

**Polytechnic University of Puerto Rico  
Graduate School**

**NORMS AND PROCEDURES FOR THE EVALUATION OF STUDENT ACADEMIC PROGRESS AT THE  
GRADUATE LEVEL**

**Purpose**

This document includes the norms and procedures of student academic progress at the graduate level. The purpose of these norms and procedures is to define the parameters to be used in the retention, probation, suspension, and academic dismissal of students. They establish the mechanisms to be followed in the evaluation of student academic progress. These norms and procedures apply to every student admitted or readmitted to pursue graduate studies.

**Norms and Procedures**

The PUPR requires that all graduate students demonstrate academic progress through the general average.

**A. Definitions**

1. Attempted Credit-Hours- Credit-hours the student has registered at PUPR, and in which he/she has obtained I, A, B, C, D, F or W, including all repetitions.
2. Transferred Credit-Hours -Credit-hours taken at other accredited institutions, which the student has passed with A, B, or C grades, and that are accepted by the Department Director or the corresponding Dean, in accordance with PUPR policy.
3. Passed Credit - hours Attempted credit-hours taken at PUPR in which A, B, C, or D grades are obtained, except in those specific cases defined by the departments.
4. Grade Point Average - The measure of academic merit achieved by the student; it is calculated by dividing the total accumulated honor points by the number of credit-hours in which the student has received final grades, including outstanding F's.
5. Repeated Courses - is a practice under which the student is allowed to repeat courses. In accordance with this authority, the highest grade is the only grade considered for the overall average. Repeated courses will be considered in the quantitative and the qualitative.
6. Suspension for Academic Deficiency - separation of the student from UPPR for academic reasons which takes into consideration the qualitative element, and the time on probation.
7. Academic Year and Term- Academic year consists of three consecutive academic periods called terms from August 1 to July 31 of the following year. The Summer academic period is optional and the grades will be added to the previous academic period of study.

**B. Norms of Academic Progress to be followed by the Registrar Office for the evaluation of students**

**1. Retention Index**

The institution adopts the required index as presented in Table A, in accordance with the number of credits completed and transferred credits. (The student must have a general grade point average of 3.00 or more, both concentration courses and general average, for the granting of the degree).

**Table A  
Retention Index**

Transfer Credit-hours (1)	Credit-hours Passed at PUPR (2)	Total Credit-hours Accumulated at PUPR	Minimum Grade Point Average
		0-9	2.50
		10-18	2.80
		19 or more	3.00

## **2. Probation and Suspension**

- 2.1 All students whose academic progress does not comply with part II, paragraph B.1, will enter a period of probation (P1) which shall not exceed one academic year.
- 2.2 If the student does not surpass the probation (P1) and fails to comply with the qualitative element, the student will be suspended (S1) for a term of one year. At the end of the period of suspension, the student should request readmission if he/she wants to continue his/her studies. When readmitted, the student will enter a probation (P2) status for one academic year. If fails probation (P2), and does not comply with the general average, the student will be expelled from the Institution without the right to appeal.

## **3. Incomplete Grades**

If the professor gives an incomplete in a course, the student must complete the requirements thereof within the date indicated in the next academic term. The professor should remove the incomplete within the date set in the academic calendar. If the incomplete is not removed at the established date, it becomes the final grade linked to the incomplete grade. These incomplete grades are considered in the calculation of the qualitative measure.

## **C. Procedure**

The academic progress of all eligible students not receiving financial aid will be measured in the following way:

1. The qualitative part shall be verified once a year during the summer period. The retention rate refers to the general average that the student must accumulate in comparison with the total number of credits accumulated according to Table A (qualitative part). The general average will be calculated using only the credits approved in the UPPR. In this calculation, all courses in which the student is enrolled and that belong to his/her degree at the Graduate School until the last period of study will be considered. The condition of the student shall be determined using the following procedure:
  - a. When the cumulative index is less than the established in table A, probation (P1) shall be granted for a period of one academic year. The Registrar's Office will notify such probation (P1) to the student in a certified letter. At the same time, it shall notify the academic Department for the corresponding follow-up.
  - b. at the end of the period of probation (P1), The student must achieve an academic index equal to or greater than that provided in Table A,
    - b.1 During the period of probation (P1) the student will be responsible for preparing its own program of study with the advice and help of his Mentor or academic Director, repeating, firstly, all courses taken which have rating "C", "D", "F" or "WF".
    - b.2 If the student requests a total withdraw or leaves the University during his period of probation (P1), it will be located on probation when he returns, in the event that he/she returns.
      - a. If after completing one year of probation (P1) the student does not comply with the conditions laid down in paragraph 2 and does not surpass the academic deficiencies, will be suspended (S1) for one academic year. The Office of the Registrar will notify the suspension in a certified letter. At the end of the period of suspension, if the student wants to continue studying, he/she shall request readmission. When readmitted, he/she will enter probation (P2) for one academic year. If it fails probation (P2) the student will be expelled from the institution. The student will be expelled from the institution without right to appeal.
      - b. Any student who is suspended for academic deficiency will need to remain separated academically from the UPPR for one academic year before qualifying for readmission, and courses taken at another institution will not be transferred.

## **D. RIGHT TO APPEAL**

The student may appeal this decision under the following conditions:

- a. Any student who considers that a mistake has been made in the application of these policies and procedures used to evaluate academic progress may send a written request for reconsideration to the Academic Achievement Committee within ten (10) working days after notification of the decision.
- b. The request for reconsideration should state clearly the mistake he/she understands has been made, give a brief statement of facts, state and justify the basis for the requested change or restitution.
- c. Each request for reconsideration must be submitted to the Registrar's Office.
- d. Presentations before the Academic Achievement Committee by persons who are not members of the Committee will be permitted in special cases. The Committee's decision will be final.

**Effective Date**

These rules and regulations are in effect since August 1, 2012. Any student affected by norms and procedures eliminated by these new rules and regulations may apply for reconsideration of his/her case.