amounts to be paid and the dates to do so are determined according to the Academic Calendar.

Student Handbook: Official document that contains all the norms, rules, and procedures that students must comply with during the time they study at UPPR, as well as students' rights and duties. The Regulations are available at the Vice-Presidency of Enrollment Management and Services or at the following link: https://www.pupr.edu/wp-content/uploads/2013/07/reglamento-de-estudiantes1.pdf/.

Suspension: The University may withdraw a student due to poor academic performance, discipline issues, or debt. This action is taken after an academic probation process. The university suspends students for a determined period according to the situation. During the suspension period, students may not enroll at or receive any service from the Institution.

ID Card: A card printed with the student's name and photo that must be obtained you must obtain when a student first enrolls at the university. It is required to access, request, and use services offered by the Institution.

Transcript: Official transcript containing a student's academic record. A copy may be requested at any time by paying a fee at the Collections Office, CESI, or through the following link: http://www.getmytranscript.com/.