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Academic Policy



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SCHOOL OF LAW

Administered by the Manual of the Faculty of the School of Law, which is corresponding to the Manual of the Senate of the Pontifical Catholic University of Puerto Rico. Hence, everything that is not regulated in the Manual of the Law School will be administered by the Academic Faculty Manual of the University.

The faculty and administration of the Law School determine their own programs and regulations in agreement and subject to the approval of the Board of Trustees, the President, the University Board, and the University Senate.

ACADEMIC COMPETENCIES

1. Show respect for the doctrines, ideas, and rules of the Catholic Church.
2. Correctly apply the fundamental concepts of substantive and procedural law in conflict resolution, observing the principles of ethics, respecting moral values and the dignity of the person.
3. Integrate legal research skills with oral and written communication skills.
4. Demonstrate mastery of legal research, analysis and writing skills, through the efficient use of technology and other available resources, for the creation and development of coherent arguments.
5. Will perform the legal profession competently, showing respect for the different factors in legal processes and the legal system.
6. Demonstrate mastery of practical litigation skills and alternative dispute resolution methods.

ACCREDITING AGENCY (AMERICAN BAR ASSOCIATION-ABA)

The School of Law, established in 1961, received provisional approval from the American Bar Association, agency that accredits Law Schools in the United States, in 1967 and a full approval on August 17, 1972. Since then Law the School of the PUCPR is part of that distinguished community of educational institutions.

According to standard XXX of the ABA, the faculty and administration of the Law School determine their own programs and regulations subject to the approval of the Board of Trustees, the President, the University Board and the University Senate, all in accordance.

JURIS DOCTOR

The Juris Doctor degree is awarded to students who have passed a minimum of 94 credits required for the Juris Doctor degree in the Law School, with a minimum index of 2.00 general average. The 94 credits include 76 credits in required courses and 18 credits in electives for full-time students (day session). For part-time students in the evening session, 74 credits are required

in required courses and 20 credits in elective courses. As part of the elective courses, in both sessions, the student must pass a seminar by writing a monograph. The purpose of this standard is to provide for the development of research and writing skills among students.

Full-time students may enroll in a maximum number of 16 credits per semester and a minimum of 10 credits. Part-time students can enroll in a maximum number of 12 credits per semester and a minimum of 8 credits and may request permission from the Dean to take up to 13 credits in their last semester. During the Summer Session the maximum number of credits a student can take is seven (7) credits in our School.

According to the standard 311 (b) of the American Bar Association (ABA) and approved by the School's faculty the student has a maximum of 84 months to complete the Juris Doctor. The Dean will make the final decision regarding the total number of credits that a student may take, taking into consideration the academic circumstances that concur in each case. This exception does not apply to first-year students, from both sessions, who will have a study program determined by the Law School.

Students who for any reason have been involuntarily withdrawn from another Law School are not eligible to be admitted at the Pontifical Catholic University of Puerto Rico Law School. Failure to report enrollment in another Law School will be sufficient cause to immediately withdraw the student.

At the discretion of the Law School, the Juris Doctor degree may be conferred with the honors listed below to those graduates who have satisfactorily completed all requirements and who have achieved the following overall averages:

CUM LAUDE	3.30-3.49
MAGNA CUM LAUDE	3.50-3.79
SUMMA CUM LAUDE	3.80-4.00

The Law School reserves the right to change admission requirements, study programs, graduation requirements, degrees, and other regulations that affect students. Such rules will apply to both new and old students, prior notice to that effect and will govern from the date that the Law School so determines.

JURIS DOCTOR PROGRAM*Full-time curricular sequence*

<i>First Year</i>		
Course	Title	Credits
101	Introduction to Law	3
103	Property Law	4
104	Family Law	4
105	Torts	4
107	Penal Law	4
109	Constitutional Law	4
125	Foundations of Research, Analysis and Writing	3
205	Legal Ethics & Professional Responsibility	2
633	Theology Dignity of the Human Being	-
634	Sacramental Theology: Marriage and Family	-
<i>Second Year</i>		
106	Theory of Obligation	4
108	Criminal Procedure I	3
126	Research, Analysis and Intermediate Writing	2
180	Criminal Procedure II	2
201	Special Contracts	4
202	Civil Procedure	4
204	Evidence	4
206	Succession Rights	4
<i>Third Year</i>		
208	Administrative Law	3
301	Legal Aid Clinic I	3
302	Legal Aid Clinic II	3
304	Mrtgage Reg of Property	3
309	Federal Jurisdiction	2
310	Special Legal Procedures	2
349	Appeal Process	3
356	Workshop Bar Exam	2

- 76 course requisites
- 18 elective course credits

Total: 94 credits

Part-time curricular sequence

<i>First Year</i>		
Course	Title	Credits
101	Introduction to Law	3
103	Property Law	4
104	Family Law	4
109	Constitutional Law	4
125	Foundations of Research, Analysis and Writing	3
205	Ethics and Responsibility of the Legal Profession	2
633	Dignity of the Human Being	-
634	Sacramental Theology: Marriage and Family	-
<i>Second Year</i>		
107	Penal Law	4
105	Torts	4
108	Civil Procedures I	3
126	Research, Analysis and Intermediate Writing	2
202	Civil Procedure	4
<i>Third Year</i>		
106	Theory of Obligation	4
180	Criminal Procedure II	2
201	Special Contracts	4
204	Evidence	4
206	Succession and Donations	4
310	Special Legal Procedures	3
<i>Fourth Year</i>		
208	Administrative Law	3
301	Legal Aid Clinic I	3
305	Moot Court I	2
302	Legal Aid Clinic II	3
306	Moot Court II	2
304	Mortgage Reg of Property	3
309	Federal Jurisdiction	2
349	Appeal Process	3
356	Workshop Bar	2

- 74 course requisites
- 20 elective course credits

Total: 94 credits

PRE-REQUISITES

# Course	Core Courses	Course Number	Prerequisites
301 302	Legal Aid Clinic I Legal Aid Clinic II	108 202 204 205	62 credits approved, including: Criminal Law, Criminal Procedure I and II, Civil Procedure, Legal Ethics & Professional Responsibility
305 306	Court Practice I Court Practice II	108 180 202 204 205	Be at fourth year at night and have passed: Criminal Procedure I and II, Civil Procedure, Legal Ethics & Professional Responsibility
108	Criminal Procedure I	107	Criminal Law
126	Research, Analysis and Intermediate Writing	125	Foundations of Research, Analysis and Writing
180	Criminal Procedure II	108	Criminal Procedure I
201	Special Contracts	106	Theory of Obligation
204	Evidence	108	Criminal Procedure I and Criminal Procedure II
206	Succession and Donations	103 104 106	Property Law Family Law Theory of Obligation
208	Administrative Law	109	Constitutional Law
304	Mortgage Law	103 201 206	Property Law Special Contracts Succession and Donations
310	Succession and Donations	202	Civil Procedure
349	Appeal Process	202 108 180	Civil Procedure Criminal Procedure I Criminal Procedure II
356	Workshop Bar	-	Be a candidate for graduation

CREDIT-HOUR ALLOCATION POLICY

According to the Graduate Catalog (2019-2022):

“PCUPR uses acceptable and consistent methods for the allocation of credit hours in all its courses and study programs, regardless of the teaching-learning form or modality. The number of credit hours assigned to courses complies with the federal credit hour assignment regulation of the Office of Postsecondary Education of the US Department of Education.

The Institution defines hours per credit as:

Normally, one credit is granted for every fifteen (15) hours of class, one credit for every three hours of laboratory and one credit for every three hours of practice or field placement”. (p. 89)

For this purpose, the class schedule at the Law School is calculated by interpreting one hour as 55 minutes. Which produces 15 contact hours per credit for courses that include direct instruction in the classroom. In the case of the Legal Assistance Clinic and field placements, one credit is equivalent to 45 contact hours.

LEGAL AID CLINIC

For the Clinic Course, students are required to have approved 62 credits, among them: Criminal Law, Evidence Law, Criminal Procedure I and II, Civil Procedure, Legal Ethics & Professional Responsibility.

The Clinic Course is divided into two programs: Internal Program and External Program. The Internal Program has a day and a night session. Students practice a semester in the civil area and a semester in the criminal area, and if they qualify, an external semester and another internal semester.

The External Program is divided: (1) Legal and Administrative Officers in the Supreme Court, Appeals Court, Court of First Instance, Federal Court and the Department of Consumer Affairs and (2) Litigation in the Society for Legal Assistance, the Puerto Rico Legal Services Corporation, Department of Justice and Lawyers in private practice. In addition, practice centers may be added or removed from the External Program. In order to participate in the External Program, the student must have a general average of 3.50 or more. Students will be under the direct supervision of the lawyer assigned in their workplace and under the direct supervision of the Director of the Clinic.

ENROLLMENT PROCESS

No student may attend the classroom without having their registration processed and validated through the Registrar's Office, the Treasury Office, and/or Acceso Pionero portal during payment week. Students who attend any class without having processed their registration in the indicated way will NOT have the right to have their registration recognized.

EXAM SCHEDULES

Each student will be responsible for verifying that none of their exams conflict in schedule. Teachers may not offer make-up exams based on exam schedule conflict.

CHANGE OF CLASS

Students who add, change, or drop classes must obey to the deadlines and other applicable instructions. Incomplete or incorrectly carried out procedures may mean in the non-recognition of the procedures.

SESSION CHANGES

A student may change from one session to another with the permission of the Dean. If the student shows that there is a just cause for the change, permission may be granted, provided that the student has a good academic average, subject to the rules of the Law School and depending on the number of credits the student has approved up to that point. The change of session may be processed on the dates indicated by the Registrar's Office.

FULL AND PART-TIME STUDENTS

A student with full assignment under the attendance rules for graduation is one who is substantially devoted to the study of law. Full-time students must enroll in a program with a minimum of 10-day credits. A part-time student with or (evening session) must enroll in a program with a minimum of 8-night credits.

CLASS ATTENDANCE

Students with 15% unexcused absences or 20% excused absences will be administratively dropped. Teachers will use appropriate methods to check class attendance.

The withdrawal for not attending WU classes is processed as long as the student is absent from their classes for two consecutive weeks. It is the teacher's responsibility to submit to the Dean the names of the students for WU withdrawal.

GRADES

All exams will be graded on a numerical basis. Final grades will be expressed in the form of a letter that is equivalent to the following numerical scale:

HONOR POINTS		
A	90 -100	4.0
B+	85 - 89	3.5
B	80 - 84	3.0
C+	75 - 79	2.5
C	70 - 74	2.0
D	65 - 69	1.0
F	0 - 64	0.0

Other notes used in the evaluation system include:

EVALUATION	MEANING
P	PASS
NP	Not Approved
W	Voluntary Withdrawal
W1	Discharge for Military Service
W2	Withdrawal for Health Motives
W3	Administrative Withdrawal
W4	Withdrawal for Misconduct
W5	Casualty Withdrawal
W7	Withdrawal due to Work Problems
W9	Transfer to another Institution
WU	Withdrawal for not Attending Classes
I	Incomplete
E	Extension
AU	Listener

"W"

An annotation of "W" refers to Voluntary Withdrawal from a course after the end of the period of changes, but no later than the date indicated in the academic calendar to withdraw with "W". After the specified date, no cancellations will be processed. The student should look for the Professor's signature and the date of the last day of attendance at the course on the withdrawal slip. If the first time the student takes the course a voluntarily withdraws it will not count as an attempt of the class.

Incomplete (I)

The grade of Incomplete (I) is awarded for absence, for justified cause, to the final exam. Incomplete will not be given for partial evaluations not taken. Any student who receives a grade of "Incomplete" must remove it on dates specified by the Registrar's Office. The student has one semester to remove said incomplete. If it is not removed in the required time, it will become "F" or the alternate grade awarded by the teacher at the time of assigning the incomplete.

Professors who give an Incomplete must be available to correct the final evaluation and remove the Incomplete immediately after the evaluation has been administered. When sending the same Incomplete, the professor must include with it the numerical average and the grade that the student would have if they did not meet the missing requirement: for example, I (72 C) - this grade is the average of the student including a ZERO for the final assessment they did not take. The student must pay the established fee of \$ 50.00 to remove an "I".

Extension

The grade of "Extension" (E) is awarded in Law School, only in certain courses. There are institutional norms, as well as a procedure, to grant this qualification or to remove it.

Listener “AU”

An “AU” is awarded at Law School, only to students who take courses as a listener. It does not carry Academic Credit or final grade. The student needs prior authorization from the Dean and the payment of the corresponding fees. The student will be responsible for the payment of 50% of the cost of the credits.

Partial Withdrawal

The student has the right to withdraw from their academic session at the Law School at any time from the beginning of the semester or summer until the deadline set in the Academic Calendar of the corresponding year. Every student must approve each semester, at least fifty percent (50%) of the credits in which they were enrolled. The student must look for the Professor's signature and the date of the last day of attendance at the course on the withdrawal slip.

Total Withdrawal

A student may withdraw from Law School altogether until the last day of class. To do this, the student must obtain the authorization of the Dean. Upon total withdrawal, a "W" will be recorded in all subjects in the semester's study program. The student should look for the teacher's signature and the date of the last day of attendance at the course on the withdrawal slip.

Attempted Credits: are the total of enrolled credits that appear in the student's record and in which they obtain any of the grades of A, B +, B, C +, C, D, F, P, NP, W, E, I. It does not include courses dropped before or during the refund period, as they are not recorded in the record.

Approved Credits: are the credits in which the student obtained grades of A, B +, B, C +, C, even when the grade is not accepted to meet the program requirements. Courses with "D", "F", "I", "E" are considered as not approved.

Transferred Credits: credits corresponding to courses taken at another institution and approved with a minimum grade of "C" that the Dean considers to be equivalent or may substitute requirements of the student's curriculum at the Law School. These courses are credited without a grade, are not included in the determination of Academic Index, but are taken into consideration to complete the degree.

Accumulated Completed Credits: number of credits in which the student obtains the grades of A, B +, B, C +, C, D and F. For repeated courses, the best of the obtained grades is taken into consideration

Academic Index: measure of the student's academic achievement. It is calculated by dividing the total honor points by the number of accumulated completed credits.

AUTHORIZATION TO TAKE COURSES AT ANOTHER LAW SCHOOL

The student must complete an application to take courses at another University and bring the description of the course to be taken. The Dean's authorization is required to study at any other

University accredited by the American Bar Association. Authorization will only be given to take elective courses at another University. It is the student's responsibility that the courses to be offered and the Academic Program of the other school does not conflict with ours. A maximum of (4) credits will be accepted in summer or anything the Dean approves. Only those courses in which they have obtained at least a grade of "C" or more will be validated.

They will be credited only under a scale of "approved". It is the student's obligation to send us an official transcript with the grades obtained as soon as possible.

VALIDATION OF COURSES FROM OTHER LAW SCHOOLS IN THE UNITED STATES AND PUERTO RICO

Credits taken in other Law Schools may be validated at the discretion of the Curriculum Committee. Courses that are equivalent to more than 1 year (30 credits) will not be validated. For a course to be considered for validation, there must be a course with a similar content and awarded the same or greater credit-hour in our Academic Program, but only the number of credits assigned to this course in this Law School will be validated.

COURSES VALIDATION OF FOREIGN UNIVERSITIES

Students interested in taking courses at a Foreign University must complete the necessary procedures through the services of the Credit Validation Agency, Educational Credentials Evaluation, PO BOX 92976 Milwaukee, WI 53202-0970 or call 414-289-3400.

Credits taken in other foreign law schools may be validated at the discretion of the Curriculum Committee. Courses that are equivalent to more than 1 year (30 credits) will not be validated. For a course to be considered for validation, there must be a course with a similar content and awarded the same or greater credit-hour in our Academic Program, but only the number of credits assigned to this course in this Law School will be validated.

PROBONO

In January 2009, the Student Pro Bono Program of the Pontifical Catholic University of Puerto Rico Law School was created. Under this program, students carry out law-oriented community social work, fulfilling the mission and vision of our institution under the principles of promoting life and human dignity. As a graduation requirement day and night students are must fulfill 30 hours of Pro Bono service (20 legal and 10 civic) during the study period.

GENERAL GRADUATION REQUIREMENTS

1. Have approved a total of 94 credits with a minimum average of 2.00 general index points.
2. Have approved the Theology courses 633 and 634.
3. Have approved an elective seminar course.
4. Comply with 30 Hours of Pro Bono service.
5. Have taken the Baby Bar I exam.

ACADEMIC GRADES RECOGNITION

The degrees will be awarded three (3) times a year, in the months of December, May and July. However, graduation events will only be held during the month of May or June of each year, as provided by the University Administration. Attendance at graduation ceremonies is mandatory for all graduating students.

ACADEMIC INTEGRITY STANDARDS

The academic integrity standards will be governed by the provisions of the institutional policy approved in March 2019.

REVIEWING EXAM RULES

Every student has the right to review their exams in the presence of their Professor. The form for Exam Review may be individual or group, at the discretion of the Professor. If they are not satisfied with the grade of their exam, the student must carry out the process established in the Student Regulations of our School.

RE-EXAMINATION

Re-examination privilege will be granted only to those students who in their last year have fail or obtain a grade of “D” and “F” in a subject and that by obtaining a grade of “C” can meet the graduation requirements. The re-examination will not be granted when the failure or the grade of “D” or “F” occurs in the next to last semester and the subject is offered in the last semester.

Re-examination privilege will be limited to one course during the senior year (including the last two semesters) no matter what the course value is in terms of credits. It will be understood that if the person fails in more than one course, this rule does not apply. The maximum grade that the student will be able to obtain in a retest is "C". There is a **\$ 50.00** fee for the re-test.

DISCIPLINE

As an Academic Institution of Higher Education and due to our aspirations to train students, within the principles of Christianity and the doctrines of the Catholic Church, the University reserves the right to suspend a student at any time and for any reason deemed by the University. The disciplinary procedure will be followed as established in the Student Regulations of the Law School.

Keeping a student on the University enrollment lists, awarding academic credit, and awarding a degree or certificate are prerogative of the University that may be suspended at any time.

CODE OF HONOR

The Law School expects and demands that its students conduct themselves with honesty, integrity and appropriateness at all times and in all circumstances. Those honors responsibilities include individual and personal work on exams, research assignments, and class preparation. In addition, it includes proper and respectful behavior towards Professors, University Administration, society and fellow students. Deviations from this adequate pattern of conduct will be evaluated as stipulated in the Student Regulations of the Law School.

INTELLECTUAL PROPERTY

Any work presented by students during the course of their studies at the Law School may be used, in whole or in part, by the Law School, the Puerto Rican Law Magazine or by any other Agency of the Law School or the Pontifical Catholic University without the need to financially compensate its author.

SUSPENSION, EXPULSION, OR RESTRICTIONS OF ACADEMIC LOAD

The Law School may withdraw, temporarily or permanently, from any course or from the Institution any student for legitimate reasons, in any of the following circumstances:

1. Academic Achievement below the index determined by the Law School.
2. Violation of standards related to the Honor Code or any other improper conduct that, in the opinion of the Law School, or of the corresponding Committee, disables the student in accordance with the standards of academic ethics or personal.
3. Other reasons that could put any member of the academic community in risk.

The Law School will evaluate each situation in accordance with the provisions of Article VIII of the Student Regulations.

ACADEMIC STANDARDS**ACADEMIC STANDARDS AND SATISFACTORY ACADEMIC PROGRESS STANDARDS****SATISFACTORY**

All students enrolled in the Law School must maintain a satisfactory average to meet the Academic Standards of the Law School. In any semester or general cumulative average in which the student has an average lower or equal than 2.99, the appropriate measures will be taken, including placing the student on academic alert, academic probation or academic withdrawal as the case may be.

GOOD STANDING

A student who earns a cumulative 3.00 or higher GPA and who does not meet the semester probation provisions is considered to be in satisfactory Good Standing status.

ACADEMIC ALERT

A student whose cumulative average is 2.50 to 2.99 upon completing a semester (day or night) or at any time, will receive an Academic Alert letter in which the student will be notified that they have to participate in the services of the Academic Support Program and Preparation for the Bar Exam and comply with all the requirements and / or conditions the program considers relevant. Among them, the restriction or limitation of credits from 12 to 14 credits that may be enrolled

the next semester. The Academic Alert notice is automatic once the student's last grade is recorded in the official grade register for that semester.

The purpose of the Academic Alert notification is to make students aware of the realities of their academic situation and inform them of the resources available to help them improve their academic average.

Before reserving courses for the next semester, the student who receives an Academic Alert letter has to go through the Academic Support and Preparation for the Bar Exam Program that will help the student develop or prepare a plan to improve academic performance and the class schedule for the next semester. The student must comply with the established program and with the conditions imposed by the Program. These conditions include, but are not limited to: requiring the student to request prior approval from the program to enroll in any course; schedule or select your courses and class schedule; require or limit the number of courses or credits in which you can enroll in a given semester; require you to repeat a course; and / or require the student to participate in any other program such as tutoring, etc.

A student that receives an Academic Alert letter must attend a minimum of 75% of the classes recommended by the program the next semester after the Academic Alert notice.

The Admission Committee will consider agreement with the recommendations mentioned in the previous paragraph, when examining a request for readmission if a student on academic alert obtains a cumulative average below 2.00 at the end of the semester and is automatically withdrawn.

ACADEMIC PROBATION

A student who achieves a semester average of 2.00 to 2.49 in any semester is automatically considered on Academic Probation the following semester and will be referred to the Academic Support Program. The Academic Probation notice is automatic once the student's last grade is recorded in the official grade register for said semester. A student on Academic Probation must obtain during the semester an average of 2.50 or more to continue their studies. In addition, the student on Academic Probation will be subject to the rules, requirements and / or reasonable conditions that the Committee considers pertinent to improve the deficiencies of each student in particular. Students who are on Academic Probation at the end of the Spring Semester will be restricted from enrollment in the summer session.

The student will have the right to two (2) probations during the career as a Juris Doctor.

The Dean together with the Assistant Registrar and the Director of Appraisal will evaluate the academic records of the students on probation and determine any conditions or conditions that they deem pertinent to help the student overcome their academic deficiencies, including but not limited to: requiring the student to apply prior approval of the Dean or any person authorized by him, to enroll in any course; schedule or select your courses and class schedule; require or limit the number of courses or credits (the maximum number of credits that a day student can enroll

is 12 credits and the night student 10 credits) in which they can enroll in a given semester; require you to repeat a course; and / or require the student to participate in any other program such as tutoring, etc.

ACADEMIC WITHDRAWALS

Students who obtain a cumulative or semester average of 1.99 or less in any semester will be automatically withdrawn from Law School. Also, students who have not completed 50% credit passes for the semester will be withdrawn.

The Law School registers the notes in succession. A notification of an Academic Withdrawal is automatic once the student's last grade is recorded in the official grade register for the semester.

ACADEMIC STATUS NOTIFICATION PROCESS

The system records academic status as follows:

<i>00</i>	Good Standing
<i>L1</i>	Academic Alert
<i>L2</i>	Probation
<i>L3</i>	Academic Withdrawal
<i>L4</i>	Did not complete semester

The student who obtains L1, L2 and L3 will have the enrollment restricted in the system and must be presented by the Registry Office or the Academic Support and Preparation Program for the Bar Exam on the dates announced.

The Academic Status notification process is as follows:

1. Student will receive a notification from the Registrar's Office by email indicating the new academic classification and the provisions to be met for the next Academic Semester.
2. The student on Academic Alert or Probation must meet with a coordinator of the Program of Academic Support and Preparation for the Examination to design an action plan that allows them to improve their academic achievement.
3. Simultaneously, the student has the right to request a review of the final grade from their professor following the Institutional procedure.

READMISSION REQUEST TO CONTINUE STUDIES AFTER WITHDRAWAL

Unqualified students to apply for readmission:

A student who has withdrawn academically who has exhausted the right to two (2) probations and on the third attempt their academic index is below 1.99 is unqualified to apply for readmission.

Qualified students to apply for readmission:

A student will be eligible to apply for readmission when:

1. Voluntary total withdrawal was accepted for health, military service, economic reasons,

- and others stipulated in the Qualifications section of the Academic Policy.
2. Student is classified as L4 and did not complete the previous semester.
 3. The Academic Withdrawal is a consequence of not fulfilling 50% of the credits attempted and fulfilling the general average of 2.00 or more.

Students who were readmitted:

A student who was readmitted and then dropped academically will not be able to request readmission. To be eligible for re-entry, after a period of one (1) semester away, the student must apply as a new student through the Admissions Office of the Law School with all the current regulations.

Readmission Application Procedure:

- a. The Admissions Committee must receive a request for readmission within the dates stipulated by the School and informed by the Registrar's Office. The Committee will not examine applications filed late, except in extraordinary circumstances. Also, only in circumstances extraordinary students can file the request by email.
- b. The request for readmission will be filed in the Registrar's Office of the Law School. The Registrar's Office will not accept a request for readmission filed without the corresponding documents explained below.
- c. A student eligible to apply for readmission must submit with his / her readmission application a letter addressed to the Admission Committee, together with all the pertinent documentation, in which he / she explains the reasons that justify the academic drop and the action plan taken to correct them.
- d. The applicant has the burden of proof to demonstrate that extraordinary circumstances resulted in his / her poor academic performance.

1. Extraordinary circumstances that normally do not occur:

Financial concerns, employment obligations or commitments, family illnesses, or transportation distances are not considered extraordinary circumstances. The applicant has to show not only that the extraordinary circumstances resulted in his / her poor academic performance, but also has to show that they have been resolved and that, if re-admitted he or she will be able to successfully handle the rigorous requirements of Legal Education. If the extraordinary conditions have to do with physical or psychological conditions, the applicant must present written documentation with approval to demonstrate any physical or psychological condition described in the application and must demonstrate that such conditions are not an impediment to continue with Success in Law School. Failure to submit such documentation will result in a denial of the application.

e. The applicant bears the burden of proof to convince or persuade the majority of the members of the Admission Committee that he or she should be admitted by providing, at a minimum, a summary of:

1. History of the Academic Performance in Law School (grades, Pro Bono service, participation in student organizations, legal work experience, etc.);
2. The seen causes that resulted in their poor academic performance;
3. The actions taken and the corrective action plan to deal with problems that interfere with academic performance if admitted; and,

4. Because he or she will have a chance or chance of success if readmitted.

f. Once the Registry Office receives the readmission request, it will forward it to the Admissions Committee for its consideration.

g. The Admissions Committee will meet as soon as possible after receiving the application.

h. If a majority of the Committee, present and voting, is in favor of readmission, the student will be readmitted. Readmission may be conditioned by those requirements or conditions that the Admissions Committee deems pertinent. The Admissions Committee will impose any condition or conditions that it deems pertinent to help the student overcome their academic deficiencies, including but not limited to: requiring the student to register with the Academic Support and Preparation for the Examination Program, so that the office can schedule the enrollment and / or schedule or select your courses and class schedule; limit the number of courses or credits in which you can enroll in a given semester; require the student to repeat a course; and / or require the student to participate in any other program such as tutoring, etc.

i. In all cases, the Office of the Registrar will inform the applicant only by letter of the disposition of their case.

j. All communications will be made through the contact information in the student's file. It is the applicant's responsibility to provide all updated contact information as required.

k. The decisions of the Admissions Committee on readmission applications are final.

REPETITION OF COURSES

The minimum grade to pass a course is C. If obtaining a D or F in a core course, the student must repeat the course. In case of failure of an elective course, the student may substitute it for

another elective course. For repeated courses, the best of the grades obtained is taken into consideration. The grade of the repeated core course will not be taken into consideration for the academic awards. In the case of seminars, the first that the student passes will be counted as a graduation requirement.

Every student will have three attempts to pass a core course. If they fail to pass the required course in one of these three attempts, they will be put under academic dismissal. In that case, the student may apply for admission to the Law School as a new student two years after having been withdrawn from school. If the first attempt is unsubscribed (W), that attempt will not be taken into account. On the contrary, if the withdrawal is administrative due to absences (WU), the attempt will be counted. Retest rules will apply to all final year courses.

Students who wish to repeat a course in which their grade is C must submit a written request to the Curriculum Committee explaining their reasons for repeating the course. The Curriculum Committee will issue its recommendation and pass it on to the Dean for approval.

Other Services Offered:

FINANCIAL AID

The Financial Aid is available to Law Students are as follows: Direct Federal Loans, Bar Exam loans, Scholarships, and Work-Study Programs. It is important that the student fills out the application for Federal Student Aid in order to qualify for federal direct loans. For information on loans and other assistance contact the Financial Aid Office. The Law School offers scholarships to students with high academic index. For the award of scholarships, the student's academic index is considered. Scholarships are awarded for the entire tuition (not including fees), half scholarships, and partial scholarships, depending on available funds. It is also considered students with a good average who have other abilities (example: Members of the Law Tuna). Other students have the opportunity to work part-time assignments in the Library, the Legal Research Center, the Academic Support Program, and as teaching assistants.

Academic Progress Standards to Receive Financial Aid

1. **No academic progress**, they will be in suspension of aid with the right to appeal presented to the Dean.
2. **Probation**, after the Dean evaluates the student's case and presents the opportunity to continue studying with Financial Aid, the student will be classified on Probation for one semester or the time stipulated with the Financial Aid Office.
3. **Final Suspension**, any student who has not made academic progress at the end of your two (2) probationary period and / or you have not had a positive result of your appeal, you will be suspended from Financial Aid.

Complete the Academic Degree on or before the maximum period of time allowed by the institution in accordance with:

Law School	7 years (day)
	7 years (night)

For information on additional policies, you can contact the Financial Aid Office.

PROCEDURES TO REQUEST REASONABLE ACCOMMODATION

In order to receive these services, they should be requested in person at the Office of Services for People with Disabilities (OSPI) and complete the documentation that is required by law to offer the service. For more information contact the staff of the OSPI office. It is the responsibility of the person with a disability to request the accommodation well in advance for the Case Manager to evaluate their request and prepare a service plan. The student will receive the document and will be responsible for delivering them, personally, to the Registrar's Office.

CREDIT TRANSCRIPTS AND CERTIFICATIONS

Official credit transcripts are issued at the student's request. These are sent directly to the official, agency or institution indicated by the student. No official transcripts are given to the student. The official procedure is from Institution to agency (company, workplace, corporation, etc.) or educational institution. Also, unofficial copies are issued, called "Student Copies". Each transcript has a fee that must be paid at the time of application. The student will not be able to receive any official document until all the documentary and financial obligations with the Institution are paid off.

Requests must be filed in writing at the Registrar's Office or through the following link <https://tsorder.studentclearinghouse.org/school/ficecode/00393681>. Transcripts will not be issued without the written authorization of the student. It usually takes two to three days to submit an application. When requests are made on dates that significantly increase the workload at the Registrar's Office, a longer period of time may be required to process them. The Registrar's Office also issues certifications indicating that the student has met the graduation requirements and other certifications of study, upon request of the student. Also, they carry a fee. The student will not be able to receive any official document until all the documentary and financial obligations with the Institution are paid off.

ACADEMIC EVALUATIONS

Any student who wants to know their academic history must follow the curriculum in the year in which they were admitted. Still, the student can request an academic evaluation at the Registrar's Office. This assessment includes all required courses and electives completed and credits that remain to be passed. It is recommended that it be done in the last year of study. Requests must be filed in writing at the Registrar's Office. No evaluations will be issued without the written authorization of the student. It normally takes two to three days to dispatch an application. When

requests are made on dates that significantly increase the workload at the Registrar's Office, a longer period of time may be required to process them.

ACADEMIC COUNSELING

Academic counseling is offered by the coordinators of the Academic Support and Bar Exam Preparation Program. Students in Academic Alert or Probationary status are required to participate in academic counseling prior to making course selections for the next semester. Students who have concerns about their class schedule and/or wish to make any changes to the curricular sequence are encouraged to receive academic counseling regardless of their status.

COMBINED PROGRAM IN LAW AND BUSINESS ADMINISTRATION

This is a combined program in Law and Business Administration leading to the degrees of Juris Doctor (JD) and Master of Business Administration (MBA). People who wish to enter this program must meet all the admission requirements, both from the Law School and from the Graduate Program of Business Administration.

Purpose:

Recognize the increasing complexity of the body of fundamental knowledge to be used in the business context and the importance that Law has taken in the business world, the complementarity in many aspects between the programs of the Law School and the College of Business Administration and the intellectual benefits inherent to the simultaneous study of Business Administration and Law, both still give efforts to continue offering a combined program that seeks to confer the MBA and JD degrees in less time than required by completing both programs separately.

This program will serve the interests of students contemplating a career in business and want the skills and perspectives of the legal profession or are contemplating a career as an attorney specializing in Business Law and want the skills and perspectives of a Business Administrator.

Admission:

Each candidate will apply for and must be admitted to the JD program of the Law School and the MBA program of the Graduate School of Business Administration independently, according to current admission requirements. The Law School will give a favorable consideration to students who apply for JD admission in conjunction with the combined program in association with the College of Business Administration.

If the student is admitted to both programs and to the combined program simultaneously, they can start taking courses at the Law School or Graduate School of Business Administration, depending on their choice. The student must complete a continuous year in any of these. If they have already began studies, students may be admitted to the combined program prior to starting their third year at Law School or before completing their first year at Graduate School of Business Administration. Combined courses approved before being admitted to Law School will not be validated.

FERPA LAW STUDENT RECORDS

The Pontifical Catholic University of Puerto Rico, in accordance with the federal law on Privacy of Academic Records of Students (Family Educational Rights and Privacy Act of 1974) has established the following institutional policy: "The Pontifical Catholic University of Puerto Rico maintains records on personal information of students whose privacy you recognize and want to protect. Student records are the private property of the University. Academic records will not be accessible to anyone other than the following:

1. The immediate custodian of the file.
2. Administrative or teaching staff of the University who demonstrate "legitimate academic interest" in accessing the records.
3. Persons mentioned in section 9.31 of the Federal Regulations for the Privacy of Student Records, with the exception of what is stated below.
4. The students themselves, in accordance with the standards that are transcribed in the "Manual of Policies and Procedures on the Rights of Privacy of Student Records."

The University will not provide any person with any information that leads to the identification and consequent violation of the privacy rights of a student unless: the information requested is classified as "directory information", as defined below and subject at the discretion from the custodian or, unless the request is made in accordance with section 9.31 of the Federal Regulations cited (The University will not apply subsection (a) (8) of this section to disclose information to parents of students; they may obtain the data they need by requesting permission from the student or a court order. "The University is considered authorized to disclose information contained in the academic records of students in any procedure that the student or any person representing him or her brings against the University, be it legal litigation or administrative procedure." "The University will provide, on the other hand, information on academic records requested by a teaching institution that demonstrates, through reliable documents, that the student applied for admission to studies at the institution, even though he has not been effectively admitted to that institution. The custodian will send a copy of the information transferred to the student, to the last address that appears in their academic record. The custodian will also inform the student of their right to request amendments to the transferred record. ""All data that is requested from the immediate custodians of the files in accordance with this policy, although its disclosure is allowed by the Federal Government Regulations, unless a special law provides for it. Otherwise, it may be reported subject to the reasonable criteria of the custodian who will take into consideration the reason expressed for requesting the data and the legitimacy of the reason. "" The student will not have the right to access data on finances or statements in general according to section 99.2 of the Federal Regulation ". The Registrar of the University will be the Administrative Officer in charge of supervise the execution of this policy in general. "" The institutional norms on amendments to records, written in accordance with the aforementioned Regulations, will not be used for the

purpose of altering academic grades or evaluations, as they appear in the student's academic record. For that purpose, the student must abide by the rules that govern this process at the University. "

NOTICE OF RIGHTS UNDER THE FERPA LAW FOR POST SECONDARY INSTITUTIONS

The FERPA (Family Educational Rights and Privacy Act) gives the student certain rights in relation to his / her academic record. The student will have the right to:

1. Review and examine their academic record within 45 days from the date the University receives a request for access to it. The student must submit a written request for inspect your file to the Registrar, Dean, Department Director or other designated Official. Specify in the request the part (s) of the record that wanted to see. The official designated by the University will make the necessary arrangements to comply with the request and notify the student of the day and place indicated for an inspection of the file. If the requested record is not in the custody of the officer to whom the request is addressed, the officer will be responsible for notifying the student of the name of the person or officer to whom the request should be addressed.
2. Require that a record that considers incorrect or inaccurate be amended or corrected. The student must request it in writing to the custodial officer of the record and must identify what they wish to change and state the reasons why the information is considered to be incorrect or inaccurate. If the University decides not to amend the record according to the request made by the student, the University will notify the student of the decision and communicate their right to a hearing related to their request. The University will provide the student with additional information related to their right to a hearing.
3. Give their approval to provide information, identified as personal, in the student's record, except for that information that the FERPA law authorizes to offer without the consent or authorization of the student. An exception that allows information to be offered without the consent of the student is to offer information to University officials who have a legitimate educational interest. A University official is defined as a person employed by the Institution in an administrative, supervisory, academic, research or other support position (includes security or health personnel); a person or company hired by the University (auditor, lawyer or agent of payment); a member of the Board of Trustees or a student acting as a member of an official Committee, (Complaints and Discipline Committee, or assisting an official of the University to fulfill their functions). An officer has a legitimate educational interest if needs to inspect an academic record to fulfill his professional responsibility. The University may offer information from the student's record without the consent of the latter, to another educational institution in which the student is interested or intends to enroll.

NOTE: The **FERPA** law requires that institutions make a reasonable effort to notify the student about the request for information from his / her record, unless the institution has published

during the year that it will provide information requested by other universities.

Submit a complaint to the Department of Education of the United States of America related to alleged failure by the University to comply with the requirements of FERPA. You should direct your correspondence to:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605*

DISCLAIMER

Acceptance to, and graduation from, the Law School does not constitute or guarantee admission to the practice of the legal profession. The Supreme Court of Puerto Rico is the only Institution with the power to regulate the admission and practice of Law and the Notary Public in Puerto Rico.

For these purposes, our highest judicial forum establishes the pertinent regulations. See, among others, "The Regulations for the Admission of Applicants to the Practice of Law and Notary Public" of June 1998, as amended². Among the requirements are an evaluation by the Reputation Commission for the Practice of Law. Admission to the legal profession in other jurisdictions are regulated by the corresponding bodies of these. Each student must ensure that they know the requirements for admission to the practice of the profession in the jurisdiction that interests them.

ADDITIONAL POLICIES

Any area not covered by these rules and that are part of the institutional rules of the Pontifical Catholic University of Puerto Rico, the Supreme Court of Puerto Rico, or the American Bar Association shall also govern in the Law School.

The information provided here does not constitute an offer, promise or contract of any kind. The Pontifical Catholic University of Puerto Rico reserves the right to change them prospectively or retroactively, without the need for prior notification and as it deems appropriate.