Catalog 2024 - 2028

EDP UNIVERSITY OF PUERTO RICO, INC
JANUARY 2024 - DECEMBER 2028

Hato Rey | San Sebastián | Manatí | Humacao | Villalba | Caguas

Technical Level Catalog 2024-2028

Revised October 21, 2026

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San Sebastián Campus
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P.O. Box 1674
San Sebastián, P.R. 00685
(787) 896-2252

Humacao Branch Campus
4 & 6 Antonio López Street
Humacao, PR
(787) 719-2236

Manatí Branch Campus
52 McKinley Street, Cotto Norte Ward
Manatí, PR
(787) 621-3652

Villalba Branch Campus
149 Street, Km. 54.02, Villalba Arriba
Villalba, PR
(787) 588-0003

Caguas Branch Campus
Urb. Caguas Norte II, Ave. Rafael Cordero, 5
Calle Genova, Caguas, 00726
(787) 653-4343

Centromoda (Technical Level V 80-14)
553 Ponce de León Ave.San Juan, Puerto Rico, 00918
(787) 296-0777

Non-Discrimination Clause

It is the policy of EDP University of Puerto Rico, Inc. to support laws prohibiting illegal harassment and other forms of discrimination based upon: (a) race , color, national origin, sex, political and religious affiliation as defined in the Civil Rights Act of 1964 (Civil Rights Act); (b) disabilities, as such protected class is defined in the Americans with Disabilities Act, Amendments Act of 2008 (ADAAAA); (c) age, as such protected class is defined in the Age Discrimination in Employment Act of 1967 (ADEA); (d) status as a veteran of the Vietnam Era, as such protected class is defined in the Vietnam Era Veteran's Readjustment Act of 1974 (VEVRAA); and any other legally protected class(es) as defined by applicable state and federal law when receiving services or using the facilities. Questions, concerns, complaints, and requests regarding this nondiscrimination policy should be directed to the Director of Human Resources at EDP University.

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Message from the President

EDP University was founded in 1969 by my dear parents. Since 1997, I have presided the university and we have managed to innovate and develop various modalities and models of studies.

Many have asked what the EDP initials stand for, **E**lectronic – **D**ata – **P**rocessing. Since our beginnings, we have integrated the latest technologies in our academic offerings, always identifying and serving different niches and underserved populations. During the famous Y2K (year 2000), many people thought that existing systems could collapse as they would not be able to recognize a year above '99, but many EDP trained programmers were able to intervene.

In 2000, we initially began the accelerated adult's modality academic offerings in various technology and administration programs. Since then, we have developed a schedule of accelerated bimesters for adult professionals who are pursuing a degree and online courses, initially complementary. Since 2008, we have re-conceptualized the bimester education model for adult Hispanic residents of the United States so that they could study nursing. Through this modality, we have contributed to the economy of Puerto Rico in a proactive and creative way; their stays in Puerto Rico strengthen the communities we serve.

In 2011, we began to offer distance education through the Associate Degree in Business Administration, a program that is 100% online. To date, we have expanded our academic offerings to continue offering quality and accessible distance education.

In 2013, we became EDP University and opened two additional centers to go along with the two main campuses. In 2017, just before Hurricane María, we opened a fifth academic unit. In 2020, with the start of the pandemic, the academic transition to distance education was possible because we had two online platforms and an increasing enrollment of students who do not reside in Puerto Rico. During 2024, a sixth academic unit was established for a total of two large campuses and four branches. In 2024, with the objective of broadening our academic offer and increase local student enrollment, the Technical Level was developed. It serves students who have a short career as their objective and who wish to enter the workforce at a quicker time.

I welcome you to become a part of the success of our institution. Our slogan is KNOWLEDGE IS POWER, a power that is in you, in everything that you can achieve through education. I look forward to meeting you and presenting you with your diploma on graduation day.

Gladys Nieves Vázquez, P.E.
President

General Information

Institutional Profile

EDP University of Puerto Rico, Inc. is a private non-profit Institution of higher education, incorporated under the laws of the Commonwealth of Puerto Rico. The Institution's main campus is located in Hato Rey, a district of the Municipality of San Juan. A second campus is found at the Municipality of San Sebastian, situated in the western side of the island. Four Branch Campuses are located at the Municipalities of Manati, Humacao, Villalba and Caguas. The Institution offers a variety of academic programs within the fields of Technology, Administration, Arts, Science, Criminal Justice, Political Sciences, Design, Nursing and Health.

EDP University of Puerto Rico, Inc. is licensed by the Board of Postsecondary Institutions, Furthermore, the Institution is accredited by the Middle States Commission on Higher Education, to award Technical, Associate, Bachelor's, and Master's Degrees. EDP University also holds the Accreditations Commission for Education in Nursing (ACEN) accreditation for the Associate Degree in Nursing and Bachelor's in Science of Nursing in Hato Rey, San Sebastian, Manati, Humacao, Villalba and Caguas.

The Hato Rey Campus offers Technical Program Certificates, Associate, Bachelor's, Master Degrees and Professional Certificates. The academic offer includes degrees in the areas of Administration, Health, Criminal Justice, Science, Nursing, Political Sciences, Technology, Information Systems, Design and Naturopathy. Also Hato Rey Campus offers 100% online programs.

The San Sebastian Campus offers Technical Program Certificates, Associate, Bachelor's and Master Degrees. The academic offer includes degrees in Technology, Health, Nursing, Sciences, and Criminal Justice, Political Sciences and Design.

The Humacao Branch Campus offers Technical Program Certificates, Associate and Bachelor's Degrees. The academic offer includes degrees in Technology, Administration, Nursing, and Design.

The Manati Branch Campus offers Technical Program Certificates, Associate and Bachelor's Degrees. The academic offer includes degrees in Technology, Nursing and Design.

The Villalba Branch Campus offers Technical Program Certificates, Associate and Bachelor's Degrees. The academic offer includes degrees in Technology, Administration, Nursing, Health, Political Sciences and Criminal Justice.

The Caguas Branch Campus offers Technical Program Certificates, Associate and Bachelor's Degrees. The academic offer includes degrees in Technology, Design, Nursing, and Criminal Justice.

The Institution provides student funding through the following agencies:

- United States Department of Education
- State Vocational Rehabilitation Agency
- WIOA (Workforce Investment Act) San Juan Office
- WIOA (Workforce Investment Act) Carolina Office
- Department of Veterans Affairs Vocational Rehabilitation
- Reserve Officers Training Corps (ROTC)
- Americorps

The Institution maintains active memberships with the following entities:

- Certified Public Accountants Association of Puerto Rico
- National Resource Center for the First-Year Experience
- Association of Certified Fraud Examiners (ACFE)
- Consortia of Puerto Rico University Resources Developing Alliance against Alcohol Abuse, other Drugs and Violence
- Professional Counseling Association
- Asociación de Colegios y Universidades Privadas (ACUP)
- Association of Governing Boards for Universities and Colleges (AGB)
- Hispanic Educational Technology Services (HETS)
- Puerto Rico Association of Student Financial Aid Administrator (PRASFAA)
- National Association of Student Financial Aid Administrator (NASFAA)
- Puerto Rico Private Education Association
- Hispanic Association for Colleges and Universities (HACU)

Brief History of the Institution

EDP University of Puerto Rico was established in 1969 in Hato Rey, PR. The main campus is located within the San Juan metropolitan area, in the city's financial and banking district of Hato Rey. The Institution was established in response to Puerto Rico's and the Caribbean's vast demand for specialized technicians within the fields of electronics, computers, and data processing. The rapid economic development and growth of technology on the Island generated a need for an Institution such as ours. In 1978, a second campus was established in the Municipality of San Sebastian, located to the western side of Puerto Rico. Two Additional Locations in the Municipalities of Manati and Humacao where established in 2013, both were changed to Branch Campuses in 2018. In 2016, the Institution established a Branch Campus in the Municipality of Villalba.

Dr. Aníbal Nieves created the Institution, an Industrial Engineer, who also held a Doctoral Degree in Business Administration with a concentration in Information Systems. His aim of providing his country with highly trained personnel in specialized fields became a reality with the founding of this Institution.

EDP University, which originally offered one-year programs, has continuously developed and expanded its curriculum in response to the needs of the students and the community. The Bachelor's Degree level was offered for the first time in 1980 and in 1990, we initiated a Master's Degree level program. Over time, academic offerings have been developed to include the fields of Technology, Administration, Arts, Science, Criminal Justice, Nursing and Health. Nontraditional modalities such as adults accelerated schedules and online courses are in place, facilitating access to fulfilling student needs.

Since the year 2009, the Institution stands as a non-profit institution of higher education, incorporated under the laws of the Commonwealth of Puerto Rico. In 2013, EDP College of Puerto Rico became EDP University of Puerto Rico. In the same year, two additional locations were established in Manati and Humacao.

In 2014, a Master's Degree in Naturopathic Sciences for the Hato Rey Campus was created. The Associate Degree in Nursing is accredited in 2016 by ACEN. In 2017, a third Branch Campus was developed in Villalba. In 2021 the Baccalaureate in Science of Nursing was initially accredited by ACEN. In 2023, the Caguas Branch Campus was opened. With the purpose of serving a population interested in short-term programs, in 2024 we expanded our academic offering with the Technical Level. We are a university with programs at all levels of knowledge. We believe in the connection between theory and practice, and we are committed to our communities.

Educational Philosophy and Institutional Mission and Vision

Philosophy

We are an Institution that reaffirms a commitment to technology and socio-humanistic values with excellence and integrity. We are grounded in values such as tolerance, respect for diversity, and social and ethical responsibilities in all dimensions.

We reaffirm our commitment with Puerto Rican and worldwide cultures. We believe in the capacity of the human being to be self-directed, in the integration and collaboration of our Institution with the community, and in the contributions of our alumni to the social and economic development, environmental protection, healthy lifestyles, and cultural enrichment of our surrounding community.

This philosophy is represented in the Institution's revised Mission, which in essence is an updated rewriting of the Mission that guided the Institution for 55 years.

Mission

EDP University is a technological and socio- humanistic higher education Institution, leader in the education of professionals in the Arts, Sciences and Technology. We constitute a learning community that offers graduate and undergraduate academic programs through diverse modalities that promote active learning and the integral development of students, as they are the center of the educational process.

Vision

EDP University of Puerto Rico adopts the Model of Entrepreneur University. It assumes and seeks knowledge as an axis for innovation, sustainability and competitive economic development of its constituents in and out of Puerto Rico.

Institutional Goals

1. Address the needs of local and international students by offering innovative academic programs in both in-person and virtual formats, with a general education component grounded in the development of competencies.
2. Foster academic excellence through the strategic and continuous development of faculty, both in their disciplinary expertise and in the use and mastery of applications, modalities, and teaching methods suited to the profiles of the students we serve in the current context of Puerto Rico.
3. Promote the creation and development of knowledge through research, management, the use of AI, and the creative activity of the academic community members.
4. Encourage creativity and efficiency in teaching, administrative, student, and university extension processes and services in accordance with applicable state laws and regulations, as well as compliance with the standards of licensing and accrediting agencies.
5. Cultivate entrepreneurship and leadership within the university community to contribute to the community and cultural enrichment of Puerto Rico and its economic development through the fulfillment of our social responsibility.
6. Promote an environment of respect and tolerance based on divergent thinking and respect for human diversity, fostering accountability, strengthening institutional resources, and achieving academic excellence.

Systematically evaluate institutional effectiveness and student learning outcomes as a basis for decision-making, organizational renewal, and institutional optimization.

Institutional Information

Certificate of Incorporation:

EDP University of Puerto Rico, Inc. is a corporation organized under the laws of the Commonwealth of Puerto Rico on March 4, 1969, file number 20818.

Board of Directors

Founder President:
Gladys Vázquez Díaz, BBA, MHSA

President
María del C. Betancourt, JD

Vice President
Héctor M. Ramos Torres, Eng.

Secretary:
Sylma I. Collazo Correa, JD

Treasurer:
Rosana López Santos, CPA

Members:

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Gladys B. Nieves, MA

Grymarys De Jesús Afanador, JD

Jeniffer Concepción Acevedo

Juan Avilés,

Luis A. Zayas García, CPA

Manuel J. Vázquez-Ayala

María del Pilar Medina

Renée Orta

Rosa Castro Ávila, MD

Sacha Delgado, MA

Administration

Central Administration

President:
Gladys T. Nieves Vázquez, PE, MBA

Provost and Executive Vice President:
Marilyn Pastrana Muriel, Ed.D.

Vice President of Finance:
Luis Rivera Colón, CPA, CIA

AVP for Institutional Compliance:
Alberto López Mercado, Ed.D.

AVP for Nursing and Research
Nydia Rivera Vera, MA

AVP for Educational Innovation:
Sandra Arroyo, MA

AVP for Administration and Technology
Luis Fuster, Ph.D.

AVP for Financial Affairs:
Marie Luz Pastrana Muriel, BBA

AVP for Human Resources
Mayra Rivera de la Cruz, MBA

AVP for Student Affairs
Enid Cartagena, MSC

AVP for Distance Education
Doris V. Rodríguez Quiles, Ed.D.

Finance Dean
Héctor L. Babilonia Bayona, MBA

Institutional Dean for Compliance
Marjorie M. Maisonet Rivera, Ed.D.

Institutional School of Nursing Dean
Carmen E. Rosa Arce, DNS

Technology Affairs Dean
Ramón Mallol Martínez, Ph.D.

Institutional Dean for Distance Education
Sheila Velez Ocasio, M. Ed

Student Affairs Associate Dean for Distance Education
Claribel Rodríguez, MSC

Bursar's Institutional Director
Marisol Díaz, MSM

Payroll and Disbursement Director
Helen Martínez Pantoja, MBA

Financial Aid Institutional Director
Vinellie Picón, BA

Institutional Director for Funds Regulatory Compliance
Yaitzaenid González Meléndez, Ed.D.

Default Prevention Institutional Director
Damaris Martínez

Editorial@EDP Institutional Director
Edgardo Machuca Torres, Ph.D.

Institutional Director for External Funds
Carmen I. Negrón Castro MA

Institutional Director for Academic Assessment
Lillian Alers Soto, Ed.D.

Institutional Assessment Director
Raimar Martinez, Ed.D.

Institutional Director for Clinical Experiences
Alfredo Del Valle, BBA

Institutional Director for Clinical Simulation
Lizzette Mestey,

Institutional Director for Academic

Services Hybrid Modality
María de los Milagros Rivera Cancel, MBA

Institutional Director for Student Services Hybrid Modality
Vivian Sanes Ramos, BA

Institutional Director for Educational Innovation
Glenda Rodríguez, MBA

Institutional Director for Entrepreneurship
Glorimar Santini, Ed.D.

Institutional Director for Infrastructure
Margaret Diaz, Ed.D.

Institutional Director for Infrastructure and General Services
Víctor Reyes Solano, PTA, CKTT

Human Resources Institutional Director
Alicia M. Archilla Cintrón M.Sc., PHR

Distance Education Academic and Student Director
Ileana Ortiz Flores, M. Ed

Marketing Institutional Director
Alba Ferrer, MA

Psychosocial Support Center Institutional Director
Arlette Valpaís, Ed.D.

Institutional Director for Admissions
Dendy Vilá, BBA

Institutional Registrar
Marien De Jesús, MBA

Accounts Payable Coordinator
Marisela Sabino

Financial Aid Electronic Communication Coordinator
Milagros Barbosa

Institutional Coordinator for Compliance and Title IX
Javier Noriega-Costas, J.D., RUA., ABA

Nursing Affairs Institutional Coordinator
Lizmarie Marrero Ortiz, MBA

Product Content Coordinator
Jannette Sánchez Nazario,

Online Student Services Coordinator
Karlamary Mulgado,

Online/LMS Platform Coordinator
Manuel Carrión, MA

Marketing and Communications Institutional Coordinator
Keila E. López Collazo, MBA

Campus Vue System Administrator
Verónica Rivera Molina, MIS

Campus Vue Portal Administrator
Wilmer D. Maldonado Martínez, MIS

Campus Vue System Administrator
Luis D. Pérez Velilla, MIS

CV Student Portal Administrator
Laura Berríos,

Hato Rey Campus Administration

Hato Rey Campus Chancellor
José E. Maldonado, Ed. D.

Academic Affairs Dean
Janet Hernández, MA

Student Affairs Dean
Lourdes Molina, MBA

School of Arts and General Education Director
Zulma Rodríguez, Psy. D.

School of Business Administration Specialist
Noemí Cruz, MA

School of Nursing Director
Karla Pérez, PhD

School of Nursing Coordinator
Conchita Santiago, PhD

School of Science and Health Director
Yari Valle Moro, PhD

School of Technology Director
Carlos E. Calvo Heisenberg, MIS

San Juan School of Design Director
Elizabeth Thon Piñero, BFA

Interior Design Program Specialist
Rosa Acevedo Pabón, B.Arch

Digital Design Specialist
Isabel Rodríguez, MA

Criminal Justice School Specialist
Fernando Mojica, MA

Graduate School Director
Pablo Rodríguez Feliciano, DBA

Centromoda Director
Jorge Franceshi

Onlice & Hybrid Modality Admission's Director
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Admission's & Promotion's Director
Onihomar Pagán,

Registrar's Office Director
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Bursar's Office Director
Marisol Rodríguez Reyes, BAE., BPC

Financial Aid Director
Kristie Valentin, MA

Placement Director
Christian Rosado Mateo, BA

Information Resources Center Director
Mónica Díaz,

Information Technology Services Coordinator
Luis Pérez Latorre, BA

Hybrid Modality Admissions Coordinator
Gryzmilene González,

Academic Support Center
Baldielys M. Cruz Reyes, BSS

Counselor
Yadira Guilliani, MA

Laboratory Technician
Maritza Rodríguez, MS

Coordinador Nocturno/Consejero
José A. Ortiz, MA

San Sebastian Campus Administration

San Sebastian Campus Chancellor
Xiomara Rivera Sanchez, MBA

Academic Affairs Dean
Vicky E. Rosario Cabán, Ed.D.

Student Affairs Dean
Angie Torres Osuba

School of Arts and General Education Director
Marcelino González Ortiz, MA

School of Science and Health Director
Luis Bosques Rodríguez, MS

School of Technology Director
José A. Arce Colón, MA

School of Nursing Director
Nilsa Arvelo, MSN

San Juan School of Design Specialist
Carmen Peña Rosa, BA

School of Criminal Justice Director
Dennis Morales Rodríguez, MA

School of Criminal Justice Specialist
Katiria Soto,

Registrar's Office Director
Luisa Ramos Martell, BA

Bursar's Office Director
Teresa González Fuentes, BBA

Admission's Director
Nydia Méndez Vargas, BBA

Financial Aid Director
Luz Rivera Crespo, BBA

Promotions Director
Arianna Pérez,

Placement Director
Lourdes Torres, BBA

Information Systems Director
Ramón Grullón, MBA

Academic Support Center
Ivonne Rosado Serrano, MA

Information Resources Center Director
Marisol Giraud Mejías, MLS

Retention Coordinator
Steven Cortés, BA

School of Technology Academic Institutional Director
Emanuel Moreno, DODP

Continued Education Director
Jaydee Rodríguez, MACS

Hybrid Modality Admissions Coordinator
Talia Jiménez, BSN

Counselor
Ana I. Pérez, MA, CPL

Laboratory Technician
Anadeliz Sánchez, MS

Humacao Branch Campus Administration

Branch Campus Director
Karen Bermudez Felix, BS

Administrative Sub-Director
Arelys Del Valle Berrios, BA

Manati Branch Campus Administration

Branch Campus Director
Elizabeth Cancel, MBA

Administrative Sub-Director
VACANT

Villalba Branch Campus Administration

Branch Campus Director
Arlette Valpaís, Ed. D.

Administrative Sub-Director
Dora Plata

Caguas Branch Campus Administration

Branch Campus Director
Margarita Flores, BA

Administrative Sub-Director
Dorca Martínez,

Centromoda
Director
Jorge Franceshi

Fashion Design Coordinator
Edna Ocasio

Student Information

Admissions Policy

It is the policy of EDP University of Puerto Rico, Inc., to provide access, admit and offer services to students without regard of: race, color, gender, age, religious or political affiliation, nationality, ethnic origin, or handicap condition. Prospective students may apply for admission at any time during the academic year. Regular academic terms start in August and January; summer sessions are also offered. The Institution's policy of non-discrimination on the basis of any handicap condition is in agreement with the requirements and provisions of the Rehabilitation Act of 1973, as amended, and its' implementing regulations.

EDP University of Puerto Rico, Inc., fully complies with the provisions of the Family Education Rights and Privacy Act of 1973, known as the Buckley Amendment, which protects the rights and privacy of parents and students.

Our admissions policy provides access to equal educational opportunities for qualified admitted candidates to pursue the completion of a degree in their chosen field of study.

Application for Admission

New Admissions Requirements

Official application forms may be obtained upon request from the Admissions Office. Eligibility for admission is based on the fulfillment of the following requirements:

1. 18 years of age or older.
2. Evidence of graduation from an accredited secondary school or its equivalent with a minimum grade average of C (2.0 GPA).
3. Candidates for admission must take either the College Entrance Examination Board tests or the placement tests offered by the Institution. Although these scores will not be considered as a criterion for admission, they will be used for placing students by achievement levels. (Applies for students under 21 years of age).
4. If the student is under 21 years of age, an Immunization Certificate is required.
5. Student must attend a program orientation session.

The following documents are required prior to the beginning of the clinical practice, in order to gain access to the clinical site:

- Current/active Background Check certificate. Must be issued from the state of residency.
- Hepatitis B Vaccines.
- COVID-19 Vaccines.
- Varicella Vaccines.
- Current/active Health Certificate.
- Other credentials may be required according to the clinical practice center.

Integrated Clinical Massage students will need the following documents in order to take the board exam:

- No "ASUME" debt or Payment Plan certificate.
- No "Hacienda" debt or Payment Plan certificate.

Transfer Student Admission Requirements

EDP University will only consider transfer students from accredited Institutions of higher education. These students must comply with the following requirements:

1. Forward to the Registrar an official transcript from previously attended institutions.
2. If the student is less than 21 years of age, an Immunization Certificate is required.
3. Our Institution reserves the right to determine the number of transfer credits to be granted to students. Only those courses completed with "C" or "P" grade or better will be considered for transfer credit. Students will receive an official evaluation of transfer credits when EDP receives the official transcript.
4. A preliminary evaluation, to determine student's courses program, is done with an unofficial transcript. All transfer students must complete a minimum of 25 % in residence in order to receive a Technical Certificate from our Institution.
5. Submit an official high school transcript or its equivalent if the student has not completed a post- secondary degree.
6. Students admitted to the Technical Certificate in Integrate Clinical Massage, Technical Certificate in Surgical Technician, Geriatrics Technical Certificate with Emphasis on the Management of Mental Health Conditions; must comply with the following requirements:

   If within a clinical educational component, documents required for admission:

   Evidence of graduation from an accredited secondary school or its equivalent with a minimum grade average of C.

   - 18 years of age
   - Background Check
   - Hepatitis B Vaccines
   - COVID-19
   - CPR
   - Varicella Vaccine
   - "Ley 300"
   - Other credentials may be required according to the clinical practice center

Admission of Transfer Students

Any candidate for admission by transfer from another institution authorized by the Board of Post-Secundary Institutions may request validation of up to a maximum of 25 percent of their study program. Each validated course must have the following requirements: a minimum grade of C, be equivalent in hours, and be similar in content to the certificate course.

Transferred courses will not be taken into consideration when determining the student's overall average, although they will be taken into account when calculating the maximum study time allowed. In those cases, in which the validation of courses affects the total number of credits and hours required to obtain the certificate, the student will be called upon to replace the validated courses with other courses without this violating the provisions of Title IV.

Transfer students who request validation of courses must present the official transcript of credits and the catalog of the Institution of origin at the time of admission.

Homeschooling

Candidates from Home Instruction, better known as “Homeschooling”, must submit the official Certificate from the Puerto Rico Department of Education. The certificate must include the class grades and GPA.

Centromoda

Students classified as NDS under Centromoda will have until the third academic term (bimester) to enroll in the Technical Certificate in Fashion Design. Admission process should be completed before the end of the third academic term (bimester) and start of CMT 1030 and CMT 1035.

Student Financial Aid

Student Financial Aid Program

The goal of the Student Financial Aid Program is to provide low income students with equal educational opportunities through financial support.

Our Student Financial Aid Program operates under the basic principle that the primary responsibility of financing higher education comes from the parents. Therefore, the majority of the funds are offered under the economic criteria of need. Providing a fair distribution of the financial resources is in agreement with state, federal, and Institutional dispositions.

The Program is made up of various components, such as: scholarships; student money loans made available at a low interest rate with reasonable conditions of repayment; and Federal Work Study Program which allows students to acquire work experience related to his/her program of study while receiving compensation for the work, thus helping with the costs of education. Students are eligible to receive financial aid from all three (3) components, pending on the availability of funds.

How to Apply for Financial Aid

Financial Aid is awarded annually, thus eligible students must apply each year.

Students must submit the Free Application for Federal Student Financial Aid (FAFSA) or FAFSA renewal documents to the U.S. Department of Education. The application can be directly accessed through FAFSA's website: https://studentaid.gov/h/apply-for-aid/fafsa

The amount of financial aid awarded to individual students may vary each year according to their need, type of aid, academic performance, and available funds.

In order to meet eligibility requirements, the student must:

- Have a valid Social Security number
- Be a U.S. Citizen or eligible non-citizen
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
- Have completed the requirements to obtain your High School Diploma, Educational Training Certificate (GED) or Bachelor
- Overpayment of financial aid.
- Not be in default status due to non-payment of Title IV loans.
- Do not exceed the amount of money in loans.
- Maintain satisfactory academic progress.

Types of Financial Aid

Federal Pell Grant

This program was designed to provide financial aid to low-income students who are beginning or continuing university/college studies. To benefit, the student must fill out the corresponding application in our Office, where it will be processed and sent to the Federal Department of Education, or through the Web at https://studentaid.gov/h/apply-for-aid/fafsa. To receive a Federal Pell Grant, the student must not have earned a Bachelor's Degree. This grant helps undergraduate students pay for their postsecondary education. Students must be enrolled on at least three (3) credits and meet all the requirements of the program to be considered eligible. For the academic year 2024-2025 the maximum annual award is $7,395.00.

Campus-Based Programs

Federal Supplemental Educational Opportunity Grant (FSEOG). It is a supplementary aid, which is granted based on the financial need of the student and the funds available in the institution. In order to receive it, the student must be taking at least six credits and show a financial need of SAI 0. The amount of the award is contingent to availability of funds.

Federal Work-Study Program

The Federal Work-Study Program provides part-time job opportunities to eligible undergraduate and graduate students with financial need allowing them to earn a supplemental income to help pay for their education expenses. The program encourages, to the extent possible, work related to each student's course of study or professional objectives.

Loan Programs - Federal Direct Loan

The William D. Ford Federal Direct Loan Program
The Direct Loan Program provided by the Federal Department of Education, provides low-interest loans to undergraduate and/or graduate students with economic needs. The government pays interest on loans while borrowers are in college, in the grace period, and during deferment. Loans are subject to annual and aggregate loan limits. Loan cancellation is available for employment in certain designated fields and under certain conditions.

Puerto Rico State Aid Program (PAE)

The government of Puerto Rico provides annual funds to undergraduate and graduate students, such as: *Ayuda Educativa Suplementaria BETA*, aimed for students in academic programs of technical level, Associate or Baccalaureate Degree level. This award is supplementary to other aid that the student receives from other sources.

Vocational Rehabilitation Program

Our Institution strives to offer equal opportunities for all students. Prospective students from the Vocational Rehabilitation Program are encouraged to apply for admission at the Institution. The Institution's physical facilities as well as its faculty and administration are in tune with the needs of physically handicapped students, providing an atmosphere conducive to the enhancement of the student's achievement level.

Bursars Office

Title IV Funds Return Policy (R2T4)

A student may be eligible for certain Title IV funds based on their level of study, financial need, among other eligibility requirements. For example; Undergraduate students may be eligible for any of the above grants. However, students at the graduate level are eligible only to be recipients of Direct Unsubsidized Loan and Direct PLUS Loan. On the other hand, the calculation of the return of Title IV Funds does not apply to the Federal Work-Study Program or other non-Federal aid.

The return of Title IV funds is based on the premise that students get financial aid for each calendar day they attend classes. For example, if a student attends 32 days of a semester that lasts 80 calendar days, the student will have earned 40 percent of their financial aid. Students who complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid.

Scope of the Policy

This policy applies to any EDP University student who withdraws from all courses at or before 60% of the academic term. It also applies to any student who is deemed to have unofficially withdrawn from all courses, and/or the student's withdrawal and processing of the return of Title IV calculations.

Procedures, formula, and guidelines for the return of Title IV funds.

Formula:

Number of Days Completed / Total Semester Days = Percent (%) Earned in Financial Aid

There are three types of withdrawals that fall under federal Title IV Return to Fund calculation regulations:

1. **Official Withdrawal** - The student has completed the withdrawal request process at the Registrar's Office in person, or by email. The withdrawal date is the date on which the student notifies the University of his/her intention to withdraw.
2. **Unofficial Withdrawal**:
    a. **Missing** - The student has stopped attending the enrolled courses, and the Registrar's Office has administratively dropped the course, identifying it as WA. The drop date is the last date of attendance at the course or recognized academic activity.
    b. **Grades not passed** – At the end of each period, the grade obtained from the enrolled credits will be evaluated, in the event that the student fails all the enrolled courses or does not complete the enrolled courses, it will be considered an unofficial withdrawal and the recognized last date of attendance in the class or academic activity will be used to calculate the "earned" financial aid.
3. **Withdrawal from Subsequent Academic Terms** – A student who enrolls in courses offered within a term or semester and becomes inactive in one of them, must perform the

Title IV Return of Funds calculation to determine the percentage of financial aid earned and unearned.

- If a student enrolled in an academic term processes an official or unofficial withdrawal and provides written confirmation of their intent to attend a future term within the semester (Fall, Spring, or Summer), it is not necessary to perform the return of funds calculation for the remainder of the study period.
    - If the student does not attend the future term for which he/she had expressed in writing his/her intention to attend, a refund calculation will be made.
- If the student does not provide written confirmation, the student's enrollment will be canceled for the future term.

Order & Return Term

The University will return Title IV aid to the Department of Education electronically, in the following order until the full amount of unearned aid has been returned. In accordance with federal regulations, unearned Title IV aid will be returned to these programs in the following order:

1) Unsubsidized Federal Direct Stafford Loan
2) Subsidized Federal Direct Stafford Loan
3) Federal Direct Parent or Graduate PLUS Loan
4) Federal Pell Grant
5) Federal Supplemental Educational Opportunity Grant (FSEOG)
6) Other Title IV Programs

Other Provisions Related to the Manner of Return of Title IV Funds

Once the funds are returned, the student will be responsible for any balance in their account that is created by the return of the Title IV funds. If a credit is created through a combination of tuition reimbursement and Title IV return, the funds will be reimbursed to the student via check or direct deposit.

The Title IV Funds Return Policy is separate from each institution's refund policy and individual state refund policies if so, defined by the state.

Tuition and Fees Payment and Adjustment Policy

The Tuition and Fee Payment and Adjustment Policy is applicable to all students enrolled in any of the units and/or modalities of the Institution.

Provisions

As a rule, full payment of tuition and related costs must be paid by the payment due date indicated at the Bursars Office or at the close of each semester.

Cost Information and Payment Methods

Tuition costs are calculated based on the courses enrolled, institutional fees and other applicable charges. Students are advised through the Bursars Office and/or the Student Portal.

Payment Options

The student can pay off their balance due with the following options:

- Pay in full at the time of registration.
- Monthly payment plan per semester.
- Apply for Title IV financial aid through the FAFSA application, going to the Financial Aid offices of the corresponding unit. Once requested, qualified, and disbursed, it will be applied to the balance due.
- Get any other benefits you qualify for, such as:
    - Supplementary Aid (FSEOG, BETA and others)
    - Veterans Benefits
    - Vocational Rehabilitation
    - Scholarships from private entities

Payment Methods

They will be able to make their payments using the following methods:

- Cash, by visiting the Bursars Office of each Campus or University Center.
- Debit or credit cards such as: ATH, American Express, Master Card, Visa and Discover.
- Online Payment: https://studentlive.edpuniversity.edu/cmcportal/
- ATH Móvil Business: /edpuniversity
- Check made payable to EDP University of Puerto Rico, Inc.- Any check returned by the bank for insufficient funds will incur a fee of fifteen dollars ($15.00)
- Direct debit to bank account
- Bank-to-bank wire transfers.

Any student account with a balance due may be referred to the third-party collection agency. Any expenses incurred for these services will be the responsibility of the student.

Adjustments to Tuition Charges and Fees

The Institutional Tuition and Fee Payment and Adjustment Policy governs how the Institution will handle charges when a student cancels enrollment, adds and/or removes courses during the add/or remove period, or withdraws before the end of their payment period.

Types of Student Account Adjustments

- **Cancellation of Enrollment** – Any student who cancels his/her tuition prior to the start date of classes will have all tuition charges and fees waived.
- **No Show** – Any student who does not attend enrolled courses will be administratively terminated and all tuition and fees will be waived.
- **Partial Withdrawals** – Any student who withdraws from one of their courses during the period to make changes will have ninety percent (90%) of the course fee waived.

After the dates for changes, you will be charged one hundred percent (100%) of the course.

- **Total Withdrawal** – Any student who files a total withdrawal or is reported as an administrative withdraw, on or before the date of attendance at 60 percent (60%) of the academic term, will have the tuition costs adjusted percentage-wise, according to the days attended to class up to the date of filing the withdrawal among the total days in the academic term. At the end of this period, the student will be responsible for paying 100 percent (100%) of tuition and fees.

The following is an example of the calculation of adjustments on Tuition and Institutional Fees costs for a student who withdrew completely during a period beginning on August 22/xxxx and ending on December 11/xxxx. The total cost of registration is $2,660.00

Last Day of Attendance	Attendance percentage	Adjustment percentage	Amount to Pay
September 10, xxxx	17%	83%	$455.32
October 16, xxxx	50%	50%	$1,318.02
October 31, xxxx	63%	0%	$2,660.00

- Please refer to the academic calendar for the specific dates per term.
- It is the student's responsibility to withdraw from the class(s) prior to the stated deadlines posted on the Registrar's Office Calendar. Likewise, the student who withdraws is responsible for all costs of classes that he/she did not leave by the refund deadlines.

Stipends

- If the financial aid payment to the student's account exceeded the costs of study, a stipend of the amount of the excess will be issued within fourteen (14) calendar days after the financial aid disbursement.
- Once EDP University of Puerto Rico issues the stipend, the student will be responsible for any balance added to their account as a result of other adjustments in their academic load.
- It is the student's responsibility to keep his/her banking information, mailing address, e-mail address, telephone numbers, and any information required by the Institution to locate him/her up to date.

Stipend Disbursement Options:

a. Direct deposit to a bank account provided by the student.
b. Check mailed.
    i. All checks issued have an effective period of 180 days. If the check has expired or has not been cashed, the funds will be returned to the fund source.
    ii. Any lost check that requires processing a stop payment with the bank will incur a $30.00 fee.
c. Tuition and costs paid directly to the institution by an entity: sponsor or donor that offers a scholarship or fund restricted by specific criteria for its granting and if the student does not meet the criteria of the fund of origin, they will be refunded to the corresponding entity rather than directly to the student.

General Costs

Technical Level

The 'General Costs' document presents general costs, cost per credit—segmented by academic level—and the costs of various institutional-level services.

GENERAL COSTS		
Program Change	$	10.00
Progress Report	$	2.00
Identification Card	$	3.00
Insignia	$	6.00
Parking	$	40.00
Credits Transcript	$	4.00
CPR for healthcare professionals / First aid with CPR and AED	$	60.00
CPR for EDP Students and Staff	$	50.00
1st Graduation Certification		FREE
2nd Graduation Certification	$	10.00
Graduation Application	$	75.00
Diploma Shipment by USPS	$	20.00
COSTS PER CREDIT - TECHNICAL LEVEL		
Cost per Credit	$	250.00
Institutional Fees	$	750.00
Institutional Fees - Centromoda	$	500.00
Other Tuition Fees:		
Laboratory	$	150.00
Clinical Practice	$	500.00
Seminar	$	200.00
Internship	$	300.00

TUITION AND FEES

CREDIT COST		INSTITUTIONAL FEES
TECHNICAL LEVEL	$250	$750.00
TECH. LEVEL CENTROMODA	$250	$500.00

OTHER TUITION FEES			
LABORATORY FEE	$150	PRACTICE FEE	$500
SEMINAR FEE	$200		

COURSES WITH OTHER TUITION FEES		
GENERAL EDUCATION - BIO		
BIO0101 $150	BIO0103 $150	BIO0105 $150
ICM - CLINICAL MASSAGE		
ICM0110 $150	ICM0165 $200	ICM0170 $500
IET - INTEGRATED ESTHETIC		
IET0170 $500		
GTM - GERIATRIC TECHNICAL CERTIFICATE		
GTM0135 $150	GTM0140 $500	
SUTE - SURGICAL TECHNICIAN		
SUTE0115 $150	SUTE0135 $500	SUTE0150 $500
SUTE0125 $150	SUTE0140 $500	

Academic Regulations

Academic Year

The Institution operates on semester and summer sessions. The regular semester start dates are programmed for August and January.

Adult's Modality and Technical Certificate programs have five (5) different starting dates. These are programmed for the months of August, October, January, March, and May.

Students are admitted at the beginning of any session; however, all course offerings are scheduled to start in the fall semesters.

Credit Hours

The basic academic unit is the semester credit. One (1) credit per term is equivalent to 30 hours of lecture, laboratory, and practical classes. One (1) hour of lecture includes 50 minutes of class and 10 minutes of recess.

Course Load

A normal semester course load of a regular (full-time) student is 12-18 credits per term. Under special circumstances, the Academic Dean may authorize students to enroll in additional credits. The summer course load for a regular student is 6 to 15 credits.

Grading System

The grading system is as follows:

Grade	Quality Points	Comments
A	4	Excellent
B	3	Good
C	2	Average
D	1	Deficient
F	0	Failed
P	-	Pass
NP	0	Fail
AP	-	Approved
NS	-	No Show
I		Incomplete
IB	-	Incomplete "B"
IC	-	Incomplete "C"
ID	-	Incomplete "D"
IF	-	Incomplete "F"
NR	-	Grade Not Reported
W	-	Official Withdraw
WA	-	Administrative Withdraw
R	-	Repeat Course
T	-	Transfer Work

The cumulative grade point average (GPA) is determined by multiplying the number of credit hours for each course by the number of points identified for each grade as outlined above, and dividing by the total number of credits.

Approved

The grade "P" means an approved course. This grade is not included in the calculation of the GPA, but will count as credit hour attempted for the purposes of calculating the percentage of course completion and the academic progress policy.

Attendance

Attendance is essential and expected of all students. Daily attendance at classes is mandatory, as is compliance with course requirements. Class attendance is defined as the student's presence in a course through official communication and interaction with the professor. As determined to execute an academic activity related to the course.

Students are expected to make up all missed work. Students absent from class for a period in excess of twice the number of credit hours, may be administratively withdrawn (WA) from the course. Students who are absent from class for two (2) consecutive days, without notifying the professor, will be reported by the professor to the Counseling Office. Students who are absent from class for a period of fourteen (14) consecutives days, without notification to the professor, will be referred for administrative withdraw.

The following tables indicate the expected attendance:

Technical Certificate	
Three (3) credit hour courses	No more than two (2) absences
Four (4) credit hour courses	No more than three (3) absences

Notification of Grades

At the end of each term, the student must access the student portal to see the grades. These grades become part of the official record of the student and are not subject to change, except upon authorization of the instructor. For Incomplete work, the student must make the necessary arrangements with the professor and in the event of professor absentee, with the School Director.

Transcripts

Only the student is authorized to request a copy of his/her personal academic record (transcript). Transcripts are valid only with the official seal of the Institution and the signature of the Registrar, although students may obtain copies of their transcripts which have no official value. All applications for transcripts must be submitted to the Registrar's office a week in advance and must be submitted along with a transcript request, receipt for payment, of the corresponding fee from the Bursar's Office. No transcript copy will be issued to students who are not up to date in their financial obligations with the Institution, as well as any other admission's and/or record requirement.

Incomplete Work

Any student may receive an incomplete and a provisional grade in a class, when the course evaluation requirements have not been completed due to illness or for some other valid reason, upon approval by the professor. The student must make the necessary arrangements with the professor or, in the absence of the professor, with the School Director to remove the incomplete. The provisional grade will become permanent if the student fails to remove the incomplete during the following academic period. The student will have a bimester to remove the incomplete.

Withdrawals

Official Withdrawal
Students wanting to pursue an official withdraw from the Institution must report to the Registrar's Office to fill out the appropriate forms. Absentee from classes or verbal notification to professors does not constitute withdrawal official. Withdrawal will be made official upon submission of all required forms.

Administrative Withdrawal
As stated in the Attendance policy, students absent from class for a period in excess of twice the number of credit hours, may be administratively withdrawn (WA) from the course. The administrative withdrawal will be made official based on the last day of attendance informed by the professor.

Effects of Withdrawals (W), Administrative Withdrawals (WA), and Incompletes (I)
Satisfactory academic progress is affected by other academic standards, such as:

- Withdrawal (W): will count towards credits attempted but not for GPA.
- Administrative Withdrawal (WA): will count toward attempted credits but not for GPA.
- Incomplete (I): including Incomplete "F" (IF), Incomplete "D" (ID), Incomplete "C" (IC) or Incomplete "B" (IB).

Satisfactory Academic Progress

The U.S. Department of Education requires higher education institutions to establish, publish, and implement reasonable standards to measure the academic progress of students receiving financial aid. The Satisfactory Academic Progress (SAP) Policy is the regulation that EDP University of Puerto Rico employs to determine the academic progress of students pursuing a degree. SAP is measured

using the student's total attempted credits, total completed credits, percentage of required credits, and required grade point average (GPA). Refer to Tables A through D for the requirements. Students must not exceed 150% of the credits required for their degree program.

Eligibility

Students that do not meet the requirement of Satisfactory Academic Progress (34 SFR 668.34) by exceeding 150% of the total hours needed for completion of his/her program of study become ineligible for Title IV funds. Students' academic progress for the Technical's Level, Associate, Bachelor's and Master's Degree Programs are evaluated at the end of the academic year (july), after the completion of two semesters. Technical's Level Degree Programs (less one year) and Professional Graduate Certificate is evaluated at the end of each semester. Eligibility for financial aid funds is based on the following qualitative and quantitative measurements.

a. Qualitative Component
   The student's institutional GPA is reviewed.

   For the qualitative component, the student must attain the minimum overall institutional grade point average of their curriculum, as described in Tables A through D. Students who do not attain the required academic index, as established, will be classified as "Non-Satisfactory Academic Progress" (NSAP). Under this classification, all financial aid will be suspended.

b. Quantitative Component
   The attempted and completed credit hours, in relation to the credit hours required to complete the academic program, are reviewed.

   For the quantitative component, the student must attain the established percentage of completed credit hours for all attempted credit hours. Attempted credits are those in which the student enrolls in a program. Completed credits are all attempted credits in which the grades of A, B, C and D are awarded. Courses with a grade of F, I, WA, W and NP are considered attempted but not completed. Courses with: I, WA and W are not considered for GPA. The quantitative analysis considers all attempted credit hours from EDP University and all other transferred credit hours from other institutions of higher education the student has attended. Transferred credit hours are considered as attempted credits but are not considered for calculation of the GPA. Students, who do not attain the required academic index, as established, will be classified as "Non-Satisfactory Academic Progress" (NSAP). Under this classification, all financial aid will be suspended.

   Any student classified as Non-Satisfactory Academic Progress may submit an appeal to the Satisfactory Academic Progress Committee. If the student's appeal is favorably considered he/she will be placed on Financial Aid Probation (FAP) for the next academic term and financial aid will be immediately reinstated. In addition, the student will agree to follow a Financial Aid Probation Academic Plan (AP) outlined by the Satisfactory Academic Progress

Committee. If at any time the student fails to fulfill the academic curriculum established by the plan, all financial aid will be suspended, and the student will be responsible for the debt incurred in the Institution during the corresponding term.

If upon completion of the Financial Aid Probation (FAP) period the student has demonstrated an academic improvement, as established by the AP, the probation status will be lifted and their eligibility for financial aid under Title IV will be maintained until the next evaluation of academic progress. However, if upon completion of the Financial Aid Probation period the student has NOT demonstrated an academic improvement, as established by AP, all financial aid will be suspended with the right to appeal until the student achieves the minimum overall retention grade point average required by their curriculum, as described in Tables A.

Table A. Technical's Level Degree Programs

MAJOR	PROGRAM CREDITS	150%
Geriatrics Technical Certificate with emphasis on Mental Health Conditions Management	**28**	**42**
Attempted Credits	% Credits Required	Grade Point Average (GPA)
8-17	67%	1.50
18-28	67%	2.00
29-42	67%	2.00

MAJOR	PROGRAM CREDITS	150%
Technical Certificate in Integral Esthetics	**35**	**53**
Attempted Credits	% Credits Required	Grade Point Average (GPA)
5-11	67%	1.50
12-22	67%	1.75
23-35	67%	2.00
36-53	67%	2.00

MAJOR	PROGRAM CREDITS	150%
Technical Certificate in Surgical Technician Technical Certificate in Integrated Clinical Massage	**36**	**54**

Attempted Credits	% Credits Required	Grade Point Average (GPA)
5-11	67%	1.50
12-23	67%	1.75
24-36	67%	2.00
37-54	67%	2.00

Appeal Process

Students who do not fulfill all of the SAP requirements are ineligible for Title IV funds and will have the right to appeal. Appeal forms must be solicited and filed, including all supporting documents, through the Counselors Office. All appeals must be submitted prior to or during the semester for which the student is seeking financial aid.

Students who do not fulfill all SAP requirements are ineligible for Title IV funds and have the right to appeal. Appeal forms must be requested and submitted, along with all supporting documents, through the Counselor's Office. Appeals must be submitted before or during the semester for which the student seeks financial aid.

After an appeal is filed, the Satisfactory Academic Progress Committee reviews the submitted documentation. Based on the merits of each individual case, the Committee reaches a decision. Students are notified by mail of the Committee's decision as promptly as possible. All appeal decisions are final. Students whose initial appeal is denied cannot submit a subsequent appeal until they successfully complete at least one additional term, with a minimum of six attempted credit hours.

The Satisfactory Academic Progress Committee is composed of a Program Specialist, Student Counselor, Academic Dean or a Representative, Admission's Office Director, Registrar Office Director, Bursar's Office Director and Financial Aid Office Director.

Extenuating Circumstance

There are various extenuating circumstances that may prevent a student from satisfactorily progressing towards reaching their academic goals. The Satisfactory Academic Progress Committee gives special consideration to students who file for an appeal and fall under these special conditions. Extenuating circumstances include:

- Personal illness/ accident
- Serious illness or death within the immediate family
- Other exigent circumstances: a change in their educational objectives, changes in the household, changes and / or loss of employment, among other situations beyond the reasonable control of the student.

Documents, to substantiate the extenuating circumstance, such as medical record/certificate, notice of layoffs, accident report, among other, must accompany the submitted appeal forms.

Financial Aid Warning (FAW)

Status assigned to a student who does not meet the SAP standard and is evaluated at the end of each term. This status can be applied without an appeals process. Students classified as FAW are eligible to receive financial aid under Title IV for an additional academic period. If the student fails to meet SAP standards by the end of this period, they become ineligible for Title IV aid.

Financial Aid Probation (FAP)

Assigned to a student who has not met SAP but whose appeal has been approved by the SAP Committee. Students under FAP are eligible for Title IV funds, but must submit an appeal and be approved to receive aid.

Not Eligible (NE)

The student who does not meet the Satisfactory Academic Progress Standard and has not appealed or not approved the appeal request will not be eligible for Title IV Financial Aid Programs.

Academic Plan (AP)

Students on Financial Aid Probation must follow an established Academic Plan (AP) or complete recommended courses, as agreed upon with a Professional Counselor. Students who continue to progress satisfactorily through their AP will remain eligible for financial aid for the next academic semesters.

Remedial Courses
A student required to enroll in remedial courses as part of an academic program may use Title IV funds, even if all courses taken are remedial.

Change of Academic Program
The student has the right to ask for change of academic program. If the petition is accepted, only the courses that apply for the new program will be used in the calculation of the student's GPA. However, all credit hours will be considered as attempted credit hours for the purpose of SAP.

Eligibility Re-installment or Readmission
Students who request readmission after suspension or absence will be evaluated for SAP. Students who do not meet SAP standards will lose financial aid for the next semester. If an appeal is requested and approved, the student will be classified as FAP and become eligible for aid.

Satisfactory Academic Progress Policy for VA Benefit Recipients

Students receiving VA benefits are evaluated under the same SAP Policy. Failure to maintain SAP will result in probation status, and the institution will notify the VA using the "Ask a Question" system.

Appeals

The student classified under unsatisfactory academic progress has the right to appeal if he/she understands that it is due to an administrative error or has valid reasons for not attaining satisfactory academic progress.

Maximum Program Length

The maximum program length is a measure to evaluate the student's eligibility for Title IV funds. It limits the number of attempted credits to 1.5 times the required credit hours for program completion. Courses with grades F, WA, NP, W, and I count as attempted but not completed credits. Transferred credits count as attempted and completed but are not included in GPA calculation.

Students who exceed 150% of the maximum program time may request an extension from the SAP Committee. If approved, the student can appeal and, if successful, use Title IV funds.

Course Repetition

Federal regulations limit the attempt on courses which area payed with financial aid Title IV funds.

a. The student can repeat a course that was previously failed (received a grade of "F" or "NP") and use Title IV funds regardless of the number of times the course is attempted and failed.
b. The student can repeat a course with a D grade in order to improve his/her GPA, but will be able to use the Title IV funds for only one attempt. In this case the student may request an evaluation that the highest grade be used in the calculation of the GPA.
c. Student can repeat all other courses C or above but will not be able to use Title IV funds.

Credit hours for every course repeated will be added to the student's attempted/earned credit totals.

Change of Academic Program

The student has the right to ask for change of academic program. If the petition is accepted, only the courses that apply for the new program will be used in the calculation of the student's GPA. However, all credit hours will be considered as attempted credit hours for the purpose of SAP.

Eligibility Re-installment or Readmission

A student who requests to be readmitted, reinstalled, has been suspended, or has been absent for an academic term will be evaluated for SAP. Students who do not meet the SAP standards will lose financial aid for the next academic semester. However, if an appeal is requested and approved, the student will be classified as FAP and becomes eligible for financial aid for the next semester. Once the probationary period ends and the student is able to achieve Satisfactory Academic Progress, eligibility will be reinstated.

Requirements for Maximum Program Length

The maximum program length is a measure used to evaluate the student's eligibility to receive Title IV Funds. It determines the total of credits required for his or her program of study. The maximum number of credits attempted is limited to 1.5 times the number of credit hours required in order to complete the program.

A student who completes the 150% maximum time length of his/her program will ask the Satisfactory Academic Progress Committee for an extension. If the Committee approves the extension, the student will not be allowed to use Title IV Funds due to U.S. Department of Education rules but will be able to continue in his/her program of study.

Graduation Requirements

Students may graduate from a program appearing in the Catalog following the requirements of the program at the time of the admission's process. In the event that a required course of the selected program is no longer offered by the Institution, substitutions may be made with the approval of the Academic Dean. In order to fulfill the basic requirements for graduation in our Institution, a student must complete all the requirements for the degree chosen within the credits allowed for the program. The requirements and regulations in effect at the time of admission shall apply to the student. The student must obtain a minimum of 2.00 in both of their major and overall cumulative GPA.

A student who completes all of the program requirements but does not file an application or does not pay the graduation fee to become a graduate is, for all pertinent purposes, a "completer".

Application for Graduation

After completing the credits for a technical program, students may apply for graduation. This application should be completed, including the graduation fee, no later than the date specified in the Academic Calendar. Applications can be obtained at the Registrar's Office and should be returned to that office after they have been filled out and stamped by the Finance Office (showing that the appropriate nonrefundable fee has been paid. This procedure applies for all degrees.

The payment of graduation fees of any kind, the listing of the student as a candidate for graduation in any document and/or to the commencement exercises shall not be interpreted as an offer to graduate nor a covenant to that effect. Only the completion of all requirements listed in this catalog, or any other official college directives entitles a student to graduation, irrespective of any representations of any kind made by an official of this Institution.

Candidacy for graduation will be attained by the student after the Registrar's Office has determined that all the requirements for graduation have been fulfilled. Subsequently, the Registrar will present the degree candidates to the Academic Dean who will submit it to the President.

Commencement exercises will be held once during the first period of the academic year. Students who comply with the graduation requirements in other periods may request a certification from the Registrar's Office.

Graduation with Honors

Degree with honors is awarded to students who have achieved academic excellence. To be eligible for this honor, the student must have earned an overall average of:

Graduation with Honors	
3.85 – 4.00	Summa Cum Laude
3.50 – 3.84	Magna Cum Laude
3.25 – 3.49	Cum Laude

Student Services

The Student Services division of our Institution is responsible for coordinating and directing all student life, providing services and activities supplemental to the students Technical program. This division provides the following services: Admissions, Counseling and Guidance, Placement Services, Recreation and Sports, Cultural and Social Activities, and Student Organizations, among others.

Counseling and Guidance

The Institution's Counseling and Guidance program is based on the philosophy of developing the student as an integral human being, capable of functioning in society. Services are designed to assist the student with educational, vocational, social, and personal, emotional problems as they arise.

The program offers the following services:

- Individual and group counseling
- Individual and group guidance
- Academic guidance
- Vocational guidance
- Counseling to students on probation
- Workshops and/or seminars for personal, vocational, and academic development
- Psychological services

Placement Services

The Career Services Office's main objective is to establish a liaison between the private and public sector businesses in order to provide and manage job postings, as students are encouraged to attend job interviews within their field of study. Different types of professional workshops are coordinated as to provide students with the necessary tools for an assertive job interview.

Other services include:

- Referrals to Job Interviews
- Simulated Job Interviews
- Job Fairs
- Resume Writing Tools
- Resume Review
- Workshops Related to Job Search.
- Communication via Internet on Job Vacancies and Job Fairs Outside the Institution
- Develop Internship Programs
- Leadership and Internship workshops with the Hispanic Educational Technology Services (HETS).

Cultural and Social Activities

The Student Affairs Office provides activities, which expose the students to enriching experiences outside of the classroom to stimulate their development as a whole person. Coordination of the

different activities is the result of administrative, faculty and student committee efforts.

The program's main objectives are to:

- Promote more effective communication channels between students, faculty, administration and the general community.
- Stimulate students to generate activities, which respond to the interest of the student body.
- Promote good relationships and a sound image of the Institution in the community.

Student Organizations

Our Institution recognizes organizations that assist students to achieve cultural, educational, social, and recreational goals. Organizations cover a broad range of interests that includes professional, religious, academic, and special interests' clubs and organizations.

The Student Council makes up the representative body of the students whose purpose is to voice student opinion; advance student causes; promote communication, cooperation and understanding among student, faculty and administration; and suggest the necessary improvements for the welfare of the student body. Representatives are elected in assemblies where candidates are nominated and elected via a democratic process.

Academic Support Center (CAA)

The Academic Support Center (CAA) has the mission of helping students to succeed in their academic performance. Each student that passes through our hands, acquires the necessary skills, for an education with human quality. Our excellent team of student tutors together with the support of the EDPU faculty possess the preparation, commitment and determination to provide the best academic support service.

Alternative Modes of Delivery

In order to provide educational opportunities to traditional and nontraditional students, including working adults, various forms of delivery are in place.

Distance Education

EDP University of Puerto Rico, Inc. recognizes the importance of technology and its unquestionable role in the field of higher education. As a higher education institution committed to vanguard education, EDP integrates technological advances into the curriculum and transcends physical structures, by offering distance education. Committed to offering quality distance education EDP University has established an Online Division with an organizational structure that integrates the Institutional Academic Dean of Distance Education to the Associate Vice Presidency of Strategic Growth, which is supervised by the Provost and Executive Vice President. The Distance Education Division is centrally administered to all institutional units in order to ensure uniformity in processes, integrity and academic rigor, as well as faithful compliance with regulations for the modality, the Distance Education Division aimed at fulfilling the mission and institutional vision and offering a

quality education that meets the educational needs of our students and transcends time and space, the policies and procedures that govern distance education at EDP University are established by this division.

Online Courses

According to its Institutional Philosophy and Mission, EDP University has developed a distance education offering using a virtual campus that can be accessed through the World Wide Web (WWW) at www.edpuniversity.edu. EDP University defines distance education as a formal educational process in which a great part of the instructional activities occurs when both instructors and students are not in the same place physically, and can either occur synchronously or asynchronously. Technologically mediated distance education courses through the Internet are known as online courses. The courses achieve student learning through their interaction with the subject content, the instructor, and other students.

These online courses are accessed through a personal computer, through the Internet, students can access the virtual platform, where they have the opportunity to enter the online offerings administration platform (currently Canvas) using the credentials (username and password) given to them during the enrollment for this mode of course delivery. Students can access the page https://edpvirtual.instructure.com/login/canvas and their courses from the Institution's computer laboratories, their homes or workplaces. The student-instructor-content interaction is done by using the following information tools provided by the technological platform: email, discussion boards, chat rooms, forums, and content modules. Also, faculty and students employ traditional methods of communication like phones and face to face meetings to complement interaction if necessary. In order to enroll in online courses, students are required to have the following minimum necessary resources and equipment.

Equipment

- Personal Computer
- MODEM (Minimum 4G recommended)
- Connection to the internet
- Browser programs such as Mozilla Firefox, Google Chrome and Microsoft Edge, actualizados.
- Updated Windows 10 or Windows 11
- Mac OS, in this case, the user must master the use of system OS (10.15) Catalina onwards and programmed.
- Sound card
- Speakers, microphone or headset
- Webcam
- Institutional email account

Programs required to be installed in Student's Computer

- Mozilla Firefox or Google Chrome
- Microsoft Office or any similar package software (Lotus, Word Perfect).

EDP University provides students with the licence atMicrosoft Office 365. The students must download to their computers: Office 365 as well as Respondus Lockdown browser at no additional cost.

Other programs that have to be installed in the student's computer are:

- Adobe Acrobat Reader
- Media Player
- QuickTime
- Flash Player
- Anti-virus
- Others specific programs that are required for academic programs (more details in description programs)

All the courses being offered through the online modality are identified with a computer icon at the beginning of the course description in this Catalog.

Enrollment

For enrolling in online courses, students need to comply with the same admission requirements as the on-site programs. Also, they will fulfill the requirements established in a compulsory counseling process for online students. Through the counseling process the students are informed about the characteristics of online education, and the process is then completed with a highly recommended virtual induction for the LMS readiness training (Student Orientation Resource – SOR), where students are guided on the use of the platform, and standard policies and practices necessary to successfully complete the academic requirements for online courses. Currently, there are no additional fees regarding online instruction.

Compliance with Federal Regulation 34 CFR §602.17 (g)

The Federal Law Higher Education Opportunity Act (HEOA), 34 CFR §602.17 (g), requires that our accrediting agency, Middle States Commission on Higher Education (MSCHE), confirms that as a higher education institution offering distance education or by correspondence, we have established processes through which it is guaranteed that the student who enrolls in a distance or correspondence program is the same as participating and completing the course or program for which he receives academic credit.

When verifying the identity of students participating in distance or correspondence education, 34CFR §602.17 (g), institutions have the option of using methods such as: a secure access code and password; supervised exams; and other technologies and practices that are effective in verifying or validating the student's identity.

EDP University of Puerto Rico, Inc., in compliance with regulations and committed to academic integrity, provides the student with access to their courses through a distributed learning system, LMS,

with a unique access code and a strong password. In order to provide mechanisms that guarantee the acquisition of academic credits to the enrolled student, EDP University has established a process of identity verification and supervised examinations through a program for this purpose. The Institution does not add additional costs for these services and guarantees not to threaten the privacy of any student as it is used solely and exclusively for the administration of supervised evaluations.

Any questions or questions can contact the Institutional Academic Dean of Distance Education 787-765-3560 ext. 1410 or through ead@edpuniveristy.edu

Applicable Regulation: United States Federal Higher Education Opportunity Act (HEOA) of 2008 (Public Law 110-315), Federal Requirement 34 CFR §602.17 (g).

Online Student Grievances Process

This information will assist virtual students in the event they need to file a complaint. The University encourages students and prospective students to address complaints relating to the institution's policies and consumer protection issues first with personnel in the office, department, school, or college that led to the complaint alleged. If needed, senior University administrators may also become involved to help resolve complaints. Complaints about the technology or distance education support should be addressed to the Director of Virtual Academic/Student Affairs. If the complaint is unresolved, the matter may be escalated to the Institutional Dean of Distance Education. The virtual student will have a third level to escalate their complaint AVP of Administration, Technology, and Distance Education.

EDP University is a participating member of the State Authorization Reciprocity Agreement (SARA). Students with unresolved complaints at the University level, and who reside in a SARA state, may contact the Puerto Rico Council on Education. The Middle States Commission on Higher Education accredits EDP University. Complaints concerning broad institutional academic practices, such as those that raise issues regarding EDPU´s ability to meet accreditation standards, may be filed with MSCHE. If you are a member of the Military or a military spouse, please go to the Military OneSource Postsecondary Education Complaint System

Institutional Policies

Institutional Policy on Discrimination

EDP University of Puerto Rico, Inc. is a Higher Education Institution inclusive and empathetic with diversity, therefore, it does not discriminate on grounds of sex, affectional orientation, gender identity, disability, race or national origin, against students or employees or any other person in association is linked to the institution in a full or part time status and participate in its educational programs or activities. All students and people in institutions receiving federal aid are protected by Title IX of the Education Amendments of 1972 (CFR, Part 106).

EDP University of Puerto Rico, Inc. complies with the following anti-discrimination laws:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin;
- Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability;
- Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability;
- Age Discrimination Act of 1975, which prohibits discrimination on the basis of age.

Institution's Commitment

The Institution, through the institutional staff, will attend or conduct the investigation or intervention of the following possible situations or allegations when these occur on university grounds or in activities sponsored by the institution:

- Discrimination based on gender and / or gender identity
- Discrimination based on race or national origin
- Sexual violence (as defined in the Clery Act) or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)
- Sexual harassment
- An employee of the Institution who conditions the provision of help, benefits or services to the participation of an individual in unwanted sexual conduct.
- Inappropriate conduct by an employee that a reasonable person would determine is so severe, persuasive, and objectively offensive that it effectively denies a person the same access to the educational program or activity offered by the Institution.

EDP University publishes its Title IX No Discrimination Policy in the portal www.edpuniversity.edu, under “Student Right to Know” / Políticas / Asuntos Institucionales Administrativos.

Institutional Policy on Sexual Harassment

Our Institution is clearly against any form of sexual harassment within the academic community. This policy covers the administration, faculty, and student body. We have enacted a policy on sexual

harassment that defines the resources and procedure that individuals have available in cases where he/she considers sexual harassment has occurred. Copies of the policy may be obtained at the Deanship of Student Affairs or Human Resource Office.

EDP University publishes its Policy for prevention of Sexual Harassment in the Institution and the Procedure to Address Sexual Assault Complaints in the portal www.edpuniversity.edu, under "Student Right to Know" / Políticas / Asuntos Institucionales Administrativos.

Policy and Procedure for Incident Management of Sexual Violence

EDP University of Puerto Rico, Inc. ensures all their students and employees through its Title IX coordinator that regardless of their sex or gender, will receive protection against any complaint of sex discrimination, including sexual violence, by disputes arising within the university community. For this purpose, an institutional policy was created entitled: Policy and Procedure for Incident Management of Sexual Violence. This policy aims to sensitize students to the various reports and options available to inform the University of an event of sexual violence, ensuring confidentiality in the disclosure of information in the process. Thus, EDP University students can make informed decisions about where to go in case of being a victim of sexual violence.

This Policy, in full, could be access through the portal www.edpuniversity.edu, under the section "Student Right to Know" / Políticas / Asuntos Institucionales Administrativos.

EDP University encourages victims of sexual violence to speak with someone in the event of an incident of sexual violence so that the institution can respond appropriately and in compliance with Sec. 304 (a) (8) (C) of the Campus Sexual Violence Elimination Act (Save Act). Students have the right to denounce what happened to our Institution; requesting through a complaint to investigate the incident, and we will resolve the complaint quickly and fairly. The complainant or the student will have the option to report an incident of sexual violence to EDP University or the police. However, the police investigation does not absolve the University to respond promptly and effectively to the student complaint.

Institutional Policy on Abuse of Controlled Substances

Our institution complies with the Act Drug Free Workplace Regulations (1988)1, Free Schools and Campuses and Alcohol and Drug Act. No. 40 of 1993 and Act No. 66 of March 2, 2006. The "drug free workplace" environment is needed for the academic community to effectively perform their respective tasks. We have enacted a policy that defines the resources and procedures available for individuals whenever controlled substances abuse is encountered within the academic community. Copies of the policy may be obtained at the Deanship of Student Affairs or Human Resources Office.

EDP University of Puerto Rico in the Policy and Program for Alcohol-Free Community College, Tobacco and Controlled Substances prohibits the possession, use, manufacture or illegal distribution of controlled substances, tobacco and alcohol by employees, students, visitors and organizations in the premises of the institution and official activities carried out outside the campus.

[1] Drug Free Workplace Act" (34 CFR 85)

Alcohol
Possession, distribution and alcohol use in the premises of our Institution is prohibited. Students, faculty, or personnel in violation of this regulation will be subject to those disciplinary actions established by our Institution's regulations.

Drugs
Manufacture, distribution, sale, and/or possession of drugs are strictly prohibited and will not be tolerated. Students, faculty, and personnel in violation of this regulation will be subject to those disciplinary actions established by our Institution's regulations.

This Policy, in full, can be access through the portal www.edpuniversity.edu, under the section "Student Right to Know" / Políticas / Asuntos Institucionales Administrativos.

Policy on Physical Impairment

EDP University is committed to providing students who have disabilities fair and equal access. Once the University admits a student with a disability, he or she will have equal opportunity to participate in and benefit from all the University programs and activities. Whenever a student with a documented disability needs modification of academic requirements, facilities, services, or procedures, EDP University will make every reasonable effort to meet the student's needs with respect to the essential elements of a course or program. A student requesting accommodations for a documented disability should discuss his or her needs with our Professional Counselors.

Security Policies and Procedures and Prevention at the University Campus

EDP University of Puerto Rico, Inc. is responsible for maintaining a healthy and safe university environment that allows optimal teaching-learning process. This Policy about security and prevention in the campus was developed according to the Drug-Free Schools and Communities Act (DFSCA), Federal Regulation 1001-226, as well as Public Act 101-542 (Nov. 8, 1990) also known as Student Right to Know and Campus Security Act.

We are aware of the need to take proactive measures to promote an environment free of violence, discrimination, alcohol, drugs, tobacco, harassment and sexual abuse. For this purpose, we have the policy named: Security Policies and Procedures and Prevention at the University Campus. It constitutes the minimum procedures to be observed and fulfilled both by students and faculty and administrative staff of the institution. The observation of this policy to maintain a safe and healthy environment is responsibility, commitment and effort of all.

EDP University of Puerto Rico, Inc. discloses its Procedures' Policy related to safety through various activities. The disclosure is made during the admissions process, tuition and guidance to new students, among others. It is strongly recommended to read this document. Reading it will help us maintain a healthy environment for everyone. In compliance with the Jeanne Clery Act, the Security Protocol present criminal incidents statistics of the three most recent years.

This Policy, in full, could be access through the portal www.edpuniversity.edu, under the section "Student Right to Know" / Políticas / Asuntos Institucionales Administrativos.

Policy on the Student's Completion of their Degrees, in the Case of the Elimination of their Program of Study or the Cessation of Institutional Operations

It is our policy that registered students seeking a Technical Certificate or degree in our Institution fulfill their goals, upon the occurrence of such unwilled events as the elimination of their program of studies or the cessation of Institutional operations. To this end, the Institution will strive to help students that are close to graduation by providing alternate means for them to comply with the requirements of their remaining academic programs, such as: independent work, special projects, course equivalencies, and authorizations to take courses at other institutions. The Institution is also willing to aid students in easing the transition towards admission into another institution, where they could continue their studies towards their eventual completion, in the case of the cessation of Institutional operations.

Policy on the Maintenance of the Institutional Academic Offerings, Towards the Completion of the Degrees Offered by the Institution

It is our policy to maintain the level of Institutional academic offerings required for students to complete their Technical Certificate or degrees, in accordance with the curricular sequence of their programs of studies, and provided that students maintain their required level of satisfactory academic progress. In special circumstances, where the level of course registration is low, and graduating students need specific courses to complete their degrees, the Institution is willing to provide alternate means for students to comply with the requirements of their academic programs, such as independent work, special projects, course equivalencies, and authorizations to take courses at other institutions.

Policy on the Support System for Academic Records and Transcripts

The office of the Registrar safeguards student academic records. The Registrar acts as the official custodian who is responsible for ensuring the integrity of the content of the academic record. The corresponding information of the academic records and transcripts must be safeguarded while the institution is licensed and/or accredited as an institution of higher education. EDP University has established the following procedure for the safeguarding of every student academic record.

1. Academic records are safeguarded in a security vault against theft, fires, floods, wrongful use, and other security risks.
2. Access to this security vault is permitted solely to authorized personnel of the institution.
3. EDP University maintains a back-up copy of every academic record. This process occurs in a systematic manner where digital data is safeguarded in a security vault outside of the institution.

Salomon Pombo Act

EDP University has established an Institutional Policy regarding the Student Directory. This policy will include new changes in the Federal law known as the Salomon Pombo Act. This act allows third parties to request the personal information the university has gathered and include in the Directory.

EDP University has defined personal information for the Directory as follows:

- *Name*
- *Major*
- *Address*
- *Years of Study*

Students who would prefer this personal information NOT be included in the Directory should file a written notification of objection with the Registrar's Office.

Emergency Response Policy and Multi-Risk Operational Plan

EDP University of Puerto Rico, Inc. in compliance with Clery Act requirements as described in The Handbook for Campus Safety and Security Reporting has established this policy to define the procedures of how will inform the university community and other individuals, as parents / guardians or custodians, in case of an emergency, as well to establish the facilities' evictions protocols and reaction to dangerous situations on campus.
Clery Act defines two types of alerts: Emergency Notification and Timely Warnings.

- Emergency Notification - its purpose is to notify the campus community immediately upon received confirmation of a significant emergency or dangerous situation occurring near the campus that endanger the health and / or safety of students and employees.

- EDP University of Puerto Rico as well as having defined its protocol to broadcast emergency notifications has a Multi-risk Operational Plan that contemplates how it will assess the effectiveness of emergency systems.

- Timely Warnings - In compliance with Clery Act regulations, EDP University has a system that provides timely warnings to the university community. The intention is to provide a warning or timely security warning of a potential situations of dangerous crimes that may be occurring in the workplace, classroom or campus (campus or additional locations) with the purpose of offering the person the time and the information necessary to take precautions.

This Policy, in full, could be access through the portal www.edpuniversity.edu, under the section "Student Right to Know" / Políticas / Asuntos Institucionales Administrativos

Policy and Protocol against Harassment and Intimidation (Bullying) in the University Environment

EDP University encourages the promotion of a learning, social and work environment where all students and staff coexist peacefully. EDP University believes that the university environment should offer all students the freedom to do their work, research and study without having to suffer intimidation or harassment from a student or staff member. Bullying will not be tolerated by the University.

With this policy, EDP University states that no student or group of students may be subjected to harassment or intimidation by any other student, professor, or staff member. In addition, no person should engage in any act of retaliation against victims, witnesses or anyone with information on our campus about an act of intimidation or harassment.

> For the purposes of this policy, harassment and intimidation (bullying) is defined as any pattern of actions done intentionally, whether through psychological, physical, cybernetic or social abuse, which has the effect of frightening a student or a group of students and interfering with academic opportunities and performance, both in the classroom and in their immediate social environment. Harassment and intimidation and / or bullying should be a pattern of harassment, consisting of more than one act, and usually extending for weeks, months and even years.

This conduct should not take place on any property, either controlled or sponsored by EDP University. This Policy, in full, could be access through the portal www.edpuniversity.edu, under the section "Student Right to Know" / Políticas / Asuntos Institucionales Administrativos.

Grievance Police and Procedures (management and submission) 001-2026

Establish the institutional rules and procedures governing the filing, investigation, and resolution of complaints submitted by any member of the EDP University community, including students, faculty, administrative and non-administrative staff (e.g., maintenance, security, contractors), and academic units, ensuring respect for fundamental rights, confidentiality, due process, and non-discrimination for all parties involved. This policy promotes a supportive learning environment in accordance with the standards of the Middle States Commission on Higher Education (MSCHE) and applicable federal laws.

Educational and Learning Resources

Information Resources Center and Computer Center/PC Labs

The Information Resource Center and Computer Center represent a balance between hardware/software facilities. These resources and facilities are fully available for hands on experience to all our active students. This environment exposes them to a unique area that fosters their learning and enhances their formative professional development.

The hardware facilities include high quality servers, desktop computers, and multifunction printers. The software resources include, Windows Professional, Office, tutoring, CAI (Computer Aide Instruction), accounting, diagnostics, utilities, publishing, communications, and more.

With the use of these facilities, students learn how computers perform in the modern business environment, receiving a comprehensive view of the specific capabilities and limitations of computers. This allows our students to get a deeper understanding of computers and their full potential in the complex business world of today. In summary, these learning resources allow for the hands-on experiences that enable our students to enter the job market with a modern, up to date training in the most rapidly developing technology of today's world computers.

On each academic unit, the information systems facility includes a computer center and PC labs, with personal computers in a network system. Each of these labs is equipped with their own printers and a workstation environment.

EDP University has an Agreement with Microsoft for the use of applications in our academic courses by faculty and all of our students.

Information Resources Center

The library's primary aim is to support and strengthen the academic programs by ensuring access to relevant and updated information that contributes to the academic, social, cultural, and individual development of our students. To fulfill this purpose, the library is equipped with a collection of printed and unprinted resources.

The audiovisual resources include projectors, laptops, and television, among others. A bibliographical research facility composed of computers and printers is available to undergraduate and graduate students for their research, providing access to several databases, the library catalog, inter-library loans, and Internet.

EDP University and the Information Resources Center supports the Copyright Law and does not promote the use and abuse of photocopied material in quantities not allowed.

Technical Certificate Programs

Technical Certificate in Integrated Clinical Massage

Program offered in: Hato Rey Campus and Humacao Branch Campus

Discipline:

CIP Code: 51.3501

Credential level: Technical

Program length: 1,080 (36 credits)

Program Description

The Integrated Clinical Massage program provides students with clinical knowledge in anatomy and physiology, structural kinesiology and biomechanics. Students will be able to work with various pathologies and develop treatment plans according to client needs. All components of the program are in accordance with the requirements for revalidation of the profession in Puerto Rico.

The graduate of the program will be able to practice in clinical areas, such as hospitals, and chiropractic, physiatrists and physical therapy medical offices. Students will be able to offer services in general sports environments, hotels, cruise ships and SPA centers. In addition, students will have the opportunity for self-employment by providing services for corporate companies, beauty events and at home services.

Program Objectives

1. Develop protocols and plans, including different therapeutic techniques and treatments, that result in client improvement in accordance with their needs.
2. Acquire clinical level knowledge in anatomy and physiology, structural kinesiology and biomechanics, in order to work with various pathologies and develop treatment plans.
3. Apply ethical and moral behavior in the professional practice, keeping in mind respect for diversity and individual needs.
4. Apply the theoretical knowledge and protocols of the various therapeutic massage techniques.
5. Acquire professional level knowledge related to the various therapies and massage techniques in order to guarantee the quality of the services offered.
6. Develop assertive communication with clients about the benefits, contraindications and effects, whether physical or psychological, that may arise during treatment.
7. Comply with the functions and duties of a clinical massage therapist, responding to the laws and regulations that regulate the profession.

Alumni Profile

Upon completion of their Integrated Clinical Massage studies, alumni are prepared to:

1. Apply the theoretical knowledge, protocols and specific therapies of the various therapeutic massage techniques in their performance as an Integrated Clinical Massage Therapist, as established in the basic initial level of their profession.
2. Analyze, objectively and critically, the information collected in the interaction with the client in order to develop a protocol or work plan using therapeutic techniques and treatments for the improvement of the client according to their needs.
3. Promote an effective therapist-client relationship and establish assertive communication about the benefits, contraindications and effects, whether physical or psychological, that integrated clinical massage and its related treatments can have on the individual.
4. Use technological and computer means to search for information related to various massage techniques and therapies in order to develop at a professional level and thus guarantee the quality of the services offered.
5. Comply with the functions and duties as a integrated clinical massage therapist, demonstrating a great sense of responsibility and respect for the laws and regulations that regulate their profession.
6. Establish respect for diversity by promoting good ethical and moral behavior in professional practice.

Program of study

Degree requirements: Candidates must complete the course requirements of 47 credits as outlined in the following program of study and reach a C or more minimum in all courses.

- Complete the Program credits
- Minimum passing grade of C in all courses
- Submit graduation application
- Graduation fee payment
- Exit interview with the Careers Office
- Determination of the Registrar's Office of compliance with requirements

CODE	COURSE NAME	CREDITS
ICM 0101	Introduction to Integrated Clinical Massage	**1**
BIO 0101	Human Anatomy and Physiology I	**2**
ICM 0105	Principles of Medical Terminology and Clinical Pathology	**2**
ICM 0110	Therapeutic Swedish Massage	**2**
BIO 0103	Human Anatomy and Physiology II	**2**
ICM 0115	Professional Ethics and Business Development	**2**
ICM 0120	Manual Lymphatic Drainage	**2**
ICM 0125	Introduction to Structural Chiromassage	**2**
ICM 0130	Structural Kinesiology	**2**
ICM 0135	Neurophysiological Therapies/Deep Tissue and Trigger Point Therapy	**2**
ICM 0140	Clinical Reflexology and Aromatherapy	**2**
ICM 0145	Eastern Energy Therapies	**2**
ICM 0150	Clinical Sports Massage	**2**
ICM 0155	Massage for Special Populations	**2**
ICM 0160	Hydrotherapy and Therapeutic Body Treatments	**2**
ICM 0165	Preparatory Seminar MBlex	**1**
ICM 0170	Supervised Clinical Practice	**6**
Total		**36 Credits**

Technical Certificate in Surgical Technician

Program offered in: Caguas Branch Campus and Manatí Branch Campus

Discipline:

CIP Code: 51.1012

Credential level: Technical

Program length in hours: 1,080 (36 credits)

Program Description

The Surgical Technician program prepares students to demonstrate competencies and skills within their role as a Surgical Technician. The program provides the necessary resources to develop the health professionals of the surgery room. Students obtain knowledge in pre-operative, intra-operative and post-operative areas in order to provide quality care to patients. Students also obtain experiences in the area of surgical asepsis, sterile supplies, surgical instrumentation, surgery, and specialties, as well as aesthetic surgery and its post-operative care.

Upon completion of the program, the candidate must demonstrate highly effective surgical skills to join the workforce in the surgical environment. The curriculum is designed for the student to be able to model values and respect for the dignity of each individual. The teaching and learning process of the study program contains clinical experiences, clinical simulation as well as theoretical knowledge in the area of science and surgery.

Program Objectives

1. Understand the importance of education workshops to have up-to-date knowledge of the profession.
2. Understand the ethical implications of the Surgical Technician profession.
3. Develop the skills and ability to perform as a Surgical Technician.
4. Apply care to the surgical patient.
5. Develop the values and attributes of the profession.
6. Master knowledge in the pre-operative, intra-operative, and post-operative areas to provide quality care to patients.

Alumni Profile

Upon completion of their studies, alumni are prepared to:

1. Apply the knowledge, skills, and competencies to work as a Surgical Technician in cognitive, psychomotor, and affective learning functions.

2. Demonstrate up to date new trends within the surgery room field through continuing education, workshops and seminars.
3. Demonstrate ethical behavior at all times, guided by the AST standards (Association Of Surgical Technologists).
4. Collaborate with the surgical team to maintain an effective work environment in order to ensure care of the surgical patient, while demonstrating professionalism.

Program of study

Degree requirements: Candidates must complete the course requirements of 41 credits as outlined in the following program of study and reach a 2.00 G.P.A. minimum on the specialization courses.

CODE	COURSE NAME	CREDITS
BIO 0101	Human Anatomy and Physiology I	**2**
SUTE 0101	Surgical Pharmacology and Safety in the Surgery Room	**2**
SUTE 0105	Ethical Considerations of the Profession	**1**
BIO 0103	Human Anatomy and Physiology II	**2**
SUTE 0110	Basic Surgical Techniques	**2**
SUTE 0115	Basic Surgical Techniques Laboratory	**2**
SUTE 0120	Introduction to Anesthesia	**1**
SUTE 0125	Instruments and Application in Surgical Fields Laboratory	**2**
SUTE 0130	General Surgery and its specialties	**2**
SUTE 0135	Practice I	**6**
SUTE 0140	Practice II	**6**
SUTE 0145	Post-surgery medical-aesthetic treatments	**2**
SUTE 0150	Practice III	**6**
Total		**36**

Geriatrics Technical Certificate with emphasis on Mental Health Conditions Management

Program offered in: Hato Rey Campus, San Sebastián Campus, Caguas Branch Campus, Humacao Branch Campus, Manatí Branch Campus, Villalba Branch Campus.

Discipline:

CIP Code: 51.3902

Credential level: Technical

Program length in hours: 840 (28 credits)

Program Description

The Geriatrics with Emphasis on the Management of Mental Health Conditions program prepares the student to perform basic tasks in the care of geriatric patients who have mental disorders. Care includes hygiene, feeding, medication, ambulation, recreation, prevention of falls and accidents, and rest. Students will promote the physical, mental and spiritual well-being of the patient and their family.

The graduate of the program will be prepared to work in different scenarios that involve geriatric patients, whether public or private centers, nursing homes, home care, among others.

Program Objectives

1. Demonstrate knowledge of the current legal regulations aimed at guaranteeing the rights and health services of the elderly.
2. Apply good ethical and moral behavior in the professional practice.
3. Understand common client conditions to ensure quality and safe care.
4. Understand the ideal spaces that guarantee safe mobility in the elderly.
5. Work in different scenarios involving geriatric care.
6. Provide care that includes hygiene, food, medication, ambulation, recreation, prevention of falls and accidents.
7. Provide emotional and physical support to both the family member and the elderly.

Alumni Profile

Upon completion of their studies, alumni are prepared to:

1. Demonstrate knowledge of the current legal regulations aimed at guaranteeing the rights and health services of the elderly.
2. Handle confidential information about the services you offer.
3. Identify possible barriers in spaces and take correct actions to guarantee safe mobility of the client.
4. Assist the geriatric client with basic physiological needs.
5. Understand the common conditions of the client to guarantee quality and safety care.
6. Provide emotional and physical support to both the family member and the client.
7. Work in different scenarios involving geriatric care.

Program of study

Degree requirements: Candidates must complete the course requirements of 36 credits as outlined in the following program of study and reach a 2.00 G.P.A. minimum on the specialization courses.

CODE	COURSE NAME	CREDITS
GTM 0101	Introduction to Geriatrics	**3**
GTM 0105	Introduction to the study of Geriatric Diseases	**3**
GTM 0110	Regulations and Laws in Geriatrics	**2**
GTM 0115	Mental Health Illnesses: Behaviors and Diagnoses	**4**
GTM 0120	Fundamentals of Intervention in Medication Management	**2**
GTM 0125	Healthy Nutrition Styles	**3**
GTM 0130	Fundamentals in Geriatric Health Services	**3**
GTM 0135	Geriatric Health Services Laboratory	**2**
GTM 0140	Clinical Practice	**6**
Total		**28**

Technical Certificate in Integral Esthetics

Program offered in: Hato Rey Campus, San Sebastián Campus, Manatí Branch Campus.

Discipline:

CIP Code: 12.0409

Credential level: Technical

Program length in hours: 1,050 (35 credits)

Program Description

The EDP University Integral Esthetics program aims to prepare students with the competencies and educational knowledge in facial and body treatments, enabling them to develop their skills using techniques, equipment, and organic and conventional products. It integrates hair removal and beautification of hands and feet with a holistic component to achieve harmonized beauty.

Graduates of the program will be prepared to successfully enter the professional aesthetics field in different settings. They will be able to perform various roles, such as: entrepreneur managing their own business, cosmetic salespeople and/or representatives, beauty product distributors, educators, hotel or cruise spas, med spas, as an assistant in dermatologist clinics, cosmetic surgeons, and various industries related to integral esthetics.

Program Objectives

1. You will recognize the body's systems and how they integrate with the integumentary system; the layers of the skin, its appendages, and its conditions; and you will know how to identify appropriate treatments based on your skin's needs.
2. You will recognize the different active ingredients in products, their functions, and how to use them for facial and body treatments.

3. You will apply the appropriate essential oils in facial and body treatments.

4. You will design appropriate protocols based on skin conditions and master the contraindications for the procedures applied, providing quality service.

5. You will apply professional vocabulary, the appropriate dress code, and the ability to perform cutting-edge facial and body treatments, following the protocols and skills acquired to conduct yourself successfully.

6. You will demonstrate appropriate behavior and professionalism to develop your entry into the esthetics market.

7. You will develop a work plan, identifying the budget and socioeconomic factors to

successfully enter the workforce.

Alumni Profile

Upon completion of their studies, alumni are prepared to:

1. Describe skin structures and their functions in order to develop appropriate protocols for the client's facial and body needs.

2. Identify the essential elements to assess their potential for successful employment as an individual or employee.

3. Apply the acquired knowledge, protocols, skills, and abilities to successfully perform the esthetics profession.

4. Apply basic concepts and principles of aesthetic treatments for the face, body, hands, feet, and body hair removal.

5. Identify different essential oils in appropriate protocols for facial and body treatments to achieve the best results in the procedures administered to the client.

6. Apply different essential oils in appropriate protocols for facial and body treatments to achieve the best results in the procedures administered to the client.

7. Foster an ethical relationship with their client by establishing appropriate treatments and their contraindications to achieve the best results.

8. Fulfill your functions and duties as an esthetics professional with a great sense of responsibility and ethics.

Program of study

Degree requirements: Candidates must complete the course requirements of 49 credits as outlined in the following program of study and reach a 2.00 G.P.A. minimum on the specialization courses.

CODE	COURSE NAME	CREDITS
IET 0101	Introduction to Integral Esthetics	**1**
BIO 0101	Human Anatomy and Physiology I	**2**
IET 0105	Analysis of Skin Pathologies	**2**
IET 0110	Cosmetic Chemistry and Dermocosmetics	**2**
BIO 0103	Human Anatomy and Physiology II	**2**
IET 0115	Facial I: Organic Facial Principles	**2**
IET 0120	Facial II: Organic Facial Complements	**2**
IET 0125	Electroesthetics	**1**

IET 0130	Advanced Body Treatments	**2**
IET 0135	Facial III: Chemical and Mechanical Exfoliations and Advanced Equipment	**2**
IET 0140	Body Treatment II (Advanced Equipment)	**2**
IET 0145	Aromatherapy in Esthetics	**2**
IET 0150	Hair Removal Techniques	**2**
IET 0155	Hand and Foot Esthetics	**2**
IET 0160	Medical Esthetics	**2**
IET 0165	Entrepreneurship	**1**
IET 0170	External Practice	**6**
TOTAL		**35**

Technical Certificate in Fashion Design

Program offered at: EDP University, San Juan Campus

Discipline: Fashion Design

CIP Code: 50.0407

Credential Level: Technical

Program Length: 450 hours (15 credits)

Program Description

EDP Centromoda School of Design has been characterized by having one of the most complete and updated curricula in Puerto Rico at the high-skills vocational level. Since December 2016, Centromoda is part of EDP University and is one of our academic schools at the non-university post-secondary level, offering our students the alternative of choosing between the following study programs: short courses, seminars, and the Technical Certificate in Fashion Design. The courses are taught in class periods within a bi-monthly calendar, covering from basic to advance in areas such as illustration, design, cutting and sewing, patterns, mannequin modeling and portfolio, among others.

Program Objectives

1. To prepare specialists for the fashion industry in Puerto Rico who work as fashion designers, dressmakers, pattern makers or fashion illustrators, contributing to the development of the local industry.
2. Develop complete professionals who not only fully realize their education, but also project themselves as responsible, productive, and ethically committed people.
3. Train professionals capable of offering quality service to the community, promoting effective collaboration and guaranteeing success in the labor field.
4. Provide high-quality education, provided by experts in the fashion industry in Puerto Rico, that allows students to acquire the most current knowledge and skills.
5. Provide specialized technical training in areas such as illustration, design, cutting and sewing, pattern creation, and advanced sewing, expanding employment possibilities in the industry.
6. Offer the necessary tools to promote self-employment, preparing students to work independently or establish their own business in the fashion sector.
7. Promote the use of creativity within the local fashion industry, encouraging students to develop their innovative ideas and projects.

8. Train in the use of domestic and industrial machinery, so that students can work in professional and productive environments within the fashion industry.

Alumni Profile

The graduate of the Fashion Design Technician program is a highly trained professional with a solid foundation in fashion design, enabling them to stand out in both the local and international fashion industries. Through a comprehensive approach, students acquire not only essential technical knowledge but also a deep understanding of creativity, innovation, and the commercial aspects of fashion.

Upon completion of their studies, alumni are prepared to:

1. Ability to conceptualize and develop fashion collections, integrating current trends with personal creativity to create unique and functional designs, working as a Fashion Designer.
2. Strong collaboration skills, capable of working effectively in teams and supporting established designers in the creation of collections while contributing innovative ideas.
3. Develops and produces cohesive, professional fashion collections, from initial design to final presentation, using a variety of fabrics and tailoring techniques.
4. Core competencies in communication, critical thinking, and the use of industrial machinery, enabling them to face industry challenges with professionalism.
5. An entrepreneurial vision, capable of launching their own fashion business by analyzing the financial and operational aspects necessary for success. Their training also prepares them to explore freelance opportunities and contribute to creative projects within the fashion industry

Program of Study

Degree Requirements: Candidates must complete the 15-credit course requirements as indicated in the following program of study and achieve a minimum grade point average of 2.00.

CODE	COURSE NAME	CREDITS
CMT 1001	Textiles and Creative Materials	1/30
CMT 1005	Basic Sewing and Finishing Techniques	1/30
CMT 1010	Fashion Illustration Techniques	1/30
CMT 1015	Intermediate Sewing and Prototype Development	1/30
CMT 1020	Creative Design Process	1/30
CMT 1025	Basic Patternmaking	2/60
CMT 1030	Intermediate Patternmaking	2/60

CMT 1035	Draping Techniques	1/30
CMT 1040	Advanced Sewing	2/60
CMT 1045	Final Project	3/90
Total		**15/450**

Course Descriptions

Course Numbering System

The course number system underlies the use of an alphabetical code with a maximum of four (4) letters and a four-digit numerical code, strung together into a course number ID. The general format for the course number ID is as follows:

AAAA####

Code	Comments
AAAA	Alphabetical code with a maximum of four letters
####	Four-digit numerical code (e.g. BIO 0101)

AAA ####

Code	Comments
AAA	Alphabetical code with a maximum of four letters
####	Four-digit numerical code (e.g. BIO 0101)

The alphabetical code identifies the subject matter of the course. The combination of the alphabetical code and the four-digit numerical code is unique to each course. Its left-most digit, which runs from 0 to 4, serves as an indicator of the course content level. The courses with the left - most digits numbered 3 and 4 are upper level. The following information establishes the criteria for this numerical code identification:

# ID	Comments
0	Refers to technical courses.

The subject matter codes are as follows:

Code	Subject
BIO	Biology
CMT	Centromoda
DM	Dressmaking
TE	Textile
MM	Fashion Marketing
HM	Design History
PD	Production Design
ICM	Comprehensive Clinical Massage
GTM	Geriatrics with Emphasis on the Management of Mental Health Conditions
SUTE	Surgical Technician
IET	Integrated Esthetics

BIO 0101 Human Anatomy and Physiology I
Two (2) credits 60 hours
Pre-requisites: None.
This course provides students entering the healthcare field with a basic understanding of anatomy and physiology. The course covers the organization of the human body and the study of the integumentary, skeletal, muscular, nervous, and cardiovascular systems. Alterations in the homeostasis of these systems are also emphasized.

BIO 0103 Human Anatomy and Physiology II
Two (2) credits 60 hours
Pre-requisites: BIO 0101.
This course provides students entering the healthcare field with a basic understanding of anatomy and physiology. The course covers the organization of the body, cellular level, and tissues. The study of lymphatic, endocrine, respiratory, urinary, digestive, and reproductive systems is emphasized.

CMT 1001 Textiles and Creative Materials
One (1) credit 30 hours
Prerequisite: None
This course introduces textile science. Students explore the properties and characteristics of textile fibers, with emphasis on the production process of fibers, yarns, fabrics, and finishing techniques. The course also includes a hands-on laboratory experience where students learn basic fabric painting techniques.

CMT 1005 Basic Sewing and Finishing Techniques
One (1) credit 30 hours
Prerequisite: None
This course introduces the operation and proper use of domestic sewing machines. Students develop a sampler of sewing and finishing techniques while learning fabric layout and handling. The course also includes zipper application samples and the construction of a full-size garment. Students complete a fashionable blouse or shirt using a pattern provided by the instructor, followed by the necessary fitting and alteration process.

CMT 1010 Fashion Illustration Techniques
One (1) credit 30 hours
Prerequisite: None
This course introduces the fundamental concepts of fashion figure proportions and movement. Students study garments, fashion terminology, garment details, and the proper techniques for illustrating clothing in relation to the human figure and its movement. The course also provides the tools necessary to develop original, creative, and marketable fashion collections. Emphasis is placed on trend-based design concepts, textile selection, and the principles of design. Students also explore various apparel categories, including swimwear, casual sportswear, and cocktail wear.

CMT 1015 Intermediate Sewing and Prototype Development
One (1) credit 30 hours
Prerequisite: CMT 1005
This course continues the development of custom garment construction techniques. Students complete a coordinated total look consisting of a lined pair of trousers made from a commercial pattern and a gathered skirt with a straight waistband, reinforcing garment construction, fit, and finishing skills.

CMT 1020 Creative Design Process

One (1) credit 30 hours
Prerequisite: CMT 1010
This course introduces the use of markers as a professional medium for fashion illustration, with emphasis on both womenswear and menswear design. Students study the anatomical proportions of the male figure and compare them with those of the female figure. Principles of composition and mixed media techniques are explored to achieve a more creative and contemporary visual style. The course culminates in the development of a professional mini-collection portfolio that reflects the student's individual interests within the fashion industry.

CMT 1025 Basic Patternmaking
Two (2) credits 60 hours
Prerequisite: CMT 1015
This course introduces students to the development of basic fitted patterns. Emphasis is placed on accurate body measurements and precision in pattern drafting. Students create foundational patterns, including bodices, skirts, and trousers, while learning pattern transformation techniques. Basic patterns are drafted using instructor-provided measurements and are tested by constructing muslin samples to verify proper fit.

CMT 1030 Intermediate Patternmaking
Two (2) credits 60 hours
Prerequisite: CMT 1025
This course expands student's patternmaking skills through advanced fitting techniques and greater drafting precision. Students develop pattern transformations for necklines, collars, and basic sleeves, with selected patterns constructed in muslin to evaluate fit and accuracy. The course also introduces advanced pattern manipulation for instructor-assigned garments, which may include cocktail wear inspired by current fashion trends.

CMT 1035 Draping Techniques
One (1) credit 30 hours
Prerequisite: CMT 1015
This course introduces students to three-dimensional garment development through draping techniques. Cotton muslin is used to create original designs directly on the dress form. Students complete the fitting process before transferring the draped pieces to paper, making the necessary corrections and accurately identifying each pattern section. The course also includes the construction of a fitted bodice (bustier), incorporating draped elements that are developed into a finished garment.

CMT 1040 Advanced Sewing
Two (2) credits 60 hours
Prerequisite: CMT 1020, CMT 1030, CMT 1035
This course focuses on advanced garment construction and sewing techniques for individually designed pieces that will become part of the student's final collection. Projects may include cocktail and eveningwear, among other apparel categories. Students work from original patterns developed in previous patternmaking and draping courses while applying advanced couture construction methods. All garments are initially produced in muslin for evaluation and refinement before final construction.

CMT 1045 Final Project
Three (3) credits 90 hours
Prerequisite: CMT 1040

In this capstone course, students design and develop a cohesive fashion collection that demonstrates the knowledge and technical skills acquired throughout the program. The project includes research, concept development, patternmaking, garment construction, fitting, and professional presentation, culminating in a final collection that reflects the student's creativity, technical proficiency, and personal design identity.

GTM 0101 Introduction to Geriatrics
Three (3) credits 90 hours.
Pre-requisites: None.
This course allows students to acquire basic knowledge of geriatrics, the stages of aging, and the evolution of life. Critical thinking emphasis is placed on the changes present in the elderly.

GTM 0105 Introduction to the Study of Geriatric Diseases
Three (3) credits 90 hours.
Pre-requisites: None.
This course allows students to acquire basic knowledge for the general care of the geriatric patient with chronic conditions, and the common alterations in the body system. Students will learn about different and the most common geriatric diseases and how to manage them when caring for an elderly person. The course includes 15 laboratory hours.

GTM 0110 Regulations and Laws in Geriatrics
Two (2) credits 60 hours.
Pre-requisites: None.
This course provides students with the necessary theoretical knowledge about the laws and regulations in the field of geriatric care. This knowledge will allow students to provide excellent care to the patient. Additionally, focuses on business development, including the creation and presentation of a comprehensive business plan, is discussed.

GTM 0115 Mental Health Illnesses: Behaviors and Diagnoses
Four (4) credits 120 hours.
Pre-requisites: None.
This course provides students with basic knowledge about mental illnesses in geriatric patients, their manifestations, and the role played by the primary caregiver with the purpose of providing excellent care.

GTM 0120 Fundamentals of Intervention in Medication Management
Two (2) credits 60 hours.
Pre-requisites: GTM 0101, GTM 0105.
This course provides students with the ability to acquire fundamental knowledge and concepts about medication management. The importance of medical reconciliation, medication uses, adverse reactions, types, doses, frequency, and methods of medication administration in the elderly are discussed. Additionally, safe medication label reading skills are included.

GTM 0125 Healthy Nutrition Styles
Three (3) credits 90 hours.
Pre-requisites: GTM 0101, GTM 0105.
This course provides students with nutritional aspects to promote the wellness and well-being of the geriatric patient in various health scenarios. The different factors that affect the absorption of nutrients in aging are discussed. Analysis of situations is carried out to create a dish for the elderly.

GTM 0130 Fundamentals in Geriatric Health Services
Three (3) credits 90 hours.
Pre-requisites: GTM 0101, GTM 0105, GTM 0110, GTM 0115, GTM 0120, GTM 0125.
This course is based on the theoretical and practical knowledge necessary in the field of geriatric care with the

purpose of providing excellent care for the patient in nutrition, infection prevention, and personal hygiene, among others. The course consists of providing the knowledge necessary for the development of attitudes, responsibility, and professionalism in students. Emphasis is placed on critical thinking when intervening with the patient and family, which allows the student to analyze and propose solutions during the care of geriatric patients with mental health conditions.

GTM 0135 Geriatric Health Services Laboratory
Two (2) credits 60 hours.
Pre-requisites: None.
This course is designed for students to practice the basic skills necessary for geriatric care. In a laboratory with high-fidelity equipment, providing excellent patient care in nutrition, infection prevention, personal hygiene, and safety will be emphasized. The course consists of the application of skills for the development of attitudes, responsibility, and professionalism in students. Emphasis is placed on critical thinking when intervening with patients and families, which allows the student to analyze and propose solutions during patient care.

GTM 0140 Clinical Practice
Six (6) credits 180 hours.
Pre-requisites: GTM 0101, GTM 0105, GTM 0110, GTM 0115, GTM 0120, GTM 0125, GTM 0130, GTM 0135, GTM 0140.
This clinical practice provides the student with the experience to apply care skills and concepts in a real scenario. It allows the students to apply the skills inherent to the occupation in a real, safe, and supervised work environment. Emphasis will be placed on diversity, respect, and integrity in the care of geriatric patients with mental disorders.

ICM 0101 Introduction to Integrated Clinical Massage
One (1) credits 30 hours.
Pre-requisites: None.
This course will provide students with the history of massages. Theory, topics on massage techniques, aromatherapy, legal aspects, hygiene, safety, and ethics in the profession will be discussed. The course involves an external final assignment to complete the course that will be evaluated by the professor.

ICM 0105 Principles of Medical Terminology and Clinical Pathology
Two (2) credits 60 hours.
Pre-requisites: None.
The course allows students to learn the terms, abbreviations, acronyms, roots, suffixes, and prefixes, among others, of the profession. Students will learn to apply this medical terminology in their work as clinical massage therapists. In addition, the most common health status, symptomatology, treatments, and traumas are studied.

ICM 0110 Therapeutic Swedish Massage
Two (2) credits 60 hours.
Pre-requisites: None.

This course allows students the ability to learn the techniques of Swedish massage and its benefits. The history of the Swedish massage, massage sequences, and its benefits and contraindications are examined. In addition, students will apply techniques to combat stress and will carry out activities to strengthen the process when performing a Swedish massage.

ICM 0115 Professional Ethics and Business Development
Two (2) credits 60 hours.
Pre-requisites: None.
This course examines two fundamental areas: the first addresses the principles of professional ethics, while the second focuses on business development, including the creation and presentation of a comprehensive business

plan.

ICM 0120 Manual Lymphatic Drainage
Two (2) credits 60 hours
Pre-requisites: BIO 0101, BIO 0103.
This course allows students the ability to gain an understanding of the lymphatic system so that they can learn to apply lymphatic drainage techniques. Students will be able to develop the skill of performing the massage rhythmically and sequentially in a way that is beneficial for the patient.

ICM 0125 Introduction to Structural Chiromassage
Two (2) credits 60 hours
Pre-requisites: ICM 0110.
This course addresses the manual manipulations or maneuvers of the chiromassage technique, as well as the basic forms of its application. The techniques of the different manipulations that make up classic chiromassage are studied. Structural chiromassage is divided into three phases (articular, vascular, and nervous).

ICM 0130 Structural Kinesiology
Two (2) credits 60 hours
Pre-requisites: BIO 0101, BIO 0103.
This course allows students to learn about Structural Kinesiology when muscle movement occurs. It includes the structures, techniques, balance, and functioning of the neuromuscular system.

ICM 0135 Neurophysiological Therapies/Deep Tissue and Trigger Point Therapy
Two (2) credits 60 hours
Pre-requisites: BIO 0101, BIO 0103.
This course focuses on neurophysiological therapies and deep tissue therapy, with a particular emphasis on trigger points. Students will explore advanced therapeutic massage techniques, developing practical skills and theoretical knowledge to address complex muscular and neurological problems.

ICM 0140 Clinical Reflexology and Aromatherapy
Two (2) credits 60 hours
Pre-requisites: ICM 0110, ICM 0120, ICM 0130.
This course explores reflexology and clinical aromatherapy. The historical and clinical aspects of reflexology will be covered, including zone therapy, reflexology maps, reflex points, and their therapeutic application in various conditions. In addition, the fundamental principles of clinical aromatherapy, the types of application, and the practical use of essential oils in therapeutic massages will be examined.

ICM 0145 Eastern Energy Therapies
Two (2) credits 60 hours
Pre-requisites: BIO 0101, BIO 0103.
This course explores the differences between oriental and occidental medicine in relation to energy therapies. Oriental massage techniques will be delved into, specifically, Shiatsu, analyzing key concepts such as Ki energy, yin and yang, the five elements, energy meridians, and tsubo. Thai Massage is also examined, analyzing key concepts such as Prana and energy lines. Students will learn about the history, benefits, indications, and contraindications of these oriental therapeutic practices.

ICM 0150 Clinical Sports Massage
Two (2) credits 60 hours
Pre-requisites: BIO 0101, BIO 0103, ICM 0110, ICM 0120, ICM 0130, ICM 0135.
This course provides a comprehensive understanding of clinical sports massage, its historical context, and its clinical relevance in the athletic field. The three basic phases of clinical sports massage will be explored in different scenarios, as well as the concepts related to sports injuries and their specific treatments. Additionally,

advanced techniques such as functional taping and kinesiotape will be covered.

ICM 0155 Massage for Special Populations
Two (2) credits 60 hours
Pre-requisites: ICM 0110, ICM 0120.
This course allows students to learn the techniques to be able to offer integrated clinical massage to special populations such as pregnant women, infants, children, geriatric people, and patients with disabilities, among others.

ICM 0160 Hydrotherapy and Therapeutic Body Treatments
Two (2) credits 60 hours
Pre-requisites: ICM 0110, ICM 0120.
This course explores the principles and practices of hydrotherapy and therapeutic body treatments. Students will engage in both the theoretical and practical aspects of these techniques, developing skills to apply effective and safe treatments.

ICM 0165 Preparatory Seminar MBlex
One (1) credits 30 hours.
Pre-requisites: BIO 0101, BIO 0103, ICM 0101, ICM 0105, ICM 0110, ICM 0115, ICM 0120, ICM 0125, ICM 0130, ICM 0135, ICM 0140, ICM 0145, ICM 0150, ICM 0155, ICM 0160.
This course allows students the ability to review all the concepts and skills learned throughout the program. The student will be able to apply those concepts and skills when taking the simulated exam, which is similar to the revalidation exam offered by the Junta Examinadora de Terapeutas de Masaje de Puerto Rico.

ICM 0170 Supervised Clinical Practice
Six (6) credits 180 hours.
Pre-requisites: BIO 0101, BIO 0103, ICM 0101, ICM 0105, ICM 0110, ICM 0115, ICM 0120, ICM 0125, ICM 0130, ICM 0135, ICM 0140, ICM 0145, ICM 0150, ICM 0155, ICM 0160.
This practice provides students with the ability to apply the skills and concepts learned in a real scenario. The student will be able to integrate the skills and concepts with the different hygiene and safety techniques. The practice will be under the supervision of a professional in the profession. It will be offered in settings where massage is practiced.

IET 0101 Introduction to Comprehensive Esthetics
One (1) credits 30 hours
Pre-requisities: None.
In this course, students will learn about the historical background of beauty and how it has influenced the current aesthetics profession. They will explore different specializations with potential employment options within the profession. They will learn about professional image in the field of aesthetics, which includes dress, makeup, personal hygiene, conduct, ethics, and attitudes, integrating the skills they must develop as professionals. They will study the various pathogens and potential contagions in the workplace and learn the correct use of chemicals, instruments, and aseptic methods to prevent the spread of microorganisms and infections in the workplace. They will apply the correct use of biosafety, promoting a safe and healthy environment, practicing these practices in the classroom.

IET 0105 Analysis of skin pathologies
Two (2) credits 60 hours
Pre-requisities: None.
In this course, students will learn about the physiology and histology of the skin, including how common disorders, conditions, and conditions affect the skin layers. They will learn the characteristics of different skin types, enabling them to perform in-depth analyses and make appropriate diagnoses.

IET 0110 Cosmetic Chemistry and Dermocosmetics
Two (2) credits 60 hours
Pre-requisities: None.
In this course, students will learn the principles of chemistry applied to cosmetics, as well as the most commonly used conventional and organic ingredients in the dermo-aesthetics industry. They will learn ingredient classification, product formulation, how ingredients are organized on a label, and how they benefit the skin, enabling them to treat common skin conditions.

IET 0115 Facial I: Organic Facial Principles
Two (2) credits 60 hours
Pre-requisities: BIO 0101, IET 0105.
In this course, students will learn the benefits of facials, facial massages, organic products, supplies, and basic equipment to use in the treatment room. They will integrate in-depth skin analysis and identify how to conduct themselves professionally with clients. They will also properly disinfect their treatment area, avoiding cross-contamination.

IET 0120 Facial II: Organic Facial Complements
Two (2) credits 60 hours
Pre-requisities: IET 0115, BIO 0101, BIO 0103, IET 0105, IET 0110
In this course, students will continue to develop their skills in facial treatments, combining a variety of organic products with basic equipment to complement the services. Students will examine skin conditions and needs and will be able to recommend the appropriate organic home product to maintain healthy skin. Students will maintain proper disinfection of the implements and equipment used at all times.

IET 0125 Electroesthetics
One (1) credits 30 hours
Pre-requisities: None.
In this course, students will learn the basic concepts of electricity, and their relation to electrotherapy. The student examines and identifies both basic and cutting-edge technologies available on the market, their functions, benefits, and contraindications, in order to integrate these concepts into facial and body treatments. The student applies maintenance, safety, and disinfection methods to ensure the durability of the equipment.

IET 0130 Advanced Body Treatments
Two (2) credits 60 hours
Pre-requisities: IET 0110, IET 0105, BIO 0101, BIO 0103.
In this course, students will learn various body treatments for cellulite, localized fat, and stretch marks, integrating products that complement the procedures. They will learn to perform a body analysis, which will allow them to determine protocols based on the client's needs. They will maintain asepsis by using appropriate products to sanitize and disinfect equipment, tools, and work areas.

IET 0135 Facial III: Chemical and Mechanical Exfoliations and Advanced Equipment
Two (2) credits 60 hours
Pre-requisities: IET 0115, IET 0120, IET 0105, IET 0125, BIO 010, BIO 0103
In this course, students will continue developing their basic facial skills by performing a combination of microdermabrasion, hydrodermabrasion, chemical peels, and advanced equipment, allowing them to further their acquired knowledge. This course also includes appropriate hygiene and disinfection protocols.

IET 0140 Body Treatments II (Advanced Equipment)
Two (2) credits 60 hours
Pre-requisities: BIO 0101, BIO 0103, IET 0130, IET 0110, IET 0105
In this course, students will continue to develop their skills in advanced body treatments for cellulite, excess localized fat, and stretch marks, integrating products that complement the procedures. They will develop protocols

combining different types of equipment depending on the client's needs. They will maintain asepsis by using appropriate products to sanitize and disinfect equipment, tools, and work areas.

IET 0145 Aromatherapy in Esthetics
Two (2) credits 60 hours
Pre-requisities: None.
In this course, students will learn about the historical trajectory of aromatherapy and its current legacy. They will learn about the main essential oils, their functions, physical and emotional benefits, precautions, and how to integrate them into facial and body treatments. They will also learn how to integrate essential oils into the disinfection of their workspace.

IET 0150 Hair Removal Techniques
Two (2) credits 60 hours
Pre-requisities: BIO 0102 BIO 0103 IET 0105
In this course, students will learn to distinguish the different stages of hair growth, as well as diseases, disorders, and syndromes that affect excessive hair growth. They will identify various hair removal and epilation methods for unwanted hair. They will learn how to clean and disinfect equipment and workbenches.

IET 0155 Hand and Foot Esthetics
Two (2) credits 60 hours
Pre-requisities: BIO 0101 BIO 0103
In this course, students will integrate anatomy, basic physiology, disorders, and diseases of the hands and feet. They will learn to perform manicures, pedicures, paraffin applications, and various massages according to the client's needs. They will properly disinfect implements and work equipment, following safety measures to prevent cross-contamination.

IET 0160 Medical Esthetic
Two (2) credits 60 hours
Pre-requisites: BIO 0101, BIO 0103, IET 0105, IET 0110, IET 0125, IET 0130, IET 0140, IET 0115, IET 0120
In this course, students will learn the role of estheticians in pre- and postoperative processes in the medical aesthetic field. They will examine various dermal fillers, neuromodulators, and facial and body cosmetic surgeries, which will allow them to expand their knowledge of the medical process. They will discuss alternative aesthetic treatments to beautify, delay, and repair skin aging, as well as slimming and firming treatments to improve body aesthetics. They will integrate aseptic procedures into the classroom.

IET 065 Entrepreneurship
One (1) credits 30 hours
Pre-requisites: None.
In this course, students will acquire fundamental knowledge that will help them focus on the importance of business development, including the creation and presentation of a comprehensive business plan.

IET 0170 External Practice
Six (6) credits 180 hours
Pre-requisites: have completed all previous courses, except IET 0165.
The internship and externship are designed to provide students with a safe space where they can apply the knowledge they've acquired and continue to hone their skills in facial and body treatments. They will be able to apply everything they've learned in this program. Students must always employ aseptic measures and maintain ethical behavior at all times, as dictated by the Internship Manual. All acquired tools and experiences will be evaluated using their own rubrics, which will facilitate successful entry into the workforce.

SUTE 0101 Surgical Pharmacology and Safety in the Surgery Room

Two (2) credits 60 hours
Pre-requisites: None.
The course provides the student with basic knowledge about pharmacology, pharmacokinetics, pharmacodynamics, and the biochemical and physiological effects that drugs have on the human body. A general review of basic mathematics is provided, which is applied during the course. Knowledge is provided about the risks associated with medical devices and energy sources. In addition, responses to fire in the surgery room and environmental risks in the surgery room are emphasized.

SUTE 0105 Ethical Considerations of the Profession
One (1) credits 30 hours
Pre-requisites: None.
In this course, the student is introduced to the relationship between ethics and laws in the health professions. The course covers basic concepts associated with ethics and the different current regulations that govern ethics in the profession.

SUTE 0110 Basic Surgical Techniques
Two (2) credits 60 hours
Pre-requisites: BIO 0101.
The course provides students with the ability to obtain basic surgical knowledge. The course provides the student with knowledge of the functions of the surgical technician and the other members that make up the team. In addition, microbiology as applied to the surgery room, fundamentals of asepsis, sterile techniques, basic instruments, communication with the surgical patient, work in coordination with the multidisciplinary team, preparation of the surgical site, wound closure, hemostasis, surgical count, among others, are discussed.

SUTE 0115 Basic Surgical Techniques Laboratory
Two (2) credits 60 hours
Pre-requisites: BIO 0101.
In this laboratory, students acquire the skills and abilities of basic surgical techniques. The course focuses on sterilization and disinfection of surgical equipment and decontamination of the surgery room. The student will acquire skills and abilities in the management of aseptic and sterile techniques and in turn, surgical positions, skin preparation and patient coverage, surgical fields, sutures, hemostasis, basic instruments, and body mechanics. Additionally, the student is trained in estimating vital signs.

SUTE 0120 Introduction to Anesthesia
One (1) credits 30 hours
Pre-requisites: SUTE 0101, SUTE 0110, SUTE 0115.
The student is introduced to the principles of anesthesia and the basic physiology of neurotransmission. The preparation of the patient to receive anesthesia and physiological monitoring during the process is described. The student receives knowledge about general anesthesia, the induction process, methods used for conscious sedation, and spinal, epidural, and regional anesthesia.

SUTE 0125 Instruments and Application in Surgical Fields Laboratory
Two (2) credits 60 hours
Pre-requisites: SUTE 0110, SUTE 0115.
In this laboratory, the student acquires knowledge and skills about surgical instrumentation in general surgery, specialties, and sub-specialties. Additionally, the course focuses on surgical positions, anesthesia, incisions, instrumentation, and surgical tying for different surgical interventions.

SUTE 0130 General Surgery and its specialties
Two (2) credits 60 hours
Pre-requisites: SUTE 0101, SUTE 0120, SUTE 0125.
This course provides the student with the ability to acquire theoretical knowledge about general surgery and sub-

specialties. These specialties include oral and maxillofacial, OB/GYN, orthopedics, urology, ear, nose and throat, neurosurgery, ophthalmology, plastics, aesthetics, reconstructive, pediatrics, oncology, robotics, and cardiovascular. Likewise, students will acquire training in medical and surgical terminology. Emphasis is given to pathophysiology related to the different surgical procedures.

SUTE 0135 Practice I
Six (6) credits 180 hours
Pre-requisites: SUTE 0101, SUTE 0120, SUTE 0125.
This clinical laboratory is the practical setting for the student to obtain skills and knowledge in the areas of sterile supplies and general surgery. The importance of these skills is framed and strengthened through practice. The student will gain knowledge of the surgical routine of general surgery procedures and the correct process of different sterilization methods and sterile supplies.

SUTE 0140 Practice II
Six (6) credits 180 hours
Pre-requisites: SUTE 0130, SUTE 0135.
This clinical laboratory is designed so that the student obtains the knowledge, skills, and surgical routines of the specialties and sub-specialties within the field of surgery. Specialties include Oral and Maxillofacial, OB/GYN, Orthopedics, Urology, Ear, Nose and Throat, Neurosurgery, Ophthalmology, Plastic, Aesthetic and Reconstructive, Pediatric and Cardiovascular. Likewise, the student continues to acquire knowledge in the area of sterile supplies.

SUTE 0145 Post-surgery medical-aesthetic treatments
Two (2) credits 60 hours
Pre-requisites: SUTE 0140
The course offers the student knowledge, skills, and practice in post-surgical aesthetic medical care. It emphasizes the care of the surgical site, nutritional well-being, aromatherapy according to skin type, and assistance to the specialist in different medical-aesthetic treatments. In addition, the development of related skills in communication, ethics, and diversity is facilitated.

SUTE 0150 Practice III
Six (6) credits 180 hours
Pre-requisites: SUTE 0140
This clinical laboratory is designed so that the student continues to obtain knowledge, skills, and surgical routines in post-operative patients in the area of aesthetic and reconstructive surgery. The student carries out the practice in the offices of plastic and reconstructive surgeons, and thus with specialists in the medical aesthetic area, to acquire training in post-surgical treatments.

Catalog Addendum

Update July 28, 2026

- » Update: General costs and Tuition and Fees
- » Satisfactory Academic Progress policy update
- » Program revision (hours and credits):
  - o Technical Certificate in Integrated Clinical Massage
  - o Technical Certificate in Surgical Technician
  - o Geriatrics Technical Certificate with emphasis on Mental Health Conditions Management
  - o Technical Certificate in Integral Esthetics
  - o Technical Certificate in Fashion Design

Update July 21, 2026

- » New personnel

Accreditations

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