



BOARD OF TRUSTEES  
UNIVERSITY OF PUERTO RICO

CERTIFICATION NUMBER 25  
2003-2004

I, Gloria Butrón Castelli, Secretary of the Board of Trustees of the University of Puerto Rico, DO HEREBY CERTIFY THAT:

The Board of Trustees, in its regular meeting held on Saturday, September 27, 2003, having considered the recommendation of its Committee on Academic Affairs, approved the following:

**Whereas: On June 21, 2003, the Board of Trustees proposed the approval of new Admission Policies & Procedures to the University of Puerto Rico for High School Students; and**

**Whereas: In accordance with the Uniform Administrative Procedures Act of Puerto Rico, Act Num. 170 of August 12, 1988, as amended, the Board published, on July 24, 2003, a notice in a Puerto Rican general circulation newspaper about the proposed act and gave the opportunity to submit written commentary for a period no shorter than thirty (30) days, starting on the date of the notice's publication; and**

**Whereas: The Board of Trustees took into consideration the only two (2) written commentaries that were submitted regarding the referenced Regulations before determining definitively its adoption; and**

**Whereas: The Board took into consideration, in addition to the aforementioned commentaries, their experience, technical expertise, specialized knowledge, discretion and judgment, when determining with respect to the definitive provisions of said Regulation; and**

**Whereas: Considering the aforementioned, the Board of Trustees resolved to:**

- 1. Approve the new Admission Policies and Procedures to the University of Puerto Rico for High School Students, as provided in the document that is incorporated and forms an integral part of this certification;**



2. **Determine that the aforementioned, adopted Admission Policies and Procedures be presented for their filing in the Department of State of the Commonwealth of Puerto Rico in accordance with the aforementioned Uniform Administrative Procedures Act;**
3. **Decree that these Admission Policies and Procedures come into effect thirty (30) days after their filing in the Department of State and apply beginning with the admissions period corresponding to the 2004-2005 academic year.**
4. **Decree that, in addition, Certifications Numbers 116 (1978-79), 103 (1979-80), 15 (1994-95), and any other certifications, policies, or procedures which dispute the aforementioned Admission Policies and Procedures be repealed.**

IN WITNESS WHEREOF, issued under the seal of the University of Puerto

Rico, in San Juan, Puerto Rico, this 27th day of September 2003.



Gloria Butrón Castellí  
Secretary



**ADMISSION POLICIES AND PROCEDURES  
TO THE  
UNIVERSITY OF PUERTO RICO  
FOR HIGH SCHOOL STUDENTS**

*Approved by the Board of Trustees,  
Certification Num. 25 (2003-2004)*

The University of Puerto Rico ensures, as part of its mission, the best possible education for its admitted students. To this end, the University must constantly evaluate its admission criteria to identify, among the applicants, those that possess the potential to take on the educational and academic rigor that is entailed upon studying in a quality institution of higher education.

The University's admission policy was developed precisely with the purpose of predicting said potential, in accordance with the demands of the diverse academic offerings of the institution. Furthermore, this admission policy guarantees – to applicants, their parents, and to the country – that the University of Puerto Rico utilizes formal and equitable criteria and procedures for admission.

In this document, elements related to admission criteria and procedures have been gathered that were previously dispersed among various certifications; namely, admission requirements, the General Admission Index formula, the standards and procedures for admission based on ability, talent or exceptional circumstances, and deferred admission. The changes that the document proposes respond to institutional experiences and evaluation processes and serve to hone the capacity of the University to identify the students that could optimally benefit from its academic offerings.

1. REQUIREMENTS FOR ADMISSION ON THE BASIS OF ACADEMIC POTENTIAL
  - A. Requirements for admission to the University of Puerto Rico on the basis of academic potential are as follows:
    - A. Having completed the requirements for graduation from a public or private high school licensed for operation as required by the corresponding jurisdiction or having passed the High School Equivalency Test of the Department of Education of the Commonwealth of Puerto Rico;
    - 2) Having taken the required entrance exam; and
    - 3) Meeting the General Admission Index established by the program of study.
2. GENERAL ADMISSION INDEX

For the purposes of this Certification, the General Admission Index will be calculated based on the normalized and standardized values of the high school grade point average, the verbal, and mathematical reasoning scores for the entrance exam, assigning them a weight of 50%, 25%, and 25% respectively.

3. **ADMISSION ON THE BASIS OF ABILITY, TALENT, OR EXCEPTIONAL CIRCUMSTANCES**
  - A. The University of Puerto Rico authorizes the admission of a limited number of students based on consideration of their abilities, talents, or exceptional circumstances. The requirements of admission on this basis are as follows:
    - 1) Having completed the requirements for high school graduation with a grade point average of at least 2.00 or having passed the High School Equivalency Test of the Department of Education of the Commonwealth of Puerto Rico;
    - 2) Having taken the required entrance exam;
    - 3) Having indicated on their one-time admission application to the University of Puerto Rico that they possess abilities, talents, or special circumstances; and
    - 4) Having a General Admission Index of no less than twenty (20) points from the Admission Index of the campus' program of study to which the student is being considered for admission.
  - B. Each campus shall establish the abilities and talents that will be considered based on their similarity to those of its academic programs, course offerings, co-curricular activities, and the support services available that promote the nurturing of these abilities and talents and that adequately address exceptional circumstances. The total number of students admitted to each campus under these categories will be subject to the spaces available within the academic program's capacity for this type of admission, set forth in the annual academic planning, and will not exceed 2.2% of the total students admitted to the campus.
  - C. Annually, the Office of Admissions of the Vice Presidency of Academic Affairs will send each campus a list of students who meet the requirements to be considered for admission under these categories. Only the students appearing on said list can be considered for admission.
  - D. Once the admission process has been concluded, the Offices of Admissions will send a report to the Office of Admissions of the Vice Presidency of Academic Affairs that includes a roster of the students admitted on this basis indicating the ability, talent, or exceptional circumstance, the academic program to which they were admitted, and the co-curricular activities or available services according to the indicated category.

- E. Annually, the campuses' Offices of the Registrar will produce a report to the Office of Admissions of the Vice Presidency of Academic Affairs about the retention and academic progress of the students admitted the previous year on the basis of ability, talent, or exceptional circumstances in comparison to the student admitted on the basis of academic potential, to provide the necessary elements for the continuous evaluation of the guidelines in this provision and issue the appropriate recommendations.

#### 4. DEFERRED ADMISSION

- A. The campuses will have the discretion to offer deferred admission, as an exception, to talented undergraduate students that, having been admitted to the University of Puerto Rico, have been presented with opportunities to have non-university, post-secondary educational experiences outside of Puerto Rico, the time period of which coincides with their first year of study at the University. Once granted, deferred admission will only be valid for admission to the following academic year.
- B. Undergraduate students will be able to apply for deferred admission by submitting a letter addressed to the campus' Office of Admissions in which they justify the academic value of the petition.
  - 1) Any requests for deferred admission must be presented as soon as the student receives notification of their acceptance to the University of Puerto Rico.

#### 5. PROHIBITED DISCRIMINATION

The University of Puerto Rico does not discriminate on the basis of race, color, sex, gender, sexual orientation, age, national origin, social status, impediment, physical, mental, or sensory disability, institution of origin, nor political or religious ideology.

#### 6. PROCEDURES

The President of the University of Puerto Rico will establish and enact normative provisions and the necessary procedures, or will amend those currently in force, in order to institute and apply uniformly the provisions set out by this Certificate; resolving, however, that the Chancellors be able to issue administrative guidelines to implement on their campus as set out in this Certification, provided that they do not violate what the normative provisions have set out nor the procedures issued by the President of the University.

#### 7. AMENDMENTS

The provisions of these admission policies and procedures may be amended from time to time by the Board of Trustees, by recommendation of the President of the University of Puerto Rico.

8. VALIDITY AND REPEAL

- A. These Policies and Procedures will take effect thirty (30) days after their filing in the Department of State and will apply beginning with the admission period corresponding to the academic year 2004-2005.
- B. Beginning on the aforementioned effective date, the following Certifications will be repealed: Num. 116 (1978-79), 103 (1979-80), 15 (1994-95), and any other certification, policy, or procedure which disputes the present Admission Policies and Procedures.