Office of the Dean for Student Affairs

Dean: Dr. Ramón García Barrios
Administrative Assistants: Mr. Manuel Medina and Mr. Elson Blasini
Interdisciplinary Department for Students’ Integral Development: Prof. Juan Meléndez Colón, Director
Athletic Activities: Mr. Elmer Williams, Director
Cultural Activities: Director Vacant
Financial Aid: Mrs. Mariolga Rotgers
Health Services and Family Planning: Dr. Arnaldo Reyes, Director
Student Exchange Program: Mrs. Alma Hernández, Director
Services for Students with Disabilities: Prof. Carmen Sepúlveda Velázquez, Director
Director of the Band: Mr. Rubén López
Director of the Choir: Prof. Javier Matos
Student Center: Mr. Elson Blasini, Coordinator
Student Day Care Program: Mrs. Mildred Cintrón, Coordinator

The objective of the Office of the Dean for Student Affairs is to provide an optimum environment for learning, in which the physical, emotional, mental and spiritual well-being of students is promoted. It renders services and activities that support the academic programs. Students are encouraged to use these services and to participate in extracurricular activities, designed to enrich their personal and academic development.

Athletic Activities

The Sports Complex has facilities and equipment for individual and group sports. It has an Olympic size pool, a soccer field, a synthetic track, a gymnasium and others. It also has facilities for basketball, track and field, volleyball, baseball, tennis and other sports. Students can also participate in intercollegiate events and compete with students from other universities if they fulfill the requirements established by the Intercollegiate Athletic League (LAI, in Spanish)

Band and Choir

Students with musical abilities can participate in the University of Puerto Rico’s Concert Band or Choir. Interested students must pass an audition. Both groups present a variety of concerts for the community and represent the University in different activities.

Cultural Activities

This office coordinates the cultural and social events of the University of Puerto Rico at Humacao. It is in charge of complementing the students’ academic experience by expanding the cultural horizon and the sensibility of the students and the community. This office promotes activities such as plays, concerts, musical interpretations, dance, ballet, art expositions, and discussion panels about current social problems, among others.

The office is located in the Theater of the University of Puerto Rico at Humacao. Its major goal is to contribute to the integral development of human beings.

Programs:

1. The office has a volunteer student usher program. (An outstanding usher recognition award will be given every semester to the most outstanding usher.)
2. Local university talent is supported by the presentation of theatrical plays, pantomimes, and dances written and directed by students enrolled at the University of Puerto Rico at Humacao. Proposals and original scripts are accepted for evaluation and volunteer presentations will be performed by the students.
3. Co-sponsorship and collaboration will be given to cultural, educational and recreational activities offered by the academic departments of the University of Puerto Rico at Humacao.
4. The Corporeal Dance Company is co-sponsored by this office. This dance company has been recognized for its excellence and dynamism inside and outside the university community.
5. The participation of students in the creation of literary, musical and theatrical pieces is supported and encouraged by offering them the opportunities to present their creative work.

Family Planning Program

The Family Planning Program is a part of the Health Services. This program provides medical evaluation, health education, abstinence and family planning orientation. It offers orientation on the use of contraceptives and guides the participant in selecting the best method for him/her. The program offers early detection and identification of Sexually Transmitted Diseases (STD). Referrals are made to HIV and STD centers. Support is given to community projects for students and employees who are in their reproductive ages and voluntarily request the services of this program. The program has a coordinator, a secretary, and a nurse. The program is open during regular working hours.

Financial Aid

The Financial Aid Office administers the financial aid programs available for students. It offers guidance and assistance in relation to scholarships, loans, financial aid, and work-study programs. The office is in charge of distributing and processing all financial aid packages. Among these, the Pell grant, SEOG, the work-study federal program, Institutional Supplementary Grants, Supplementary Financial Aid, LEAP Grant and the Student Loan Program (Stafford) are subject to the student’s eligibility and according to the available funds for each aid.

The Office has a director, a sub-director, six student aid officials, a financial aid assistant and two secretaries.

Basic requirements to qualify for financial aid:

1. Be admitted to the University of Puerto Rico at Humacao and have applied for Federal aid (PELL grant) and the Institutional aid application.
2. Be a United States citizen and permanent resident.
3. Show the need for financial aid by filing the applications and submitting all required evidence.
4. Comply with the Academic Progress Norms as established by the Central Administration of the University of Puerto Rico and maintain the retention point average required by the University of Puerto Rico at Humacao to be considered a regular student.
5. Attend classes regularly; attendance to all classes is mandatory.

Health Services

The Health Services Program provides medical services to the student body. Two doctors, a nurse and two secretaries offer their services during regular working hours. Health and preventive medical orientations are offered to students and the university’s employees.

Healthy Lifestyles Program

This program’s objective is to disseminate among all the university community the University of Puerto Rico’s Public Policy on the Manufacturing, Distribution, Supplying, Possession, and Illegal Use of Controlled Substances and Alcohol Abuse. The non-fulfillment of this policy bears sanctions described in the Student and University Rules and Regulations.

The Program guarantees the right to confidentiality, orientation, counseling and referrals to different treatment and rehabilitation centers. In addition, it conducts research and organizes academic and informative activities with the objective of orienting the community about the risks associated with the use of drugs and alcohol.
Interdisciplinary Department for Students’ Integral Development

The Interdisciplinary Department for Student Development (DIDIE in Spanish) integrates counseling and guidance, psychological services and social work. The department employs a group of professionals that includes a psychologist, a social worker and male and female counselors. Student counselors assist the professionals in providing services to UPRH students.

The professionals who work in this Department assist students in handling a variety of situations, such as problems adjusting to the university environment, personal and family situations, academic and educational decision-making, stress management and any situation that interferes with their educational objectives and goals. The Department is located in the Student Services Building.

The Occupational and Information Resource Center (CORI, in Spanish) provides information on graduate studies, transfers to other educational institutions and the job market.

Prevention of Violence Toward Women Program

This program is designed to aid the women victims/survivors of violence in the university community. It also provides services to all the women who apply. The program has the following goals:

1. To develop community awareness and willingness to fight against the violence toward women
2. To establish policies and procedures to effectively assist the victims of violence in the university community
3. To offer incoming students an educational and prevention program directed toward eliminating and fighting all types of violent behavior against women
4. To offer the institutional personnel workshops and seminars to fight against violence and promote the effective use of established policies and procedures
5. To give counsel, support and intervene with university community victims/survivors of violence
6. To develop an institutional program of prevention toward women
7. To establish a support group of peer interceptors and an extensive educational campaign

The following direct, educational, and preventive service are offered to the participants:

1. Individual support, counseling and orientation
2. Intervention of crisis and emergencies
3. Referrals to other community and governmental agencies
4. Workshops, orientations, lectures and conferences for the university community
5. The support and counseling of peer interceptors who will carry out preventive and educational activities
6. Educational campaign
7. Support groups

Services for Students with Disabilities (SERPI in Spanish)

The University of Puerto Rico at Humacao established the SERPI Office to offer students with disabilities an equal opportunity to a university education. The Office helps the students in completing their degrees by offering them the following services: orientation and academic, personal and vocational counseling, tutoring services, referrals to the Vocational Rehabilitation Administration, interpreters for the hearing impaired, readers for the blind, student helpers who take classroom notes, coordination for obtaining special parking permits, workshops and academic conferences for personal development, early registration, and special admission, among others.

We also have a group of student volunteers who help provide academic services. All the students who apply for the services offered by this Program must supply medical evidence of their condition. The services offered are based on their eligibility due to their disability. The office is located on the first floor of the Student Services Building.

Student Center

The Center has facilities and equipment to provide the students with entertainment and fun. There are areas to play pool, dominos, chess, and ping-pong. There is an area to watch television and a reading area. Tournaments and table game competitions are scheduled.

Student Exchange Program

The Student Exchange Program of the University of Puerto Rico at Humacao is affiliated to the “National Student Exchange”, a partnership of approximately 175 accredited universities in the United States and its territories, allowing students to study in any of these universities for a semester or an academic year. The objective of the Program is to provide participating students with the opportunity to share academic, cultural, and social experiences, in a different university environment. To be eligible, the student must be enrolled in a program leading toward a bachelor’s degree and have a complete academic load (at least 12 credits), have a GPA of at least 2.50, and know how to speak and write English. The students have two alternatives to pay for their registration: in Plan A, the students agree to pay the registration fees established by the host university and in Plan B, the students pay the registration fee of the host university at the same price of the credits in their university of origin. The courses taken while on exchange are recommended by the academic advisor of each student. The credits and grades obtained will become a part of the academic record of the student.

Students’ Children Day Care Program

This Program offers economic assistance for the care taking of children from 0 to 12 years and eleven months of age, and up to 18 years in case of disability. To receive benefits, the student must comply with the requirements established by SENDEC.

Veterans and Other Beneficiaries of Federal Programs

Veteran students or beneficiaries of Veteran Programs will receive benefits if they complete their study programs in the time stipulated in the catalog. If they exceed the stipulated time, they lose eligibility for these benefits under Title 38. However, they can be eligible for financial aid under Title IV (Pell Grants and others) if they fulfill the corresponding requirements.

The Office of Services for Veterans assists veterans in: 1) securing accreditation for in-service training and experience; 2) establishing coordination between veterans, the University, and the Veteran’s Administration; and 3) promoting better veteran-teacher relationships.

The Veteran’s Administration does not permit veteran students or beneficiaries to repeat courses in which they obtain a “D”. It will only pay courses in which they obtain “F” or when a minimum grade is established as indicated in the Catalog, p. 25 (Grade Index).

Other Services

Cafeteria

The cafeteria offers breakfast, lunch and snacks from Monday to Friday. It is open from 8:00 a.m. to 4:00 p.m.

Federal Post Office

The post office offers services from Monday to Friday, 8:00 a.m. to 4:00 p.m.

Security

The Traffic and Security Office, with the help of a private company, provides vigilance to all Campus facilities. There are public pay-phones for emergencies, vigilant patrols, and all areas are equipped with proper lighting.
Admission

Candidates for admission to the first year class of the University of Puerto Rico at Humacao must file the Application for Admission to the University of Puerto Rico and request admission to one of the academic programs offered at the College. Applicants must have a high school diploma, or its equivalent from an educational institution duly accredited by the Puerto Rico Department of Education and must request an official copy of the academic record for the Admissions Office. Applicants will be considered for the first semester only (August).

Entrance Examination

Applicants must take the Scholastic Aptitude Test administered by the College Entrance Examination Board in Spanish. This includes a battery of aptitude and achievement tests in the areas of Spanish, English and Mathematics. The English version of the Scholastic Aptitude Test-SAT, administered by the same organization, will be accepted. Application forms for the tests are available at high schools or by writing to: College Entrance Examination Board, P.O. Box 71101, San Juan, Puerto Rico 00936-8001.

Selection of Candidates

The following elements are used as criteria for admission:

a. Verbal scores in the Aptitude Test
b. Math scores in the Aptitude Test
Requirements for Applicants from High School Institutions or their Equivalent in Foreign Countries

The Admissions Office determines the eligibility of students from foreign countries who apply for admission to the University of Puerto Rico at Humacao. Applicants must take the College Board Entrance Examination, and meet the following additional requirements:

a. Make arrangements so that the UPRH receives an official copy of the high school academic record in the original language and another copy in English or Spanish, duly certified by the issuing institution. The copies must be certified by the Ministry of Education of the country of origin and by the United States Consulate in the country.

b. Present evidence of the degrees or diplomas obtained.

c. Make arrangements for an official explanatory report to the UPRH on the following:
   1) The grading system used to evaluate academic achievement
   2) The content and level of the courses taken
   3) The number of hours per week for each course

d. Present evidence of fluency in English and Spanish by one of the following mechanisms:
   1) Achievement scores in the entrance examination
   2) Scores obtained on the TOEFL
   3) Evaluation based on an interview

e. Present evidence of having the financial means to study in Puerto Rico through a certification issued by the embassy or consulate of the country of origin.

f. Present a certification stating that the institution has official government recognition when the applicant proceeds from a private institution.

Advanced Placement

Students who pass the College Board advanced placement tests with a score of 3, 4 or 5 in English or Spanish and 4 or 5 in Mathematics can enroll in second year courses as indicated in their curriculums and will receive credit for first year courses. These credits will count toward fulfilling graduation requirements and will be entered in the student's academic record as passed ('P').

Internal Transfer and Transfer

Internal Transfer from Other Units of the University of Puerto Rico System

Students from other units of the University of Puerto Rico System can apply for transfer to the University of Puerto Rico at Humacao. They must meet the following requirements:

1. Apply for an Internal Transfer at the Registrar's Office of their unit within the time period indicated in the academic calendar
2. Have approved at least 24 credits for associate degree programs and 30 credits for a bachelor's degree program with a minimum GPA of 3.00
3. Meet the academic requirements established by the program of interest

Internal transfer students will be accepted according to the spaces available in the program of interest. The selection will be made based on grade point average.

Courses taken at other units of the UPR system having equivalencies established in the Course Equivalence Table for the UPR System will be honored at UPRH. The University reserves the right to accept other courses for fulfillment of graduation requirements.

Transfer Students from Outside the University of Puerto Rico System

Any student who has approved courses at any college-level accredited institution outside of the University of Puerto Rico System shall be considered a transfer student applicant.

Information on admission by transfer can be obtained at the University of Puerto Rico at Humacao Admissions Office. Candidates must comply with institutional requirements for admission, in addition to the requirements established by the program of interest.

Requirements

1. File an application for admission with all the necessary documents within the time period established in the academic calendar
2. Have approved at least 24 credits for associate degree programs and 30 credits for bachelor's degree programs with a minimum G.P.A. of 3.0 (on a scale of 0 to 4)
3. Meet other academic requirements specified by the program of interest

Validation of Transfer Credits

The University of Puerto Rico at Humacao reserves the right to determine the number of transfer credits and courses accepted toward fulfilling graduation requirements. Acceptance of courses taken at other institutions outside the UPR System will be determined by the UPRH department offering the subject in question.

The University of Puerto Rico at Humacao is not obliged to accepted transfer credits approved in other units of the System or in other universities or private institutions. Only courses passed with a grade of "C" or higher will be considered. No more than 50% of the course work in the major carried out at another institution will be accepted, except when a special authorization is granted by the Dean for Academic Affairs. Transfer credits accepted will be entered in the student's academic record, but will not be considered for determining the grade point average.

Readmission

University of Puerto Rico at Humacao students who have obtained an associate or bachelor's degree and have been inactive for one or more semesters or who have withdrawn from the Institution must file an application for readmission in order to continue their studies during the following semester.

Applicants must file their application for readmission at the Registrar’s Office during the time period indicated in the academic calendar.

Reclassification

University of Puerto Rico at Humacao students may request to continue their studies in a program other than the one to which they were admitted. Applicants must comply with the following requirements:

1. File an application for reclassification at the Registrar's office no later than the deadline specified in the academic calendar for the corresponding semester
2. Have approved a minimum of 24 credits with the required retention index at the end of the semester during which the application for reclassification is filed
3. Have no outstanding debts with the Institution
4. Have not reclassified more than three times
5. Meet other academic requirements specified by the program of interest
6. Present evidence of vaccination for Hepatitis B in the case of students applying for reclassification to the Nursing, Physical Therapy, Occupational Therapy, Social Work and Education Departments
The selection of students will be done in descending order of grade point average and according to the available spaces in each program. A student may file for reclassification a maximum of three times.

Language of Instruction
Spanish is the language of instruction in most courses, but students should have functional knowledge of English.

Registration
The Registrar is the custodian of the students' academic records and is in charge of the registration process. Students must register according to the schedule published in the academic calendar. Registration must not be processed after the third day of class in a regular semester or after the first day of class during the summer session, except in special situations and with the authorization of the Chancellor of the University of Puerto Rico at Humacao.

New students are required to present their registration permit, evidence of compliance with the requirements of Health Services and the Admission Certificate signed and sealed by their high school principal. They must also complete all the required registration forms. All course programs must be approved by the student's academic advisor, with the authorization of the department chairperson, and by the Registrar of the University of Puerto Rico at Humacao. Registration will be official after the student has paid all registration fees and regular and special fees at the Bursar's Office or in a banking institution authorized by the University of Puerto Rico.

Enrollment of students who do not complete the registration process according to the published schedule will be canceled and they must file for readmission. In the case of incoming students, admission to UPRH will be canceled. A new application for admission must be filed no later than the date set by the Admissions Office for this purpose. Transfer students will have their admission canceled and they must file a new application to University of Puerto Rico at Humacao for the corresponding semester.

Students can make changes to their course schedule prior to payment of registration fees. The authorization of the student's academic advisor or department chairperson, and the Registrar must be obtained prior to making any changes.

Classification of Students
University of Puerto Rico at Humacao students are classified according to the following categories:

Regular Students - Those who have fulfilled the entrance requirements to the College, are candidates toward a degree, have been admitted to the corresponding academic program and carry a minimum semester course load of twelve (12) credit hours.

Part-time Students - Those who have fulfilled the entrance requirements to the University, are candidates toward a degree, have been admitted to the corresponding academic program and carry a semester course load of less than twelve (12) credit hours.

Transient Students - Those who have been authorized by other universities or units of the UPR System to attend classes at UPRH during a specific academic session and earn course credit for their work.

Auditor Students - Those who, regardless of whether or not they fulfill the requirements for admission to an academic program, are not interested in obtaining a diploma or certificate. These students can attend classes with the authorization of the department chairperson or the course instructor after completing the registration process for auditor students and paying the corresponding fees. Auditor students will not earn credit for the work completed in the courses, nor will their academic work be evaluated by the instructor.

Honor Students - Those who maintain an outstanding grade point average and meet the eligibility requirements of the University of Puerto Rico's Academic Honors Program.

Academic Year
Regular Academic Year - The academic year consists of two semesters and the summer session. The first semester runs from August to December and the second semester from January to May. Semesters begin and end according to dates published in the academic calendar.

The course program for a regular student consists of the courses indicated in his/her study plan for the year, as authorized by the corresponding organisms. A student may carry a maximum course load of eighteen (18) credits. This course load can increase or decrease with the authorization of the student's academic advisor or the department chairperson.

Honor students or those who are candidates for graduation during a particular semester may carry a maximum course load of 21 credits, with the recommendation of their academic advisor and the authorization of the department chairperson. Occupational Therapy students may carry a maximum course load of twenty (20) credits per semester.

Summer Session - Students may carry a maximum course load of two courses or eight (8) credits per summer session, whichever is higher, at the University of Puerto Rico at Humacao or with a Special Authorization, at another unit of the UPR System or at a private university institution accredited by Council on Higher Education.

The course program for the summer session will be authorized by the student's academic advisor or department chairperson and the Registrar's Office.

Course work completed with prior Special Authorization at private institutions will be accredited only when a grade of “C” or more has been earned; a “P” for ‘approved’ will be entered into the academic record.

Withdrawal
Partial Withdrawal - A student may withdraw from individual courses at any time during the term, but before the deadline established in the Academic Calendar, after notifying the course instructor and his/her academic advisor. The student must file a request for partial withdrawal at the Registrar's Office.

Students will not earn a grade or any credit for the work completed in a course from which he/she withdraws. The Registrar will enter a “W” in the student's academic record for all courses dropped prior to the deadline established in the academic calendar.

Students are advised that Federal regulations require faculty to inform the last day of attendance in each course.

Complete Withdrawal - A student may completely withdraw from the University of Puerto Rico at Humacao at any time prior to and including the last day of class. He/she must obtain the authorization of the officers indicated in the form used for total withdrawals. Students must file their request for total withdrawal in person or through a duly authorized representative, at the Registrar's Office. The Registrar will enter a “W” for all courses in the student's course program for the semester.

Students are advised that Federal regulations require faculty to inform the last day of attendance in each course.

Grading System
Unit of Instruction - In general, one credit comprises one hour of lecture-discussion. One hour of academic work is equivalent to a 50-minute period. A semester comprises a minimum of fifteen weeks of instruction, exclusive of final examinations.

Grades - The grading system at UPRH is the following: A, excellent; B, good; C, satisfactory; D, approved but deficient; F, failed; P, passed, but not considered in calculating the grade point average; NP, not
The date scheduled for a final examination will not be changed without the authorization of the department chairperson and the Registrar.

Absences from Examinations - Students are required to attend all examinations. If a student is absent from a duly scheduled examination, he/she will receive a grade of zero or “F” in the examination assigned. The professor may schedule a make-up examination if the student presents a justification acceptable to the professor.

Academic Progress

In order to be eligible for participation in financial aid programs, students must comply with the rules for academic progress. Students must earn a minimum of 24 credits per academic year in required courses for their curriculum. The Federal Pell Grant Program will pay enrollment fees only for required and elective courses contained in the curriculum of the student's academic program.

Retention Standards

Minimum General Requirements - A minimum retention index is based on the number of course credits earned by the student (see Table I). Students who meet the required minimum grade point average at the end of the academic year may continue their studies the following semester.

Suspension - Students who at the end of two consecutive semesters do not meet the required retention index, will be notified in writing of their suspension, if applicable. The suspension will be effective at the beginning of the semester following the one in which the student's grade point average was lower than the corresponding retention index. When the accumulated index is lower than the index required to be eligible for probation (see Table II), the suspension will be automatic and effective the following semester. The suspension period will cover twelve consecutive months.

Probation - When the accumulated index is lower than the retention index but higher than or equal to the index required to be eligible for probation (see Table II), the student may be granted probation status.

Graduation Requirements

The University of Puerto Rico reserves the right to make changes in the different curricula and degree requirements. A student is entitled to be graduated under the curriculum requirements in effect at the time of his or her admission to the program. However, students who fail to fulfill the graduation requirements within the time frame assigned to their corresponding curriculum, and students who re-enroll after a period of absence, will graduate under the requirements in effect at the time of readmission. If the changes in curricula are of benefit to the student, they will be considered in order to help him/her meet graduation requirements.

To earn a degree, students must meet the following general requirements:

1. Student must be classified in the program from which he/she expect to graduate.
2. Student must have a graduation index of at least 2.00.
3. Student must have passed all courses in his/her major with a minimum grade point average of 2.00.
4. Student with an index from 3.20 to 3.49 will graduate with honors ("Cum Laude"); those who achieve a graduation index from 3.50 to 3.89 will graduate with high honors ("Magnae Cum Laude"); and those who complete their studies with an index from 3.90 to 4.00 will graduate with the highest honors ("Summa Cum Laude").
5. Student must have taken the final 30 credits for a degree at the UPRH. In exceptional cases, this requirement may be waived by way of a decision issued by a committee composed of the Chancellor, the Dean for Academic Affairs, the student's department chairperson, and the Registrar.
6. Student must have filed an application for graduation at the
### University of Puerto Rico at Humacao

**Academic Regulations**

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**Fees**

**Tuition**

For U.S.A. citizens and permanent residents of Puerto Rico:

- $30 per credit for students enrolled in two-year programs plus applicable regular or special fees.
- $30 per credit for students enrolled in undergraduate associate degree, bachelor's degree or transfer programs, plus applicable fees.
- $30 per credit for part time and transient students attending undergraduate courses, plus applicable fees.

For U.S.A. citizens non-residents of Puerto Rico:

- $2,400 annually for students enrolled in undergraduate programs, plus applicable regular and special fees.

Auditors

- $25 per undergraduate course plus $10 construction fee each academic semester.

**Regular Fees**

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<td>Late admission fee</td>
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<tr>
<td>Construction fee (per registration period)</td>
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<tr>
<td>Annual Basic Medical Insurance</td>
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<td>Annual Basic Medical Insurance including pharmacy</td>
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* Fees may vary depending on the annual contract with insurance companies.

**Special Fees**

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<td>Laboratory fees (per laboratory course up to a maximum of $100.00)</td>
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<tr>
<td>Graduation fee</td>
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**Date for payment of tuition**

All general student fees for each semester will be paid in advance on the corresponding registration day.

**Deferred payment of registrations fees**

The Dean for Student Affairs is authorized to grant an extension of time for payment of registration fees in exceptional cases. The student must apply for deferred payment of fees prior to the registration day. On registration day, those students to whom deferred payment of fees are granted must pay at least 33% of the total fees, plus the applicable regular and special fees. The balance must be paid on or before the date set for this purpose in the academic calendar.

Students who fail to pay in full their registration fees on the day indicated in the academic calendar will receive no credit for their work, nor will the Registrar release any transcript or other official documents until all outstanding fees and charges have been paid.

All fees must be paid in United States currency, or by certified check or money order made out for the exact amount to the University of Puerto Rico. UPRH accepts ATM cards, VISA, and Master Card.

**Tuition Exemption**

**Honors Registration Exemption**

Honors registration is granted only to undergraduate students registered in a full-time program (12 credits or more) and is effective during the academic year for which it is granted and the following summer session.

The following students are eligible for honors registration and will be granted exemption from the payment of tuition fees. These students will pay only regular and special fees, as applicable:

1. Students who have completed their previous two semesters of studies with full programs and a minimum GPA of 3.50, and rank in the top 5% of their class.

2. Students who are readmitted after having interrupted their studies for one semester or more, have a GPA of 3.5 or higher, rank in the top 5% of their class, and have completed a minimum of 12 credit hours in each of their last two previous semesters at the institution.

**Reimbursements**

Students who drop out of the University of Puerto Rico at Humacao within the first two weeks of any semester or the first week of time for payment of registration fees in exceptional cases. The student must apply for deferred payment of fees prior to the registration day. On registration day, those students to whom deferred payment of fees are granted must pay at least 33% of the total fees, plus the applicable regular and special fees. The balance must be paid on or before the date set for this purpose in the academic calendar.
of the summer session will be entitled to a 50% refund of tuition fees. The request for reimbursement must be filed at the Bursar's Office.
Table I
Table for Calculating The Retention Index*

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Example: If a student has 97 credits accumulated, the number 90 of the vertical column and the #7 of the above horizontal column are selected; therefore, his/her retention index is 1.87.

*Approved by the Academic Board on September 25, 1980; Certification No. 1980-81-2.

Table II
Table For Calculating Index for Eligibility for Probation Status*

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