VERIFICATION OF COMPLIANCE WITH ACCREDITATION-RELEVANT FEDERAL REGULATIONS

From

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Appendix 2

Verification of Compliance with Accreditation-Relevant Federal Regulations

The Middle States Commission on Higher Education, as a federally recognized accreditor, is obligated to ensure that its candidate and member institutions comply with accreditation-relevant federal regulations. This document is focused on the Commission's verification of institutional compliance in several areas:

1. Student identity verification in distance and correspondence education
2. Transfer of credit policies and articulation agreements
3. Title IV program responsibilities
4. Institutional records of student complaints
5. Required information for students and the public
6. Standing with state and other accrediting agencies
7. Contractual relationships
8. Assignment of credit hours

In the event that one or more of these regulations do not apply to an institution, that institution shall indicate that fact in the compliance document. Otherwise, all accredited and candidate institutions should respond with regard to each of the areas.

These areas may also be reviewed as part of the self-study or periodic review process, especially as they relate to the MSCHE Standards.

The following report provides a review of institutional materials submitted by **EDP University of Puerto Rico, Inc.** to document compliance with accreditation-relevant federal regulations. This report provides verification to the Commission of institutional compliance in the following areas:

1. Student identity verification in distance and correspondence education
2. Transfer of credit policies and articulation agreements
3. Title IV program responsibilities
4. Institutional records of student complaints
5. Required information for students and the public
6. Standing with state and other accrediting agencies
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Student Identity Verification in Distance and Correspondence Education

Student Identity Verification in Distance and Correspondence Education

In accordance with 34 CFR 602.17(g), the Commission must verify that institutions have effective procedures in place to ensure that the students who register in a distance or correspondence education course are the same students who participate in and complete the course, and receive the academic credit.

Institutions must provide the following documentation:

1. Written description of the method(s) used to ensure student identity verification in distance or correspondence education courses. Include information related to the Learning Management System (LMS) and integration with college-wide systems.

All credit-bearing courses and programs offered through distance learning methods at EDP University of P.R., Inc. verify that a student who registers for a distance education course or program is the same student who participates in and completes the course of program and receives academic credit through the use of single sign-on and the utilization of proctored examinations software application. Access to online courses is controlled by the use of single sign-on between Campus Vue and Moodlerooms platform. The single sign-on authentication used by the CampusVue Integration is Access ID authentication. The proctored examinations software application is a locked browser for taking quizzes in Moodlerooms platform. It prevents that the students from printing, copying, going to another URL, or assessing other applications during a quiz. Also the application uses webcam and video technology to prevent cheating during online exams.

2. Written procedure(s) regarding the protection of student privacy in the implementation of such methods. Include information related to the Family Education Rights and Privacy Act (FERPA), student record access, and process for resetting student passwords.

All methods of verifying student identity in distance learning protect the privacy of student information. The privacy of students who enroll in online courses at EDP University of P.R., Inc. is protected under the University's policies regarding student privacy, confidentiality, fraud, FERPA rules and the Social Security Privacy Act of 1974 (P.L. 93-579). These policies are published in the Student Handbook and on the University's website at: www.edpuniversity.edu EDP University students registered for online courses have a secure user ID and password assigned to them by the University using FERPA compliant procedure. Students have the opportunity to change their password at any time. All users of the University's online leaning management systems are responsible for maintaining the security of username and passwords. Access credentials may not be shared or given to anyone other than user to whom they were assigned for any reason. Users are responsible for any all uses of their online account. Users are held responsible for knowledge of the information contained within the most recent Student Handbook

and Distance Education Handbook. Failure to read University guidelines, requirements and regulations will not exempt users from responsibility.

3. Written procedure(s) for notifying students about any projected additional charges associated with student identity verification, such as proctoring fees.

Students would be notified of additional fees, if any, prior to and during the registration process through various publications i.e., the Schedule of Classes and the University Catalog, and on the University website.

4. Written procedure(s) indicating the office(s) responsible for the consistent application of student identity verification procedures.

The Academic Deanship of Distance Education is responsible for the consistent application of student identity verification procedures. The Office is responsible for ensuring University-wide compliance with the provision of this practice and that deans and directors are informed of any changes in a timely fashion. Academic deans are expected to ensure that faculty within their Divisions remain in compliance. Instructors teaching courses through distance education methods are responsible to ensure that their individual courses comply. If necessary, AVP for International Affairs and Distance Education may address non-compliance through performance reviews or other measures as appropriate.

For additional information regarding this procedures please see Appendix #1: Guidelines for Student Identity Verification in Distance Education

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Transfer of Credit Policies and Articulation Agreements

Transfer of Credit Policies and Articulation Agreements

In accordance with 34 CFR 602.24(e), the Commission must confirm that an "institution has transfer of credit policies that: (1) are publicly disclosed in accordance with section 668.43(a)(11); and (2) include a statement of criteria established by the institution regarding the transfer of credit earned at another institution of higher education."

Section 668.43(a)(11) states:

> (a) Institutional information that the institution must make readily available to enrolled and prospective students under this subpart includes, but is not limited to-
>
> > (11) A description of the transfer of credit policies established by the institution which must include a statement of the institution's current transfer of credit policies that includes, at a minimum—
> >
> > > (i) Any established criteria the institution uses regarding the transfer of credit earned at another institution; and
> >
> > > (ii) A list of institutions with which the institution has established an articulation agreement.

In addition, the Commission must confirm that any articulation agreements with other educational institutions are readily available to current and prospective students.

Institutions must provide the following documentation:

1. Written policies and procedures for making decisions about the transfer of credits earned at other institutions, including all modes of delivery.

For our Transfer Credit Policy (See Appendix #2).

2. Public disclosure of the policy for transfer of credit. Document the URL and the catalog location of this information; include other publications, if available.

Transfer Credit Policy URL: http://edpuniversity.edu/sites/default/files/images/Transfer%20Credit%20Policy.pdf (See Appendix #2) University Undergraduate catalog URL: http://www.edpuniversity.edu/sites/default/files/Undergraduate%20Catalog%202014-29-FEBRUARY%202016%20%28002%29.pdf (See Appendix #9, page 65) University Graduate Catalog URL: http://www.edpuniversity.edu/sites/default/files/Graduate%20Catalog%202014-16.pdf (See Appendix #10, page 43)

3. Procedures that indicate the office(s) responsible for the final determination of the acceptance or denial of transfer credit.

Following our Credit Hour Policy (See Appendix #2), the procedures to be followed in order to get the determination of the acceptance or denial of transfer credit are:

a. The Admissions Officer is responsible for guiding the student on the transfer and recognition of credits.
b. The student is responsible for the Institution to receive the original institution's official transcript to carry out the validation process. If necessary, it shall submit description and course content of the original institution.
c. The Admissions Office initiates the process of recognition presenting the original institution's transcript to be evaluated by the authorized personnel and / or the Director of School to which the student was admitted.
d. The courses will be evaluated taking into consideration the original institution's catalogs, handbooks and / or official courses descriptions.
e. The student could be refered to an initial recognition evaluation with an original institution's student transcript copy. The transcript must be received on or before completing a resident period.
f. In order to complete the process, record and formalize the validated courses at the system, the formal evaluation should be completed and the original institution's transcript should be submitted and delivered to the Registrar Office. Both, the evaluation and the official transcript will remain in the student's record.

The office responsible to oversee all the procedures is the Office of the Dean of the Academic Affairs.

4. A published and accessible list of institutions with which the institution has established an articulation agreement. Document the URL and publication location of this information.

URL:

http://edpuniversity.edu/acuerdo-de-articulacion-entre-edp-university-puerto-rico-inc-y-otras-instituciones

(See Appendix #2b)

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Title IV Program Responsibilities

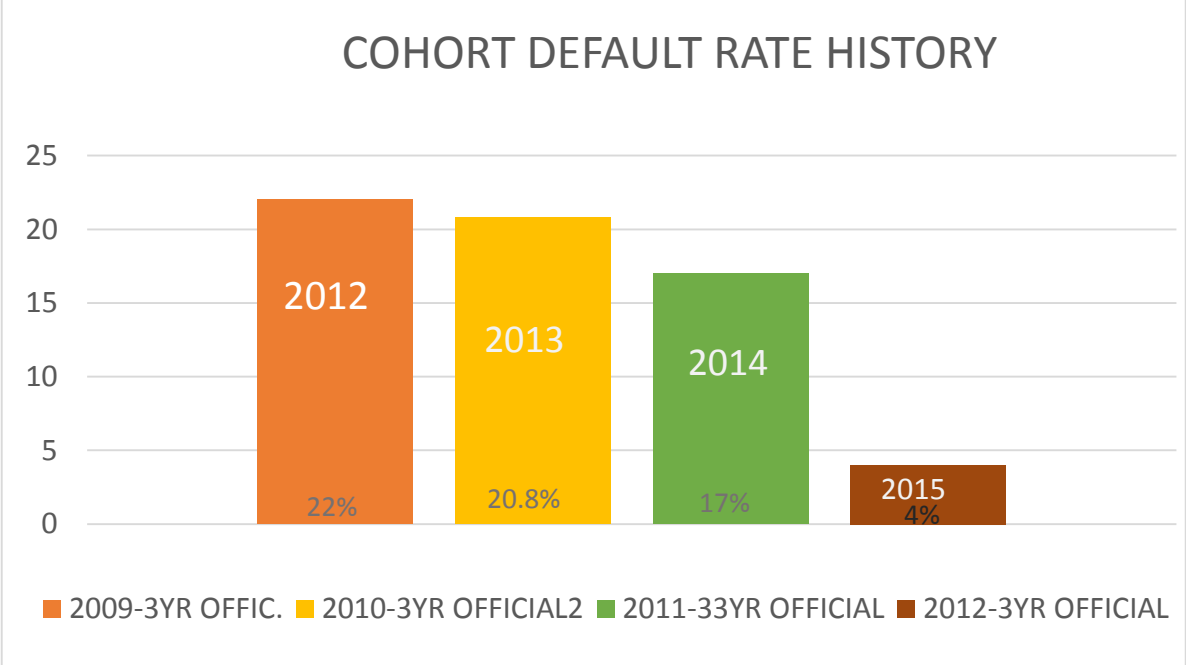
Title IV Program Responsibilities

In accordance with 34 CFR 602.16(a)(1)(x), the Commission must review the institution's record of compliance with its Title IV program responsibilities to determine if that record suggests the institution may not be in compliance with Commission standards and requirements. The Commission is particularly interested in reviewing significant deficiencies and material weaknesses that have been identified and any corrective action plans that have been developed to address those deficiencies and material weaknesses.

Institutions must provide the following documentation:

1. Formal documentation from the U.S. Department of Education regarding the institution's cohort default rate for the three most recent years. Provide the most recent three-year rates supplied by the U.S. Department of Education.

Our cohort default rate for the three most recent years are: 2010 numerator 46, its denominator 221 and rate for this year was 20.8%. In 2011 numerator was 32 its denominator was 188 and the rate went down to 17%. The third year went down as low as a 4% being its numerator 9 and denominator 222, this information was processed in August of 2015.



See attached document at Appendix #3.

2. Reports on compliance from the U.S. Department of Education in regard to the cohort default rate.

Attached please find reports including information of default rate.
See Appendix #4.

3. External audits of federal programs (A-133) for the past three years, if applicable to the institution. Include the complete single audit report (A-133) for the most recent three years as an appendix, even if included in other documentation.

Attached please find external audits report for the past three (3) years as requested. See Appendix #5.

4. Relevant correspondence from the U.S. Department of Education, such as program reviews and any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV. Include institutional responses, if applicable.

Is not applicable for our Institution.

5. Financial Responsibility Requirements – documentation of the three most recent years of composite ratios used by the U.S. Department of Education

Attached please find the requested documents for the three (3) most recent years. See Appendix #6.

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Institutional Records of Student Complaints

Institutional Record of Student Complaints

In accordance with 34 CFR 602.16(a)(1)(ix), the Commission must confirm that institutions have effective policies and procedures for tracking and resolving student complaints.

Institutions must provide the following documentation:

1. Written description of the policy and methods used in handling student complaints.

To comply with federal regulations, the Deanship of Students Affairs of EDP University maintains a record of formal written and signed student complaints. The complaints tracked are those filed with a University Officer with the responsibility to handle the complaint.

The complaint/grievance procedure consists of the following:

Initially, the student who is considering submitting a complaint should attempt to resolve the concern directly with the appropriate faculty member, staff member or student. If the complainant is not satisfied, or not willing to address the issue with the individual, a formal process may be initiated.

Students with complaints about any aspect of academic and non-academic programs may take their formal complaints to the Deanship of Students Affairs, open from 8 a.m. to 8 p.m. EDP University employees that receive a signed, written student complaint regarding any aspect of academic and/or non-academic programs will send the document of the complaint along with the resolution to the Deanship of Students Affairs. The complaint and supporting documents will remain in custody of the Dean.

The document of the complaint (See Appendix #7) establishes a method of logging formal signed, written student complaints and resolutions that have been filed with a University Officer. The log includes:

- The date the complaint was first formally submitted to the appropriate officer.
- Nature of the complaint (e.g. grade dispute, allegation of sexual harassment, etc.)
- The steps taken by the institution to resolve the complaint
- The institution's final decision regarding the complaint, including referral to outside agencies.
- Any other external actions initiated by the student to resolve the complaint, if known to the institution
- The log is not to establish communication with parents, employees, etc., even if the complaint relates to a student.

A formal written and signed student complaint includes complaints received by email or fax as long as the address and/or phone number and the name of the complainant are included.

The records provided are in compliance with the Data Practices Act and FERPA. The Student Handbook also contain grievances procedures. Students who wish to purse academic complaints and grievances should follow the prescribed policies and procedures outlined in the respective publication.

Discrimination and Sexual Violence incidents are submitted to the Title IX Coordinator for addressing appropriate action/resolution. (See Appendix #8)

Complaints and grievances are reported in the following publications:

University Undergraduate and Graduate Catalog (See Appendix #9 & Appx. #10)

Student Handbook (See Appendix #11)

Policy and Program for Alcohol-Free Community College, Tabacco and Controlled Substances (See Appendix #12)

2. Documentation regarding the record of student complaints over the last five years, including the number, patterns in type of complaints, and their resolution.

YEAR	QTY	TYPE	RESOLUTION
2016	1	Student to Student & Formal Grievance	For safety reasons the student was suspended for the rest of the day and cited for subsequent meeting with the Discipline Committee.
2016	1	Student to Faculty	The professor promised the student to count the final exam as a double grade.
2016	3	Student to Administration	Administration VP give new instructions to maintenance manager.
2016	3	Student to Administration	Administration VP give new instructions to security corp. manager.
2015	3	Student to Administration	4th floor help desk officer Parrilla checkup security cameras, he determinate that no robbery action viewed in class room 311.
2015	1	Faculty to Student	Students Affairs Dean Morales, Counselor Carballo & Adult Program Director Santini join in a meeting and decided for a verbal warning to students.
2015	4	Student to Faculty	Meeting between parts clarification situation of student unease.
2015	4	Student to Faculty	Student, dean & professor talk in a meeting and the student understand why her grade cannot be changed.
2015	4	Student to Faculty	Administration & Affairs Deans talk each other & determinate an order for the Nursing Director Program to fix the situation.
2015	4	Student to Faculty	On a meeting with the professor parts decided to offer an incomplete grade to student giving more time for complete class tasks.
2015	1	Student to Student	In a talking with respondent Student asked an apology, and said that want to respect the decision and abide the restraining order.
2014	1	Formal Grievance	CT-SCAHM Coordinator J. Morales was discoursing & warned about discarding his way of looking at female students.

3. Written procedures for making modifications and improvements to the institution as a result of information obtained in handling student complaints.

It is recognized that because of organizational structure, the nature of a complaint, or the possibility of persons normally involved in the process being subject to a complaint themselves, modifications in the manner of updates to complaints procedures are required to accommodate the nature of the complaints. In any case, all complaints brought to the attention of the Deanship of Students Affairs or the Institutional VP are considered when these administrators, write out the updates-drafts of the student complaint policy. All versions of the Student Complaint/Grievance form are kept in the Office of the Dean of Students.

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Required Information for Students and the Public

Required Information for Students and the Public

In accordance with 34 CFR 602.16(a)(1)(iv), the Commission must confirm that institutions make available to students and the general public fair, accurate and complete information in catalogs, handbooks and other publications regarding the institution's calendar, grading, admissions, academic program requirements, tuition and fees, and refund policies.

In addition, the Commission must verify that institutions collect and post information on their websites concerning student performance in academic programs and their successful completion. Information should also be available regarding student employment after graduation and performance on licensing exams, as appropriate.

Finally, in accordance with 34 CFR 602.23(d), the Commission must verify that institutions provide clear and accurate information in their advertising and recruiting material about their accreditation status with the Middle States Commission on Higher Education.

Institutions must provide the following information:

1. URLs for course catalogs and student handbooks, or the location of any alternative institutional website documenting required disclosures.

   University Undergraduate catalog URL:
   http://www.edpuniversity.edu/sites/default/files/Undergraduate%20Catalog%202014-29-FEBRUARY%202016%20%28002%29.pdf
   (See Appendix #9)
   University Graduate Catalog URL:
   http://www.edpuniversity.edu/sites/default/files/Graduate%20Catalog%202014-16.pdf
   (See Appendix #10)
   Student Handbook URL:
   http://www.edpuniversity.edu/manual-del-estudiante
   (See Appendix #11)

2. As required by Student Right to Know, the URL and supporting documentation for the following items:

   a. graduation and completion rate for the student body disaggregated by gender, ethnicity, and receipt of Pell grants

   b. overall cohort graduation rate

   c. process for withdrawing as a student

   d. cost of attendance (i.e. net tuition calculator)

   e. policies on the refund and return of Title IV funds

   f. names of applicable accrediting agencies

   g. description of facilities and accommodations available for the disabled

   h. policy on enrollment in study abroad

i. as appropriate, licensure pass rates for the most recent three-years.

a. graduation and completion rate for the student body disaggregated by gender, ethnicity, and receipt of Pell grants

Hato Rey Campus

graduation and completion rate for the student body disaggregated by gender and ethnicity

URL: http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=243832#retgrad

(See Appendix #13a)

graduation and completion rate for the student body disaggregated by receipt of Pell grants.

URL: http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=243832#finaid

(See Appendix #13a)

San Sebastián Campus

graduation and completion rate for the student body disaggregated by gender and ethnicity

URL: http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=241836#retgrad

(See Appendix #13a)

graduation and completion rate for the student body disaggregated by receipt of Pell grants.

URL: http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=241836#finaid

(See Appendix #13a)

b. overall cohort graduation rate

Hato Rey Campus

URL: http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=243832#fedloans

(See Appendix #13b)

San Sebastián Campus

URL: http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=241836#fedloans

(See Appendix #13b)

c. process for withdrawing as a student

URL: http://www.edpuniversity.edu/sites/default/files/Undergraduate%20Catalog%202014-29-FEBRUARY%202016%20%28002%29.pdf See Attendance at page 60 and see Withdrawals section at page 62 for procedures.

(See Appendix #13c)

d. cost of attendance (i.e. net tuition calculator)

Hato Rey Campus

URL:

http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=243832#expenses

Net Price URL:

http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=243832#netprc

multiyear tuition calculator URL:
http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=243832#

net tuition calculator URL:

http://eduedp.net/NetPriceCalculator/npcalc.htm

(See Appendix #13d)

San Sebastián Campus

URL:

http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=241836#expenses

Net Price URL:

http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=241836#netprc

multiyear tuition calculator URL:

http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=241836#

net tuition calculator URL:

http://www.edpuniversity.edu/net-price-calculator

(See Appendix #13d)

e. policies on the refund and return of Title IV funds

URL:

http://edpuniversity.edu/sites/default/files/images/Procedimiento%20para%20Determinar%20la%20Cantidad%20de%20Ayudas%20Econo%CC%81micas%20Federales%20R2T4.pdf

(See Appendix #13e)

f. names of applicable accrediting agencies

URL: http://nces.ed.gov/collegenavigator/?q=edp+university+of+puerto+rico&s=all&id=243832#accred

(See Appendix #13f)

g. description of facilities and accommodations available for the disabled

URL: http://www.edpuniversity.edu/facilities-and-accommodations-disabled

(See Appendix #13g)

h. policy on enrollment in study abroad

Our Institution does not offer this kind of enrollment.

i. as appropriate, licensure pass rates for the most recent three-years.

URL: http://www.edpuniversity.edu/licensure-pass-rates-approved-examination-boards

(See Appendix #13i)

3. Policies covering satisfactory academic progress (SAP), attendance, and leave of absence (URL and/or catalog location).

URL:
http://edpuniversity.edu/sites/default/files/images/Las%20Poli%CC%81ticas%20de%20Progreso%20Acade%CC%81mico%20Satisfactorio.pdf
See page 64 of the University Undergraduate Catalog at Appendix #9 and see page 42 of the University Graduate Catalog at Appendix #10.

4. Written description of the methods used to collect and review information on student outcomes and licensure pass rates.

A. To collect data for licensures passing rates of our academic Programs the different school directors request to the various boards (eg. Puerto Rico Board of Nursing) an official report of pass rates percent for the different Programs (e.g. Associate Degree in Nursing and Bachelor Degree of Science in Nursing). This report is requested by campuses and programs options requested whenever the test is given.
B. Student Learning Outcomes data collection are carried out through the Institutional Academic Plan. The results are reported annually in the "Academic Assessment at a Glance" and in the "EDP at a Glance". Various methods are used:

i. Student satisfaction questionnaire
ii. Alumni satisfaction questionnaire
iii. Employers satisfaction questionnaire
iv. Student perception questionnaire on achievements of program competencies.
v. Pre and post test
vi. Rubrics
vii. Capstone Course Exam in Moodlerooms platform

5. Documents and URLs for advertising and recruitment materials that are available to current and prospective students that show the accreditation status with the Commission and any other U.S. Department of Education approved agencies.

See hand-outs recruitment material and advertising (7 pages) at Appendix #14.
URL:
http://edpuniversity.edu/
See screen shoots (3) at Appendix #14.

http://edpuniversity.edu/preguntas-frecuentes
See screen shoot that shows the answer to the question if EDP University is accredited at Appendix #14.

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Standing With State and Other Accrediting Agencies

Standing with State and other Accrediting Agencies

In accordance with 34 CFR 602.28, the Commission must verify that an institution is properly authorized or licensed to operate and is in good standing with each state in which it is authorized or licensed to operate. In addition, if the institution has status with a specialized, programmatic, or institutional accrediting agency recognized by the U.S. Department of Education, the Commission must verify that the institution is in good standing with the agency or agencies.

Institutions must provide the following documentation:

1. Written documentation about the relationships with any specialized, programmatic, or institutional accrediting agencies recognized by the U.S. Department of Education and all governing or coordinating bodies in the state(s) and countries in which the institution has a presence.

Attached please find: Renovation License (Licencia de Renovación) granted by the Educational Council of Puerto Rico (Consejo de Educación de Puerto Rico). See Appendix #15 MSCHE Statement of Accreditation Status, See Appendix #16

2. Written documentation regarding any review resulting in a non-compliance action determined by the accrediting agency, state, or country within the past five years.

EDP University of Puerto Rico, Inc. has not have any non-compliance issues in the past five years.

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Contractual Relationships

Contractual Relationships

In accordance with 34 CFR 602.22(a)(2)(vii), the Commission is required to review any contractual arrangements an institution enters into with an organization that is not certified to participate in the Title IV, HEOA programs and offers more than 25 percent of one or more of the accredited institution's educational programs.

As institutions seek to improve the ways in which they provide education to their students, they may find it more practical or efficient to contract with other institutions or organizations to provide certain components of the educational experience. Any institution accredited by the Middle States Commission on Higher Education is held responsible for all activities carried out under the institution's name.

Institutions must provide the following documentation:

1. List of contractual arrangements for education services.

Is not applicable for our Institution

2. Written documentation such as policies and procedures or excerpts from contracts specifying that the institution is responsible for all required segments of the educational service.

Is not applicable for our Institution

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Assignment of Credit Hours

Assignment of Credit Hours

In accordance with 34 CFR 602.24(f), the Commission "must conduct an effective review and evaluation of the reliability and accuracy of the institution's assignment of credit hours." Specifically, the Commission must review the institution's policies and procedures for determining the credit hours awarded as well as the application of the institution's policies and procedures to its programs and coursework, and make a "reasonable determination of whether the institution's assignment of credit hours conforms to commonly accepted practice in higher education."

The U.S. Department of Education defines "credit hour" as:

". . .an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One (1) hour of classroom or direct faculty instruction and a minimum of two (2)hours out-of-class student work for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

Institutions must provide the follow documentation:

1. Written policies and procedures for credit hour assignment covering all types of courses, disciplines, programs, degree levels, formats, and modalities of instruction. Include each policy that documents the assignment of credit hours specific to the types noted above. Specify the location of the policy in the catalog and website. The following should be clearly indicated:

    - Academic period (e.g.,15 weeks plus one week exam over two semesters)
    - Recommended instructional time (e.g., three 50-minute sessions or two 75-minute session per week)
    - Recommended out-of-class time requirements (e.g., twice in-class time)

Accelerated Sessions: Courses offered within the standard 15-week semester in which the credit hours offered are the same as standard semester courses. The content and substantive learning outcomes are the same. These courses must meet the definition of standard lecture contact time within the time frame the accelerated version is offered (750 minutes per credit). Lecture/Seminar: Course focuses on principles, concepts or ideas, lecture, discussion and demonstration. A semester credit hour is earned for fifteen, 50-minute sessions of direct faculty instruction and a minimum of two (2) hours of student preparation time outside of class per week throughout the semester. *A*

typical three (3)-credit hour course meets for three, 50-minute sessions or two (2), 75-minute sessions a week for fifteen weeks. Most lecture and seminar courses are awarded three (3) credits.

Laboratory: Practical application type courses where the major focus is on "hands on" experience to support student learning (use of equipment, activities, tools, machines generally found in a laboratory). One to two (*1- 2) Laboratory credits represents a minimum of one (1) hour per week of lecture or discussion plus a minimum of two to four (2 – 4) hours of scheduled supervised or independent laboratory work.*

Studio: Courses taught as applied study on a private or semi-private basis. Students receive anywhere from one to two (1 – 2) credits for applied music courses. *Private instruction ranges from 30 to 60 minutes with independent practice as prescribed by the instructor.*

Internship/Field Experience: Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline. These courses allow for observation, participation, and fieldwork, and are generally offered off campus. Internship time includes a combination of supervised time by approved experts outside the university, student assignments, and time supervised by a university instructor.

- Undergraduate: Minimum number of hours varies based on credits
    - *Three (3) credit internship – 150 hours throughout the semester*
    - *One (1) credit internship - 50 to 100 hours throughout the semester*
    - *Student teaching ranges from one (1) to 12 credits - 87.50 – 562.50 hours per semester*
- Graduate: Minimum number of hours varies by academic program
    - School of Business: Minimum 150 hours for a three (3) credit internship

Clinical Placement: Supervised experiences where students are afforded an opportunity to apply skills and techniques acquired from assessment and intervention-oriented course material. Number of hours varies by academic program based on clinical placement site hour requirements and student assignments (*See above*).

Independent Study: Courses that permit a student to study a subject or topic in considerable depth beyond the scope of a regular course. Students meet periodically, as agreed upon with the faculty member, for the duration of the course. University faculty provides guidance, criticism, and review of the student's work. Students demonstrate competency through the completion of a final assessment either by submitting a final paper, project or portfolio, etc. as required by the faculty member. *Credit hours are assigned based on the amount of activity associated with the course, faculty supervision, and amount of student outside work.*

Hybrid: A course is considered hybrid (or blended) when it is composed of both online learning and classroom learning and incorporates the best features of both environments to meet the learning objectives of the course. *No less than 51% of the course is to be scheduled as face-to-face, and no more than 49% of the course is to be scheduled as online. For a three (3) credit course, no less than 76.50 minutes (1.275 hours) a week can be scheduled face-to-face and no more than 73.50 minutes (1.225 hours) per a week can be scheduled online equaling a total of 150 minutes of instruction per week.*

Online (Asynchronous): Courses where "instructors and students do not meet in the same space". Regardless of mode of instruction, courses should be consistent in terms of quality, assessment, learning outcomes, requirements, etc. as courses offered face-to-face with the same department prefix, number, and course title. Faculty must demonstrate active academic engagement through interactive methods, including but not limited to, interactive tutorials, group discussions, virtual study/project groups, discussion boards, chat rooms, etc. Simply logging on, either by faculty or students, does not constitute active student learning. *Credit hours are equivalent to credit hours when the course is delivered through face-to-face modality.*

See attached Credit Hour Policy at Appendix #17

2. Evidence that the institution's credit hour policies and procedures are applied consistently across the full range of institutional offerings. If the institution is required to obtain approval from the relevant State Department of Education, compliance with this requirement should be documented. Other evidence must include:

    - documentation from recent academic program reviews
    - new course or program approvals
    - documentation for registration software/systems that ensure a consistent schedule of courses based on the credit hour assignment
    - academic calendars and/or schedules, and course matrices
    - documentation of adherence to credit hour requirements, consistent with federal regulations, from a system, or disciplinary organization; etc.

EDP University's credit hour policies and procedures are applied consistently across the full range of institutional offerings:

a. documentation from recent academic program reviews
Is not applicable for our Institution

b. new course or program approvals
(See Appendix #18)

c. documentation for registration software/systems that ensure a consistent schedule of courses based on the credit hour assignment
(See Appendix #19)

d. academic calendars and/or schedules, and course matrices
(See Appendix #20)

e. documentation of adherence to credit hour requirements, consistent with federal regulations, from a system, or disciplinary organization; etc.
Is not applicable for our Institution

3. A description and evidence of the processes used by the institution to review periodically the application of its policies and procedures for credit hour assignment. Indicate the individual(s) and/or entities responsible for the final review and approval.

The Associate Vice President of Licensing, Accreditations regularly audits scheduled course offerings to ensure compliance with credit hour requirements through scheduled sampling of academic programs each semester. This review is conducted across all schools, disciplines, and course levels, and modes of instruction. The AVP maintains historical tracking of data reviewed each semester.

4. A list of the courses and programs that do not adhere to the federal definition of credit hour or its equivalent as specified in the MSCHE Credit Hour Policy (e.g., online or hybrid, laboratory, studio, clinical, internship, independent study, and accelerated format) and evidence that such variations in credit hour assignment conform to commonly accepted practice in higher education.

- Each course or program that does not adhere to the federal definition should be specified and supporting evidence that it conforms to commonly accepted practice should be provided using the criteria described above in Item 2.

Is not applicable for our Institution

EDP UNIVERSITY
SABER ES PODER

APPENDIX #1

Guidelines for Student Identity Verification in Distance Education

Ensuring Student Identity Verification

The purpose of this guidelines is to ensure that EDP University of Puerto Rico, Inc. operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education. EDP University students registered for online courses have a secure user ID and password assigned to them by the University using FERPA compliant procedure. Students have the opportunity to change their password at any time. Access to online courses is controlled by the use of single sign-on between Campus Vue and Moodlerooms platform. The single sign-on authentication used by the CampusVue Integration is Access ID authentication.

The privacy of students who enroll in online courses at EDP University of P.R., Inc. is protected under the University's polices regarding student privacy, confidentiality, fraud FERPA rules, and the Social Security Privacy Act of 1974 (P.L. 93-579). These policies are published in the Student Handbook and on the University's website at: www.edpuniversity.edu

All credit-bearing courses and programs offered through distance learning methods at EDP University of P.R., Inc. verify that a student who registers for a distance education courses or program is the same student who participates in and completes the course of program and receives academic credit through the use of single sign-on and the utilization of proctored examinations software application.

Students are responsible for providing complete and true information in any identity verification process, in accordance in the Distance Education Handbook.

Protection of Student Privacy

All methods of verifying student identity in distance learning protect the privacy of student information. The privacy of students who enroll in online courses at EDP University of P.R., Inc. is protected under the University's policies regarding student privacy, confidentiality, fraud, FERPA rules and the Social Security Privacy Act of 1974 (P.L. 93-579). These policies are published in the Student Handbook and on the University's website at: www.edpuniversity.edu

All users of the University's online leaning management systems are responsible for maintaining the security of username and passwords. Access credentials may not be shared or given to anyone other than user to whom they were assigned for any reason. Users are responsible for any all uses of their online account. Users are held responsible for knowledge of the information contained within the most recent Student Handbook and Distance Education Handbook. Failure to read University guidelines, requirements and regulations will not exempt users from responsibility.

Charges Associated with Student Identity Verification

Students would be notified of additional fees, if any, prior to and during the registration process through various publications i.e., the *Schedule of Classes and the University Catalo*g, and on the University website.

Unit Responsible

The Academic Deanship of Distance Education is responsible for the consistent application of student identity verification procedures. The Office is responsible for ensuring University-wide compliance with the provision of this practice and that deans and directors are informed of any changes in a timely fashion. Academic deans are expected to ensure that faculty within their Divisions remain in compliance. Instructors teaching courses through distance education methods are responsible to ensure that their individual courses comply. If necessary, AVP for International Affairs and Distance Education may address non-compliance through performance reviews or other measures as appropriate.

EDP UNIVERSITY
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APPENDIX #2

EDP UNIVERSITY
SABER ES PODER

Transfer Credit Policy

Introduction

EDP University is a non-profit university, authorized by the Council of Education of Puerto Rico and accredited by the Middle States Commission on Higher Education, with campuses in Hato Rey and San Sebastian, and additional locations in Manatí and Humacao. Our goal is to provide the people of Puerto Rico the necessary human resources for educational, technological and financial development of our country through the academic programs we offer. With the purpose for the Institution to be more accessible to the population it serves, it establishes the following rules that will allow validation and grant credits by means of various modalities.

Purpose

The purpose of the Transfer Policy is to establish rules and procedures regarding academic actions of the transfer and the recognition of credits with the goal of creating uniformity in its implementation.

Definition of terms

1. Transfer student - Students who have taken courses in other institutions, duly authorized and accredited. Transfer students must comply with the requirements for admission and submit an official credit transcript from the institution of origin for the recognition of credits. Students with a post-secondary degree (Associate Degree/ Bachelor's Degree), are not required a High School Transcript. However, an official credit transcript from the higher education institution where the degree was obtained and which indicates that the degree was completed is required.
2. Recognition of credits by transfer - Acceptance of academic credits from an institution of higher education which description and content are counterparts to those offered in EDP University. The recognition is carried out taking into consideration approved courses from the university of origin and its equivalence with the ones offered in EDP University. The Institution reserves the right to validate or not courses of other higher education institutions. This recognition may be by means of transferred credits from another institution and the College Board Advanced Level Test.
3. Recognition of credits - Acceptance of academic credits which description and content are equivalent to those offered in EDP University. This recognition may be in the following methods:
    a. Transferred credits from another authorized and accredited higher education institution

b. College Board Advanced Level Test

c. CLEP- College Level Examination Program

d. Prior Learning Assessment (PLA)

e. US Army ROTC Cross-enrollment Agreement

f. Articulation agreements

4. Curriculum Study - List of courses that define an academic program and must be completed to obtain the degree.

Requirements for the recognition of transferred credits from another institution

The undergraduate and graduate level students who wish to transfer credits from another higher education institution must:

1. Complete the requirements for admission as established for the chosen program.
2. Present evidence of official credits transcripts from an accredited higher education institutions in Puerto Rico, the United States and/or other foreign countries. If the student has attended more than one institution, each institution is evaluated independently.
3. To evaluate credits from a foreign country, the student must submit an official foreign credentials evaluation issued by an authorized agency. These agencies are recognized by the U.S. Department of Education and are identified in NACES (National Association of Credential Evaluation Services). For example: Josef and Silney & Associates, Academic Evaluation Services. Inc., Span Tran: The Evaluation Company, among others.

Procedure

1. The courses to be considered for recognition at the under graduate level are those courses approved or passed with "C" or more, and "P", with credit value equal to or greater and equivalent content to that offered in EDP University. For the graduate level, the courses have to be approved with "B" or more.
2. The validated courses are permanently included in the academic record and presented with "T". These courses will be considered toward academic progress as attempted and approved credits, but not for average calculation (GPA - Grade Point Average).

3. The Recognition of courses from an institution that holds an articulated agreement with EDP University, will be evaluated with the table of equivalencies established for these purposes.
4. The student will be evaluated and the transferred credits will be determined during or before having completed a resident academic period.
5. Transfer students must have completed a minimum of 30 resident credits to receive an Associate Degree and 45 resident credits for a Bachelor's Degree; for graduate level, the student needs to complete 73% of resident credits to receive a Master's and/or a Graduate Professional Certificate.
6. The student may request a re-evaluation of the credit transcript from the university of origin, if the student is making a change of program or if the student understands that another course could be considered. To be considered to this process, the student must request a reconsideration of credits in the Register's Office.
7. The Institution reserves the right to determine the courses to validate.

Requirements for the recognition of credits by Advanced Level Tests (NAP) and exams offered by the College Board (CLEPS)

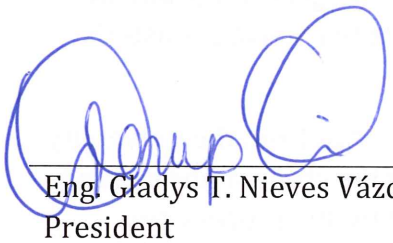
The undergraduate student who wants to validate academic credits by the College Board Advanced Level Test, must present evidence of the obtained official results.

Procedure

Courses will be validated with evidence of the Advanced Level Test from the student that obtains a score of three (3) or more on a scale from one (1) to five (5).

Advanced Level Test	Required score	Course to validate
Spanish	3	SPA 1101
	4 or 5	SPA 1102
English	3	ENG 1101
	4 or 5	ENG 1102
University General Mathematics	3	MAT 1101
	4 or 5	MAT 1111, MAT 2301
Pre-calculus	3	MAT 2301
	4 or 5	MAT 3302, MAT 2401

The undergraduate student who wants to validate academic credits by the specific subject tests that are offered by College Board (CLEP - College Level Examination Program) must present official evidence of the result obtained in the test. Academic credits will be validated by the evidence from the CLEP to that student who gets the minimum score required (ACE Recommended Score) to pass the test, and the course content is equivalent to that offered in EDP University.



Eng. Gladys T. Nieves Vázquez
President
EDP University of PR, Inc.

2b

edpuniversity.edu/acuerdo-de-articulacion-entre-edp-university-puerto-rico-inc-y-otras-instituciones
EDP UNIVERSITY
SABER ES PODER
1-855-999-3378
Matricúlate Ahora
Tienes preguntas?
Chatea aquí con un representante
Log In
EDP UNIVERSITY
ADMISIONES
COSTOS Y ASISTENCIA ECONÓMICA
PROGRAMAS
SERVICIOS
"STUDENT RIGHT TO KNOW"
DESCUBRE LA PIEZA QUE FALTA.
NUEVO GRADO ASOCIADO EN JUSTICIA CRIMINAL
SALUD Y ENFERMERIA
CIENCIAS Y TECNOLOGÍA
ADMINISTRACIÓN
DISEÑO
EDUCACIÓN CONTINUA
ESCUELA GRADUADA
JUSTICIA CRIMINAL
Solicita INFORMACIÓN
Coordina una visita u orientación
Oprime aquí
Matricúlate ahora!!!
Tienes preguntas?
Chatea aquí con un representante
Acuerdo de articulación entre EDP University of Puerto Rico, Inc. y otras Instituciones
EDP University of Puerto Rico, Inc. has established an articulation agreement with the following Institutions:
HUERTAS JUNIOR COLLEGE – signed August 20, 2013.
Conservatorio de Música – signed January 14, 2015.
Convenio de Alianza Estratégica entre la Universidad de Cuautitlán ízcalli (UCI) y EDP University of Puerto Rico - signed March 7, 2014.
Acuerdo marco de Colaboración entre la Universidad Iberoamericana (UNIBE) y la Universidad EDP University of Puerto Rico – signed October 24, 2014.
Convenio de Cooperación Académica entre la Secretaria de la Defensa nacional de los Estados Unidos Mexicanos y la EDP University of Puerto Rico - signed January 2016.
Convenio Marco de Cooperación Instituto Universitario Italiano de Rosario y EDP University of Puerto Rico - signed October 18, 2014.
Convenio de Colaboración entre la Universidad Tecnológica Fidel Velázquez
y EDP University of Puerto Rico, Inc. - signed February 4, 2015.
Pacto de América Latina por la Educación con Calidad Humana (PALECH) - signed July 2013.
Temas: Acuerdos Instituciones

EDP UNIVERSITY
SABER ES PODER

APPENDIX #3

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION
PROUD SPONSOR of the AMERICAN MIND™
National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | Org | Report | Tran

Org Contact List | Org Search | Data Provider Schedule | Repayment Information | Cohort Default Rate | School Profile

Type: --- Select --- Code: Name: Retrieve

FSA ID: DAMARIS.MARTINEZ.FSA logged on as: DAMARIS MARTINEZ from EDP UNIVERSITY OF PUERTO RICO / TGD0432 / SC510AZ

Name: EDP UNIVERSITY OF PUERTO RICO
Code: 02165100 **Type:** School
Status: OPEN
Address: 560 PONCE DE LEON AVENUE
HATO REY, PR 009192303

Cohort Default Rate History List

Fiscal Year	Rate Type	Numerator	Denominator	Rate	Process Date
2012	3YR OFFICIAL	9	222	4	08/08/2015
2012	3YR DRAFT	9	221	4	01/24/2015
2011	2YR OFFICIAL	29	190	15.2	07/27/2013
2011	2YR DRAFT	29	190	15.2	02/23/2013
2011	3YR OFFICIAL	32	188	17	07/26/2014
2011	3YR DRAFT	31	188	16.4	01/11/2014
2010	2YR OFFICIAL	32	219	14.6	08/04/2012
2010	2YR DRAFT	34	225	15.1	02/11/2012
2010	3YR OFFICIAL	46	221	20.8	07/28/2013
2010	3YR DRAFT	47	221	21.2	02/24/2013
2009	2YR OFFICIAL	24	198	12.1	07/30/2011
2009	2YR DRAFT	24	196	12.2	01/16/2011
2009	3YR OFFICIAL	44	200	22	08/05/2012
2009	3YR DRAFT	40	198	20.2	02/12/2012
2008	2YR OFFICIAL	27	230	11.7	07/31/2010
2008	2YR DRAFT	28	230	12.1	01/02/2010
2008	3YR TRIAL	N/A	N/A	N/A	04/14/2011
2007	2YR OFFICIAL	12	97	12.3	08/01/2009
2007	2YR DRAFT	12	99	12.1	01/03/2009
2007	3YR TRIAL	N/A	N/A	N/A	10/30/2009
2006	2YR OFFICIAL	23	134	17.1	08/02/2008
2006	2YR DRAFT	23	134	17.1	01/05/2008
2006	3YR TRIAL	N/A	N/A	N/A	10/29/2009
2005	2YR OFFICIAL	4	88	4.5	07/28/2007
2005	2YR DRAFT	5	90	5.5	01/06/2007
2005	3YR TRIAL	N/A	N/A	N/A	10/29/2009
2004	2YR OFFICIAL	5	69	7.2	07/29/2006
2004	2YR DRAFT	5	69	7.2	01/07/2006
2003	2YR OFFICIAL	1	47	2.1	07/30/2005
2003	2YR DRAFT	1	46	2.1	01/08/2005
2002	2YR OFFICIAL	6	62	9.6	07/31/2004
2002	2YR DRAFT	6	61	9.8	01/10/2004
2001	2YR OFFICIAL	14	134	10.4	08/02/2003
2001	2YR DRAFT	14	133	10.5	01/12/2003
2000	2YR OFFICIAL	28	172	16.2	08/03/2002
2000	2YR DRAFT	28	170	16.4	01/13/2002
1999	2YR OFFICIAL	46	262	17.5	08/04/2001
1999	2YR DRAFT	46	244	18.8	01/13/2001
1998	2YR OFFICIAL	46	203	22.6	09/27/2000
1998	2YR DRAFT	44	200	22	12/18/1999
1997	2YR OFFICIAL	34	180	18.8	08/28/1999
1997	2YR DRAFT	33	180	18.3	02/27/1999

1996	2YR OFFICIAL	25	168	14.8	09/26/1998
1996	2YR DRAFT	25	170	14.7	03/28/1998
1995	2YR OFFICIAL	27	150	18	09/27/1997
1995	2YR DRAFT	27	149	18.1	03/29/1997
1994	2YR OFFICIAL	19	98	19.3	11/02/1996
1994	2YR DRAFT	19	97	19.5	06/06/1996
1993	2YR OFFICIAL	13	117	11.1	01/14/1996
1993	2YR DRAFT	13	117	11.1	06/18/1995

The Cohort Default rates listed above may not reflect changes that have resulted from the Cohort Default rate challenge/adjustment/appeal processes.

PRIVACY ACT OF 1974 (AS AMENDED)

EDP UNIVERSITY
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APPENDIX #4

U.S. DEPARTMENT OF EDUCATION

RATE CALCULATION DATE: 08/08/2015

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

COHORT YEAR 2012 3YR OFFICIAL LOAN RECORD DETAIL REPORT (SCHOOL)

ATTENTION: YAITZAENID GONZALEZ ORGANIZATION ID NUMBER: 02165100

NAME: EDP UNIVERSITY OF PUERTO RICO

ADDRESS: 560 PONCE DE LEON AVENUE

CITY: HATO REY STATE: PR SORT SELECTION: SSN

COUNTRY: POSTAL CODE: 00919-2303 RATE TYPE: E; SUB TYPE: A YEARS: 1

	TOTAL
TOTAL DOLLARS IN DEFAULT (BASED ON OUTSTANDING PRINCIPLE BALANCE) :	44,427
TOTAL DOLLARS IN REPAYMENT (BASED ON OUTSTANDING PRINCIPLE BALANCE) :	1,717,982

********** = NOT AVAILABLE

ACTUAL NUMERATOR COUNT : 9 REPORT COUNT : 9(B USAGE 1 CODES ONLY)

ACTUAL DENOMINATOR COUNT: 222 ACTUAL DEFAULT RATE: 4.0 REPORT COUNT : 222(D & B USAGE 1 CODES)

APPEALED RATE FLAG: N (D=DIRECT, I=INDIRECT, N=NO APPEAL, U=UNKNOWN)

END OF LOAN RECORD DETAIL REPORT

REPORT GENERATION DATE: 02/24/16

DEFAULT RATE USAGE 1: D = DENOMINATOR, B = NUMERATOR/DENOMINATOR, N = NOT USED, E = ELIGIBLE BUT NOT COUNTED

PLEASE NOTE THE FOLLOWING SPECIAL CONSIDERATION FOR CONSOLIDATED LOANS

WITH REGARD TO SORTING AND DISPLAY:

IN ALL SORT CASES, THE CL/PC GROUPING MUST BE MAINTAINED. SINCE CL

LOANS HAVE HIERARCHY DOMINANCE OVER PC LOANS, THE CL LOAN STATUS AND

CLAIM CODE WILL RULE WHEN EITHER OF THESE TWO SORTS ARE REQUESTED EXCEPT

IN THE CASE WHERE THE CL LOAN IS NOT IN DEFAULT AND THE UNDERLYING PC

LOAN IS IN DEFAULT. IN THIS SITUATION, THE PC LOAN WILL DRIVE THE SORT.

ALSO, IF A NON-SSN SORT IS REQUESTED, BE AWARE THAT A STUDENT'S LOANS MAY BE SCATTERED IN MANY DIFFERENT PLACES ON THE REPORT. THIS MAY CAUSE INITIAL CONFUSION WHEN A READER ONLY FINDS LOANS FOR A STUDENT MARKED WITH AN "E". THE "D" OR "B" MARKING FOR A STUDENT MAY HAVE SORTED TO A DIFFERENT LOCATION IN THE REPORT.

THE CLAIM CODE SORT IS SORTED IN DESCENDING ORDER SO THAT LOANS WITHOUT CLAIM CODES APPEAR LAST AND THOSE WITH CLAIM CODES APPEAR FIRST (SAME FOR LOAN STATUS SORTS).

INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974 AS AMENDED

U.S. DEPARTMENT OF EDUCATION

RATE CALCULATION DATE: 07/26/2014

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

PAGE NO: 1

COHORT YEAR 2011 3YR OFFICIAL LOAN RECORD DETAIL REPORT (SCHOOL)

ATTENTION: YAITZAENID GONZALEZ ORGANIZATION ID NUMBER: 02165100

NAME: EDP UNIVERSITY OF PUERTO RICO

ADDRESS: 560 PONCE DE LEON AVENUE

CITY: HATO REY STATE: PR SORT SELECTION: SSN

COUNTRY: POSTAL CODE: 00919-2303 RATE TYPE: E; SUB TYPE: A YEARS: 1

	TOTAL
TOTAL DOLLARS IN DEFAULT :	115,795 (BASED ON OUTSTANDING PRINCIPLE BALANCE)
TOTAL DOLLARS IN REPAYMENT :	1,288,681 (BASED ON OUTSTANDING PRINCIPLE BALANCE)

********** = NOT AVAILABLE

ACTUAL NUMERATOR COUNT : 32 REPORT COUNT : 32(B USAGE 1 CODES ONLY)

ACTUAL DENOMINATOR COUNT: 188 ACTUAL DEFAULT RATE: 17.0 REPORT COUNT : 188(D & B USAGE 1 CODES)

APPEALED RATE FLAG: N (D=DIRECT, I=INDIRECT, N=NO APPEAL, U=UNKNOWN)

END OF LOAN RECORD DETAIL REPORT

REPORT GENERATION DATE: 02/24/16

DEFAULT RATE USAGE 1: D = DENOMINATOR, B = NUMERATOR/DENOMINATOR, N = NOT USED, E = ELIGIBLE BUT NOT COUNTED

PLEASE NOTE THE FOLLOWING SPECIAL CONSIDERATION FOR CONSOLIDATED LOANS

WITH REGARD TO SORTING AND DISPLAY:

IN ALL SORT CASES, THE CL/PC GROUPING MUST BE MAINTAINED. SINCE CL

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THE CLAIM CODE SORT IS SORTED IN DESCENDING ORDER SO THAT LOANS WITHOUT CLAIM CODES APPEAR LAST AND THOSE WITH CLAIM CODES APPEAR FIRST (SAME FOR LOAN STATUS SORTS).

INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974 AS AMENDED

U.S. DEPARTMENT OF EDUCATION

RATE CALCULATION DATE: 07/27/2013

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

PAGE NO: 1

COHORT YEAR 2011 2YR OFFICIAL LOAN RECORD DETAIL REPORT (SCHOOL)

ATTENTION: YAITZAENID GONZALEZ ORGANIZATION ID NUMBER: 02165100

NAME: EDP UNIVERSITY OF PUERTO RICO

ADDRESS: 560 PONCE DE LEON AVENUE

CITY: HATO REY STATE: PR SORT SELECTION: SSN

COUNTRY: POSTAL CODE: 00919-2303 RATE TYPE: A; SUB TYPE: A YEARS: 1

U.S. DEPARTMENT OF EDUCATION

RATE CALCULATION DATE: 07/27/2013

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

PAGE NO: 21

OPEID: 02165100 COHORT YEAR 2011 2YR OFFICIAL LOAN RECORD DETAIL REPORT (SCHOOL)

	TOTAL	
TOTAL DOLLARS IN DEFAULT :	95,052	(BASED ON OUTSTANDING PRINCIPLE BALANCE)
TOTAL DOLLARS IN REPAYMENT :	1,308,281	(BASED ON OUTSTANDING PRINCIPLE BALANCE)

********** = NOT AVAILABLE

ACTUAL NUMERATOR COUNT : 29 REPORT COUNT : 29(B USAGE 1 CODES ONLY)

ACTUAL DENOMINATOR COUNT: 190 ACTUAL DEFAULT RATE: 15.2 REPORT COUNT : 190(D & B USAGE 1 CODES)

APPEALED RATE FLAG: N (D=DIRECT, I=INDIRECT, N=NO APPEAL, U=UNKNOWN)

END OF LOAN RECORD DETAIL REPORT

REPORT GENERATION DATE: 02/24/16

DEFAULT RATE USAGE 1: D = DENOMINATOR, B = NUMERATOR/DENOMINATOR, N = NOT USED, E = ELIGIBLE BUT NOT COUNTED

PLEASE NOTE THE FOLLOWING SPECIAL CONSIDERATION FOR CONSOLIDATED LOANS

WITH REGARD TO SORTING AND DISPLAY:

IN ALL SORT CASES, THE CL/PC GROUPING MUST BE MAINTAINED. SINCE CL

LOANS HAVE HIERARCHY DOMINANCE OVER PC LOANS, THE CL LOAN STATUS AND

CLAIM CODE WILL RULE WHEN EITHER OF THESE TWO SORTS ARE REQUESTED EXCEPT

IN THE CASE WHERE THE CL LOAN IS NOT IN DEFAULT AND THE UNDERLYING PC

LOAN IS IN DEFAULT. IN THIS SITUATION, THE PC LOAN WILL DRIVE THE SORT.

ALSO, IF A NON-SSN SORT IS REQUESTED, BE AWARE THAT A STUDENT'S LOANS

MAY BE SCATTERED IN MANY DIFFERENT PLACES ON THE REPORT. THIS MAY

CAUSE INITIAL CONFUSION WHEN A READER ONLY FINDS LOANS FOR A STUDENT

MARKED WITH AN "E". THE "D" OR "B" MARKING FOR A STUDENT MAY HAVE

SORTED TO A DIFFERENT LOCATION IN THE REPORT.

THE CLAIM CODE SORT IS SORTED IN DESCENDING ORDER SO THAT LOANS WITHOUT

CLAIM CODES APPEAR LAST AND THOSE WITH CLAIM CODES APPEAR FIRST

(SAME FOR LOAN STATUS SORTS).

INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974 AS AMENDED

U.S. DEPARTMENT OF EDUCATION

RATE CALCULATION DATE: 08/04/2012

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

PAGE NO: 1

COHORT YEAR 2010 2YR OFFICIAL LOAN RECORD DETAIL REPORT (SCHOOL)

ATTENTION: YAITZAENID GONZALEZ ORGANIZATION ID NUMBER: 02165100

NAME: EDP UNIVERSITY OF PUERTO RICO

ADDRESS: 560 PONCE DE LEON AVENUE

CITY: HATO REY STATE: PR SORT SELECTION: SSN

COUNTRY: POSTAL CODE: 00919-2303 RATE TYPE: A; SUB TYPE: A YEARS: 1

	TOTAL
TOTAL DOLLARS IN DEFAULT :	0 (BASED ON OUTSTANDING PRINCIPLE BALANCE)
TOTAL DOLLARS IN REPAYMENT :	0 (BASED ON OUTSTANDING PRINCIPLE BALANCE)

********** = NOT AVAILABLE

ACTUAL NUMERATOR COUNT : 0 REPORT COUNT : 0(B USAGE 1 CODES ONLY)

ACTUAL DENOMINATOR COUNT: 0 ACTUAL DEFAULT RATE: .0 REPORT COUNT : 0(D & B USAGE 1 CODES)

APPEALED RATE FLAG: N (D=DIRECT, I=INDIRECT, N=NO APPEAL, U=UNKNOWN)

END OF LOAN RECORD DETAIL REPORT

REPORT GENERATION DATE: 02/24/16

DEFAULT RATE USAGE 1: D = DENOMINATOR, B = NUMERATOR/DENOMINATOR, N = NOT USED, E = ELIGIBLE BUT NOT COUNTED

PLEASE NOTE THE FOLLOWING SPECIAL CONSIDERATION FOR CONSOLIDATED LOANS

WITH REGARD TO SORTING AND DISPLAY:

IN ALL SORT CASES, THE CL/PC GROUPING MUST BE MAINTAINED. SINCE CL

LOANS HAVE HIERARCHY DOMINANCE OVER PC LOANS, THE CL LOAN STATUS AND

CLAIM CODE WILL RULE WHEN EITHER OF THESE TWO SORTS ARE REQUESTED EXCEPT

IN THE CASE WHERE THE CL LOAN IS NOT IN DEFAULT AND THE UNDERLYING PC

LOAN IS IN DEFAULT. IN THIS SITUATION, THE PC LOAN WILL DRIVE THE SORT.

ALSO, IF A NON-SSN SORT IS REQUESTED, BE AWARE THAT A STUDENT'S LOANS MAY BE SCATTERED IN MANY DIFFERENT PLACES ON THE REPORT. THIS MAY CAUSE INITIAL CONFUSION WHEN A READER ONLY FINDS LOANS FOR A STUDENT MARKED WITH AN "E". THE "D" OR "B" MARKING FOR A STUDENT MAY HAVE SORTED TO A DIFFERENT LOCATION IN THE REPORT.

THE CLAIM CODE SORT IS SORTED IN DESCENDING ORDER SO THAT LOANS WITHOUT CLAIM CODES APPEAR LAST AND THOSE WITH CLAIM CODES APPEAR FIRST (SAME FOR LOAN STATUS SORTS).

INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974 AS AMENDED

EDP UNIVERSITY
SABER ES PODER

APPENDIX #5

EDP UNIVERSITY OF PUERTO RICO, INC.
(A NON PROFIT INSTITUTION)
SAN JUAN, PUERTO RICO
OPE ID NUMBER: 02165100
SINGLE AUDIT REPORT
FOR THE YEAR ENDED JUNE 30, 2014

BAKER TILLY PUERTO RICO, CPAs, PSC
Certified Public Accountants

EDP UNIVERSITY OF PUERTO RICO, INC.
(A NON PROFIT INSTITUTION)
SAN JUAN, PUERTO RICO
OPE ID NUMBER: 02165100
SINGLE AUDIT REPORT
FOR THE YEAR ENDED JUNE 30, 2014

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BAKER TILLY
PUERTO RICO
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Board of Trustees
EDP University of Puerto Rico, Inc.
San Juan, Puerto Rico

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of EDP University of Puerto Rico, Inc. (a non profit institution) which comprise the statement of financial position as of June 30, 2014 and 2013, and the related statements of activities and cash flows for the years then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(continues)

INDEPENDENT AUDITORS' REPORT (CONTINUED)

Opinion

In our opinion, the financial statements referred to in the first paragraph of this report present fairly, in all material respects, the financial position of EDP University of Puerto Rico, Inc. as of June 30, 2014 and 2013, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accompanying information

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Governmental Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated January 8, 2015, on our consideration of the EDP University of Puerto Rico, Inc. internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering EDP University of Puerto Rico, Inc. internal control over financial reporting and compliance.

Baker Tilly Puerto Rico, CPAs, PSC

Guaynabo, Puerto Rico

BAKER TILLY PUERTO RICO CPAs, PSC

January 8, 2015
The stamp number E147038 was
affixed to the original of this report.

License No. 218
Expires December 1, 2017.

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2014 AND 2013

ASSETS

	2014	2013
CURRENT ASSETS:		
Cash	$ 1,834,881	$ 480,384
Certificates of deposit	1,599,896	1,487,908
Accounts receivable:		
Students, net	2,127,787	2,157,865
Governmental agencies and others	308,946	561,272
Prepaid expenses	110,623	133,228
Total current assets	5,982,133	4,820,657
INVESTMENTS	733,057	862,346
PROPERTY AND EQUIPMENT:		
Furniture and office equipment	2,953,835	2,585,414
Leasehold improvements	1,763,363	1,584,045
Building and improvements	172,078	-
Motor vehicles	634,971	513,638
Library books	457,402	435,662
Machinery and equipment	868,039	754,278
	6,849,688	5,873,037
Less: accumulated depreciation and amortization	(4,541,515)	(3,800,613)
Net property and equipment	2,308,173	2,072,424
OTHER ASSETS	279,129	284,122
TOTAL ASSETS	$ 9,302,492	$ 8,039,549

(Continues)

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENTS OF FINANCIAL POSITION (CONTINUED)
JUNE 30, 2014 AND 2013

LIABILITIES AND NET ASSETS

	2014	2013
CURRENT LIABILITIES:		
Current portion of long term debts	$ 161,667	$ 286,650
Current portion of obligations under capital leases	99,804	101,614
Accounts payable	547,931	517,131
Deferred revenue	1,651,655	1,154,000
Accrued expenses	365,043	315,546
Total current liabilities	2,826,100	2,374,941
LONG TERM DEBTS, NET OF CURRENT PORTION	367,917	415,000
OBLIGATIONS UNDER CAPITAL LEASES, NET OF CURRENT PORTION	132,452	123,832
Total liabilities	3,326,469	2,913,773
NET ASSETS:		
Unrestricted	5,976,023	5,109,776
Temporarily restricted	-	16,000
Total net assets	5,976,023	5,125,776
TOTAL LIABILITIES AND NET ASSETS	$ 9,302,492	$ 8,039,549

See accompanying notes to financial statements.

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2014

	Unrestricted	Temporarily Restricted	Total
Revenues and other support:			
Tuition and fees	$ 17,159,346	$ -	$ 17,159,346
Federal government grants and contracts	1,639,853	-	1,639,853
Unrealized loss on investments	(129,289)	-	(129,289)
Investment income, net	38,062	-	38,062
Other sources and support	184,217	-	184,217
	18,892,189		18,892,189
Decrease in temporary restricted net asset	-	(16,000)	(16,000)
Total revenues and other support	18,892,189	(16,000)	18,876,189
Expenses:			
Instruction	6,013,854	-	6,013,854
Academic support	2,194,505	-	2,194,505
Student services	3,187,323	-	3,187,323
Institutional support	2,440,411	-	2,440,411
Operation and maintenance of facilities	3,213,100	-	3,213,100
Scholarships	168,200	-	168,200
Depreciation and amortization	751,241	-	751,241
Interest	57,308	-	57,308
Total expenses	18,025,942	-	18,025,942
Change in net assets	866,247	(16,000)	850,247
Net assets at beginning of year	5,109,776	16,000	5,125,776
Net assets at end of year	$ 5,976,023	$ -	$ 5,976,023

See accompanying notes to financial statements.

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013

	Unrestricted	Temporarily Restricted	Total
Revenues and other support:			
Tuition and fees	$ 14,322,536	$ -	$ 14,322,536
Federal government grants and contracts	676,064	-	676,064
Realized loss on investments	(1,110)	-	(1,110)
Unrealized loss on investments	(34,130)	-	(34,130)
Investment income, net	38,328	-	38,328
Other sources and support	169,159	-	169,159
Total revenues and other support	15,170,847	-	15,170,847
Expenses:			
Instruction	4,665,443	-	4,665,443
Academic support	1,932,108	-	1,932,108
Student services	2,964,894	-	2,964,894
Institutional support	2,149,751	-	2,149,751
Operation and maintenance of facilities	2,695,593	-	2,695,593
Scholarships	75,760	-	75,760
Depreciation and amortization	683,951	-	683,951
Interest	57,916	-	57,916
Total expenses	15,225,416	-	15,225,416
Change in net assets	(54,569)	-	(54,569)
Net assets at beginning of year	5,164,345	16,000	5,180,345
Net assets at end of year	$ 5,109,776	$ 16,000	$ 5,125,776

See accompanying notes to financial statements.

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2014 AND 2013

	2014	2013
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	$ 850,247	($ 54,569)
Adjustments to reconcile the change in net assets to net cash provided by operating activities:		
Depreciation and amortization	751,241	683,950
Provision for doubtful accounts	333,775	177,289
Capitalized interest	(12,170)	(11,987)
Loss on disposition of assets	2,423	-
Net realized loss on investments	-	1,110
Net unrealized loss on investments	129,289	34,130
Decrease (increase) in assets:		
Accounts receivable:		
Students	(303,697)	(377,395)
Governmental agencies and others	252,326	(252,529)
Prepaid expenses	22,605	(36,460)
Other assets	20,993	(9,170)
Increase in liabilities:		
Accounts payable	30,800	253,520
Deferred revenue	497,655	236,729
Accrued expenses	49,497	865
Total adjustments	1,774,737	700,052
NET CASH PROVIDED BY OPERATING ACTIVITIES	2,624,984	645,483
CASH FLOWS FROM INVESTING ACTIVITIES:		
Acquisition of property and equipment, net	(875,653)	(788,299)
Increase in certificate of deposit, net	(111,998)	(400,160)
Proceed from the sale of investments	-	101,000
Purchase of investments, net	-	(96,611)
NET CASH USED IN INVESTING ACTIVITIES	(987,651)	(1,184,070)

(Continues)

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENTS OF CASH FLOWS (CONTINUED)
YEARS ENDED JUNE 30, 2014 AND 2013

	2014	2013
CASH FLOWS FROM FINANCING ACTIVITIES:		
Net proceeds from long term debts and lines of credit	2,886,957	2,029,158
Payments of long-term debts and lines of credit	(3,059,023)	(1,660,808)
Principal payments on obligations under capital leases	(110,770)	(148,651)
NET CASH (USED IN) PROVIDED BY FINANCING ACTIVITIES	(282,836)	219,699
NET INCREASE (DECREASE) IN CASH	1,354,497	(318,888)
CASH AT BEGINNING OF YEAR	480,384	799,272
CASH AT END OF YEAR	$ 1,834,881	$ 480,384
SUPPLEMENTAL DISCLOSURE OF CASH FLOWS INFORMATION:		
Cash paid during the year for interest	$ 57,308	$ 57,916

SUPPLEMENTAL DISCLOSURE OF NON – CASH ACTIVITIES:

Investing and financing activities

During the years ended June 30, 2014 and 2013 the University incurred obligations under capital leases for the acquisition of vehicles amounting to $117,580 and $0, respectively.

Operating activities

During the years ended June 30, 2014 and 2013 the University had certain accounts receivable from students reserved in the allowance for doubtful accounts which were written off amounting to $60,164 and $69,509, respectively.

See accompanying notes to financial statements.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of activities

EDP University of Puerto Rico, Inc., (the University) is a private not-for-profit educational institution. The University offers graduate, undergraduate and certificate academic programs in the area of technology, administration and health, in four different campuses located in San Juan, San Sebastian, Manatí and Humacao, Puerto Rico. EDP University of Puerto Rico, Inc. is licensed by the Puerto Rico Council of Education and is accredited by the Middle State Commission on Higher Education.

Summary of significant accounting policies

A summary of the significant accounting policies followed by the University in the preparation of the accompanying financial statements are described below to enhance the usefulness of the financial statements to the readers.

Basis of accounting

The University's records are kept using the accrual basis of accounting whereby revenue is recorded as earned and expenses as incurred.

Basis of presentation

The accompanying financial statements of the University have been prepared in accordance with accounting principles generally accepted in the United States of America. Financial statement presentation follows the provisions of the FASB Accounting Standards Codification related to the topic of Not-for-Profit – Presentation of financial statements. Under those provisions, net assets and revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the University and changes therein are classified as follows:

- **Unrestricted net assets** - Net assets that are not subject to donor-imposed stipulations.
- **Temporarily restricted net assets** - Net assets subject to donor-imposed stipulations that can be fulfilled by actions of the University pursuant to those stipulations or that expire by the passage of time.
- **Permanently restricted net assets** - Net assets subject to donor-imposed stipulations that they be maintained permanently by the University. Generally, the donors of such assets permit the University to use all or part of the income earned on the assets for general or specific purposes.

  Revenues are reported as increases in unrestricted net asset unless use of the related asset is limited to donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Gain and losses on assets and liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Summary of significant accounting policies (Continued)

Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America and The Comptroller General of the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting year. Actual results could differ from those estimates.

Cash and cash equivalents

The University considers all highly liquid instruments with original maturities of three months or less from the date of purchase to be cash equivalents.

Restricted bank accounts

The University maintains bank accounts restricted for the deposits of the funds provided by the Federal and State Government for student assistance and other programs related to educational and learning activities with total book balance of $285,397 and $13,774 as of June 30, 2014 and 2013, respectively.

Accounts receivable

The accounts receivables comprise amounts due from students, governmental agencies (grantors) and others. Student accounts receivable represent amounts due for tuition and fees from current enrolled and former students. Accounts receivable are presented at the estimated net realizable value.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Summary of significant accounting policies (Continued)

Allowance for doubtful accounts

The allowance for doubtful accounts is maintained at a level which, in management's judgment, is adequate to absorb potential losses inherent in the accounts receivable aging. The amount of the allowance is based on management's evaluation of the current status of individual accounts. The allowance is increased by a provision for doubtful accounts in amounts required to maintain an adequate allowance to cover anticipated bad debts and reduced by charged-offs, net of recoveries. Accounts receivable are charged against the allowance when it is determined by the University that the payment will not be received after management has used reasonable collection efforts. Any subsequent receipts are credited to the allowance.

The allowance is adjusted annually by management based on a review of all accounts receivable. At June 30, 2014, the allowance for doubtful receivables was divided as follows: Hato Rey campus $290,624, Humacao campus $19,694, Manatí campus $17,191 and San Sebastian campus $307,327, totaling $634,836. At June 30, 2013, the balance of the allowance for doubtful receivables for the Hato Rey campus was $150,049 and for the San Sebastian campus was $189,429, totaling $339,478. Because of uncertainties inherent in the estimation process, management's estimate of credit losses inherent in the accounts receivable aging and the related allowance may change in the near term. However, the amount of the change that is reasonably possible cannot be estimated.

Prepaid expenses

Expenditures made to secure the use of assets or the receipt of services at a future date are charged to prepaid account and are amortized as expense based on the term and usage of the amount.

Investments

The University accounts for its investments in debt securities under the provisions of ASC 958-320, Investments-Debt and Equity Securities, which requires that investments be stated at fair value with unrealized gains and losses, as applicable, included in the statement of activities. The estimated fair value of these investments is based on market data and/or quoted market prices from either market that are not active or for the same or similar assets in active markets.

Property and equipment

Property and equipment purchased with unrestricted funds are stated at cost at the acquisition date or fair value at the contribution date. Additions, renewals, and betterments, are capitalized whereas expenditures for maintenance and repairs are charged to expense. A lease which transfers substantially all of the benefits and risk incidental to ownership of property is classified as a capital lease as the acquisition of an asset and the assumption of an obligation. All other leases are accounted for as operating leases wherein rental payments are expensed as incurred. Vehicles and equipments under capital leases are recorded at the lower of the net present value of the minimum lease payments or the fair market value of the vehicles or the equipments, at the inception of the lease. The University's capitalization policy requires individual assets to be capitalized if the original cost at the date of the acquisition exceeds $500 and has a useful life greater than one year.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Summary of significant accounting policies (Continued)

Property and equipment (continued)

Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated useful service lives, on a straight-line basis. Leasehold improvements and property under capital leases are amortized over the life of the respective lease or its service live, whichever is shorter. Expenditures for maintenance and repairs are charged to operations as incurred whereas major betterments are capitalized. Depreciation and amortization expense amounted to $751,241 and $683,951 for the years ended June 30, 2014 and 2013, respectively.

The University evaluates for impairment long-lived assets held and used whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. In performing the review for recoverability, an estimate of the expected future net undiscounted cash flows expected to result from the use of the asset together with its residual value (net recoverable value) must be made. If the sum of the future cash flows (undiscounted and without interest charges) is less than the carrying amount of the asset, an impairment loss is recognized for the difference, if any. Assets to be disposed would be separately presented in the statement of financial position and reported at the lower of the carrying amount or fair value less cost to sell and are no longer depreciated. Property and equipment purchased with grant funds are expensed to the respective grant at the time of the acquisition when title is held by grantor.

Other assets

Included in total other assets is a goodwill for the amount of $238,500 related to the acquisition on November 2010 of the assets of the San Juan School of Interior Design, Inc. recognized as of June 30, 2011 in conformity with FASB ASC 958-805 *Not for Profit Entities: Mergers and Acquisitions*. The purpose of this transaction was to improve the academic programs offering by the University in order to continue promoting a core value of its mission: active learning and integral development of students. As required by generally accepted accounting principles; goodwill is not amortized since it has an indefinite life. Instead, it is tested annually for impairment. During the years ended June 30, 2014 and 2013 there was no impairment recognized in the carrying amount of goodwill.

Net assets

Net assets consist of unrestricted net assets and temporarily restricted net assets. As of June 30, 2013, the balance of the temporarily restricted net asset balance was related to the value recorded for the publishing rights of the reproduction of a book of Mr. Salvador Tió during a five years period and was available for the award of the scholarship Salvador Tió to students who meet certain eligibility requirements. For the year ended June 30, 2014, management determined that the reproduction of the book will not be realized and an adjustment for the total amount of $16,000 was recorded.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Summary of significant accounting policies (Continued)

Revenue recognition

Tuition fees represent the University's primary source of revenues and are recognized ratably during the periods of the individual academic programs. The University also derives revenue from grants received from federal and state government agencies. Revenues from sources other than contribution are reported as increases in unrestricted net assets. Contributions are recognized when a donor makes a promise to give to the University that is, in substance, unconditional. Gain and losses on investments are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Tuition revenues related to education services not yet rendered or grant received but not expended are presented as deferred revenue.

Grants and contracts revenue

Grant received under a cost reimbursement arrangement are recorded as unrestricted revenue when allowable expenditures are incurred. Funds received for federal student financial assistance programs that are awarded directly to students are excluded from revenues and expenses.

Contributions

Contributions are recognized when the donor makes a promise to give to the University that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increase in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All donor-restricted contributions are reported as increase in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. Conditional promises to give are recognized as revenues when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the date of gift. Temporary restrictions on gifts to acquire long lived assets are considered met in the period in which the assets are acquired or placed in service. An allowance for uncollectible contribution receivable is provided, if necessary, based upon management's judgment including factors such as prior collection history, type of contribution and nature of fund-raising activity.

Functional expense allocation

Expenses are reported in the statements of activities in categories recommended by the National Association of University and University Business Officers ("NACUBO"). The University's primary program service is instruction. Expenses reported as academic support and student services are incurred in support of the University's primary program. Institutional support mainly includes management and general expenses.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Summary of significant accounting policies (Continued)

Advertising

Advertising costs are charged to operations as incurred and amounted to $954,735 and $873,858 for the years ended June 30, 2014 and 2013, respectively.

Fair value of financial instruments

The carrying amount of cash and cash equivalents approximates fair value because of the short maturity of those financial instruments. The estimated fair values of receivables and payable arising in the ordinary course of operations approximate their individual carrying amount due to the relatively short period of time between their origination and expected realization. The fair value of the investments in negotiable instruments and certificates of deposit (with maturity over three months) is determined using market quotes prices for these types of investments as available. If there is no quoted market price available for any type of investments; the fair value is estimated using quoted market prices for similar securities. The carrying amount of long-term debts approximates fair value because this financial instrument bear interest at rates that approximate current market rates for loans with similar maturities and credit quality. The University did not hold financial instruments for trading purposes at June 30, 2014 and 2013.

Income taxes

EDP University of Puerto Rico, Inc. is a not for profit institution exempt from federal income taxes under the Internal Revenue Code Section 501(c)(3) and from Puerto Rico income taxes under Section 1101(4) of the Puerto Rico Income Tax Law. Accordingly no provision for income taxes has been made. The University follows the guidance contained in ASC Topic related to the Accounting for Uncertainty in Income Taxes which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken. Based upon its evaluation, the University concluded that there are no uncertain tax positions requiring recognition in its financial statements.

Subsequent events

The University evaluates subsequent events and the evidence they provide about conditions existing at the date of the statement of financial position as well as conditions that arose after the statement of financial position date, but before the financial statements are issued. The effects of conditions that existed at the date of the statement of financial position date are recognized in the financial statements. Events and conditions arising after the statement of financial position date, but before the financial statements are issued, are evaluated to determine if disclosure is required to keep the financial statements from being misleading. To be extent such events and conditions exist, disclosures are made regarding the nature of events and the estimated financial effects for those events and conditions. For purposes of preparing the accompanying financial statements and the notes to these financial statements, the University evaluated subsequent events through January 8, 2015, the date the financial statements are available to be issued. Management is not aware of any subsequent event that could significantly impact the financial statements.

2. INVESTMENTS

As of June 30, 2014 and 2013, the investments consist of debt securities from the Commonwealth of Puerto Rico and several of its agencies and U.S. Municipal bonds with fair value amounted to $733,057 and $862,346, respectively. For the year ended June 30, 2014 the unrealized loss on investments amounted to ($129,289). For the year ended June 30, 2013, the realized and unrealized loss on investments amounted to ($35,240). Dividend and interest revenue on the investments amounted to $38,062 and $38,328, net of brokerage charges for the years ended June 30, 2014 and 2013, respectively.

For the year ended June 30, 2014 the leading credit rating entities downgraded the credit rating of the general obligation bonds and other related bonds of the Commonwealth of Puerto Rico. The investment securities are exposed to several risks, such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities it is at least reasonably possible that changes in the value of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the University's financial statements.

Fair value measurements

The ASC topic related to the fair value measurements and disclosures, establishes a three-level valuation hierarchy for disclosure of fair value measurements. The valuation hierarchy is based upon the transparency of inputs to the valuation of an assets or liability as of the measurement date. The three levels are defined as follows:

Level 1 – Inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.
Level 2 – Inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly. This includes quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, or inputs that are derived principally from or corroborated by observable market data.
Level 3 – Inputs are unobservable for the asset or liability. Unobservable inputs reflect the reporting entity's own assumptions about the assumptions that market participants would use in pricing the asset or liability developed based on the best information available in the circumstances.

The following table presents the placement in the fair value hierarchy of University's assets that are measured or required to be measured at fair value on a recurring basis as of June 30, 2014 and 2013:

	Level 1	Level 2	Level 3
June 30, 2014			
Government debt securities	$ 733,057	$ -	$ -
	$ 733,057	$ -	$ -
June 30, 2013			
Government debt securities	$ 862,346	$ -	$ -
	$ 862,346	$ -	$ -

3. NOTES PAYABLE UNDER LINES OF CREDIT

The University has two lines of credit agreements with a financial institution in an amount not to exceed $600,000 and $400,000 for the year ended June 30, 2014 and for the year ended June 30, 2013 in an amount not to exceed $400,000 each at prevailing prime rate plus 1.25%. One of the certificates of deposit with balance of $577,740 and $572,586 as of June 30, 2014 and 2013, respectively served as collateral for these lines of credit by means of a pledge agreement with the bank. In addition, there are two other lines of credit in an amount not to exceed $200,000 as of June 30, 2014 and 2013, respectively. There are certain financial covenants contained in the above mentioned agreements. Management is not aware of any violation to such covenants. There were not outstanding balances as of June 30, 2014 and 2013 for the before mentioned lines of credit.

4. LONG TERM DEBTS

Long term debts consist of the following as of June 30, 2014 and 2013:

Description	2014	2013
Note payable to a financial institution, payable in monthly fixed principal installments of $5,000, plus interest at 1.25% over prime rate due in March 18, 2018.	$ 225,000	285,000
Note payable to a financial institution, payable in monthly fixed principal installments of $3,472, plus interest at 2.40% collaterized with a certificate of deposit, due in March 31, 2017.	114,584	-
Note payable to a financial institution, payable in monthly fixed principal installments of $5,000, plus interest at 1.25% over prime rate due in August 9, 2017.	190,000	250,000
Note payable to a former shareholder as part of a redemption agreement payable in annual installments of $166,650. The note bears interest at an annual rate of .5% due on July 1, 2014.	-	166,650
	529,584	701,650
Less current portion	(161,667)	(286,650)
Long term debts, net of current portion	$ 367,917	$ 415,000

Long term debts maturities during the next four fiscal years are as follows:

Year ending June 30:	Amount
2015	$ 161,667
2016	161,667
2017	151,250
2018	55,000
	$ 529,584

5. OBLIGATIONS UNDER CAPITAL LEASES

Obligations under capital leases consist of the following as of June 30, 2014 and 2013:

	2014	2013
7.49% capital lease contract due in monthly installment of $1,257, including interest through January 2014, collateralized with motor vehicle.	$ -	$ 8,621
7.70% capital lease contract due in monthly installments of $709, including interest through August 2013, collateralized with motor vehicle.	-	1,405
6.95% capital lease contract due in monthly installments of $805, including interest through February 2015, collateralized with motor vehicle.	6,288	15,223
5.75% capital lease contract due in monthly installments of $1,631, including interest through March 2016, collateralized with motor vehicle.	32,504	49,587
8.95% capital lease contract due in monthly installments of $860, including interest through March 2015, collateralized with motor vehicle.	7,491	16,782
6.25% capital lease contract due in monthly installments of $521, including interest through July 2016, collateralized with motor vehicle.	12,232	17,560
6.25% capital lease contract due in monthly installments of $716, including interest through July 2016, collateralized with motor vehicle.	16,800	24,119
6.00% capital lease contract due in monthly installments of $518, including interest through August 2016, collateralized with motor vehicle.	12,644	17,946
8.25% capital lease contract due in monthly installments of $573, including interest through October 2016, collateralized with motor vehicle.	14,645	20,096
5.50% capital lease contract due in monthly installments of $510, including interest through November 2018, collateralized with motor vehicle.	23,249	-
5.50% capital lease contract due in monthly installments of $529, including interest through November 2018, collateralized with motor vehicle.	24,143	-

5. OBLIGATIONS UNDER CAPITAL LEASES (CONTINUED)

	2014	2013
4.75% capital lease contract due in monthly installments of $1,230, including interest through February 2019, collateralized with motor vehicle.	61,032	-
8.75% capital lease contract due in monthly installments of $1,293, including interest through December 2014, collateralized with office equipment.	7,580	21,809
8.75% capital lease contract due in monthly installments of $1,035, including interest through November 2013, collateralized with office equipment.	-	5,067
9.25% capital lease contract due in monthly installments of $1,298, including interest through May 2015, collateralized with medical equipment.	13,648	27,231
	232,256	225,446
Less: current maturities	(99,804)	(101,614)
Obligations under capital leases, net of current maturities	$ 132,452	$ 123,832

The future minimum lease payments under capital leases for the next five years and the net present value of the future minimum lease payments are as follows:

Year	Amount
2015	$ 110,935
2016	69,831
2017	36,969
2018	28,262
2019	14,507
Total future minimum lease payments	260,504
Less: amount representing interest	(28,248)
Present value of minimum lease payments	$ 232,256

As of June 30, 2014 and 2013, the gross amount of equipment and the related accumulated amortization recorded under capital leases and included in property and equipment in the accompanying statements of financial position is as follows:

	2014	2013
Equipments	$ 120,185	$ 259,429
Vehicles	570,683	426,313
	690,868	685,742
Less: Accumulated amortization	(439,640)	(472,441)
Total	$ 251,228	$ 213,301

6. CONTINGENCY

Federally and state funded financial aid programs are routinely subject to financial and compliance audits, which could result in requests for reimbursement by the grantor agency for expenditures, which are disallowed under the terms of the grant. The state or federal agency providing the funding has the authority to determine liabilities as well as to limit, suspend, or terminate the federal or state student aid programs. A provision has not been made for any liabilities which may arise from such audits, since the amount, if any, cannot be determined at this date. The University is not aware of any material violation of applicable laws and regulations related to these programs.

7. COMMITMENTS

Leasing arrangements - related parties

The University conducts its Hato Rey operations in facilities owned by corporations named Nieves Estate Properties, Inc., SAAND Corporation and Snow Valley Investment, Inc. represented by a Director and an Officer of the University. These agreements stipulate total monthly rental payments of $49,920, approximately. In addition, the University conducts its San Sebastian operations in facilities under various operating lease agreements. Three of the facilities are also owned by Nieves Estate Properties, Inc. and Snow Valley Investment, Inc. These agreements stipulate monthly payments of $15,400.

Other leasing arrangements

The remaining operating lease agreements are related to other facilities of the University in Hato Rey and San Sebastian which include classrooms, library and parking for the students. The aggregate monthly amount for these facilities amounted to $18,900, approximately.

Some of the lease agreements provide for the payment of property taxes to landlords. Total lease expense for the years ended June 30, 2014 and 2013, including the related lease expenses mentioned before amounted to $1,173,451 and $1,066,540, respectively. At June 30, 2014, the aggregate estimated minimum future rental commitments under these operating leases for the next five years and thereafter is set forth below:

Year	Amount
2015	$ 903,440
2016	814,040
2017	740,240
2018	738,240
2019	662,010
Thereafter	267,500
	$ 4,125,470

8. CONCENTRATION OF CREDIT RISK

Financial instruments, which potentially expose the University to concentrations of credit risk, consist primarily of cash and cash equivalents, investments in debt securities and receivables. The University's cash and cash equivalents are placed with a wide array of financial institutions. At various times throughout the year, the University could maintain cash balance in excess of the insured amount. The entity has not experienced any losses in such accounts. At June 30, 2014 and 2013 total amounts on deposit in the banking institutions exceeded the federally insured limit by $2,815,006 and $1,491,423, respectively. The investment portfolio consists of fixed income securities with a brokerage firm. The University maintains its cash accounts and certificate of deposit with several banking institutions. Deposits at FDIC – insured institutions are insured up to at least $250,000 per depositor. The investments with the brokerage firm are protected up to $500,000 with limit of $250,000 for cash by the Securities Investor Protection Corporation (SIPC). The investments in debt securities from the Commonwealth of Puerto Rico and several of its agencies represent 70% approximately of the University investment portfolio as described in note 2 to the financial statements. Management understands that the decline in value of the investments is other than temporary.

The balance of the account receivable students is mostly composed of amounts due from students' residents of Puerto Rico. Concentration of credit risk with respect to these receivable are limited due to the large number of student accounts and short payments terms. The University has a reserve for doubtful accounts of $634,836 and $339,478 as of June 30, 2014 and 2013 and doesn't anticipate significant credit losses in excess of the amounts reserved in the near future. Concentration of credit risk with respect to other receivables is limited because a substantial portion of these balances is due from agencies of the U.S. Federal and Puerto Rico government.

9. EMPLOYEE BENEFIT PLAN

The University sponsors an employee retirement plan adopted on September 1, 2002. All employees are eligible to participate in the plan upon attaining the age of 21 years old and having completed one year of employment. The employer's contribution to the plan will be based on a matching contribution of .50¢ of each dollar contributed by the employee up to 4% of the participant's compensation for the year. The University's contribution for the years ended June 30, 2014 and 2013 amounted to $21,415 and $21,232, respectively.

10. RECLASIFICATIONS

Certain reclassifications were made to the 2013 financial statements in order for them to be in conformity with the 2014 financial statements presentation. Such reclassifications had no effect on the reported change in unrestricted net assets.

11. FEDERAL STUDENT FINANCIAL AID PROGRAMS

For the years ended June 30, 2014 and 2013, the University received and disbursed $10,457,624 and $9,547,676, respectively, in the Title IV Funds of Higher Education Act of 1965 (SFA Cluster Program); and $5,142,438 and $5,441,628 in Federal Direct Loans, in which the University acts as agent for the recipient. In addition, the University received and disbursed $290,768 and $321,913 in student financial aid from the Puerto Rico General Education Council (a state agency). Because such funds are for the students and not for the University, the amounts received and awarded to the students were not presented in the accompanying financial statements.

SUPLEMENTARY INFORMATION

EDP UNIVERSITY OF PUERTO RICO, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2014

Federal Grantor/Program or Cluster Title	Federal CFDA Number	Federal Expenditures
U.S. Department of Education		
Direct program - Student Financial Aid Cluster:		
Federal Pell Grant Program	84.063	$ 10,242,815
Federal Supplemental Education Opportunity Grant	84.007	112,251
Federal Work–Study Program	84.033	102,558
Direct Loan	84.268	5,142,438
Subtotal U.S. Department of Education direct program		15,600,062
Pass – through programs:		
U.S. Department of Education pass-through program from Puerto Rico Department of Education: Twenty – First Century Community Learning Centers "Imagina tu éxito Project"	84.287	271,287
U.S. Department of Education pass-through program from Puerto Rico Department of Education: Twenty – First Century Community Learning Centers "Mi reto estudiantil Project"	84.287	863,748
U.S. Department of Education pass-through program from Puerto Rico Department of Education: WIA, Title II, Adult Education and Family Literacy	84.002	45,645
U.S. Department of Education pass-through program from the Interamerican University of Puerto Rico: Hispanic Serving Institutions – Science, Technology, Engineering or Mathematics (STEM)	84.031C	279,714
Subtotal U.S. Department of Education pass-through programs		1,460,394
Direct program – Research and Development Cluster: National Science Foundation – Success for Hispanic Students in Computer and Information Sciences Field	47.076	189,261
Total expenditures of federal awards		$ 17,249,717

See accompanying notes to schedule of expenditures of federal awards.

EDP UNIVERSITY OF PUERTO RICO, INC.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2014

1. Basis of presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of EDP University of Puerto Rico, Inc. and is presented on the accrual basis. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations". Because the schedule presents only a selected portion of the operations of the EDP University of Puerto Rico, Inc., it is not intended to and does not present the financial position, changes in net assets or cash flows of EDP University of Puerto Rico, Inc.

2. Summary of significant accounting policies

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-21, Cost Principles for Education Institutions, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Student financial aid – Program cluster

For the year ended June 30, 2014 the University received and disbursed $10,457,624 in Title IV Funds of Higher Education Act of 1965 (SFA Cluster Programs); and $5,142,438 in Federal Direct Students Loans in which the University acts agent for the recipient.

OMB Circular A-133 defines a cluster of programs as a grouping of closely related programs that share common compliance requirements. According to this definition, the Student Financial Assistance programs were deemed to be a cluster of program and were tested accordingly.

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Board of Trustees
EDP University of Puerto Rico, Inc.
San Juan, Puerto Rico

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of EDP University of Puerto Rico, Inc. (a non profit institution) which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 8, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered EDP University of Puerto Rico, Inc. internal control over financial reporting (internal control) to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of EDP University of Puerto Rico, Inc. internal control. Accordingly, we do not express an opinion on the effectiveness of EDP University of Puerto Rico, Inc. internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS (CONTINUED)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether EDP University of Puerto Rico, Inc. financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of EDP University of Puerto Rico, Inc. internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Institution's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Baker Tilly Puerto Rico, CPAs, PSC

Guaynabo, Puerto Rico
BAKER TILLY PUERTO RICO, CPAs, PSC

January 8, 2015
The stamp number E147039 was affixed to the original of this report.

License No. 218
Expires December 1, 2017.

Board of Trustees
EDP University of Puerto Rico, Inc.
San Juan, Puerto Rico

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

Report on Compliance for Each Major Federal Program

We have audited EDP University of Puerto Rico, Inc. compliance with the types of compliance requirements described in the OMB Circular A-133 Compliance Supplement that could have a direct and material effect on each of EDP University of Puerto Rico, Inc. major federal programs for the year ended June 30, 2014. EDP University of Puerto Rico, Inc. major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of EDP University of Puerto Rico, Inc. major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about EDP University of Puerto Rico, Inc. compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of EDP University of Puerto Rico, Inc. compliance.

Opinion on Each Major Federal Program

In our opinion, EDP University of Puerto Rico, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133 (CONTINUED)

Report on Internal Control Over Compliance

Management of EDP University of Puerto Rico, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to in the first paragraph of this report. In planning and performing our audit of compliance, we considered EDP University of Puerto Rico, Inc. internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of EDP University of Puerto Rico, Inc. internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Baker Tilly Puerto Rico, CPAs, PSC

Guaynabo, Puerto Rico
BAKER TILLY PUERTO RICO, CPAs, PSC

January 8, 2015
The stamp number E138040 was affixed to the original of this report.

License No. 218
Expires December 1, 2017.

EDP UNIVERSITY OF PUERTO RICO, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2014

EDP UNIVERSITY OF PUERTO RICO, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2014

SECTION I - SUMMARY OF AUDITORS' RESULTS

A. FINANCIAL STATEMENTS

		Yes	No
1.	Type of auditors' report issued	Unqualified	
2.	Internal control over financial reporting:		
	▫ Material weakness(es) identified		X
	▫ Significant deficiencies identified that are not considered to be material weaknesses		X
3.	Noncompliance material to financial statements noted		X

B. FEDERAL AWARDS

1.	Internal control over major programs:		
	▫ Material weakness(es) identified		X
	▫ Significant deficiencies identified that are not considered to be material weaknesses		X
2.	Type of auditors' report issued on compliance for major programs	Unmodified	
3.	Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133.		X

4. Identification of major programs

CFDA number	Name of Federal Program
	Student Financial Assistance Cluster:
84.063	Federal Pell Grant Program
84.033	Federal Work Study
84.007	Federal Supplemental Educational Opportunity Grant
84.268	Federal Direct Loan
84.287	Twenty First Century Community Learning Center

Dollar threshold used to distinguish between Type A and Type B programs: $300,000

Auditee qualified as low-risk auditee: x YES _____ NO

SECTION II – FINANCIAL STATEMENTS FINDINGS

None

SECTION III – FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

No instances of non compliance to report.

EDP UNIVERSITY OF PUERTO RICO, INC.
SUMMARY SCHEDULE OF PRIOR YEAR
FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2014

There were no findings reported in audit's schedule of findings and questioned costs of the single audit report for the year ended June 30, 2013.

EDP UNIVERSITY OF PUERTO RICO, INC.
(A NON PROFIT INSTITUTION)
SAN JUAN, PUERTO RICO
OPE ID NUMBER: 02165100
SINGLE AUDIT REPORT
FOR THE YEAR ENDED JUNE 30, 2013

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Certified Public Accountants

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Board of Trustees
EDP University of Puerto Rico, Inc.
San Juan, Puerto Rico

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of EDP University of Puerto Rico, Inc. (a non profit institution) which comprise the statement of financial position as of June 30, 2013 and 2012, and the related statements of activities and cash flows for the years then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(continues)

INDEPENDENT AUDITORS' REPORT (CONTINUED)

Opinion

In our opinion, the financial statements referred to in the first paragraph of this report present fairly, in all material respects, the financial position of EDP University of Puerto Rico, Inc., as of June 30, 2013 and 2012, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accompanying information

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Reporting Required by Governmental Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated January 8, 2014 on our consideration of the EDP University of Puerto Rico, Inc. internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering EDP University of Puerto Rico, Inc. internal control over financial reporting and compliance.

Baker Tilly Puerto Rico, CPAs, PSC
BAKER TILLY PUERTO RICO CPAs, PSC

San Juan, Puerto Rico

January 8, 2014
The stamp number E95919 was
affixed to the original of this report.

License No. 218
Expires December 1, 2014.

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2013 AND 2012

ASSETS

	2013	2012
CURRENT ASSETS:		
Cash	$ 480,384	$ 799,272
Certificates of deposit	1,487,908	1,075,761
Accounts receivable:		
Students, net	2,157,865	1,957,759
Governmental agencies and others	561,272	308,743
Prepaid expenses	133,228	96,768
Total current assets	4,820,657	4,238,303
INVESTMENTS	862,346	901,975
PROPERTY AND EQUIPMENT:		
Furniture and office equipment	2,585,414	2,373,743
Leasehold improvements	1,584,045	1,386,064
Motor vehicles	513,638	507,138
Library books	435,662	377,496
Machinery and equipment	754,278	440,296
	5,873,037	5,084,737
Less: accumulated depreciation and amortization	(3,800,613)	(3,116,662)
Net property and equipment	2,072,424	1,968,075
OTHER ASSETS	284,122	274,952
TOTAL ASSETS	$ 8,039,549	$ 7,383,305

(Continues)

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENTS OF FINANCIAL POSITION (CONTINUED)
JUNE 30, 2013 AND 2012

LIABILITIES AND NET ASSETS

	2013	2012
CURRENT LIABILITIES:		
Current portion of long term debts	$ 286,650	$ 166,650
Current portion of obligations under capital leases	101,614	148,651
Accounts payable	517,131	263,611
Deferred revenue	1,154,000	917,271
Accrued expenses	315,546	314,681
Total current liabilities	2,374,941	1,810,864
LONG TERM DEBTS, NET OF CURRENT PORTION	415,000	166,650
OBLIGATIONS UNDER CAPITAL LEASES, NET OF CURRENT PORTION	123,832	225,446
Total liabilities	2,913,773	2,202,960
NET ASSETS:		
Unrestricted	5,109,776	5,164,345
Temporarily restricted	16,000	16,000
Total net assets	5,125,776	5,180,345
TOTAL LIABILITIES AND NET ASSETS	$ 8,039,549	$ 7,383,305

See accompanying notes to financial statements.

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013

	Unrestricted	Temporarily Restricted	Total
Revenues and other support:			
Tuition and fees	$ 14,322,536	$ -	$ 14,322,536
Federal government grants and contracts	676,064	-	676,064
Realized loss on investments	(1,110)	-	(1,110)
Unrealized loss on investments	(34,130)	-	(34,130)
Investment income, net	38,328	-	38,328
Other sources and support	169,159	-	169,159
Total revenues and other support	15,170,847	-	15,170,847
Expenses:			
Instruction	4,665,443	-	4,665,443
Academic support	1,932,108	-	1,932,108
Student services	2,964,894	-	2,964,894
Institutional support	2,149,751	-	2,149,751
Operation and maintenance of facilities	2,695,593	-	2,695,593
Scholarships	75,760	-	75,760
Depreciation and amortization	683,951	-	683,951
Interest	57,916	-	57,916
Total expenses	15,225,416	-	15,225,416
Change in net assets	(54,569)	-	(54,569)
Net assets at beginning of year	5,164,345	16,000	5,180,345
Net assets at end of year	$ 5,109,776	$ 16,000	$ 5,125,776

See accompanying notes to financial statements.

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2012

	Unrestricted	Temporarily Restricted	Total
Revenues and other support:			
Tuition and fees	$ 13,164,413	$ -	$ 13,164,413
Federal government grants and contracts	260,736	-	260,736
Realized gain on investments	3,699	-	3,699
Unrealized gain on investments	8,602	-	8,602
Investment income, net	29,058	-	29,058
Other sources and support	155,163	16,000	171,163
Total revenues and other support	13,621,671	16,000	13,637,671
Expenses:			
Instruction	3,869,312	-	3,869,312
Academic support	2,019,607	-	2,019,607
Student services	2,600,352	-	2,600,352
Institutional support	1,991,611	-	1,991,611
Operation and maintenance of facilities	2,419,195	-	2,419,195
Depreciation and amortization	622,403	-	622,403
Interest	42,501	-	42,501
Total expenses	13,564,981	-	13,564,981
Changes in net assets	56,690	16,000	72,690
Net assets at beginning of year	5,107,655	-	5,107,655
Net assets at end of year	$ 5,164,345	$ 16,000	$ 5,180,345

See accompanying notes to financial statements.

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2013 AND 2012

	2013	2012
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	($ 54,569)	$ 72,690
Adjustments to reconcile the change in net assets to net cash provided by operating activities:		
Depreciation and amortization	683,950	622,403
Provision for doubtful accounts	177,289	65,591
Capitalized interest	(11,987)	(20,299)
Net realized loss (gain) on investments	1,110	(3,699)
Net unrealized loss (gain) on investments	34,130	(8,602)
Increase in assets:		
Accounts receivable:		
Students	(377,395)	(508,370)
Governmental agencies and others	(252,529)	(52,377)
Prepaid expenses	(36,460)	(7,872)
Other assets	(9,170)	(15,358)
Increase (decrease) in liabilities:		
Accounts payable	253,520	(35,304)
Deferred revenue	236,729	42,813
Accrued expenses	865	14,219
Total adjustments	700,052	93,145
NET CASH PROVIDED BY OPERATING ACTIVITIES	645,483	165,835
CASH FLOWS FROM INVESTING ACTIVITIES:		
Acquisition of property and equipment	(788,299)	(708,321)
Increase in certificate of deposit, net	(400,160)	-
Proceed from the sale of investments	101,000	355,910
Purchase of investments, net	(96,611)	(793,215)
NET CASH USED IN INVESTING ACTIVITIES	(1,184,070)	(1,145,626)

See accompanying notes to financial statements.

EDP UNIVERSITY OF PUERTO RICO, INC.
STATEMENTS OF CASH FLOWS (CONTINUED)
YEARS ENDED JUNE 30, 2013 AND 2012

	2013	2012
CASH FLOWS FROM FINANCING ACTIVITIES:		
Net proceeds from lines of credit	2,029,158	800,753
Payments of long-term debts and lines of credit	(1,660,808)	(829,680)
Principal payments on obligations under capital leases	(148,651)	(153,083)
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	219,699	(182,010)
NET DECREASE IN CASH	(318,888)	(1,161,801)
CASH AT BEGINNING OF YEAR	799,272	1,961,073
CASH AT END OF YEAR	$ 480,384	$ 799,272
SUPPLEMENTAL DISCLOSURE OF CASH FLOWS INFORMATION:		
Cash paid during the year for interest	$ 57,916	$ 42,501

SUPPLEMENTAL DISCLOSURE OF NON – CASH ACTIVITIES:

Investing and financing activities

During the years ended June 30, 2013 and 2012 the Institution incurred obligations under capital leases for the acquisition of vehicles and office equipment amounting to $0 and $222,644, respectively.

Operating activities

During the years ended June 30, 2013 and 2012 the Institution had certain accounts receivable from students reserved in the allowance for doubtful accounts which were written off amounting to $69,509 and $71,382, respectively.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of activities

EDP University of Puerto Rico, Inc., (the Institution) is a private not-for-profit educational institution. The Institution offers graduate, undergraduate and certificate programs in the area of technology, administration and health, in two different campuses located in San Juan and San Sebastian, Puerto Rico. EDP University of Puerto Rico, Inc. is licensed by the Puerto Rico Council of Education and is accredited by the Middle State Commission on Higher Education.

Summary of significant accounting policies

A summary of the significant accounting policies followed by the Institution in the preparation of the accompanying financial statements are described below to enhance the usefulness of the financial statements to the readers.

Basis of accounting

The Institution's records are kept using the accrual basis of accounting whereby revenue is recorded as earned and expenses as incurred.

Basis of presentation

The accompanying financial statements of the Institution have been prepared in accordance with accounting principles generally accepted in the United States of America. Financial statement presentation follows the provisions of the FASB Accounting Standards Codification related to the topic of Not-for-Profit – Presentation of financial statements. Under those provisions, net assets and revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Institution and changes therein are classified as follows:

- **Unrestricted net assets** - Net assets that are not subject to donor-imposed stipulations. Revenues are reported as increases in unrestricted net asset unless use of the related asset is limited to donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Gain and losses on assets and liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law.
- **Temporarily restricted net assets** - Net assets subject to donor-imposed stipulations that can be fulfilled by actions of the Institution pursuant to those stipulations or that expire by the passage of time.
- **Permanently restricted net assets** - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Institution. Generally, the donors of such assets permit the Institution to use all or part of the income earned on the assets.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Summary of significant accounting policies (Continued)

Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America and The Comptroller General of the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting year. Actual results could differ from those estimates.

Cash and cash equivalents

The Institution considers cash on deposit accounts; cash in checking accounts; cash on hand; and certificates of deposit and highly liquid debt instruments with original maturities of three months or less from the date of purchase to be cash equivalents.

Restricted bank accounts

The Institution maintains three cash accounts restricted for the deposits of the funds provided by the Federal and State Government for student assistance. These funds are transferred to the unrestricted account of the Institution when an expense certification is issued.

Accounts receivable

The accounts receivables comprise amounts due from students, governmental agencies (grantors) and others. Student accounts receivable represent amounts due for tuition and fees from current enrolled and former students. Accounts receivable are presented at their estimated net realizable value less allowance for doubtful accounts.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Summary of significant accounting policies (Continued)

Allowance for doubtful accounts

The allowance for doubtful accounts is maintained at a level which, in management's judgment, is adequate to absorb potential losses inherent in the accounts receivable aging. The amount of the allowance is based on management's evaluation of the current status of individual accounts. The allowance is increased by a provision for doubtful accounts in amounts required to maintain an adequate allowance to cover anticipated bad debts and reduced by charged-offs, net of recoveries. Accounts receivable are charged against the allowance when it is determined by the Institution that the payment will not be received after management has used reasonable collection efforts. Any subsequent receipts are credited to the allowance.

The allowance is adjusted annually by management based on a review of all accounts receivable. At June 30, 2013, the allowance for doubtful receivables for the Hato Rey campus was $150,049 and for the San Sebastian campus was $189,429, totaling $339,478. At June 30, 2012, the balance of the allowance for doubtful receivables for the Hato Rey campus was $114,440 and for the San Sebastian campus was $117,258, totaling $231,698. Because of uncertainties inherent in the estimation process, management's estimate of credit losses inherent in the accounts receivable aging and the related allowance may change in the near term. However, the amount of the change that is reasonably possible cannot be estimated.

Prepaid expenses

Expenditures made to secure the use of assets or the receipt of services at a future date are charged to prepaid account and are amortized as expense based on the term and usage of the amount.

Investments

The Institution accounts for its investments in debt securities under the provisions of ASC 958-320, Investments-Debt and Equity Securities, which requires that investments be stated at fair value with unrealized gains and losses, as applicable, included in the statement of activities. The estimated fair value of these investments is based on market data and/or quoted market prices from either market that are not active or for the same or similar assets in active markets.

Property and equipment

Property and equipment purchased with unrestricted funds are stated at cost at the acquisition date or fair value at the contribution date. Additions, renewals, and betterments, are capitalized whereas expenditures for maintenance and repairs are charged to expense. A lease which transfers substantially all of the benefits and risk incidental to ownership of property is classified as a capital lease as the acquisition of an asset and the assumption of an obligation. All other leases are accounted for as operating leases wherein rental payments are expensed as incurred. Vehicles and equipments under capital leases are recorded at the lower of the net present value of the minimum lease payments or the fair market value of the vehicles or the equipments, at the inception of the lease. The Institution's capitalization policy requires individual assets to be capitalized if the original cost at the date of the acquisition exceeds $500 and has a useful life greater than one year.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Summary of significant accounting policies (Continued)

Property and equipment (continued)

Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated useful service lives, on a straight-line basis. Leasehold improvements and property under capital leases are amortized over the live of the respective lease or its service live, whichever is shorter. Expenditures for maintenance and repairs are charged to operations as incurred whereas major betterments are capitalized. Depreciation and amortization expense amounted to $683,950 and $622,403 for the years ended June 30, 2013 and 2012, respectively.

The Institution evaluates for impairment long-lived assets held and used whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. In performing the review for recoverability, an estimate of the expected future net undiscounted cash flows expected to result from the use of the asset together with its residual value (net recoverable value) must be made. If the sum of the future cash flows (undiscounted and without interest charges) is less than the carrying amount of the asset, an impairment loss is recognized for the difference, if any. Assets to be disposed would be separately presented in the statement of financial position and reported at the lower of the carrying amount or fair value less cost to sell and are no longer depreciated. In accordance with FASB ASC 958-360-50-3 and 50-4, property and equipment purchased with grant funds are expensed when purchased and not recorded on the statement of financial position because title is held by grantor.

Other assets

Included in total other assets is a goodwill for the amount of $238,500 related to the acquisition on November 2010 of the assets of the San Juan School of Interior Design, Inc. recognized during the year ended June 30, 2011 in conformity with FASB ASC 958-805 *Not for Profit Entities: Mergers and Acquisitions*. The purpose of this transaction was to improve the academic programs offering by the Institution in order to continue promoting a core value of its mission: active learning and integral development of students. As required by generally accepted accounting principles; goodwill is not amortized since it has an indefinite life. Instead, it is tested annually for impairment. During the years ended June 30, 2013 and 2012 there was no impairment recognized in the carrying amount of goodwill.

Net assets

Net assets consist of unrestricted net assets and temporarily restricted net assets. Temporarily restricted net asset balance as of June 30, 2013 and 2012 is related to the value recorded for the publishing rights of the reproduction of a book of Mr. Salvador Tió during a five years period and is available for the award of the scholarship Salvador Tió to students who meet certain eligibility requirements.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Summary of significant accounting policies (Continued)

Revenue recognition

Tuition fees represent the Institution's primary source of revenues and are recognized ratably during the periods of the individual academic programs. The Institution also derives revenue from grants received from federal and state government agencies. Revenues from sources other than contribution are reported as increases in unrestricted net assets. Contributions are recognized when a donor makes a promise to give to the Institution that is, in substance, unconditional. Gain and losses on investments are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Tuition revenues related to education services not yet rendered or grant received but not expended are presented as deferred revenue.

Grants and contracts revenue

Grant received under a cost reimbursement arrangement are recorded as unrestricted revenue when allowable expenditures are incurred. Funds received for federal student financial assistance programs that are awarded directly to students are excluded from revenues and expenses.

Contributions

Contributions are recognized when the donor makes a promise to give to the University that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increase in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All donor-restricted contributions are reported as increase in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. Conditional promises to give are recognized as revenues when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the date of gift. Temporary restrictions on gifts to acquire long lived assets are considered met in the period in which the assets are acquired or placed in service. An allowance for uncollectible contribution receivable is provided, if necessary, based upon management's judgment including factors such as prior collection history, type of contribution and nature of fund-raising activity.

Functional expense allocation

Expenses are reported in the statements of activities in categories recommended by the National Association of University and University Business Officers ("NACUBO"). The Institution's primary program service is instruction. Expenses reported as academic support and student services are incurred in support of the Institution's primary program. Institutional support mainly includes management and general expenses.

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Summary of significant accounting policies (Continued)

Advertising

Advertising costs are charged to operations as incurred and amounted to $873,858 and $719,837 for the years ended June 30, 2013 and 2012, respectively.

Fair value of financial instruments

The carrying amount of cash and cash equivalents approximates fair value because of the short maturity of those financial instruments. The estimated fair values of receivables and payable arising in the ordinary course of operations approximate their individual carrying amount due to the relatively short period of time between their origination and expected realization. The fair value of the investments in negotiable instruments and certificates of deposit (with maturity over three months) is determined using market quotes prices for these types of investments as available. If there is no quoted market price available for any type of investments; the fair value is estimated using quoted market prices for similar securities. The carrying amount of long-term debts approximates fair value because this financial instrument bear interest at rates that approximate current market rates for loans with similar maturities and credit quality. The Institution did not hold financial instruments for trading purposes at June 30, 2013 and 2012.

Income taxes

EDP University of Puerto Rico, Inc. is a not for profit organization exempt from federal income taxes under the Internal Revenue Code Section 501(c)(3) and from Puerto Rico income taxes under Section 1101(4) of the Puerto Rico Income Tax Law. Accordingly no provision for income taxes has been made. The Institution follows the guidance contained in ASC Topic related to the Accounting for Uncertainty in Income Taxes which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken. Based upon its evaluation, the Institution concluded that there are no uncertain tax positions requiring recognition in its financial statements.

Subsequent events

The Institution evaluates subsequent events and the evidence they provide about conditions existing at the date of the statement of financial position as well as conditions that arose after the statement of financial position date, but before the financial statements are issued. The effects of conditions that existed at the date of the statement of financial position date are recognized in the financial statements. Events and conditions arising after the statement of financial position date, but before the financial statements are issued, are evaluated to determine if disclosure is required to keep the financial statements from being misleading. To be extent such events and conditions exist, disclosures are made regarding the nature of events and the estimated financial effects for those events and conditions. For purposes of preparing the accompanying financial statements and the notes to these financial statements, the Institution evaluated subsequent events through January 8, 2014, the date the financial statements are available to be issued. Management is not aware of any subsequent event that could significantly impact the financial statements.

2. INVESTMENTS

As of June 30, 2013 and 2012, the investments consist of government bonds with fair value amounted to $862,346 and $901,975, respectively. For the year ended June 30, 2013 the realized and unrealized loss on investments amounted to ($35,240). For the year ended June 30, 2012, the realized and unrealized gain on investments amounted to $12,301. Dividend and interest revenue on the investments amounted to $38,328 and $29,058 for the years ended June 30, 2013 and 2012, respectively.

Fair value measurements

The ASC topic related to the fair value measurements and disclosures, establishes a three-level valuation hierarchy for disclosure of fair value measurements. The valuation hierarchy is based upon the transparency of inputs to the valuation of an assets or liability as of the measurement date. The three levels are defined as follows:

Level 1 – Inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 – Inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly. This includes quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, or inputs that are derived principally from or corroborated by observable market data.

Level 3 – Inputs are unobservable for the asset or liability. Unobservable inputs reflect the reporting entity's own assumptions about the assumptions that market participants would use in pricing the asset or liability developed based on the best information available in the circumstances.

A financial instrument's categorization within the valuation hierarchy is based upon the lowest level of input that is significant to the fair value measurement. The fair value measurement of the investments in fixed income securities (government bonds) is classified as level 2 in the valuation hierarchy. The method and assumptions used by the Institution to estimate the fair value of the investments are based on multiple sources of information, which include market data and/or quoted market prices from either market that are not active or for the same or similar assets in active markets.

While the Institution believes its valuation methods and assumptions are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different estimate of fair value at the reporting date.

3. NOTES PAYABLE UNDER LINES OF CREDIT

The Institution has two lines of credit agreements with a financial institution in an amount not to exceed $400,000 each at prevailing prime rate plus 1.25%. One of the certificates of deposit with balance of $572,586 and $567,473 as of June 30, 2013 and 2012, respectively served as collateral for these lines of credit by means of a pledge agreement with the bank. In addition, there are other lines of credit in an amount not to exceed $200,000 and $150,000, respectively. There are certain financial covenants contained in the above mentioned agreements. Management is not aware of any violation to such covenants. There were not outstanding balances as of June 30, 2013 and 2012 for the before mentioned lines of credit.

4. LONG TERM DEBTS

Long term debts consist of the following as of June 30, 2013 and 2012:

Description	2013	2012
Note payable to a financial institution, payable in monthly fixed principal installments of $5,000, plus interest at 1.5% over prime rate due in March 18, 2018.	$ 285,000	-
Note payable to a financial institution, payable in monthly fixed principal installments of $5,000, plus interest at 1.5% over prime rate due in August 10, 2017.	250,000	-
Note payable to a former shareholder as part of a redemption agreement payable in annual installments of $166,650. The note bears interest at an annual rate of .5% due on July 1, 2014.	166,650	333,300
	701,650	333,300
Less current portion	(286,650)	(166,650)
Long term debts, net of current portion	$ 415,000	$ 166,650

Long term debts maturities during the next five fiscal years are as follows:

Year ending June 30:	Amount
2014	$ 286,650
2015	120,000
2016	120,000
2017	120,000
2018	55,000
	$ 701,650

5. OBLIGATIONS UNDER CAPITAL LEASES

Obligations under capital leases consist of the following as of June 30, 2013 and 2012:

	2013	2012
7.49% capital lease contract due in monthly installment of $1,257, including interest through January 2014, collateralized with motor vehicle.	$ 8,621	$ 22,491
7.25% capital lease contract due in monthly installments of $674, including interest through February 2013, collateralized with motor vehicle.	-	5,249
7.70% capital lease contract due in monthly installments of $709, including interest through August 2013, collateralized with motor vehicle.	1,405	9,500
6.95% capital lease contract due in monthly installments of $805, including interest through February 2015, collateralized with motor vehicle.	15,223	23,561
5.75% capital lease contract due in monthly installments of $1,631, including interest through March 2016, collateralized with motor vehicle.	49,587	65,585
8.95% capital lease contract due in monthly installments of $860, including interest through March 2015, collateralized with motor vehicle.	16,782	25,276
6.25% capital lease contract due in monthly installments of $521, including interest through July 2016, collateralized with motor vehicle.	17,560	22,537
6.25% capital lease contract due in monthly installments of $716, including interest through July 2016, collateralized with motor vehicle.	24,119	30,954
6.00% capital lease contract due in monthly installments of $518, including interest through August 2016, collateralized with motor vehicle.	17,946	22,910
8.25% capital lease contract due in monthly installments of $573, including interest through October 2016, collateralized with motor vehicle.	20,096	25,054

5. OBLIGATIONS UNDER CAPITAL LEASES (CONTINUED)

	2013	2012
8.75% capital lease contract due in monthly installments of $2,863, including interest through May 2013, collateralized with office equipment.	-	30,229
8.75% capital lease contract due in monthly installments of $1,293, including interest through December 2014, collateralized with office equipment.	21,809	34,796
8.75% capital lease contract due in monthly installments of $1,035, including interest through November 2013, collateralized with office equipment.	5,067	16,505
9.25% capital lease contract due in monthly installments of $1,298, including interest through May 2015, collateralized with medical equipment.	27,231	39,450
	225,446	374,097
Less: current maturities	(101,614)	(148,651)
Obligations under capital leases, net of current maturities	$ 123,832	$ 225,446

The future minimum lease payments under capital leases for the next four years and the net present value of the future minimum lease payments are as follows:

Year	Amount
2014	$ 113,952
2015	83,709
2016	42,605
2017	4,564
Total future minimum lease payments	244,830
Less: amount representing interest	(19,384)
Present value of minimum lease payments	$ 225,446

As of June 30, 2013 and 2012, the gross amount of equipment and the related accumulated amortization recorded under capital leases and included in property and equipment in the accompanying statements of financial position is as follows:

	2013	2012
Equipments	$ 426,313	$ 349,777
Vehicles	259,429	426,312
	685,742	776,089
Less: Accumulated amortization	(472,441)	(409,965)
Total	$ 213,301	$ 366,124

6. CONTINGENCY

Federally and state funded financial aid programs are routinely subject to financial and compliance audits, which could result in requests for reimbursement by the grantor agency for expenditures, which are disallowed under the terms of the grant. The state or federal agency providing the funding has the authority to determine liabilities as well as to limit, suspend, or terminate the federal or state student aid programs. A provision has not been made for any liabilities which may arise from such audits, since the amount, if any, cannot be determined at this date. The institution is not aware of any material violation of applicable laws and regulations related to these programs.

7. COMMITMENTS

Leasing arrangements - related parties

The Institution conducts its Hato Rey operations in facilities owned by corporations named Nieves Estate Properties, Inc., SAAND Corporation and Snow Valley Investment, Inc. represented by a Director and an Officer of the Institution. These agreements stipulate total monthly rental payments of $49,920, approximately. In addition, the Institution conducts its San Sebastian operations in facilities under various operating lease agreements. Three of the facilities are also owned by Nieves Estate Properties, Inc. and Snow Valley Investment, Inc. These agreements stipulate monthly payments of $18,900.

Other leasing arrangements

The remaining operating lease agreements are related to other facilities of the Institution in Hato Rey and San Sebastian which include classrooms, library and parking for the students. The aggregate monthly amount for these facilities amounted to $18,600, approximately.

Some of the lease agreements provide for the payment of property taxes to landlords. Total lease expense for the years ended June 30, 2013 and 2012, including the related lease expenses mentioned before amounted to $1,066,540 and $944,833, respectively. At June 30, 2013, the aggregate estimated minimum future rental commitments under these operating leases for the next five years and thereafter is seth forth below:

Year	Amount
2014	$ 967,995
2015	934,040
2016	839,240
2017	765,440
2018	763,440
Thereafter	937,910
	$ 5,208,065

8. CONCENTRATION OF CREDIT RISK

Financial instruments, which potentially expose the Institution to concentrations of credit risk, consist primarily of cash and cash equivalents, investments in debt securities and receivables. The Institution's cash and cash equivalents are placed with a wide array of financial institutions. The investment portfolio consists of fixed income securities. Concentration of credit risk with respect to receivables is limited because a substantial portion of these balances is due from U.S. Federal and Puerto Rico government agencies.

The Institution maintains its cash accounts and certificate of deposit with several banking institutions. Deposits at FDIC – insured institutions are insured up to at least $250,000 per depositor. At various times throughout the year, the Institution could maintain cash balance in excess of the insured amount. The entity has not experienced any losses in such accounts. At June 30, 2013 and 2012 total amounts on deposit in this banking institution exceeded the federally insured limits by $1,491,423 and $1,143,632, respectively.

The account receivables are mostly composed of amounts due from students residents of Puerto Rico. Concentration of credit risk with respect to these receivable are limited due to the large number of student accounts and short payments terms. The Institution has a reserve for doubtful accounts of $339,478 and $231,698 as of June 30, 2013 and 2012 and doesn't anticipate significant credit losses in excess of the amounts reserved in the near future.

9. EMPLOYEE BENEFIT PLAN

The Institution sponsors an employee retirement plan adopted on September 1, 2002. All employees are eligible to participate in the plan upon attaining the age of 21 years old and having completed one year of employment. The employer's contribution to the plan will be based on a matching contribution of .50¢ of each dollar contributed by the employee up to 4% of the participant's compensation for the year. The Institution's contribution for the years ended June 30, 2013 and 2012 amounted to $21,232 and $22,081, respectively.

10. RECLASIFICATIONS

Certain reclassifications were made to the 2012 financial statements in order for them to be in conformity with the 2013 financial statements presentation. Such reclassifications had no effect on the reported change in unrestricted net assets.

SUPLEMENTARY INFORMATION

EDP UNIVERSITY OF PUERTO RICO, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2013

Federal Grantor/Program Or Cluster Title	Federal CFDA Number	Federal Expenditures
U.S. Department of Education		
Direct program - Student Financial Aid Cluster:		
Federal Pell Grant Program	84.063	$ 9,339,888
Federal Supplemental Education Opportunity Grant	84.007	96,730
Federal Work–Study Program	84.033	111,058
Direct Loan	84.268	5,441,628
Subtotal U.S. Department of Education direct program		14,989,304
Pass – through programs:		
U.S. Department of Education pass-through program from Puerto Rico Department of Education:		
Twenty – First Century Community Learning Centers	84.287	243,127
U.S. Department of Education pass-through program from the Interamerican University of Puerto Rico:		
Hispanic Serving Institutions – Science, Technology, Engineering or Mathematics (STEM)	84.031C	385,616
Subtotal U.S. Department of Education pass-through programs		628,743
National Science Foundation – Success for Hispanic Students in Computer and Information Sciences Field	47.076	86,274
Total expenditures of federal awards		$ 15,704,321

See accompanying notes to schedule of expenditures of federal awards.

EDP UNIVERSITY OF PUERTO RICO, INC.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

1. Basis of presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of EDP University of Puerto Rico, Inc. and is presented on the accrual basis. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations". Because the schedule presents only a selected portion of the operations of the EDP University of Puerto Rico, Inc., it is not intended to and does not present the financial position, changes in net assets or cash flows of EDP University of Puerto Rico, Inc.

2. Summary of significant accounting policies

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-21, Cost Principles for Education Institutions, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Student financial aid – Program cluster

For the year ended June 30, 2013 the Institution received and disbursed $9,547,676 in Title IV Funds of Higher Education Act of 1965 (SFA Cluster Programs); and $5,441,628 in Federal Direct Students Loans in which the Institution acts agent for the recipient.

OMB Circular A-133 defines a cluster of programs as a grouping of closely related programs that share common compliance requirements. According to this definition, the Student Financial Assistance programs were deemed to be a cluster of program and were tested accordingly.

BAKER TILLY
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Certified Public Accountants and Business Consultants

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Board of Trustees
EDP University of Puerto Rico, Inc.
San Juan, Puerto Rico

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of EDP University of Puerto Rico, Inc. (a non profit institution) which comprise the statement of financial position as of June 30, 2013 and the related statements of activities and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated January 8, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered EDP University of Puerto Rico, Inc. internal control over financial reporting (internal control) to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of EDP University of Puerto Rico, Inc. internal control. Accordingly, we do not express an opinion on the effectiveness of EDP University of Puerto Rico, Inc. internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS (CONTINUED)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether EDP University of Puerto Rico, Inc. financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of EDP University of Puerto Rico, Inc. internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering EDP University of Puerto Rico, Inc. internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Baker Tilly Puerto Rico, CPAs, PSC
BAKER TILLY PUERTO RICO, CPAs, PSC

San Juan, Puerto Rico

January 8, 2014
The stamp number E95920 was affixed to the original of this report.

License No. 218
Expires December 1, 2014

BAKER TILLY
PUERTO RICO
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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

Report on Compliance for Each Major Federal Program

We have audited EDP University of Puerto Rico, Inc. (a nonprofit institution) compliance with the types of compliance requirements described in the OMB Circular A-133 Compliance Supplement that could have a direct and material effect on each of EDP University of Puerto Rico, Inc. major federal programs for the year ended June 30, 2013. EDP University of Puerto Rico, Inc. major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of EDP University of Puerto Rico, Inc. major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about EDP University of Puerto Rico, Inc. compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of EDP University of Puerto Rico, Inc. compliance.

Opinion on Each Major Federal Program

In our opinion, EDP University of Puerto Rico, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133 (CONTINUED)

Report on Internal Control Over Compliance

Management of EDP University of Puerto Rico, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to in the first paragraph of this report. In planning and performing our audit of compliance, we considered EDP University of Puerto Rico, Inc. internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of EDP University of Puerto Rico, Inc. internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Baker Tilly Puerto Rico, CPAs, PSC
BAKER TILLY PUERTO RICO, CPAs, PSC

San Juan, Puerto Rico

January 8, 2014
The stamp number E95921 was
affixed to the original of this report.

License No. 218
Expires December 1, 2014

EDP UNIVERSITY OF PUERTO RICO, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013

EDP UNIVERSITY OF PUERTO RICO, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013

SECTION I - SUMMARY OF AUDITORS' RESULTS

A. FINANCIAL STATEMENTS

		Yes	No
1.	Type of auditors' report issued	Unqualified	
2.	Internal control over financial reporting:		
	▫ Material weakness(es) identified		X
	▫ Significant deficiencies identified that are not considered to be material weaknesses		X
3.	Noncompliance material to financial statements noted		X

B. FEDERAL AWARDS

1.	Internal control over major programs:		
	▫ Material weakness(es) identified		X
	▫ Significant deficiencies identified that are not considered to be material weaknesses		X
2.	Type of auditors' report issued on compliance for major programs	Unqualified	
3.	Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133.		X

4. Identification of major programs

CFDA number	Name of Federal Program Student Financial Assistance Cluster
84.063	Federal Pell Grant Program
84.033	Federal Work Study
84.007	Federal Supplemental Educational Opportunity Grant
84.268	Federal Direct Loan
84.031C	Hispanic Serving Institution – Science, Technology, Engineering or Mathematics (STEM)

Dollar threshold used to distinguish between Type A and Type B programs: $300,000

Auditee qualified as low-risk auditee: x YES _____ NO

SECTION II – FINANCIAL STATEMENTS FINDINGS

None

SECTION III – FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

No instances of non compliance to report.

EDP UNIVERSITY OF PUERTO RICO, INC.
SUMMARY SCHEDULE OF PRIOR YEAR
FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013

There were no findings reported in audit's schedule of findings and questioned costs of the single audit report for the year ended June 30, 2012.

EDP UNIVERSITY

SABER ES PODER

APPENDIX #6

U.S. Department of Education

Note

Scope: Review of Non For-Profit Financial Stmnts

Institution:	EDP University of PR, Inc.
OPE ID:	02165100
DUNS #:	090191313
Fiscal Year End:	6/30/2015
Financial Analyst:	L.R.Rivera, CPA, CIA,CGMA
Review Date:	12/16/15

Purpose:

To determine compliance with Composite Score thresholds, establish by Department of Education.

Source:

Audited financial statements as of 6-30-15.

Accounts	Enter Amounts	Calculated Fields	
Primary Reserve Ratio (Adj Equity/Total Expenses)			Hint
Total Assets	$ 11,189,198		Hint
Total Liabilities	$ 3,768,591		
Total Equity		$ 7,420,607	
Intangibles	$ 238,500		Hint
Unsecured Related Party Receivables	$ -		Hint
Net Fixed Assets	$ 3,917,082		
Long-Term Debt Plus Current Portion	$ 990,714	$ 990,714	Hint
Post-Emp or Rtrmnt Liab			Hint
Adjusted Equity		$ 4,255,739	
Total Expenses	$ 20,129,670	$ 20,129,670	Hint
Equity Ratio (Modified Equity/Modified Assets)			Hint
Modified Equity		$ 7,182,107	
Modified Assets		$ 10,950,698	
Net Income Ratio (Income Before Taxes/Total Revenue)			
Income Before Taxes		$ 1,444,584	
Total Revenues	$ 21,574,254	$ 21,574,254	
If Composite Score < 1.5, HEA Program Funds:			

Analysis:

Passes numeric tests with composite score of 1.5.

	Ratios	Strength Factor	Weights	Composite Scores
Primary Reserve:	0.2114	2.1142	40%	0.8457
Equity:	0.6559	3.0000	40%	1.2000
Net Income:	0.0670	2.6740	20%	0.5348
Composite Score				2.6

Scale		
	Fail	-1 to .9
	Zone	1.0 to 1.4
	Pass	1.5 to 3.0

Conclusion:

Recommend acceptance for financial purposes.

U.S. Department of Education

Scope: Review of Non For-Profit Financial Stmnts

Institution:	EDP University of PR, Inc.
OPE ID:	02165100
DUNS #:	090191313
Fiscal Year End:	6/30/2014
Financial Analyst:	L.R.Rivera, CPA, CIA,CGMA
Review Date:	01/15/14

Note

Purpose:

To determine compliance with Composite Score thresholds, establish by Department of Education.

Source:

Audited financial statements as of 6-30-14.

Accounts	Enter Amounts	Calculated Fields	
Primary Reserve Ratio (Adj Equity/Total Expenses)			Hint
Total Assets	$ 9,302,492		Hint
Total Liabilities	$ 3,326,469		
Total Equity		$ 5,976,023	
Intangibles	$ 238,500		Hint
Unsecured Related Party Receivables	$ -		Hint
Net Fixed Assets	$ 2,308,173		
Long-Term Debt Plus Current Portion	$ 761,840	$ 761,840	Hint
Post-Emp or Rtrmnt Liab			Hint
Adjusted Equity		$ 4,191,190	
Total Expenses	$ 18,025,942	$ 18,025,942	Hint
Equity Ratio (Modified Equity/Modified Assets)			Hint
Modified Equity		$ 5,737,523	
Modified Assets		$ 9,063,992	
Net Income Ratio (Income Before Taxes/Total Revenue)			
Income Before Taxes		$ 850,247	
Total Revenues	$ 18,876,189	$ 18,876,189	
If Composite Score < 1.5, HEA Program Funds:			

Analysis:

Passes numeric tests with composite score of 1.5.

	Ratios	Strength Factor	Weights	Composite Scores
Primary Reserve:	0.2325	2.3251	40%	0.9300
Equity:	0.6330	3.0000	40%	1.2000
Net Income:	0.0450	2.1261	20%	0.4252
Composite Score				2.6

Scale		
	Fail	-1 to .9
	Zone	1.0 to 1.4
	Pass	1.5 to 3.0

Conclusion:

Recommend acceptance for financial purposes.

U.S. Department of Education

Scope: Review of Non For-Profit Financial Stmnts

Institution:	EDP University of PR, Inc.
OPE ID:	02165100
DUNS #:	090191313
Fiscal Year End:	6/30/2013
Financial Analyst:	L.R.Rivera, CPA, CIA
Review Date:	11/25/13

Note

Purpose:

To determine compliance with Composite Score thresholds, establish by Department of Education.

Source:

Audited financial statements as of 6-30-13.

Analysis:

Passes numeric tests with composite score of 1.5.

Accounts	Enter Amounts	Calculated Fields	
Primary Reserve Ratio (Adj Equity/Total Expenses)			Hint
Total Assets	$ 8,039,549		Hint
Total Liabilities	$ 2,913,773		
Total Equity		$ 5,125,776	
Intangibles	$ 238,500		Hint
Unsecured Related Party Receivables	$ -		Hint
Net Fixed Assets	$ 2,072,424		
Long-Term Debt Plus Current Portion	$ 927,096	$ 927,096	Hint
Post-Emp or Rtrmnt Liab			Hint
Adjusted Equity		$ 3,741,948	
Total Expenses	$ 15,225,416	$ 15,225,416	Hint
Equity Ratio (Modified Equity/Modified Assets)			Hint
Modified Equity		$ 4,887,276	
Modified Assets		$ 7,801,049	
Net Income Ratio (Income Before Taxes/Total Revenue)			
Income Before Taxes		$ (54,569)	
Total Revenues	$ 15,170,847	$ 15,170,847	
If Composite Score < 1.5, HEA Program Funds:			

	Ratios	Strength Factor	Weights	Composite Scores
Primary Reserve:	0.2458	2.4577	40%	0.9831
Equity:	0.6265	3.0000	40%	1.2000
Net Income:	-0.0036	0.9101	20%	0.1820
Composite Score				2.4

Scale		
	Fail	-1 to .9
	Zone	1.0 to 1.4
	Pass	1.5 to 3.0

Conclusion:

Recommend acceptance for financial purposes.

EDP UNIVERSITY

SABER ES PODER

APPENDIX #7

EDP UNIVERSITY
SABER ES PODER

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Tel (787) 765-3560, Fax (787) 777-0025, www.edpuniversity.edu

Dean of Student Affairs

COMPLAINT FORM FOR STUDENT AND ACADEMICS ISSUES

Complaint number: _____

1. Name of Complainant: _____
   (last names) (first name)

   Student number (if apply): _____

   Address: _____

   City & State: _____

   Telephone number Cellular: _____
   (area) (number)

   Work: _____
   (area) (number)

2. Name of respondent: _____
   (last names) (first name)

   ☐ Student
   ☐ Teachers (faculty)
   ☐ Non-teaching personnel (administrative and building superintendents staff)
   ☐ Others _____

   Position it occupies (if employee): _____

   Area (if apply): _____

   Supervisor (if apply): _____

3. The type of complaint you are filing is formal or informal.
   ☐ Informal: the defendant wants to resolve your complaint to the lowest possible level. It understands that the alternative to talk to the defendant to clarify or resolve the situation that gave effect to the complaint initially.
   ☐ Formal: the defendant requires intervention and action of academic authorities and / or institutional to resolve your complaint.

4. Please describe in your own words, the incident that leads to your complaint / grievance. Indicate the date, place and tell what happened.

5. Have you filed this complaint with a municipal or state outside authority? (Police, FBI, etc.)

Yes _____ No _____

If answered is affirmative, please provide the name of the entity, the date on which made the complaint and the name and badge number of the officer who attended.

Entity (office): _____

Date: _____

Name y badge number: _____

If the answer is negative, do you intend to file the complaint in some other entity?

Yes _____ No _____

Entity (office): _____

Address: _____

City & State: _____

6. Action taken:

Signature of complainant

Date

EDP UNIVERSITY
SABER ES PODER

APPENDIX #8

EDP UNIVERSITY OF PUERTO RICO, INC.
Institutional Coordinator for Compliance
Associate Vice-president for Accreditations,
Licensing, Institutional Assessment and External Funding

COMPLAINT FORM FOR DISCRIMINATION ISSUES

Complaint Number: _____

1. Name: _____
(last names) (first name)

Student Number: _____

Address: _____

City & State: _____

Telephone numbers Cellular: _____
(area) (number)

Work: _____
(area) (number)

2. The act of discrimination which I want to make a complaint was caused by the following reason.

- ☐ race or color
- ☐ sex or gender
- ☐ sexual or gender identity
- ☐ national origin
- ☐ disability
- ☐ age

3. What office, program or Institutional dependency discriminates against you?
Name: _____

4. Approximate date of the alleged act of discrimination:
Date: _____

5. Please describe, in your own words, the act of alleged discrimination. Relate what happened and who was the person responsible for the act.

6. Have you filed this complaint to any other federal, state or local entity of civil rights, or in a federal or state court entity?

   Yes _____ No _____

   If answered in the affirmative, please provide the name of the entity or court, and the date the complaint made.

   If answer in the negative, do you intend to file the complaint in some other entity?

   Yes _____ No _____

   Entity (office): _____

   Address: _____

   City & State: _____

7. Have you tried to resolve your complaint through the internal grievance process in your own institution?

   Yes _____ No _____

8. Attach any materials, data and documents you consider relevant to your complaint.

_____ _____

Signature Date

Consent Form - For Revealing Name and Personal Information to Others for Investigation Purpose

Sign and date Section A or Section B:

Name (in print letter): _____

Institution mentioned in the complaint: _____

A. I have read the **Notice of use for investigation purposes of personal information**. As a complainant, I understand that in the course of its investigation the Office for Civil Rights (OCR) of the US Department of Education, the Puerto Rico Police or any other government or federal investigative body may consider necessary reveal my identity to some people of the Institution which is being investigated. I give my consent. I also understand that, in accordance with the Law on Freedom of Information, the OCR you may be required to disclose the information collected about me according to this investigation, except in certain cases, such as when disclosure would constitute an invasion unsubstantiated of my privacy.

_____ _____

(firma) (fecha)

O

B. I wish to submit this complaint, but did not give my consent to use my personal information. I have read the Notice of use for research purposes of personal information and understand that the OCR, the Puerto Rico Police or any other government or federal investigative body may have to terminate this complaint if these investigative bodies can not continue an investigation without disclosing my identity.

_____ _____

(firma) (fecha)

Office of Civil Rights

Investigatory Use of Personal Information

In order to investigate a complaint, OCR may need to collect and analyze personal information such as student records or employment records. No law requires anyone to give personal information to OCR and no formal sanctions will be imposed on complainants or other persons who do not cooperate in providing information during the complaint investigation and resolution process. However, if OCR is unable to obtain the information necessary to investigate a complaint, we may have to close the complaint.

The Privacy Act of 1974, 5 U.S.C. § 552a, and the Freedom of Information Act (FOIA), 5 U.S.C. §552, govern the use of personal information that is submitted to all Federal agencies and their individual components, including OCR.

The Privacy Act of 1974 protects individuals from the misuse of personal information held by the Federal government. It applies to records that are maintained by the government that are retrieved by the individual's name, social security number, or other personal identifier. It regulates the collection, maintenance, use and dissemination of certain personal information in the files of Federal agencies.

The information that OCR collects is analyzed by authorized personnel within the agency and will be used by the government only for authorized civil rights compliance and enforcement activities. However, in order to investigate or resolve a complaint, OCR may need to reveal certain information to persons outside the agency to verify facts or gather additional information. Such details could include the name, age, or physical condition of the person who is the alleged subject of discrimination. Also, OCR may be required to reveal information requested under FOIA, which gives the public the right of access to records of Federal agencies. OCR will not release any information about a complainant to any other agency or individual except in the one of the 11 instances defined in the Department's regulation at 34 C.F.R. § 5b.9(b).

OCR does not reveal the name or other identifying information about an individual (including individuals who file complaints or speak to OCR) unless (1) such information would assist in the completion of an investigation or for in enforcement activities against an institution that violates the laws, or; (2) unless such information is required to be disclosed under the FOIA or the Privacy Act. OCR will keep the identity of complainants confidential except to the extent necessary to carry out the purposes of the civil rights laws, or unless disclosure is required under the FOIA, the Privacy Act or otherwise by law; or (3) such information is permitted to be disclosed under both FOIA and the Privacy Act and OCR determines disclosure would further an interest of the Department and the United States.

However, OCR can release certain information about your complaint to the press or general public, including the name of the school or institution; the date your complaint was filed; the type of discrimination included in your complaint; the date your complaint was resolved, dismissed or closed; the basic reasons for OCR’s decision; or other related information. Any information OCR releases to the press or general public will not include your name or the name of the person on whose behalf you filed the complaint except as noted in the paragraph above.

FOIA gives the public the right of access to records and files of Federal agencies. Individuals may obtain items from many categories of records of the Federal government, not just materials that apply to them personally. OCR must honor requests for records under FOIA, with some exceptions. Generally, OCR is not required to release documents during the case evaluation and investigation process or enforcement proceedings, if the release could reasonably be expected to interfere with the affect the ability of OCR to do its job. 5 U.S.C. § 552(b)(7)(A). Also, a Federal agency may refuse a request for records if their release would or could reasonably be expected to result in an unwarranted invasion of privacy of an individual. 5 U.S.C. § 552(b)(6) and (7)(C). Also, a request for other records, such as medical records, may be denied where disclosure would be a clearly unwarranted invasion of privacy.

EDP UNIVERSITY

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APPENDIX #9

EDP UNIVERSITY

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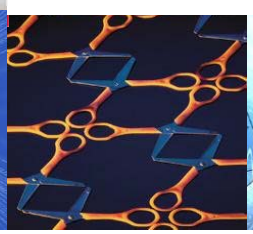
Undergraduate Catalog

2014 - 2016



EDP UNIVERSITY OF PUERTO RICO, INC.

Revised January
2016

Undergraduate Catalog 2014 - 2016

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

Humacao Additional Location
4 & 6 Antonio López Street
Humacao, PR
(787) 719-2236

Manatí Additional Location
113 McKinley Street, Coto Norte Ward
Manati, PR
(787) 621-3652

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

We, at EDP University of Puerto Rico, have been committed for over forty years to the integral development of our students, providing them a technological education strongly supported by social and humanistic competencies. This combination enables them to appropriately manage the challenges that modern society presents.

More recently, we have developed a model based on a student centered philosophy titled “Think in Student’s Terms” in which he/she is considered both our client and our product. Therefore, the Institution measures its effectiveness through the eyes of the student, not only in the educational process, but in each and every aspect of our services to them.

In this model, we have identified four (4) major stages that summarize our responsibility towards our students: Recruitment, Retention, Academic Quality, and Alumni Excellence. Our efforts are focused on facilitating a process where each student successfully goes through these four (4) stages, completing a true cycle. We take very seriously our responsibility to establish and implement proper assessment instruments to continually improve our Institutional effectiveness and our student’s learning outcomes.

We are very proud of the academic excellence of our graduates. They are in demand from private and public sectors. Our students recommend us, and their employers recommend us. That is the true cycle.

Come and be part of our Institution. You have to make the first move. Remember, your success is our success and your goals are our goals. We are here to help you reach them in every way we can.

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 Sebastián, situated in the western side of the island. The Institution offers a variety of academic programs within the fields of Technology, Administration, Arts, Science, and Health.

EDP University of Puerto Rico, Inc. is accredited by the Middle States Commission on Higher Education, to award Associate, Bachelor's, and Master's Degrees. Furthermore, the Institution is licensed by The Puerto Rico Council of Education. Likewise, it is approved by The American Association of Colleges.

The Hato Rey Campus offers Associate Degrees in Computer Programming, Business Administration, Office Administration, Medical Emergencies Technology, Nursing, Physical Therapy Technology, Digital Fashion Design, Interior Design – Decoration, and Biotechnology; Bachelor's Degrees in Information Systems with majors in Computer Programming, Networks, and Digital Imaging, Business Administration, Business Administration with majors in Accounting and Management, Technological Office Administration, and Interior Design – Decoration; Master's Degrees in Information Systems, Information Technology for Education, Information Systems with major in Information Security and Fraud Investigation, and Business Administration with major in Strategic Management; Graduate Professional Certificates in Information Security and Fraud Investigation, Information Technology for Education, Project Management, Information Systems Auditing, Relational Database Administration, and Electronic Commerce.

The San Sebastián Campus offers Associate Degrees in Computer Programming, Business Administration, Office Administration, Medical Emergencies Technology, Nursing, Pharmacy Technician, Physical Therapy Technology, and Digital Fashion Design, Interior Design – Decoration; Bachelor's Degrees in Information Systems with major in Computer Programming, Business Administration, Business Administration with majors in Accounting and Management, Technological Office Administration, and Science majoring in Nursing.

The Humacao additional location offers 50% of the programs towards the Associate Degrees in Computer Programming, Nursing, Physical Therapy Technology, and Digital Fashion Design. Students are required to finish the program requirements at the Hato Rey Campus.

The Manati additional locations offers 50% of the programs towards the Associate Degrees in Computer Programming, Nursing, Physical Therapy Technology, and Digital Fashion Design. Students are required to finish the program requirements at the San Sebastian Campus.

The Institution provides student funding through the following agencies:

- Puerto Rico Department of Education
- “Asociación de Empleados del Gobierno de Puerto Rico”
- “Banco Gubernamental de Fomento”
- Fondo del Seguro del Estado
- Puerto Rico State Department
- Office of the Comptroller of Puerto Rico
- Puerto Rico General Court of Justice
- Puerto Rico National Guard Institutional Trust
- State Vocational Rehabilitation Agency
- WIA (Workforce Investment Act) San Juan Office

- WIA (Workforce Investment Act) Carolina Office
- Department of Veterans Affairs Vocational Rehabilitation
- Reserve Officers Training Corps (ROTC)
- Military Spouse Career Advancement Accounts (MYCAA)
- Health Professionals Scholarship Program (HPSP)
- Government Employees Training Act (GETA)
- Puerto Rico Public Law 7 of 2009

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 for Computing Machinery (ACM)
- Certifying Officers Association of Student Veterans of Postsecondary Institutions of Puerto Rico and the Virgin Islands
- Puerto Rico Association for Commercial Education
- Association of Registrars and Admissions Officers of Puerto Rico
- National Business Education Association (NBEA)
- Puerto Rico Association for Supervision and Curriculum Development (PR –ASCD)
- Association for Supervision and Curriculum Development (ASCD)
- Association of Certified Fraud Examiners (ACFE)
- Consortia of Puerto Rico University Resources Developing Alliance Against Alcohol Abuse, other Drugs and Violence
- Professional Counseling Association
- ASCD
- 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)
- CUPA-HR
- American Counseling Association
- Puerto Rico Private Education Association
- Information Systems Security Association (ISSA)

Brief History of the Institution

EDP University of Puerto Rico was established in 1969 in Hato Rey, P.R. 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 Sebastián, located to the western side of Puerto Rico.

Our Institution was created by Dr. Aníbal Nieves, 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 expanded to include the fields of Technology, Administration, Arts, Science, and Health.

As of the year 2009, the Institution stands as a non-profit institution of higher education, incorporated under the laws of the Commonwealth of Puerto Rico.

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 has guided the Institution for the past 43 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 that promote active learning and the integral development of students, as they are the center of the educational process.

Vision

EDP University aspires to be an Institution that achieves recognition in and outside of Puerto Rico, due to its innovate nature and flexible, non-traditional design, in which optimal use is made of information technology at the academic and administrative levels, integrating the Institution in the information society and adding value for its constituents.

Institutional Goals

The goals, which are aligned with the Mission, fall into four (4) categories. These categories include the Academic, Student, Administrative, and Community areas.

Academic Affairs

The goals in this area are to:

1. Offer and develop excellent, pertinent, and relevant graduate and undergraduate academic programs in the Technology, Administration, Arts, Science, and Health related areas.
2. Integrate information technology into the academic offerings and the Institution's administration.
3. Offer a General Education Program that promotes the development of competencies in the following areas: oral and written communication skills in Spanish and English, computer literacy, information literacy, critical thinking, scientific, math, culture, and the acquisition of social, humanistic, tolerance, and diversity values.
4. Systematically assess Institutional effectiveness and student learning outcomes as a basis for decision-making and Institutional renewal.

Student Affairs

The goals in this area are to:

1. Offer student support services to assist students in achieving their educational objectives in the profession aspired to and their development as integral human beings.

Administrative Affairs

The goals in this area are to:

1. Provide a physical, human, and technological infrastructure that guarantees optimal conditions for the development of academic programs.
2. Establish strategic planning processes for the strengthening of the institutional resources and the achievement of academic excellence.

Community Affairs

The goals in this area are to:

1. Promote and sustain social and ethical responsibilities among the members of the community.
2. Encourage a relationship of mutual development between the Institution and the community.

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, B.B.A., M.H.S.A.

President
Guillermo Cruz González, B.S.I.E.

Vice President
Rafael Del Valle Vega, C.P.A.

Secretary:
Marc Zubrzycki Rodoyski

Sub Secretary:
Saribel Estrada Figueroa, ENG.

Treasurer Interin:
Rafael Del Valle Vega, C.P.A.

Sub Treasurer:

Members:
Máximo Ruiz Jiménez, B.A., L.L.B.

Manuel Vázquez Díaz, M.H.S.A.

Alvin Cardona Rivera, D.M.D.

Ivette Castro Vázquez, M.Ed.

Dora M. Hernández Mayoral.

Benito Masso, Jr.

Gladys B. Nieves Vázquez, M.A.

José Alvarado Vázquez, Lic.

Administration

Central Administration

President:
Gladys T. Nieves Vázquez, P.E., M.B.A.

Vice President of Institutional and International Affairs:
Marilyn Pastrana Muriel, Ed.D.

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

AVP Institutional Accreditation, Licensing, Assessment and External Funds:
Alberto López Mercado, Ed.D

AVP Research Academic Assessment and Institutional Development:
Nydia Rivera Vera, M.A.

AVP of Administration and Technology:
Luis Fuster, M.S.

AVP for International Affairs and Distance Education:
Sandra Arroyo, M.A..

AVP of Financial Affairs:
Marie Luz Pastrana Muriel, B.B.A.

Associate Institutional Director
Glenda Rodríguez Campuzano, B.A.E.

Institutional Human Resources Director:
Héctor Vázquez Díaz, M.B.A.

Institutional Marketing & Communications Director
Nerma Albertorio, B.S.B.A., M.B.A., M.A.

Institutional Financial Aid Director:
Yaitzaenid González Meléndez, M.A.

Accounting Director:
María Santiago Marquez, B.A.

Technology Affairs Dean:
Ramón Mallol Martínez, Ph.D.

Institutional Accreditation, Licensing and Assessment Coordinator:
Marjorie M. Maisonet Rivera, B.A.

Institutional Director for External Funds:
Carmen I. Negrón Castro M.A.

Hato Rey Campus Administration

Hato Rey Campus Chancellor:
Marilyn Pastrana Muriel, Ed.D.
Interim

Academic Affairs Dean:
Enid Cartagena, M.A.

Student Affairs Dean:
Oscar Morales, J.D.

School of Arts and General Education Director:
Maria T. Arias, B.A., M.A.

School of Administration Director:
Glorimar Santini, M.B.A.

School of Health Director:
Lourdes Fuentes Rivera, M.A., P.T., M.C. – Major Educational Counseling

Physical Therapy Clinical Practice Coordinator:
Ada Guzmán Vera, P.T.,M.D.I.V.

School of Nursing Director:
Johana Jaime, B.S.N., M.S.N.

Institutional Clinical Practice Coordinator:
Alfredo del Valle, B.B.A.

School of Science and Technology Director:
Frank Maldonado, M.I.S.

EDP/San Juan School of Design Director:

Graduate School Director:
Miguel Drouyn Marrero, Ed.D.

Continued Education Director:
Doris Mazza, ARQ. (LIC. 10474) , PPL (LIC. 082), MCH

Enrollment Manager:
Sonia Bronstaff Bagú, M.A.

Admission Support & Services Director:
Dendy Vila, B.B.A.

Registrar's Office Director:
Marien De Jesus, B.A., M.S.M.

Bursar's Office Director:
Marisol Rodríguez Reyes, B.A.E., B.P.C.

Financial Aid Director:
María Colón Torres, M.B.A.

Career Services Office Director:
Ana de los Angeles, B.A.

Information Resources Center Director:
Igrí Enríquez Rodriguez, M.L.S.

Systems Information Director:
Frank Maldonado Font, M.I.S.

Computer Center Director:
Héctor Alejandro Pastrana, B.I.S.D.I.

Data Base Administrator:
Giovanni Martinez Lozada

Academic Support Center:
Carmen Negrón, B.A., M.A.E.

Associate Director for External Funds and Community Support:
Zaida Roque, M.B.A.

Counselors:
Marta Carballo Betancourt, CPL

Kids @ EDP Director:
María Rivera Meléndez, CDA Certification

San Sebastián Campus Administration

San Sebastián Campus Chancellor:
Melba Rivera Delgado, Ed.D.

Vice Chancellor:
Juan Avilés Font, Ed.D.

Academic Affairs Dean:
Wanda Perez, B.S., M.A., Ed.D.

Student Affairs Dean:
Damaris Varela, Ed.D.

Distance Education Academic Dean:
Doris V. Rodriguez, Ed.D.

School of Arts and General Education Director:
Aracelis Soto Méndez, M.A.

School of Health Director:
Lillian Alers Soto, M.A.

School of Nursing Director:
Carmen Rosa Arce, M.S.N.

Nursing Clinical Practice Coordinator:
Aidaliz González Ramos, B.S.N., M.S.N.
Karen Borges Pérez, B.S.N.

School of Nursing Graduate Director:
Jorge Corchado, B.S.N., M.S., D.N.S.

Distance Education Academic and Student Associate Director:
Carmen Quintana Hernández, B.B.A.

Continued Education Director:
Luis R. Rivera Morales, M.S.N.

Registrar's Office Director:
Nydia Méndez Vargas, B.B.A.

Bursar's Office Director:
Julio Méndez Ferreira, M.I.S.

Admission's Director:
Xiomara Rivera, BA Ed.

Financial Aid Director:
Luz Rivera Crespo, B.B.A.

Promotions Director:
Rosa González Nieves, M.B.A.

Physical Therapy Practice Coordinator:
Ruth Rodriguez Ruiz, B.S.

Pharmacy Practice Coordinator:
Edith Ramírez, M.A.E.

Systems Information Director:
Ángel Rivera Báez, B.D.C.P.

Computer Center Director:
José Arce Colón, M.A.

Information Resources Center Director:
Marisol Giraud Mejías, M.L.S.

Technology Development Associate Director:
Ileana Ortiz Flores, M.A.Ed.

Data Base Administrator:
Verónica Rivera Molina, M.I.S.

English Lab / Tutorial Technician:
Steven Cortés González, B.A.

Counselor:
María E. Delgado Altierri, M.A.Ed.
Delsy Hernández Méndez, M.Ed.

Associate Director for External Funds and Community Support:
Pilar Cordero, M.A.

Humacao Additional Location Administration

Humacao Additional location Director:
Silma García Algarín, M.A.ed.

Manatí Additional Location Administration

Manatí Additional location Director:
Lizzette Mestey Velez, B.S.N., R.N., M.B.A

Faculty

Hato Rey Campus
School Directors and Faculty

♦ Denotes Full Time

School of Administration Director

- Associate Degree in Office Administration
- Associate Degree in Business Administration
- Bachelor's Degree in Technological Office Administration
- Bachelor's Degree in Business Administration
- Bachelor's Degree in Business Administration Major in Accounting
- Bachelor's Degree in Business Administration Major in Management

♦Cruz Vélez, Noemi, Assistant Professor

M.B.A., Major in Management, Metropolitan University
B.B.A., Major in Management, E.D.P. College of P.R., Inc.

School of Arts and General Education Director

♦Negroni, Juan

School of Health Director

- Associate Degree in Medical Emergencies Technology
- Associate Degree in Physical Therapy Technology
- Associate Degree in Pharmacy Technician

♦Fuentes Rivera, Lourdes, Instructor

M.A. Major in Counseling in Education, University of Phoenix
B.S., Major in Physical Therapy, University of Puerto Rico

Clinical Area Coordinator:
Guzmán Llera, Ada, Instructor

M.D.I.V., Major in Theology, PR Evangelic Seminary
B.S.P.T., Major in Physical Therapy, University of Puerto Rico

School of Nursing Director

- Associate Degree in Nursing

Jaime, Joanna
M.S.N., Major in Administration in Nursing and a specialty in Adult and Elderly, University of Puerto Rico
B.S.N., Interamerican University of Puerto Rico

Clinical Area Coordinator:
Batista, Agness
B.S., Major in Psychology, Interamerican University of Puerto Rico

School of Science and Technology Director

- Associate Degree in Computer Programming
- Bachelor's Degree in Information Systems – Digital Imaging
- Bachelor's Degree in Information Systems - Computer Programming
- Bachelor's Degree in Information Systems - Networks

Maldonado Font, Frank
M.I.S., Major in Information Systems, E.D.P. University of Puerto Rico
B.S., Major in Mathematics, University of Puerto Rico, Rio Piedras

EDP/San Juan School of Design Director

- Associate Degree in Digital Design
- Bachelor's Degree in Digital Design
- Bachelor's Degree in Digital Fashion Design

Faculty

♦ Denotes Full Time

Alicea Rivera, Ramón, Instructor
Arts and General Education

M.A., Major in English Curriculum, University of Phoenix, Puerto Rico
B.A., Major in Teaching English as a Second Language, University of Puerto Rico

Amadeo, Hilda, Instructor
Nursing
M.S.N., Major in Nursing, University of Puerto Rico
B.S.N., Major in Nursing, Pontifical Catholic University, Puerto Rico

Arias Briseño, María, Instructor
Arts and General Education
M.A., Major in Special Education, Metropolitan University, Puerto Rico
M.A., Major in English, Sacred Heart University, Puerto Rico
B.A., Major in International Affairs, Central University of Venezuela

Arroyo Ramírez, Sandra, Instructor
Business Administration
M.A., Major in Management of Higher Education, Interamerican University of Puerto Rico
B.A., Major in Psychology, Interamerican University of Puerto Rico

Bronstaff Bagú, Sonia, Instructor
Arts and General Education;
Information Systems
M.A., Major in Counseling and Guidance, Interamerican University of Puerto Rico
B.A. Major in Sociology, Pontifical Catholic University, Puerto Rico

Caballero, Irma, Instructor
Business Administration
M.A., Major in Business Education, Interamerican University of Puerto Rico
B.A., Major in Secretarial Sciences, Interamerican University of Puerto Rico

Carballo, Marta, Instructor
Arts and General Education
M.Ed., Major in Counseling & Guidance, University of Puerto Rico
B.A. Major in Hispanic Studies, University of Puerto Rico

Cartagena, Enid, Instructor
Arts and General Education
M.A., Major in Family Counseling, University of Phoenix
B.A., Major in Psychology, University of Puerto Rico

Castro Muñiz, Judith, Instructor
Arts and General Education
Ed.D, Major in English Education, University of Puerto Rico
M.Ed., Major in English Education, University of Puerto Rico
B.A., Major in English Education, University of Puerto Rico

Castro Rosa, Lillian, Instructor
Arts and General Education
B.A., Major in Humanities, University of Puerto Rico

Castro Monge, Evelyn, Instructor
Physical Therapy Technology
B.S., Major in Physical Therapy, University of Puerto Rico.

Cedeño Espaillat, Jorge, Instructor
Arts and General Education
M.D., Iberoamerican University
B.S., Major in General Sciences, University of Puerto Rico

♦Centeno Díaz, Wilfredo, Instructor
Information Systems
M.I.S., Major in Information Systems, EDP University of Puerto Rico, Inc.
B.C.P., Major in Computer Programming, EDP University of Puerto Rico, Inc.

Colón, Carmen, Instructor
Physical Therapy Technology
B.S., Major in Physical Therapy, University of Puerto Rico

Colón, Jessica, Instructor
Design
M.B.A., Major in Accounting, Metropolitan University, Puerto Rico
B.B.A., Major in Accounting, University of Puerto Rico

Colón, Nelson, Instructor
Physical Therapy Technology
M.B.A., Major in Marketing, University of Phoenix
B.S., Major in Physical Therapy, University of Puerto Rico

Colón Santiago, Jessica I., Instructor
Business Administration
M.B.A., Major in Accounting, Metropolitan University, Puerto Rico
B.B.A., Major in Accounting, University of Puerto Rico

Correa, Carlos, Instructor
Information Systems
M.S., Major in E-Commerce, Interamerican University of Puerto Rico
B.S., Major in Electronics, Interamerican University of Puerto Rico

Cotto Vargas, José, Instructor
Business Administration
M.B.A., Major in Business Administration, University of Puerto Rico
B.B.A., Major in Business Administration, University of Puerto Rico

Cruz, Elizabeth, Instructor
Nursing
M.S.N., Major in Clinical Specialist, Metropolitan University, Puerto Rico
B.S.N., Major in Nursing, Metropolitan University, Puerto Rico

Cruz, Evelyn, Instructor
Nursing
M.S.N., Major in Nursing, University of Puerto Rico
B.S.N., Metropolitan University, Puerto Rico

♦Cubano Garcia, Linnette, Instructor and Digital Design Specialist
Design
M.S., Major in Graphic Arts, Atlantic College, Puerto Rico
B.S., Major in Graphic Arts, University of Puerto Rico

♦De León Quiñones, Luis, Assistant Professor
Arts and General Education
M.B.A., Major in Management with Minor in Mathematics, Turabo University, Puerto Rico
B.S., Major in Biology, University of Sacred Heart, Puerto Rico

Díaz, Ingrid, Instructor
Design
Certificate in Interior Design, San Juan School Interior Design, Puerto Rico
B.S.Arch., Major in Architecture, Washington University

Estrella Santana, Bárbara, Instructor
Arts and General Education;
Bussiness Administration
M.S., Major in Biology,University of Puerto Rico
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Student Information

Admissions Policy

It is the policy of the 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 September 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 P.R., 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 has two (2) aims: to admit to the Institution all qualified applicants, as the physical facilities will allow, and provide them with the educational opportunities that will contribute to their success 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. Evidence of graduation from an accredited secondary school or its equivalent with a minimum grade average of C, except for the School of Health programs which have a 2.5 minimum grade point average requirement.
2. 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).
3. An admission fee of $15 must accompany the application form. This fee is nonrefundable.
4. Copy of the applicant's Social Security Card.
5. If the student is under 21 years of age, a Vaccination Certificate is required.
7. Candidates for admission into the Adult Modality must provide evidence of age: the student must be 21 years or older.
8. Candidates for admission into the Nursing Sciences, Physical Therapy Technology, Pharmacist Technician and Medical Emergency Technology programs are required to go through an interview.
9. The admissions committee may, however, grant provisional admission to some students who may lack one or more of the above mentioned requirements.

10. Students admitted to the Adults Modality must comply with the following requirements:
    - Own an electronic address
    - Have access to a personal computer
    - Have access to the Internet
    - Possess Internet navigation basic skills

    If required to travel to Puerto Rico:
    - Admission to the program of study
    - Assume travel, and cost of living expenses.

    If within a clinical educational component, documents required for admission:
    - Background Check
    - Hepatitis B Vaccines
    - Citizenship documents in the case of non-American citizens
    - CPR
    - Varicella Vaccine
    - Antibodies
    - "Ley 300"
    - Other credentials

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. Submit an official application for admission along with a nonrefundable $15 admissions fee.
2. Forward to the Registrar an official transcript from previously attended institutions.
3. If the student is less than 21 years of age a Vaccination Certificate is required.
4. Our Institution reserves the right to determine the number of transfer credits to be granted to students. Only those courses completed with "C" grade or better will be considered for transfer credit. Students will receive an official evaluation of transfer credits when they have completed a term of residence in our Institution.
5. All transfer students must complete a minimum of 30 credits in residence in order to receive an Associate Degree from our Institution or 45 credits for a Bachelor's Degree.
6. Evidence of graduation is required if the student has not completed a post-secondary degree.
7. Copy of the applicant's Social Security Card.
8. Candidates for admission into the Nursing Sciences, Physical Therapy Technology, Pharmacist Technician and Medical Emergency Technology programs are required to go through an interview process.
9. Students admitted to the Adults Modality must comply with the following requirements:

- Own an electronic address
- Have access to a personal computer
- Have access to the Internet
- Possess Internet navigation basic skills

If required to travel to Puerto Rico:

- Admission to the program of study
- Assume travel and cost of living expenses.

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

- Good Conduct Certificate
- Hepatitis B Vaccines
- Citizenship documents in the case of non-American citizens
- CPR
- Varicella Vaccine
- Antibodies
- Tytter
- “Ley 300”
- Health Certificate
- NUR 1304, 2310, 2320, 4410, 4420 y 3230
- Sealing Mask

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: www.fafsa.ed.gov.

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:

- Demonstrate financial need
- Evidence of graduation from an accredited secondary school or a General Education Development (GED) certificate
- Be working toward a degree
- Be a U.S. citizen or eligible non-citizen
- Have a valid social security number
- Not owe a refund on a Federal Grant or be in default on a Federal Educational Loan
- Show satisfactory academic progress
- Be registered with Selective Service (if required)
- Be enrolled as half-time or above except for the Federal Pell Grant, which allows less than half-time enrollment
- Provide any required documentation, as requested by the Financial Aid Office

Types of Financial Aid

Federal Pell Grant

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 ofthe program to be considered eligible. For the academic year 2010-2011 the maximum annual award is $5,550.

Campus-Based Programs

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant helps eligible undergraduate students who fall under exceptional financial need. The amount of the award is contingent to availability of funds.

Federal Work-Study Program

The Federal Work-Study Program provides 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 work related to each student's course of study, including community service work.

Loan Programs - Federal Direct Loan

The William D. Ford Federal Direct Loan Program

The Direct Loan Program is a low-interest loan to help cover the cost of higher education in college.

With Direct Loans, eligible students may borrow directly from the government and have a single contact for everything related to payment, even if Direct Loans is received at different Institutions; have online access to the Direct Loans account information via your servicer's website; choose from several repayment plans that are designed to meet the needs of almost any borrower; and can switch repayment plans if your needs change.

State Aid Programs (PAE)

The Commonwealth of Puerto Rico provides yearly funds for grants and scholarships to qualifying students. The grants are awarded on a financial need basis. Scholarships are awarded on the academic basis.

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.

Veteran's Affairs

Military service personnel, their dependents and other qualified individuals may use their Veterans benefits under the G.I. Bill, Veterans Vocational Rehabilitation program or V.A. Contributory benefits. Each of these services has program tuition assistance for eligible students to support their studies at the Institution. Information about these programs may be obtained from the Veterans Administration.

Additional information regarding the Student Financial Aid Programs is available at www.federalstudentaid.ed.gov for federal programs and at www.ces.gobierno.pr for state programs.

Bursars Office

Tuition Refund Policy

- Students who withdraw from all courses on or before the first 60% of the enrollment period may be entitled to reimbursement or be held accountable for any unpaid balance, as applicable and determined by the formula described below. After the first 60% of the enrollment period, the students will be responsible for 100% of tuition costs.

- Financial aid from federal, state or institutional programs accredited to a student's account will be reimbursed to the corresponding program or to the student, as applicable. The amount reimbursed will depend on the date of withdrawal.

- The reimbursement to students who withdraw from all courses within the established period will be calculated based on:

  - The number of days elapsed up to the date of the withdrawal from all courses, divided by the number of days that comprise the academic period in which the student attended class, multiplied by the total tuition costs.

    Formula:

    NUMBER OF DAYS ELAPSED / TOTAL DAYS OF ACADEMIC TERM = [%] x TOTAL TUITION COST = OWED BALANCE

- Any Institutional recess comprising five (5) or more working days will not count towards the total days of class computation.

- This reimbursement policy is established in agreement with the regulations Title IV Financial aid programs, as prescribed in Higher Education Reauthorization Act of 1998.

Note:

1. EDP University has established the last day of class as the final course withdrawal date.
2. Students who request partial withdrawal during the first two (2) weeks of class of a regular semester and during the first two (2) days of summer sessions, will be reimbursed the 90% of the course(s) cost.

3. Professors will identify as “NS” those students who do not show to class. These students will be administratively withdrawn from the course(s) and will be entitled to 100% reimbursement.

Tuition and Fees

	HR	SS
Admission	$15	$15
Readmissions	$15	$15
Registration [General Courses]	$156 per credit	$156 per credit
Registration [Health Courses Only]	$160 per credit	$160 per credit
Registration Certificate Degree	$186 per credit	$186 per credit
Late Enrollment	$10	$10
Equipment Use 0r Laboratory - per course		
Computer Programming	$60	$60
Medical Emergencies	$65	$65
Graduation Fee	$75	$75
Grade Removal	$10	$10
Institutional Fees		
Cultural and Social Activities	$20	$20
Technological Development	$260	$260
Construction Fee	$80	$80
Out of State Fee	$648	$648
Equivalency Exam Application	$20	$20
Equivalency Exam Cost	50% course cost	50%course cost
Copy of Class Schedule	$2	$2
Identification Card	$3	$3
Academic Transcripts	$4	$4
Program Changes	$10	$10
Adult Guide	$10	$10
Internship & Clinical Practices	$100	$100
Parking - per semester	$40	$40
Course Change	$2	$2
Class Cancelation	$50	$50
Enrollment Cancellation	$100	$100
Additional 15 hours/course	$78	$78
Additional 15 hours/course - Health	$80	$80

The tuition fees may be subject to periodic revision by the Board of Directors.

Written Notification of Withdrawal

In compliance with the requirement for institutions to adopt fair and equitable refund policies that must apply to applicant terminations or student withdrawals, EDP University of Puerto Rico, Inc., does not require written notification of withdrawal as a condition for making refunds.

Academic Regulations

Academic Year

The Institution operates on semester and summer sessions. The regular semester start dates are programmed for the beginning of September and January.

Adults' Modality has five (5) different starting dates. These are programmed for the beginning of August, October, January, March, and May.

Students are admitted at the beginning of any session but course offerings within academic programs are coordinated to start the fall semester.

Credit Hours

The basic academic unit is the semester credit hour. One (1) semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum or internship. A lecture hour consists of 50 minutes.

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
NP	0	Not Approved
NS	-	No Show
P	-	Approved
I	0	Incomplete
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

Regular attendance is essential and expected of all students. 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. The following tables indicate the expected attendance:

Regular Students	
Three (3) credit hour courses	No more than six (6) absences
Four (4) credit hour courses	No more than eight (8) absences

Adults Modality Students	
Three (3) credit hour courses	No more than two (2) absences
Four (4) credit hour courses	No more than three (3) absences

Electives

In all academic programs, a professional course offered by our Institution is considered an elective if it is not listed as a requisite for the program in which the student is enrolled. A minimum of 15 students are required in order to offer a course except when authorized by the Academic Dean.

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 official copies are sent directly to the interested party. 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.

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.

Academic Probation and Suspension

In accordance with the established criteria for satisfactory academic progress students that do not meet the minimum number of credits and/or the established academic index (GPA), will be placed on probation for a maximum of two terms. At the end of each period the Institution will evaluate these students. The students that do not meet with the norms for their probation period will be suspended for one term.

Academic Student Re-installment

Students who discontinue their studies and then seek readmission to the Institution will be subject to the current Satisfactory Academic Progress Policy (NPAS). They will be re-admitted under the same academic progress status in which he/she was classified at the time of discontinuing their studies.

Credits by Examination

Students enrolled at our Institution may obtain credit for specific courses through equivalency examinations administered by the appropriate department.

Those students who feel they have acquired the knowledge equivalent to the course contents should contact the appropriate department director to request an equivalency examination for those courses where credit by examination is available. A non-refundable fee must be paid. Upon approval, the student will receive degree credit and will pay 50% of the course's total cost. An equivalency examination will not be offered for a course previously taken at our Institution.

No Show

Students who do not attend during the first two (2) weeks of class of the semester will receive a No Show classification in their academic records. The same No Show classification applies for Adults Modality students should they not attend to the first two (2) classes of a course. This classification will not affect the GPA or the percentage of course completion. The student will pay $50.00 for every No Show.

Grade Not Reported

This grade is not included in the calculation of the GPA and will not count as credit hours attempted until the professor reports the grade of the course.

Transfer Students

The Institution reserves the right to determine the number of transfer credits granted to students. Only courses completed with a grade of "C" or higher will be validated. Students will receive an official evaluation of transfer credits after they have completed a residency period in our Institution. Transfer students must complete a minimum of 30 credits of residence to receive an Associate Degree from our Institution and 45 credits for a Bachelor's Degree.

Validated courses will count as attempted and/or approved credits but not for the calculation of the student's GPA.

Withdrawals

Students wanting to withdraw from the Institution must report to School Director to fill out the appropriate forms. Failure to attend classes or verbal notification to professors does not constitute withdrawal. Students who withdraw without filling the proper withdrawal form will be automatically credited with a "WF" grade in all courses. This grade is considered as "F" for GPA Calculation.

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 for credits attempted but not for GPA.
- Administrative Withdrawal (WA): will count toward attempted credits.
- Incomplete (I): after removing the incomplete, the student must apply to be re-evaluated in order to determine its effect on his/her academic progress status.

Repeated Courses

The student who fails a course can repeat the same course only once while receiving financial aid. The new course grade will be registered, replacing the original grade. However, every attempt is considered as part of the evaluation for the NPAS.

Students may repeat a course previously approved for the purpose of improving their grade point average, however, it can be repeated a maximum of three times when receiving financial aid. Every attempt is considered as part of the evaluation for the NPAS.

Preparatory Courses

Remedial courses are eligible under Title IV, only when the student admitted to an eligible program of study takes remedial courses as part of the curriculum. Remedial courses eligible under Title IV will be considered as part of the qualitative components (grades), but not in the quantitative component (credits attempted) for the NPAS. All remedial courses receive a grade.

Changing the Program of Study

A student may request reclassification of their program of study, in which case an Institutional official will determine which of the previous courses will be validated. All validated courses will be considered under both of the components of the Satisfactory Academic Progress Policy.

Satisfactory Academic Progress

The Federal Education Department 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 Policy is the regulation that EDP University of Puerto Rico employs to determine the academic progress of students obtaining a degree.

Satisfactory academic progress is measured using the student's curriculum, total attempted credits, percentage of required credits, and required grade point average (GPA). Refer to Tables A thru D for the requirements. The student must have taken up to 150% of the credits, out of the total curriculum credits required for the degree in which he/she is registered.

Evaluation Process

Students that do not meet with the required Satisfactory Academic Progress Evaluation are ineligible for Title IV funds. Students' academic progress for the Associate, Bachelor's and Master's Degree Programs are evaluated at the end of the academic year (May/December), after the completion of two semesters. Professional Graduate Certificate is evaluated at the end of each semester. Eligibility for the available financial aid funds is based on the following qualitative and quantitative measurements.

a. **Qualitative Component**

The quality of approved credits and GPA earned are reviewed.

To be eligible from the qualitative point of view, the student must attain the minimum overall retention grade point average of their curriculum, as described in Tables A thru D. Students who do not attain the required academic index, as established, will be classified as “Non Satisfactory Academic Progress " Under this classification, all financial aid will be suspended.

b. **Quantitative Component**

The length of study, in relation to the number of credits required to complete the academic program are reviewed.

To be eligible from the quantitative point of view, the student must attain the established percentage of all attempted credits. Attempted credits are those which the student enrolls in a regular program. Approved credits are all attempted credits in which they get the grades of A, B, C and D. Courses with a grade of F, I, WA, WP and NP are considered attempted but not approved. The quantitative analysis considers all validated courses from other institutions. Students, who do not attain the required academic index, as established, will be classified as "Non Satisfactory Academic Progress." 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 students’ 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 by 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 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 without the right to appeal until the student achieves the minimum overall retention grade point average required by their curriculum, as described in Tables A and B.

Table A: Associate Degrees

68 CREDITS

MAJOR	PROGRAM CREDITS	150%
Business Administration	68	102
Office Administration	68	102

Attempted Credits	% Credits Required	Grade Point Average (GPA)
15-26	50%	1.25
36-50	55%	1.50
60-67	60%	1.75
68-84	67%	2.00
95-102	67%	2.00

76-78 CREDITS

MAJOR	PROGRAM CREDITS	150%
Digital Fashion Design	**78**	**117**
Nursing	**74**	**116**
Interior Design - Decoration	**76**	**114**
	86	**129**

Attempted Credits	% Credits Required	Grade Point Average (GPA)
18-26	50%	1.25
36-50	55%	1.50
65-74	60%	1.75
75-98	67%	2.00
105-129	67%	2.00

71-74 CREDITS

MAJOR	PROGRAM CREDITS	150%
Computer Programming	**74**	**111**
Physical Therapy	**74**	**111**
Pharmacy Technician	**72**	**108**
Medical Emergencies	**71**	**107**

Attempted Credits	% Credits Required	Grade Point Average (GPA)
18-26	50%	1.25
36-50	55%	1.50
62-70	60%	1.75
71-89	67%	2.00
100-111	67%	2.00

Table B: Bachelor's Degrees

121-124 CREDITS

MAJOR	PROGRAM CREDITS	150%
Technological Office Administration	**120**	**182**
Information Systems in Network	**121**	**182**
Information Systems in Computer Programming	**122**	**183**
Nursing	**124**	**185**
Attempted Credits	% Credits Required	Grade Point Average (GPA)
18-26	50%	1.25
36-53	55%	1.50
66-80	60%	1.70
95-107	65%	1.90
121-136	67%	2.00
148-163	67%	2.00
179-185	67%	2.00

127-135 CREDITS

MAJOR	PROGRAM CREDITS	150%
Information System in Digital Image	**127**	**191**
Business Administration in	**131**	**197**
Management Interior Design -	**132**	**198**
Decoration	**133**	**200**
Business Administration in Accounting	**135**	**203**
Attempted Credits	% Credits Required	Grade Point Average (GPA)
18-28	50%	1.25
36-57	55%	1.50
69-87	60%	1.70
99-118	65%	1.90
130-140	67%	2.00
160-179	67%	2.00
191-203	67%	2.00

Appeal Process

Students that do not fulfill all of the PAS 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.

After an appeal has been filed, the Satisfactory Academic Progress Committee will review the documents submitted by the student. Based on the submitted documentation and the merits of each individual case, the Committee will reach a decision. Students will be 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 a successful completion of at least one (1) additional term, in which a minimum of six (6) credit hours have been attempted.

The Satisfactory Academic Progress Committee is composed of a Specialist, Student Counselor, Academic Dean, Admission's Office Director, Registration's Office Director, Adult's Modality 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 Satisfactory Academic Progress Standard and is evaluated at the end of each term (semester). This status can be applied without the student having to go through an appeals process. Students classified as FW are eligible to receive financial assistance under Title IV funds for an additional academic period. At the end of this academic period, the student will be re-evaluated to determine their eligibility. Failure to comply with the NPAS will automatically render the student as ineligible for Title IV aid.

Financial Aid Probation (FAP)

The Financial Aid Probation category is assigned to a student who has not obtained a satisfactory academic progress, but his/her appeal has been approved by the Satisfactory Academic Progress Committee. Students under this category are eligible for Title IV funds and their financial aid may be reinstated. Nevertheless, FAP students who do not request an appeal cannot receive Title IV 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 under Financial Aid Probation are required to follow an Academic Plan established between the student and the Satisfactory Academic Progress Committee. Enrolled students under Financial Aid Probation must meet with a designated contact person; refer to the table below, in order to coordinate their AP.

PROGRAM	CONTACT PERSON
Undergraduate - Regular Modality	Student Counselor
MAGAE Modality	Academic and Student Affairs Dean of Distance Education
Adult Modality	Program Director

Students who satisfactorily continue to progress through their established AP and therefore show academic progress will be eligible for financial aid for up to the next three (3) academic semesters. If on the other hand a student fails to conform to their AP, he/she will automatically fall under an NPAS non-compliance status. These students will be classified under the "Suspension" category. The Suspension will apply for the duration of two (2) academic semesters, at the end of which, the student may request a re-installment. In this case, the Satisfactory Academic Progress Committee will evaluate the request and if determined to be favorable, the student will be allowed to continue his/her studies. The reinstated student will be eligible for financial aid if he/she meets the established NPAS standards.

Eligibility Re-installment

A student who does not meet the NPAS standards loses his/hers financial aid for the next academic semester. However, if an appeal is requested and it is considered favorably, the student will be classified as FAP and becomes eligible for financial aid for the next semester. If it has expired FAP, obtained satisfactory academic progress, eligibility will be reinstalled.

Satisfactory Academic Progress Policy for VA Benefit Recipients

The Veterans Administration under Federal Code,Title 38, requires recipients to complete their programs of study in the allotted time. This requirement applies only for eligible students who wish to continue to receive veteran's benefits, not to continue with

the Institution. If a student needs to extend the program's allotted time he/she should seek advice about other available financial aid.

Associate Degree Programs	
Approved Credits	**G.P.A.**
1-24	1.50
25-48	1.70
49-86	2.00

Bachelor's Degree Programs	
Approved Credits	**G.P.A.**
1-24	1.50
25.48	1.70
49-72	1.80
73-97	1.90
98-135	2.00

Mitigating Circumstances

The Student Services Dean may waive the standards of academic progress for circumstances of poor health, family crisis, or other significant occurrence beyond the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance. No waivers will be provided for graduation requirements.

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.

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 or 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.

Graduation Requirements

Students may graduate from a program appearing in the Catalog following the requirements of the program at the time of admission. 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, except for all health related programs which require a 2.50 GPA minimum on both general and specialization courses.

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 115 credits for a Bachelor's Degree or 60 credits for an Associate Degree, or 85% of the Certificate Program credits, 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 and certificates).

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 in 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	
3.25 – 3.49	Cum Laude
3.50 – 3.84	Magna Cum Laude
3.85 – 4.00	Summa 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' academic 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 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

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

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:

1. Promote more effective communication channels between students, faculty, administration and the general community.
2. Stimulate students to generate activities which respond to the interest of the student body.
3. 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. The main student organization is the Student Council.

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.

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.

Adults "Adultos" Modality

This modality was designed to serve the adult learners by giving them more flexibility by customizing their class schedules. It provides a learning environment where all students are at least 21 years old and possess some work experience. Several programs of study are available through this mode, but it is not a program of study by itself. It combines an entirely face to face mode of delivery with a special schedule organized in two (2) periods per regular semester. Every three (3) credit course (theory) is scheduled to meet for three (3) hours and a half each night by week. When the course requires a lab, it meets during the night once a week for five (5) hour, for nine (9) weeks. Every four (4) credit course (theory) is scheduled to meet two hours and a half each night, twice a week, for nine weeks to complete the appropriate number of contact hours under direct faculty supervision to support awarded.

MAGAE 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.edpenlinea.com. EDP University defines distance education as a formal educational process in which a great part of the instructional activities occur 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 with access to the WWW. Through the Internet, students can access the EDP Virtual Campus Portal, where they have the opportunity to enter the online offerings administration platform (currently Moodle) using the credentials (username and password) given to them during the enrollment for this mode of course delivery. Students can access the page www.edpenlinea.com 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 56K recommended)
- Connection to the WWW
- Browser programs such as Mozilla Firefox, Internet Explorer or Netscape Navigator with JavaScript's Support
- CD ROM and Sound card
- Email account

Programs Required to be Installed in Student's Computer

- Internet Explorer (6.x Mozilla Firefox or Netscape Navigator)
- Microsoft Office or any similar package software (Lotus, Word Perfect).

Students without Microsoft Office in their computers have to download the following viewers in order to see documents created with such Microsoft programs:

- Word Viewer
- Excel Viewer
- Power Point

- Other programs that have to be installed in the student's computer are:
    - Adobe Acrobat Reader
    - Media Player
    - QuickTime
    - Flash Player

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 this counseling process the students are informed about the characteristics of online education and a test is administered to evaluate that the student possesses the necessary attitudes, the technological skills, and the technological infrastructure required to complete the academic tasks successfully. These tests are administered by one member of the Distance Education Committee and the process is completed with a compulsory attendance to a seminar for Moodle readiness training, where students are guided on the use of the platform, and standard policies and practices necessary to successfully complete the academic requirements for on-line courses. Currently, there are no additional fees regarding online instruction.

Institutional Policies

Institutional Policy on Discrimination

No student organization may discriminate for reasons of sex, race, age, national origin, political beliefs, religious affiliation, social or economic position, or handicap condition.

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 Student Affairs Office or Information Resources Center.

Institutional Policy on Abuse of Controlled Substances

Our Institution complies with the Drug Free Workplace Act of 1988. 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 through the Student Affairs Office or Information Resources Center.

EDP University of Puerto Rico, Inc. in its Security and Crime Prevention on Campus regulation prohibits the use, possession, and/or distribution of drugs and alcohol by students and employees.

Alcohol

Possession, distribution and alcohol use inside our Institution is prohibited. Those areas in which the use, possession, and/or distribution of alcohol is prohibited are, but not limited to: parking, classrooms, laboratories, conference and multiuse rooms, student service offices, administrative and faculty offices, activities center, and hallways. 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.

Policy on Service to Students with Physical Impairment

The policy and procedure on services for students with physical impairment's main purpose is assuring that the programs offered, including extracurricular activities, are accessible to students who are physically impaired.

If you are a physically impaired student and need reasonable accommodations (any modification or adjustment to the educational or work environment) that will enable you to enjoy equality, visit the Guidance and Counseling Office for further information on the application process. Copy of this policy may be obtained at the Guidance and Counseling Office.

Student Right to Know / Campus Security Act

The "Student Right to Know Act" was completed on November 1999. The current law requires that all those institutions that receive federal funding must let students and employees know certain information, including retention and graduation rates, and criminal campus statistics. Copy of these reports may be obtained at the Support and Financial Aid Center (CaSa) or at the Student Affairs Office. This information is also available through our web page www.edpuniversity.edu.

Policy on the Student's Completion of their Degrees,

in the Case of the Elimination of their Program of Studies or the Cessation of Institutional Operations

It is our policy that registered students seeking a 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 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.

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

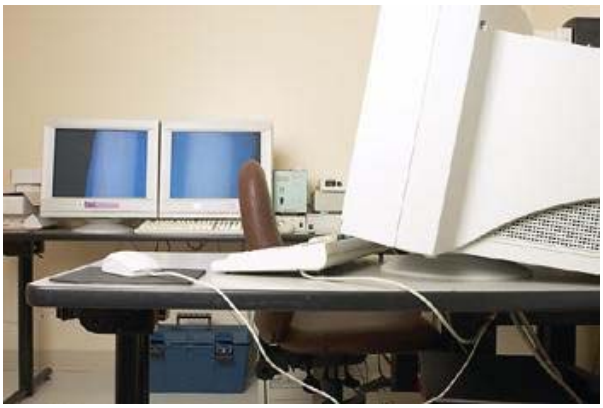
Students who would prefer this personal information NOT be included in the Directory should file a written notification of objection with the Registrar's Office.

Hato Rey Campus
Educational and Learning Resources

Physical Facilities

The Hato Rey Campus is located in the heart of the San Juan metropolitan area. It is found within walking distance of Puerto Rico's financial and business district.

Information Systems Resource Center



The Information Systems Resource Center comprises a modern 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, personal computers, and modern IBM laser printers. The software resources include, Windows Professional, Office 2007, AS 400 tools, tutoring, CAI (Computer Aide Instruction), accounting, diagnostics, utilities, desktop, publishing, communications, and more.

The hardware resources are blended with traditional procedural and nonprocedural languages such as RPG, COBOL, C/C++, Access, and Visual Basic.

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 the Hato Rey campus, 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. A Computer Communications and Networks laboratory is available to provide training to the students in LAN/WAN technologies.

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

Laboratories

The facilities for laboratories are divided into the areas of Office Administration, English language, Physical therapy technology, and Nursing.

The Office Administration Laboratory gives students the opportunity to practice in such areas as speedwriting, typewriting, word processing, and software applications. Personal computers are available to give students a hands-on experience. The laboratory's main objective is to maximize and reinforce through drills and exercises learning opportunities and experiences for the students.

The English Language Laboratory is available for the development of English skills through use of computers.

The Physical Therapy Technology laboratory provides students with a hands-on experience on the use of specialized equipment for treatments like electrotherapy, thermotherapy, physical therapy and massage therapy. Also available are exercise and gait training devices.

The laboratory for the Nursing Program includes equipment and material for simulation skills, mannequins, beds, and other hospital equipment. It provides students with the opportunity to practice the various skills related to the profession, such as adult and pediatric patient care, and pregnant women and birth process.

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 overhead projectors, video data projectors, videocassette player, DVD player, laptops, and television, among others. A bibliographical research facility composed of computers with hard disk drive, printer and communications modem 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 support the Copyright Law and do not promote the use and abuse of photocopied material in quantities not allowed.

San Sebastián Campus
Educational and Learning Resources

Physical Facilities

The San Sebastián Campus is located on the western side of the island of Puerto Rico.

Information Systems Resources Center

The Information Systems Resource Center comprises a balance between hardware and software facilities. These resources and facilities are fully available for hands on experience to all our students, exposing them to a unique environment that fosters their learning and enhances their formative professional development.

The facilities comprise seven (7) modern computer laboratories with approximately 20 computers each. All of the laboratories are equipped with Microsoft Office 2007 software and Visual Basic, Peach Tree Accounting, and Financial Accounting. Some laboratories have a 27" television set connected to the professor's computer or a projector in order to facilitate the teaching-learning process. Five (5) of these laboratories have access to Internet, and are connected through a local network. The laboratory assigned to the Office Administration Department includes multimedia resources.

Laboratories

The laboratories are divided in the following areas: Computer Programming, Office Administration, Network and Repairs, Health Programs, Natural Sciences and English Laboratory.

The Office Administration Laboratory gives students the opportunity to practice in areas such as: word processing and office and computer skills. Computers are available to give students hands-on experience. The laboratory's main objective is to maximize and reinforce learning opportunities and experiences for the students through drills and exercises.

The Health Programs Laboratories enable students to practice in an environment similar to actual work areas. Audiovisual materials are used in the classroom. These labs include the Pharmacy Technician Program, the Nursing Program, Physical Therapy and the Medical Emergencies Technology Program.

The Natural Sciences Classroom/Laboratory provides students with the opportunity to acquire and develop the skills and basic techniques in the use of scientific laboratory equipment. The English language laboratory is available for the development of English skills through use of computers.

Information Resources Center -Juan S. Robles Library

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 overhead projectors, video data projectors, videocassette player, DVD player, laptops, television, etc. A bibliographical research facility composed of computers with hard disk drive, printer, and communications modem is available to undergraduate and graduate students for their research, providing access to several databases, the library catalog, inter-library loans, and Internet.

The library is housed on a three (3) story building. It is divided in the following areas: reference, reserve, circulation, journals and periodicals area, audiovisual room, and computer area.

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

Humacao Additional Location
Educational and Learning Resources

Physical Facilities

The Humacao additional location is located on the eastern side of the island of Puerto Rico.

Information Systems Resources Center

The Humacao additional location is equipped with a complete and up to date CRI, where students are able to locate the necessary references and resources for the development and strengthening of their academic development. Additionally, the CRI is complemented by electronic access to updated information, available through the CRI's of the main campuses

EDP University and its Information Resources Centers support the Copyright Law and do not promote the use and abuse of photocopied material in quantities not allowed.

Laboratories

The additional location laboratories are complemented by the laboratories located at the Hato Rey Campus to which this center is attached.

The laboratory facilities include one (1) laboratory for nursing, one (1) classrooms for theory and practice for the School of Physical Therapy, one (1) classroom for theory and practice for the School of Fashion Design Digital, one (1) laboratory for courses related to the School of Technology, and one (1) specialized room for the development of distance learning (videoconferencing) programs offered by the faculty members from the main campuses.

The Nursing Laboratory follows the organizational structure of a "real" operational laboratory in order to provide a working scenario with the characteristics of a hospital ward. All of the laboratory materials, equipment and models meet the requirements of the nursing program courses being offered.

The Physical Therapy Laboratory provides for the option of using theoretical methodologies (conferences, discussion forums, oral presentations, etc.) and the integration of such as therapy tables and other therapeutic practice tools

The Computer Laboratory is equipped with 20 computers setup with up to date software, as required by the Information Systems program. This laboratory is available to the general student community as a tool to strengthen their academic development, as well as provide access to communication networks.

The Digital Fashion Design Laboratory provides for the option of using theoretical methodologies (conferences, discussion forums, oral presentations, etc.) and the integration of practice tools such as computers, work tables, sewing machines and mannequins.

Manatí Additional Location
Educational and Learning Resources

Physical Facilities

The Manatí additional location is located on the northern side of the island of Puerto Rico.

Information Systems Resources Center

The Manatí additional location is equipped with a complete and up to date CRI, where students are able to locate the necessary references and resources for the development and strengthening of their academic development.

Additionally, the CRI is complemented by electronic access to updated information, available through the CRI's of the main campuses

EDP University and its Information Resources Centers support the Copyright Law and do not promote the use and abuse of photocopied material in quantities not allowed.

Laboratories

The additional location laboratories are complemented by the laboratories located at the San Sebastian Campus to which this center is attached.

The Manatí additional location laboratory facilities include one (1) laboratory for the School of Nursing, two (2) classrooms for theory and practice for Physical Therapy and Pharmacy Technician, one (1) classroom for theory and practice for the School of Fashion Design Digital, one (1) laboratory for courses related to the School of Technology, and one (1) specialized room for the development of distance learning (videoconferencing) programs offered by the faculty members from the main campuses.

The nursing laboratory follows the organizational structure of a "real" operational laboratory in order to provide a working scenario with the characteristics of a hospital ward. All of the laboratory materials, equipment and models meet the requirements of the nursing program courses being offered.

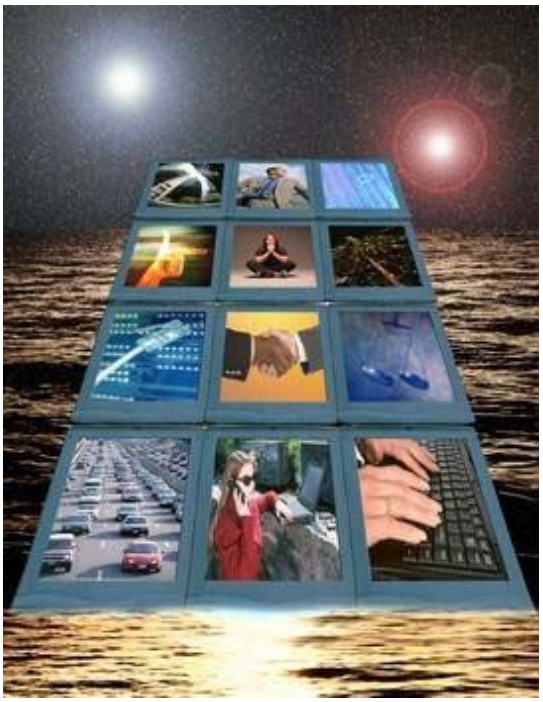
The Physical Therapy Laboratory provides for the option of using theoretical methodologies (conferences, discussion forums, oral presentations, etc.) and the integration of such as therapy tables and other therapeutic practice tools

The Laboratory of Pharmacology for the Pharmacy Aide program provides the option of using theoretical methodologies (conferences, discussion forums, oral presentations, etc.) and the integration of practice tools such as a prescription counter equipped with shelves that emulate the traditional setting used in pharmacies in Puerto Rico.

The Computer Laboratory is equipped with 20 computers setup with up to date software, as required by the Information Systems program. This laboratory is available to the general student community as a tool to strengthen their academic development, as well as provide access to communication networks.

The laboratory for the Digital Fashion Design program provides for the option of using theoretical methodologies (conferences, discussion forums, oral presentations, etc.) and the integration of practice tools such as computers, work tables, sewing machines and mannequins.

Programs of Study



School of Arts and General Education

Aligned with the Institution's Mission, the School of Arts and General Education provides support to all of the Institution's Academic Offerings. Its goal is to offer the students with educational experiences that will promote their integral development as human beings. With the support of a sound social-humanistic component, this gives emphasis to the overall improvement of the students' general academic achievement. The following objectives comprise the basis for the School of Arts and General Education.

Program Objectives

- Demonstrate ability to communicate effectively in verbal, non-verbal and written forms both in Spanish and English. Special emphasis is given to oral communication in English.
- Demonstrate ability to collect, organize, compute, and interpret quantitative and qualitative information.
- Demonstrate the ability to use and apply technology to make decisions.
- Demonstrate ability to identify, locate, and use information tools for research purposes.
- Demonstrate ability in mathematical reasoning and respect for the environment.
- Demonstrate knowledge of the relationship between social sciences and humanities, and understanding of the value of a global perspective on society with respect to past, present, and future events.
- Demonstrate ethical and cultural awareness, and understanding of cultural diversity, as well as effective and appropriate modes of social interaction.

The general education component is included in all of the Institution's Academic Programs through the following courses:

Course	Course Name	Credits
ART 1101	Art Appreciation	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
BIO 1201	Human Anatomy and Physiology I	4
BIO 1202	Human Anatomy and Physiology II	4
BIO 2203	Fundamentals of Microbiology	4
CHE 1163	General Chemistry	4
ENG 0100	English Fundamentals	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3

Course	Course Name	Credits
ENG 3201	Business English I	3
ENG 3202	Business English II	3
HUM 1101	Western Civilization I	3
HUM 1102	Western Civilization II	3
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	3
HUM 1110	History of Society and Culture	3
LSPR 1101	Sign Language	3
MAT 0100	Fundamentals of Mathematics	3
MAT 1101	Basic Mathematics	3
MAT 1111	Business Mathematics	3
MAT 1113	Mathematics for the Health Professional	3
MAT 2301	Algebra	3
MAT 3302	Pre-calculus	3
MAT 4303	Applied Calculus	3
PSY 1101	Introduction to Human Behavior I	3
PSY 1102	Introduction to Human Behavior II	3
SASE 1101	Introduction to Sexual Health	3
SOC 1101	Social Sciences I	3
SOC 1102	Social Sciences II	3
SPA 0100	Fundamentals of Spanish	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
SPA 3201	Business Spanish I	3
SPA 3202	Business Spanish II	3
STA 3207	Statistics I	3
STA 4208	Statistics II	3
VUE 1101	Successful University Life	3

Bachelor's Degrees

Bachelor's Degree in Information Systems
Major in Computer Programming

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Information Systems

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 122

Program Description

The information systems Bachelor's Degree in information System, Major in Computer Programming, curriculum is intended for students wishing to acquire the ability to develop computer systems software as well as analyze, design, and implement computer based information systems. The curriculum gives a thorough grounding in information systems together with their applications within industry, business, and accounting.

Program Objectives

1. Develop abilities and attitude essential for the analysis, interpretation and communication of ideas and concepts.
2. Develop the concepts of administration and functions of organizational systems as well as to develop the abilities to utilize the computer as an administrative tool.
3. Strengthen the use of Spanish as the primary language and English as a second language. In addition develop the knowledge in the areas of business administration and mathematics to form the basis for the improvement of the student's skills for adequate communication which will provide them with confidence in their working environment.
4. Prepare programs that fulfill private industry and government demands for these skills.
5. Develop elective courses that will enhance student's opportunities for broadening their knowledge in their area of specialization.
6. Teach the latest organization and configuration of different computer systems.
7. Develop the required techniques for using high level languages and their applications to information systems.
8. Promote the capacity for analysis and understanding of individual and professional needs and ways to solve related problems.
9. Develop competence in the areas of analysis, design, implementation and documentation of systems.
10. Guide the students in the development of their own employment goals.

11. Make the students conscious of their professional responsibilities to them and to society in whatever field they may pursue.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in information System, Major in Computer Programming, the alumni is prepared to:

1. Handle computerized data processing systems. These include command-based and graphical operating systems.
2. Know the history and evolution of the technology handle, and the applications required to transfer and communicate ideas clearly and precisely, by using the terminology and concepts learned through classroom experiences.
3. Analyze, design and create computerized solutions by using diverse high level programming languages like those of fifth generation and like those for the generation and handling those for the creation and management of relational data bases.
4. Evaluate and diagnose failures in information system as well as telecommunications equipment and, in most of the cases, propose alternatives or solutions effectively.
5. Hold management positions that allow them to contribute to the development of more effective solutions for the organization they work for.
6. Apply traditional and non-traditional management styles (e-commerce).
7. Exhibit an integral development over a social-humanistic base with emphasis on the ethical aspects related to the profession that demands our society.
8. Apply mathematical reasoning skills and express their points of view to peers as well as clients in a framework of tolerance and respect, both in Spanish as well as in English.
9. Enhance their knowledge through professional certifications, continuing education, and/or formal postgraduate academic degrees.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in information System, Major in Computer Programming, must complete the minimum course requirements of 122 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Computer Programming

Code	Course Name	Credit Hours
PRO 4385	Object Oriented Programming using C++	3
PRO 3410	Advanced Databases	3
PRO 3320	Information Services Management	3
SIC 3102	Object Programming with JAVA	3
SIC 3120	E-Commerce	3
SIC 4101	Seminar	3
SIC 4390	Advance Networking Systems	3
SIC 4440	Advance System Analysis and Design	3
SIC 4460	System Development Project	4
	Total	**28**

Information Systems

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
BA 1313	Administrative Theory	3
BA 3335	Marketing	3
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations	3
PRO 1110	Computers and Information Systems	3
PRO 2212	System Analysis and Design	3
SIC 2400	Databases	3
SIC 1101	Web Page Development	3
SIC 1103	Programming Logic	3
SIC 2280	Computer Hardware and Troubleshooting	3
SIC 3375	Computer Communications and Networks	3
SIC 3395	Visual Programming with BASIC	3
	Total	**40**

General Education

Course	Course Name	Credit Hours
ART 1101	Art Appreciation	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
*HUM 1101	Western Civilization I	3
*HUM 1102	Western Civilization II	3
HUM 1105	Historical Development of Puerto Rican Cultural Identity	3
MAT 2301	Algebra	3
MAT 3302	Precalculus	3
MAT 4303	Applied Calculus	3
PSY 1101	Introduction to Human Behavior	3
*SOC 1101	Social Sciences I	3

Course	Course Name	Credit Hours
*SOC 1102	Social Sciences II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
STA 3207	Statistics I	3
VUE 1101	Successful University Life	3
Electives	Electives	3
	Totals	**54**
*The student selects six (6) credit hours from this list.		

Bachelor's Degree in Information Systems
Major in Networks

Program Offered in Hato Rey Campus

Discipline: Information Systems

Credential Level: Academic Bachelor's Degree

Program Length in credit hours: 121

Program Description

The Bachelor's Degree in Information Systems, Major in Networks, is intended for students wishing to acquire skills, knowledge, and experience in the field of telecommunications. The curriculum offers a general knowledge of Information Systems, while providing for the study of actual and emerging technologies in the fields of Networks and Telecommunications, without losing from perspective the social-humanistic component.

Program Objectives

1. Prepare competent professionals with the knowledge and experience needed to effectively contribute to the fields of Networks and Telecommunications.
2. Satisfy the need for professionals that make the right decisions in the telecommunications industry.
3. Prepare professionals capable of analyze, design, develop and administer Network systems, by utilizing telecommunications technologies.
4. Offer a technological formation to the student in order to be able to solve problems encountered in the fields of data communications and telecommunications.
5. Capacitate the student to evaluate and diagnose failures in the communications equipment within a computerized network system.
6. Capacitate the student to develop and implement solutions to failures observed in a network system.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Information Systems, Major in Networks, the alumni is prepared to:

1. Manage systems that allows communication of data cable, wireless and optical transmission.

2. Knows the history and evolution of the technology they manage, as well as the equipment, tools and application software that allows for the design, construction, evaluation, testing and the performing of diagnostics to data communication networks.
3. Make clear and precise use of the terminology and concepts learned through classroom experience.
4. Produce or collaborate in solutions in aspects like systems analysis and design of data communications, network segmentation, communication and routing protocols, as well as the establishment of network security systems.
5. Hold management positions that allow them to contribute to the development of more effective solutions for the organization they work for.
6. Have an integral development over a social-humanistic base with an emphasis on the ethical aspects expected by society.
7. Express their points of view to peers and clients in a framework of tolerance.
8. Seek new knowledge through of continuing education and / or format academic post-graduate degrees.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Information Systems, Major in Networks, must complete the minimum course requirements of 121 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Networks

Code	Course Name	Credit Hours
SIC 4390	Advanced Networks	3
SIR 2240	Networks Operating Systems	3
SIR 3290	Network Monitoring Software Tools	3
SIR 3500	Security I	3
SIR 4760	IP Routing	3
SIR 4770	Security II	3
SIR 4780	Practicum or Project	3
	Total	**21**

Information Systems

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
BA 1313	Administrative Theory	3
BA 3335	Marketing	3
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations	3

PRO 1110	Computers and Information Systems	3
PRO 2212	Systems Analysis and Design	3
SIC 2400	Data Bases	3
SIC 1101	Web Page Development	3
SIC 1103	Programming Logic	3
SIC 3102	JAVA Language	3
SIC 2280	Computer Hardware and troubleshooting	3
SIC 3375	Computer Communications and Networks	3
SIC 3395	Visual Programming with BASIC	3
	Total	**43**

General Education

Course	Course Name	Credit Hours
ART 1101	Art Appreciation	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
*HUM 1101	Western Civilization I	3
*HUM 1102	Western Civilization II	3
HUM 1105	Historical Development of Puerto Rican Cultural Identity	3
MAT 2301	Algebra	3
MAT 3302	Pre-Calculus	3
MAT 4303	Applied Calculus	3
PSY 1101	Introduction to Human Behavior	3
*SOC 1101	Social Sciences I	3
*SOC 1102	Social Sciences II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
STA 3207	Statistics I	3
	Total	**48**
*The student selects six (6) credit hours from this list.		

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Elective	Elective	3
Elective	Elective	3
	Total	**9**

Bachelor's Degree in Information Systems
Major in Digital Imaging

Program Offered in Hato Rey Campus

Discipline: Information Systems

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 127

Program Description

This program prepares professionals for the communications industry via image creation and development with the use of MAC and Windows platforms and their digital imaging software programs, which are the necessary tools for the job. The Digital Imaging Major includes skills in image design, average form, portfolio design, multimedia and web.

Program Objectives

1. To develop professionals in Information Systems with a Major in Digital Imaging capable of applying their professional skills.
2. To develop professionals in Information Systems with a Major in Digital Imaging capable of making contributions to their area of specialization from a social and humanistic perspective for the betterment of our society.
3. To develop professionals specialized in the creation and handling of digital imaging for printed media, multimedia and the Internet, by their integral development in the following stages:
    a. Acquisition of new and advanced skills.
    b. Improvements in the creative areas.
    c. Planning of image design concepts.
    d. Application and evaluation of principals of good design.
    e. Knowledge and correct use of computerized equipment platforms.
    f. Knowledge and use of digital input, storage and digital output components.
    g. Knowledge and use of digital programming tools for image creation.
    h. Image creation and editing using digital tools and equipment.
    i. Application of skills to analog and digital graphics reproduction in mass communication media: the press, television, movie film format, videos and the Internet.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Information Systems, Major in Digital Imaging, the alumni is prepared to:

1. Handle on information systems, including graphical and command mode operating systems, to builds and manages typographical and graphical messages.
2. Know the history and evolution of the technology they manage and the applications required to transfer and communicate ideas in a clear and precise manner, by means of technology and concepts learned through classroom experiences.
3. Analyze, design and create typographical and graphical messages using the latest software tools in printed media environments, and design and construct Web pages and their components.
4. Have the knowledge required to produce or collaborate in solutions that include aspects like animation, multimedia and other required for the design and construction of Web pages.
5. Hold management positions that allow them to contribute to the development of more effective solutions for the organization they work for.
6. Exhibit an integral development over a social-humanistic basis with emphasis on the ethical aspects related to the profession as expected by our society.
7. Express their points of view to peers and clients with respect and tolerance, both in Spanish and English.
8. Expand their knowledge by professional certifications, continuing education and/or formal post graduate academic degrees.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Information Systems with a major in Digital Imaging must complete the minimum course requirements of 127 credits as outlined in the following program of study and reach at completion a 2.00 GPA minimum on both the general and specialization courses.

Digital Imaging

Code	Course Name	Credit Hours
SIID 1101	Creative Image Concepts	3
SIID 2102	Image Design Vectors	3
SIID 3103	Image Design Bitmaps	3
SIID 3104	Typographic Composition	3
SIID 3201	Basic Digital Diagramming	3
SIID 3301	Design for Multimedia	3
SIID 3302	Design for Web I	3
SIID 4201	Advanced Digital Diagramming	3
SIID 4303	Design for Web II	3
SIID 4304	Design for Web III	3
SIID 4401	Digital Image Portfolio	3
	Total	**33**

Information Systems

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
BA 1313	Administrative Theory	3
BA 3335	Marketing	3
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations	3
PRO 1110	Computer and Information Systems	3
PRO 2212	Systems Analysis and Design	3
PRO 2400	Databases	3
SIC 1101	Web Page Development	3
SIC 1103	Programming Logic	3
SIC 3375	Computer Communications and Networks	3
SIC 2280	Computer Hardware and Troubleshooting	3
SIC 3395	Visual Programming with BASIC	3
	Total	**40**

General Education

Course	Course Name	Credit Hours
ART 1101	Art Appreciation	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
HUM 1101	Western Civilization I	3
HUM 1102	Western Civilization II	3
HUM 1105	Historical Development of Puerto Rican Cultural Identity	3
MAT 2301	Algebra	3
PSY 1101	Introduction to Human Behavior I	3
SOC 1101	Social Science I	3
SOC 1102	Social Science II	3

Course	Course Name	Credit Hours
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
	Total	**45**

Other Requirements

Course	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Electives	Electives	6
	Total	**9**

Bachelor's Degree in Business Administration

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Business Administration

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 135

Program Description

The dramatic growth in the business world and high technology, demands highly qualified personnel in all areas related to business administration. In order to address the requirements of the modern world and to properly prepare students, including the use of computerized systems as a complementary tool, the following objectives have been developed.

Program Objectives

1. Develop a clear overview of the historical and humanistic evolution in order to facilitate its understanding and encourage vision for the future with an effective articulation with a modern viewpoint.
2. Encourage modern development of applied logic to the principles of analysis, reflection, interpretation, conceptualization and synthesis, with emphasis on clear communications skills.
3. Encourage and develop respect and appreciation for the language and its valuable expression, for creativity and for the capacity to express the human potential.
4. Develop a professional who is fully prepared for analysis of complex situations for productive and accurate decision making in the different areas of business administration.
5. Develop the basic knowledge and skills in accounting as an aid in understanding and managing modern accounting systems; integrate this knowledge in other different areas of business administration.
6. Develop the necessary skills needed to understand and conceptualize effectively the production systems of goods and services and the functions of their basic structures.
7. Stimulate the interest and curiosity to broaden knowledge in the different areas of business administration.
8. Develop skills in the use of computers as a valuable tool in the decision making process in the fields related to business administration.
9. Encourage both intellectual growth and continuing professional improvement.

10. Establish channels of communication so that our graduate's achievements contribute to a continuous curricular revision towards the enrichment of this degree.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Business Administration the alumni is prepared to:

1. Integrate the knowledge acquired in order to propitiate and execute managerial and strategic handling in private and public businesses.
2. Apply effectively the oral and written communication skill to communicate in Spanish and English.
3. Demonstrate capacity for the solution of social and economic problems in the labor field.
4. Apply the managerial, accounting, financial and mathematical concepts to make efficient managerial decisions.
5. Understand that, as a social entity, they must respond responsibly to their roles and other roles such as political, social, civic, and cultural, among others.
6. Demonstrate skills of leadership, strategist and creator in an uncertain environment with accelerated changes.
7. Identify correctly the diverse forms of businesses and organizations to be able to take competitive advantages in relation with the market.
8. Develop those abilities and skills that enable them to pursue advanced studies in the field of Business Administration.
9. Master technological skills and apply them to the administration field.
10. Provoke academic idiosyncrasy to develop effective communication channels.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Business Administration must complete the minimum course requirements of 135 credits as outlined in the following program of study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
ACC 2114	Introduction to Accounting II	4
ACC 3213	Intermediate Accounting	4
ACC 3215	Cost Accounting	3
BA 1110	Organizational Behavior	3
BA 1313	Administrative Theory	3
BA 2301	Business Law	3
BA 2321	Human Resources Administration	3
BA 3332	Business Ethics	3
BA 3335	Marketing	3
BA 4350	Operations and Production Management	3
ECO 2101	Economics I	3
ECO 2102	Economics II	3
ECO 3353	Economy of Puerto Rico	3
ENG 3201	Business English I	3
ENG 3202	Business English II	3
FIN 2105	Business Finance	3
FIN 4310	Money and Banking	3
MAT 1111	Business Mathematics	3
SPA 3201	Business Spanish I	3
SPA 3202	Business Spanish II	3
STA 3207	Statistics I	3
STA 4208	Statistics II	3
	Total	**72**

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1101	Western Civilization I	3
HUM 1102	Western Civilization II	3
MAT 2301	Algebra	3
MAT 3302	Pre-calculus	3
MAT 4303	Applied Calculus	3
PRO 1101	Computer Operations	3
PRO 1110	Computer and Information Systems	3
SOC 1101	Social Sciences I	3
SOC 1102	Social Sciences II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
	Total	**39**

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
NAT SC	Elective (Natural Science	3
NAT SC 2	Elective (Natural Science)	3
Elective	Elective	15
	Total	**24**

Bachelor's Degree in Business Administration
Major in Accounting

Program offered in Hato Rey and San Sebastián Campuses

Discipline: Business Administration

Credential Level: Academic Bachelor's Degree

Program Length in Credit Hours: 121

Program Description

The major in accounting capacitates the student from business administration to register, classify and resume operations of a business to interpret its results. The graduate from this program will contribute ethically to the development of the labor field.

Program Objectives

The major in accounting is organized within the framework of the requirements of specialized jobs like auditing, financial analysis, taxes, and contributions, among others.

1. To demonstrate an understanding of accounting principles, practices and activities
2. To use current IT systems and applications to resolve accounting needs.
3. To analyze basic accounting transactions.
4. To perform quantitative business calculations.
5. To apply business communication principles to communication situations in business practice.
6. To classify basic principles of management theory.
7. To apply marketing concepts to basic business scenarios.
8. To determine job order costs and manufacturing costs.
9. To analyze corporate financial statements.
10. To apply auditing principles to business procedures and reports.

Alumni Profile

Upon completion of their studies in Bachelor's in Business Administration, major in Accounting, the alumni is prepared to:

1. Demonstrate dominion of the fundamental principles and concepts in the areas of business administration.
2. Acquire the professional competencies to develop efficiently in their field be it the mercantile industry, manufacturing, finance and private or public service enterprises.
3. Master the techniques of information system of accounting data.

4. Know, interpret and apply the accounting principles generally accepted that will help them in the preparation and analysis of financial reports to make effective decisions in the labor field, taking into consideration the ethical aspects.
5. Apply the theory in terms of situations and problems related to the diverse areas of specialization in the field of accounting like: costs, taxes and financial analysis, among others.
6. Know the diverse technology application programs related to the processing of financial data.
7. Acquire the professional competencies to perform well in the area of auditing.
8. Exercise an appropriate behavior in the light of the professional ethics precepts.
9. Keep professionally updated on the new tendencies of globalization and international markets.
10. Analyze the implications of the global market to support management for administrative, economic and financial decision making.
11. Analyze how an industry and a business operates, mastering their structures and operating mechanisms.
12. Those that opt for the completion of the additional courses offered by the Institution will be prepared and qualified to take the Certified Public Accountant tests.

Program of Study

Degree requirements: Candidates for the Bachelor's Degree in Business Administration, major in Accounting, must complete the minimum course requirements of 121 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hour
ACC 2113	Introduction to Accounting I	4
ACC 2114	Introduction to Accounting II	4
ACC 3200	Computerized Accounting	3
ACC 3213	Intermediate Accounting I	4
ACC 3214	Intermediate Accounting II	4
ACC 3215	Cost Accounting I	3
ACC 3217	Taxes of Puerto Rico	3
ACC 3310	Federal Tax Accounting	3
ACC 4218	Auditing	3
ACC 4330	Advanced Accounting	3
	Total	**34**

Business Administration

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3
BA 2301	Business Law	3
BA 3332	Business Ethics	3
BA 3335	Marketing	3
BA 3351	Managerial Economics	3
ECO 2101	Economics I	3
ECO 2102	Economics II	3
ENG 3203	Business Writing English	3
FIN 2105	Business Finance	3
FIN 4310	Money and Banking	3
MAT 1111	Business Mathematics	3
SPA 3203	Business Writing Spanish	3
STA 3207	Statistics I	3
STA 4208	Statistics II	3
	Total	**42**

General Education

Code	Name	Credit Hours
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1101*	Western Civilization I	3
HUM 1102*	Western Civilization II	3
MAT 2301	Algebra	3
MAT 3302	Pre-Calculus	3
MAT 4303	Applied Calculus	3
PRO 1101	Computer Operations	3
SOC 1101*	Social Science I	3

Code	Name	Credit Hours
SOC 1102*	Social Science II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
	Total	**36**
*The student selects six (6) credit hours from this list.		

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Electives	Electives Courses	6
	Total	**9**

Bachelor's Degree in Business Administration
Major in Management

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Business Administration

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 116

Program Description

This program prepares students to run their own businesses and/or of others. The students are provided with basic and advanced theories, principles and procedures in planning, organizing, directing and controlling all aspects of business operation. Also, the management major includes innovations relating to leadership in organization. This will allow for a contribution to the labor world with graduates that garner the proactive components for the management innovations needed in a global world.

Program Objectives

1. To develop a dictated and specific reference of the historic evolution of administration, in order to facilitate its understanding and to stimulate an effective vision of its future.
2. To stimulate the development and the competencies related to the use of applied logic to the principles of reflection, interpretation, conceptualization and synthesis, with emphasis on effective communication skills.
3. To stimulate and develop respectfulness and appreciation for the language and its valuable creative expression, and for its capability to express the human potential.
4. To develop a worthy professional, capable of analyzing complex situations for the precise and productive decision-making process in the diverse areas of business administration.
5. To develop basic knowledge in accounting skills, so as to make possible the comprehension and the management of modern accounting systems and the integration of this knowledge to the diverse areas of business administration.
6. To develop the skills necessary to understand and conceptualize production systems for goods and services, and the functions of their basic structures.
7. To stimulate interest and curiosity to extend knowledge of the diverse areas of business administration.

8. To develop skills in the use of the computer as a valuable tool in the decision-making process in fields related to business administration.
9. Apply mathematical reasoning skills.
10. To stimulate intellectual growth and professional advancement.
11. To establish communication channels, so that the achievements of our graduates contribute to a continuous curricular revision, towards the enrichment of the degree in business administration.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Business Administration, major in Management, the alumni is prepared to:

1. Integrate the acquired knowledge to compete favorably in areas related to business management.
2. Demonstrate knowledge of the principles that govern the commercial activities of a business, both public and private.
3. Apply the concepts, models, theories and diverse points of view related to human behavior to create better and more just organizations.
4. Apply the functions of the management process such as: planning, organizing, supervising and controlling.
5. Successfully direct work groups to achieve business goals.
6. Integrate and apply the behavioral sciences to work situations for the solution of problems.
7. Contribute to the solution of social and economic problems through the development of a critical attitude.
8. Demonstrate a high degree of ethical professionalism and social responsibility.
9. Design strategic planning processes to achieve management effectiveness and efficiency.
10. Manage software related to the budgeting area to measure the achievement of organizational goals.

Program of Study

Degree requirements: Candidates for Bachelor's Degree in Business Administration, major in Management, must complete the minimum course requirements of 116 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
ACC 3315	Managerial Accounting	3
BA 1110	Organizational Behavior	3
BA 1313	Administrative Theory	3
BA 2210	Leadership	3
BA 2301	Business Law	3
BA 2321	Human Resources Administration	3
BA 3332	Business Ethics	3
BA 3335	Marketing	3
BA 4330	Strategic Planning	3
BA 4350	Operation and Production Management	3
BA 4400	Business Development	3
	Total	**33**

Business Administration

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
ACC 2114	Introduction to Accounting II	4
BA 3351	Managerial Economics	3
ECO 2101	Economics I	3
ECO 2102	Economics II	3
ENG 3203	Commercial Writing in English	3
SPA 3203	Commercial Writing in Spanish	3
FIN 2105	Business Finance	3
FIN 4310	Money and Banking	3
MAT 1111	Business Mathematics	3
STA 3207	Statistics I	3
STA 4208	Statistics II	3
	Total	**38**

General Education

Code	Course Name	Credit Hours
HUM 1101*	Western Civilization I	3
HUM 1102*	Western Civilization II	3
MAT 2301	Algebra	3
MAT 3302	Pre-Calculus	3
MAT 4303	Applied Calculus	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
PRO 1101	Computer Operations	3
SOC 1101*	Social Science I	3
SOC 1102*	Social Science II	3
ENG 1101	English I	3
ENG 1102	English II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3

Code	Course Name	Credit Hours
	Total	**36**
*The student selects six (6) credit hours from this list.		

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Electives	Electives	6
	Total	**9**

Bachelor's Degree in Technological Office Administration

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Office Administration

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 120

Program Description

The advanced growth of the business and the technology demands personnel qualified in all the areas related to the office administration. The curriculum of administration of the technological office provides the student the experience necessary to be a productive citizen, prepared to face the challenges of the modern office and the diverse areas of the business administration. Also, reinforce those skills in the technological area and of processing of information, and develops in the students administrative skills, such as: management, supervision, decision making, problems solving and finance.

Program Objectives

1. Develop a specific and detailed frame of the evolution of the administration to facilitate its understanding and encourage vision for the future.
2. Develop knowledge, skills and basic techniques that will enable students to fulfill effectively the duties of an administrative assistant, both in the private and in the government.
3. Develop in the student desirable work habits and attitudes which will enable them to adjust effectively to the working environment of an office.
4. Enhance participation in socio cultural activities that will encourage personal and professional growth.
5. Provide intensive practice in the operation of office machines and equipment such as computers with different applications, and technological equipment used in the modern office.
6. Develop the correct use of language: punctuation and orthography in transcription in the business documents production.
7. Enhance the importance in the organization of the document administration.
8. Orientate the student about the benefits, services, and the responsibilities of the business world through an internship that facilitate the transition to it.
9. Develop those basic skills and abilities that will enable them to continue advanced studies in the field of administrative assistant.

Alumni Profile

The graduated student of the program of Bachelor's Degree in Technological Office Administration when culminating his academic preparation will be capable to:

1. Develop knowledge, skills and basic techniques that will enable students to fulfill effectively the duties of an administrative assistant, both in the private and in the government sector.
    a. Operate office equipment efficiently, such as: computers, copiers, faxes, switchboard, dictaphone machines, calculators, and others.
    b. Efficiently create different documents that are generated in the office using the computer.
    c. Demonstrate ability in the use of different application programs, such as: word processing, spreadsheet, electronic presentations, data base, electronic agenda, graphic designs, among others.
    d. Use both languages, English and Spanish, written and oral.
    e. Administrate the office documents with accuracy.
    f. Demonstrate knowledge of handling the information through electronic media, such as Internet.

2. Know their duties and responsibilities as administrative assistant.
    a. Operate the office equipment with responsibility.
    b. Use reference manuals correctly in the redaction of different commercial documents.
    c. Demonstrate ability of the correct use of the language: punctuation, accentuation, orthographic and word division.
    d. Demonstrate good work habits to obtain best efficiency and productivity in the office, among others.
    e. Subscribe to professional magazines that allow acquiring knowledge according the technological changes.
    f. Attend seminaries, workshops and conferences that promote their professional growth.
3. Exhibit desirable personal attitudes and characteristics that permit them to effectively cope in commercial, social and educative environments.
4. Apply the management techniques such as: planning, organization, control, supervision and direction.
5. Use the ethic, the solution of problems method, independence of criteria, the critical think and the leadership.
6. Offers cultural background and the fundamental knowledge of the office administration that allow the professional administrative assistant participate in the analysis, decision making, handling and information processing, verbal and written communication and the establishment of effective interpersonal relations.

7. Train the student with the necessary skills and knowledge to explore the self-employment as viable alternative in its professional career.

8. Contribute in the solution of social and economic problems through development of a critical attitude.
9. Develop abilities and skills that enable it to continue educational studies in the Office and Business Administration fields.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Technological Office Administration must complete the minimum course requirements of 120 credits as outlined in the following program of study and reach at completion a 2.00 G.P.A. minimum on both the general and specialization courses.

Major

Code	Course Name	Credit Hours
ADO 1101	Keyboarding and its Applications	3
ADO 1114	Document Production	3
ADO 1130	Spanish speed writing	3
ADO 1141	Records Management	3
ADO 2132	Spanish Speed Writing Transcription	3
ADO 2250	Office Equipment Management	3
ADO 2261	Office Administration and Human Relations	3
ADO 2271	Accounting Procedures	3
ADO 3134	English Speed Writing	3
ADO 3140	Electronic Information Management	3
ADO 3213	Business Document Procedures	3
ADO 3230	Office Art Design	3
ADO 3233	English Speed Writing Transcription	3
ADO 4215	Medical Office Information Processing	3
ADO 4216	Legal Office Information Processing	3
ADO 4281	Internship	3
	Total	**48**

General Education

Code	Course Name	Credit Hours
BIO 1101	Biology I	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversation English	3
PSY 1101	Introduction to Human Behavior	3
HUM 1101	Western Civilization I	3
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3

Code	Course Name	Credit Hours
HUM 1102*	Western Civilization II	3
SOC 1101*	Social Sciences I	3
SOC 1102*	Social Sciences II	3
	Total	**33**
*The student selects six (6) credit hours from this list.		

Core

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3
BA 2301	Business Law	3
BA 2321	Human Resources Administration	3
BA 3335	Marketing	3
ECO 2101	Economics I	3
ENG 3201	Business English I	3
ENG 3202	Business English II	3
MAT 1111	Business Mathematics	3
SPA 3201	Business Spanish I	3
SPA 3202	Business Spanish II	3
	Totals	**30**

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Electives	Electives Courses	6
	Total	**9**

Bachelor's Degree in Science
Major in Nursing

Program Offered in San Sebastián Campus

Discipline: Nursing

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 124

Program Description

The Bachelor's Degree of Science in Nursing develops a professional generalist nurse equipped with all the tools necessary to provide direct care to individuals, families and communities. The goal of nursing is to promote a unique integral service that contributes to prevent diseases, promote health, and/or restore health. All nursing actions are based on scientific principles and nursing conceptual frameworks.

Program Objectives

1. Know and use existing human resources and materials in the work scenario in an efficient and effective way.
2. Demonstrate the use of good inter-personal relationships that will allow an effective interaction with clients, colleagues, and other health group members.
3. Possess strong reading, writing, mathematical, and verbal and non-verbal communication skills.
4. Perform the role of a professional generalist nurse in various health care scenarios within the health system of Puerto Rico, United States, and Transculturally.
5. Use and manage computer and high technology as an instrument in offering an optimal professional nursing care.
6. Exhibit personal values that show the capacity of making ethical, human, and legal decisions.
7. Pursue continuous learning and truth in the personal and professional aspects.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Sciences, major in Nursing, the alumni is prepared to:

1. Apply the nursing process methodology, theories of discipline, and evidence-based practice to provide general nursing care.
2. Apply the nursing process methodology, theories of discipline, and evidence-based practice to provide general nursing care.
3. Maintain communication with the interdisciplinary health team to manage a safe and continuous care of the client, family and community.
4. Design, implement and evaluate strategies to defend and protect the life and dignity of the individual.
5. Assume leadership role in implementing the standards of the profession of nursing practice.
6. Develop and manage strategies oriented to nursing administration at different levels of the organization.
7. Using interdisciplinary resources to design, implement and evaluate comprehensive education plans to meet the learning needs of individuals, groups or communities.
8. Analyze the impact of evidence-based practice and apply the findings in customer care, family and community.

   Participate actively in local, regional, national and international organizations, to promote the development of the nursing profession.

Program of Study

Degree requirements: Candidates for the Bachelor's Degree of Science in Nursing must complete the minimum course requirement of 124 credits as outlined in the following curriculum and reach at completion a 2.50 GPA minimum.

License requirements: According to Law number 9 established in 1987, all students graduated from a nursing program must approve the Examination Board Test offered by the *Junta Examinadora de Enfermeros de Puerto Rico* in order to legally practice nursing in Puerto Rico.

Major

Code	Course Name	Credit Hours
NUR 1001	Fundamentals of Nursing	3
NUR 1104	Mother and Infant Care	3
NUR 1115	Posology for Nursing	2
NUR 1140	Pharmacology for Nursing	3
NUR 1301	Practice of Fundamentals of Nursing	2
NUR 1304	Clinical Practice-Mother and Infant Care	2
NUR 3102	Individual, Family and Community Nursing Care	3
NUR 3225	Health Assessment	3
NUR 3230	Complex Skills in Nursing	3
NUR 3250	Nutrition Fundamentals	2
NUR 3320	Child and Adolescent Care	6
NUR 3340	Integral Focus in Mental Health	5
NUR 3375	Management in Nursing	3
NUR 4395	Research in Nursing	2
NUR 4410	Integral Care in Health Distress Situations I	6
NUR 4420	Integral Care in Health Distress Situations II	6
	Total	**54**

General Education

Code	Course Name	Credit Hours
CHE 1163	General Chemistry	4
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	**3**
HUM 1101	Western Civilization I	**3**
HUM 1102	Western Civilization II	**3**
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	**3**
MAT 2301	Algebra	**3**
PSY 1101	Introduction to Human Behavior I	**3**
PSY 1102	Introduction to Human Behavior II	**3**
SOC 1101	Social Sciences I	**3**
SOC 1102	Social Sciences II	**3**
SPA 1101	Spanish I	**3**
SPA 1102	Spanish II	**3**
STA 3207	Statistics I	**3**
	Total	**46**

Core

Code	Course Name	Credit Hours
BIO 1201	Human Anatomy and Physiology I	4
BIO 1202	Human Anatomy and Physiology II	4
BIO 2203	Fundamentals of Microbiology	4
	Total	**12**

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
PRO 1101	Computer Operations	3
	Elective Courses	6
	Total	**12**

Bachelor's Degree in Arts
Major in Interior Design and Decoration

Program Offered in Hato Rey Campus

Discipline: Design

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 126

Program Description

A program in the applied visual arts that prepares individuals to apply artistic principles and techniques to the professional planning, designing, equipping, and furnishing of residential and commercial interior spaces. Includes instruction in computer applications, drafting, and graphic techniques; principles of interior lighting, acoustics, systems integration, and color coordination; furniture and furnishings; textiles and their finishing; the history of interior design and period styles; basic structural design; building codes and inspection regulations; and applications to office, hotel, factory, restaurant and housing design.

Program Objectives

1. Encourage the development of values, communication and leadership skills that enable students to design and decorate a variety of environments.
2. Develop technology skills that enable the development of two and three dimensional drawings of interior spaces.
3. Apply the elements and principles governing the interior design and decoration, and articulate the functionality and harmony within a successful design or decorative composition, both residential and commercial.
4. Develop, design and implement effective programming of design and decoration, to create functional and aesthetic spaces, in order to increase productivity, protection, health, safety and welfare of users.
5. Maximum use of the intellectual and socio-cultural human being to promote the design and decoration successfully.
6. Demonstrate the skills and meet the qualifications required by law to validate and exercise the profession of Interior Design - Decoration.
7. Promote their own business management in line with codes of ethics and integrity.
8. Develop their skills to serve as interiors project manager, materials and products specialist, and furniture and display designer.

Alumni Profile

Graduates of the Bachelor's Degree in Interior Design - Decoration consider themselves professionals with skills, attitudes and general knowledge of interior design and decoration. After completing his studies, the graduate will be able to:

1. Meet the requirements established by law and apply the ethical and legal principles that govern the practice and profession of the interior designer-decorator.
2. Select and create the design and decor suitable for the needs of customers.
3. Administration and practice of their profession, from preparation of proposals for services, cost estimates and contracts.
4. Master the skills required for project supervision.
5. Work in a variety of industries such as:
   - Residential Interior Designer - Decorator
   - Commercial Interior Designer - Decorator
   - Institutional Interior Designer - Decorator
   - Project Manager
   - Display Designer
   - Space Planner
   - Interior Design Trends
   - Material and Product Specialist
   - Product Specifier and Buyer
   - Furniture Designer
   - Set Designer
   - Editor and Critic of Interior Design
6. Develop his/her own industry or business.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Arts, Major in Interior Design and Decoration must complete the minimum course requirements of 132 credits as outlined in the following program of study and reach at completion a 2.00 G.P.A. minimum on both the general and major courses.

Major

Code	Course Name	Credit Hours
ART 2221	Art in Puerto Rico	3
DEC 1102	Fundamentals of Design and Decoration	4
DEC 2105	Interior Design Materials	4
DEC 2113	Lighting Systems and Techniques	2
DEC 2205	Historical Styles I	3
DEC 2209	Historical Styles II	3
DEC 2225	Decorative Arts	2
DEC 3117	Classic Furniture in Contemporary Environments	3
DEC 4120	LEED for Interiors	3
DIS 1305	Presentation and Technical Concept of Design	3
DIS 2306	Perspective and Rendering	4
DIS 2309	Residential Design I	4
DIS 2313	Residential Design II	4
DIS 2318	Introduction to Computer Aid Drawing	3
DIS 2321	Commercial Design I	4
DIS 2329	Introduction to Landscape Design	2
DIS 2501	Administration and Practice of the Profession	2
DIS 3317	Residential Design III	4
DIS 3331	Furniture Design	3
DIS 4325	Commercial Design II	4
DIS 4330	Lighting Design II	2
DIS 4505	Portfolio	3
	Total	**69**

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
HUM 1101*	Western Civilizations I	3
HUM 1102*	Western Civilizations II	3
SOC 1101*	Social Sciences I	3
SOC 1102*	Social Sciences II	3
MAT 1111	Business Mathematics	3
MAT 1101	Basic Mathematics	3
PRO 1101	Computer Operations	3
PSY 2401	Space – Materials - Sensations	2
NAT	Science Electives	3
	Total	**38**
* Students select nine (9) credits in this list.		

Core

Code	Course Name	Credit Hours
ART 1101	Art Appreciation	3
ART 2213	Art History I	3
ART 2217	Art History II	3
BA 1313	Administrative Theory	3
DIS 1301	Introduction to Drawing	4
	Total	**16**

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	**3**
	Total	**3**

Bachelor's Degree in Arts
Major in Digital Fashion Design

Program Offered in Hato Rey Campus

Discipline: Design

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 129

Program Description

Education, fashion and technology are in an accelerated and continuous growth, thus providing for an opportunity to develop an educational program integrating technology with fashion design. Using the computer as a primary medium, the program prepares students to work in the greatly creative and intensely competitive field of fashion design. Graduates of the program are able to apply contemporary artistic principles and techniques into the design of commercial fashions, clothing and accessories, as well as, management of fashion collections through the use of digital technologies.

Program Objectives

1. Prepare competent professionals in the field of Digital Fashion Design.
2. Meet development needs within the fashion industry in Puerto Rico.
3. Evaluate and apply the principles of fashion design to develop individual pieces and collections.
4. Plan different fashion concepts since their conception to the production of the final product.
5. Apply effective problem solving, technological skills, communication, and leadership within the fashion industry.
6. Acquire proficiency in digital technologies programs to create and edit designs original.
7. Design your own textile designs using digital programs.
8. Draw up original parts for exclusive clientele and fashion collections.
9. Develop basic skills of self-employment.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Arts, Major Digital Fashion Design, the alumni is prepared to:

1. Express artistic inspiration when designing individual pieces and fashion collections.
2. Apply their knowledge in digital design art illustrations and models.
3. Assist in the promotion and sales within the field of fashion design.

4. Create fashion collections.
5. Develop exclusive designs for special occasions, including wedding and evening dresses.
6. Designing and fabricate women's and men's clothing.
7. Design computer aided textile designs.
8. Understand and develop perception skills for drawing live models.
9. Develop an effective business plan in order to start their own business within the fashion industry.
10. Demonstrate proper use of basic skills such as communication, planning, time organization, and identify, formulate and solve problems.
11. Demonstrate basic skills such as, the ability to apply knowledge in the day to day practice, investigative capabilities, leadership, decision making, and formulation and management of projects.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Arts, Major in Digital Fashion Design, must complete the minimum course requirements of 115 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
DMD 1001	Sewing I	3
DMD 1202	Fashion Illustration	4
DMD 1203	Fashion Design I	3
DMD 2001	Patterns I	3
DMD 2002	Patterns II	3
DMD 2003	Draping I	3
DMD 2004	Draping II	3
DMD 2006	Elective - Textiles	3
DMD 2007	Elective - Fashion Show Production	
DMD 2203	Fashion Design II	3
DMD 2301	Spec and Technical Flats	3
DMD 2302	Fashion Digital Image Design	3
DMD 3001	Sewing II	3
DMD 3003	Textile Digital Design	3
DMD 3201	Collection Development and Construction	4
DMD 3204	Life Model Drawing	3
DMD4002	Patterns III (Special Occasion)	3
DMD4003	Stretch Fabrics (Bathing Suits)	3
DMD4005	Internship (135hrs)	4
	Total	**59**

Information Systems

Code	Course Name	Credit Hours
PRO 1101	Computer Operations	3
BADD 1101	Introduction to Digital Design I	3
BADD 1102	Digital Illustration	3
BADD 2102	Digital Design II	3
	Total	**12**

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
SPA1102	Spanish II	3
ENG 1101	English I	3
ENG 1101	English **I**	3
ENG 1102	English II	3
*HUM 1101	Western Civilizations I	3
HUM 1110	History of Society and its Culture	3
*SOC 1101	Social Sciences I	3
ART 1101	Art Appreciation	3
MAT 1111	Business Mathematics	3
MAT 1101	Basic Mathematics	3
ART 1101	Art Appreciation	3
ART 2213	Art History **I**	3
ART 3217	Art History II	3
ART 3221	Art in Puerto Rico	3
NAT	Science Electives	6
	Total	**45**
* Students select three (3) credits in this list.		

Other Requirements

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3
BA 3101	Fashion Marketing	3
PSY 1101	Psychology	3
VUE 1101	Successful University Life	3
	Total	**12**

Bachelor's Degree in Arts in Digital Design
Major in Multimedia

Program Offered in Hato Rey Campus

Discipline: Design

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 127

Program Description

The Bachelor's Degree in Arts in Digital Design with a concentration in Multimedia develops professionals within the field of visual communication and digital design. It prepares the student in the areas of print design, web design and multimedia design by using design programs, which are the main tools for this type of work.

Program Objectives

1. Identify potential communication problems and develop visual responses to it.
2. Analyze, investigate, and generate creative solutions, as required by the customer.
3. Identify social and cultural contexts.
4. Apply various tools, software, and technologies for the conception and development of design projects.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Arts in Digital Design with Major in Multimedia, the alumni are prepared to:

1. Develop sketches, designs, and publications for print and digital media through the use of computer software.
2. Make appropriate use of visual elements such as color, shape, images, illustrations, and typography, as part of a design.
3. Develop, program, and design a web page.
4. Develop audiovisual projects using 2D and 3D animations.
5. Develop, design and apply marketing strategies within social networks.
6. Show extensive knowledge in the use of tools and technologies within the scope of multimedia, applicable in design and visual communication.
7. Identify communication problems and offer appropriate solutions through design, multimedia,

animation, Web and/ or social networks.

8. Demonstrate basic skills such as proper use of communication, planning, organization of time, problem identification, and solution.

9. Demonstrate basic skills, such as: reflective and critical thinking, information and computer technology, commitment to the socio-cultural setting, value and respect for diversity and multiculturalism, commitment to the preservation of the environment, ability to work autonomously, empathy, self-confidence, ability to encourage the development of others, initiative, drive towards achievement, adaptability, capacity for teamwork, commitment, ethics, and social responsibility.

10. Demonstrate basic systemic skills such as the ability to apply knowledge of the study area within the practice of their profession, research capacity, work towards common goals in order to make decisions (leadership), and formulate and manage projects

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Arts in Digital Design, Major in Multimedia, must complete the minimum course requirements of 127 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
BADD1101	Introduction to Digital Design I	3
BADD1102	Digital Illustration	3
BADD1103	Social Media and Web Technologies	3
BADD2101	Typographic Design	3
BADD2102	Digital Design II	3
BADD2103	2D Animation	3
BADD2201	Editorial Design	3
BADD2205	Web Advertising and Marketing	3
BADD3301	Introduction to 3D Design	3
BADD3302	Web Design I	3
BADD4301	Introduction to 3D Animation	3
BADD4302	Web Design II	3
BADD4304	Digital Video Editing	3

Code	Course Name	Credit Hours
BADD4401	Portfolio	3
SIC1101	Web Page Development	3
	Total	45

Core

Code	Course Name	Credit Hours
BA1313	Administrative Theory	3
BA3335	Marketing	3
DEC1102	Fundamentals of Design	4
DIS 1301	Basics Drawing	4
PRO1101	Computer Operations	3
PRO1110	Computers and Information Systems	3
PSY2401	Space – Materials - Sensations	2
SIC 2010	Networking Concepts and Diagnosis of Computerized Systems	3
	Total	**25**

General Education

Code	Course Name	Credit Hours
ART1101	Art Appreciation	3
ART 2213	Art History I	3
ENG1101	English I	3
ENG1102	English II	3
ENG2203	Conversational English	3
HUM1101	Western Civilization I	3
HUM1102	Western Civilization II	3
HUM1105	Historical Development of Puerto Rican Cultural Identity	3
MAT1101	Basic Mathematics	3
MAT1111	Business Mathematics	3

Code	Course Name	Credit Hours
PSY1101	Introduction to Human Behavior I	3
SOC1101	Social Sciences I	3
SOC1102	Social Sciences II	3
SPA1101	Spanish I	3
SPA1102	Spanish II	3
VUE1101	Successful University Life	3
	Total	**48**

Electives

Code	Course Name	Credit Hours
	Elective in Arts	3
	Elective in Science	3
	Other Electives	3
	Total	**9**

Associate Degrees

Associate Degree in Computer Programming

Program Offered in Hato Rey and San Sebastián Campuses; Humacao and Manatí Additional Locations (50%)

Discipline: Computer Programming

Credential Level: Academic Associate Degree

Program length in credit hours: 71

Program Description

Computer programming is one of the leading professions in our modern world. The curriculum offers the basic skills and knowledge of computer based information systems, with special emphasis on business applications, maintaining a proper balance between general and professional education. This short term career enables the student to make a prompt incorporation to the labor force. The following objectives underline the conceptual basis of this program.

Program Objectives

1. Provide the students with the knowledge necessary to obtain employment at a professional level in the area of Computer Programming that will allow him to collaborate effectively with professionals in areas such as computer programming, data communications, analysis and system design, quality control, computer sales, managerial and others.
2. Develop skills in areas related to computer programming such as analysis, testing, system documentation and other areas.
3. Strengthen the student's abilities in the use of Spanish as their native language, English as a second language, business administration and mathematics, setting the general educational basis for easy communication and to act with confidence in the professional environment.
4. Develop in the student a conscientious attitude towards professional responsibility in whatever field he is performing, and to society in general.

Alumni Profile

The program transforms a student to a capable professional with the ability to contribute to the solution of common business situations. The graduate will be able to work in different scenarios and have the knowledge necessary to handle it.

This professional can recommend highly technical solutions without loose the perspective of the impact of this to the society and culture. He/She will apply the respect to social environment as part of the social-humanistic formation received.

The professional in the information system area can handle the following activities:

1. Analyze, design, develop, implement, evaluate and modify solutions in the information system area.
2. Update the solutions according to the internal and external organizational changes and to the new technology.
3. Develop and manage information system projects.
4. Consider the human, social and organizational aspects, related with implementation of information system projects, related with implementation of information system projects for effective and efficient solutions.
5. Effective performance in team work.
6. Effective oral and written communication in English and Spanish.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Computer Programming must complete the minimum course requirements of 71 credits as outlined in the following program of study and reach at completion a 2.00 G.P.A. minimum on both the general and specialization courses.

Major

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
ACC 2114	Introduction to Accounting II	4
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations	3
PRO 1110	Computer and Information Systems	3
PRO 2212	Systems Analysis and Design	3
SIC 1103	Programming Logic	3
SIC 2400	Databases	3
SIC 2280	Computer Hardware & Troubleshooting	3
SIC 3375	Computer Communications and Networks	3
SIC 3395	Visual Programming with Basic	3
STA 3207	Statistics I	3
SIC 2235	Phython Programming	3
	Total	**41**

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1101	Western Civilization I	3
MAT 2301	Algebra	3
SOC 1101	Social Sciences I	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
	Total	**21**

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Electives	Electives	6
	Total	**9**

Associate Degree in Business Administration

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Business Administration

Credential Level: Academic Associate Degree

Program length in credit hours: 68

Program Description

The program meets the interests of students that prefer short term professional studies. They can obtain the basic skills and knowledge in the Business Administration field that enhances a prompt incorporation to the labor force. Its curriculum strives to maintain a proper balance between general and professional education.

Program Objectives

1. Develop in the student the ability and basic knowledge needed to obtain employment at the professional level in the area of business administration. This type of preparation will allow the student to collaborate effectively with professionals such as administrators, accountants, economists and financiers.
2. Strengthen the student's abilities in the use of Spanish as the native language and English as the second language in addition to a well-rounded knowledge of mathematics.
3. Develop the student's awareness of his or her responsibilities toward the profession and the society in the field selected.
4. Develop the student's awareness of the need for professional improvement and self-development through education.

Alumni Profile

Upon completion of their studies in the Associate Degree in Business Administration the alumni is prepared to:

1. Collaborate efficiently with professionals like managers, accountants and economists, among others, in the development of more effective solutions for the organization for which they work.
2. Apply mathematical reasoning skills.

3. Express their points of view to peers and clients in a framework of respect and tolerance in Spanish and English.
4. Apply ethical and humanistic values related to the administration of businesses.
5. Apply the human behavioral sciences and of work in groups to labor and conflict situations.
6. Know the history and evolution of the technology they manage and the applications required to transfer and communicate ideas clearly and precisely, by using the technology and the concepts learned through their classroom experience.
7. Show working knowledge of the management tasks.
8. Continue higher studies in areas related to business administration.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Business Administration must complete the minimum course requirements of 68 credits as outlined in the following program of study and reach at completion a 2.00 G.P.A. minimum on both the general and specialization courses.

Major

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
ACC 2114	Introduction to Accounting II	4
BA 1110	Organizational Behavior	3
BA 1313	Administrative Theory	3
BA 2301	Business Law	3
BA 2321	Human Resources Administration	3
ECO 2101	Economics I	3
FIN 2105	Business Finance	3
MAT 1111	Business Mathematics	3
STA 3207	Statistics I	3
	Total	**32**

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1101	Western Civilization I	3
MAT 2301	Algebra	3
MAT 3302	Pre-Calculus	3
PRO 1101	Computer Operations	3
SOC 1101	Social Sciences I	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
	Total	**27**

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
NAT SC 1	Elective (Natural Science)	3
Electives	Electives	3
	Total	**9**

Associate Degree in Office Administration

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Office Administration

Credential Level: Academic Associate Degree

Program length in credit hours: 68

Program Description

The principal purpose of the education requirements for the Office Administration Program is to provide the experiences necessary for effective citizenship, a satisfactory personal life, and a general background in the field of business and office administration. The student is carefully trained to possess the knowledge and skills necessary to compete in a global economy. Emphasis is given to office automation technologies and word/information processing to insure that students acquire a productive employment in our challenging economy. Human relations are stressed as a means to insure the students' professional performance. The following objectives underline the conceptual development of the subject matter:

Program Objectives

1. Develop knowledge, skills and basic techniques that will enable students to fulfill effectively the duties of an administrative assistant, both in the private sector and in government.
2. Develop in the student desirable work habits and attitudes which will enable them to adjust effectively to the working environment of an office.
3. Enhance participation in socio-cultural activities that will encourage growth as individuals that will develop desirable habits for proper use of leisure time.
4. Provide intensive practice in the operation of office machines and equipment such as computers with word processing software, and equipment that will assist the students in carrying out their administrative secretarial duties successfully.
5. Develop the correct use of language: punctuation and orthography in transcription. Encourage the use of the dictionary.
6. Develop knowledge in different filing systems and underline the importance of good organization for easy access to needed information.
7. Familiarize the student with the services, benefits and responsibilities that will affect them in the business world through an internship that will properly provide for their transition to the professional world. Also, train the student for a broader cluster of occupations.

8. Develop those basic skills and abilities that will enable them to continue advanced studies in the field of administrative secretarial sciences.

Alumni Profile

The graduated student of the Associate Degree in Office Administration when completed his academic preparation will be capable to:

1. Apply the skills and basic techniques to produce an effective and professional performance as administrative assistant, both in the private and government sector.
2. Operate office equipment efficiently, such as: computers, photocopies, fax machine, switchboard, dictaphone machine, calculators, and others.
    a. Type texts in computer with accuracy and precision.
    b. Demonstrate ability in the use of different application programs, such as: word processing, spreadsheet, electronic presentations, data base, electronic agenda, and graphic designs, among others.
    c. Utilize both languages, English and Spanish, written and oral.
    d. Demonstrate knowledge of handling the information through electronic media.
    e. Apply fundamental practices and principles of accounting.
    f. Administrate office documents with accuracy and correctly.
3. Knowledge of their duties and responsibilities as administrative assistant.
    a. Operate with responsibility the office equipment.
    b. Use appropriate reference manuals in the redaction of different commercial documents.
    c. Demonstrate ability to use rules of the language correctly: punctuation, accentuation, orthographic and word division.
    d. Demonstrate good work habits to obtain greater efficiency and productivity in the office, among others.
4. Exhibit desirable personal attitudes and characteristics that will permit them to effectively cope in commercial, social and educative environments.
5. Demonstrate indispensable habits of work such as: initiative, responsibility, confidentiality, promptness and neatness that allow the student development with effectiveness and security in the work atmosphere.
6. Understand that, as social entities, they must responsibly assume its rolls in other scopes such as: politicians, social, civic, cultural, among others.
7. Develop those abilities and skills that enable it to continue advanced studies of the Office Administration and Business Administration fields.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Office Administration must complete the minimum course requirements of 68 credits as outlined in the following program of study and reach at completion a 2.00 G.P.A. minimum on both the general and specialization courses.

Major

Code	Course Name	Credit Hours
ADO 1101	Keyboarding and its Applications	3
ADO 1114	Document Production	3
ADO 1130	Spanish Speed Writing	3
ADO 1141	Records Management	3
ADO 2216	Processing and Digitalization of Legal Documents	3
ADO 2220	Billing and Document Management in the Medical Office	3
ADO 2222	Creation and Management of Electronic	3
ADO 2250	Office Equipment Management	3
ADO 2261	Office Administration and Human Relations	3
ADO 2271	Accounting Procedures	3
ADO 3213	Business Document Procedures	3
ADO 3282	Practicum	2
BA 1313	Administrative Theory	3
ENG 3201	Business English I	3
MAT 1111	Business Mathematics	3
SPA 3201	Business Spanish I	3
	Total	**47**

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
HUM 1101	Western Civilization I	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
	Total	**18**

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
	Total	**3**

Associate Degree in Medical Emergencies Technology

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Medical Emergencies Technology

Credential Level: Academic Associate Degree

Program length in credit hours: 74

Program Description

The Associate Degree in Medical Emergencies Technology prepares the student in advanced pre-hospital care. It is based on the recommendation of the United States Department of Transportation National Paramedic Training Curriculum. The student acquires the skills and knowledge in this areas of Pre-hospital Environment and the basics of advance pre-hospital care, Preparatory Information on emergency medical care, Advance Cardiovascular Emergencies, Respiratory Emergencies, Pharmacology, Obstetrical and Gynecological Emergencies, Prenatal and Pediatric Emergencies, Internal Medical Emergencies, Trauma Emergencies and Communication. After the student has fulfilled the required courses he/she attends the Medical Emergencies Practicum.

Program Goal

This program is structured to prepare the students with the knowledge and skills to assume the responsibilities in those cases where human beings are in medical emergencies situations.

Program Objectives

1. Develop in the students the knowledge, skills, and attitudes that will qualify them to offer immediate help during an emergency.
2. Provide workshops that will qualify the student to professionally carry out the following tasks:
    a. Evaluate, diagnose, and manage a medical emergency.
    b. Work under the direct supervision of a doctor.
    c. Work with other health professionals.
    d. Assist the patient immediately and efficiently.
    e. Control the scene of an accident.
    f. Rescue and prepare the patient for transportation.
    g. Demonstrate clinical competencies in an emergency by using critical thought.
    h. Demonstrate the possession of moral-ethical values and knowledge of the legal aspects of the profession.
    i. Participate as an active member of the health team in the care of a patient.
    j. Assume responsibility for their professional development.

Alumni Profile

Upon completion of their studies in Associate Degree in Medical Emergencies Technology the alumni is prepared to:

1. Exhibit positive attitudes towards the profession of Medical Emergencies applying humanistic knowledge in the maintenance and preservation of the social welfare, human health and dignity.
2. Apply ethical and legal knowledge and of cultural diversity in the exercise of his profession.
3. Evaluate, diagnose and manage a medical emergency quickly and efficiently.
4. Collaborate and show skills to interact and communicate appropriately with patients, parents, members of the health team and public security.
5. Utilize and apply the basic and advance protocols in the support and maintenance of the life of trauma and internal medicine patients, as a tool for making decisions and solving problems to offer a quality and secure care in the scenario of an emergency.
6. Evaluate, identify, interpret, transmit evaluations and set priorities for the treatment and transportation of the patient rapidly, safe and efficiently, taking into consideration the diverse transportation means.
7. Show skills for written, verbal, nonverbal and technological communication to gather, interpret and organize data using medical terminology quantitatively and qualitatively.
8. Show a positive attitude towards the research and actualization for information related to his professional growth so as to keep himself on the vanguard side of the new advances of his profession.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Medical Emergencies Technology must complete the minimum course requirements of 74 credits as outlined below, and reach at completion a 2.50 G.P.A. minimum on both the general and specialization courses; and pass all major courses with a minimum grade of C including all core courses.

License Requirements: According to the Law 310 of December 2002, the Puerto Rico Health Department requires that, after fulfilling the degree requirements, the Medical Emergencies Technology student applies and approves the board exam in order to enter the work field.

Major

Code	Course Name	Credit Hours
MET 1101	Fundamentals of Medical Emergencies	3
MET 2110	Communication, Extrication and Rescue	3
MET 2130	Pathophysiology of shock, fluids and Pharmacology	3
MET 2201	Respiratory System Emergencies	3
MET 2230	Traumatic Emergencies	3
MET 3102	Internal Medical Emergencies	3
MET 3202	Pediatric Patient Emergencies	3
MET 3207	Cardiovascular Emergencies	3
MET 3210	Gynecological and Prenatal Emergencies	3
MET 3213	Medical Emergencies Practice	6
	Total	**33**
* These courses should be approved at least with “C”.		

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
*HUM 1101	Western Civilization I	3
*HUM 1102	Western Civilization II	3
LSPR 1101	Sign Language	3
PRO 1101	Computer Operations	3
PSY 1101	Introduction to Human Behavior	3
SPA 1101	Spanish I	3
SPA 1012	Spanish II	3
*SOC 1101	Social Sciences I	3
*SOC 1102	Social Sciences II	3
	Total	**33**
*The student will select six (6) credits from this list of courses.		

Core

Code	Course Name	Credit Hours
BIO 1201	Human Anatomy and Physiology I	4
BIO 1202	Human Anatomy and Physiology II	4
MAT 1113	Mathematics for the Health Professional I	3
	Total	**11**

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
	Total	**3**

Associate Degree in Nursing

Program Offered in Hato Rey and San Sebastián Campuses; Humacao and Manatí Additional Locations (50%)

Discipline: Nursing

Credential Level: Academic Associate Degree

Program Length in credit hours: 72

Program Description

The Nursing Program prepares the student to play the role of the nursing professional who partakes and collaborates of the services provided to the patient, their family, and the community. The program includes courses in health sciences, which provide for the acquisition of knowledge and skills to assist patients during their illness and/or rehabilitation processes, in order to promote and maintain the human health.

Program Objectives

1. Develop the fundamental skills and knowledge of the graduate so he will apply them to the caring of their patient, family, and the community.
2. Develop in the graduates positive attitudes and values towards the nursing profession.
3. Develop in the graduate the skills and knowledge necessary to help preserve or maintain the physical and mental health of his or her patient by applying a holistic approach.
4. Develop in the graduate the essential skills and knowledge to develop the continuous desire to search the truth and to keep ahead in all new knowledge related to nursing.
5. Develop a professional who advances in a multicultural environment by exercising their professional role.

Alumni Profile

Upon completion of their studies in the Associate Degree in Nursing, the alumni is prepared to:

1. Apply the nursing process methodology and theories of the discipline, to develop and implement nursing care plans and assess the client's goals.
2. Apply knowledge in holistic care of individual, family, and community considering several of life cycle processes stages in the continuum health-disease process.
3. Report and communicate client, family and community information to provide continuity and safety care.
4. Intercede to defend and protect the lives and dignity of the individual.
5. Take decisions that are consistent with professional standards of practice, policy, procedures and current laws.
6. Develop, implements, and evaluates nursing teachings plans based on client's needs.

7. Apply knowledge and skills to assist in the modification of the nursing care provided to the client, family or community.
8. Actively participate in local, regional, national and international organizations that promote the development of the profession.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Nursing must complete the minimum course requirements of 72 credits as outlined in the following curriculum and reach at completion a 2.50 G.P.A. minimum on both the general and specialization courses; and pass all major courses with a minimum grade of C, including all core courses.

License Requirements: According to Puerto Rico's Law 9 established in 1987, all graduate students from a Nursing Program must pass the Examination Board Test offered by the "*Junta Examinadora de Enfermeros de Puerto Rico"* in order to legally practice nursing in Puerto Rico.

Major

Code	Course Name	Credit Hours
NUR 1001	Fundamentals of Nursing	3
NUR 1104	Mother and Infant Care	3
NUR 1115	Posology for Nursing	2
NUR 1140	Pharmacology in Nursing	3
NUR 1301	Practice of Fundamentals of Nursing	2
NUR 1304	Clinical Practice Mother and Infant Care	2
NUR 2206	Child and Adolescent Care	3
NUR 2306	Clinical Practice Child and Adolescent Care	2
NUR 2208	Mental Health and Mental Dysfunction	3
NUR 2308	Clinical Practice Mental Health and Mental Dysfunction	2
NUR 2210	Adult Care in Sickness Situations I	3
NUR 2310	Clinical Practice Adult Care in Sickness Situations I	2
NUR 2220	Adult Care in Sickness Situations II	3
NUR 2320	Clinical Practice Adult Care in Sickness Situations II	2
NUR 2260	Nursing Seminar	1
	Total	**36**

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
ENG 1101	English I	3
ENG 1102	English II	3
PSY 1101	Introduction to Human Behavior	3
SOC 1101 HUM 1101	Socio-humanistic Component. Student must complete one of these two courses.	3
	Total	**18**

Core

Code	Course Name	Credit Hours
BIO 1201	Human Anatomy and Physiology I	4
BIO 1202	Human Anatomy and Physiology II	4
BIO 2203	Fundaments of Microbiology	4
	Total	**12**

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
PRO 1101	Computer Operations	3
	Total	**6**

Associate Degree in Pharmacy Technician

Program Offered in San Sebastián Campus

Discipline: Pharmacy Technician

Credential Level: Academic Associate Degree

Program Length in credit hours: 72

Program Description

The Pharmacy Technician Program prepares the student to work under the supervision of a registered pharmacist according to the disposition of the Puerto Rico Pharmacy Law. Graduates from our university will have the competencies necessary for them to take the *Reválida de Auxiliar de Farmacia de Puerto Rico* (Puerto Rico Pharmacy Technician Board Examination) and obtain their license according to the law. The students will complete their practice in a pharmacy certified by the *Junta de Farmacia de Puerto Rico* (Puerto Rico Pharmacy Board) and under the supervision of a registered pharmacist.

Program Objectives

1. Develop skills, knowledge, and attitudes that will enable the student to work as a Pharmacist Technician.
2. Prepare the student to process and dispatch prescriptions both manually and technologically according to the laws established by the *Junta de Farmacia* (Pharmacy Board).
3. Prepare the student to work under the supervision of a registered pharmacist in a community, chain, or hospital pharmacy.

Alumni Profile

The Associate Degree in Pharmacy Technician alumni has the knowledge and skills that qualifies them to perform the tasks that are conducted in a pharmacy and places for the distribution of prescriptions and other related products.

Upon completion of their studies in Associate Degree in Pharmacy Technician the alumni is prepared to:

1. Have the knowledge and skills necessary to perform mathematical calculations related to the pharmacy field.

2. Master the pharmaceutical terminology.
3. Apply the principles that govern effective communication.
4. Show scientific objectivity.
5. Know and apply security measures in the performance of their duties.
6. Utilize manual and technological methods in the processing and dispatch of prescriptions.
7. Be an analytical and critical professional.
8. Have a sense of responsibility, leadership and the capacity for team work.
9. Utilize and maintain in adequate conditions the equipment and the work areas.
10. Prepare solutions and simple syrups.
11. Conduct requests for the authorization to dispatch prescriptions through medical plans.
12. Carry-out inventories.
13. Prepare the space and distribute the equipment according to the needs of the pharmacy.
14. Identify human body systems and the more common drugs affecting them.
15. Identify medicines by their generic name and their side effects.
16. Apply basic marketing and administration principles to the pharmacy field.
17. Know and obey the laws and regulations that govern the pharmacy practice in Puerto Rico.
18. Contribute to the development of their social environment and their country.
19. Know the techniques for the operation of a community pharmacy.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Pharmacy Technician must complete the minimum course requirements of 72 credits as outlined in the following curriculum, reach at completion a 2.50 G.P.A. minimum on both the general and specialization courses; pass all major courses with a minimum grade of C including all core courses; and have completed 800 hours of Pharmacy Technician practice in a cooperative community, chain, or hospital pharmacy with an authorized preceptor.

License Requirements: According to Law 282 established in 1945, the Pharmacy Technician candidates are required to complete training and to pass the "*Junta Examinadora de Farmacia de Puerto Rico"* (Puerto Rico Pharmacy Technician Board Examination) board test in order to legally work as such in Puerto Rico.

Major

Code	Course Name	Credit Hours
APH 1101	Pharmacy Fundamentals	3
APH 1120	Medical and Pharmaceutical Technology	3
APH 1130	Pharmacognosia	3
APH 1240	Ethics, Laws and Regulations In Pharmacy Administration	3
APH 2115	Prescription and Non-Prescription Medications	3
APH 2240	Community and Hospital Pharmacy	3
APH 2250	Pharmaceutical Posology	3
APH 3110	Pre-Internship	1
APH 3211	Internship I	3
APH 3212	Internship II	3
CHE 2210	Pharmaceutical Chemistry	4
MAT 1220	Pharmaceutical Mathematics	3
	Total	**35**

Core

Code	Course Name	Credit Hours
BIO 1211	Fundamentals of Physiology and Pharmacology I	3
BIO 1212	Fundamentals of Physiology and Pharmacology II	3
MAT 1113	Mathematics for the Health Professional	3
	Total	**9**

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
PRO 1101	Computer Operations	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
CHE 1163	General Chemistry	4
HUM 1101*	Western Civilizations I	3
HUM 1102*	Western Civilizations II	3
SOC 1101*	Social Sciences I	3
SOC 1102*	Social Sciences II	3
	Total	**25**
*The student has the option of choosing six (6) credits from this list of courses.		

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
	Total	**3**

Associate Degree in Physical Therapy Technology

Program Offered in Hato Rey and San Sebastián Campuses; Humacao and Manatí Additional Locations (50%)

Discipline: Physical Therapy

Academic Level: Associate Degree

Program Length in credit hours: 74

Program Description

The Associate Degree in Physical Therapy Technology prepares the student to function as a Physical Therapy Assistant, who will serve as the health care provider that assists the Physical Therapist in providing the Physical Therapy services. He works under the supervision and direction of a Physical Therapist dully licensed by the Physical Therapists Examination Board. The work done by the Physical Therapy Assistant will not include those complex procedures that require grater specialization, nor patient clinical evaluations or the planning or evaluations of the patient treatment.

As part of the requirements to earn the Associate Degree in Physical Therapy Technology, the student must complete three clinical practices comprising 460 hours of clinical experience. The first one is TAS 2209, Introduction to Clinical Practice in Physical Therapy, taken during the second semester of the first year of studies (60 hours). The second is TAS 2211, Clinical Practice I, taken during the summer session of the first year (200 hours). The third is TAS 2312, Clinical Practice II, taken during the summer session of the second year (200 hours). It is important that the students make the necessary adjustments to complete these practical experiences. These will take place during daytime.

Program Objectives

1. Provide the educational opportunities needed for the development of the knowledge and skills indispensable to ensure the professional success of the students.
2. Strike a balance between the theoretical and practical aspects that comprise the study for Physical Therapy Assistant.
3. Satisfy the demand for undergraduate programs in the field of health in general and Physical Therapy in particular.
4. Capacitate students for professional responsibility and participation in the search for theoretical and clinical alternatives to the solution of health problems for the individual, the family and the community, in tandem with the health services rendered.

5. Facilitate the availability of all the human resources, fiscal, and Institutional infrastructure, required by the program in its diverse stages of development.
6. Ensure society about the preparation of Physical Therapy Assistant professionals committed to the ethical and moral principles that form the framework of the program as established by the Physical Therapist Examination Board.
7. Capacitate and prepare our students with the skills and updated knowledge needed to integrate the interdisciplinary health team as Physical Therapist Assistant.
8. Capacitate and prepare Physical Therapists Assistants that could administer health services of the highest quality in the field of Physical Therapy in a holistic fashion integrating the physical, social, emotional, economic and cultural.
9. Capacitate and prepare the Physical Therapy Assistants with the skills for written communication, verbal and non-verbal language needed to document clinical expedients and to maintain an effective communication with their work team, academic faculty and fellow students.
10. Capacitate and prepare our students to comply with and maintain professional requirements to practice their profession in Puerto Rico and in the United States.
11. Capacitate and prepare our students to be able to practice their profession in an ethical way, legally and safely so as to comply with the laws and regulations established for Physical therapy in Puerto Rico and abroad.
12. Maintain an Academic Faculty up to date in their profession and the related technological advancements.
13. Develop and keep up excellence in the clinical education program, together with the best clinical practice centers de Puerto Rico.
14. Gain Accreditation from the “Commission on Accreditation in Physical Therapy Association”.

Alumni Profile

Upon completion of their studies in the Associate Degree in Physical Therapy Technology, the alumni are prepared to:

1. Know the standards and laws that govern the practice and functions of the Physical Therapy Assistant.
2. Use medical terminology related to the field of physical therapy.
3. Demonstrate an ethical and legal behavior, social and humanistic values like tolerance, empathy, and respect for diversity and sensitivity to physical conditions that incapacitate.
4. Apply the knowledge of the body anatomy in the treatment of diverse pathologies in accordance with the dysfunction shown by the patient.
5. Have the management of the patients when applying diverse therapeutic modalities both technological and manual.
6. Integrate theoretical concepts and apply them in real or simulated scenarios in accordance with the physical dysfunction.
7. Apply the diverse treatment modalities to the patient observing the necessary security measures.

8. Use critical thinking in the analysis of the incapacitating conditions of the patient and the identification of the therapies, exercises or therapy massages necessary for his or her condition under the supervision of a licensed physical therapist.
9. Communicate effectively with the patient, the physical therapist and the other members of the health care team.
10. Master the communication skills, in Spanish and English, in the documentation of the patient in compliance with state and federal related laws.
11. Commit with the continuous development updating his or her knowledge and skills to the benefit of the health and welfare of patients.

Program of Study

Program Requirements: The candidate for the Associate Degree in Physical Therapy Technology must complete a minimum of 74 credits as outlined in the following curriculum and reach at completion a 2.50 G.P.A. minimum on both the general and specialization courses.
Pass all major courses with a minimum grade of C including all core courses, except those specialty courses labeled with an (**) that must be approved with a minimum of B.

Pursuant Law Number 114 of June 23 1962, as amended, all students graduating from this program, must approve a board exam administered by the Physical Therapists Examination Board of Puerto in order to practice this profession.

Major

Code	Course Name	Credit Hours
TAS 1101	Introduction to Physical Therapy	3
TAS 1103	Kinesiology	4
TAS 1105	Physical Dysfunction	3
TAS 1110	Hospital Techniques in Physical Therapy	2
TAS 1113	Thermal Therapy and Electrical Therapy	4
TAS 2202	Therapeutic Massage	3
TAS 2205	Therapeutic Exercises	4
TAS 2207	Psychology of Sickness in Physical Therapy	3
**TAS 2209	Introduction to Clinical Practice in Physical Therapy	2
**TAS 2211	Clinical Practice I	2
TAS 2213	Application of Physical Therapy to Physical Dysfunction	4
TAS 2216	Patient Management for Daily Living	3
**TAS 2312	Clinical Practice II	2
	Total	**39**
**These courses require B as minimum grade.		

Core

Code	Course Name	Credit Hours
BIO 1201	Human Anatomy and Physiology I	4
BIO 1202	Human Anatomy and Physiology II	4
MAT 1113	Mathematics for the Health Professional	3
	Total	**11**

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
ENG 1101	English I	3
ENG 1102	English II	3
*HUM 1101	Western Civilization I	3
*SOC 1101	Social Sciences I	3
PSY 1101	Introduction to Human Behavior	3
PRO 1101	Computer Operation I	3
VUE 1101	Successful University Life	3
	Total	**24**
* Students select three (3) credits in this list.		

Associate Degree in Digital Fashion Design

Program Offered in Hato Rey Campus; Humacao and Manatí Additional Locations (50%)

Discipline: Design

Credential Level: Academic Associate Degree

Program length in credit hours: 77

Program Description

Education, fashion and technology are in accelerated and continuous growth thus providing for an opportunity to develop an educational program integrating technology with fashion design. The program offers technological know-how in creative fashion design using the computer as a medium.

Program Goals

1. Prepare competent professionals in digital fashion design.
2. Satisfy development needs in the fashion industry of Puerto Rico.
3. Develop individuals who can organize and administer businesses related to the fashion industry.
4. Sponsor an innovative educational alternative that promotes the development of an integral person through excellence in teaching.

Program Objectives

1. Plan fashion design concepts.
2. Have knowledge of basic elements in fashion design.
3. Evaluate and apply basic principles in quality design.
4. Have knowledge on the use of computerized equipment
5. Create and edit designs using computerized instruments
6. Develop an analogue reproduction applying it to a digital application.

Alumni Profile

A student graduated from the Associate Degree in Digital Fashion Design is a fashion designer with highly developed technological skills. The student will be able to:

1. Design fashion.
2. Assist a fashion designer.
3. Apply his technological design knowledge to create illustrations, flats and patterns.
4. Assist in the promotion and marketing of fashion.
5. Produce a collection.
6. Demonstrate basic general education competencies such as appropriate use of language communication, critical thinking, information technology, and computer technology, among others.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Digital Fashion Design must complete the minimum course requirements of 83 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
DMD 1001	Sewing I	3
DMD 1202	Fashion Illustration	4
DMD 1203	Fashion Design I	3
DMD 2001	Patterns I	3
DMD 2002	Patterns II	3
DMD 2003	Draping I	3
DMD 2004	Draping II	3
DMD 2203	Fashion Design II	3
DMD 2301	Spec and Technical Flats	3
DMD 2302	Fashion Digital Image Design	3
DMD 3201	Collection Development and Construction	4
	Total	**35**

Information Systems

Code	Course Name	Credit Hours
MAT 1101	Basic Mathematics	3
PRO 1101	Computer Operations	3
BADD 1101	Introduction to Digital Design	3
BADD1102	Digital Ilustrations	3
BADD2102	Digital Design II	3
BA 1313	Administrative Theory	3
	Total	**18**

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
ENG 1101	English I	3
*HUM 1101	Western Civilizations I	3
*SOC 1101	Social Sciences I	3
ART 1101	Art Appreciation	3
HUM 1110	History of Society and its Culture	3
	Total	**15**
* Students select three (3) credits in this list.		

Electives

Code	Course Name	Credit Hours
*DMD 2005	Beading	3
*DMD 2006	Textiles	3
*DMD 2007	Fashion and Show Production	3
*SIID 3104	Typographic Composition	3
*SIID 3201	Basic Digital Diagramming	3
	Total	**6**
* Students select six (6) credits in electives.		

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
	Total	**3**

Associate Degree in Arts
Major in Interior Design and Decoration

Program Offered in Hato Rey Campus

Discipline: Design

Credential Level: Academic Associate Degree

Program length in credit hours: 86

Program Description

A program in the applied visual arts that prepares individuals to apply artistic principles and techniques to the professional planning, designing, equipping, and furnishing of residential and commercial interior spaces. Includes instruction in computer applications, drafting, and graphic techniques; principles of interior lighting and color coordination; furniture and furnishings; textiles and their finishing; the history of interior design and period styles.

Program Objectives

1. Encourage the development of values, communication and leadership skills that enable students to design and decorate a variety of environments.
2. Develop technology skills that enable the development of two and three dimensional drawings of interior spaces
3. Apply the elements and principles governing the interior design and decoration, and articulate the functionality and harmony within a successful design or decorative composition, both residential and commercial.
4. Develop, design and implement effective programming of design and decoration, to create functional and aesthetic spaces, in order to increase productivity, protection, health, safety and welfare of users.
5. Maximum use of the intellectual and socio-cultural human being to promote the design and decoration successfully.
6. Demonstrate the skills and meet the qualifications required by law to validate and exercise the profession of Interior Design - Decoration.

Alumni Profile

Graduates of the Associate Degree in Interior Design - Decoration consider themselves professionals with skills, attitudes and general knowledge of interior design and decoration. After completing their studies, the graduates will be able to:

1. Meet the requirements established by law and apply the ethical and legal principles that govern the practice and profession of the interior designer-decorator.
2. Select and create the design and decor suitable for the needs of customers.
3. Administration and practice of their profession, from preparation of proposals for services, cost estimates and contracts.
4. Work in a variety of industries such as:
    - Residential Interior Designer – Decorator
    - Commercial Interior Designer - Decorator
    - Space Planner
    - Product Specifier and Buyer

Program of Study

Degree Requirements: Candidates for the Associate Degree in Arts, Major in Interior Design and Decoration must complete the minimum course requirements of 86 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and major courses.

Major

Code	Course Name	Credit Hours
ART 2221	Art in Puerto Rico	3
DEC 1102	Fundamentals of Design	4
DEC 2105	Interior Materials	4
DEC 2113	Lighting Systems and Techniques	2
DEC 2205	Historical Styles I	3
DEC 2209	Historical Styles II	3
DEC 2225	Decorative Arts	2
DIS 1305	Presentation Techniques and the Concept of Design	3
DIS 2306	Perspective and Rendering	4
DIS 2309	Residential Design I	4
DIS 2313	Residential Design II	4
DIS 2318	Introduction to Computer Aid Drawing	3
DIS 2321	Commercial Design I	4
DIS 2329	Introduction to Landscape Design	2
DIS 2501	Administration and Practice of the Profession	2
	Total	**47**

Core

Code	Course Name	Credit Hours
ART 1101	Art Appreciation	3
ART 2213	Art History I	3
ART 2217	Art History II	3
BA 1313	Administrative Theory	3
DIS 1301	Basic Drawing	4
	Total	**16**

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
ENG 1101	English I	3
* HUM 1101	Western Civilizations I	3
* HUM 1102	Western Civilizations II	3
* SOC 1101	Social Sciences I	3
* SOC 1102	Social Sciences II	3
MAT 11101	Basic Mathematics	3
PRO 1101	Computer Operations	3
PSY 2401	Space – Materials – Sensations	2
	Total	**20**
* Students select six (6) credits in this list.		

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	**3**
	Total	**3**

Associate Degree in Arts in Digital Design

Program Offered in Hato Rey Campus

Discipline: Design

Credential Level: Academic Associate Degree

Program length in credit hours: 74

Program Description

The Associate Degree in Arts in Digital Design develops professionals within the field of visual communication and digital design. It prepares the student in the areas of print, web, and multimedia design by using specialized softwares, which are the main tools for this type of work.

Program Objectives

1. Identify potential communication problems and develop visual responses to it.
2. Analyze, investigate, and generate creative solutions, as required by the customer.
3. Identify social and cultural contexts.
4. Apply various tools, software, and technologies for the conception and development of design projects.

Alumni Profile

Upon completion of their studies in the Associate Degree in Arts in Digital Design, the alumni are prepared to:

1. Develop sketches, designs, and publications for print and digital media through the use of specialized software.
2. Make appropriate use of visual elements such as color, shape, images, illustrations, and typography, as part a design.
3. Develop, program, and design a web page.
4. Develop audiovisual projects using 2D animations.
5. Show extensive knowledge in the use of tools and technologies within the scope of multimedia, applicable for design and visual communication.
6. Identify communication problems and offer appropriate solutions through graphic design.
7. Demonstrate basic skills such as proper use of communication tools, planning, organization of time, problem identification, and provide solution alternatives.
8. Demonstrate basic skills, such as: reflective and critical thinking, information and computer technology, commitment to the socio-cultural setting, value and respect for

diversity and multiculturalism, commitment to the preservation of the environment, ability to work autonomously, empathy, self-confidence and ability to encourage the development of others, initiative, drive towards achievement and adaptability, capacity for teamwork, commitment, ethics, and social responsibility.

9. Demonstrate basic systemic skills such as the ability to apply knowledge of the study area within the practice of their profession, research capacity, work towards common goals in order to make decisions (leadership), and formulate and manage projects.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Arts in Digital Design, must complete the minimum course requirements of 74 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
BADD1101	Introduction to Digital Design I	3
BADD1102	Digital Illustration	3
BADD2101	Typographic Design	3
BADD2102	Digital Design II	3
BADD2103	2D Animation	3
BADD2201	Editorial Design	3
BADD3302	Web Design I	3
SIC1101	Web Page Development	3
	Total	**24**

Core

Code	Course Name	Credit Hours
BA1313	Administrative Theory	3
PRO1101	Computer Operations	3
PRO1110	Computers and Information Systems	3
SIC 2010	Networking Concepts and Diagnosis of Computerized Systems	3

Code	Course Name	Credit Hours
DIS1301	Basic Drawing	4
DEC1102	Fundamentals of Design	4
	Total	**20**

General Education

Code	Course Name	Credit Hours
ART1101	Art Appreciation	3
ENG1101	English I	3
ENG1102	English II	3
HUM1101	Western Civilization I	3
MAT1101	Basic Mathematics	3
PSY1101	Introduction to Human Behavior I	3
SOC1101	Social Sciences I	3
SPA1101	Spanish I	3
SPA1102	Spanish II	3
VUE1101	Successful University Life	3
	Total	**30**

Associate Degree in Biotechnology

Program Offered in Hato Rey Campus

Discipline: Health

Credential Level: Academic Associate Degree

Program length in credit hours: 62

Program Description

The Associate Degree in Biotechnology has the overall aim to prepare professionals capable of applying scientific knowledge, improving industrial competitiveness and maintaining sustainable development research.

Program Objectives

1. Design and plan scientific experiments
2. Run technical and/or biological experiments
3. Operate laboratory equipment or instrumentation
4. Analyze and document the results of their experiments
5. Solve problems using scientific techniques
6. Staying current in the profession

Alumni Profile

Upon completion of their studies in the Associate Degree in Biotechnology, the alumni are prepared to:

1. Know, respect and observe the laws governing the healthy exercise of their profession.
2. Possessing intellectual, physical, ethical, and social skills that encourage him to maintain the ideals that give an honest job basis.
3. Clearly distinguish their responsibility as a professional.
4. Perform efficiently laboratory equipment.
5. Demonstrate good attitude and knowledge to solve problems.
6. Keep informed about skills and techniques required by their profession.
7. Bring knowledge to their profession through scientific research.
8. Work individually and as a team.
9. Demonstrate basic skills such as the appropriate use of communication, planning and organizing time; identify, formulate and solve problems.

10. Demonstrate basic interpersonal skills such as reflective and critical thinking, information technology and computer technology, commitment to socio - cultural and historical, appreciation and respect for diversity and multiculturalism, commitment to the preservation of the environment, the ability to work autonomously, empathy, self-confidence and the ability to encourage the development of others, initiative, achievement motivation and adaptability, teamwork, ethical commitment, social responsibility and civic engagement .

11. Demonstrate basic skills such as the ability to apply knowledge in practice in laboratories, knowledge of the field of study and profession, research capacity to motivate and work toward common goals, leadership, decision making and manage projects.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Biotechnology, must complete the minimum course requirements of 62 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
BIO 1102	Introduction to Biology II	3
LB 1102	Laboratory Skills II	1
MAT 2401	Advance Precalculus	5
CHE 1165	Chemistry I	4
CHE 1166	Chemistry II	4
	Total	**17**

Core

Code	Course Name	Credit Hours
BIO 2207	General Microbiology	4
BIO 2155	Molecular Genetics	3
BIT 2250	Molecular Biotechnology	3
MAT 2501	Biostatics	3
BIT 2430	Biomanufacture	4
	Total	**17**

General Education

Code	Course Name	Credit Hours
BIO 1101	Introduction to Biology I	3
LB 1101	Laboratory Skills I	1
MAT 2301	Algebra	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
HUM 1105	Historical Development of Puerto Rico	3
ENG 1101	English I	3
ENG 1102	English II	3
PRO 1101	Computer Operations	3
VUE1101	Successful University Life	3
	Total	**28**

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:

AAA ####

Code	Comments
AAAA	Alphabetical code with a maximum of four letters
####	Four digit numerical code (eg. ACC 2113)

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 a preparatory course.
1	Refers to a course usually taken during the 1st year of the program. This type of course may not have prerequisites.
2	Refers to a course usually taken during the 2nd year. This type of course may have prerequisites.
3	Refers to a course usually taken during the 3rdyear of study. This type of course may have at least one prerequisite.
4	Refers to a course usually taken during the 4th year. This type of course may have more than one prerequisite.

Courses available in *Online modality* are identified with a computer icon at the beginning of the course description.

The subject matter codes are as follows:

Code	Subject
ACC	Accounting
ADO	Office Administration
APH	Pharmacy (Associate Degree)
ART	Arts
BA	Business Administration
BIO	Biology
CHE	Chemistry
DEC	Interior Design-Decoration
DIS	Interior Design-Decoration
DMD	Digital Fashion Design
ECO	Economics
ENG	English
FIN	Finance
HUM	Humanities
LSPR	Sign Language
SASE	Sexual Health
MAT	Mathematics
MET	Medical Emergencies
NUR	Nursing
PHA	Pharmacy (Certificate)
PHY	Physics
PRO	Computer Programming
PSY	Psychology / Human Behavior
SIC	Information Systems
SIID	Information Systems Digital Imaging
SIR	Networks
SOC	Social Sciences
SPA	Spanish
STA	Statistics
TAS	Physical Therapy Technology
VUE	Successful University Life

ACC 2113 Introduction To Accounting I
Four (4) credits 60 Hours
Prerequisite: MAT 1111
The course covers the meaning and purpose of accounting. Form classification and relationship of financial statements. The theory of debit and credit and of adjustments, accounting for individual proprietorship, promissory note and interest, special journal and ledger, reversing and closing entries, plant assets and inventories. Software applications are used for the solution of exercises and problems.

ACC 2114 Introduction to Accounting II
Four (4) credits 60 hours
Prerequisite:ACC 2113
The course examines principles, concepts and basic procedures of accounting within partnerships and corporations. In addition, students study financing aspects through bond issues and corporation investment. Inventory, intangible assets, and current liabilities are studied from the perspective of computation and valuation. Software applications are used for the solution of problems.

ACC 3200 Computerized Accounting
Three (3) credits 60 hours
Prerequisite: ACC 2114, PRO 1101
This course is designed to assist accountants, administrators and their employees in the management of accounting data and the preparation of financial reports through the use of the computer. This will facilitate the registration and maintenance of transactions of any company. Laboratory Included.

ACC 3213 Intermediate Accounting
Four (4) credits 60 hours
Prerequisite: ACC 2114
Includes financial accounting theory and recent developments in the accounting field. The development of accounting theory and practice for assets: cash investments, receivable inventories, natural resources, and plant assets. Accounting for equities, current and long term liabilities; prepaid capital; retained earnings, and analysis of financial statements.

ACC 3214 Intermediate Accounting II
Four (4) credits 60 hours
Prerequisite: ACC 3213
This course is about the discussion of the analysis, interpretation and application of the theory and practices of financial accounting through the study of problems related to claims made from creditors and stockholders. It includes literature related to pensions, leasing and effective flow statements.

ACC 3215 Cost Accounting
Three (3) credits 45 hours
Prerequisite: ACC 2114
Covers the study of theory and practice of the job process and standard cost methods. The minimum requirements for reporting cost of materials, labor and overhead to determine methods best suited to specific management objectives. The course is conducted with a managerial emphasis.

ACC 3217 Taxes of Puerto Rico
Three (3) credits 45 hours
Prerequisite: ACC 2114
The course is a study of Puerto Rico tax law, with special emphasis on the preparation of the income tax returns, analysis of tax returns, and some sample cases. The social security tax topic is also covered.

ACC 3310 Federal Tax Accounting
Three (3) credits 45 hours
Prerequisite: ACC 2114
The course studies the federal income tax law, with special emphasis on the individual as taxpayer. Includes the analysis of some selected problems, decisions, and important cases; concepts of gross income, deduction basis for non-taxable exchanges, and capital gains and losses.

ACC 3315 Managerial Accounting
Three (3) credits 45 hours
Prerequisite: ACC 2114
The managerial accounting course deals with the role of accounting in providing information to management for planning, control and decision making. Assets, liabilities, income determination, and budgeting will be studied.

ACC 4218 Auditing
Three (3) credits 45 hours
Prerequisite: ACC 3214
This course is designed for the integration of modern practices in auditing. Emphasis is given to the theory and philosophy of auditing, accounting systems, and internal control, generally accepted auditing standards, the role of professional ethics and the theory of evidence are discussed in the context of the course.

ACC 4330 Advanced Accounting
Three (3) credits 45 hours
Prerequisite: ACC 3214
Includes the study of theories and problems in accounting for partnership, corporations, real estate, branches, franchises, and business combinations. Includes establishment, income division, dissolution, consolidated statements and segment reporting.

ADO 1101 Keyboarding and Its Applications
Three (3) credits 60 hours
Prerequisite: None
This course contains the basic principles of touch typing with speed and accuracy using electronic equipment. Emphasis is given to the development of the basic skills and techniques, including good work habits.

ADO 1114 Document Production
Three (3) credits 60 hours
Prerequisite: ADO 1101
This course is designed to develop a higher level in keyboarding skills with speed and accuracy. Emphasis is given to speed and accurate production of business documents such as: letters, envelopes, memorandums, tables, drafts, and reports. It provides rules of punctuation to develop the language skills in document production techniques.

ADO 1130 Spanish speed writing
Three (3) credits 60 hours
Prerequisite: None
In this course the student will study the basic principles used to develop the skill in an abbreviated writing system using the Spanish language to write short abbreviated words, phrases and vocabulary. These principles will develop reading, writing, dictation and longhand transcription. Language and grammar rules will also be reinforced in order to describe correctly.

ADO 1141 Records Management
Three (3) credits 45 hours
Prerequisite: None
This course includes the application and practice of the filing principles, which will enable the student to use them according to the needs of the business firm. Emphasis is given to the filing rules related to the alphabetic, geographic, numerical and subject system. Practice on the classification, storage, and retrieval of documents is provided. The development of work habits required to perform the job with precision, promptness, and organization is also emphasized.

ADO 2132 Spanish Speed Writing Transcription
Three (3) credits 45 hours
Prerequisite: ADO 1114, 1131
In this course there is a complete review of the Abbreviated Writing principles and the language and typing skills are developed to its maximum. Emphasis is given to the development of speed and accuracy.

ADO 2216 Processing and Digitalization of Legal Documents
Three (3) credits 60 hours
Prerequisite: ADO 1114
Application to higher level in typing skill to a variety of legal documents. Produce quality work within a stipulated or reasonable period of time. Knowledge of the terms and legal procedures that will prepare students for employment in any of the specialized area.

ADO 2220 Billing and Document Management in the Medical Office
Three (3) credits 60 hours
Prerequisite: ADO 1114
In this course the student will produce medical documents using various computer programs for the office. Forms and claim document of medical service will be completed in class.

ADO 2222 Creation and Management of Electronic Documents
Three (3) credits 60 hours
Prerequisite: ADO 1114
This course will produce medical documents through the use of different office software. Medical service claims will be completed.

ADO 2252 Office Equipment Management
Three (3) credits 60 hours
Prerequisite: ADO 2222
The course is designed so that students learn to manage technological equipment currently used in the modern office. Also helps students acquire the skills needed to transcribe correctly using modern recording equipment. Emphasis is given to skills to transcribe recorded dictation, and producing precise and neat work. Students will be instructed in the following skills: punctuation, spelling and grammar, proofreading, listening, and decision making.

ADO 2261 Office Administration and Human Relations
Three (3) credits 45 hours
Prerequisite: None
This course provides students with the knowledge of procedure skills in preparing for an office career and administration activities. It develops the human relations skills needed to get along with employers, visitors and fellow workers.

ADO 2271 Accounting Procedures
Three (3) credits 45 hours
Prerequisite: MAT 1111
The course studies the nature of business accounting and the double entry framework as well as accounting procedures including journal transactions, posting to the ledger and subsidiaries, trial balance, and financial statements. Special journals and bank reconciliation, petty cash control systems, and payroll analysis are also studied.

ADO 3134 English Shorthand
Three (3) credits 60 hours
Prerequisite: ENG 1101

This course presents and applies principles and abbreviations of hand written and other special abbreviations. It was designed to provide the student with a fast and simple method to speed write. The development of speed in dictation and transcription is emphasized. Language and grammatical rules are reinforced.

ADO 3140 Electronic Information Management
Three (3) credits 60 hours
Prerequisite: ADO 1114

In this course the students will prepare different documents using the "Excel", "Access" and "Front Page" programs from Microsoft Office. Using the graphical applications of these programs they will create and edit presentations slides, graphics publications, and other office documents.

ADO 3213 Business Document Procedures
Three (3) credits 60 hours
Prerequisite: ADO 1114

Include the application of basic skills in complex reports with notations, graphics and columns, commercial proposals, itineraries, agendas, minutes, personal data sheets, business letters, memorandums and tabulation exercises. Emphasis its places on the production of tasks including skills in the solution of problems, decision making, and management of the printer to produce copies in an acceptable manner.

ADO 3230 Office Art Design
Three (3) credits 60 hours
Prerequisite: ADO 1114

In this course various types of office documents are created using the Microsoft Office programs: Word, Power Point, Publisher and Outlook. Using the graphical application of, these programs, they will create and edit presentations slides, graphics, publications and other office documents.

ADO 3233 English Speed Writing Transcription
Three (3) credits 60 hours
Prerequisite: ADO 3134, 1114

Advanced course that reinforces the principles of abbreviated writing, and the knowledge of managing the keyboard. Emphasis is given to the development of speed when taking dictation and transcription of documents in an acceptable manner. Review of language skills, such as: grammatical, vocabulary, and punctuation rules

ADO 3282 Practicum
Two (2) credits 60 hours
Prerequisites: ADO 1130, 1141, 2261, 3213
This course is designed for the student's development of the necessary skills to be successful, in a working environment. It integrates knowledge and skills acquired in the courses to a working experience. This course requires a periodical meeting with the professor.

ADO 4215 Medical Office Information Processing
Three (3) credits 60 hours
Prerequisite: ADO 1114
Application of higher levels of typing skills to a variety of documents and medical reports. Production of quality documents within a reasonable time limit. Knowledge of medical terms, and procedures that will enable the student to obtain a good job in this specialization field.

ADO 4216 Legal Office Information Processing
Three (3) credits 60 hours
Prerequisite: ADO 1114
This course refines the typing skills in the production of legal documents. The student will also know the terminology used today in the judicial area and legal proceedings in accordance to the valid laws of Puerto Rico.

ADO 4281 Internship
Three (3) credits 165 hours
Prerequisites: ADO 2261, 4215, 4216
This supervised on-the-job training provides learning experiences, which are relevant to the student's career development. This course serves to integrate and apply regular classroom teaching through work experience in cooperation with local business people, industry, and government. The professor will also offer a three-hour weekly seminar.

APH 1101 Pharmacy Fundamentals
Three (3) credits 45 hours
Prerequsite: None
During the development of this introductory course, students will study and analyze the history and evolution of pharmacy and the values and characteristics associated with the profession. The role of the Pharmacy Assistant will be defined and discussed, as will their duties, responsibilities and rights. The importance of communication in a pharmacy environment is emphasized as are the factors that intervene in human relations, their effects on efficiency and the organizational dynamic in the pharmacy. Included are the basic fundamentals of reading prescriptions, dosage, expiration, labeling and classification of medications.

APH 1120 Medical and Pharmaceutical Technology
Three (3) credits 45 hours
Prerequisite: APH 1101

During the development of the course the students will study the different pharmaceutical techniques such as; the reading, processing and dispatch of prescriptions. They will practice the mathematical procedures which will help them establish prices, charge, order and receive medications and merchandise, filing techniques and registration of medications. Also included is the use of computers and cash registers.

APH 1130 Pharmacognosy
Three (3) credits 45 hours
Prerequisite: APH 1101

Study of the classification of medicinal substances by their origin, general therapeutical properties and most common unprocessed drugs. Also discussed is the process used to extract active substances from medicinal plants and includes the content and scientific use of unprocessed drugs.

APH 1240 Ethics, Laws and Regulations in Pharmacy Administration
Three (3) credits 45 hours
Prerequisite: None

Study and discussion on the ethics, laws and regulations related to the pharmacy practice in Puerto Rico, the dispositions, and their relationship with the duties and responsibilities of the Pharmacy Aid. Also discussed and analyzed are the laws currently in effect such as, Pharmacy Law # 282, DACO regulations and the Controlled Substance Law, their origins and basic principles of the Constitution. The laws that apply to employer relations and the HIPPA Law are emphasized.

APH 2115 Prescription and None Prescription Medications
Three (3) credits 45 hours
Prerequisite: APH1101

This course emphasizes on the knowledge of medications according to each of the following systems: cardiovascular, nervous, respiratory, gastrointestinal, genitourinary, reproductive, endocrine, muscular-skeletal, skin and mucus, hematopoietic and immunological. Includes their posological forms, administration, indications, uses, storage and adverse reactions. Know the commercial and generic names and correct use of medications.

APH 2240 Community and Hospital Pharmacy
Three (3) credits 45 hours
Prerequisite: APH 1120, MAT 1113

This course has been designed to emphasize the preparation procedure, dispatch and handing over of the prescription. The student will apply mathematical equations and the necessary procedures for the preparation of composition prescriptions, such as creams, and lotions, using the balance and liquid measurements. Will practice the working techniques of a community, chain and hospital pharmacy. The dexterities in the use of equipment and computer for the dispatch of the prescription will be emphasized.

APH 2250 Posology Pharmacy
Three (3) credits 45 hours
Prerequisite: MAT 1220

This course studies the processes and mathematical calculations for dosing. Classification of the roots of administration of systematic and topical drugs, including the transformation steps of a medication, the steps from administration, distribution, metabolism and excretion of the same. Also included are the use and abuse of drugs, adverse reactions and contraindications. Interactions of drugs with other drugs, foods and environment are also emphasized.

APH 3110 Pre-Internship
One (1) credits 15 hours
Prerequisite: APH 1120, APH 1240, MAT 1220, APH 2115

This course discuses and analyses all the necessary documents that the student needs to do his or her practice and the necessary requirements needed to take to take the revalidation exam. Duties, responsibilities, importance of human relations and confidentiality are emphasized.

APH 3211 Internship I
Three (3) credits 430 hours
Prerequisite: APH 3110, APH 2240

In this course the student will practice in a community cooperative, chain or hospital agency, under the supervision of a pharmacy preceptor and in accordance with the practice coordinator.

The supervised pharmacy practice will provide the student with the relevant learning experiences need for the development of the profession. This will integrate and relate the knowledge acquired to a work experience in cooperation with the pharmacy preceptor. They will practice the processes of preparation and dispatch of prescriptions, labeling and billing of medical plans. The professor will complement the practice with a weekly two (2) hour seminar in order to integrate the practice with the theory.

APH 3212 Internship II
Three (3) credits 430 hours
Prerequisite: APH 2250, APH 3211
In this course the student will practice in a community cooperative, chain or hospital agency, under the supervision of a pharmacy preceptor and in accordance with the practice coordinator.

The supervised pharmacy practice will provide the student with the relevant learning experiences need for the development of the profession. This will integrate and relate the knowledge acquired to a work experience in cooperation with the pharmacy preceptor. They will practice the processes of preparation and dispatch of prescriptions, both manually and technologically, labeling and billing of medical plans. The professor will complement the practice with a weekly two (2) hour seminar in order to integrate the practice with the theory.

ART 1101 Art Appreciation
Three (3) credits 45 hours
Prerequisite: None
Examines the role of arts in society through the various eras of human history. It explores art as a manifestation of human beings. The course focuses on art appreciation and interpretation of world-renowned works, as well as the appropriate use of vocabulary concerning the development of visual expression through history.

ART 2213 Art History I
Three (3) credits 45 hours
Pre-requisite: ART 1101
The course studies the development of painting and sculpture from prehistoric times to the mid eighteenth century. In this context we analyze these disciplines considering their characteristics, contributions, leading exponents and factors involved in its evolution up to the Renaissance.

ART 2217 Art History II
Three (3) credits 45 hours
Pre-requisite: ART 2213
The course includes the study of the visual arts from the mid eighteenth century to the present. In this context we analyze the painting and sculpture disciplines considering their characteristics, contributions, leading exponents and factors involved in its evolution. We study also the contemporary trends in fine art and new art forms.

ART 2221 Art in Puerto Rico
Three (3) credits 45 hours
Prerequisites: DEC 2209, ART 2213
The course Art in Puerto Rico presents an overview of approaches and trends in Architecture, Fine Arts, Graphic Arts and Popular Arts in Puerto Rico from a historical and theoretical perspective. The study of these issues extents from the Indian period to its current development. The historical background, political and social evolutionary process directly related to the architectural and artistic, as well as the relevant key features is discussed.

BA 1110 Organizational Behavior
Three (3) credits 45 hours
Prerequisite: None
Organizational behavior is a field of study investigating the impact of individuals, groups and structure within organizations. Through the discussion of readings and case studies, students explore issues and situations involving the human element within a company. The course provides essential tools for successful strategy development in the management and solution of problems related to motivation, communication, change, conflict, organizational design, decision making, leadership, teamwork, values, and ethics.

BA 1313 Administrative Theory
Three (3) credits 45 hours
Prerequisite: None
Studies the theory and application of fundamental principles of administration and commercial organizations. Emphasis is placed on basic processes of the administration including plan, organize, track, control, and staffing. Functions and procedures of management levels and the different approaches to the study of management are analyzed and valued.

BA 2210 Leadership
Three (3) credits 45 hours
Prerequisite: BA 1313
This course eases the cognitive development on leadership themes and practices. Through conferences and workshops, concepts such as paradigms, leadership styles, situational leadership and power theories are analyzed and explored.

BA 2301 Business Law
Three (3) credits 45 hours
Prerequisite: BA 1313
This course emphasizes the history and classification of law and analyzes the civil and common Law influences on Puerto Rican commercial law. It presents a general view of typical and atypical contracts and their relation to organizations with emphasis on corporations, partnership, and individual business. Deals with bankruptcy and its effects in preferment credits.

BA 2321 Human Resources
Three (3) credits 45 hours
Prerequisite: BA 1313
The course includes analysis and discussion of principles, methods, and objectives of the administration of human resources in a private enterprise. It emphasizes the importance of these elements and the practice of developing human resources effectively.

BA 3332 Business Ethics
Three (3) credits 45 hours
Prerequisite: BA 1313
This course deals with philosophies of business that are oriented toward the operational and administrative aspects of business enterprises affecting the whole society. It discuss in general the development of capitalism and the concept of "free enterprise", emphasizing the pressures within society toward responsible behavior by enterprises toward the environment and the community.

BA 3335 Marketing
Three (3) credits 45 hours
Prerequisite: BA 1313
This course deals with the analysis of the necessary activities for the distribution of goods and services, from the producer to the ultimate consumer, using all channels of distribution. The distribution will focus on approaches to pricing, sales, promotion and advertising, warehousing, and transportation.

BA 3351 Managerial Economics
Three (3) credits 45 hours
Prerequisite: ECO 2102
Covers the study of the basic principles of economics, neoclassical theory, discussion and analysis of the demand and offer theory, perfect competition, monopoly, oligopoly, the break-even point of the firm. Includes the study and analysis of cost gain, risk and price theory.

BA 4330 Strategic Planning
Three (3) credits 45 hours
Prerequisite: BA1313
This course is designed for students to analyze the process of strategic planning and its application to current organizations in such a way as to guarantee their competency and permanency in society. The process of strategic planning is related with the decision making process and implementation in respect to the future path of the business.

BA 4350 Operation and Production Management
Three (3) credits 45 hours
Prerequisite: BA1313, ACC3215 (BA), ACC3315 (BA-Management)
Deals with the principles, technical aspects, methods and procedures for designing and selecting operation and control systems in the production of goods and services.

BA 4400 Business Development
Three (3) credits 45 hours
Prerequisite: BA 4350
This course will enable the student in the development and administration of a business plan. The basic components of a business plan will be discussed including a description of the business, a market plan, financial administration, an administrative plan, and supporting documents.

BA 4500 Management Seminar
Three (3) credits 45 hours
Prerequisite: BA 4350
This course is designed for the students to develop the capacity to integrate knowledge and skills acquired in the concentration courses through an investigation project. It promotes the development of the problem solution skill necessary in business management. The investigation project will include literature revision, investigation methodology and the presentation of findings and recommendations about a business problem identified in a business concern.

BADD 1101 Introduction to Digital Design
Three (3) credits 60 hours
Prerequisite: None
As an introductory course in digital design, students will become familiar with the use of technologies and tools for the development of digital design projects.

BADD 1102 Digital Illustration
Three (3) credits 60 hours
Prerequisite: BADD1101
This course exposes students to the process of converting an illustrated design into a digital format. Vector images will be developed to create visual projects.

BADD1103 Social Media and Web Technologies
Three (3) credits 45 hours
Prerequisite: None
This course introduces the student to the different uses of social media as a tool of mass communication and global advertising. Students will develop digital design projects and online profiles.

BADD 2101 Typesetting Design
Three (3) credits 60 hours
Prerequisite: BADD1101
This course provides students with the skills necessary to develop layouts and typesetting. It emphasizes the importance of typography as a design element.

BADD 2102 Digital Design II

Three (3) credits 60 hours
Prerequisite: BADD1101
This course is designed to develop student's skills in the use and manipulation of digital images. As well as the application of design concepts, composition and layout during the design process.

BADD 2103 2D Animation

Three (3) credits 60 hours
Prerequisite: BADD2101
This course deals with the development of animated presentations. It will enable the student to conceptualize, plan, and develop a storyboard with integrated 2D animation visual effects and audio.

BADD 2201 Editorial Design

Three (3) credits 60 hours
Prerequisite: BADD2101, BADD2102
This is an introduction course into the design of an editorial piece. Through the application of different color, font, and image concepts and techniques the student will study the different alternatives for both digital and print publication.

BADD 2205 Web Advertising and Marketing

Three (3) credits 60 hours
Prerequisite: BADD1103, BADD2103, BA3335
This course studies advertising and marketing tools through the analysis of current campaigns developed through digital media. The student will design and develop campaigns for marketing and digital advertising.

BADD 3301 Introduction to 3D Design

Three (3) credits 60 hours
Prerequisite: BADD2103, BADD2102
This course introduces students to the basics of 3D design. Students will develop basic elements, such as inorganic shapes, textures, and the use of NURBS.

BADD 3302 Web Design I

Three (3) credits 60 hours
Prerequisite: SIC1101, BADD2102, BADD2103
This course covers the skills needed to design, program, and publish a Web page.

BADD 4301 Introduction to 3D Animation

Three (3) credits 60 hours
Prerequisite: BADD3301

This course presents 3D animation techniques for the development of video sequences. Students will develop an animated piece through the application of advanced modeling techniques, such as keyframes.

BADD 4302 Web Design II

Three (3) credits 60 hours
Prerequisite: BADD3302

This course looks at the process of analysis and design of virtual spaces. Students will design and develop web environments.

BADD 4304 Digital Video Editing

Three (3) credits 60 hours
Prerequisite: None

This course discusses the theory and practice of nonlinear editing. Emphasis is given to knowledge of the technical message and the application of motion sequences for the development of videos. It explores the principles of editing and organization ranging from the creation of a storyboard to the final product.

BADD 4401 Portfolio

Three (3) credits 60 hours
Prerequisite: 33 approved credits in concentration courses

The course takes a look at the integration of traditional and online tools available for creating and distributing the student's resume and professional portfolio.

BIO 1101 Introduction to Biology I

Three (3) credits 45 hours
Prerequisite: None

This course is designed to introduce students to the study of modern biology. It is divided into four fundamental areas. The first one is related to science methodology and logic, emphasizing the scientific method with data analysis and interpretation. It introduces students to characteristics of live organisms. A second area includes the biochemistry and metabolic process. The third area deals with the description of the cell's structural organization and functions. The last area introduces students to the fundamentals of physiology and human anatomy.

BIO 1102 Introduction to Biology II
Three (3) credits 45 hours
Prerequisite: BIO 1101
A continuation of the study of modern biology. The first area is related to heredity, emphasizing its utility in modern society. The second area focuses on the general characteristics of the plant kingdom through the study of the structure, function and regulation of plants. Ecology, especially that of Puerto Rico, is studied in the third area. The last area introduces students to the general concepts of animal and plant evolution from a scientific point of view.

BIO 1201 Human Anatomy and Physiology I
Four (4) credits 45 hours of theory; 30 hours of laboratory
Prerequisite: None
Corequisites: LB 1201

The course covers the general organization of the body at the cellular and tissue levels. It emphasizes the study of the integumentary, skeletal, muscular and nervous systems, including alterations in the homeostasis of these systems.
The laboratory provides the student with an understanding of the cell and its function within the skeletal, muscle and nervous systems including different types of cells and their environment. It is graded on a pass/no pass basis and accounts for 20% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. The student is required to satisfactorily pass the theory and laboratory components, if the student fails either one of these he/she will automatically fail the course.

BIO 1202 Human Anatomy and Physiology II
Four (4) credits 45 hours of theory; 30 hours of laboratory
Prerequisite: BIO 1201
Corequisites: LB 1202

The course covers the components, structure, and functions of the human body. The study of the cardiovascular, lymphatic, endocrine, respiratory, digestive, urinary, and reproductive systems are also included.
The laboratory provides the student with an understanding of the human body, its different systems, their interactions, and their normal and abnormal functions. It is graded on a pass/no pass basis and accounts for 20% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. The student is required to satisfactorily pass the theory and laboratory components, if the student fails either one of these he/she will automatically fail the course.

BIO 1211 Fundamentals of Physiology and Pharmacology I
Three (3) credits 45 hours
Prerequisite: None
Study of the human body, its structure, tissues, organs and systems. Drugs: chemical and physical properties, physiological actions and therapeutic uses; preventive medicine. The nerve, central and circulatory systems will be covered.

BIO 1212 Fundamentals of Physiology and Pharmacology II
Three (3) credits 45 hours
Prerequisite: BIO 1211
Study of the human body systems, anatomy and physiology. Drugs: chemical and physical properties, physiological actions and therapeutic uses; preventive medicine, muscular, and skeletal, endocrine, respiratory and reproductive system are included in this course.

BIO 2155 Molecular Genetics
Three (3) credits 45 hours
Prerequisite: BIO 1102, MAT 2301
Corequisite: LB 1102
Includes the study and discussion of the structure and function of nucleic acids according to their role in the flow of genetic information. Molecular events associated with the replication, transcription, translation and expression control genes are analyzed. In addition, patterns of inheritance and some principles of Human Genetics are discussed.

BIO 2207 General Microbiology
Four (4) credits 90 hours
Prerequisites: BIO 1102, CHE 1165
Corequisites: LB 1102
Studies the relationship between microorganisms, the environment and public health. In addition to the principles of microbiology, immunology, physiology, genetic material and biotechnology.

BIO 2203 Fundamentals of Microbiology
Three (3) credits 45 hours of theory; 30 hours of laboratory
Prerequisite: None
Corequisites: LB 2203

This course is designed for students in health programs. The course studies the relationship between microorganisms, health and the human body, including the principles of microbiology, immunology, physiology and genetic material.
The laboratory provides the student with an understanding of the isolation, cultivation, and study of microorganisms that cause the different pathologies that affect the human body. It is graded on a pass/no pass basis and accounts for 20% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. The student is required to satisfactorily pass the theory and laboratory components, if the student fails either one of these he/she will automatically fail the course.

BIT 2250 Molecular Biotechnology

Three (3) credits 75 hours

Prerequisites: BIO 2155, BIO 2207

Corequisites: LB 1102

Analyzes the principles and application of molecular biotechnology techniques employed in genetic manipulation of plants, animals, and microorganisms in order to synthesize human benefit products. In addition, recombinant DNA techniques, restriction enzymes, vectors, cloning, sequencing, and amplification of DNA and apply bioinformatics. It also includes legal and ethical aspects of biotechnology.

BIT 2430 Biomanufacture

Four (4) credits 90 hours

Prerequisites: CHE 1166, BIO 2207

Corequisites: LB 1102

Analysis of the growth processes of biomolecules for biologicals manufacture that meets the requirements of recovery, purification and quality of large-scale organic products in the biotechnology industry. Emphasis on the discussion of the regulations of regulatory agencies, validation and operational aspects to meet the quality requirements of the final product.

CHE 1163 General Chemistry

Four (4) credits 75 hours

Prerequisite: None

Corequisites: LB 1163

This course has been designed with the purpose of studying the basic principles of Chemistry. It covers the scientific method, measuring units, nomenclature, chemical formulas and equations, solutions, the atomic theory and the periodic chart. The course consists of three lecture hours and a two hour lab/week. The lab practice has been designed so that students with little or no experience can acquire the skills and basic techniques in the use of Chemistry Lab equipment. It is graded on a pass/no pass basis and accounts for 20% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. The student is required to satisfactorily pass the theory and laboratory components, if the student fails either one of this he/she will automatically fail the course.

CHE 1165 Chemistry I

4 credits 90 hours

Prerequisites: MAT 2301

This course has been designed with the purpose of studying the basic principles of chemistry. Covers the scientific method, measurement units, nomenclature, chemical formulas and equations, solutions, atomic theory and the periodic table. The lab is designed for students with little or no experience to acquire the basic skills and techniques in the use of laboratory equipment.

CHE 1166 Chemistry II
4 credits 90 hours
Prerequisites: CHE 1165, MAT 2401

This course has been designed with the purpose of studying the principles of chemistry. It covers the study of the fundamental principles of chemistry and their applications with emphasis on the quantitative study of the structural and energetic properties associated with matter and its transformations. Includes topics related to solid and liquid states, solutions, thermodynamics, chemical kinetics, equilibrium and electrochemistry among others. The lab is designed to enable students to acquire skills and techniques in the use of laboratory equipment. Laboratory experiences reinforce the development concepts of chemistry.

CHE 2210 Pharmaceutical Chemistry
Four (4) credits 75 hours
Prerequisite: CHE 1163
Corequisites: LB 2210

Analysis of the function of chemistry in the practice of auxiliary pharmacist: preparation, properties and uses of gases, liquids and solids, the process of solutions, acids, bases and salts. The course consists of three lecture hours and a two hour lab/week. The lab practice is designed to provide to the students through investigation and discovery, experiences which will help them comprehend and compliment the theoretic concepts presented in class. The lab practice has been designed so that students with little or no experience can acquire the skills and basic techniques in the use of Chemistry Lab equipment. It is graded on a pass/no pass basis and accounts for 20% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. The student is required to satisfactorily pass the theory and laboratory components, if the student fails either one of this he/she will automatically fail the course.

DEC 1101 Fundamentals of Design and Decoration
Four (4) credits 60 hours
Prerequisite: None
This course exposes students to the basic elements and principles related to interior design and decoration. It emphasizes the functional, aesthetic and psychological factors that arise from the interaction between space and the individual. From this framework, the elements and principles that articulate the functionality and harmony within a successful design or decorative composition are analyzed. The course emphasizes the study of color theory and its application, as this is one of the most complex elements in interior design. The ethical codes and legal aspects related to the exercise of the profession of Interior Design are studied, as well as the means for projecting a positive image

DEC 2105 Interior Materials
Four (4) credits 60 hours
Prerequisites: DEC1101
The course examines the functional and aesthetic properties of leading materials within the market of design and construction. It exposes students to the characteristics, uses, selection, calculation, installation and maintenance of various materials for surface treatment. It includes the development of material specifications for interior design projects.

DEC 2113 Lighting Systems and Techniques
Two (2) credits 30 hours
Prerequisites: DIS 1301, DEC 1101
The course Systems and Lighting Techniques introduces the basic concepts related to visual perception and aesthetics, as well as technical issues and lighting calculations. The curriculum includes lighting basic features and types, analyzing them as design elements to be considered in the development of lighting plans with their respective specifications. The course includes site visits to evaluate the lighting facilities and thus support the theoretical component of it.

DEC 2205 Historical Styles I
Three (3) credits 45 hours
Prerequisites: ART 1101
This course provides an introductory overview to the history of Architecture and Design, from Prehistory to the mid Eighteenth Century. This historical period is presented in direct association to the political, economic and social framework. The course emphasizes the study of the furniture evolution, emphasizing its main features as they relate to the evolutionary process of architectural and interior design.

DEC 2209 Historical Styles II
Three (3) credits 45 hours
Prerequisites: DEC 2205
Historical Styles II presents the evolutionary process of architecture and Interior Design in the Western world since the mid Eighteenth Century to the present. The progressive study of architecture in this historical period began after the French Revolution considering those political events, economic and social influences in the development of it. In this course, Interior Design is directly related to the evolutionary process by emphasizing the different architectural styles and decorative features to the study of contemporary trends within it. The study of the furniture is done in parallel line with the stipulations set out in stages under study.

DEC 2225 Decorative Arts
Two (2) credits 30 hours
Prerequisites: ART 2205, ART 2213
The Decorative Arts course content comprises the study of ceramics, porcelain, glass, crystal and other materials as decorative accessories in Interior Design. Prominence is given to origin, manufacturing techniques, identification marks, historical value and investment.

DEC 3117 Classic Furniture in Contemporary Environments
Three (3) credits 45 hours
Prerequisites: DEC 2205, DEC 2209
This course presents the role played by the classic furniture within the context of contemporary decorative. It summarizes the general characteristics of the most used furniture styles over time, differences and similarities. In lectures, examples of contemporary interior design which is present classic furniture are studied and analyzed. Students develop an interior design project in which harmoniously integrates and manages classic furniture.

DEC 4120 LEED for Interior Design
Three (3) credits 45 hours
Prerequisites: DEC 1101, DEC 2105, DEC 3109
The course introduces the participant with current LEED regulations for indoors certification. The class curriculum includes rating system, filing system design, maintenance and compliance with internal eco-friendly and sustainable environments.

DIS 1301 Introduction to Drawing
Four (4) credits 60 hours
Pre-requisite: None
The course exposes students to the materials, equipment and useful techniques for the interior designer. Emphasis is given to orthographic projections of plan views, elevations, sections and three-n drawings (axonometric). We study and apply the correct use of value and quality of lines, lettering, dimensioning and presentation techniques. The student is exposed to theoretical and practical knowledge of space organization, in order to achieve the basics of a functional residential design.

DIS 1305 Presentation Techniques and the Concept of Design
Three (3) credits 45 hours
Prerequisites: DIS 1301
This course exposes students to the basic knowledge, understanding and development of design beginning with the development of the concept idea. We study the principles of sequence, hierarchy and patterns to assist in the implementation of the concept idea. Students learn to graphically capture the geometric projections of an object. The class include a workshop that introduces students to the use and management of graphic presentation materials.

DIS 2306 Perspective & Rendering
Four (4) credits 60 hours
Prerequisites: DIS 1301
This course introduces the basics of linear perspective, perspective front cone (one point perspective) and perspective oblique cone (two-point perspective.) Building shapes and spatial representation are explored. This curse offers the opportunity to apply the basics of each system and manage them using the drawing tools on a table and freehand drawing. The student explores techniques to draw shapes, textures and finishes using wet and dry media, graphite, color pencils, markers and watercolor techniques. The representation of light and shadow, textures, and tonal degradation are discussed.

DIS 2309 Residential Design I
Four (4) credits 60 hours
Prerequisites: DIS 1305, DEC 1101
This course exposes students to the application of design elements and principles to residential design draft. The course introduces to the reading and interpretation of residential building plans and to the characteristic process to address functional design and aesthetics issues. It includes concepts related to material specifications and tables, furniture and decorative items. This curricular content enhances three-dimensional isometric drawing and introduces the essential elements of perspective. Finally, it emphasizes project presentation techniques.

DIS 2313 Residential Design II
Four (4) credits 60 hours
Prerequisites: DIS 2309
This course exposes students to the design of residential space. Concepts related to the residential kitchen design considering the design elements and principles are studied. Focus is on basic vocabulary and universal design measures emphasizing its application in kitchens and bathrooms alterations. Students experience the construction of models and they are introduced to the elements of the two-point perspective.

DIS 2318 Introduction to computer aid drawing
Three (3) credits 60 hours
Prerequisites: DIS 2309
This course introduces the student in the use of computer programming as a standard tool for drawing, design and the presentation of floor maps. Students will develop the skills and expertise for the development of two and three dimensional drawings of interior spaces.

DIS 2321 Commercial Design I
Four (4) credits 60 hours
Prerequisite: DIS 2313
This course introduces the basics of commercial design. It discusses issues related to programming and commercial interior design with emphasis on stores design. Includes training in the parameters for the lighting design and the needs of mechanical and electrical systems in commercial design.

DIS 2329 Introduction to Landscape Design
Two (2) credits 30 hours
Prerequisite: DIS 1301
The course Introduction to Landscape Design introduces students to the history, theory and practice of design for the construction of outdoor and indoor gardens. Explore stylistic factors such as line, shape, color, texture, composition and focal point as well as the classification and identification of plants by categories and types suitable for the garden. It emphasizes the importance of ecology in our lives and its role in the environment.

DIS 2501 Administration and Practice of the Profession
Two (2) credits 30 hours
Prerequisites: BA 1313, MATH 1111, DIS2313
This course discusses topics related to the administration and practice of the Interior Design profession. It discusses issues related to fees, proposals, cost estimates, contracts and project supervision. The student develops subprojects and a final project which simulate real situations. As part of these projects, drawings, color schemes, materials and documents formalizing the agreement between the designer and client are submitted.

DIS 3317 Residential Design III
Four (4) credits 60 hours
Prerequisites: DIS 2313
Residential Design III course exposes students to the resolution of situations that require advanced residential design. It introduces concepts relevant to electric lighting and residential spaces, which are required to work a design program in its entirety. A residential design project is developed throughout the semester, based on a high sense of professionalism and maturity in design. This work helps to strengthen all acquired drawing skills practiced in previous design courses.

DIS 3331 Furniture Design
Three (3) credits 45 hours
Prerequisites: DIS 3317, DIS 2321
This course exposes students to the fundamental elements of the design process applied to furniture, focusing on design, construction drawings, materials, and construction techniques. Students will research on specific seating, office, and cabinets' furniture, thus reinforcing the skills necessary to achieve effective visual and oral presentations of furniture design.

DIS 4325 Commercial Design II
Four (4) credits 60 hours
Prerequisites: DIS 3317, DIS 2321
Within the commercial context, issues concerning office design are studied. Concepts that rule the design of these spaces are discussed from the ergonomic, functional, aesthetic and universal design perspectives. The use of modular systems and other office equipment is emphasized. A project in office design is developed throughout the semester. The course focuses on aspects related to the design of other public interiors such as hotels and restaurants. A second design project provides a platform for the implementation of the concepts relevant to these issues.

DIS 4330 Lightning Design II
Two (2) credits 30 hours
Prerequisites: DIS 2113, DIS 3317, DIS 2321
This higher level course covers topics such as lighting design for complex project, including analysis of lighting criteria, development of design concepts and complete documentation requirements. The impact of code enforcement, budget estimation and control methods of project costs are considered.

DIS 4505 Portfolio
Three(3) credits 45 hours
Prerequisites: DIS 3317, DIS 2321, DIS 2318
This workshop exposes students to key elements to be included in the development of a professional portfolio. Students have the opportunity to evaluate the projects they developed during their study program and determine those that will be useful to include in their professional portfolio. Necessary skills to achieve effective visual and oral presentations are reinforced.

DMD 1001 Sewing I
Three (3) credits 60 hours
Prerequisite: None
This course will teach basic sewing techniques, starting with the introduction to the sewing machine, its parts, functions and operation. It will also introduce the student to the sewing of various seams, zippers, pockets, sleeves, cuffs and collars.

DMD 1202 Fashion Illustration
Four (4) credits 75 hours
Prerequisite: None
This course will study illustration concepts, such as the proportion and movement of the fashion figure, as well as rendering techniques. It will also examine content knowledge of garments, its details and terminology.

DMD 1203 Fashion Design I
Three (3) credits 60 hours
Prerequisite: DMD 1202
This course provides the necessary tools to develop original, creative and marketable collections. It emphasizes the importance of fashion concepts such as: trends, inspiration, elements and principles of design and textiles. The various design markets are detailed and it also exercises categories like swim suits and sportswear. In addition, it outlines the importance of product development and manufacture processe

DMD 2001 Patterns I
Three (3) credits 60 hours
Prerequisite: DMD 1001
Through this course the student will learn to develop basic patterns with a correct fit based on the taking of good measurements. It will include different slopers of torsos, dresses and corresponding sleeves. All of these patterns will also be transfer to muslin for corrections.

DMD 2002 Patterns II
Three (3) credits 60 hours
Prerequisite: DMD2001
One this advance course, the students apply the acquired knowledge in the pattern making to develop more complicated slopers. They learn to manipulate patterns and detail such as: jackets, collars, sleeves, necklines, etc. to finally get to develop patterns of their own designs.

DMD 2003 Draping I
Three (3) credits 60 hours
Prerequisite: DMD 1001
This course will introduce the student into the concept of garment fabrication. Cotton muslin will be used as the main fabric to drape on the dress form original designs in order to be able to create three dimensional pieces as bodices, dresses and jackets. After creating these pieces into garments, they will be saved as patterns on paper. Every item will be fitted after sewing the pieces of muslin together.

DMD 2004 Draping II
Three (3) credits 60 hours
Prerequisite: DMD 2003
This course will expand and accelerate the process of draping patterns. Original designs for special occasions will be draped and sewn by the student. Both cocktail and evening gowns will be designed, draped and sewn together for possible fitting modifications.

DMD 2005 Beading
Three (3) credits 60 hours
Prerequisite: None
Through this course the students will be introduced to the materials and techniques to create hand beading works on fabric. The students will learn different stitches to develop original works that will add great value to their fashion designs.

DMD 2006 Textiles
Three (3) credits 45 hours
Prerequisite: None
Throughout this course the students will learn to identify, classify and manipulate natural and synthetic fabrics mainly used in fashion design industry.

DMD 2007 Fashion Show Production
Three (3) credits 45 hours
Prerequisite: None
Throughout this course the students will learn all the aspects planning and production of a fashion show.

DMD 2203 Fashion Design II
Three (3) credits 60 hours
Prerequisite: DMD 1203
On this course students will create original designs in different categories. It emphasizes on the individual style and concept development. In addition, students will complete a design portfolio including different types of presentations.

DMD 2301 Spec and Technical Flats
Three (3) credits 45 hours
Prerequisite: SIID 2102
This course introduces the concept of hand sketching and actual garments in the flat format rather than on the fashion figure. This course also emphasizes the development of flat sketches used for spec sheets and presentations boards. The student will produce faster and accurate technical sketches with body proportion measurements.

DMD 2302 Fashion Digital Image Design
Three (3) credits 60 hours
Prerequisite: DMD2301

In this course the student will learn how to use the computer as a creative design tool. Go from drawing silhouettes to creating color palettes and textile patterns. The program includes, lab time hours to work on projects related to the fashion industry market and preparing technical sketches for production and presentations.

DMD 3201 Collection Development and Construction
Four (4) credits 75 hours
Prerequisite: DMD 2002, DMD 2004

This course includes advanced sewing techniques of original designs that will become the student's final show presentation. The pieces of clothing on their collections could include sportswear, suits, evening wear or bridal gowns. The student will work on the pattern making, draping, sewing and final fittings for their models.

ECO 2101 Economics I
Three (3) credits 45 hours
Prerequisite: None

The course examines the theories and basic principles of economic systems, including concepts, historical perspectives and core problems. Furthermore, it studies micro and macro economics concepts, such as, the theory of supply and demand, elasticity of demand and supply, perfect and imperfect competition, and gross national product.

ECO 2102 Economics II
Three (3) credits 45 hours
Prerequisite: ECO 2101

This course studies the basic theories and principles relative to fiscal and monetary policy, international trade, and other aggregate economic concepts. It emphasizes the classical and Keynesian theories and the operation of the market system.

ECO 3353 Economy of Puerto Rico
Three (3) credits 45 hours
Prerequisite: ECO 2102

This course studies the characteristic and trends of our economy. It includes the analysis of the external and internal factors that affect our economy, and includes the analysis of agriculture, manufacture, tourism, external trade, investment, public finance, human resource, external dependence, gross national product, and employment.

ENG 0100 English Fundamentals
Three (3) credits 45 hours; 10 hours of laboratory
Prerequisite: None
Corequisite: LB 0100

This course is designed for students whom, based on the results of the placement tests, are found to need additional practice in English before entering the English 1101 course, which is required for all degree programs offered by the institution. Emphasis is placed on grammatical and conversational skills.

The laboratory is designed to develop basic writing skills, including Standard English usage and the application of grammar mechanics and vocabulary for non-native speakers of English in preparation for both academic and everyday writing. It is graded on a pass/no pass basis and accounts for 15% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. If a student does not approve the English laboratory, the student will have up to one academic year to repeat and approve the laboratory with the right to request a revision of the grade obtained in the course. If the student does not repeat the English laboratory within the stipulated academic year, the student is required to repeat the laboratory afterward without the right to request a revision of the grade obtained in the course.
It is a graduation requirement to have a passing grade in the English laboratory. Students that complete program course requirements but do not have a passing grade in the English laboratory will not be considered as graduation candidates until the laboratory has been repeated and approved.

ENG 1101 English I
Three (3) credits 45 hours of theory; 10 hours of laboratory
Prerequisite: Approved placement examination or CEEB test
Corequisite: LB 1101

This course provides students with intensive aural/oral and written practice using English structures. Its goal is to help students learn to use the language in grammatical structures, reinforced through oral and written activities, which consequently help to break away from their text and use content of their own.
The laboratory is for students who are encountering difficulties in reading, writing, spelling, sentence structure, and paragraph or essay structure. It is graded on a pass/no pass basis and accounts for 15% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. If a student does not approve the English laboratory, the student will have up to one academic year to repeat and approve the laboratory with the right to request a revision of the grade obtained in the course. If the student does not repeat the English laboratory within the stipulated academic year, the student is required to repeat the laboratory afterward without the right to request a revision of the grade obtained in the course.
It is a graduation requirement to have a passing grade in the English laboratory. Students that complete program course requirements but do not have a passing grade in the English laboratory will not be considered as graduation candidates until the laboratory has been repeated and approved.

ENG 1102 English II
Three (3) credits 45 hours
Prerequisite: ENG 1101

This course is designed to provide additional aural/oral, reading, and writingpractice using English structures to improve all levels of communication. A literary component enables

students to read and analyze literary expressions while reinforcing grammatical content.

ENG 2203 Conversational English
Three (3) credits 45 hours
Prerequisite: ENG 1102

This course provides intensive aural/oral practice on the high intermediate to advanced levels. The student is actively involved in learning to express him/herself in everyday life situations.

ENG 3201 Business English I
Three (3) credits 45 hours
Prerequisite: ENG 1102

Emphasis is given to effective oral and written communication in business oriented situations. It gives students the opportunity to reinforced and apply their knowledge of English structures within the context of a business environment. Practice is given to the writing of business documents.

ENG 3202 Business English II
Three (3) credits 45 hours
Prerequisite: ENG 3201

Emphasis is given to the different types of business documents and reports. Special attention is given to the preparation of written business reports using research methods.

FIN 2105 Business Finance
Three (3) credits 45 hours
Prerequisite: ACC 2113

This course includes the study and analysis of the nature, evaluation and development of business finance. Financial analysis techniques, cash flow, financial projection budgeting, and liquidation are also included.

FIN 4310 Money and Banking
Three (3) credits 45 hours
Prerequisite: ECO 2101

This course includes the study of our banking system and its importance to our economy. It

includes study of banking organization and operation; money sources and flow, the Federal Reserve System and its functions; and expansion and contraction of banking credits.

HUM 1101 Western Civilization I
Three (3) credits 45 hours
Prerequisite: None

The course covers a general overview of human history, from the origin of man to the development of the West, up to the Middle Ages. The student will study the evolution of Western culture, including its philosophy, history, religion, art, literature and their contribution to human intellectual development, throughout different historical periods.

HUM 1102 Western Civilization II
Three (3) credits 45 hours
Prerequisite: HUM 1101

This course studies Western Civilization from the Renaissance Era to the present. It exposes the evolution of our culture through the different historical periods in the areas of history, philosophy, religion, art, literature and man's contribution to the intellectual and technological development.

HUM 1105 Historical Development of Puerto Rican Cultural Identity
Three (3) credits 45 hours
Prerequisite: None

This course critically examines the most important events in the historical process of the Puerto Rican society. The relationship of cause and effect are analyzed, according to our historiography, to describe coherently the diversity of the basic characteristics of current Puerto Rican culture and society. Considering the economical, political, social and cultural transformation, the student will be placed in his/her own contextual time and space as a contributor and product of his/her cultural identity.

HUM 1110 History of Society and Culture
Three (3) credits 45 hours
Prerequisite: None

This course examines the political, economic and cultural factors that have influenced fashion over the past century. It studies the characters within the fashion industry that caused significant changes during this period. You will discuss the development of fashion through the twentieth century and the influence of history on current trends.

LSPR 1101 Sign Language
Three (3) credits 45 hours
Prerequisite: None

The main objective of the course is teaching basic sign language skills to facilitate interaction and socio-cultural contact between the deaf and the attending professional. Throughout the course, students will learn to communicate effectively with hearing impaired individuals. Learning sign language will add to the integral formation of students and encourage them to meet the expectations and needs of this sector of society.

MAT 0100 Fundamentals of Mathematics
Three (3) credits 45 hours
Prerequisite: None
This course is designed for the purpose of reviewing basic skills in mathematics. It consists of five main parts, fundamental principles and operations of whole numbers, fractions, decimals, percentages and introductory concepts of algebra. The course emphasizes on solving practical problems typical of daily life.

MAT 1101 Mathematic Basics
Three (3) credits 45 hours
Prerequisite: None
The course studies the set of integers, fractions, decimals, ratios, proportions and percentages, basic concepts of algebra, geometry, metric system and principles of statistics, always giving emphasis to the solution of practical exercises. The course content is developed through problem solving and integration of available technology as a tool.

MAT 1111 Business Mathematics
Three (3) credits 45 hours
Prerequisite: Approved placement examination or CEEB test

The main goal of this course is to help the student in the correct usage of business mathematics. It involves analysis, discussion and application of rules, principles and customs that are guidelines in problem solving. Topics include: simple and compound interest, present value, annuities, amortization funds, payroll, markup, insurance, bonds, stocks, percentage, commission, etc.

MAT 1113 Mathematics for the Health Professional
Three (3) credits 45 hours
Prerequisite: None
This course has been designed with the purpose of presenting to the Health Program students the knowledge and practical skills of fundamental mathematics. It includes numbers systems, fractions, decimals, conversions, ratio and proportions, percent, exponents and the measure systems: English metric, domestic and apothecary. Pharmacy dosage calculations are also included.

MAT 1220 Pharmaceutical Mathematics
Three (3) credits 45 hours
Prerequisite: MAT 1113
This course includes techniques in the following areas: problem resolutions, scientific notation, significant figures, measuring systems (English, metric, apothecary, and domestic), doses calculations, solutions and proportions. Use of the calculator and introduction to the literacy of computers.

MAT 1310 Fundamentals of Technical Mathematics
Three (3) credits 45 hours
Prerequisite: None
This course complies with two major objectives in the preparation for the core courses of mathematics for the Automotive Electronic program. The field for real numbers is presented and full coverage is given to: algebraic expressions, work with polynomials, work with equations and formulas. Main emphasis is given to overall practice in word problem solving and basic applications of simultaneous equations.

MAT 1311 Technical Mathematics I
Three (3) credits 45 hours
Prerequisite: None
This course aims toward the development of basic analytic fundamental skills. Operations with functions are presented. The theory of complex numbers, the use of graphs and notation, solution of simultaneous equations and logarithmic operations are discussed. Emphasis is placed on functional expressions and the use of variables in equations and formulas. Trigonometry and trigonometric equations are presented thoroughly.

MAT 1312 Technical Mathematics II
Three (3) credits 45 hours
Prerequisite: MAT 1311
This is a course which blends analytics with the principles of differential calculus. Analytic Geometry is integrated with selected topics necessary for further development in electronics. The course covers: the quadratic equation, radicals and exponents, logarithmic solutions of exponential functions, imaginary numbers and complex numbers with their applications in the electronic field.

MAT 2301 Algebra
Three (3) credits 45 hours
Prerequisite: None

The algebra course consists of the basic concepts of algebra, including real numbers, linear equations, inequalities, exponents, polynomials, expressions, rational, radical and quadratic equations.

MAT 2501 Biostatistics
3 credits 45 hours
Prerequisites: BIO 1102, MAT 2401
Application of the statistics in biological research processes. Emphasis on the concepts of descriptive statistics for the analysis of clustered and non-clustered data to a variable or multivariable. Application of the concepts of linear correlation, linear regression and probability distributions. Includes technology tools for statistical analysis.

MAT 3302 Precalculus
Three (3) credits 45 hours
Prerequisite: MAT 2301
This course is an integral part of the student's education in the field of mathematics. The following topics are included: algebra review, functions, equations, inequalities, exponential and logarithmic functions, systems of equations, matrices and determinants.

MAT 4303 Applied Calculus
Three (3) credits 45 hours
Prerequisite: MAT 3302
An applied course of differential and integral calculus. Develops basic skills in integration of basic algebra and fundamental transcendental functions. This course is geared toward teaching the students the techniques of differential and integral calculus, essential in professional activities, and gives special emphasis to techniques and strategies needed for practical problem-solving. The capacity and limitations of calculus and the computer is presented.

MET 1101 Fundamentals of Medical Emergencies
Three (3) credits 60 hours
Prerequisite: None
Study of the historical development of the Medical Emergency Systems. Emphasis is made in the functions that the Medical Emergencies Technology carries out (EMT-paramedic). List his or her ethical and moral role and responsibilities as health Professionals. Includes the study of the medical legal aspects, regulations, protocols, mal practice and the laws that regulate the Medical Emergencies Practice in Puerto Rico and United States. It also includes basic concepts medical terminology, ample patient evaluation and the preparation to be transported to the hospital by different means.

MET 2110 Communication, Extrication and Rescue
Three (3) credits 45 hours
Prerequisite: MET 1101
Study of communication by means of frequency equipment and / or telephone and the use of numeric and alphas keys in situations related to automobile crashes where patients are trapped or pinned inside the vehicle. It includes the search and rescue of patients' trapped in confined spaces and in other situations.

MET 2130 Pathophysiology of Shock, Fluids and Pharmacology
Three (3) credits 60 hours
Prerequisite: MET 1101, BIO 1201*
Study of the balance of human body's fluids and electrolytes. Analysis and identification of different types of manifestations that exist in unbalanced states of fluids and electrolytes. Identification of the different types of corporal intravenous fluids, solution replacements and the techniques and procedures to administer them. Also includes the study of different medications used in pre-hospital scenarios. Discussion and analysis of its classification, therapeutic effects, side effects, contraindications, doses, and its means of administration under medical supervision.

MET 2201 Respiratory System Emergencies
Three (3) credits 60 hours
Prerequisite: MET 1101, BIO 1201
Study of the anatomical and physiological aspects of the respiratory system, emphasizing frequent traumatic and medical emergency conditions. The course focuses on the practice of procedures, techniques and handling of patients with problems of the respiratory system. Includes cardiopulmonary resuscitation techniques with patients of different ages and the use of mechanical instruments to improve and alleviate respiratory problems.

MET 2230 Traumatic Emergencies
Three (3) credits 45 hours
Prerequisite: MET 1101
This course prepares the student to evaluate, categorize and to stabilize traumatized patients. It includes the necessary procedures for evaluation, resuscitation and rapid transportation of the patient.

MET 3102 Internal Medicine Emergencies
Three (3) credits 60 hours
Prerequisite: MET 2201, MET 2130
Study and analysis of the techniques used to help patients that manifest internal medical diseases and/or conditions such as, sharp pains, contagious diseases, exposure to radiation, genitourinary emergencies, gastrointestinal emergencies, hypothermia and hyperthermia. Emphasis on the pathophysiology, etiology, clinical significance, and pre-hospital treatment. Diseases and syndromes of the different systems of the human body will also be studied.

MET 3202 Pediatric Patient Emergencies
Three (3) credits 60 hours
Prerequisite: MET 2201, BIO 1202, MET 2130
Study of the most common pediatric emergencies; signs, symptoms, and conditions of medical urgency; and use of appropriate handling techniques and procedures.

MET 3207 Cardiovascular Emergencies
Three (3) credits 60 hours
Prerequisite: MET 2130, MET 2201
Study of the anatomy and physiology of the heart, and the inadequacy or collapse of the cardiovascular system, including disturbances of the heart rhythm. The study of lethal cardiac algorithms and drugs used to manage the different cardiovascular situations.

MET 3210 Gynecological and Prenatal Emergencies
Three (3) credits 60 hours
Prerequisite: MET 2201, MET 2130, BIO 1202
Theoretical and practical study of different emergency conditions and the emergencies suffered by women during pregnancy and birth, which could represent danger to her health and that of the fetus. Includes the procedures and techniques to attend a normal childbirth, complications and prenatal emergencies.

MET 3213 Medical Emergencies Practice
Six (6) credits 270 hours
Prerequisite: MET 2201, MET 2230, MET 3102, MET 3202, MET 3207, MET 3210
Practice of the skills and knowledge acquired in the different courses of the program. This practice includes traumatic, pediatric, gynecological /obstetrics, internal medicine, and cardiovascular emergencies. This practice is carried out under the supervision of medical or paramedic personnel in hospitals, ambulances, and /or health centers.

NUR 1001 Fundamentals of Nursing
Three (3) credits 45 hours
Prerequisite: None
Co-requisite: NUR 1301
The student is introduced to the most outstanding aspects of the history of nursing, evolution, and to how the theoretic postulates are used as the platform of the current profession. Ethical aspects, laws that regulate practicum and functions of the nurse according to the diverse categories established by law are discussed within different practice scenarios. The student is initiated to the knowledge of theory related to the basic skills necessary to adequately intervene in the clinical practice scenario.

NUR 1115 Posology for Nursing
Two (2) credits 30 hours
Prerequisite: None
This course provides knowledge on dosing and procedures in the administration of medications. It includes the calculation of oral, intravenous, and injectable medications, including concepts related to suitable dosage per age and medication administration safety.

NUR 1104 Mother and Infant Care
Three (3) credits 45 hours
Prerequisite: NUR 1001, NUR 1301, BIO 1201*
Co-requisite: NUR 1304
Course directed to develop knowledge related to the direct nursing care of the female client during her reproductive cycle. The process of pregnancy and high risk health conditions in mother and newborn are covered. Includes the developmental cycle process of the fetus, stages of pregnancy, birth process and puerperium, and immediate care of the newborn. It provides for the use and application of the nursing process.

NUR 1140 Pharmacology for Nursing
Three (3) credits 45 hours
Prerequisite: NUR 1115, NUR 1001, NUR 1301

This course is designed to cover the basic facts, terms and elements related to the study of drugs and medications in clients. The student will be exposed to the components, presentations, administration techniques and legal aspects of drug administration. Classifications of drugs, therapeutic and possible adverse reactions, mechanism of action in the human body, both at local and systemic levels are discussed. The exact and safe interpretation and correct administration of medication order for clients is emphasized. It includes a review of measure and conversion systems. The development of safe and efficient skills to take medical orders, administer and document drug therapies to clients is the focus of this course. The Nursing Process in the administration of drug therapy is applied.

NUR 1301 Practice of Fundamentals of Nursing
Two (2) credits 90 hours
Prerequisite: None
Co-requisite: NUR 1001

This course prepares the student with the communication skills necessary for the intervention with health team members, patient, family, and society. The application of the nursing process is introduced in offering patient care by using critical thinking skills for each of the given situations. Basic fundamental clinical skills are taught in the scientific reasoning that should apply in the care taker's practice in order to form a future nurse that gives quality service.

NUR 1304 Clinical Practice - Mother and Infant Care
Two (2) credit 90 hours
Prerequisite: NUR 1001, NUR 1301, BIO 1201, LB 1201
Co-requisite: NUR 1104

Course designed to provide the student with the opportunity to develop and practice skills related to the direct care of mother and newborn child studied in NUR 1104. Students will practice in the obstetrical and gynecological scenarios of a health facility. Students will apply theoretical and practical knowledge related to the process of child bearing, birth process, puerperium, and immediate care of the new born. The nursing process is applied as a tool to collect pertinent data to diagnose nursing problems of clients, to plan, intervene and evaluate direct nursing care.

NUR 2206 Child and Adolescent Care
Three (3) credits 45 hours
Prerequisite: NUR 1104, NUR 1140, NUR 1304
Co-requisite: NUR 2306

This course is designed to study the different stages of growth and development of the child and adolescent. Emphasis is placed on the nursing care process to help alleviate or maintain health in the personal, interpersonal and/or social well being of the pediatric client. Cognitive, social and moral theories related to the normal growth of the child and adolescent are studied. Emphasis on parent's involvement in child care and prevention of child abuse is emphasized. The Nursing Process in the planning of direct care of the pediatric client is applied.

NUR 2208 Mental Health and Mental Dysfunction
Three (3) credits 45 hours
Prerequisite: NUR 1001, NUR 1301, PSY1101
Co-requisite: NUR 2308
This course provides the student with therapeutic strategies and techniques for the satisfactory establishment of interpersonal relationships and adequate handling of defense mechanisms presented by clients with mental illness and/or dysfunction. The student will be able to study traditional and nontraditional therapeutic skills focused on the human being, family and community throughout the use of the nursing process.

NUR 2210 Adult Care in Sickness Situations
Three (3) credits 45 hours
Prerequisite: NUR 2206, 2306
Co-requisite: NUR 2310
Course that covers the process of growth and development of the adult. Illness and its effect on adult body systems are studied. The effect of illness and its interference in the personal, interpersonal and social systems of the adult client are covered. The Nursing Process is applied to collect pertinent data, diagnose, plan, intervene and evaluate nursing care.

NUR 2220 Adult Care in Sickness Situations II
Three (3) credits 45 hours
Prerequisite: NUR 2210, NUR 2310
Co-requisite: NUR 2320
Health problems that interfere with the function of the advanced aged adult are discussed in this course. It emphasizes the use of the nursing process as a tool to satisfy the needs of an individual with cardiovascular, lung, endocrine, reproductive, and muscular-skeletal system conditions. It also emphasizes the care to be given in order to soothe the disease or to keep the individual's physical, mental, and emotional health through the whole aging process.

NUR 2260 Nursing Seminar
One (1) credit 45 hours
Prerequisite: NUR 2208, NUR 2308, NUR 2210, NUR 2310
This course prepares the student for a successful transition from life as a student to life in the work field. Legal, ethical, and cultural aspects and the way these affect their performance in the nursing profession are discussed. An orientation is given about the documents to be presented on a job interview such as a resume. A variety of strategies are offered in the course such as the preparation for the final examination including review of subjects per course.

NUR 2306 Clinical Practice - Child and Adolescent Care
Two (2) credit 90 hours
Prerequisite: NUR 1104, NUR 1140, NUR 1304
Co-requisite: NUR 2206

Course that provides the clinical experience to develop the skills related to NUR 2206, nursing care of child and adolescents in health and illness. Clinical practice is conducted in different health care scenarios. Emphasis is on child and parent health education along with direct nursing care techniques. The Nursing Process is applied in the direct health care of child and adolescent is applied.

NUR 2308 Clinical Practice - Mental Health and Mental Dysfunction
Two (2) credit 90 hours
Prerequisite: NUR 1001, NUR 1301, PSY 1101
Co-requisite: NUR 2208

This course provides the students with the opportunity to place into practice theories and techniques learned in NUR 2208. This includes the practice of direct care to client in a variety of mental health care settings. Traditional and non-traditional therapeutic skills used to provide direct nursing care to clients with mental health and mental dysfunction are practiced. The Nursing Process is applied to collect pertinent data, diagnose, plan, intervene, and evaluate nursing care.

NUR 2310 Clinical Practice Adult Care in Sickness Situations I
Two (2) credits 90 hours
Prerequisite: NUR 1140, NUR 2206, NUR 2306
Co-requisite:

This course provides the student with the opportunity to integrate theoretical material discussed in class with clinical practice. It encourages direct interaction and intervention with hospitalized patients who have renal and gastrointestinal disease, and problems with hydro-electrical alteration, acid-base balance, immunological system and/or who have been intervened with a surgical process. The use of the nursing process is emphasized when offering direct care to the individual taking into consideration his/her condition, risk factors, and recommended therapeutic modalities.

NUR 2320 Clinical Practice Adult Care in Sickness Situations II
Two (2) credits 90 hours
Prerequisite: NUR 2210, NUR 2310
Co-requisite: NUR 2220

This course provides the student with the opportunity to integrate theoretical material discussed in class with clinical practice. It encourages direct interaction and intervention with advanced aged hospitalized patients who have cardiovascular, respiratory, muscular-skeletal, and endocrine and reproductive system diseases. The use of the nursing process is emphasized when offering direct care to the individual taking into consideration his/her condition, risk factors, and recommended therapeutic modalities.

NUR 3102 Individual, Family and Community Nursing Care
Three (3) credits 60 hours: 30 hours theory 30 hours practicum
Prerequisite: NUR 1001, NUR 1301

This course offers the student the vision and perspective of the professional role of nursing in the care of individuals, family, community and rehabilitation. It focuses on the aspects that affect an individual in the social system and the family in the community. It provides the necessary tools for the students can participate in the promotion and prevention phase of health applied to different community groups using the nursing process as a basis.

NUR 3225 Health Assessment
Three (3) credits 45 hours
Prerequisites: NUR 1001, NUR 1301, BIO 1202

This course provides the nursing student with the necessary knowledge and skills to perform based on the client's needs, a comprehensive health assessment. The student will be required to use critical thinking to determine which assessment skills to use with each client. Health assessment techniques include performing a general physical survey, and assessing specific areas that need to be addressed.

NUR 3230 Complex Skill in Nursing
Three (3) credits 60 hours: 30 hours theory and 30 hours practicum
Prerequisites: NUR 1001, NUR 1002, BIO 2203

30 hours theorical and 30 hours practical course designed to prepare the Bachelor's of Science in Nursing student to acquire and apply scientific principles in every complex skill procedures performed to clients undergoing an acute or critical condition of illness. The student will apply the nursing process and its components to hypothetical and real situations, both at classroom level as in a real acute or critical health care facility. It will prepare the student to offer patients under acute and/or critical illness condition the highest quality nursing services.

NUR 3250 Nutrition Fundamentals
Two (2) credits 30 hours
Prerequisite: BIO 2203

Course that qualifies the professional nursing student to evaluate the role of nutrition in the vital processes of life that are inherent to the biological function, such as neoplastic degeneration and aging. It will qualify the student to make a diagnosis of the patient's nutritional state with the purpose of identifying situations or nutritional alterations that affect health and require professional's intervention. The nursing process is used to estimate, diagnose, plan, intervene and to evaluate the nutritional quality care of client, family and community.

NUR 3320 Infant, Child and Adolescent Care
Six (6) credits 120 hours: 60 hours theorical 60 hours practicum
Prerequisite: NUR 1104, NUR1140, NUR 1304

The 60 hour theorical course emphasizes the pediatric client's growth and development within family group and in different scenarios along stages of growth and development. Normal growth and development; and common health problems at diverse group and age levels, as well as the nursing professional's function in the conservation of the pediatric health are covered. The nursing process will be used as a tool to assess, diagnose, plan, intervene and evaluate the offered professional nursing care in the sixty (60) hours of clinical practice.

NUR 3340 Integral Focus in Mental Health
Five (5) credits 105 hours
Prerequisite: NUR 1001, NUR 1301, PSY 1101
Corequisite: LN 3340

This course of 4 hours focuses on the professional generalist nursing care to individuals and family with mental health problems or illness. Therapeutic communication aspects of prevention and intervention strategies for clients with mental conditions are discussed. Various theories and theoretical frames related to the origin and causes of mental illness and dysfunction are studied. These theories are incorporated to help the student understand his clients and their conditions. The client and family group are visualized as integral beings. The clinical practice consists of 60 hours.

NUR 3375 Management in Nursing
Three (3) credits 45 hours
Prerequisites: NUR 3320

This course introduces the student to leadership and management knowledge and skills necessary to determine nursing care, to collaborate effectively with other health professionals, and to coordinate interdisciplinary treatment for clients. At management level, the nursing student will be provided with the knowledge to allow for the implementation of high quality and integral care. Management theories, administrative, educational and leadership concepts that apply to the practice of nursing in Puerto Rico, USA and trans-culturally, will be discussed.

NUR 4395 Research in Nursing
Two (2) credits 30 hours
Prerequisite: STA 3207, PRO 1101
This course is designed to help students to understand the research process and, in particular, the application of research to the practice of Professional Nursing at a Bachelor's Degree level. The focus of nursing research is to generate fundamental knowledge to guide future nursing practice.

NUR 4410 Integral Care in Health Distress Situations I
Six (6) credits 120 hours: 60 hours theory, 60 hours of clinical practice
Prerequisite: NUR 3320, BIO 1202, NUR 1140
Corequisite: LN 4410
This 60 hours course qualifies the nursing student to intervene with people in the diverse stages of its adulthood in the process of acute or sudden illness. The stages of growth and development will be integrated in the nursing care plan of the individual and the family that is affected. The use of the nursing process and the development of strategies of promotion of the health will be used as basis for care. The individual will be visualized in an integral way.
Technology has a great impact in our time. Health programs currently incorporate the use of computers and software as tools that provide better visualization of the teaching concept. For this course, the clinical practice scenario will be hospital facilities of first, secondary and third level. Clinical practice consists of 60 hours.

NUR 4420 Integral Care in Health Distress Situations II
Six (6) credits 120 hours: 60 hours theory, 60 hours of clinical practice
Prerequisite: NUR 3230, NUR 4410
Corequisite: LN 4420
This 60 hour course prepares the nursing student nurse in the scientific principles, cognitive and analytic skills related with the integral critical care of the individuals along the process of life. Studying in depth the disorders that interfere with the normal functions of the human body. The learning focus is directed towards the promotion of health, prevention of illnesses, treatment and the person's rehabilitation until reaching a good level of integrated health. Students will learn to intervene with patients that do not rehabilitate completely and with their families in order to handle the situation in a positive manner. Diverse health conditions that affect the breathing, cardiovascular, neurological, gastrointestinal, genitourinary, Immunologic and musculoesqueletal systems will be studied. The learning of high skills of critical nursing handling of these conditions will be emphasized. This course introduces central concepts of integral care in critical patients, clinical disorders and nursing interventions of collaborative related with the studied conditions. Clinical practice consists of 60 hours in critical and intensive care scenarios.

The integral care of nursing is based on the nursing theories and in recent tendencies and investigations; always using the nursing process to value, diagnose, plan, intervene and to evaluate the integral care provided by the health professional assisting critically sick and in terminal condition patients.

PHY 1111 Physics for Electronics (with Laboratory)
Three (3) credits 60 hours
Prerequisite: None

This course develops knowledge of the electric field theory and skills in solution of related problems. It includes discussions of the forces produced by electrical charges distribution; the electric field; the electric potential at a point. Electrical energy is also discussed; electron mobility and electronic current. It also covers the magnetic and electromagnetic waves is discussed. An introduction is made to the theory of atomic and matter structure and its relation to solids. Laboratory is included in the course.

PRO 1101 Computer Operations
Three (3) credits 60 hours
Prerequisite: None

This course explains the basics of the operation and configuration of personal computers. Hardware description and software considerations are included as part of the introduction. The students are familiarized with CD and/or jump drive handling, formatting, storage, and retrieval. The course includes keyboarding and printer concepts. Work with Windows environment, word processing, electronic spreadsheet, presentations and the use of Internet.

PRO 1110 Computers and Information Systems
Three (3) credits 60 hours
Prerequisite: None

This course focuses on the applications of computers as a mean of information storage and retrieval. The basics of hardware components and their function in the data storage process and information handling. Exposure to inherent numeric systems to data representation like binary, hexadecimal and octal, to store text, images and music. Closed commercial systems versus the open source approach in data handling.

PRO 2212 System Analysis and Design
Three (3) credits 45 hours
Prerequisite: PRO 1101, PRO 1110

This course emphasizes problem definition techniques, the basic tools of systems design, system and program flowcharting methods, decision tables, job scheduling, forms design and project life cycle.

PRO 3320 Information Center and Data Processing Services Management
Three (3) credits 45 hours
Prerequisite: PRO 2212, BA 1313

This course emphasizes the planning, organization and control of information center and data processing services: project control methods, work scheduling and the coordination of work flow. It includes feasibility study. Emphasis is on hardware and software testing, selection and development techniques, fourth generation languages and applications generators, EDP personnel screening methods, cost estimating and budgeting, and auditing of data processing operations.

PRO 3410 Advanced Databases
Three (3) credits 60 hours
Prerequisite: SIC 2400

This course completes the database exposition for programmers. The application of concepts from previous courses like normalization, entity-relation identification and development of a database solution are revisited. Advanced concepts related to database administration, database security, database recovery, transaction auditing, distributed databases and data dictionary are also covered.

PRO 4385 Object Oriented Programming Using C++
Three (3) credits 60 hours
Prerequisite: SIC 1103, SIC 2400

This course presents the technical basis of object oriented programming using C++. The student will be exposed to the basics of programming: conditions, structures, functions, etc. Once the elements of basic programming are established, the students will be introduced to objects, classes, attributes and other topics in the area of object oriented programming.

PSY 1101 Introduction to Human Behavior I
Three (3) credits 45 hours
Prerequisite: None
The course is an introduction to the field. Basic psychological principles and methodology for the study and understanding of the discipline as a psycho-social science are considered. The general topics to be studied include social personal development, training and the nature of human personality, learning processes, motivation and emotion.

PSY 1102 Introduction to Human Behavior II
Three (3) credits 45 hours
Prerequisite: PSY 1101
The course is a continuation of the study of basic psychological principles and the understanding of this discipline as a social science. The themes to be studied include basic investigation methods in growth and human development. It studies human personality, his or her psychological conflicts and frustrations that affect him or her as individuals and as part of a group. It also studies the different individual marital conflicts, family and group therapeutic strategies. This course studies and analyzes topics in human and laboral conflicts, disorder situations of post-traumatic stress, as a result of collective natural disasters and disasters provoked by local and international terrorist situations. It also studies and develops different therapeutic alternatives, crisis intervention handling and other alternatives based on multiple treatment modalities.

PSY 2401 Space – Materials – Sensations
Two (2) credits 30 hours
Pre-requisite: DEC 1101, ART 1101
The course introduces the use of materials as an expression tool for the interior designer. It analyzes the diverse sensations produced by the use of different materials. Using this sensory experiences as a base, students are introduced to the field of Interior Design from a conceptual point of view.

SIC 1101 Web Page Development
Three (3) credits 60 hours
Prerequisite: PRO 1101
This course provides hands on experience for students to create and develop a web site using a web development tool. The student will learn to work with counters, tables, images, sounds, hyperlinks, etc.

SIC 1103 Programming Logic
Three (3) credits 60 hours
Prerequisite: PRO 1101
In this course the student is provided with the tools needed for the solution of problems, including algorithms, flowcharts, and structural diagrams like the IPO diagrams. This course is aimed at students with little or no experience with computers and servers as an introduction to the language courses.

SIC 2235 Phython Programming
Three (3) credit 60 hours
Prerequisite: SIC 1103, PRO1110
This course will teach the basics of Phython Programming. The student will be exposed to programming expressions, variables, conditionals, loops, lists, sets, dicts, functions, objects and exceptions.

SIC 2280 Computer Hardware and Troubleshooting
Three (3) credits 60 hours
Prerequisite: PRO 1101, PRO 1110
In this course the student will deal with the components of computer systems, concepts of internal computer architecture, fault tolerant, reliability and redundancy are also examined. After completing this course the student will have the knowledge to perform repairs on nearly all systems and components.111

SIC 2400 Databases
Three (3) credits 60 hours
Prerequisite: PRO 2212
In this course the student will deal with files and databases. They will learn the characteristics of the storage devices for direct access, modeling the information, data structures, and general view of data models, selection and acquisition of database management systems.

SIC 3102 Object Programming with Java
Three (3) credits 60 hours
Prerequisite: SIC1101, SIC1103
This is an object oriented programming experience using JAVA language. The student creates programs integrating variables, logic sequences and graphical interface construction using the available development tools. The student works with common syntax, logical and runtime error detection and correction.

SIC 3120 E-Commerce
Three (3) credits 60 hours
Prerequisite: SIC1101
Based on the importance of the Internet for business success, this course contains an explanation of the phases to transform a common local business to a globally presence electronic business thru the Internet. This includes webpage evaluation and website administration; web hosting concepts and their importance on e-business success are also included.

SIC 3375 Computer Communications and Networks
Three (3) credits 60 hours
Prerequisite: PRO 2212, SIC 2280
This course provides the fundamentals through which information can be processed in computerized systems. Type of communication, telecommunications and network systems are discussed and the effective interchange of information for businesses and the technologies used to transfer this information.

SIC 3395 Visual Programming with BASIC
Three (3) credits 60 hours
Prerequisite: SIC 1103, SIC 2400
With the advent of the graphical operating systems, the computer programming is also becoming graphical. The course is a bridge to the visual environment programming. It covers forms creation, coding modules, adding graphics, frames, buttons, text boxes, program compilation and setup for publishing.

SIC 4101 Seminar
Three (3) credits 45 hours
Prerequisite: SIC 4440
This course is an up-to-date information and concepts induction from industry experts. The student receives short seminars, provided by qualified professionals about new technology frontiers like IS auditing and forensics; the use of expert systems and artificial intelligence; robotics; disaster/recovery plans and security implementation in computer facilities; computers and fraud; new techniques to avoid computer hackers, spyware, and virus manipulation; the most recent advances in software and hardware; local and federal legislation about the use and manipulation of computers and telecommunications equipment; data recovery procedures and other recent technology issues.

SIC 4390 Advanced Networking Systems
Three (3) credits 60 hours
Prerequisite: SIC 3375
This course is for students who hope to have some kind of responsibilities in information communications. As a programmer or analyst that might possibly have a role in data communications. This course is of great importance and pertinence to a technological wave that has revolutionized the communication industry: Web, Internet and Intranet. The themes include d are: WAN (Wide Area Networks), traditional and high speed; LAN (Local Area Networks), including high speed LAN and wireless. Also application and administrative problems are included.

SIC 4440 Advanced System Analysis and Design
Three (3) credits 45 hours
Prerequisite: PRO 4385, PRO 3410, SIC 3395
This course is the continuation of the Systems Analysis and Design course. The topics that are emphasized include clear documentation for the maintenance of technical programs for efficient programming and the development of files and data bases. It also includes the need to adhere to the standards of programming. The course will consist of a group of programming standards that the students must follow. Finally, the student will develop a proposal with a complete analysis, which will lead to the posterior preparation of a computerized application.

SIC 4460 System Development Project
Four (4) credits 90 hours
Prerequisite: SIC 4440

This is a special implementation project required of the Bachelor's Degree in Computer Programming candidates only. It includes all steps required in the planning, designing, programming, testing, and production phases of a comprehensive systems application.

SIID 1101 Creative Image Concepts Three (3) credits 60 hours Prerequisite: None

The course explains the theory concepts behind the creation of an image. This course emphasizes the knowledge of the necessary visual elements for the conceptual and creative development. It presents the principles of good design for the planning and organizing of graphic image.

Prerequisite:
None

SIID 2102 Image Design "Vectors" Three (3) credits 60 hours Prerequisite: SIID 1101

This course includes the theory and practice of technical and creative processes in developing digital images through vectors. Emphasis is also given to the planning and organizing of the necessary visual elements for conceptual and creative development of graphic and digital image.

SIID 3103 Image Design "Bitmaps" Three (3) credits 60 hours Prerequisite: SIID 1101

This course focuses on the theory and practice of the creative and technical processes to develop digital images through the use of "bitmaps". It emphasizes the planning and organizing of visual elements needed for the development of graphic and photographic images.

SIID 3104 Typographic Composition Three (3) credits 60 hours Prerequisite: SIID 2102

This course offers advanced study and practice of characters or typographic elements of digital images. It traces back from the evolution of human writing up to the creation of sources, families and typographic styles.

SIID 3201 Basic Digital Diagramming Three (3) credits 60 hours Prerequisite: SIID 3103, 3104

This course focuses on the study and practice of digital processes to design and diagram publications and graphic image installation. It also contains the use of graphic components on vector and bitmap formats imported as links for all types of publications. The course includes the creation of digital sketches with the typographic digital performance.

SIID 3301 Design for Multimedia Three (3) credits 60 hours Prerequisite: SIID 3103, SIID 3104

This course offers advanced study and practice on digital processes to design and diagram presentations in animation and transition that will allow student designers interactive products. It emphasizes the creation of presentations with visual and graphics effects in motion, for the multimedia, videos and films.

SIID 3302 Design for Web I Three (3) credits 60 hours Prerequisite: SIID 3301, 4304

This course offers the study and practice of digital processes to be able to design and diagram with audiovisual effects and graphs in motion for the cybernetics network.

SIID 4201 Advanced Digital Diagramming Three (3) credits 60 hours Prerequisite: SIID 3201

This course offers the study and practice of digital processes to design and diagram publications and graphic image assembly graphic. Components in Vector and Bitmap format will be used as links for all types of publications. Also, the designers will create digital sketches on digital typography.

SIID 4303 Design for Web II Three (3) credits 60 hours Prerequisite: SIID 3302, SIID 4304

This course offers intermediate study and practice on digital processes, to design and diagram with audiovisual effects and graphs in motion, for the cybernetics network.

SIID 4304 Design for Web III Three (3) credits 60 hours Prerequisite: SIID 3201

This course offers advanced study and practice of digital processes, to be able to design and diagram audiovisual effects and graphs in motion, for the cybernetics network.

SIID 4401 Digital Image Portfolio Three (3) credits 60 hours Prerequisite: SIID 3302, 4201, 4303

This course will facilitate the planning and organizing of projects carried out in office systems program courses specializing in digital images. In this course, the student will organize a collection of the best projects to create a professional portfolio and present it at a job interview. This portfolio will be prepared in digital format for the printed medium, multimedia and the cybernetics network.

SIR 2240 Network Operating Systems
Three (3) credits 60 hours
Prerequisite: PRO1101, 1110
In this course the student will be taught about the principal operating systems used by the following components: PC, server and active hardware interconnected in networks.

SIR 3290 Network Monitoring and Troubleshooting Tools
Three (3) credits 60 hours
Prerequisite: SIC 3375, SIR 2240
In this course the student will be taught the use of the tools, equipment and specialized software to work in the integration, maintenance and troubleshooting of computerized systems connected to the network under the "Telecommunications Industries Associations" TIA, the "Electronics Industries Association" EIA and the "Internet Computer Security Association" ICSA. These constitute solutions for structured cabling; namely two areas: copper and fiber optics, and wireless used in industries, institutions and government agencies.

SIR 3500 Network Security I
Three (3) credits 60 hours
Prerequisite: SIC 4390, SIR 3290
This is the first of two courses on security to teach the student on the standards of the "Internet Computer Security Association" ICSA. These are the standards for the definitions, theory, models, concepts and security solutions in computerized systems adopted by public and private concerns and government agencies. The security topics included are: antivirus, "PC firewall", cryptography and content screening for Internet.

SIR 4760 IP Routing
Three (3) credits 60 hours
Prerequisite: SIC 4390, SIR 3290
In this course the student will learn to configure IP routings in diverse scenarios such as: routing between active components, servers, stations and printers in a Local Area Network, routing between a Local Area Network and Internet, routing between a Local Area Network and a Wide Area Network and routing between Wide Area Networks.

SIR 4770 Network Security II Three (3) credits 60 hours
Prerequisite: SIR 3500, 4760
This is the second of two courses on security to teach the student on the standards of the "Internet Computer Security Association" ICSA. These are the standards for the definitions, theory, models, concepts and security solutions in computerized systems adopted by public and private concerns and government agencies. The security topics included are: Antivirus, Firewalls, IPSec, Detection of Intruders, SSL-TLS, WLAN.

SIR 4780 Project / Practicum
Three (3) credits 60 hours
Prerequisite: SIR 3500, 4760
In this course the student will have the opportunity to practice in firms and government agencies specifically in projects and/or work areas with computerized systems interconnected by networks.

SOC 1101 Social Sciences I
Three (3) credits 45 hours
Prerequisite: None
This course relates to the student with three thematic areas of the field of human knowledge: Anthropology, Sociology and Psychology, including the origin and development of each discipline as an aid to understanding the social processes and the rationale for these disciplines in the modern world.

SOC 1102 Social Sciences II
Three (3) credits 45 hours
Prerequisite: SOC 1101
This course is composed of three strands in the development of the field of Social Sciences: Political Science, Economics and Geography, and Environment. It studies the development of modern concepts in the social sciences to gain an overview of the various economic and political systems, ideologies and social problems of international relations in today's world.

SPA 0100 Fundamentals of Spanish
Three (3) credits 45 hours
Prerequisite: None
This course is designed for students, which need additional help in Spanish before starting the "Basic Spanish I (SPA 1101)" course offered at the Institution, based on the Placement Test results. Grammar skills are emphasized.

SPA 1101 Spanish I
Three (3) credits 45 hours
Prerequisite: Approved placement examination or CEEB test
The course includes the study of the principles of spelling, language and grammar. Its purpose is to strengthen communication skills, oral and written, through the study of semantic aspects and morpho-syntactic Spanish.

SPA 1102 Spanish II
Three (3) credits 45 hours
Prerequisite: SPA 1101

This course is designed as a continuation of SPA 1101 course, as it is required for all students from various programs of the Institution. The course focuses in the study of major literary genres (poetry, short stories, essays and drama) and the creative process of these works.

SPA 3201 Business Spanish I
Three (3) credits 45 hours
Prerequisite: SPA 1102

This course is structured for academic programs in the School of Administration. Basic principles of grammar, necessary for effective business communication and theoretical writing and speaking, are emphasized. This course is required for students of Business and Office Administration Programs .

SPA 3202 Business Spanish II
Three (3) credits 45 hours
Prerequisite: SPA 3201

This course focuses on business communication and writing styles, including various types of administrative correspondence. The student is expected to analyze the structures and identify the key features of business documents.

STA 3207 Statistics I
Three (3) credits 45 hours
Prerequisite: MAT 2301

This course consists of the most essential topics dealt in descriptive and probabilistic statistics. The first of the three divisions which comprise the course introduces the basic concepts of investigation and the application of the scientific method in relation to specific interest related to business and heath. The second is about the recollection, presentation and description of data and the last is about basic probability and normal probability distribution.

STA 4208 Statistics II
Three (3) credits 45 hours
Prerequisite: STA 3207

Topics of probability and sampling will be given special emphasis using median, proportional and universal population as well as designed sampling. Another unit will deal with statistical interference of estimations emphasizing Z, T, and F tests. Finally, nonparametric tests will be discussed, especially Chi square.

TAS 1101 Introduction to Physical Therapy
Three (3) credits 45 hours
Prerequisite: None
In this course the field of Physical Therapy will be defined as part of the health related professions, history, contribution and development in Puerto Rico, laws that govern its practice, functions of the of the Physical Therapist Assistant and the Physical Therapist, medical terminology, professional ethics, principles of organization and administration, principles of communication and interpersonal relations.

TAS 1103 Kinesiology
Four (4) credits 45 hours of theory; 30 hours of laboratory
Prerequisite: BIO -1201
In this course the students will apply their knowledge on the anatomy of the human body in terms of functioning of the body and the pathologies because of the loss of movement. Corporal mechanics will be emphasized, movement planes and axles of the articulations and the relationship to the body in space. Anatomical areas are divided into: upper and lower extremities, head and torso.

TAS 1105 Physical Dysfunction
Three (3) credits 60hours
Prerequisite: BIO 1202, TAS 1103
This course presents the students diverse pathologies with emphasis on the muscle-skeletal and cardiac-pulmonary systems, as well as vascular complications in the extremities. Pathological processes, treatment options, prognosis and potential for recuperation will be discussed.

TAS 1110 Hospital Techniques in Physical Therapy
Two (2) credits 15 hours of theory; 30 hours of laboratory
Prerequisite: None
This course prepares the students of the Associate Degree in Physical Therapy Technology Program in the development of skills using aseptic techniques as established by the Center for the Control of Diseases (CDC) and the regulations of the Occupational Safety and Health Administration (OSHA), management of vital signs, verification of the skin integrity, identification of sensorial deficit, use of the appropriate corporal mechanics and the use of the bed positioning techniques and patient transfer. It will also capacitate the student in the management of the patient/client privacy as provided in HIPAA Law (*Health Insurance Portability and Accountability Act*). The student will develop the skills in the application of the procedures by means of lectures and laboratories.

TAS 1113 Thermal Therapy and Electrical Therapy
Four (4) credits 45 hours of theory; 30 hours of laboratory
Prerequisite: None

This course will capacitate the students of the Associate Degree in Physical Therapy Technology with theoretical and practical knowledge related to the areas of pain management and wound care. This includes the clinical use of five modalities/physical agents and electrotherapy, their indications and counter indications. The student will develop the skills in the application of the procedures by means of lectures and laboratories.

TAS 2202 Therapeutic Massage
Three (3) credits 30 hours of theory; 30 hours of laboratory
Prerequisite: BIO 1201*, TAS 1101

This course will capacitate students with theoretical and practical knowledge related to therapeutic massage as a treatment modality in Physical Therapy. The student will learn about the historical evolution of massage, its effects, indications, counter indications and precautions relating to its utilization. The student will develop the application skills for the diverse massage techniques in various anatomical regions. This course will be divided in theoretical sessions and practical sessions.

TAS 2205 Therapeutic Exercises
Four (4) credits 30 hours of theory; 30 hours of laboratory
Prerequisite: TAS 1103, TAS 2211, TAS 2202

This course introduces the students into the management of the patient/client in the therapeutic exercises program. The student will learn the diverse types of exercises depending on the need and physical condition of each patient. Includes laboratory period.

TAS 2207 Psychology of Sickness in Physical Therapy
Three (3) credits 45 hours
Prerequisite: PSY 1101, TAS 1105

This course is designed to educate students about the stages and the process the patient goes through when diagnosed with a physical condition that incapacitates and how the attending health professional deals directly with the patient/client.

TAS 2209 Introduction to Clinical Practice in Physical Therapy
Two (2) credits 15 hours of theory; 60 hours of laboratory
Prerequisite: TAS 1101, TAS 1110, TAS 1113, BIO 1201*

In this course students are exposed to the management of patients, the security measures and the establishment of the communication dynamics between the patient and the therapist. This will help students in the integration of the concepts previously studied by the analysis of clinical cases and the treatment plans. All the techniques utilized by the student are applied under the direct supervision of a Licensed Physical Therapist in accordance with Law 114. Student performances will be dictated by the norms established in HIPAA Law (*Health Insurance Portability and Accountability Act*). The course requires 60 hours of clinical laboratory and a 15 hours seminar where the professor integrates practical experience and theory.

TAS 2211 Clinical Practice I (Internship)
Two (2) credits 30 hours of theory; 200 hours of clinical practice
Prerequisite: TAS1103, TAS2202, TAS 2209, BIO 1201*

This course includes a supervised clinical experience where the student will attend a duly accredited institution that provides physical therapy services. He/She will observe and apply diverse treatment modalities studied to patients/clients from the diverse clinical practice centers under the direct supervision of the Physical Therapist in accordance of Law 114. Student performances will be dictated by the norms established in HIPAA Law (*Health Insurance Portability and Accountability Act*). The course requires 200 hours of clinical laboratory and a 30 hours seminar where the professor integrates practical experience and theory.

TAS 2213 Application of Physical Therapy to Physical Dysfunction
Four (4) credits 45 hours of theory; 30 hours of laboratory
Prerequisite: TAS 1105 TAS 2205

This course will cover the diverse pathologies that affect the motor and neurological functions of the patient, the limitations in daily living (dysfunctional extension that limits him) his potential for rehabilitation in Physical Therapy and the treatment that each condition merits. The diverse techniques utilized in accordance with the condition of the patient are practiced in the course laboratory periods. The techniques utilized by the student are applied under the supervision of a Licensed Physical Therapist as provided by Law 114.

TAS 2216 Patient Management for Daily Living
Three (3) credits 45 hours of theory; 15 hours of laboratory
Prerequisite: TAS 1105 TAS 2205

In this course the students will learn to manage the patient during their daily living activities, bed mobility, ambulating with diverse orthotic, prosthetic and assistive, equipment necessary for the functioning of the impeded. The student will play the role of the patient and its physical limitations to move in his environment so as to determine the need for adaptations and the elimination of architectural barriers in our streets, commercial centers and in our communities. The techniques utilized by the student are applied under the direct supervision of the Physical Therapist in accordance of Law 114.

TAS 2312 Clinical Practice II (Internship)
Two (2) credits 30 hours of theory; 200 hours of clinical practice
Prerequisite: TAS 2207, TAS 2211, TAS 2213, TAS2216

In this course the student will be able to integrate the theoretical concepts with the clinical practice, improving the administration of the treatment of the patient/client from an integral perspective, applying the modalities and the therapeutic exercises and restoring functionality in his mobility during daily living activities. The techniques utilized by the student are applied under the supervision of a Licensed Physical Therapist as provided by Law 114. Student performances will be dictated by the norms established in HIPAA Law (*Health Insurance Portability and Accountability Act*). The course requires 200 hours of clinical laboratory and a 30 hours seminar where the professor integrates practical experience and theory.

VUE 1101 Successful University Life
Three (3) credits 45 hours
Prerequisites: None

The course provides skills designed to develop students' personal and academic skills. It emphasizes teamwork, research, communication, decision making, critical thinking, time management, study habits, information literacy, tolerance and self-esteem. The course approach is aimed to develop their strengths and learning styles to successfully deal with university life.

Grievance Procedure

Grievance Procedure

It is our Institutional Policy that any grievance should comply with a due process to guarantee fundamental individual rights. Students may submit grievances regarding faculty, administrative personnel and fellow students.

The following procedures will be observed:

1. Any grievance will be submitted in a written and signed document to the Students Dean or the President's Office.
2. The appropriate official will appoint a committee of at least five (5) members to whom the grievance will be referred for investigation, procedure and resolution.
3. The committee will notify all involved parts given the counterpart ten (10) days to reply.
4. Past due the days for reply, the committee will schedule a hearing within no longer than ten (10) days.
5. The grievance will be considered subjected to the committee when:
    a. a written reply was received and a hearing was held
    b. a written reply was not received, but an oral reply was made at a hearing
    c. the counterpart did not reply nor attended the hearing, but the part with interest was formerly cross interrogated
    d. a reasonable analysis and corroboration was made
6. The judgment of the committee should be based on the following general principles:
    a. burden of the proof
    b. preponderance of the proof
    c. reasonable doubt

    The proof could be direct or circumstantial, but never proof by reference should be accepted.
7. Within five (5) days after the hearing, the committee will make a written report with a recommendation of judgment to the appropriate official
8. A resolution of judgment will be released by the appropriate official, notifying the parts.
9. The judgment can be reviewed or reconsidered within ten (10) days of its notification on written petition to the appropriate official.

The student may notify his/her dissatisfaction, if he/she desires to the following addresses:

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
Tel. (215) 662-5606.

Puerto Rico Council of Education
P.O.Box 1900
San Juan, PR. 00918
Tel. (787) 641-7100

Academic Calendar

2014–2014

REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
SEPTEMBER- DECEMBER 2014

2 September	Classes begin
2 - 6 September	Period for changes to the official program and late registration
12 September	Last day for withdrawals with 90% tuition refund
13 September	Last day to file the No Show Report
15 – 27 September	Programs Assessment – Core Courses
11 October	Last day to file the Disappearing Students Report
13 October	**Columbus Day** **No Classes**
3 November	Opens registration period for the January 2015 semester
6 November	Last day for total withdrawals with tuition refund
11 November	**Veterans Day** **No Classes**
19 November	**Discovery of Puerto Rico Day** **No Classes**
17 – 26 November	Program Assessment – Benchmark Courses
27 - 29 November	**Thanksgiving Academic Recess** **No Classes**
13 December	Last day of classes Last day for withdrawals Last day for removing incompletes
15 – 20 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester – **January, 20, 2015**	

ADULTS MODALITY / GRADUATE / MAGAE
AUGUST - OCTOBER
2014

11 August	Classes begin
11 - 16 August	Period for changes to the official program and late registration
16 August	Last day for withdrawals with 90% tuition refund
23 August	Last day to file the No Show Report
1 September	Labor Day Classes will convene
6 September	Last day to file the Disappearing Students Report
16 September	Last day for total withdrawals with tuition refund
29 September – 4 October	Programs Assessment – Benchmark Courses

4 October	Last day of classes Last day for withdrawals Last day for removing incompletes
6 - 11 October	Final exams week
15 October	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE / MAGAE
OCTOBER - DECEMBER
2014

20 October	Classes begin
20 - 25 October	Period for changes to the official program and late registration
25 October	Last day for withdrawals with 90% tuition refund
1 November	Last day to file the No Show Report
3 November	Opens registration period for the January 2015 semester
11 November	Veterans Day Classes will convene
15 November	Last day to file the Disappearing Students Report
19 November	Discovery of Puerto Rico Day Classes will convene
25 November	Last day for total withdrawals with tuition refund
27 - 29 November	**Thanksgiving Academic Recess** **No Classes**
8 al 13 December	Programs Assessment – Benchmark Courses

13 December	Last day of classes Last day for withdrawals Last day for removing incompletes
15 - 20 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester **January, 12, 2015**	

REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
JANUARY - MAY
2015

20 January	Classes begin
20 - 24 January	Period for changes to the official program and late registration
30 January	Last day for withdrawals with 90% tuition refund
31 January	Last day to file the No Show Report

16 February	**Presidents Day** **No Classes**
28 February	Last day to file the Disappearing Students Report
23 March	**Emancipation Day** **No Classes**
26 March	Last day for total withdrawals with tuition refund
2 - 4 April	**Holy Week Academic Recess**
6 - 18 April	Programs Assessment – Benchmark Courses
13 April	Opens registration period for Summer and September 2015 semesters
20 April	**José De Diego Day** **No Classes**
2 May	Last day of classes Last day for withdrawals Last day for removing incompletes
4 - 9 May	Final exams week
13 May	Last day for the faculty to submit final grades report to the Registrar's Office
12 June	Last day to apply for graduation
Start of next semester **May, 18, 2015**	

ADULT MODALITY / GRADUATE /
MAGAE
JANUARY - MARCH
2015

12 January	Classes begin (Eugenio María De Hostos Day)
12 - 17 January	Period for changes to the official program and late registration
17 January	Last day for withdrawals with 90% tuition refund
19 January	Martin Luther King Day Classes will convene
24 January	Last day to file the No Show Report
7 February	Last day to file the Disappearing Students Report

16 February	Presidents Day Classes will convene
17 February	Last day for total withdrawals with tuition refund
2 - 7 March	Programs Assessment – Benchmark Courses
7 March	Last day of classes Last day for withdrawals Last day for removing incompletes

9 - 14 March	Final exams week
18 March	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE / MAGAE
MARCH - MAY 2015

23 March	Classes begin
23 - 28 March	Period for changes to the official program and late registration
28 March	Last day for withdrawals with 90% tuition refund
1 April	Last day to file the No Show Report
2 - 4 April	**Holy Week Academic Recess** **No Classes**
13 April	Opens registration period for the Summer and September 2015 semesters
18 April	Last day to file the Disappearing Students Report
20 April	Jose De Diego Day Classes will convene
28 April	Last day for total withdrawals with tuition refund
11 - 16 May	Programs Assessment – Benchmark Courses
16 May	Last day of classes Last day for withdrawals Last day for removing incompletes
18 - 23 May	Final exams week
27 May	Last day for the faculty to submit final grades report to the Registrar's Office
12 June	Last day to apply for graduation
Start of next semester **June, 1, 2015**	

REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
MAY – JULY
2015

18 May	Classes begin
18 - 23 May	Period for changes to the official program and late registration
23 May	Last day for withdrawals with 90% tuition refund
25 May	**Remembrance Day** **No Classes**
30 May	Last day to file the No Show Report
12 June	Last day to apply for graduation
20 June	Last day to file the Disappearing Students Report
27 June	Last day for total withdrawals with tuition refund

4 July	**Independence Day EE.UU.** **No Classes**
6 - 18 July	Programs Assessment – Benchmark Courses
18 July	Last day of classes Last day for withdrawals Last day for removing incompletes
20 July	**Luis Muñoz Rivera Day** **No Classes**
20 - 25 July	Final exams week
25 July	**Puerto Rico Constitution Day** **No Classes**
29 July	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester **September, 1, 2015**	

ADULTS MODALITY / GRADUATE / MAGAE
SUMMER
JUNE - AUGUST 2015

1 June	Classes begin
1 - 6 June	Period for changes to the official program and late registration
6 June	Last day for withdrawals with 90% tuition refund
12 June	Last day to apply for graduation
13 June	Last day to file the No Show Report
27 June	Last day to file the Disappearing Students Report
4 July	Independence Day EE.UU. Classes will convene
7 July	Last day for total withdrawals with tuition refund
20 July	Luis Muñoz Rivera's Birth Day Classes will convene
20 - 25 July	Programs Assessment – Benchmark Courses
25 July	Puerto Rico Constitution Day Classes will convene
25 July	Last day of classes Last day for withdrawals Last day for removing incompletes
27 July	José Celso Barbosa Day Classes will convene
27 July -2 August	Final exams week
5 August	Last day for the faculty to submit final grades report to the Registrar's Office

SPECIAL
SUMMER
JUNE - JULY
2015

1 June	Classes begin
1 - 6 June	Period for changes to the official program and late registration
6 June	Last day for withdrawals with 90% tuition refund
13 June	Last day to file the No Show Report
15 - 20 June	Programs Assessment – Core Competencies
27 June	Last day to file the Disappearing Students Report
3 July	Last day for total withdrawals with tuition refund
4 July	**Independence Day EE.UU.** **No Classes**
18 July	Last day of classes Last day for total withdrawals with tuition refund
20 July	**Luis Muñoz Rivera's Birth Day** **No Classes**
21 – 24 July	Final exams week
25 July	**Puerto Rico Constitution Day** **No Classes**
29 July	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program **September, 1, 2015**	

REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
SEPTEMBER- DECEMBER 2015

1 September	Classes begin
1 - 5 September	Period for changes to the official program and late registration
7 September	**Labor Day** **No Classes**
11 September	Last day for withdrawals with 90% tuition refund
12 September	Last day to file the No Show Report
14 – 26 September	Programs Assessment – Core Competencies
10 October	Last day to file the Disappearing Students Report
12 October	**Columbus Day** **No Classes**
2 November	Opens registration period for the January 2016 semester
5 November	Last day for total withdrawals with tuition refund

11 November	**Veterans Day** **No Classes**
19 November	**Discovery of Puerto Rico Day** **No Classes**
16 – 25 November	Program Assessment – Benchmark Courses
26 - 28 November	**Thanksgiving Academic Recess** **No Classes**
12 December	Last day of classes Last day for withdrawals Last day for removing incompletes
14 – 19 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester – **January, 19, 2016**	

ADULTS MODALITY / GRADUATE / MAGAE

AUGUST – OCTOBER 2015

10 August	Classes begin
10 - 15 August	Period for changes to the official program and late registration
15 August	Last day for withdrawals with 90% tuition refund
22 August	Last day to file the No Show Report
5 September	Last day to file the Disappearing Students Report
7 September	Labor Day Classes will convene
15 September	Last day for total withdrawals with tuition refund
28 September – 3 October	Programs Assessment – Benchmark Courses
3 October	Last day of classes Last day for withdrawals Last day for removing incompletes
5 – 10 October	Final exams week
14 October	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE / MAGAE

OCTOBER - DECEMBER 2015

19 October	Classes begin
19 - 24 October	Period for changes to the official program and late registration
24 October	Last day for withdrawals with 90% tuition refund
31 October	Last day to file the No Show Report
2 - 7 November	Registration period for the January 2016 semester
11 November	Veterans Day Classes will convene

14 November	Last day to file the Disappearing Students Report
19 November	Discovery of Puerto Rico Day Classes will convene
24 November	Last day for total withdrawals with tuition refund
26 - 28 November	**Thanksgiving Academic Recess** **No Classes**
7 al 12 December	Programs Assessment – Benchmark Courses
12 December	Last day of classes Last day for withdrawals Last day for removing incompletes
14 - 19 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Adults Modality / Graduate / MAGAE January, 11, 2016	

REGULAR
PROGRAM/
MASTER DEGREE IN NATUROPATHIC SCIENCE
JANUARY - MAY
2016

19 January	Classes begin
19 - 23 January	Period for changes to the official program and late registration
29 January	Last day for withdrawals with 90% tuition refund
30 January	Last day to file the No Show Report
15 February	**Presidents Day** **No Classes**
27 February	Last day to file the Disappearing Students Report
22 March	**Emancipation Day** **No Classes**
24 March	Last day for total withdrawals with tuition refund
24 - 26 March	**Holy Week Academic Recess** **No Classes**
4 - 16 April	Programs Assessment – Benchmark Courses
4 April	Opens registration period for Summer and September 2015 semesters
18 April	**José De Diego Day** **No Classes**
30 April	Last day of classes Last day for withdrawals Last day for removing incompletes
2 - 7 May	Final exams week

11 May	Last day for the faculty to submit final grades report to the Registrar's Office
11 June	Last day to apply for graduation
Start of next semester - Regular Program May, 16, 2016	

ADULT MODALITY / GRADUATE /
MAGAE
JANUARY - MARCH
2016

11 January	Classes begin (Eugenio María De Hostos Day)
11 - 16 January	Period for changes to the official program and late registration
16 January	Last day for withdrawals with 90% tuition refund
18 January	Martin Luther King Day Classes will convene
23 January	Last day to file the No Show Report
6 February	Last day to file the Disappearing Students Report

15 February	Presidents Day Classes will convene
16 February	Last day for total withdrawals with tuition refund
29 February - 5 March	Programs Assessment – Benchmark Courses
5 March	Last day of classes Last day for withdrawals Last day for removing incompletes
7 - 12 March	Final exams week
16 March	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE / MAGAE
MARCH - MAY 2016

21 March	Classes begin
22 March	Abolition Day Classes will convene
21 - 23 March	Period for changes to the official program and late registration
24 - 26 March	**Holy Week Academic Recess No Classes**
26 March	Last day for withdrawals with 90% tuition refund
2 April	Last day to file the No Show Report
4 April	Opens registration period for the Summer and September 2015 semesters
16 April	Last day to file the Disappearing Students Report

18 April	Jose De Diego Day Classes will convene
26 April	Last day for total withdrawals with tuition refund
9 - 14 May	Programs Assessment – Benchmark Courses
14 May	Last day of classes Last day for withdrawals Last day for removing incompletes
16 - 21 May	Final exams week
25 May	Last day for the faculty to submit final grades report to the Registrar's Office
11 June	Last day to apply for graduation
Start of next semester - Adult Modality / Graduate / MAGAE May, 30, 2016	

REGULAR
PROGRAM/
MASTER DEGREE IN NATUROPATHIC SCIENCE
MAY – JULY
2016

16 May	Classes begin
16 May – 21 May	Period for changes to the official program and late registration
22 May	Last day for withdrawals with 90% tuition refund
28 May	Last day to file the No Show Report
30 Mayo	**Remembrance Day** **No Classes**
10 June	Last day to apply for graduation
18 June	Last day to file the Disappearing Students Report
25 June	Last day for total withdrawals with tuition refund
4 July	**Independence Day EE.UU.** **No Classes**
4 - 16 July	Programs Assessment – Benchmark Courses
16 July	Last day of classes Last day for withdrawals Last day for removing incompletes
18 July	**Luis Muñoz Rivera Day** **No Classes**
19 – 23 July	Final exams week
27 July	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program September, 1, 2016	

ADULTS MODALITY / GRADUATE / MAGAE

SUMMER
MAY – JULY
2016

30 May	Classes begin Remembrance Day Classes will convene
30 May – 4 June	Period for changes to the official program and late registration
4 June	Last day for withdrawals with 90% tuition refund
10 June	Last day to apply for graduation
11 June	Last day to file the No Show Report
25 June	Last day to file the Disappearing Students Report
4 July	Independence Day EE.UU. Classes will convene
5 July	Last day for total withdrawals with tuition refund
18 July	Luis Muñoz Rivera Day Classes will convene
18 - 23 July	Programs Assessment – Benchmark Courses
23 July	Last day of classes Last day for withdrawals Last day for removing incompletes
25 – 30 July	Final exams week
25 July	Puerto Rico Constitution Day Classes will convene
27 July	Jose Celso Barbosa Day Classes will convene
3 August	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program August, 8, 2016	

SPECIAL
SUMMER
JUNE - JULY
2016

6 June	Classes begin
6 - 11 June	Period for changes to the official program and late registration
11 June	Last day for withdrawals with 90% tuition refund
18 June	Last day to file the No Show Report
20 - 25 June	Programs Assessment – Core Competencies
2 July	Last day to file the Disappearing Students Report
4 July	**Independence Day EE.UU.** **No Classes**
8 July	Last day for total withdrawals with tuition refund

18 July	**Luis Muñoz Rivera's Birth Day** **No Classes**
23 July	Last day of classes Last day for withdrawals Last day for removing incompletes
25 – 30 July	Final exams week
25 July	**Puerto Rico Constitution Day** **No Classes**
27 July	Jose Celso Barbosa Day Classes will convene
3 August	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program **September, 1, 2016**	

REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
SEPTEMBER- DECEMBER 2016

1 September	Classes begin
1 - 3 September	Period for changes to the official program and late registration
5 September	**Labor Day** **No Classes**
10 September	Last day for withdrawals with 90% tuition refund
10 September	Last day to file the No Show Report
12 – 24 September	Programs Assessment – Core Competencies
8 October	Last day to file the Disappearing Students Report
12 October	**Columbus Day** **No Classes**
1 November	Opens registration period for the January 2017 semester
4 November	Last day for total withdrawals with tuition refund
11 November	**Veterans Day** **No Classes**
19 November	**Discovery of Puerto Rico Day** **No Classes**
14 – 23 November	Program Assessment – Benchmark Courses
24 - 26 November	**Thanksgiving Academic Recess** **No Classes**
10 December	Last day of classes Last day for withdrawals Last day for removing incompletes
12 – 17 December	Final exams week
21 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester – **January, 17, 2017**	

ADULTS MODALITY / GRADUATE / MAGAE
AUGUST – OCTOBER 2016

8 August	Classes begin
8 - 13 August	Period for changes to the official program and late registration
14 August	Last day for withdrawals with 90% tuition refund
20 August	Last day to file the No Show Report
3 September	Last day to file the Disappearing Students Report
5 September	Labor Day Classes will convene
13 September	Last day for total withdrawals with tuition refund
26 September – 1 October	Programs Assessment – Benchmark Courses
1 October	Last day of classes Last day for withdrawals Last day for removing incompletes
3 – 8 October	Final exams week
13 October	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE / MAGAE
OCTOBER - DECEMBER 2016

17 October	Classes begin
17 - 22 October	Period for changes to the official program and late registration
23 October	Last day for withdrawals with 90% tuition refund
29 October	Last day to file the No Show Report
1 November	Opens registration period for the January 2017 semester
11 November	Veterans Day Classes will convene
12 November	Last day to file the Disappearing Students Report
19 November	Discovery of Puerto Rico Day Classes will convene
22 November	Last day for total withdrawals with tuition refund
24 - 26 November	**Thanksgiving Academic Recess** **No Classes**
5 al 10 December	Programs Assessment – Benchmark Courses
10 December	Last day of classes Last day for withdrawals Last day for removing incompletes
12 - 17 December	Final exams week
21 December	Last day for the faculty to submit final grades report to the Registrar's Office

Start of next semester - Adults Modality / Graduate / MAGAE
January, 10, 2017

EDP UNIVERSITY

SABER ES PODER

APPENDIX #10

EDP UNIVERSITY

SABER ES PODER

Graduate Catalog

2014 – 2016

EDP UNIVERSITY OF PUERTO RICO, INC.

Revised March
2014

Graduate Catalog
2014 - 2016

Hato Rey Campus
560 Ponce de León Ave.
P.O. Box 192303
Hato Rey, P.R. 00919-2303
(787) 765-3560

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

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

We, at EDP University of Puerto Rico, have been committed for over forty years to the integral development of our students, providing them a technological education strongly supported by social and humanistic competencies. This combination enables them to appropriately manage the challenges that modern society presents.

More recently, we have developed a model based on a student centered philosophy titled “Think in Student’s Terms” in which he/she is considered both our client and our product. Therefore, the Institution measures its effectiveness through the eyes of the student, not only in the educational process, but in each and every aspect of our services to them.

In this model, we have identified four (4) major stages that summarize our responsibility towards our students: Recruitment, Retention, Academic Quality, and Alumni Excellence. Our efforts are focused on facilitating a process where each student successfully goes through these four (4) stages, completing a true cycle. We take very seriously our responsibility to establish and implement proper assessment instruments to continually improve our Institutional effectiveness and our student’s learning outcomes.

We are very proud of the academic excellence of our graduates. They are in demand from private and public sectors. Our students recommend us, and their employers recommend us. That is the true cycle.

Come and be part of our Institution. You have to make the first move. Remember, your success is our success and your goals are our goals. We are here to help you reach them in every way we can.

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 Sebastián, situated in the western side of the island. The Institution offers a variety of academic programs within the fields of Technology, Administration, Arts, Science, and Health related areas.

EDP University of Puerto Rico, Inc. is accredited by the Middle States Commission on Higher Education, to award Associate, Bachelor's, and Master's Degrees. Furthermore, the Institution is licensed by The Puerto Rico Council of Education. Likewise, it is approved by The American Association of Colleges.

The Hato Rey Campus offers Associate Degrees in Computer Programming, Business Administration, Office Administration, Medical Emergencies Technology, Nursing, Physical Therapy Technology, Digital Fashion Design, and Interior Design – Decoration; Bachelor's Degrees in Information Systems with majors in Computer Programming, Networks, and Digital Imaging, Business Administration, Business Administration with majors in Accounting and Management, Technological Office Administration, and Interior Design – Decoration; Master's Degrees in Information Systems, Information Technology for Education, Information Systems with major in Information Security and Fraud Investigation, and Business Administration with major in Strategic Management; Graduate Professional Certificates in Information Security and Fraud Investigation, Information Technology for Education, Project Management, Information Systems Auditing, Relational Database Administration, and Electronic Commerce.

The San Sebastián Campus offers Associate Degrees in Computer Programming, Business Administration, Office Administration, Medical Emergencies Technology, Nursing, Pharmacy Aide, and Physical Therapy Technology; Bachelor's Degrees in Information Systems with major in Computer Programming, Business Administration, Business Administration with majors in Accounting and Management, Technological Office Administration, and Science majoring in Nursing.

The Institution provides student funding through the following agencies:

- Puerto Rico Department of Education
- "Asociación de Empleados del Gobierno de Puerto Rico"
- "Banco Gubernamental de Fomento"
- Fondo del Seguro del Estado
- Puerto Rico State Department
- Office of the Comptroller of Puerto Rico
- Puerto Rico General Court of Justice
- Puerto Rico National Guard Institutional Trust
- State Vocational Rehabilitation Agency

- WIA (Workforce Investment Act) San Juan Office
- WIA (Workforce Investment Act) Carolina Office
- Department of Veterans Affairs Vocational Rehabilitation
- Reserve Officers Training Corps (ROTC)
- Military Spouse Career Advancement Accounts (MYCAA)
- Health Professionals Scholarship Program (HPSP)
- Government Employees Training Act (GETA)
- Puerto Rico Public Law 7 of 2009

The Institution maintains active memberships with the following entities:

- Certified Public Accountants Association of Puerto Rico (CCPAPR by its Spanish acronym)
- National Resource Center For The First-Year Experience
- Association for Computing Machinery (ACM)
- Certifying Officers Association of Student Veterans of Postsecondary Institutions of Puerto Rico and the Virgin Islands (PRIVAOC by its Spanish acronym)
- Puerto Rico Association for Commercial Education (APEC by its Spanish acronym)
- Association of Registrars and Admissions Officers of Puerto Rico (PRACRAO by its Spanish acronym)
- National Business Education Association (NBEA)
- Puerto Rico Association for Supervision and Curriculum Development (PR –ASCD)
- Association for Supervision and Curriculum Development (ASCD)
- Association of Certified Fraud Examiners (ACFE)
- Consortia of Puerto Rico University Resources Developing Alliance Against Alcohol Abuse, other Drugs and Violence (C.R.U.S.A.D.A. by its Spanish acronym)
- Professional Counseling Association
- ASCD
- 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)
- CUPA-HR
- American Counseling Association
- Puerto Rico Private Education Association (AEPPR by its Spanish acronym)
- Information Systems Security Association (ISSA)

Brief History of the Institution

EDP University of Puerto Rico was established in 1969 in Hato Rey, P.R. 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 Sebastián, located to the western side of Puerto Rico.

Our Institution was created by Dr. Aníbal Nieves, 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 expanded to include the fields of Technology, Administration, Arts, Science, and Health.

As of the year 2009, the Institution stands as a non-profit Institution of higher education, incorporated under the laws of the Commonwealth of Puerto Rico.

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 has guided the Institution for the past 43 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 that promote active learning and the integral development of students, as they are the center of the educational process.

Vision

EDP University aspires to be an Institution that achieves recognition in and outside of Puerto Rico, due to its innovate nature and flexible, non-traditional design, in which optimal use is made of information technology at the academic and administrative levels, integrating the Institution in the information society and adding value for its constituents.

Institutional Goals

The goals, which are aligned with the Mission, fall into four (4) categories. These categories include the Academic, Student, Administrative, and Community areas.

Academic Affairs

The goals in this area are to:

1. Offer and develop excellent, pertinent, and relevant graduate and undergraduate academic programs in the Technology, Administration, Arts, Science, and Health related areas.
2. Integrate information technology into the academic offerings and the Institution's administration.
3. Offer a General Education Program that promotes the development of competencies in the following areas: oral and written communication skills in Spanish and English, computer literacy, information literacy, critical thinking, scientific, math, culture, and the acquisition of social, humanistic, tolerance, and diversity values.
4. Systematically assess Institutional effectiveness and student learning outcomes as a basis for decision-making and Institutional renewal.

Student Affairs

The goals in this area are to:

1. Offer student support services to assist students in achieving their educational objectives in the profession aspired to and their development as integral human beings.

Administrative Affairs

The goals in this area are to:

1. Provide a physical, human, and technological infrastructure that guarantees optimal conditions for the development of academic programs.
2. Establish strategic planning processes for the strengthening of the Institutional resources and the achievement of academic excellence.

Community Affairs

The goals in this area are to:

1. Promote and sustain social and ethical responsibilities among the members of the community.
2. Encourage a relationship of mutual development between the Institution and the community.

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, B.B.A., M.H.S.A.

President
Guillermo Cruz González, B.S.I.E.

Vice President
Rafael Del Valle Vega, C.P.A.

Secretary:
Marc Zubrzycki Rodoyski

Sub Secretary:
Saribel Estrada Figueroa, ENG.

Treasurer Interin:
Rafael Del Valle Vega, C.P.A.

Sub Treasurer:

Members:
Máximo Ruiz Jiménez, B.A., L.L.B.

Manuel Vázquez Díaz, M.H.S.A.

Alvin Cardona Rivera, D.M.D.

Ivette Castro Vázquez, M.Ed.

Dora M. Hernández Mayoral.

Benito Masso, Jr.

Gladys B. Nieves Vázquez, M.A.

José Alvarado Vázquez, Lic.

Administration

Central Administration

President:
Gladys T. Nieves Vázquez, P.E., M.B.A.

Vice President of Institutional and International Affairs:
Marilyn Pastrana Muriel, Ed.D.

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

AVP Research Academic Assessment and Institutional Development:
Nydia Rivera Vera, M.A.

AVP Institutional Accreditation, Licensing, and Assessment:
Alberto López Mercado, Ed.D.

AVP of Administration and Technology:
Luis Fuster, M.S.

AVP for International Affairs:
Sandra Arroyo, M.A..

AVP of Financial Affairs:
Marie Luz Pastrana Muriel, B.B.A.

Associate Institutional Director
Glenda Rodríguez Campuzano, B.A.E.

Institutional Human Resources Director:
Héctor Vázquez Díaz, M.B.A.

Institutional Marketing & Communications Director
Nerma Albertorio, B.S.B.A., M.B.A., M.A.

Institutional Financial Aid Director:
Yaitzaenid González Meléndez, M.A.

Accounting Director:
María Santiago Marquez, B.A.

Technology Affairs Dean:
Ramón Mallol Martínez, Ph.D.

Institutional Accreditation, Licensing and Assessment Coordinator:
Marjorie M. Maisonet Rivera, B.A.

Institutional Director for External Funds:
Carmen I. Negrón Castro M.A.

Hato Rey Campus Administration

Hato Rey Campus Chancellor:
Marilyn Pastrana Muriel, Ed.D.
Interim

Academic Affairs Dean:
Enid Cartagena, M.A.

Student Affairs Dean:
Oscar Morales, J.D.

School of Arts and General Education Director:
Maria T. Arias, B.A., M.A.

School of Administration Director:
Glorimar Santini, B.S., M.B.A.

School of Health Director:
Lourdes Fuentes Rivera, M.A., P.T., M.C. – Major Educational Counseling

Physical Therapy Clinical Practice Coordinator:
Ada Guzmán Vera, P.T.,M.D.I.V.

School of Nursing Director:
Johana Jaime, B.S.N., M.S.N.
Interim

Nursing Clinical Practice Coordinator:
Elizabeth Cruz, Arriaga, M.S.N.

School of Science and Technology Director:
Frank Maldonado, M.I.S.

EDP/San Juan School of Design Director:

Graduate School Director:
Miguel Drouyn Marrero, Ed.D.

Continued Education Director:
Doris Mazza, ARQ. (LIC. 10474) , PPL (LIC. 082), MCH

Enrollment Manager:
Sonia Bronstaff Bagú, M.A.

Admission Support & Services Director:
Dendy Vila, B.B.A.

Registrar's Office Director:
Marien De Jesus, B.A., M.S.M.

Bursar's Office Director:
Marisol Rodríguez Reyes, B.A.E., B.P.C.

Financial Aid Director:
María Colón Torres, M.B.A.

Career Services Office Director:
Ana de los Angeles, B.A.

Information Resources Center Director:
Igrí Enríquez Rodriguez, M.L.S.

Systems Information Director:
Frank Maldonado Font, M.I.S.

Computer Center Director:
Héctor Alejandro Pastrana, B.I.S.D.I.

Data Base Administrator:
Giovanni Martinez Lozada

Academic Support Center:
Carmen Negrón, B.A., M.A.E.

Associate Director for External Funds and Community Support:
Zaida Roque, M.B.A.

Counselors:
Marta Carballo Betancourt, CPL
José Rodríguez Rolón, M.A.Ed.

Kids @ EDP Director:
María Rivera Meléndez, CDA Certification

San Sebastián Campus Administration

San Sebastián Campus Chancellor:
Melba Rivera Delgado, Ed.D.

Vice Chancellor:
Juan Avilés Font, Ed.D.

Academic Affairs Dean:
Wanda Perez, B.S., M.A., Ed.D.

Student Affairs Dean:
Damaris Varela, Ed.D.

Distance Education Academic Dean:
Doris V. Rodriguez, Ed.D.

School of Arts and General Education Director:
Aracelis Soto Méndez, M.A.

School of Administration Director:
Noelia Jiménez Cruz, M.A.Ed.

Business Administration Specialist:
Migdalia Villanueva Acevedo, M.B.A.

School of Health Director:
Lillian Alers Soto, M.A.

School of Nursing Director:
Carmen Rosa Arce, M.S.N.

School of Nursing Clinical Practice Coordinator:
Aidaliz González Ramos, B.S.N., M.S.N.
Karen Borges Pérez, B.S.N.

Graduate School Director
Miguel Drouyn Marrero, Ed.D..

School of Nursing Graduate Coordinator – San Sebastian Campus
Jorge Corchado, B.S.N., M.S., D.N.S.

School of Nursing – Naturopathy Graduate Coordinator
Mariano Ortiz

Distance Education Academic and Student Associate Director:
Carmen Quintana Hernández, B.B.A.

Continued Education Director:
Luis R. Rivera Morales, M.S.N.

Registrar's Office Director:
Nydia Méndez Vargas, B.B.A.

Bursar's Office Director:
Julio Méndez Ferreira, M.I.S.

Financial Aid Director:
Luz Rivera Crespo, B.B.A.

Promotions Director:
Rosa González Nieves, M.B.A.

Physical Therapy Practice Coordinator:
Ruth Rodriguez Ruiz, B.S.

Pharmacy Practice Coordinator:
Edith Ramírez, M.A.E.

Systems Information Director:
Ángel Rivera Báez, B.D.C.P.

Computer Center Director:
José Arce Colón, M.A.

Information Resources Center Director:
Marisol Giraud Mejías, M.L.S.

Technology Development Associate Director:
Ileana Ortiz Flores, M.A.Ed.

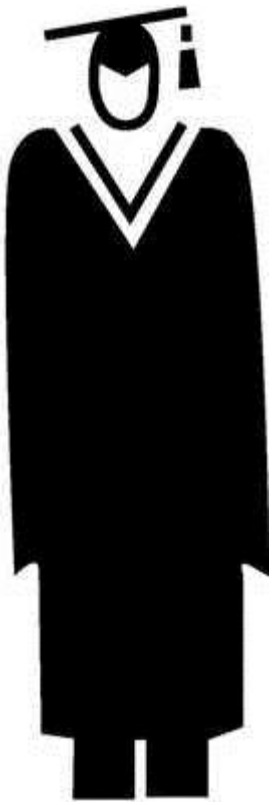
Data Base Administrator:
Verónica Rivera Molina, M.I.S.

Virtual Academic/Student Associate Director:
Carmen Quintana Hernandez, B.B.A.

English Lab / Tutorial Technician:
Steven Cortés González, B.A.

Counselor:
María E. Delgado Altierri, M.A.Ed.
Delsy Hernández Méndez, M.Ed.

Associate Director for External Funds and Community Support
Pilar Cordero Torres, M.A.



Faculty

Graduate School Directors and Faculty

♦ Denotes Full Time

Graduate School Director

Drouyn Marrero, Miguel, Ed.D., Instructor

Ed.D., Computer Applications, University of Massachusetts at Amherst
Ed. M., Administration, Planning and Social Policy, Harvard University
B.B.A., University of Puerto Rico

School of Nursing – Naturopathy Graduate Coordinator

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B.A., Natural Science and Math, University of Puerto Rico
Doctor of Alternative and Oriental Medicine, Open International University for Complimentary Medicine, Sri Lanka

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Ph.D., Major in Nursing, Widener University, Pennsylvania
M.S.N., Major in Medical Surgical Nursing, University of Puerto Rico
B.S.N., Major in Nursing, University of Puerto Rico

Faculty

♦ Denotes Full Time

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B.S., Major in Social Sciences, University of Puerto Rico
B.S., Major in Psychology, Carlos Albizu University, Puerto Rico
M.S., Major in General Psychology, Carlos Albizu University, Puerto Rico
Psy.D., Clinical Psychology, Carlos Albizu University, Puerto Rico

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B.S., Major in Biology, Catholic University of Puerto Rico
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N.M.D., Health Science and Counseling, John F. Kennedy University
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Ph.D., Dual Human Nutrition and Tumor Biology, Michigan State University

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Ph.D., Major in Industrial Organizational Psychology, University of Puerto Rico
M.A., Major in Public Administration, University of Puerto Rico
B.A., Major in Psychology, University of Puerto Rico

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M.D., Medicine, Eugenio Maria de Hostos University, Dominican Republic

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Ph.D., Major in Economics, University of Freiburg, Germany
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B.A., Major in English, Pontificial Catholic University of Puerto Rico

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M.B.A., Major in Accounting, Metropolitan University
B.A., Major in General Sciences, University of Puerto Rico

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M.I.S., Major in Information Systems, EDP University of Puerto Rico, Inc. B.A., Major in Mathematics, University of Puerto Rico

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M.A.,Major in Business Education, Interamerican University of Puerto Rico
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Juris Doctor, University of Puerto Rico
B.A., Major in Political Sciences, University of Puerto Rico

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B.S., Major in Biology, University of Puerto Rico
B.S., Major in Pharmacy, University of Puerto Rico
Doctor, Pharmacy, Philadelphia College of Pharmacy and Science, Pennsylvania

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M.A., Major Adm. and Supervision, University of Puerto Rico

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Ph.D., Major in Education, Penn State University
M.S. Major in Agricultural Economics, Kansas State University
B.S.A., Major in General Agriculture, University of Puerto Rico

Ortiz, Josue, Instructor
B.S., Major in Biology, University of Puerto Rico
M.S., Major in Environmental Science, University of Puerto Rico
Ph.D., Health Science, Alas Peruanas University, Peru

Ortiz Rodríguez, Norma, Instructor
M.A., Major in Educational Computer, Interamerican University of Puerto Rico
B.A., Major in Education, University of Puerto Rico

Ortiz Ruiz, Mariano, Instructor
B.S., Major in Ciencias Naturales, University of Puerto Rico
A.M.D., Doctor in Oriental and Alternative Medicine, Open International University For Complimentary Medicine, Sri Lanka

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B.A., Major in Elementary Education in Science, University of Puerto Rico

Ramos, Arnaldo, Instructor
M.B.A., Major in Information Systems, New York University
B.A., Major in Quantitative Analysis and Information, University of Puerto Rico

Torres, Edwin, Instructor
J.D., Juris Doctor, Interamerican University of Puerto Rico
M.A., Major in Rehabilitation Counseling, University of Puerto Rico
B.A., Major in Secondary Education – Biology, University of Puerto Rico

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A.M.D., Alternative Medicine, The Open International University for Complimentary Medicines, Sri Lanka

N.M.D., Nutritional Medicine, John F. Kennedy College of Nutrimedical Arts and Sciences, Indiana

N.D., Natural Doctor, Instituto Naturista de Masaje Cientifico Quiraopractico de Guatemala

N.D., Natural Doctor, Instituto Naturista Adventista de Guatemala

M.T.Ed., Educational Technology, Consejo Iberoamericano en Honor a la Excelencia Académica, Perú

M. A., Major in Health, Interamerican University of Puerto Rico

B.A., Major in Health, Interamerican University of Puerto Rico

♦Reyes Rodríguez, Sophía, Assistant Professor
Ed.D., Major in Education Curriculum, University of Puerto Rico
M.A.Ed., Major in Education Curriculum, University of Puerto Rico
B.A., Major in Education - Spanish, University of Puerto Rico

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M.B.A., Major in Marketing and Major in Human Resources, Interamerican University of Puerto Rico
B.A., Major in Business Administration, Interamerican University of Puerto Rico

Rivera Delgado, Melba, Instructor
Ed.D., Major in Administration and Supervision, University of Puerto Rico
M. Ed., Major in Administration and Supervision/Counseling, University of Puerto Rico
B.A., Major in Elementary and Secondary Education, University of Puerto Rico

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M.I.S., Major Information Systems, EDP University of P.R., Inc.
M.P.A., Major Public Administration, University of Puerto Rico
B.B.A., Major Management, Caribbean University, Puerto Rico

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D.B.A., Major in Information Systems, Turabo University
M.I.S., Major Information Systems, EDP University of P.R., Inc. B.S., Major in Computer Science, University of Puerto Rico

Vázquez Guzmán, Ericks, Instructor
Ph.D., Major in International Commerce - International Relations, Alas Peruanas University, Perú
M.B.A., Major in Management, Metropolitan University, Puerto Rico
B.S., Major in Biomedical Sciences, Interamerican University of Puerto Rico

Student Information

Admission Policy

It is the policy of the 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. Academic terms start in August, October, January, March, and May. 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 P.R., 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 has two (2) aims: to admit to the Institution all qualified applicants, as the physical facilities will allow, and provide them with the educational opportunities that will contribute to their success in their chosen field of study.

Application for Admission to MIS Program

1. Possess a Bachelor's Degree from an accredited institution with a grade point average (GPA) of 3.00 or higher on a 4.00 point basis.
2. Submit three (3) letters of recommendation describing the potential of the student to succeed in completing graduate studies.
3. The student must demonstrate, to the Graduate Admissions Committee, appropriate knowledge in the areas of algorithm development and managerial mathematics. There are three (3) options open to the student:
    a. Present evidence of having a Bachelor's Degree in a related field.
    b. Equivalent courses from other institutions.
    c. Take the courses offered by the Institution.
4. An admission fee of $25 must accompany the application form. This fee is nonrefundable.
5. Submit the results of either the G.R.E. or EXADEP tests.
6. Must be recommended by the Institution's Graduate Admissions Committee. Under special circumstances, the Graduate Admissions Committee may conditionally accept and enroll students without completing the admissions requirements, including a GPA lower than 3.00 points. The Graduate Admissions Committee decision on acceptance or non-acceptance of a graduate student application can only be appealed to the Academic Dean.
7. The application for admission may be filed at any time during the academic year. The academic periods start in August, October, January, March, and May.
8. In the cases of transfer students from other accredited institutions of higher education, the applicable transfer policy described in the Catalog must be followed. All transfer students must complete a minimum of 33 credits in residence in order to receive a degree from this program.

Application for Admission to MAED Program

1. Possess a Bachelor's Degree from an accredited institution with a grade point average (GPA) of 2.50 or higher on a 4.00 points scale.
2. Submit three (3) letters of recommendation describing the potential of the student to succeed in completing graduate studies.
3. The admission fees must be paid when filing the Application for Admission. These fees are nonrefundable.
4. Submit the results of either the G.R.E. or EXADEP tests.
5. The student must demonstrate to the Graduate Admissions Committee an appropriate knowledge in the areas of literacy in computation and educational foundations. The student must complete an evaluation of his knowledge in the prerequisites by applying a rubric. If the minimum required points in the area of computation are not attained, the student must take the course MAED 5010 – Literacy in educational computation and the application of information systems technology for education. If he does not accumulate the minimum required points in the area of educational foundations he must take an induction seminar for the educational field as a condition for acceptance to the program.
6. The student must be recommended by the Institution's Graduate Admissions Committee. Under special circumstances, the Graduate Admissions Committee may conditionally accept students with a G.P.A. lower than 2.50 points. The Graduate Admissions Committee decision on acceptance or non-acceptance of a graduate student application can be appealed to the Academic Dean.
7. The application for admission may be filed at any time during the academic year. The academic periods start in August, October, January, March, and May.
8. In the cases of transfer students from other accredited institutions of higher education, the applicable transfer policy described in the Catalog must be followed. All transfer students must complete a minimum of 33 credits in residence in order to receive a degree from this program.

Application for Admission to MISFI Program

1. Possess a Bachelor's Degree from an accredited institution with a grade point average (GPA) of 3.00 or higher on a 4.00 point basis.
2. Submit three (3) letters of recommendation describing the potential of the student to succeed in completing graduate studies.
3. The student must demonstrate, to the Graduate Admission Committee, appropriate knowledge in the areas of computer concepts and software tools. There are three (3) options open to the student:
    a. Present evidence of having a Bachelor's Degree in a related field.
    b. Equivalent courses from other institutions.
    c. Take the courses offered by the Institution.
4. An admission fee of $25 must accompany the application form. This fee is nonrefundable.
5. Submit the results of either the G.R.E. or EXADEP tests.
6. Must be recommended by the Graduate Admissions Committee for Graduate Studies of the Institution. The Admissions Committee decision on acceptance or non-acceptance of a graduate student application can only be appealed to the Academic Dean.
7. The applications for admission may be filed at any time during the academic year. The academic periods start in August, October, January, March, and May.
8. In the cases of transfer students from other accredited institutions of higher education, the applicable transfer policy described in the Catalog must be followed. All transfer

students must complete a minimum of 27 credits in residence in order to receive a degree from this program.

Application for Admission to MBA-SM Program

1. Possess a Bachelor's Degree from an accredited institution with a grade point average (GPA) of 3.00 or higher on a 4.00 point basis.
2. Submit three (3) letters of recommendation describing the potential of the student to succeed in completing graduate studies.
3. The student must demonstrate, to the Graduate Admission Committee, appropriate knowledge in the areas of computer concepts and software tools. There are three (3) options open to the student:
    a. Present evidence of having a bachelor's degree in a related field.
    b. Equivalent courses from other institutions.
    c. Take the courses offered by the Institution.
4. An admission fee of $25 must accompany the application form. This fee is nonrefundable.
5. Submit the results of either the G.R.E. or EXADEP tests.
6. Must be recommended by the Admissions Committee for Graduate Studies of the Institution. The Admissions Committee decision on acceptance or non-acceptance of a graduate student application can only be appealed to the Academic Dean.
7. The applications for admission may be filed at any time during the academic year. The academic periods start in August, October, January, March, and May .
8. In the cases of transfer students from other accredited institutions of higher education, the applicable transfer policy described in the Catalog must be followed. All transfer students must complete a minimum of 30 credits in residence in order to receive a degree from this program.

Application for Admission to MSN- Emergency/Trauma Care Program

1. Possess a Bachelor's Degree of Science in Nursing from a Post- Secondary Institution with an average GPA, (for its acronym in English) of 3.00 on a 4.00 point scale or equivalence.
2. Submit two (2) recommendation letters describing the student's potential to complete graduate studies.
3. To have approved the following courses the under-graduate level:
    a. course of basic pharmacology
    b. course of physical examination
    c. course of statistics
4. Possess provisional or permanent license to exercise the profession of nursing in Puerto Rico and be a member of the Board of Nursing professionals of Puerto Rico (CPEPR).
5. Submit negative certificate of criminal record of Puerto Rico or the jurisdiction where the applicant resides.

6. Official Transcript of credits of the BSN.
7. Interview with the director of the program.
8. Must be recommended by the Admissions Committee for Graduate Studies of the Institution. Under special circumstances, the Admissions Committee may conditionally accept and enroll students without admissions requirements, including a lower GPA of 3.00. The Admissions Committee's decision on the acceptance or non-acceptance of a student may only be appealed to the President of the Institution. Prospective students may apply for admission at any time during the academic year. Academic periods beginning in January,May and September.

Application for Admission to MSN- Acute/Critical Care Program

1. Possess a Bachelor's Degree of Science in Nursing from a Post- Secondary Institution with an average GPA,(for its acronym in English) of 3.00 on a 4.00 point scale or equivalence.
2. Submit two (2) recommendation letters describing the student's potential to complete graduate studies.
3. To have approved the following courses the under-graduate level:
   a. course of basic pharmacology
   b. course of physical examination
   c. course of statistics
4. Possess provisional or permanent license to exercise the profession of nursing in Puerto Rico and be a member of the Board of Nursing professionals of Puerto Rico (CPEPR).
5. Submit negative certificate of criminal record of Puerto Rico or the jurisdiction where the applicant resides.
6. Official Transcript of credits of the BSN.
7. Interview with the director of the program.
8. Must be recommended by the Admissions Committee for Graduate Studies of the Institution. Under special circumstances, the Admissions Committee may conditionally accept and enroll students without admissions requirements, including a lower GPA of 3.00. The Admissions Committee's decision on the acceptance or non-acceptance of a student may only be appealed to the President of the Institution. Prospective students may apply for admission at any time during the academic year. Academic periods beginning in January, May and September.

Application for Admission to MSN- Naturopathic Science Program

1. Possess a baccalaureate degree from an accredited institution with a Grade Point Average, (GPA from now on), of 3.00 or higher on a 4.00 point basis.
2. The following undergraduate courses should be approved before registration: Biology (6 credits), Chemistry (3 credits), and Physics (3 credits), Botany (4 credits), and an official transcript before registration on the program must be submitted. If there is no evidence, the student must enroll in these courses as requisite for admission to the Master's Degree in Naturopathic Sciences Program.
2. Submit three letters of recommendation describing the potential of the student to succeed in completing graduate studies.
3. An application for admission must be filed. The admission fee of $25 must accompany the application form. This fee is nonrefundable.
4. Hand in a resume or curriculum vitae

5. Participate in an interview with a member of the Admission Committee.

6. Submit all admission required documents a month ahead of the selected period to begin in the program.

Transfer Student Admission

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

1. Submit an official application for admission along with the nonrefundable admissions fee.
2. Forward to the Registrar an official transcript from all institutions previously attended at the undergraduate and/or graduate level.
3. The Institution reserves the right to determine the number of transferred credits to be granted to students. Only those courses completed with a "B" grade or better will be granted transferred credit. Students will receive an official evaluation of transferred credits when they have completed a period of residence at the EDP University
   Campus.
4. All transfer students must complete a minimum of 73% of total credits in residence in order to receive a degree.

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: www.fafsa.ed.gov.

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:

- Demonstrate financial need
- Evidence of graduation from an accredited secondary school or a General Education Development (GED) certificate
- Be working toward a degree
- Be a U.S. citizen or eligible non-citizen
- Have a valid social security number
- Not owe a refund on a Federal Grant or be in default on a Federal Educational Loan
- Show satisfactory academic progress
- Be registered with Selective Service (if required)
- Be enrolled as half-time or above except for the Federal Pell Grant, which allows less than half-time enrollment
- Provide any required documentation, as requested by the Financial Aid Office

Types of Financial Aid

Campus - Based Programs

Federal Work-Study Program

The Federal Work-Study Program provides 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 work related to each student's course of study, including community service work.

Loan Programs - Federal Direct Loan

The William D. Ford Federal Direct Loan Program

The Direct Loan Program is a low-interest loan to help cover the cost of higher education in college.

With Direct Loans, eligible students may borrow directly from the government and have a single contact for everything related to payment, even if Direct Loans is received at different Institutions; have online access to the Direct Loans account information via your servicer's website; choose from several repayment plans that are designed to meet the needs of almost any borrower; and can switch repayment plans if your needs change.

Stafford Loans

Stafford Loans are loans subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. Students won't be charged any interest before begin repayment or during deferment periods. An unsubsidized loan is not awarded on the basis of need. Students will be charged from the time the loan is disbursed until it is paid in full. The interest rate is variable, might change each year, but does not exceed 8.25 percent.

State Aid Programs (PAE)

The Commonwealth of Puerto Rico provides yearly funds for grants and scholarships to qualifying students. The grants are awarded on a financial need basis. Scholarships are awarded on the academic basis.

Veteran's Affairs

Military service personnel, their dependents and other qualified individuals may use their Veterans benefits under the G.I. Bill, Veterans Vocational Rehabilitation program or V.A. Contributory benefits. Each of these services has program tuition assistance for eligible students to support their studies at the Institution. Information about these programs may be obtained from the Veterans Administration.

Additional information regarding the Student Financial Aid Programs is available at \MNW.federalstudentaid.ed.gov for federal programs and at \MNW.ces.gobierno.pr for state programs.

Bursars Office

Tuition Refund Policy

- Students who withdraw from all courses on or before the first 60% of the enrollment period may be entitled to reimbursement or be held accountable for any unpaid balance, as applicable and determined by the formula described below. After the first 60% of the enrollment period, the students will be responsible for 100% of tuition costs.

- Financial aid from federal, state or institutional programs accredited to a student's account will be reimbursed to the corresponding programs or to the student, as applicable. The amount reimbursed will depend on the date of withdrawal.

- The reimbursement of students who withdraw from all courses within this period will be computed based on the number of days elapsed up to the date of the withdrawal from all courses, divided by the number of days that comprise the academic period in which the student attended class, multiplied by the total tuition costs.

  Formula:

  NUMBER OF DAYS ELAPSED / TOTAL DAYS OF ACADEMIC TERM = [%] x TOTAL TUITION COST = OWED BALANCE

- Any institutional recess comprising five or more working days will not count towards the elapsed days computation.

- The reimbursement policy is established in agreement with the dispositions of the Title IV financial aid programs, as prescribed in Higher Education Reauthorization act of 1998.

Note:

1. EDP University has established as the course withdrawal date the last day of class attendance.
2. Students who request partial withdrawal during the first two (2) weeks of class of a regular semester and during the first two (2) days of summer sessions, will be reimbursed for 90% of the course(s) cost.

Tuition and Fees

Admission	$25
Readmission	$25
Registration	$186 per credit
Late Enrollment	$25
Equipment Use or Laboratory	$60
Class Cancelation	$50
Enrollment Cancellation	$100
Graduation Fee	$100
Removal of Incomplete	$20
Equivalency Exam Application	$20
Equivalency Exam Cost	50% of course cost
Class changes	$2
Certificate Diploma	$50
Cultural Activities	$20
Identification Card	$3
Academic Transcripts	$4
Project Extension - MIS 7691	$186 per term
Project Extension - MAED 6001	$186 per term
Activities	$20
Construction Fee	$80
Technological Development	$260
Parking	$40 per term

The tuition fees may be subject to periodic revision by the Board of Directors.

Written Notification of Withdrawal

In compliance with the requirement for institutions to adopt fair and equitable refund policies that must apply to applicant terminations or student withdrawals, EDP University of Puerto Rico, Inc., does not require written notification of withdrawal as a condition for making refunds.

Academic Regulations

Academic Year

The Graduate School operates on an academic calendar based on five (5) periods per year. Each period is approximately nine (9) weeks in length. Starting dates are scheduled for the beginning of August, October, January, March, and May of each year. Students may be admitted at the beginning of any period.

Credit Hours

The basic academic unit is the credit hour. One (1) semester credit hour equals, at a minimum, 15 classroom hours of lecture. A lecture hour consists of 50 minutes.

Course Load

The normal course load of a regular full time student is six (6) to nine (9) graduate credits per period and for part time students is three (3) to five (5) graduate credits per period.

Grading System

The system of grading is as follows:

Grade	Quality Points	Comments
A	4	Excellent
B	3	Good
C	2	Average
D	1	Deficient
F	0	Failed
NP	-	Not Approved
NS	-	No Show
P	-	Approved
I	0	Incomplete
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

Regular attendance is mandatory and it is expected of every student. Students are expected to make up all work not completed. Students absent from class for a period in excess of twice the number of credit hours may be administratively withdrawn (WA) from the course.

Electives

In all academic programs, a professional course offered by our Institution is considered an elective if it is not listed as a requisite for the program in which the student is enrolled. A minimum of 10 students is required in order to offer a course except when authorized by the Academic Dean.

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.

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 official copies are sent directly to the interested party. 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.

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 Director of the Graduate Program to

remove the incomplete. The provisional grade will become permanent if the student fails to remove the incomplete during the following academic period. Under certain circumstances, the professor, or in the absence of a professor, the student may request in writing to Academic Dean an extension of the time limit to remove the incomplete. Meanwhile, the student's G.P.A. will be calculated based on the provisional grade.

Academic Probation and Suspension

In accordance with the established criteria for satisfactory academic progress students that do not meet the minimum number of credits and/or the established academic index (GPA), will be placed on probation for a maximum of two terms. At the end of each period the Institution will evaluate these students. The students that do not meet with the norms for their probation period will be suspended for one term.

Academic Student Re-installment

Students who discontinue their studies and then seek readmission to the Institution will be subject to the current Satisfactory Academic Progress Policy (NPAS). They will be re-admitted under the same academic progress status in which he/she was classified at the time of discontinuing their studies.

Students who have been suspended and are interested in returning to pursue studies in our institution will be evaluated. The institution established a series of norms that the student must comply with before being enrolled again. They are as follows:

1. The student will not be able to register in our institution for at least two academic periods.
2. The reasons for the student lack of academic progress must be determined.
3. The student must be interviewed by the program director in which he/she has been registered.
4. The deficiency areas of the student must improve.
5. The student must repeat the necessary courses enrolling in no more than 6 credits per semester.
6. The student will undergo a probation period of two academic periods. He/she must pass all the credits with a grade point average of 3.00 or greater in order to receive permission to register during the following academic year.
7. The student will not qualify for any type of financial aid until regular status is obtained.

Credits by Examination

Students enrolled at our Institution may obtain credit for specific courses through equivalency examinations administered by the appropriate department.

Those students who feel they have acquired the knowledge equivalent to the course contents should contact the appropriate department director to request an equivalency examination for those courses where credit by examination is available. A non-refundable fee must be paid. Upon approval, the student will receive degree credit and will pay 50% of the course's total cost. An equivalency examination will not be offered for a course previously taken at our Institution.

No Show

Students who do not attend during the first two (2) classes of the semester will receive a No Show classification in their academic records. This classification will not affect the GPA or the percentage of course completion. The student will pay $50.00 for every No Show.

Grade Not Reported

This grade is not included in the calculation of the GPA and will not count as credit hours attempted until the professor reports the grade of the course.

Transfer Students

The Institution reserves the right to determine the number of transfer credits granted to students. Only courses completed with a grade of "B" or higher will be validated in the Graduate School. Students will receive an official evaluation of transfer credits after they have completed a residency period in our Institution.

Validated courses will count as attempted and/or approved credits but not for the calculation of the student's GPA.

Withdrawals

Students wanting to withdraw from the Institution must report to Academic Area Director to fill out the appropriate forms. Failure to attend classes or verbal notification to professors does not constitute withdrawal. Students who withdraw without filling the proper withdrawal form will be automatically credited with a "WF" grade in all courses. This grade is considered as "F" for GPA Calculation.

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 for credits attempted but not for GPA.
- Administrative Withdrawal (WA): will count toward attempted credits.
- Incomplete (I): after removing the incomplete, the student must apply to be re-evaluated in order to determine its effect on his/her academic progress status.

Changing the Program of Study

A student may request reclassification of their program of study, in which case an Institutional official will determine which of the previous courses, will be validated. All validated courses will be considered under both of the components of the Satisfactory Academic Progress Policy.

Satisfactory Academic Progress

The Federal Education Department 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 Policy is the regulation that EDP University of Puerto Rico employs to determine the academic progress of students obtaining a degree.

Satisfactory academic progress is measured using the student's curriculum, total attempted credits, percentage of required credits, and required grade point average (GPA). Refer to Tables A thru D for the requirements. The student must have taken up to 150% of the credits, out of the total curriculum credits required for the degree in which he/she is registered.

Evaluation Process
Students that do not meet with the required Satisfactory Academic Progress Evaluation are ineligible for Title IV funds. Students' academic progress for the Associate, Bachelor's and Master's Degree Programs are evaluated at the end of the academic year (May). Professional Graduate Certificate is evaluated at the end of each semester. Eligibility for the available financial aid funds is based on the following qualitative and quantitative measurements.

a. Qualitative Component
   The quality of approved credits and GPA earned are reviewed.
   To be eligible from the qualitative point of view, the student must attain the minimum overall retention grade point average of their curriculum, as described in Tables A thru D. Students who do not attain the required academic index, as established, will be classified as "Non Satisfactory Academic Progress " Under this classification, all financial aid will be suspended.

b. Quantitative Component

The length of study, in relation to the number of credits required to complete the academic program are reviewed.

To be eligible from the quantitative point of view, the student must attain the established percentage of all attempted credits. Attempted credits are those which the student enrolls in a regular program. Approved credits are all attempted credits in which they get the grades of A, B, C and D. Courses with a grade of F, I, WA, WP and NP are considered attempted but not approved. The quantitative analysis considers all validated courses from other institutions. Students, who do not attain the required academic index, as established, will be classified as "Non Satisfactory Academic Progress." 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 students' 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 by 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 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 without the right to appeal until the student achieves the minimum overall retention grade point average required by their curriculum, as described in Tables A and B.

Table A: Master's Degree Programs

MAJOR	PROGRAM CREDITS	150%
Major in Information Security and Fraud Investigation(MIF)	**36**	**54**
Attempted Credits	% Credits Required	Grade Point Average (GPA)
10-18	67%	2.50
27-35	67%	2.66
36-45	67%	3.00
49-54	67%	3.00
Master's Degree in information System (MIS) Master's Degree in Information Technology for Education (MAED)	**45**	**68**
Attempted Credits	% Credits Required	Grade Point Average (GPA)
10-18	67%	2.50
27-36	67%	2.88
45-54	67%	3.00
60-68	67%	3.00

MAJOR	PROGRAM CREDITS	150%
Major in Strategic Management (MSM)	**42**	**63**
Attempted Credits	% Credits Required	Grade Point Average (GPA)
13-18	67%	2.50
24-30	67%	2.78
42-51	67%	3.00
61-68	67%	3.00

Table B: Graduate Professional Certificates

MAJOR	PROGRAM CREDITS	150%
Information Security and Fraud Investigation **Administration of Relation Database**	**18**	**27**
Attempted Credits	% Credits Required	Grade Point Average (GPA)
7-12	67%	2.50
18-24	67%	3.00
25-27	67%	3.00
Project Management **Information Technology for Education** **Information Systems Auditing** **Electronic Commerce**	**21**	**32**
Attempted Credits	% Credits Required	Grade Point Average (GPA)
9-12	67%	2.50
18-24	67%	3.00
27-32	67%	3.00

If the evaluation shows that the minimum number of credits, and/or the established academic index (GPA), have not been attained, the student will be placed on probation for two periods. Within these two periods the student must attain a 3.00 GPA. Financial Aid will be continued if the Academic Progress Committee determines that the student can overcome the probation condition.

Appeal Process

Students that do not fulfill all of the PAS 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.

After an appeal has been filed, the Satisfactory Academic Progress Committee will review the documents submitted by the student. Based on the submitted documentation and the merits of each individual case, the Committee will reach a decision. Students will be 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 a successful completion of at least one (1) additional term, in which a minimum of six (6) credit hours have been attempted.

The Satisfactory Academic Progress Committee is composed of a Specialist, Student Counselor, Academic Dean, Admission's Office Director, Registration's Office Director, Adult's Modality 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 that substantiate the extenuating circumstance, such as medical record/certificate, notice of layoffs, accident report, among others, must accompany the submitted appeal forms.

Financial Aid Warning (FAW)

Status assigned to a student who does not meet the Satisfactory Academic Progress Standard and is evaluated at the end of each term (semester). This status can be applied without the student having to go through an appeals process. Students classified as FW are eligible to receive financial assistance under Title IV funds for an additional academic period. At the end of this academic period, the student will be re-evaluated to determine their eligibility. Failure to comply with the NPAS will automatically render the student as ineligible for Title IV aid.

Financial Aid Probation (FAP)

The Financial Aid Probation category is assigned to a student who has not obtained a satisfactory academic progress, but his/her appeal has been approved by the Satisfactory Academic Progress Committee. Students under this category are eligible for Title IV funds and their financial aid may be reinstated. Nevertheless, FAP students who do not request an appeal cannot receive Title IV 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 under Financial Aid Probation are required to follow an Academic Plan established between the student and the Satisfactory Academic Progress Committee. Enrolled students under Financial Aid Probation must meet with a designated contact person; refer to the table below, in order to coordinate their AP.

PROGRAM	CONTACT PERSON
Graduate	Student Counselor

Students who satisfactorily continue to progress through their established AP and therefore show academic progress will be eligible for financial aid for up to the next three (3) academic semesters. If on the other hand a student fails to conform to their AP, he/she will automatically fall under an NPAS non-compliance status. These students will

be classified under the "Suspension" category. The Suspension will apply for the duration of two (2) academic semesters, at the end of which, the student may request a re-installment. In this case, the Satisfactory Academic Progress Committee will evaluate the request and if determined to be favorable, the student will be allowed to continue his/her studies. The reinstated student will be eligible for financial aid if he/she meets the established NPAS standards.

Eligibility Re-installment

A student who does not meet the NPAS standards loses his/hers financial aid for the next academic semester. However, if an appeal is requested and it is considered favorably, the student will be classified as FAP and becomes eligible for financial aid for the next semester. If it has expired FAP, obtained satisfactory academic progress, eligibility will be reinstalled.

Satisfactory Academic Progress Policy for VA Benefit Recipients

The Veterans Administration under Federal Code, Title 38, requires recipients to complete their programs of study in the allotted time. This requirement applies only for eligible students who wish to continue to receive veteran's benefits, not to continue with the Institution. If a student needs to extend the program's allotted time he/she should seek advice about other available financial aid.

Master Degree Programs	
Approved Credits	**G.P.A.**
1-15	2.50
16-30	3.00
31-45	3.00

Graduate Professional Certificates	
Approved Credits	**G.P.A.**
1-24	1.50
25-54	2.00

Graduation Requirements

Students may graduate from a program appearing in the Catalog following the requirements of the program and regulations corresponding to the program at the time of admission. 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 Program Director and the Academic Dean.

In order to fulfill the basic requirements for graduation from our Institution, students must complete the minimum amount of credits required for their Master's Degree Program with a minimum GPA of 3.00 on a 4.00 points basis. All the Graduate Professional Certificates require 21 credits, except the Graduate Certificates in Relational Database Administration, and in Information Security and Fraud Investigation, which require 18 credits. All the certificates must also be completed with a minimum GPA of 3.00 on a 4.00 points basis.

Application for Graduation

After completing 39 credits in the MIS, MAED, and MBA-SM programs, or 30 credits in the MISFI program, or 15 credits for the Graduate Certificates, the student may apply for graduation. This application should be made and graduation fee paid no later than the date specified in the academic calendar. Applications can be obtained at the Office of the Registrar 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.

The payment of graduation fees of any kind, the listing of the student as a candidate for graduation in any document and/or 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 the Catalog in effect at the time of admission entitles a student to graduation.

Commencement exercises will be held once during the academic year, during the month of August. Students who comply with the graduation requirements in other periods may request a certification from the office of the Registrar.

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	
3.70 – 3.84	Magna Cum Laude
3.85 – 4.00	Summa Cum Laude

Student Services

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' academic 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 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

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

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:

1. Promote more effective communication channels between students, faculty, administration and the general community.
2. Stimulate students to generate activities which respond to the interest of the student body.
3. 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. The main student organization is the Student Council.

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.

Graduate students have their own association which collaborates with the Institution.

Institutional Policies

Institutional Policies

Institutional Policy on Discrimination

No student organization may discriminate for reasons of sex, race, age, national origin, political beliefs, religious affiliation, social or economic position, or handicap condition.

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 Student Affairs Office or Information Resources Center.

Institutional Policy on Abuse of Controlled Substances

Our Institution complies with the Drug Free Workplace Act of 1988. 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 through the Student Affairs Office or Information Resources Center.

EDP University of Puerto Rico, Inc. in its Security and Crime Prevention on Campus regulation prohibits the use, possession, and/or distribution of drugs and alcohol by students and employees.

Alcohol

Possession, distribution and alcohol use inside our Institution is prohibited. Those areas in which the use, possession, and/or distribution of alcohol is prohibited are, but not limited to: parking, classrooms, laboratories, conference and multiuse rooms, student service offices, administrative and faculty offices, activities center, and hallways. 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.

Policy on Service to Students with Physical Impairment

The policy and procedure on services for students with physical impairment's main purpose is assuring that the programs offered, including extracurricular activities, are accessible to students who are physically impaired.
If you are a physically impaired student and need reasonable accommodations (any modification or adjustment to the educational or work environment) that will enable you to enjoy equality, visit the Guidance and Counseling Office for further information on the application process. Copy of this policy may be obtained at the Guidance and Counseling Office.

Student Right to Know / Campus Security Act

The "Student Right to Know Act" was completed on November 1999. The current law requires that all those institutions that receive federal funding must let students and employees know certain information, including retention and graduation rates, and criminal campus statistics. Copy of these reports may be obtained at the Support and Financial Aid Center (CaSa) or at the Student Affairs Office. This information is also available through our web page www.edpuniversity.edu.

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

It is our policy that registered students seeking a 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 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.

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

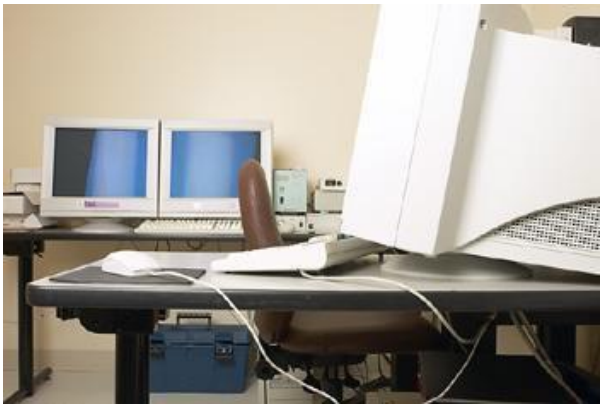
Students who would prefer this personal information NOT be included in the Directory should file a written notification of objection with the Registrar's Office.

Hato Rey Campus Educational and Learning Resources

Physical Facilities

The Hato Rey Campus is located in the heart of the San Juan metropolitan area. It is found within walking distance of Puerto Rico's financial and business district.

Information Systems Resource Center



The Information Systems Resource Center comprises a modern 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, personal computers, and modern IBM laser printers. The software resources include, Windows Professional, Office 2007, AS 400 tools, tutoring, CAI (Computer Aide Instruction), accounting, diagnostics, utilities, desktop, publishing, communications, and more.

The hardware resources are blended with traditional procedural and nonprocedural languages such as RPG, COBOL, C/C++, Access, and Visual Basic.

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 the Hato Rey campus, 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. A Computer Communications and Networks laboratory is available to provide training to the students in LAN/WAN technologies.

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

Laboratories

The facilities for laboratories are divided into the areas of office administration, English language, physical therapy technology, and nursing.

The Office Administration Laboratory gives students the opportunity to practice in such areas as speedwriting, typewriting, word processing, and software applications. Personal computers are available to give students a hands-on experience. The laboratory's main objective is to maximize and reinforce through drills and exercises learning opportunities and experiences for the students.

The English Language Laboratory is available for the development of English skills through use of computers.

The Physical Therapy Technology laboratory provides students with a hands-on experience on the use of specialized equipment for treatments like electrotherapy, thermotherapy, and massage therapy. Also available are exercise and gait training devices.

The laboratory for the Nursing Program includes equipment and material for simulation skills, mannequins, beds, and other hospital equipment. It provides students with the opportunity to practice the various skills related to the profession, such as adult and pediatric patient care, and pregnant women and birth process.

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 overhead projectors, video data projectors, videocassette player, DVD player, laptops, and television, among others. A bibliographical research facility composed of computers with hard disk drive, printer and communications modem 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 support the Copyright Law and do not promote the use and abuse of photocopied material in quantities not allowed.

Study Progra111s

Graduate School Educational Philosophy

The Graduate School is committed to the creation of highly qualified professionals who will exert leadership in their respective fields. The academic activities of all the graduate programs provide emphasis on the use of information technology as a valuable resource in addressing the present and future needs of organizations and society in general. In accordance with the Institutional mission of providing a technological education based on high social and humanistic values, the goal of the Graduate School is to develop professionals who are able to:

1. Apply the knowledge and skills in their field of specialization to the solution of problems and effective decision making in their professional practice.
2. Demonstrate analytical and critical thinking skills that will enable them to cope with the challenges of ever more complex and changing economic and social contexts.
3. Understand the importance of adherence to moral and ethical values as guiding principles in their personal and professional conduct.
4. Demonstrate learning and research skills necessary to continuously update their knowledge and skills, and to creatively apply it to their professional field.

Master's Degree Programs

Master's Degree in Information Systems (MIS)

Discipline: Information Systems

Credential Level: Graduate

Program Length in Credit Hours: 45

Program Philosophy and Goals

The basic philosophy of the MIS program is based on the premise that graduates of the program will be employed in positions involving organizational information systems. The goal of the MIS programs is to develop professionals who are able to:

1. Plan and evaluate the needs and requirements of an organization in relation to the use of information technology.
2. Design and implement information technology applications to solve particular problems of organizations.
3. Conduct research on issues related to the use of information technology in organizations or in society in general.
4. Understand the theories related to the use of information technology in organizations and their empirical and ethical implications.
5. Apply advanced organizational and management theories to the development and operations of information systems.

Program Objectives

1. To develop an understanding of the theoretical framework of the information systems field and its empirical and ethical implications.
2. To develop a professional who can interact with organizational functions and information technology.
3. To develop a professional who can evaluate, design and implement an information structure for an organization.
4. To develop a professional capable of communicating the importance of information systems to all levels within an organization and to the global community.
5. To develop a professional whose breadth and depth of knowledge enables him/her to exert leadership in information systems.
6. To capacitate students to carry out applied and theoretical research in information systems.

Alumni Profile

The Graduate Program of the EDP University of Puerto Rico, Inc. is committed with the quality of its graduates. In attention to the Institutional philosophy of providing a technological education based on high social-humanistic values, our Master's Degree in Information Systems program is aimed to develop students, which upon completion of their studies, possess the following profile:

1. Master the conceptual skills and practices in the analysis, design and implementation of information systems to provide competitive edge to an organization.
2. Apply the technical and administrative skills to information systems with a social and humanistic focus to perform as an integral professional that follows the ethical codes of the profession.
3. Master communication, writing and teamwork skills necessary to perform with success in the information systems field and to interact effectively with other organizational tasks.
4. Has the investigation and learning skills necessary their knowledge and skills update and use the acquired knowledge creatively to excel as leaders in the information systems field.

Program of Study

Degree Requirements: Candidates for the Master Degree in Information Systems (MIS) must complete the minimum course requirements of 45 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Information Systems

Code	Course Description	Credit Hours
MIS 5515	Computer Concepts and Software Tools	3
MIS 6560	Information Systems Analysis	3
MIS 6630	Information Systems Design	3
MIS 7680	Research Methodology	3
MIS 7690	Information Systems Project	3
	Total	**15**

Technology

Code	Course Description	Credit Hours
MIS 5520	Program, Data and File Structures	3
MIS 5550	Database Management Systems	3
MIS 6520	Systems Development and Information Management Tools	3
MIS 6810	Information Security and Networks	3
	Total	12

Management

Code	Course Description	Credit Hours
MIS 5540	Organizational Behavior	3
MIS 6640	Managerial Economics	3
MIS 6650	Marketing Management	3
MIS 6660	Managerial Accounting	3
MIS 6670	Managerial Finance	3
	Total	15

Electives*

Code	Course Description	Credit Hours
MIS 6620	Modeling Decision Systems	3
MIS 6680	MIS Policy	3
MIS 6710	Database Administration	3
MIS 6720	Applications for Internet and Intranet	3
MIS 6730	Information Systems Auditing I	3
MIS 6735	Information Systems Auditing II	3
MIS 6740	E-Commerce Technology	3
MIS 6745	Design of an Electronic Business	3
MIS 6750	Implementation of an Electronic Business	3
	Total	**3**
*Students may select one (1) elective course from this list of courses Students who want to take any other elective must request approval from the Program Director.		

Master's Degree in Information Technology for Education (MAED)

Discipline: Information Technology for Education

Credential Level: Graduate

Program Length in Credit Hours: 45

Program Curriculum

The Master's Degree in Information Systems Technology for Education program, MAED, comprises the integration of two (2) principal programmatic areas:

1. Educational foundations and concepts
2. Concepts, processes and products of the information systems technology

The program also requires the approval of three (3) seminar courses in which both components are integrated in a practical way and with a community service approach.

The program curriculum consists of 15 courses of three (3) credit hours each for a total of 45 credit hours. The student may complete the program in a minimum of five (5) periods, given a satisfactory rate of approval of nine (9) credits per period. The Master's Degree in Information Systems Technology for Education is offered only in the Hato Rey Campus.

Program Philosophy and Goals

The basic philosophical principles of the Master's Degree in Information Technology for Education [MAED] are based on the premise that the graduates from the program will be employed in positions related to the field of educational information systems technology in diverse institutions and organizations. This is why the program is aimed towards the development of capable professionals in:

1. Integrate information technology for education into the curriculum;
2. Integrate information technology for education in to the teaching-learning assessment processes;
3. Design and development of educational multimedia modules;
4. Serve as support for the design and development of educational media for content experts;
5. Serve as support for the design and development of learning environments that integrate adequate information technologies;
6. Design, development and management of educational resources mediated by Internet technology;

7. Develop, manage and evaluate projects and learning systems mediated by information technologies;
8. Design training programs which integrate information technology;
9. Conduct educational research using information technology to contribute to the development of their area of specialty;
10. Become leaders and change agents for educational innovation;
11. Promote, according to their institutional mission and vision, peer collaboration to generate commitment with ethical and moral guidelines of personal behavior and professional excellence, from an integral perspective of the human being and commitment with social welfare.

Areas of Investigation

The Master's Degree in Information Technology for Education emphasizes on the development of investigation capabilities in the field of information technology aimed at promoting the formation of professional leaders, technology investigators and integrators, as expressed in the graduate profile.

Our efforts and resources will focus on three (3) areas of the investigative field, namely:

1. Development of instructional non-presential activities by means of the educational information technology;
2. Design of optimized learning environments by means of the information systems technology (presential, school and non-school).
3. The evaluation and assessment of instructional activities (presential / non-presential) by means of educational information systems technology. These three areas of emphasis will be promoted all along the curriculum and resources to support docents and students in the program will be provided.

The graduates from this program will focus on contributing with their investigations to finding answers to the dilemmas of the field of educational information systems technology. In this philosophical focus a special interest is placed on matters relative to:

1. The application of the theoretical foundations and the conceptual references appropriate to design the application of technology and its curricular integration in a coherent way.
2. The contextualization of learning with technological mediation for an integral development of thinking skills and of social commitment, together with the development of technological skills.
3. The training for a safe and ethical use of the technological tools and processes adequately facing the attacks against the technological infrastructure (Virus, Spam, Spyware, Hacking and others), or against the person (theft of identity, access to undesired sites, non-authentic information and others).
4. The validation of the network accessed information to guarantee its reliability and validity.
5. The application of instructional design principles to create distance education processes that are not divorced to the real world.
6. Similarly, students may present for evaluation investigation proposals in other areas related to the dilemmas of the field of information technology for education.

Program Objectives

1. To prepare a professional capable of integrating the knowledge and skills of the sciences in information systems and information systems technology with the knowledge in the fundamentals of education to respond to the actual and future needs for updating and innovation in any educational scenario.
2. To develop a professional capable to enrich the curriculum by means of the design, development, utilization, administration and evaluation of information systems technology resources applied to the teaching-learning dynamics, administrative matters and to learning evaluation and assessment processes for the institutional efficiency.
3. To prepare the leaders that will promote the training of the agents of the educational system in information systems technology literacy and the technological innovation integrated to the curriculum and to the educational processes.
4. To develop and promote the investigators that makes it possible the optimization of the instructional mechanisms in the educational scenarios of our society applying the information systems technology.
5. To contribute to the ethical moral development of the society stimulating the commitment of the graduates with personal and professional excellence, the respect for social-humanistic values and the integral development of the human being in the production of theoretical technological resources for educational information systems technology.
6. To actively participate in the investigation to contribute to the creation of knowledge related to dilemmas of the field, with special emphasis on:
    a. The adequate and contextualized application of the continuous developments in educational information systems technology to respond to the real needs of the person and the society.
    b. Guaranteed secured access to all sectors for the development of the technological skills integrated with the thinking skills legitimizing the knowledge accessed from the information systems technology networks.
    c. The curricular integration of the educational information systems technology to enrich the teaching learning processes and their administration.
7. To provoke the creation and expansion of learning communities oriented towards the educational innovation in all scenarios of the society.

Alumni Profile

The Graduate Program of the EDP University of Puerto Rico, Inc. is committed with the quality of its graduates. In attention to the Institutional philosophy of providing a technological education based on high social-humanistic values, our Master's Degree in Information Technology for Education program is aimed to develop students that upon completion of their studies, possess the following profile:

1. Integrate information technology for education into the curriculum;
2. Integrate information technology for education in to the teaching-learning assessment processes;
3. Design and develop educational multimedia modules;

4. Serve as support for the design and development of educational media for content experts;
5. Serve as support for the design and development of learning environments that integrate adequate information technologies;
6. Design, develop and manage educational resources mediated by Internet technology;
7. Develop, manage and evaluate projects and learning systems mediated by information technologies;
8. Design training programs which integrate information technology;
9. Conduct educational research using information technology to contribute to the development of their area of specialty;
10. Become leaders and change agents for educational innovation;
11. Promote, according to their institutional mission and vision, peer collaboration to generate commitment with ethical and moral guidelines of personal behavior and professional excellence, from an integral perspective of the human being and commitment with social welfare.

Program of Study

Degree Requirements: Candidates for the Master Degree in Information Technology for Education (MAED) must complete the minimum course requirements of 45 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Education

Code	Course Description	Credit Hours
MAED 5000	Philosophical Foundations of Education and the Theories of Technology–Mediated Learning	3
MAED 5100	Methods and Strategies for Teaching and Learning with Technological Mediation	3
MAED 5150	Curriculum and Educational Computation by Curricular Areas	3
MAED 5500	Evaluation of Learning Using Information Systems Applications	3
	Total	**12**

Technology

Code	Course Description	Credit Hours
MAED 5020	Distance Education with Technological Mediation	3
MAED 5015	Fundamentals of Research with Technological Mediation	3
MAED 5200	Information Systems Technology Applied to Instructional Design	3
MAED 5300	Processes for the Production of Technologically-Mediated Instructional Resources	3
MAED 5650	Web Design and Programming for Instructional Applications	3
	Total	**15**

Seminars

Code	Course Description	Credit Hours
MAED 5710	Community Service Seminar on Education Computation	3
MAED 5400	Instructional Resources Production Seminar I	3
MAED 5410	Instructional Resources Production Seminar II	3
MAED 6000	Degree Project	3
	Total	**12**

Electives*

Code	Course Description	Credit Hours
MAED 5700	Information Systems, Information Technology and Educational Administration (Community Service Seminar in Educational Computation)	3
MAED 5750	Special Topics Seminar	3
MAED 5720	Teaching Techniques for Interactive Learning	3
MIS 5520	Program Data and File Structures	3
MIS 5550	Database Management Systems	3
MIS 6810	Information Security and Networks	3
	Total	**6**
*Students may select two (2) elective courses from this list of courses. Students who want to take any other elective must request approval from the Program Director.		

Master's Degree in Information Systems
Major in Information Security and Fraud Investigation (MISFI)

Discipline: Information Security and Fraud Investigation

Credential Level: Graduate

Program Length in Credit Hours: 36

Program Description

The Master's Degree in Information Systems with a Major in Information Security and Fraud Investigation responds to a need for professionals, within the information systems area, to be able to detect and prevent fraudulent activities via electronic systems. Undetected fraudulent crimes, such as phony transactions, corruption schemes, identity theft, and child pornography, among others, may be occurring within an organization and therefore needs to be dealt with.

The Master's Degree prepares information systems professionals, accountants, and auditors, among others, to take a proactive role in protecting the financial and information assets of an organization. It enables them to investigate fraudulent transactions and gather evidence by applying digital forensics tools and techniques, so as to allow the prosecution of offenders.

From a systems security risk prevention and detection of digital fraud approach, the curriculum integrates skills from the design, management and audit perspectives with the areas of accounting, auditing and financial management. It also examines fraud within the legal and ethical implications for businesses and their employees.

The Master's Degree is offered in two modalities:

1. Regular mode, which allows you to complete a Master's Degree in one year and eight (8) months.
2. Combined mode, which allows gifted students (with grade point average of 3.2 or more) to complete the Bachelor's and Master's Degrees in five years and four months.

Program Objectives

1. Understand the functions of accounting and financial analysis, financial documents and procedures (including their role within safety issues), and risk assessment within the regular operation of a company.

2. Develop a team leader capable of interacting in situations of conflict and organizational change, as well as perform other management functions such as production planning and reporting.
3. Understand the concepts and processes related to the management of information systems, electronic commerce technology, telecommunications networks and the Internet from a perspective of security and data protection.
4. Understand the techniques and tools related to digital forensics and the role they play in conducting a successful research and prosecution of perpetrators of fraud.
5. Know the different types of fraud, including the techniques and procedures necessary for its identification and prevention within an organization.
6. Understand the legal and ethical aspects of an investigation of electronic crimes or fraud within the context of legislation and statutes.

Alumni Profile

The Graduate Program of EDP University of Puerto Rico, Inc. is committed with the quality of its graduates. In attention to the Institutional philosophy of providing a technological education based on high social-humanistic values, our Master's Degree Program in Information Systems with Major in Information Security and Digital Fraud Investigation is aimed to develop students, which upon completion of their studies, possess the following profile:

1. Demonstrates knowledge of financial functions that allow for: the evaluation of financial statements; an understanding of common patterns in financial fraud; and the development of techniques for detection and prevention of systems fraud.
2. Dominates the ability to integrate management skills, leadership and communication so that they can effectively exercise their functions as fraud examiner.
3. Dominates the skills for assertively identify risks, threats and vulnerabilities in the security area of information systems within an organization, including the establishment of policies, standards and procedures to ensure confidentiality, integrity of information and a continuity of IT operations.
4. Understands the legal and ethical implications of fraud investigations so they can develop appropriate procedures and mechanisms for prevention and detection of fraud.
5. Master the techniques and tools to perform digital forensic investigations and procedures to identify, retrieve and protect electronic evidence so that it can be used in litigation and prosecution.
6. Understands the motivations that lead people to commit fraud, how to detect and prevent internal or external fraud, and how to conduct an investigation, collect and document evidence of fraud.

Program of Study

Degree Requirements: Candidates for the Master Degree in Information Systems Major in Information Security and Fraud Investigation (MISFI) must complete the minimum course requirements of 36 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Major

Code	Course Description	Credit Hours
MIF 6820	Electronic Fraud Investigation	3
MIF 6830	Digital Forensics	3
MIF 6840	Legal and Ethical Aspects of Fraud Investigation	3
MIF 6850	Fraud Examination	3
MIF 7890	Fraud Investigation Seminar	3
MIS 6810	Information Security and Networks	3
	Total	**18**

Core

Code	Course Description	Credit Hours
MIS 5540	Organizational Behavior	3
MIS 6560	Information Systems Analysis	3
MIS 6660	Managerial Accounting	3
MIS 6730	Information Systems Auditing I	3
MIS 6735	Information Systems Auditing II	3
	Total	**15**

Electives*

Code	Course Description	Credit Hours
MIS 6670	Managerial Finance	3
MIS 6640	Managerial Economics	3
MIS 6740	E-Commerce Technology	3
	Total	**3**
*Students may select one (1) elective course from this list of courses. Students who want to take any other elective must request approval from the Program Director.		

Master's Degree in Business Administration
Major in Strategic Management (MBA-SM)

Discipline: Strategic Management

Credential Level: Graduate

Program Length in Credit Hours: 42

Program Description

The Master's Degree in Business Administration with a major in Strategic Management is a professional degree designed to prepare students for an upper management position within the public or private sector. The program specifically targets the developmental needs of young professionals who already possess a Bachelor's Degree but are interested in fine tuning their knowledge, therefore boosting their growth potential within the industry.

The Master's Degree pays particular attention to enduring principles rather than specific techniques, which are often subject to frequent change. It emphasizes the development of problem-solving skills, decision making, negotiation, and mediation for assertive strategic planning within a context of global trade and marketing.

The curriculum integrates communication skills and decision making, as well as social, ethical and global diversity perspectives through case study and simulation. These practical skills are integrated into strategic planning by developing projects supported by research management.

The program integrates core courses to serve as a base for students whose background is in other disciplines. It addresses areas of practical knowledge within the business administration field such as accounting, management, marketing, economics, and finance, as well as, electronic commerce, negotiation, and mediation.

During the course of the program students are required to enroll in a course emphasizing in trade and global marketing. This course provides a comparative framework to analyze and understand the dynamic nature of trade within the global marketplace. The program electives include courses which integrate technology tools that support strategic planning and the possibility of enhancing the management of nonprofit organizations.

Colloquiums serve as training experiences. It provides students with the opportunity to stay in touch with emerging issues which are currently affecting the management and strategic management areas.

Program Objectives

1. Integrate theoretical knowledge and applied research by using case study scenarios and simulations as part of the strategic management process.
2. Analyze cultural and ethical frameworks allowing student to make better use of value judgments, rights and obligations, while transforming the dynamic nature of trade information in today's globalized world.
3. Analyze cultural and ethical frameworks providing students with the necessary tools required for a better management of value judgments, rights and obligations, while transforming the dynamic nature of trade information in today's globalized world.
4. Use non-traditional technologies and methods in teaching and research.
5. Integrate communication skills and a social interaction model for making business decisions and solving problems within a diverse and complex global perspective.
6. Establish partnerships with the external community by promoting collaborative agreements and projects that improve the quality of life.
7. Meet the educational needs of students who currently occupy management positions in organizations for both the public and private sectors.
8. Shape students into responsible citizens, who will serve as employees and/or business leaders, within the complex and changing environment of this century.
9. Carry out practices that meet the needs of both students and the community, in order to foster cultural, economic and educational development.

Alumni Profile

The Graduate Program of EDP University of Puerto Rico is committed with the quality of its graduates. In attention to the institutional philosophy of providing a technological education based on high-humanistic values, our Master in Business Administration Program is aimed to develop students, which upon completion of their studies, possess the following profile:

1. Apply technical, conceptual, and interpersonal skills in the analysis of practical problems in critical situations, and in the transformation of the business organization in the knowledge society.
2. Exert leadership in the development of creative projects and innovative practices within the business organization.
3. Apply theoretical concepts and research skills to the solution of problems and to decision making processes.
4. Demonstrate capacity for the integration of knowledge and skills in the five functional areas of an enterprise: management, marketing, economy, accounting, and finance.
5. Analyze, comprehend and integrate the international nature of businesses as it relates to contemporary global markets.

Program of Study

Degree Requirements: Candidates for the Master Degree in Business Administration Major in Strategic Management (MBA-SM) must complete the minimum course requirements of 42 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Major

Code	Course Description	Credit Hours
MIS 5540	Organizational Behavior	3
MSM 6720	Management Ethics	3
MIS 6740	E-Commerce Technology	3
MSM 6750	Strategic Planning	3
MSM 6760	Negotiation and Mediation in Organizations	3
MSM 6790	Global Commerce and Marketing	3
	Total	**18**

Core

Code	Course Description	Credit Hours
MIS 6640	Managerial Economics	3
MIS 6650	Marketing Management	3
MIS 6660	Managerial Accounting	3
MIS 6670	Managerial Finance	3
MSM 6730	Managerial Statistics	3
	Total	**15**

Research

Code	Course Description	Credit Hours
MIS 7680	Research Methodology	3
MSM 7690	Seminar in Strategic Management	3
	Total	**6**

Electives*

Code	Course Description	Credit Hours
MSM 6765	Management for Non-Profit Organizations	3
MSM 6770	Project Planning Technology	3
MSM 6780	Project Management Technology	3
	Total	**3**
*Students select one (1) elective course from this list of courses. Students who want to take any other elective must request approval from the Program Director.		

Other Requirements

Code	Course Description	Credit Hours
MSM 6001	Colloquium	0
MSM 6002	Colloquium	0
MSM 6003	Colloquium	0

Master's Degree in Science of Nursing
Major in Emergency/Trauma Care

Discipline: Nursing

Credential Level: Graduate

Program Length in Credit Hours: 46

Program Description

The University's MSN Program helps to fill the need for CNS in the trauma and emergency setting in the western area of Puerto Rico. This specialization provides advanced skills in the area of emergency and trauma. This leads us to processes of care that are essential in modern nursing practice in various health care environments today. They also provide for the development of the role of education and nursing administration. These two (2) areas provide a broader perspective of the role of the clinician, contributing not only direct patient care emergency or trauma settings, but to contribute to the education of future nurses (teaching) or administration of various healthcare settings (e.g. Head nurse, supervisors or managers of nursing services).

Heart disease, neoplasms, diabetes mellitus, cerebrovascular disease and hypertension are among the top 10 causes of death in Puerto Rico. Each of them is serious diseases that threaten the lives of every Puerto Rican, contribute to increased health clients with more specialized needs. The MSN program is relevant and necessary in a healthcare environment increasingly specialized and committed customers in their health. One of the most important aspects of this program is that it is designed with a common base in general and research courses that provide the necessary knowledge for the development of other nursing specialties.

The Master of Science in Nursing is framed in the specialty of Emergency I Trauma which includes a role in education or administration. The specialty of Emergency I Trauma prepares clinical nurse specialists
with advanced practices to manage collaborative care specialists with different clients in a variety of settings. This specialization provides not only a thorough knowledge of Emergency I Trauma, but also
the opportunity to provide continuity of care through assessment, teaching or administration of nursing services.

The Program is designed with a total of 46 credits distributed as follows: 16 credits in general courses and 6 credits in research that are suited to all students in the program MSN. It added 16 credits of specialty Emergency I Trauma. It is also supplemented with 8 credits Program focused on the role of education or nursing administration. All students as part of

the requirements of the program must complete a master's thesis and practice in the smaller area (role) selected to be included in the distribution of loans.

Program Objectives

1. Demonstrate knowledge in research and essential skills for the practice based on evidence of patients in emergency I trauma.
2. Evaluating research studies and applies findings to education, administration and nursing practice in the care of the client, family or community who face emergency I trauma.
3. Identifying, analyze and take responsibility for ethical dilemmas of practice.
4. Demonstrating advanced practice skills in the area of emergency I trauma, including an educational or administrative role.
5. Demonstrating critical thinking, responsibility and commitment to continuous learning that characterizes the nurse focused on research findings.
6. Implementing leadership in health cares and participates in local and national professional organizations.
7. Using theoretical and empirical knowledge as the foundation for advanced practice in the care of the client, family or community emergency I trauma.
8. Demonstrating competence in nursing care in an advanced society cultural and ethnically diverse.
9. Serving as an advocate for the client and family within the context of care provided in different health scenarios.
10. Promoting the health of the community by integrating advanced concepts of the science in nursing, which include research-based practice.
11. Using technology to provide quality care to individuals, families and community members.
12. Providing advanced nursing care safely and with the highest standards in the area of emergency I trauma.

Alumni Profile

The Master of Nursing Science Program with major in Emergency / Trauma Care prepares advanced practice nursing professionals capable of:

1. Introduce changes and innovations in the solution of problems of health, and professional ethical practice in emergency and trauma nursing.
2. Exercise leadership in the planning, implementation and evaluation of patient care, the family, and the community in different contexts of health, with a focus on emergency and trauma care.
3. Developing and coordinating nursing care on evidence based practice in different scenarios, including urgent care facilities, emergency room, trauma centers, health facilities, communities or independent professional practice.
4. Implement innovative models of care services that guide the processes of health promotion and prevention of disease, and the recovery of health status within a

framework of emergency / trauma care.

5. Demonstrate instrumental competences such as proper use of oral and written communication, information technology and informatics technology, planning and organizing time, identify, plan, and solve problems within a framework of advanced nursing practice.
6. Demonstrate interpersonal competences such as: reflective and critical thinking, their socio•cultural and historical environment commitment, assessment and respect for diversity and multiculturalism, commitment to the preservation of the environment, the ability to work autonomously, empathy, confidence in you and ability to foster the development of others. In addition, demonstrate initiative, motivation, and achievement, and adaptability, capacity for teamwork, ethical commitment, social responsibility and citizenship commitment.
7. Demonstrate systemic competences such as: ability to apply the knowledge of practice, knowledge of the area of study, and the profession, research capacity, motivate and lead toward common goals (leadership), to make decisions, to formulate and manage projects.

Program of Study

Degree Requirements: Candidates for the Master Degree in Science of Nursing Major in Emergency/Trauma Care, must complete the minimum course requirements of 46 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Major

Code	Course Description	Credit Hours
NURS 6610	Pathophysiological Alterations in Emergency / Trauma Client I	2
NURS 6612	Laboratory Pathophysiological Alterations in Emergency /	2
NURS 6670	Pathophysiological Alterations in Emergency / Trauma Client II	2
NURS 6672	Laboratory Pathophysiological Alterations in Emergency /	2
NURS 6680	Pathophysiological Alterations in Emergency / Trauma Client III	2
NURS 6682	Laboratory Pathophysiological Alterations in Emergency /	2
NURS 7610	Advanced Internship Emergency / Trauma Client	4
	Total	**16**

Core

Code	Course Description	Credit Hours
NURS 5500	Critical Thinking and the CNS Role	2
NURS 5510	Physiology and Advanced Pathophysiology	3
NURS 5520	Advanced Health Assessment and Clinical Reasoning	2
NURS 5530	Statistics for Clinical Research in Nursing	3
NURS 5540	Theoretical Foundations for the Advanced Practice	3
NURS 5550	Advanced Pharmacology for the Nursing Practice	3
	Total	**16**

Research

Code	Course Description	Credit Hours
NURS 5560	Nursing Research as a Basis for the Evidence Based Practice	3
NURS 6520	Nursing Research as a Basis for the Evidence Based Practice	3
	Total	**6**

Electives*

Code	Course Description	Credit Hours
NURS 6530	Teaching Strategies in Nursing	3
NURS 6531	Evaluation in Nursing Education	3
NURS 6532	Educational Practice in Nursing	2
NURS 6540	Principle in Nursing Management	3
NURS 6541	Evaluation in Nursing Administration	3
NURS 6542	Administrative Practice in Nursing	2
NURS 6530	Teaching Strategies in Nursing	3
	Total	**8**
*Students select elective courses from this list of courses. Students who want to take any other elective must request approval from the Program Director.		

Master's Degree in Science of Nursing
Major in Acute/Critical Care

Discipline: Nursing

Credential Level: Graduate

Program Length in Credit Hours: 46

Program Description

The University's MSN Program helps to fill the need for CNS in the acute care area and critical in the western area of Puerto Rico. This specialization provides advanced skills in the area of acute and critical care. This leads us to processes of care that are essential in modern nursing practice in various health care environments today. They also provide for the development of the role of education and nursing administration. These two (2) areas provide a broader perspective of the role of the clinician, contributing not only direct patient care in acute care settings or critical, but to contribute to the education of future nurses (teaching) or administration of various healthcare settings (e.g. Head nurse, supervisors or managers of nursing services).

Heart disease, neoplasms, diabetes mellitus, cerebrovascular disease and hypertension are among the top 10 causes of death in Puerto Rico. Each of them is serious diseases that threaten the lives of every Puerto Rican, contribute to increased health clients with more specialized needs. The MSN program is relevant and necessary in a healthcare environment increasingly specialized and committed customers in their health. One of the most important aspects of this program is that it is designed with a common base in general and research courses that provide the necessary knowledge for the development of other nursing specialties.
The Master of Science in Nursing is framed in the specialty of acute care I critical which includes a role in education or administration. The specialty of Acute Care I Critical prepares clinical nurse specialists with advanced practices to manage collaborative care specialists with different clients in a variety of settings:
acute care, care in critical care units and intermediate care and telemetry areas, among others. This specialization provides not only a thorough knowledge of acute care I critical, but also the opportunity to provide continuity of care through assessment, teaching or administration of nursing services.

The Program is designed with a total of 46 credits distributed as follows: 16 credits in general courses and 6 credits in research that are suited to all students in the program MSN. It added 16 credits
of specialty acute care I critical. It is also supplemented with 8 credits Program focused on the role of education or nursing administration. All students as part of the requirements of the program must complete a master's thesis and practice in the smaller area (role) selected to be included in the distribution of loans.

Program Objectives

1. Demonste knowledge in research and essential skills for the practice based on evidence of patients in acute/critical care.
2. Evaluating research studies and applies findings to education, administration and nursing practice in the care of the client, family or community who face acute/critical.
3. Identifying, analyze and take responsibility for ethical dilemmas of practice.
4. Demonstrating advanced practice skills in the area of acute/critical care, including an educational or administrative role.
5. Demonstrating critical thinking, responsibility and commitment to continuous learning that characterizes the nurse focused on research findings.
6. Implementing leadership in health care and participates in local and national professional organizations.
7. Using theoretical and empirical knowledge as the foundation for advanced practice in the care of the client,family or community acute/critical.
8. Demonstrating competence in nursing care in an advanced society cultural and ethnically diverse.
9. Serving as an advocate for the client and family within the context of care provided in different health scenarios.
10. Promoting the health of the community by integrating advanced concepts of the science in nursing, which include research-based practice.
11. Using technology to provide quality care to individuals, families and community members.
12. Providing advanced nursing care safely and with the highest standards in the area of acute/critical care.

Alumni Profile

The Master of Nursing Science Program with major in Acute/Critical Care prepares advanced practice nursing professionals capable of:

1. Introduce changes and innovations in the solution of problems of health, and professional ethical practice in acute and critical nursing care.
2. Exercise leadership in the planning, implementation and evaluation of patient care, the family, and the community in different contexts of health,with a focus on acute and critical care.
3. Developing and coordinating nursing care on evidence based practice in different scenarios, including acute or critical care units, health facilities, communities or independent professional practice.
4. Implement innovative models of care services that guide the processes of health promotion and prevention of disease, and the recovery of health status within a framework of acute I critical care.
5. Demonstrate instrumental competences such as proper use of oral and written communication, information technology and informatics technology, planning and organizing time, identify, plan, and solve problems within a framework of advanced nursing practice.
6. Demonstrate interpersonal competences such as: reflective and critical thinking, their socio•cultural and historical environment commitment, assessment and

respect for diversity and multiculturalism, commitment to the preservation of the environment, the ability to work autonomously, empathy, confidence in you and ability to foster the development of others. In addition, demonstrate initiative, motivation, and achievement, and adaptability, capacity for teamwork, ethical commitment, social responsibility and citizenship commitment.

7. Demonstrate systemic competences such as: ability to apply the knowledge of practice, knowledge of the area of study, and the profession, research capacity, motivate and lead toward common goals (leadership),to make decisions, to formulate and manage projects.

Program of Study

Degree Requirements: Candidates for the Master Degree in Science of Nursing Major in Acute/Critical Care, must complete the minimum course requirements of 46 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Major

Code	Course Description	Credit Hours
NURS 6610	Pathophysiological Alterations in Acute/Critical Client I	2
NURS 6512	Laboratory Pathophysiological Alterations in Acute/Critical	2
NURS 6570	Pathophysiological Alterations in Acute/Critical Client	2
NURS 6572	Laboratory Pathophysiological Alterations in Acute/Critical	2
NURS 6580	Pathophysiological Alterations in Acute/Critical Client III	2
NURS 6582	Laboratory Pathophysiological Alterations in Acute/Critical Client III	2
NURS 7500	Advanced Internship Acute/Critical Care Client	4
	Total	**16**

Core

Code	Course Description	Credit Hours
NURS 5510	Physiology and Advanced Pathophysiology	3
NURS 5500	Critical Thinking and the CNS Role	2
NURS 5550	Advanced Pharmacology for the Nursing Practice	3
NURS 5540	Theoretical Foundations for the Advanced Practice	3
NURS 5530	Statistics for Clinical Research in Nursing	3
NURS 5520	Advanced Health Assessment and Clinical Reasoning	2
	Total	**16**

Research

Code	Course Description	Credit Hours
NURS 5560	Nursing Research as a Basis for the Evidence Based	3
NURS 6520	Nursing Research as a Basis for the Evidence Based	3
	Total	**6**

Electives*

Code	Course Description	Credit Hours
NURS 6530	Teaching Strategies in Nursing	3
NURS 6531	Evaluation in Nursing Education	3
NURS 6532	Educational Practice in Nursing	2
NURS 6540	Principle in Nursing Management	3
NURS 6541	Evaluation in Nursing Administration	3
NURS 6542	Administrative Practice in Nursing	2
	Total	**8**
*Students select elective courses from this list of courses. Students who want to take any other elective must request approval from the Program Director.		

Master's Degree in Science of Naturopathy

Discipline: Naturopathy

Credential Level: Graduate

Program Length in Credit Hours: 47

Program Description

The Master's Degree in Naturopathic Sciences is a two-year program (including two summers) to train people to adequately perform Naturopathy in Puerto Rico as stipulated by the Law to Regulate the Practice of Naturopathy in PR and create their Examining Board, Act. 211 of December 30, 1997 as amended. The curriculum experience includes 12 credits in core courses, 27 credits in Naturopathic Sciences major courses and 8 credits in fundamental courses, for a total of 47 credits. Contact hours are allocated as follows: 615 in lecture, 120 in laboratory experiences and 90 in internship, for a total of 825.

Program Objectives

1. Prepare practitioners in Naturopathic Sciences who combine holistic, natural, nontoxic, non-invasive therapies knowledge for the wellbeing of the individual, the prevention of illness, and the promotion of self-healing processes.
2. Build essential naturopathic knowledge in the following areas:
    - Anatomy, physiology and physiopathology of the human body,
    - Organic chemistry and biochemistry
    - Clinical Nutrition
    - Phytotherapy
    - Homeopathy
    - Naturopathic evaluation methods (health assessment)
    - Naturopathic therapeutic methods
3. Comply with the fundamentals established in the Law to Regulate the Practice of Naturopathy in PR and create their Examining Board, Act 211 of December 30, 1997, as amended.

Alumni Profile

The Master of Science in Naturopathy Program prepares professionals capable of:

1. Exhibit competencies in the following areas:
    a. Patient care
    b. Interpersonal and communication skills

c. Practice based learning
d. Professionalism and ethical principles
e. Naturopathic system based practice

2. Demonstrate naturopathic knowledge, as well as its application in the following areas:
   a. Foundations and History of Naturopathy
   b. Anatomy, Physiology and Physiopathology
   c. Biochemistry and Organic Chemistry
   d. Psychobiology
   e. Naturopathic evaluation methods (iridiology, sclerology, physiognomy, hair analysis, reflexology, acupressure, digitpuncture, graphology, quirology, kinesiology, graphology, homotoxicology, health analysis, Ayurvedic and traditional Chinese clinic diagnostic, and pulsology)
   f. Pharmacognosis
   g. Phytotherapy, including principles of Oriental medicine (Chinese and Ayurvedic medicine)
   h. Nutrition
   i. Food and Healthy Lifestyles
   j. Homeopathy
   k. Homotoxicology
   l. Complementary therapeutic methods (Aromatherapy, Hydrotherapy, Chromotherapy, Acupressure/ Digitpuncture/ Reflexology, Kinesiology, Therapeutic massages, Musictherapy, Biomagnetic Therapy, and Relaxation techniques, such as yoga, Tai Chi, Chi Kung, Reiki, and meditation, among others)
   m. Naturopathic ethic and legal aspects

3. Effectively apply acquired knowledge and competencies to problem solving in naturopathy
4. Efficiently apply oral and written communication skills in Spanish and English
5. Integrate literacy and technological competencies to naturopathic practice.
6. Demonstrate leadership skills
7. Research methods

Program of Study

Degree Requirements: Candidates for the Master Degree in Science of Naturopathy, must complete the minimum course requirements of 47 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Major

Code	Course Description	Credit Hours
NSC 5010	FOOD, HERBS AND HEALTHY LIFESTYLES	3
NSC 6110	NATUROPATHIC EVALUATION METHODS I	3

NSC 6120	NATUROPATHIC EVALUATION METHODS II	3
NSC 6130	PHARMACOGNOSIS	3
NSC 6150	HOMEOPATHY I	3
NSC 6160	HOMEOPATHY II	3
NSC 6210	COMPLEMENTARY THERAPEUTIC METHODS	3
NSC 6300	PHYTOTHERAPY	3
NSC 7010	CLINICAL PRACTICE IN NATUROPATHY	3
	Total	**27**

Core

Code	Course Description	Credit Hours
BIO 5010	ANATOMY, PHYSIOLOGY, PHYSIOPATHOLOGY	3
CHE 5020	BIOCHEMISTRY AND ORGANIC CHEMISTRY	3
NCS 5120	NUTRITION	3
NSC 5340	RESEARCH METHODS	3
	Total	**12**

Other

Code	Course Description	Credit Hours
NSC 5000	NATUROPATHY HISTORY AND FOUNDATIONS	3
NSC 5210	ETHICAL AND LEGAL ASPECTS IN NATUROPATHY	2
NSC 6310	PSYCHOBIOLOGY	3
	Total	**8**

Professional Certificates

Professional Certificates Program Goals

The main goal of the Professional Certificates Program is to provide the students specialized skills in specific areas so that they can compete more favorably in the labor market and/or be more effective in their professional field. In addition, the Professional Certificates provide an alternative to those students interested in pursuing graduate studies in a short term basis while not discarding the possibility of completing a Master's Degree in the long term. Each professional certificate includes courses that complement the Master's Degree Program, thus providing diverse areas of concentration.

Professional Certificate in Information Security and Fraud Investigation

Discipline: Information Security and Fraud Investigation

Credential Level: Graduate

Program Length in Credit Hours: 18

Program Description

The Professional Certificate in Information Security and Fraud Investigation is aimed at professionals who wish to specialize in this area through an education beyond high school without going into a Master's Degree, or professionals who already have a Master's Degree in a related academic area.

This certificate differs from the Master's Degree in that it focuses on the skills necessary for the detection and prevention of security systems fraud. The curriculum provides students with the techniques and tools needed to conduct collect and document a digital forensic investigation, including the legal and ethical implications of this research. The certificate will be offered at the graduate level to enrich the Master's Degree in Information Systems, providing complementary elective courses. It can be completed in a period of eight months.

Program Goals

1. Provide alternatives for the students to be able to better meet the current needs of the employment market.
2. Diversify academic offerings in specialized areas related to the information technology field.
3. Provide students the necessary skills to effectively manage information systems and exert leadership in their area of specialization.

Program Objectives

1. Understand the concepts and technologies associated with information systems, telecommunications networks and the Internet from the perspective of security and data protection.
2. Understand the techniques and tools related to digital forensics and its role in conducting successful investigations and the prosecution of perpetrators of fraud.
3. Understand the legal and ethical aspects of an investigation of electronic crime or fraud within the context of legislation and statutes.

4. Know the different types of fraud, including the techniques and procedures necessary for its identification and prevention within an organization.

Alumni Profile

The Graduate School of EDP University of Puerto Rico, Inc. is committed to the quality of the graduates. In keeping with the corporate philosophy of providing an education based on technology literacy and high socio-humanistic values, the Professional Certificate in Information Security and Fraud Investigation aims to develop students, who complete their courses, to possess the following profile:

1. Dominates the skills to assertively identify risks, threats and vulnerabilities in the security area of information systems within an organization, including the establishment of policies, standards and procedures to ensure confidentiality, integrity of information and a continuity of information technology operations.
2. Understands the legal and ethical implications of fraud investigations so they can develop appropriate procedures and mechanisms for prevention and detection of fraud.
3. Master the techniques and tools to perform digital forensic investigations and procedures to identify, retrieve and protect electronic evidence so that it can be used in litigation and prosecution.
4. Understands the motivations that lead people to commit fraud, how to detect and prevent internal or external fraud, and how to conduct an investigation, collect and document evidence of fraud.

Program of Study

Degree Requirements: Candidates for the Professional Certificate in Information Security and Fraud Investigation must complete the minimum course requirements of 18 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Course	Course Name	Credit hours
First Period		
MIS 6660	Managerial Accounting	3
MIS 6810	Information Security and Networks	3
Second Period		
MIF 6850	Fraud Examination	3
MIF 6830	Digital Forensics	3
Third Period		
MIF 6820	Electronic Fraud Investigation	3
MIF 6840	Legal and Ethical Aspects of Fraud Investigation	3
	Total	**18**

Professional Certificate in Information Technology for Education

Discipline: Information Technology for Education

Credential Level: Graduate

Program Length in Credit Hours: 21

Program Goals

1. To prepare a professional capable of integrating the knowledge and skills of the sciences in information systems and information systems technology with the knowledge in the fundamentals of education to respond to the actual and future needs for updating and innovation in any educational scenario.
2. To develop a professional capable to enrich the curriculum by means of the design, development, utilization, administration and evaluation of information systems technology resources applied to the teaching-learning dynamics, administrative matters and to learning evaluation and assessment processes for the institutional efficiency.
3. To prepare the leaders that will promote the training of the agents of the educational system in information systems technology literacy and the technological innovation integrated to the curriculum and to the educational processes.

Alumni Profile

The Graduate School of the EDP University of Puerto Rico, Inc.is committed with the quality of its graduates. In attention to the Institutional philosophy of providing a technological education based on high social-humanistic values, our Certificate in Information Technology for Education program is aimed to develop students, that upon completion of their studies, possess the following profile:

1. Integrate the educational information technology into their courses;
2. Design and develop multimedia educational modules;
3. Serve as support resource in the design and development of educational media for content experts;
4. Serve as support resource in the design and development of learning environments integrating adequate information technologies;
5. Integrate educational information technology to the assessment of teaching-learning processes;

6. Promote, in accordance with their institutional mission and vision intense collaboration between peers to generate commitment with ethical-moral personal and professional behavior guides from an integral perspective of the human being and of commitment with social wellness.

Program of Study

Degree Requirements: Candidates for the Professional Certificate in Information Technology for Education must complete the minimum course requirements of 21 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Course	Course Name	Credit Hours
MAED 5100	Methods and strategies for teaching and learning with technological mediation	3
MAED 5150	Curriculum and educational computation by curricular areas	3
MAED 5200	Information systems technology applied to instructional design	3
MAED 5300	Processes for the production of technologically-mediated instructional resources	3
MAED 5400	Instructional resources production seminar I	3
MAED 5410	Instructional resources production seminar II	3
MAED 5500	Evaluation of learning using information systems applications	3
	Total	**21**

Professional Certificate in Project Management

Discipline: Strategic Management

Credential Level: Graduate

Program Length in Credit Hours: 21

Program Description

The Professional Certificate in Project Management is an intermediate step for those wishing to study beyond a baccalaureate but not engage into a full Master's Degree. The areas of problem solving and decision making are emphasized through the use of technological tools. This professional certificate differs from the Master's Degree in that it efficiently configures technological tools with strategic planning. Students are trained in the principles and administration of project management.
It provides the necessary tools for the development and management of creative and practical projects that contribute to achieving the mission of the company for which they work.

Colloquiums serve as training experiences. It provides students with the opportunity to stay in touch with emerging issues which are currently affecting the management and strategic management areas.

Program Objectives

1. Integrate communication skills and a social interaction model for making business decisions and solving problems within a diverse and complex global perspective.
2. Promote the use of various technologies and nontraditional modes of teaching in strategic management.
3. Establish partnerships with the external community by promoting collaborative agreements and projects that improve the quality of life
4. Meet the educational needs of students who currently occupy management positions, in organizations for both the public and private sectors, but look to strategically position themselves in higher level positions.
5. Shape students into responsible citizens, who will serve as employees and/or business leaders, within the complex and changing environment of this century.
6. Carry out practices that meet the needs of both students and the community, in order foster cultural, economic and educational development.

Alumni Profile

This Professional Certificate contributes to the formation of project managers of high and medium management levels. Upon completion of the professional certification the students will be able to:

1. Apply conceptual, technical, and interpersonal skills in the analysis of practical problems in critical situations.
2. Develop projects that contribute to the attainment of the mission of the organization
3. Develop creative projects and innovative practices within the organization
4. Conduct the management of creative and practical projects.

Program of Study

Degree Requirements: Candidates for the Professional Certificate in Project Management must complete the minimum course requirements of 21 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Major

Code	Course Description	Credit Hours
MIS 5540	Organizational Behavior	3
MSM 6720	Management Ethics	3
MSM 6750	Strategic Planning	3
MSM 6770	Project Planning Technology	3
MSM 6780	Project Management Technology	3
	Total	**15**

Core*

Code	Course Description	Credit Hours
MIS 6640	Managerial Economics	3
MIS 6650	Marketing Management	3
MIS 6660	Managerial Accounting	3
	Total	**6**
*Students may select two (2) courses from this list.		

Other Requirements

Code	Course Description	Credit Hours
MSM 6001	Colloquium	0
MSM 6002	Colloquium	0
MSM 6003	Colloquium	0
*Students may select two (2) colloquia from this list.		

Professional Certificate in Information Systems Auditing

Discipline: Information Systems Auditing

Credential Level: Graduate

Program Length in Credit Hours: 21

Program Goals

1. Provide alternatives for the students to be able to better meet the current needs of the employment market.
2. Diversify academic offerings in specialized areas related to the information technology field.
3. Provide students the necessary skills to effectively manage information systems and exert leadership in their area of specialization.

Program Objectives

1. Understand all the elements related to the information systems auditing processes.
2. Analyze technical aspects of systems such as risks, controls and security, and the procedures, documentation, and programming that they imply.
3. Demonstrate a level of knowledge that will allow him or her to exert leadership in the information systems auditing field.
4. Conduct applied and theoretical research in the systems auditing field and prepare written reports based on the findings.

Alumni Profile

The Graduate School of EDP University of Puerto Rico, Inc. is committed to the quality if its graduates. In line with the Institutional philosophy of providing a technological education based on high social-humanistic values our Professional Certificate in Auditing in Information Systems Auditing is aimed towards the development of students that, upon completion of their courses, exhibit the following profile:

1. Have the skills in the identification of risks and vulnerabilities related to the use of information systems in an organization and in the setting forth of policies and control procedures, to successfully perform in the field of Information Systems Auditing.
2. Understand the importance of the compliance with the ethical codes and the standards established by the Internal Auditors Institutes, for the practice of systems auditing.
3. Dominate the communication, editing and group working skills necessary to function as a systems auditor.

4. Have the learning and investigation skills necessary to maintain his knowledge skills up-to-date, and to use the acquired knowledge creatively to excel as leader in systems auditing and in the information systems field in general.

Program of Study

Degree Requirements: Candidates for the Professional Certificate in Information Systems Auditing must complete the minimum course requirements of 21 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Code	Course Description	Credit Hours
MIS 5515	Computer Concepts and Software Tools	3
MIS 5520	Program, Data, and File Structures	3
MIS 5540	Organizational Behavior	3
MIS 5550	Database Management Systems	3
MIS 6560	Information Systems Analysis	3
MIS 6730	Information Systems Auditing I	3
MIS 6735	Information Systems Auditing II	3
	Total	**21**

Professional Certificate in Relational Database Administration

Discipline: Administration of Relational Database

Credential Level: Graduate

Program Length in Credit Hours: 18

Program Goals

1. Provide alternatives for the students to be able to better meet the current needs of the employment market.
2. Diversify academic offerings in specialized areas related to the information technology field.
3. Provide students the necessary skills to effectively manage information systems and exert leadership in their area of specialization.

Program Objectives

1. Understand all the processes related to the creation, administration, and maintenance of a relational database system.
2. Comprehend all the aspects related to the administration of the security of database systems accessed over distributed networks.
3. Demonstrate a level of knowledge that allows him or her to exert leadership in the field of database administration.
4. Conduct applied and theoretical research in the field of database administration.

Alumni Profile

The Graduate School of EDP University of Puerto Rico, Inc. is committed to the quality of its graduates. In line with the Institutional philosophy of providing a technological education based on high social-humanistic values, our Professional Certificate in Relational Database Administration is aimed towards the development of students that, upon completion of their courses, exhibit the following profile:

1. Have skills in the creation and management of relational data bases using SQL instructions, in the evaluation and control of the access and security aspects, and in the establishment of backup and recovery strategies, so as to perform successfully in the field of Data Base Administration.
2. Dominate the conceptual and practical skills, the design and implementation of data base systems that use Internet and Intranet technologies to provide competitive advantages.

3. Apply the technical and administrative skills in data base systems with a social-humanistic approach to perform like an integral professional that follows the ethical codes of his profession.
4. Have the learning and investigation skills necessary to keep his knowledge and skills up-to-date and to use his acquired knowledge creatively so as to excel as leader in database administration and in the field of information systems in general.

Program of Study

Degree Requirements: Candidates for the Professional Certificate in Relational Database Administration must complete the minimum course requirements of 18 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Code	Course Description	Credit Hours
MIS 5515	Computer Concepts and Software Tools	3
MIS 5520	Program, Data, and File Structures	3
MIS 5550	Database Management Systems	3
MIS 6520	Systems Development and Information Management Tools	3
MIS 6710	Database Administration	3
MIS 6720	Applications for Internet and Intranet	3
	Total	**18**

Professional Certificate in Electronic Commerce

Discipline: Electronic Commerce

Credential Level: Graduate

Program Length in Credit Hours: 21

Program Goals

1. Provide alternatives for the students to be able to better meet the current needs of the employment market.
2. Diversify academic offerings in specialized areas related to the information technology field.
3. Provide students the necessary skills to effectively manage information systems and exert leadership in their area of specialization.

Program Objectives

1. Understand the economic fundamentals of e-commerce.
2. Implement an online business using state of the art technological resources and programming tools.
3. Demonstrate an understanding of the strategies used to establish an e-commerce site.
4. Apply project management and planning techniques in the development of electronic commerce applications.

Alumni Profile

The Graduate School of EDP University of Puerto Rico, Inc. is committed to the quality of its graduates. In line with the Institutional philosophy of providing a technological education based on high social-humanistic values, our Professional Certificate in Electronic Commerce is aimed towards the development of students that, upon completion of their courses, exhibit the following profile:

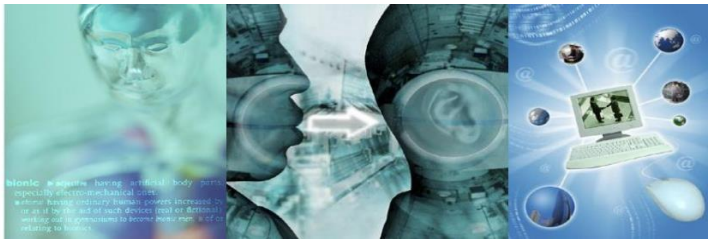
1. Have knowledge about the economical foundations of electronic commerce and the technological elements that form it and practical programming skills in the use of programming tools to develop electronic commerce applications.
2. Analyze the needs for electronic commerce in an organization and design and implement solutions, to successfully perform in this field.
3. Understand the importance to comply with the ethical norms and the standards established in on-line commerce.
4. Have the learning and investigation skills necessary to maintain his knowledge skills up-to-date, and to use the acquired knowledge creatively to excel as leader in electronic commerce and in the information systems in general.

Program of Study

Degree Requirements: Candidates for the Professional Certificate in Electronic Commerce must complete the minimum course requirements of 21 credits as outlined in the following program of study and reach a 3.00 G.P.A. minimum on both the general and specialization courses at completion of the Program.

Code	Course Description	Credit Hours
MIS 5515	Computer Concepts and Software Tools	3
MIS 5520	Program, Data, and File Structures	3
MIS 6810	Information Security and Networks	3
MIS 6650	Marketing Management	3
MIS 6740	E-Commerce Technology	3
MIS 6745	Design of an Electronic Business	3
MIS 6750	Implementation of an Electronic Business	3
	Total	**21**

Course Descriptions



Course Numbering System

The course number system underlies the use of an alphabetical code with a maximum of four 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:

AAA ####

Code	Comments
AAAA	Alphabetical code with a maximum of four letters
####	Four digit numerical code (e.g. ACC 2113)

The alphabetical code identifies the subject matter of the course. The combination of the alphabetical code and the four (4) digit numerical code is unique to each course. Lower and upper division classification does not apply.

The subject matter codes are as follows:

Code	Subject
MIS	Master's Degree in Information Systems
MAED	Master's Degree in Information Technology for Education
MIF	Master's Degree in Information Systems with Major in Information Security and Fraud Investigation
MSM	Master's Degree in Business Administration with Major in Strategic Management

The four (4) digit numerical code is used to create unique course identification.

The MAED course description identifies the following interest areas:

(1) Concepts and fundamentals of education
(2) Concepts, processes and products of the information systems technology

The MIS course description identifies the following interest areas:

(1) Information systems concepts and processes
(2) Information systems technology
(3) Organization functions and management

The MIF course description identifies the following interest areas:

(1) Information Security concepts and technology
(2) Fraud Investigation concepts and processes

The MSM course description identifies the following interest areas:

(1) Concepts and processes of strategic planning
(2) Technology and tools for strategic management

Bio 5010 Anatomy, Physiology, Physiopathology
Three (3) Credits
Prerequisite: None

The study and comprehensive analysis of the human body function. Emphasis is given to the integration of the basic functions from the cellular level to the total organism, and of physiological concepts to solve problems. This course examines fundamental concepts of the endocrine, reproductive, cardiovascular, lymphatic, nervous, immune, excretory, respiratory, and digestive systems of the human body, including the pathophysiology of these systems.

Che 5020 Biochemistry and Organic Chemistry
Three (3) Credits
Prerequisite: None

This course provides the student with the functional aspects of organic chemistry and biochemistry from a biological perspective. Students will learn the main types of organic compounds, with emphasis on the functionalities and properties relevant to physiology. Also the major classes of compounds in biological systems will be discussed. The general pathways of metabolism for energy and biosynthesis, showing how these pathways are interconnected will be covered to show the logic of the complex chemical system we call life. The course focuses on the application of chemistry to human health, nutrition and medicine.

MAED 5000 Philosophical Foundations of Education and the Theories of Technology–Mediated Learning
Three (3) Credits 45 Hours
Prerequisite: None

The development of education within the framework of the sociological and psychological theories is examined, focusing on the philosophical standpoints configuring the concept of education. The educational foundations that sustain appropriate educational practices are analyzed. The value of theory, as the basis for practice, is explained and three (3) of the primary theories of learning applicable in instructional technology-mediated situations: behaviorism, information processing and constructivism, as well as their implications in technology-mediated teaching and learning are discussed.

MAED 5015 Fundamentals of Research with Technological Mediation
Three (3) Credits 45 Hours
Prerequisite: None

Studies the different types research in the educational field and the fundamental techniques for research, including: hypothesis formulation, research design, data gathering and the methods of qualitative and quantitative analysis. Explore the recent trends in research about the use information technology in education and in scientific educational research.

MAED 5020 Distance Education with Technological Mediation
Three (3) Credits 45 Hours
Prerequisite: None

Presents a panoramic vision of the medullar elements of non-face to face education and the information systems tools used for the asynchronic distribution of contents, and the interaction student-student; student-professor and the evaluative mechanisms applicable in the formation of a virtual aula. Students participate in a platform for the distribution of contents and are introduced to the elements of course administration and instructional design typically available in the electronic platforms of distance education.

MAED 5100 Methods and Strategies for Teaching and Learning with Technological Mediation
Three (3) Credits 45 Hours
Prerequisite: None

Examines theories of the cognitive psychology and discusses the implications that these theories have for the teaching learning process. Strategies used for the development of thinking concepts and skills are presented. Puts emphasis on the planning and development of teaching plans aimed at satisfying the individual needs of students by integrating technology to the school curriculum.

MAED 5150 Curriculum and Educational Computation by Curricular Areas
Three (3) Credits 45 Hours
Prerequisite: MAED 5100

This course provides diverse strategies to facilitate the use, in the classroom, of technological and information systems resources appropriate to each subject matter to innovate and optimize their teaching and learning. The curricular areas of Social Sciences, Languages and Literature, Mathematics and Sciences are distinguished identifying, in each area, the information systems applications the skills that are more appropriate to the skills required in each discipline. The classic models for the organization of the curriculum and their relationship to the educational process are analyzed, comparing and contrasting them against the models that integrate the technological resources used to mediate curricular activities.

MAED 5200 Information Technology Applied to Instructional Design
Three (3) Credits 45 Hours
Prerequisite: None
Co-Requisite: MAED 5100

Discusses the process of instructional design from a constructivism perspective applying the information systems tools to the garnering of a learning environment, the development of instructional activities and the formative and summative measurement of technologically mediated.

MAED 5300 Processes for the Production Of Technologically-Mediated Instructional Resources

Three (3) Credits 45 Hours

Prerequisite: MAED 5200

Discusses the authoring strategies, techniques and tools necessary to develop each stage in the multimedia resources production process. In each stage, the theoretical principles, on which to base the application exercise, are discussed. The course emphasis is placed on the acquisition of the basic knowledge needed to develop technologically mediated instructional resources. Examines the authoring tools for graphical design, the management of digital audio, digital video and the programming of integration and distribution in a constructivism strategy to discover the dynamics of the production of technology-mediated resources.

MAED 5400 Instructional Resources Production Seminar I

Three (3) Credits 45 Hours

Co-Requisite: MAED 5300

The student will participate in an instructional multimedia production team to initiate a resources production project starting from the instructional design for a thematic unit of a course or training selected by the team. In this course the design of the production will be developed, including: the research for the development of the contents; the development of the script and the storyboard, and the production of the sound track.

MAED 5410 Instructional Resources Production Seminar II

Three (3) Credits 45 Hours

Prerequisite: MAED 5400

The student will participate in an instructional multimedia production team to complete the instructional design for a thematic unit of a course or training started in the course MAED 5400. The remaining stages of the production process will be finalized, namely: the production of images and texts, the production of video, the programming of the integration and the reproduction, labeling and packing. To optimize the constructivist environment this seminar culminates with the presentation of the project before a jury formed by peers from the program, faculty members and multimedia production professionals.

MAED 5500 Evaluation of Learning Using Information Systems Applications

Three (3) Credits 45 Hours

Prerequisite: MAED 5100

Discusses the concepts relative to the topics of measurement, evaluation and assessment and the implantation of technologically mediated strategies to collect data, analyze and produce reports, document the process and the security measures related to the filing of the information. Explains the process of evaluation of learning and of assessment of the effectiveness of the technology, including the evaluation of the technological measurement used for the instructional activities.

MAED 5650 Web Design and Programming for Instructional Applications
Three (3) Credits 45 Hours
Prerequisite: MAED 5400, 5500

This course provides fundamental knowledge about the Internet and its use in educational contexts. The diverse resources available to integrate the Internet to the teaching curriculum are studied. The fundamental principles that guide the design for on-line learning are discussed. Students are involved in the design and creation of a site for electronic learning.

MAED 5700 Information Systems, Information Technology and Educational Administration
Three (3) Credits 45 Hours
Prerequisite: MAED 5150

Examines the elements that comprise information systems and their use in administration and decision making in the educational processes, in administrative, curricular and evaluative areas. Actual cases related to the application of information systems management in educational scenarios are presented and discussed, and projects are managed using technology resources that provide training for the development of essential skills in the use of information systems for administrative tasks.

MAED 5710 Community Service Seminar on Educational Computation
Three (3) Credits 45 Hours
Prerequisite: MAED 5650

In this course service teams will be formed that will identify a need in a real scenario where the application of educational technology could offer an adequate response to the need. All knowledge and skills acquired in the program will be applied, and the team must follow the steps of the development of computational educational technology from the presentation of the proposal and its design, the development, the application, the training for the administration of the developed resource, and its evaluation. The seminar will end with the presentation of the evaluation results in an activity where all participants, from all stages of the project, will be invited. Proposals from school scenarios, institutional or business, from special communities and in response to the needs of individuals with particular needs, like reasonable accommodations, equal access to technology, tolerance promotion and diversity, and information systems literacy for special condition places, will be permitted.

MAED 5720 Teaching Techniques for Interactive Learning
Three (3) Credits 45 Hours
Prerequisite: MAED 5000

This course establishes the conceptual, methodological and practical elements to convey didactical techniques appropriate for interactive education, making particular emphasis in autodidactic learning scenarios. Discusses the epistemological bases, the structural elements and the dynamics of learning, including its evaluation, by diverse techniques and strategies backed by research in the field of student-centered significant learning.

MAED 5750 Special Topics Seminar
Three (3) Credits 45 Hours
Prerequisite: MAED 5300

Covers recent and advanced topics in technology and educational computing. These topics will present the enhanced and updated stand points of the researchers in this specialty that enables them to maintain the leadership in the integration of information technology to the optimization of learning. The format of the course will be that of a seminar allowing for the development of special projects or through discussions and lectures, face to face or non- face to face, with experts from the fields of knowledge to be covered.

MAED 6000 Degree Project
Three (3) Credits 45 Hours
Prerequisite: MAED 5650, 5700

In this course the student will identify his investigation degree project topic and present a document analyzing it. Must comply with the requirements of a research process from methodology to the appropriate citation of bibliographical resources. This project may be a thesis or "tesina" in accordance with the type of research that the student has developed, and that is framed within the dilemmas of the field of information technology for education, as proposed in the philosophy of the program of study.

MIS 5515 Computer Concepts and Software Tools
Three (3) Credits 45 Hours
Prerequisite: None

This course studies the principal elements of information systems: hardware, software, data, systems development and administrative aspects. The basic concepts of computer architecture and the structure and functioning of the principal units of a computer are discussed. The students explore the functions of the operative system and practice the use of typical computer applications, such as: word processors, spreadsheets, data management and Internet browsers. Information systems in organizations and the development of an information system are also studied.

MIS 5520 Program, Data, and File Structures
Three (3) Credits 45 Hours
Prerequisite: None

This course is designed to help the student acquire the skills useful for modern structured programming. The concepts of programming logic, data types, methods, functions, and good programming style are discussed and practiced. Emphasis is placed in developing object-oriented programming skills using visual development tools. This course requires additional hours in the computer laboratory.

MIS 5540 Organizational Behavior
Three (3) Credits 45 Hours
Prerequisite: None

This course studies the principles of organizations from a psychosocial point of view. Small group conduct, power and influence systems, interpersonal conflict, individual motivation system, organization theory and structure and change, welfare and social and personal needs of a group and their impact on an organization's behavior and communications will be studied.

MIS 5550 Database Management Systems
Three (3) Credits 45 Hours
Prerequisite: MIS 5515

This course is designed to discuss the characteristics of database management systems (DBMS) with emphasis on the relational database model. The course presents the fundamental concepts related to database design and their implementation with tools such as QBE and SQL. The course provides the student with the opportunity of using a data language for query, update and report generation. Practical experience is provided in the design and manipulation of databases.

MIS 6520 Systems Development and Information Management Tools
Three (3) Credits 45 Hours
Prerequisite: MIS 5520

This course emphasizes the use of agile methodologies for systems development. The course explores the use of object-oriented programming languages and the interaction with relational databases to create software applications to solve business problems. The course addresses the use of data access and internet controls and the creation of menus, views, forms, and reports through the use of fourth generation languages and visual development tools. This course will require extra hours in the computer laboratory.

MIS 6560 Information Systems Analysis
Three (3) Credits 45 Hours
Prerequisite: MIS 5515

This is the first course in the sequence of two (2) that covers the application system development process. This course emphasizes information analysis and the logical specification of the system. Emphasis is placed on the iterative nature of the analysis and design process. The students develop proficiency in system analysis techniques by preparing representative deliverables from provided exercises and case studies.

MIS 6620 Modeling Decision Systems
Three (3) Credits 45 Hours
Prerequisite: MIS 5520

This course stresses the concept of building models of complex systems operating under uncertainty. Examples from business and government are used extensively in case analysis to instruct the student in systems analysis and design and model building and validation. The student is required to model and analyze a number of situations, thus developing problem solving capabilities. Real world cases are used for simulation.

MIS 6630 Information Systems Design
Three (3) Credits 45 Hours
Prerequisite: MIS 6560, 6520

This course is the second covering the system development process. A theme carried through the course is the iterative nature of the analysis and design process. It is designed to integrate the areas of computer technology, systems analysis, systems design, and organizational behavior to aid the student in designing large scale applications or decision support systems. The course provides a strong introduction to the formalization of the information system design process. It explores state-of-the-art systems design and specification techniques. The students consider implementation issues and conversion problems through the use of case studies. The human engineering aspects of systems design are emphasized.

MIS 6640 Managerial Economics
Three (3) Credits 45 Hours
Prerequisite: None

This course comprises the study of the nature of demand and the economic aspects of production at the enterprise level. It covers the optimization techniques of related methods, and economic analysis in the making of decisions at the executive level. The course includes the analysis of elements of risk and the making of decisions in uncertainty.

MIS 6650 Marketing Management
Three (3) Credits 45 Hours
Prerequisite: None

This is a core course where students develop their capacity for analysis and decision making through case studies where oral and written solutions to marketing problems are required. It provides a realistic analysis of marketing, just as modern enterprises work. The general strategic marketing environment, strategic process planning, segmentation, positioning and goal marketing will be studied. Marketing research and psychographic and demographic characteristics of consumers will be studied. Individual factors that affect buying decisions, social and cultural factors of consumer and industrial markets and management of existing products will also be studied.

MIS 6660 Managerial Accounting
Three (3) Credits 45 Hours
Prerequisite: None

This course develops in the student the techniques in the analysis and interpretation of the financial statements that are useful for the manager, investor, and finance analyst. The course includes the analysis of cost procedures in manufacturing enterprises and the planning techniques useful to the decision making process.

MIS 6670 Managerial Finance
Three (3) Credits 45 Hours
Prerequisite: None

This course studies current theoretical and empirical research on financial decision-making, and introduces the conceptual framework that interrelate the investment, financing, and dividend decisions and that allows to reach optimal joint decisions that affect the valuation of the firm. It emphasizes the interpretation and evaluation of financial information and the use of financial instruments to support and optimize the financing of projects. The last part of the course introduces the student to the challenges facing a manager who works in an internationally oriented firm.

MIS 6680 MIS Policy
Three (3) Credits 45 Hours
Prerequisite: MIS 6560 or Permission of Program Director

This course is designed to provide an integrated vision of all the aspects related to project management starting from the systems development life cycle. Experience related to the management of information systems projects is acquired through case studies where students will apply their skills using the project management approach and the MS Project software.

MIS 6710 Database Administration
Three (3) Credits 45 Hours
Prerequisite: MIS 5550

This course is designed to discuss the basic concepts of administration, maintenance and security of a relational database management system. It also includes the study and definition of backup and recovery methods and procedures; the establishment of audit controls and collection of use and consumption statistics of processes and resources. Students are involved in the installation, creation and activation of a relational database; and in the revision of problems and case studies in database maintenance and adjustment. This course requires additional hours in the computer laboratory.

MIS 6720 Applications for Internet and Intranet
Three (3) Credits 45 Hours
Prerequisite: None

This course is designed to provide an overview of what an organization can achieve by developing an Intranet and Internet infrastructure. Students learn about applications and equipment needed for the development of these platforms, and identify relevant aspects of operational impact such as threats to security and control. Students create a small application to access a database using internet/intranet protocol.

MIS 6730 Information Systems Auditing I
Three (3) Credits 45 Hours
Prerequisite: None

This course studies the new standards of professional Practice of Internal Auditing and the Ethics Code of the Institute of Internal Auditors, Inc. Professional certification programs specializing in information systems auditing such as CISA are studied. The auditing function and its location within an organization are emphasized. The importance of the added value of auditing is noted. The concept of risk in entities and related controls for risk mitigation are covered.

MIS 6735 Information Systems Auditing II
Three (3) Credits 45 Hours
Prerequisite: MIS 6730

This is the second course in information systems auditing. Computer Center audits are explained in detail. Students will visit an active computer center and will prepare an auditing report. The course also covers the auditing procedures used to examine a project where a new system has been developed. Auditing of an operating information system is explained.

MIS 6740 E-Commerce Technology
Three (3) Credits 45 Hours
Prerequisite: MIS 5515 or equivalent knowledge

This course presents the commercial and technological elements of electronic commerce. It includes the theory and practice of doing business through the Internet and the World Wide Web. Java language is used to prepare interactive programs.

MIS 6745 Design of an Electronic Business
Three (3) Credits 45 Hours
Prerequisite: MIS 6740

This course studies the development of the structure of an E-commerce business. The tools for the development of pages and sites on the Internet are used. The security risks and vulnerability of e-commerce businesses are studied.

MIS 6750 Implementation of an Electronic Business
Three (3) Credits 45 Hours
Prerequisite: MIS 6745
The steps for the implementation of an E-commerce business are studied in this course. The student will develop a prototype of a store on the Internet.

MIS 6810 Information Security and Networks
Three (3) Credits 45 Hours
Prerequisite: None
This course concentrates on the identification of threats and vulnerabilities of computers and telecommunication networks of an organization and on the principal components associated to them. The students develop an understanding of distributed systems and how they work, and explore different methods and strategies for the security and protection of networks and of Internet based systems. The course provides knowledge about the architecture of firewalls, IDS, cryptography, and of the analysis and interpretation of various log formats.

MIS 7680 Research Methodology
Three (3) Credits 45 Hours
Prerequisite: None
This core course is designed to integrate theory and practice and develop student's analytical skills in research methodology. The graduate students in Information Systems apply methods and techniques for collection, analysis, interpretation and presentation of secondary and primary data toward the solution of real problems from each student's place of employment or from a selected organization.

MIS 7690 Information Systems Project
Three (3) credits 45 hours
Prerequisite: MIS 6630, 7680
This is the final course to complete the Master's Degree. Students can choose between a systems development project and a research project, which they will prepare under the direct supervision of their advisor. Students may extend their project two (2) additional semesters by registering in MIS 7691. Projects must be completed and documented before receiving credit for this course. Students will make a public defense of their project.

MIS 7691 Project Extension
Three (3) Credits 45 Hours
Prerequisite: MIS 7690
If necessary, this course allows the student to complete the necessary requisites of MIS 7690. Prior departmental approval is required.

MIF 6820 Electronic Fraud Investigation
Three (3) Credits 45 Hours
Prerequisite: Knowledge of computer concepts and skills in software tools such as Microsoft Word, Excel and Access.

The course examines the different types of frauds that can be perpetrated through electronic means, the most common techniques used to commit internal electronic fraud, and various potential indicators. The students explore various strategies to collect electronic data, including data analysis, data mining, and the search in public records using the Internet, databases, and commercial online services. The course provides practical experience in the use of tools for statistical analysis, for determining connections and correlations among data, and in the creation of investigation reports.

MIF 6830 Digital Forensics
Three (3) Credits 45 Hours
Prerequisite: Knowledge of computer concepts and skills in software tools such as Microsoft Word, Excel and Access.

The course studies the procedures and methodologies used to process cases involving digital evidence. Students explore the processes required for the capture, recovery, documentation, analysis, and safekeeping of data contained in computers or other electronic equipment so that it can be used in legal and administrative proceedings. The course examines the physical structure of computer disks and files, and provides experience in the use of equipment and software for digital forensic investigation.

MIF 6840 Legal and Ethical Aspects of Fraud Investigation
Three (3) Credits 45 Hours
Prerequisite: None

The course studies the laws related to crime in the context of the use of computers. Students explore the fundamental concepts and rules of handling evidence, interviewing witnesses, testifying in court, and serving as expert witness. They discuss the legal implications of the use of surveillance methods, employee rights, and responsibilities of companies and officials in relation to corporate and cybernetic crime. The course explores organizational ethics in the context of fraud prevention and detection. Students make reflections about the code of ethics of fraud examiners. A case study approach is used in the course.

MIF 6850 Fraud Examination
Three (3) Credits 45 Hours
Prerequisite: MIS 6660

The course provides knowledge about the different types of frauds that can be committed by employees, other persons in general, and by corporations. Students explore the different schemes of money scams, misappropriations, financial fraud, and corruption. They study the procedures and techniques of fraud examination, the complete process of conducting an investigation, from the planning, gathering of evidence, analysis and tests, writing of reports, to the resolution of the case

MIF 7890 Fraud Investigation Seminar
Three (3) Credits 45 Hours
Prerequisite: Completion of 27 credits

The course is geared towards the integration of theory and practice in the investigation and prevention of digital fraud. Students examine and analyze problems related to anti-fraud interventions, protection of information, collection of trial evidence, and the ethical aspects associated to professionals in this field, through research and case studies.

MSM 6720 Management Ethics
Three (3) Credits 45 Hours
Prerequisite: None

This course examines business ethics and social responsibility from theoretical and applied perspectives. The student uses fundamental ethical theory to analyze and explain contemporary business phenomena and present day events. Diverse ethical approaches to business issues, such as corporate responsibility, corporate accountability, human resources, and international commerce are explored through various lenses. The focus of the course is on the development of informed responses to complex organizational realities.

MSM 6730 Managerial Statistics
Three (3) Credits 45 Hours
Prerequisite: None

Statistics applicable to a wide variety of real management situations. The approach of this course is to emphasize statistics concepts and applications from different points of view. The main topics included are: data collection and organization; descriptive measures such as: measures of central tendency, and of setting; dispersion measures such as: range, median deviation, variance, and standard deviation; regression, correlation and hypothesis testing. Computers will be used in the course to conduct statistical analysis.

MSM 6750 Strategic Planning
Three (3) Credits 45 Hours
Prerequisite: None
Conceptual and leadership skills such as: precise detection of changes in the external environment, defining and redefining the organizational purpose (vision and mission), and managing complex interchanges of training demand and resource limitations. Deep knowledge of how to think, reach a conclusion, and act strategically.

MSM 6760 Negotiation and Mediation in Organizations
Three (3) Credits 45 Hours
Prerequisite: None
Study of the different existing models of mediation, theoretical basis and practices of these models, and how to define the scope and purpose of the mediation. Alternative methods for conflict resolution are modeled and analyzed.

MSM 6765 Management for Non-Profit Organizations
Three (3) Credits 45 Hours
Prerequisite: None
Study of managerial and organizational conceptual processes linked to the formation of managers of non-profit organizations. Development of strategic plans of action based on the institutional vision and mission.

MSM 6770 Project Planning Technology
Three (3) Credits 45 Hours
Prerequisite: None
Elective course for students in the Master's Degree Program in Strategic Management and required course for students in the Professional Certificate Program in Project Management. Study of project planning with emphasis on the determination of viability, analysis of activities or tasks, time analysis, and analysis of resources. Students use a project planning tool to prepare project plans, including activities, times and resources

MSM 6780 Project Management Technology
Three (3) Credits 45 Hours
Prerequisite: None
Elective course for students in the Master's Degree Program in Strategic Management and required course for students in the Professional Certificate Program in Project Management. Study of project management with emphasis on project organization, and management of costs, risks and quality of the project. Also studies the management of resistance to change and of

conflicts. Students use a project management tool for managing project implementation, including not only the activities, times and resources, but also costs, management of risks, quality, resistance to change, and conflicts.

MSM 6790 – Global Commerce and Marketing
Three (3) Credits 45 Hours
Prerequisite: None

Global study of the economic, financial and political environment for the commercial operations of a business. The course studies the programs and governmental policies that affect international commerce. Special attention is given to the international dimensions of marketing, finance, accounting, taxes, and human resources decisions of corporations.

MSM 7690 – Seminar in Strategic Management
Three (3) Credits 45 Hours
Prerequisite: None

In this course, students will make a comparative analysis of administrative theories and practices. They will explore problems of general strategic interest. Students make readings of related topics and will discuss and research problems of strategic management and of professional ethics.

NSC 5000 Naturopathy History and Foundations
Three (3) Credits 45 Hours
Prerequisite: None

This course introduces students to the foundational principles, philosophy and laws of naturopathy through diverse cultures, from ancient to modern medicine.

NSC 5010 Food, Herbs and Healthy Lifestyle
Three (3) Credits 45 Hours
Prerequisite: None

This course describes the philosophical foundations and practices on which healthy lifestyle is centered. Areas of emphasis are: healthy eating, stress management, importance of exercise, and creating environmental awareness.

NCS 5120 Nutrition
Three (3) Credits 45 Hours
Prerequisite: CHE 5020

This course provides an understanding of nutritional science and how the principles of nutrition can be used to achieve and maintain optimum health and wellbeing. It is a course in fundamental nutrition and contemporary health issues aimed at a health professional who wants

to be more knowledgeable about nutrition. With this in mind, this course developed from different philosophies and disciplines to provide the student with an overview of integrative medicine. This will empower the student to make the best-informed health decisions. The integrated approach taken in this course provides information on diet, nutritional supplements, herbal remedies and lifestyle choices for health, and to deal with a number of health conditions and challenges.

NSC 5210 Ethical And Legal Aspects In Naturopathy
Three (3) Credits 45 Hours
Prerequisite: NSC 5000

The course is a compendium of ethical and legal aspects of the naturopathy practice in Puerto Rico. Having examined the concept, classification and sources of law, as well as the components of the judicial system, students will analyze the creating law and its regulations for the Practice of Naturopathy in Puerto Rico, focusing on the principles of administrative law.

Students will examine the most important laws and doctrines applicable to professional liability for damages, defenses, procedures, and sanctions in cases of malpractice or negligence. Ethical principles will be studied, including interpersonal relationships with patients, confidentiality, standard practice fees, management of records for media communication, and other administrative processes.

NSC 5340 Research Methods
Three (3) Credits 45 Hours
Prerequisite: NSC 6110

This course explores the research process by developing a study design, obtaining an IRB approval, collecting data, data analysis, and reporting results within the field of naturopathy. Historical, experimental, quasi experimental, descriptive, and survey designs, among others, will be discussed as ways of seeking solutions to problems within the field of naturopathy. Ethical research issues will be addressed.

NSC 6110 Naturopathic Evaluation Methods I
Three (3) Credits 45 Hours
Prerequisite: BIO 5010, NSC 5000, CHE 5020

This course covers the techniques and theory of evaluation inherent to naturopathic science. It includes the analysis of iris and sclera of the eyes in relation to the human body's health in order to interpret specifics signals and vascularization patterns. It also includes the development of the clinical history of the patient.

NSC 6120 Naturopathic Evaluation Methods II
Three (3) Credits 45 Hours
Prerequisite: NSC 6110

This course covers other evaluation techniques inherent to naturopathic science. It includes the chemical analysis of a hair sample as a tool to determine mineral and metal imbalances;

principles of Physiognomy and its interpretation, principles and interpretation of Posology according to conventional and traditional paradigms and health signals from kinesiology, graphology and quirology.

NSC 6130 Pharmacognosis
Three (3) Credits 45 Hours
Prerequisite: BIO 5010, NSC 5000, CHE 5020

This course deals with the relevant aspects for the clinical use of crude drugs of vegetables, animals and mineral. The sources, botany, some aspects of, extraction, phytochemistry, medicinal chemistry constituents and pharmacology of natural drugs is discussed

NSC 6150 Homeopathy I
Three (3) Credits 45 Hours
Prerequisite: NSC 6130

This course provides the student with foundational knowledge in homeopathy: history, homeopathic therapeutic principles, and biochemical composition. Student explores research involving the application of homeopathic remedies for human treatment, and the scope of homeopathy as a way to restore health.

NSC 6160 Homeopathy II
Three (3) Credits 45 Hours
Prerequisite: NSC 6150

The course covers the fundamental principles of Homotoxicology, a different way of approaching the patient and his disease. It is considered a bridge between conventional medicine and complementary medicine. It covers the tools used for the evaluation and treatment of the patient (The Disease Evolution Table) and describes how to use specific plants, minerals and homotoxicolygy compositum formulas and the consequences of the treatment plan.

NSC 6210 Complementary Therapeutic Methods
Three (3) Credits 45 Hours
Prerequisite: NSC 6120

The Complementary Therapeutic Methods course describes the historical background of each method, specifically the features, procedures, and contraindications of eight therapeutic methods. These are: hydrotherapy, aromatherapy, applied kinesiology, chromo-therapy, magnetic therapy, massage therapy, acupressure / reflexology, and music therapy. The student will analyze each of these therapies and apply them appropriately according to the clinical evaluation of the patient.

NSC 6300 Phytotherapy
Three (3) Credits 45 Hours
Prerequisite: NSC 6150

This course teaches “holistic” herbals based on traditional and time honored healing principles from an ancient system of healing that has developed over 5,000 years. Phytotherapy combines orthodox medical knowledge and skills with scientific understanding of plant medicine. This will include theory and practice using plants.

NSC 6310 Psychobiology
Three (3) Credits 45 Hours
Prerequisite: NSC 5340

The course examines the five biological laws discovered by Dr. Ryke Hammer. Through the application of these five laws the cause, development, and natural healing process of different health related ailments are examined based on biological principles and their correlation with the individual psychological processes. These laws govern the plant and animal kingdoms and explain the origin of many of the conditions of patients. Specific case studies, that describe each of the proposed laws, are analyzed.

NSC 7010 Clinical Practice In Naturopathy
Three (3) Credits 45 Hours
Prerequisite: 44 credits approved

This course offers students the opportunity to integrate and apply knowledge acquired in their theory courses. In addition, the clinical practice offers students with the opportunity to apply all the skills developed in the academic program, including the necessary steps and processes for developing an office. The course provides the student a progressive exposure into the development of the clinical skills of diagnosis and treatment under the supervision of a naturopath licensed by the Board of Examiners of Puerto Rico.

The clinical practice put emphasis on skills such as, interviewing, assessment, diagnosis, treatment plans, and clinical interventions. It consists of 15 hours of lectures and 90 hours of direct contact with patients, including a minimum of one hour of individual supervision weekly for a minimum of 20 hours of clinical supervision per semester. Students must complete a minimum of five hours per week of clinical practice in EDP University's Naturopathic Services Center.

Students are required to provide service to five patients. For each patient attended students must complete a 45min. initial clinical interview that includes a medical history, evaluation, and treatment plan; and two 30min. follow-up sessions. The clinical practices undertaken by the student shall be governed by the code of ethics as established by the laws and regulations of the practice of Naturopathy in Puerto Rico.

NURS 5500 Critical Thinking and Clinical Nurse Specialist (CNS) Role
Two (2) Credits 30 Hours
Prerequisites: None

This course is designed to introduce students to the role of the clinical nurse specialist in the advanced practice in the application of the nursing process in acute and critical environments clients. Conferences, discussions and clinical applications will be used to focus on topics relevant to the development of advanced nursing as a clinical leader in practice.

NURS 5510 Physiology and Advanced Pathophysiology
Three (3) Credits 45 Hours
Prerequisites: None

This course provides a graduated level content of physiology and pathophysiology that is essential to understand the scientific bases of advanced practice nursing, in different acute and critical scenarios, and of emergency. Functional changes at the level of cell, tissue and organ in a selection of diseases is discussed. The student will acquire understanding at an advanced level of mechanisms of diseases and its clinical manifestations, providing the basis for clinical decision-making. The pathogenesis of diseases will be related to the principles of health promotion and prevention of diseases.

NURS 5520 Advanced Health Assessment and Clinical Reasoning
Three (3) Credits 45 Hours
Prerequisites: None

This course focuses on the development of advanced practice skills of health assessment in the acute/critical care, emergency / trauma population. It provides students' knowledge and clinical experience in the advanced health assessments of clients through life within the context of the role of the advanced practice nursing. The emphasis is on the acquisition and analysis of data relevant to the development of a comprehensive and holistic assessment. The clinical experiences in emergency and critical care areas provide the student the opportunity to implement different health assessment strategies. An important focus is on the assessment of health symptoms, and the selection and interpretation of laboratory findings and diagnostic tests to formulate a differential diagnosis. This course is designed to assist the student to refine skills in completing the health history, physical and psychosocial assessment. The critical thinking, rational diagnosis and communication skills are developed through practice.

NURS 5530 Statistics for Clinical Research in Nursing
Three (3) Credits 45 Hours
Prerequisites: None

This course presents the basic concepts and techniques of data analysis required in the professional of the advanced nursing practice. The course examines statistical principles, measurements, and data analysis. This course focuses on the techniques of descriptive and inferential statistics commonly used in nursing research. The emphasis of the course is in the conceptualization of the development of techniques and the selection of these to answer the question and research hypothesis. Statistical data from different studies are interpreted to enhance evidence-based practice. There is emphasis on the application of the fundamental statistical concepts to real-life situations in patient care.

NURS 5540 Theoretical Foundations for Advanced Practice
Three (3) Credits 45 Hours
Prerequisites: none

Examines the history of the development of theoretical thinking in nursing and issues in the context of the continuous development of knowledge in the science of nursing. Emphasizes the theoretical foundations of the advanced practice as an integral part in the use of theory and practice.

NURS 5550 Advanced Pharmacology for Nursing Practice
Three (3) Credits 45 Hours
Prerequisites: None

This course provides advanced knowledge of commonly prescribed drugs. Presents rationale for the use of medications in selected health problems treatment. Its examines the clinical considerations for the drugs selection; beginner, maintenance, and discontinuation. Legal requirements and implications of drug therapy are reviewed.

NURS 5560 Nursing Research as a Basis for the Evidence base Practice (EBP) I
Three (3) Credits 45 Hours
Prerequisites: NURS 5530

This course exposes the student to clinical research. It focuses on the research design and analysis of multiple variables in the use of research. It emphasizes the control of variables, use of the theory, design and selection of sample, research instruments, research-ethical aspects and techniques of data analysis. Students develop the competences needed to read, assess and interpret research in nursing, and other disciplines to expand the base of knowledge in clinical research. The content focuses on the development by the student of a thesis proposal related to his/her area of interest. This course extends the abilities of the student in the use of critical thinking, introducing the research methodology to provide care to clients in diverse areas including evidence-based practice in acute, critical and emergency care.

NURS 6510 Pathophysiological Alterations in Acute/Critical Client I
Two (2) Credits 30 Hours
Prerequisites: 5510 NURS, NURS 5550
Co-requirements: NURS 6512

This is the first of three courses that will provide the student an in-depth knowledge of advanced nursing practice in the management of acute/critically ill clients in a variety of clinical settings. It emphasizes the use of theory, critical thinking and evidence-based practice. It emphasis is in the assessment, diagnostic and to plan the care of the adult physiologically unstable client, who has acute or critical health problems, and the potential of developing complications. The course focuses on cardiovascular, respiratory, kidney, nervous system; immune and hematological problems in critically ill clients.

NURS 6512 Laboratory Pathophysiological Alterations in Acute/Critical Client I
Two (2) Credits 90 Hours
Prerequisites: NURS 5510, 5550
Co-requirements: NURS 6510

This is the first of three clinical courses that provide students the opportunity to apply the knowledge acquired in the theoretical course in the context of acute and critical care. The course focuses on cardiovascular, respiratory, kidney, nervous system; immune and hematological problems in critically ill clients. The course provides the student with experiences in simulation laboratory at the University, and general experience in the hospital area for the beginner of the course skills. In addition, will be ninety (90) hours of clinical experience in different scenarios of health care.

NURS 6520 Nursing Research as a Basis for the Evidence Base Practice (EBP) II
Three (3) Credits 45 Hours
Prerequisites: NURS 5560

In this course the students work individually to complete a research study which contributes to new knowledge of the science in nursing. Focuses on the methodology, measurement methods and in the interpretation of the data obtained in the research study.

NURS 6530 Teaching Strategies in Nursing
Three (3) Credits 45 Hours
Prerequisites: None

This course will expose students to the principles of learning, including educational theories, teaching strategies, and learning activities. It includes the teaching and learning process, educational environment, education and learning standards, and educational organization.

NURS 6531 Evaluation in Nursing Education
Three (3) Credits 45 Hours
Prerequisites: NURS 6530

This course provides a foundation in the strategies of evaluation and measurement for nursing education. It is designed to provide tools for nursing educators to implement the program and student assessment strategies. The principles of construction of test, analysis, clinical evaluation, and the results of the program will be studied. Students will examine the theoretical basis for the evaluation, as well as the practical application of these. The course is intended to prepare students to use strategies for measurement and assessment, developing tests, interpretation of the results of the test, evaluating clinical outcomes and assess written tasks. A discussion of legal and ethical issues related to evaluation in nursing education will be included throughout the course.

NURS 6532 Educational Practice in Nursing
Two (2) Credits 90 Hours
Prerequisites: NURS 6530, 6531
This course is designed to integrate the NURS 6530 and NURS 6531 teaching assessment strategies in nursing, in a real academic context. It provided the opportunity to participate in all phases of the teaching role, including the area of expertise selected by the student. Provides the time needed to apply the teaching-learning process and exposes the student to practice various models and theories of learning previously studied. This experience requires the student to reflect on their previous learning experiences as they are exposed to an academic role.

NURS 6540 Principles in Nursing Management
Three (3) Credits 45 Hours
Prerequisites: None
This is an introductory course of organizational theory and principles of practice of the administration of nursing services and patient care. It summarizes and evaluates organizational and leadership theories, together with concepts related to the management of health care organizations. It emphasizes organizational structure, processes, and goals. It focuses on the organizational and professional dynamics of the administration of the health system. It explores the issues of practice, ethics, negotiations and relations, and working conditions (see Course Syllabus in Appendix 19).

NURS 6541 Evaluation in Nursing Administration
Three (3) 45 Hours
Prerequisites: NURS 6540
This course provides basis for the measurement and evaluation strategies in nursing management. It is designed to provide tools for nurse's administrators to implement assessment strategies in program and changes completed. Students will examine the theoretical basis for the administrative assessment, as well as the practical application of these. It takes the student through the process to develop, implement and evaluate health care programs, and to business development successful. It prepares them to become knowledgeable consumer of reports and the prudent use of consultants in the evaluation process. The course is intended to prepare students to use measurement and evaluation strategies on the administrative phase to improve existing processes. A discussion of legal and ethical issues related to evaluation in the management of nursing in a changing global world will be included throughout the course.

NURS 6542 Administrative Practice in Nursing
Two (2) Credits 90 Hours
Prerequisites: NURS 6541

This course is designed to integrate the NURS 6540 and NURS 6541 principles and practice course in nursing administration in a real context of nursing administrative services. It provided the opportunity to participate in all phases of the administrative role, including the area of expertise selected by the student. It provides the time necessary to implement the management and leadership process, and exposes the student to implement various models and theories previously studied. This experience requires the student to reflect on their previous management or supervisory experience as they are exposed to an administrative role.

NURS 6570 Pathophysiological Alterations in Acute/Critical Client II
Two (2) Credits 30 Hours
Prerequisites: NURS 6510, 6512
Co-requirements: NURS 6572

In this second course of acute/critical care specialty the student defines and describes alterations in physiological processes commonly seen in acute/critical care clients. In addition, students will expand their knowledge and skills based on pathophysiological findings. This course focuses on the assessment, diagnostics and collaborative management of adults who are acutely or critically ill or experiencing exacerbation of chronic problems. The student recognizes the common disorders of the client in a continuous health-illness. Students' will be exposed to the in the following systems: gastrointestinal, endocrine, integumentary system, multi-systemic disorders, neurological and neuro-psychiatric.

NURS 6572 Laboratory Pathophysiological Alterations in Acute/Critical Client II
Two (2) Credits 90 Hours
Prerequisites: NURS 6510, 6512
Co-requirements: NURS 6570

This clinical laboratory complements the theory of Pathophysiological Alterations in Acute/Critical Client II course. It provides for students to apply knowledge and refine skills focused on acute/critical care clients. The clinical approach is in the clinical nurse specialist role of the care of the adult acutely/critically ill client with alterations in the following systems: gastrointestinal, endocrine, integumentary system, multi-systemic disorders, neurological and neuro-psychiatric.

NURS 6580 Pathophysiological Alterations in Acute/Critical Client III
Two (2) credits 45 Hours
Prerequisites: NURS 6570, 6572
Co-requirements: NURS 6582

In this course the student defines and describes alterations in physiological processes, advanced care of acutely or critically ill client. In addition, students will increase their knowledge and skills based on evidence-based practice. This course focuses on advanced assessment, diagnostics and management of adults who are acutely or critically ill or experiencing exacerbation of chronic problems. The student recognizes advanced interventions of the clinical nurse specialist in disorders of the client in a continuous health illness. The basis of care is based on the analysis, synthesis and application of critical thinking. This course emphasizes concepts in anatomy, pharmacology and pathophysiology of the acutely/critically ill client. A multidisciplinary approach based on evidence base practice is used to provide care to the client with existing diseases or potential complications. Includes advanced concepts of the acute and critical care that include: pain and analgesia, thermoregulation, cardiac surgery, vascular, transplant and advanced dysrhythmias.

NURS 6582 Laboratory Pathophysiological Alterations in Acute/Critical Client III
Two (2) Credits 90 Hours
Prerequisites: NURS 6570, 6572
Co-requirements: NURS 6580

In this laboratory it complemented the theory of Pathophysiological Alterations in Acute/Critical Client III course. It provides for students to apply knowledge and refine advanced skills of acute/critical care clients. The clinical approach is the multidisciplinary role of the clinical nurse specialist in the acute/critically ill adult care. Includes advanced concepts of the acute and critical care that include: pain and analgesia, thermoregulation, cardiac surgery, vascular, transplant and advanced dysrhythmias.

NURS 6610 Pathophysiological Alterations on the Client with Emergency/Trauma I
Two (2) Credits 30 Hours
Prerequisites: NURS 5510, 5550
Co-requirements: NURS 6612

This is the first of three courses of advanced emergency/trauma nursing that provide the student a deep knowledge of nursing practice in the management of the client in emergency and trauma rooms, and in a variety of clinical settings. It emphasizes the use of theory, critical thinking and evidence-based practice. It emphasis is in the assessment, diagnostic and to plan the care of the adult physiologically unstable client, who has health problems of emergency and/or trauma and the potential of developing complications if they are not attended. The course focuses on basic concepts of emergency care and trauma. Includes concepts such as: a historical perspective of the development of the nursing of emergency room and trauma, standards of practice for

emergency and trauma, legal aspects, triage, patient assessment, air and land transport of the patient, vascular access, management of the wound, pain, family in the presence of cardio-respiratory resuscitation, forensic nursing, and preparedness for an emergency.

NURS 6612 Laboratory Pathophysiological Alterations on the Client with Emergency/Trauma I

Two (2) Credits 90 Hours

Prerequisites: NURS 5510, 5550

Co-requirements: NURS 6610

This is the first of three courses of clinical practice that provide the student a deep knowledge of advanced nursing practice in the management of the client in emergency room or trauma unit. In this course the student is exposed to basic concepts in the care of the patient in the emergency room or trauma. The course provides the student with experiences in simulation laboratory at the University, and general experience in the hospital area for the beginner of the course skills. Included 90 hours of clinical practice in different scenarios of health care with emphasis in emergency room and trauma units.

NURS 6670 Pathophysiological Alterations on the Client with Emergency/Trauma II

Two (2) Credits 30 Hours

Prerequisites: NURS 6610, 6612

Co-requirements: NURS 66572

In this second course of the specialty of emergency and trauma care focuses on the patient in an emergency environment. Emphasis is placed on the following emergencies: respiratory, cardiac, shock, neurological, gastrointestinal, renal and genitourinary, fluids and electrolytes imbalance, endocrine, flu, eye and ENT. This course provides the clinical nurse specialist with the knowledge and skills necessary to safely serve this population that is increasing every day.

NURS 6672 Laboratory Pathophysiological Alterations on the Client with Emergency/Trauma II Two (2)

Credits 90 Hours Prerequisites:

NURS 6610, 6612

Co-requirements: NURS 6670

In this second clinical practice of the specialty of emergency/trauma care it complement the theory of the Pathophysiological Alterations on the Client with Emergency/Trauma II course. It provides for students to apply knowledge and refine skills focused on clients with emergency situations. Emphasis is placed on the following emergencies: respiratory, cardiac, shock, neurological, gastrointestinal, renal and genitourinary, fluids and electrolytes imbalance, endocrine, flu, eye and ENT. This course provides the advanced practice nurse the opportunity to use the knowledge and skills necessary to safely serve this population that is increasing every day.

NURS 6680 Pathophysiological Alterations on the Client with Emergency/Trauma III Two (2) Credits 90 Hours

Prerequisites: NURS 6670, 6672

Co-requirements: NURS 6682

In this third course of the specialty of emergency/trauma student defines and describes advanced physiological processes alterations in clients exposed to trauma care. In addition, students will increase their knowledge and skills based on evidence-based practice. This course focuses on the care of the patient with trauma. The student recognizes the advanced interventions of the clinical nurse specialist in trauma in the continuous health-disease process. This course emphasizes advanced concepts in the care of patients with trauma to the head, spinal cord, chest, abdominal, genitourinary, musculoskeletal, vascular, neuro, burn, and maxillofacial trauma. A multidisciplinary approach on evidence base practice is used to provide care to the client with trauma and potential complications.

NURS 6682 Laboratory Pathophysiological Alterations on the Client with Emergency/Trauma III Two (2)

Credits 90 Hours Prerequisites:

NURS 6670, 6672

Co-requirements: NURS 6680

This clinical laboratory complements the theory of Pathophysiological Alterations on the Client with Emergency/Trauma III course. It provides for students to apply knowledge and refine advanced skills aimed at customers who experience an emergency or trauma. The clinical approach is the multidisciplinary role of the clinical nurse specialist in the adult in situations of trauma care. This course emphasizes concepts advanced in the care of patients with trauma to the head, spinal cord, chest, abdominal and genitourinary, musculoskeletal, vascular, neuro, burn, and maxillofacial trauma. A multidisciplinary approach on evidence base practice is used to provide care to the client with trauma and potential complications in different health scenarios.

NURS 7500 Advanced Internship Acute/Critical Care Client

Four (4) Credits 180 Hours of Clinical Practice

Prerequisites: NURS 6510, 6570, 6580

The student will achieve integral concepts learned through the Program. The student uses communication skills, advanced assessment, interpretation of findings, pharmacological concepts and evidence based practice to provide specialized care to acute and critically ill clients. The emphasis of this internship is the final synthesis of the advanced practice clinical nurse specialist as a clinician in a critical care environment. The areas of emphasis are the clinical nurse specialist role development, organizational theory; ethical and legal decision-making, collaborative care and care management.

NURS 7610 Advanced Internship in Emergency/Trauma Care
Four (4) Credits 180 Hours of Clinical Practice
Prerequisites: NURS 6610, 6670, 6680

During this internship the student will achieve integral concepts learned through the Program. The student uses communication skills, advanced assessment, interpretation of findings, pharmacological concepts and evidence-based practice to provide a care to specialized clients experiencing an emergency and/or trauma. The focus of this internship is the final synthesis of the advanced practice of the clinical nurse specialist in an atmosphere of emergency/trauma. The areas of emphasis are the clinical nurse specialist role development, organizational theory; ethical and legal decision-making, collaborative care and care management.

Grievance Procedure

Grievance Procedure

It is our Institutional policy that any grievance should comply with a due process to guarantee fundamental individual rights. Students may submit grievances regarding faculty, administrative personnel and fellow students.

The following procedures will be observed:

1. Any grievance will be submitted in a written and signed document to the Students Dean or the President's Office.
2. The appropriate official will appoint a committee of at least five (5) members to whom the grievance will be referred for investigation, procedure and resolution.
3. The committee will notify all involved parts given the counterpart 10 days to reply.
4. Past due the days for reply, the committee will schedule a hearing within no longer than 10 days.
5. The grievance will be considered subjected to the committee when:
    a. a written reply was received and a hearing was held
    b. a written reply was not received, but an oral reply was made at a hearing
    c. the counterpart did not reply nor attended the hearing, but the part with interest was formerly cross interrogated
    d. a reasonable analysis and corroboration was made
6. The judgment of the committee should be based on the following general principles:
    a. burden of the proof
    b. preponderance of the proof
    c. reasonable doubt

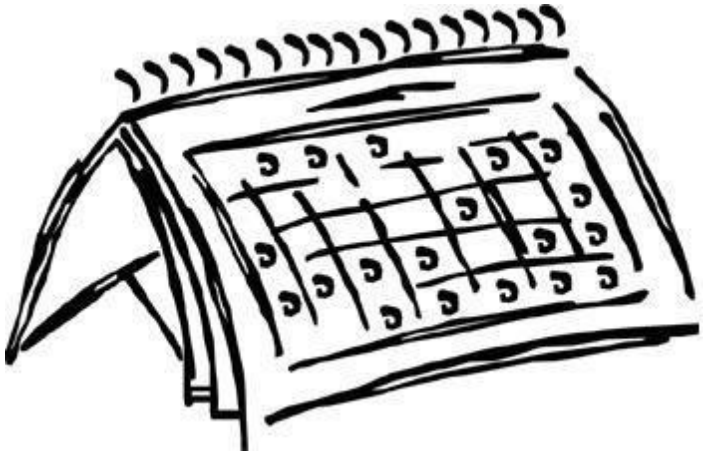
    The proof could be direct or circumstantial, but never proof by reference should be accepted.
7. Within five (5) days after the hearing, the committee will make a written report with a recommendation of judgment to the appropriate official
8. A resolution of judgment will be released by the appropriate official, notifying the parts.
9. The judgment can be reviewed or reconsidered within 10 days of its notification on written petition to the appropriate official.

The student may notify his/her dissatisfaction, if he/she desires to the following addresses:

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
Tel. (215) 662-5606

Puerto Rico Council of Education
P.O. Box 1900
San Juan, PR. 00918
Tel. (787) 641-7100

Academic Calendar



REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
SEPTEMBER- DECEMBER 2014

2 September	Classes begin
2 - 6 September	Period for changes to the official program and late registration
12 September	Last day for withdrawals with 90% tuition refund
13 September	Last day to file the No Show Report
15 – 27 September	Programs Assessment – Core Courses
11 October	Last day to file the Disappearing Students Report
13 October	**Columbus Day** **No Classes**
3 November	Opens registration period for the January 2015 semester
6 November	Last day for total withdrawals with tuition refund
11 November	**Veterans Day** **No Classes**
19 November	**Discovery of Puerto Rico Day** **No Classes**
17 – 26 November	Program Assessment – Benchmark Courses
27 - 29 November	**Thanksgiving Academic Recess** **No Classes**
13 December	Last day of classes Last day for withdrawals Last day for removing incompletes
15 – 20 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester – **January, 20, 2015**	

ADULTS MODALITY / GRADUATE /
MAGAE
AUGUST - OCTOBER
2014

11 August	Classes begin
11 - 16 August	Period for changes to the official program and late registration
16 August	Last day for withdrawals with 90% tuition refund
23 August	Last day to file the No Show Report
1 September	Labor Day Classes will convene
6 September	Last day to file the Disappearing Students Report
16 September	Last day for total withdrawals with tuition refund
29 September – 4 October	Programs Assessment – Benchmark Courses

4 October	Last day of classes Last day for withdrawals Last day for removing incompletes
6 - 11 October	Final exams week
15 October	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE /
MAGAE
OCTOBER - DECEMBER
2014

20 October	Classes begin
20 - 25 October	Period for changes to the official program and late registration
25 October	Last day for withdrawals with 90% tuition refund
1 November	Last day to file the No Show Report
3 November	Opens registration period for the January 2015 semester
11 November	Veterans Day Classes will convene
15 November	Last day to file the Disappearing Students Report
19 November	Discovery of Puerto Rico Day Classes will convene
25 November	Last day for total withdrawals with tuition refund
27 - 29 November	**Thanksgiving Academic Recess** **No Classes**
8 al 13 December	Programs Assessment – Benchmark Courses

13 December	Last day of classes Last day for withdrawals Last day for removing incompletes
15 - 20 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester **January, 12, 2015**	

REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
JANUARY - MAY
2015

20 January	Classes begin
20 - 24 January	Period for changes to the official program and late registration
30 January	Last day for withdrawals with 90% tuition refund

31 January	Last day to file the No Show Report
16 February	**Presidents Day** **No Classes**
28 February	Last day to file the Disappearing Students Report
23 March	**Emancipation Day** **No Classes**
26 March	Last day for total withdrawals with tuition refund
2 - 4 April	**Holy Week Academic Recess**
6 - 18 April	Programs Assessment – Benchmark Courses
13 April	Opens registration period for Summer and September 2015 semesters
20 April	**José De Diego Day** **No Classes**
2 May	Last day of classes Last day for withdrawals Last day for removing incompletes
4 - 9 May	Final exams week
13 May	Last day for the faculty to submit final grades report to the Registrar's Office
12 June	Last day to apply for graduation
Start of next semester **May, 18, 2015**	

ADULT MODALITY / GRADUATE /
MAGAE
JANUARY - MARCH
2015

12 January	Classes begin (Eugenio María De Hostos Day)
12 - 17 January	Period for changes to the official program and late registration
17 January	Last day for withdrawals with 90% tuition refund
19 January	Martin Luther King Day Classes will convene
24 January	Last day to file the No Show Report
7 February	Last day to file the Disappearing Students Report

16 February	Presidents Day Classes will convene
17 February	Last day for total withdrawals with tuition refund
2 - 7 March	Programs Assessment – Benchmark Courses

7 March	Last day of classes Last day for withdrawals Last day for removing incompletes
9 - 14 March	Final exams week
18 March	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE /
MAGAE
MARCH - MAY
2015

23 March	Classes begin
23 - 28 March	Period for changes to the official program and late registration
28 March	Last day for withdrawals with 90% tuition refund
1 April	Last day to file the No Show Report
2 - 4 April	**Holy Week Academic Recess** **No Classes**
13 April	Opens registration period for the Summer and September 2015 semesters
18 April	Last day to file the Disappearing Students Report
20 April	Jose De Diego Day Classes will convene
28 April	Last day for total withdrawals with tuition refund
11 - 16 May	Programs Assessment – Benchmark Courses
16 May	Last day of classes Last day for withdrawals Last day for removing incompletes
18 - 23 May	Final exams week
27 May	Last day for the faculty to submit final grades report to the Registrar's Office
12 June	Last day to apply for graduation
Start of next semester **June, 1, 2015**	

REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
MAY – JULY
2015

18 May	Classes begin
18 - 23 May	Period for changes to the official program and late registration
23 May	Last day for withdrawals with 90% tuition refund
25 May	**Remembrance Day** **No Classes**

30 May	Last day to file the No Show Report
12 June	Last day to apply for graduation
20 June	Last day to file the Disappearing Students Report
27 June	Last day for total withdrawals with tuition refund
4 July	**Independence Day EE.UU.** **No Classes**
6 - 18 July	Programs Assessment – Benchmark Courses
18 July	Last day of classes Last day for withdrawals Last day for removing incompletes
20 July	**Luis Muñoz Rivera Day** **No Classes**
20 - 25 July	Final exams week
25 July	**Puerto Rico Constitution Day** **No Classes**
29 July	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester **September, 1, 2015**	

ADULTS MODALITY / GRADUATE /
MAGAE
SUMMER
JUNE - AUGUST 2015

1 June	Classes begin
1 - 6 June	Period for changes to the official program and late registration
6 June	Last day for withdrawals with 90% tuition refund
12 June	Last day to apply for graduation
13 June	Last day to file the No Show Report
27 June	Last day to file the Disappearing Students Report
4 July	Independence Day EE.UU. Classes will convene
7 July	Last day for total withdrawals with tuition refund
20 July	Luis Muñoz Rivera's Birth Day Classes will convene
20 - 25 July	Programs Assessment – Benchmark Courses
25 July	Puerto Rico Constitution Day Classes will convene
25 July	Last day of classes Last day for withdrawals Last day for removing incompletes
27 July	José Celso Barbosa Day Classes will convene
27 July -2 August	Final exams week

5 August	Last day for the faculty to submit final grades report to the Registrar's Office

SPECIAL
SUMMER
JUNE - JULY
2015

1 June	Classes begin
1 - 6 June	Period for changes to the official program and late registration
6 June	Last day for withdrawals with 90% tuition refund
13 June	Last day to file the No Show Report
15 - 20 June	Programs Assessment – Core Competencies
27 June	Last day to file the Disappearing Students Report
3 July	Last day for total withdrawals with tuition refund
4 July	**Independence Day EE.UU.** **No Classes**
18 July	Last day of classes Last day for total withdrawals with tuition refund
20 July	**Luis Muñoz Rivera's Birth Day** **No Classes**
21 – 24 July	Final exams week
25 July	**Puerto Rico Constitution Day** **No Classes**
29 July	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program **September, 1, 2015**	

REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
SEPTEMBER- DECEMBER 2015

1 September	Classes begin
1 - 5 September	Period for changes to the official program and late registration
7 September	**Labor Day** **No Classes**
11 September	Last day for withdrawals with 90% tuition refund
12 September	Last day to file the No Show Report
14 – 26 September	Programs Assessment – Core Competencies
10 October	Last day to file the Disappearing Students Report

12 October	**Columbus Day** **No Classes**
2 November	Opens registration period for the January 2016 semester
5 November	Last day for total withdrawals with tuition refund
11 November	**Veterans Day** **No Classes**
19 November	**Discovery of Puerto Rico Day** **No Classes**
16 – 25 November	Program Assessment – Benchmark Courses
26 - 28 November	**Thanksgiving Academic Recess** **No Classes**
12 December	Last day of classes Last day for withdrawals Last day for removing incompletes
14 – 19 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester – **January, 19, 2016**	

ADULTS MODALITY / GRADUATE /
MAGAE
AUGUST – OCTOBER 2015

10 August	Classes begin
10 - 15 August	Period for changes to the official program and late registration
15 August	Last day for withdrawals with 90% tuition refund
22 August	Last day to file the No Show Report
5 September	Last day to file the Disappearing Students Report
7 September	Labor Day Classes will convene
15 September	Last day for total withdrawals with tuition refund
28 September – 3 October	Programs Assessment – Benchmark Courses
3 October	Last day of classes Last day for withdrawals Last day for removing incompletes
5 – 10 October	Final exams week
14 October	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE /
MAGAE
OCTOBER - DECEMBER 2015

19 October	Classes begin
19 - 24 October	Period for changes to the official program and late registration

24 October	Last day for withdrawals with 90% tuition refund
31 October	Last day to file the No Show Report
2 - 7 November	Registration period for the January 2016 semester
11 November	Veterans Day Classes will convene
14 November	Last day to file the Disappearing Students Report
19 November	Discovery of Puerto Rico Day Classes will convene
24 November	Last day for total withdrawals with tuition refund
26 - 28 November	**Thanksgiving Academic Recess** **No Classes**
7 al 12 December	Programs Assessment – Benchmark Courses
12 December	Last day of classes Last day for withdrawals Last day for removing incompletes
14 - 19 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Adults Modality / Graduate / MAGAE January, 11, 2016	

REGULAR
PROGRAM/
MASTER DEGREE IN NATUROPATHIC SCIENCE
JANUARY - MAY
2016

19 January	Classes begin
19 - 23 January	Period for changes to the official program and late registration
29 January	Last day for withdrawals with 90% tuition refund
30 January	Last day to file the No Show Report
15 February	**Presidents Day** **No Classes**
27 February	Last day to file the Disappearing Students Report
22 March	**Emancipation Day** **No Classes**
24 March	Last day for total withdrawals with tuition refund
24 - 26 March	**Holy Week Academic Recess** **No Classes**
4 - 16 April	Programs Assessment – Benchmark Courses
4 April	Opens registration period for Summer and September 2015 semesters

18 April	**José De Diego Day** **No Classes**
30 April	Last day of classes Last day for withdrawals Last day for removing incompletes
2 - 7 May	Final exams week
11 May	Last day for the faculty to submit final grades report to the Registrar's Office
11 June	Last day to apply for graduation
Start of next semester - Regular Program May, 16, 2016	

ADULT MODALITY / GRADUATE /
MAGAE
JANUARY - MARCH
2016

11 January	Classes begin (Eugenio María De Hostos Day)
11 - 16 January	Period for changes to the official program and late registration
16 January	Last day for withdrawals with 90% tuition refund
18 January	Martin Luther King Day Classes will convene
23 January	Last day to file the No Show Report
6 February	Last day to file the Disappearing Students Report

15 February	Presidents Day Classes will convene
16 February	Last day for total withdrawals with tuition refund
29 February - 5 March	Programs Assessment – Benchmark Courses
5 March	Last day of classes Last day for withdrawals Last day for removing incompletes
7 - 12 March	Final exams week
16 March	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE /
MAGAE
MARCH - MAY
2016

21 March	Classes begin
22 March	Abolition Day Classes will convene

21 - 23 March	Period for changes to the official program and late registration
24 - 26 March	**Holy Week Academic Recess** **No Classes**
26 March	Last day for withdrawals with 90% tuition refund
2 April	Last day to file the No Show Report
4 April	Opens registration period for the Summer and September 2015 semesters
16 April	Last day to file the Disappearing Students Report
18 April	Jose De Diego Day Classes will convene
26 April	Last day for total withdrawals with tuition refund
9 - 14 May	Programs Assessment – Benchmark Courses
14 May	Last day of classes Last day for withdrawals Last day for removing incompletes
16 - 21 May	Final exams week
25 May	Last day for the faculty to submit final grades report to the Registrar's Office
11 June	Last day to apply for graduation
Start of next semester - Adult Modality / Graduate / MAGAE May, 30, 2016	

REGULAR
PROGRAM/
MASTER DEGREE IN NATUROPATHIC SCIENCE
MAY – JULY
2016

16 May	Classes begin
16 May – 21 May	Period for changes to the official program and late registration
22 May	Last day for withdrawals with 90% tuition refund
28 May	Last day to file the No Show Report
30 Mayo	**Remembrance Day** **No Classes**
10 June	Last day to apply for graduation
18 June	Last day to file the Disappearing Students Report
25 June	Last day for total withdrawals with tuition refund
4 July	**Independence Day EE.UU.** **No Classes**
4 - 16 July	Programs Assessment – Benchmark Courses
16 July	Last day of classes Last day for withdrawals Last day for removing incompletes

18 July	**Luis Muñoz Rivera Day** **No Classes**
19 – 23 July	Final exams week
27 July	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program **September, 1, 2016**	

ADULTS MODALITY / GRADUATE /
MAGAE
SUMMER
MAY – JULY
2016

30 May	Classes begin Remembrance Day Classes will convene
30 May – 4 June	Period for changes to the official program and late registration
4 June	Last day for withdrawals with 90% tuition refund
10 June	Last day to apply for graduation
11 June	Last day to file the No Show Report
25 June	Last day to file the Disappearing Students Report
4 July	Independence Day EE.UU. Classes will convene
5 July	Last day for total withdrawals with tuition refund
18 July	Luis Muñoz Rivera Day Classes will convene
18 - 23 July	Programs Assessment – Benchmark Courses
23 July	Last day of classes Last day for withdrawals Last day for removing incompletes
25 – 30 July	Final exams week
25 July	Puerto Rico Constitution Day Classes will convene
27 July	Jose Celso Barbosa Day Classes will convene
3 August	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program **August, 8, 2016**	

SPECIAL
SUMMER
JUNE - JULY
2016

6 June	Classes begin
6 - 11 June	Period for changes to the official program and late registration
11 June	Last day for withdrawals with 90% tuition refund
18 June	Last day to file the No Show Report
20 - 25 June	Programs Assessment – Core Competencies
2 July	Last day to file the Disappearing Students Report
4 July	**Independence Day EE.UU.** **No Classes**
8 July	Last day for total withdrawals with tuition refund
18 July	**Luis Muñoz Rivera's Birth Day** **No Classes**
23 July	Last day of classes Last day for withdrawals Last day for removing incompletes
25 – 30 July	Final exams week
25 July	**Puerto Rico Constitution Day** **No Classes**
27 July	Jose Celso Barbosa Day Classes will convene
3 August	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program **September, 1, 2016**	

REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
SEPTEMBER- DECEMBER 2016

1 September	Classes begin
1 - 3 September	Period for changes to the official program and late registration
5 September	**Labor Day** **No Classes**
10 September	Last day for withdrawals with 90% tuition refund
10 September	Last day to file the No Show Report
12 – 24 September	Programs Assessment – Core Competencies
8 October	Last day to file the Disappearing Students Report
12 October	**Columbus Day** **No Classes**
1 November	Opens registration period for the January 2017 semester
4 November	Last day for total withdrawals with tuition refund
11 November	**Veterans Day** **No Classes**
19 November	**Discovery of Puerto Rico Day** **No Classes**

14 – 23 November	Program Assessment – Benchmark Courses
24 - 26 November	**Thanksgiving Academic Recess** **No Classes**
10 December	Last day of classes Last day for withdrawals Last day for removing incompletes
12 – 17 December	Final exams week
21 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester – **January, 17, 2017**	

ADULTS MODALITY / GRADUATE /
MAGAE
AUGUST – OCTOBER 2016

8 August	Classes begin
8 - 13 August	Period for changes to the official program and late registration
14 August	Last day for withdrawals with 90% tuition refund
20 August	Last day to file the No Show Report
3 September	Last day to file the Disappearing Students Report
5 September	Labor Day Classes will convene
13 September	Last day for total withdrawals with tuition refund
26 September – 1 October	Programs Assessment – Benchmark Courses
1 October	Last day of classes Last day for withdrawals Last day for removing incompletes
3 – 8 October	Final exams week
13 October	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE /
MAGAE
OCTOBER - DECEMBER 2016

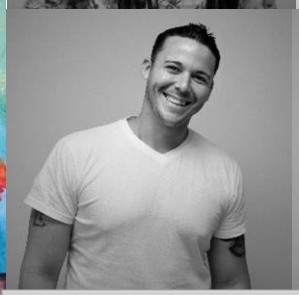
17 October	Classes begin
17 - 22 October	Period for changes to the official program and late registration
23 October	Last day for withdrawals with 90% tuition refund
29 October	Last day to file the No Show Report
1 November	Opens registration period for the January 2017 semester
11 November	Veterans Day Classes will convene
12 November	Last day to file the Disappearing Students Report

19 November	Discovery of Puerto Rico Day Classes will convene
22 November	Last day for total withdrawals with tuition refund
24 - 26 November	**Thanksgiving Academic Recess** **No Classes**
5 al 10 December	Programs Assessment – Benchmark Courses
10 December	Last day of classes Last day for withdrawals Last day for removing incompletes
12 - 17 December	Final exams week
21 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Adults Modality / Graduate / MAGAE January, 10, 2017	

EDP UNIVERSITY

SABER ES PODER

APPENDIX #11



Student Handbook

EDP University of Puerto Rico

2015

Dear Student

We congratulate you for being admitted to EDP University, an institution of a technological and social humanistic character, leader in the education of professionals in arts, sciences and technology. We form a learning community that offers academic sub graduate and graduate programs through various methods and formative experiences that promote active learning and the integral development of the student as the center of the educational process.

It's part of our philosophy to promote the integral development in our students. It's for that reason that I invite you to reflect on the demands and opportunities that involves achieving university degree. These will demand from you the development, not only of knowledge, but also the sufficient character to face the challenges of the modern world. Our commitment is to provide you with the tools necessary to achieve it.

There are many demands of university life, but we are here to help you and work with you to achieve your goals. You have already taken the first step. From now on, your achievements will also be ours.

I exhort you to take the most advantage of this educational opportunity, and to let us help you whenever necessary.

You friend,

Eng. Gladys T. Nieves Vázquez

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First Part: Institutional Information

Introduction

The Student Handbooks basic purpose is to collect all those informative details that can be of assistance to guide you in your life as a student at EDP University of Puerto Rico, Inc.

We want you to familiarize yourself with the historical context of our institution, its goals, objectives and philosophy; and for you to know the rules and regulations governing our institution. We believe that in this manner you will be in a better attuned to meet our academic offerings and to make the best possible use of them. We hope your stay will be a pleasant experience that we will be able to assist you in the formation and development of your capabilities and in this manner we will be able to contribute to the urgent demands for qualified personnel of our industrial and technological society.

Study it carefully and keep it at hand. In this way it will be easier for you to know and integrate yourself to this you Academic Institution.

History of the Institution

EDP University of Puerto Rico, Inc.is a higher education institution that was organized in 1968 in response to the great demand that exist for skilled personnel in the data processing field.

Originally it offered a twelve month technical course, but the needs of our industry have us moved it to expand the curriculum to achieve the various academic programs offered today. Our curriculum and professional quality of graduate's students have earned us the recognition and acceptance of the Puerto Rican business community. At present, EDP University of Hato Rey offers programs of study leading to: Master's Degree in Information Technology for Education (MAED); Professional Certificate in Information Systems Auditing, Information Technology for Education and Relational Database Administration; Bachelor's Degree in Information Technology Major in Programming, Networks and Digital Imaging, Business Administration Major in Accounting y Management, Technological Office Administration. Associate Degree in Computer Programming, Business Administration, Medical Emergencies Technology, Office Administration, Digital Fashion Design and Physical Therapy Technology.

The San Sebastian Campus was founded in 1978 and offers: Master's Degree in Science of Nursing, Major in Emergency/Trauma Care (MSN) and Major in Acute/Critical Care; (MSN) Bachelor's Degree in Science Major in Nursing,

Information Technology Major in Programming and Networks; Associate Degree in Computer Programming, Nursing, Pharmacy Technician, Physical Therapy Technology and Digital Fashion Design.

Philosophy

We are an Institution that reaffirms a commitment to technology and social and 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.

Mission

EDP is a technological and social and 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 that promote active learning and the integral development of students, as they are the center of the educational process.

Vision

EDP University aspires to be an institution that achieves recognition in and outside of Puerto Rico, due to its innovate nature and flexible, non-traditional design, in which optimal use is made of information technology at the academic and administrative levels, integrating the Institution in the information society and adding value for its constituents.

Student Affairs Dean

The Dean of Student Affairs University EDP is responsible for coordinating, directing and providing services during student activities. These services complement the integral development of the university's student life.

The Dean ensures the students' rights and that student's comply with the regulations. The Dean offers the following services: admissions (CASA) and student financial aid, counseling and guidance, career services and placement, sports and recreation, social and cultural activities, and student organizations.

Institutions are distinguished by their symbols. The fox, EDP University mascot, was chosen by our founder Dr. Anibal Nieves Nieves, for being representative of the characteristics of our students and graduates, their curiosity, intelligence, agility, cunning and discretion. The sum of these qualities together with the educational experiences to which EDP students are exposed, contribute to the development of the student and, contribute to the development of the student and, therefore, the fulfillment of our mission.

Admissions Center and Support Service (CASA)

EDP University's policy is to provide admission and services to qualified students independently of their race, sex, age, religion, political affiliation and ethnicity. (See Addendum at the end of the Student Handbook).

EDP University is governed by the provisions established by the Family Educational Rights and Privacy Act (FERPA) of 1974, better known as the Buckley Amendment.

The admissions policy has two basic purposes. These are:

1. Admit all applicants who meet the admission requirements and that our facilities permit.
2. provide all students with opportunities that contribute to their college success

Candidates with special classifications that do not meet the minimum average established in the Institutional Catalog, shall be evaluated by the Admissions Committee.

The Admission Committee is led by the Dean of Student Affairs and has representation from different areas: Academic Progress, guidance, Faculty Member, Registrar. After the corresponding evaluation of the candidate, it is decided if the student will be admitted or not and if he/she meets two or more of the following conditions:

1. 18 years or alder
2. Has work experience
3. Head of a family
4. Had continuing education after high school
5. Demonstrates special interest during the interview with the committee
6. Present a letter of recommendation of the Guidance Counselor of the school.

If the candidate meets two or more of the mentioned criteria, He/she will qualify for the conditional admission with the recommendation of the Admissions Committee for one academic year, after signing the agreement he/she must achieve satisfactory academic progress be years end. The professional counselor will provide monitoring and assistance needed to help students achieve their academic goals in their first year.

The university offers placement tests to all students who have not taken the College Board Entrance Examination and that are not transfers from another post-secondary institution.

To be eligible the applicant is required to comply with the following requirement:

1. Fill an admissions application and pay the admission quota of $15.00* (nonrefundable).
2. Have graduated from high school or approved the equivalency exam of the Department of Education with a C average.
3. College Board results or EDP entrance exam (younger than 23 years)
4. Official High School transcript
5. Copy of the Social Security card
6. Immunization certificate (younger than 21 years)
7. Evidence of age: 23 years or more (only adult modality)

**Admissions quota subject to revision be the Board of Directors*

Transfer Applicants

1. Fill an admissions application and pay the admission quota of $15.00* (nonrefundable)
2. Official High School transcript (If they have not completed a college degree)
3. Official credit transcription of each post-secondary institution and accredited college level you have attended.
4. Copy of the Social Security card
5. Immunization certificate (younger than 21 years)
6. Evidence of age: 23 years or more (only adult modality)

Graduate Program Applicants:

1. Fill an admissions application and pay the admission quota of $15.00* (nonrefundable)
2. Official credit transcription of the university/college where the bachelor's degree was completed.
3. Updated Resume
4. Three letters of recommendation that should be written by people who have evaluated their work at a professional or academic level. Each letter must be delivered in a sealed envelope.
5. Interview with the Program Director or Committee Member.

**Admissions quota subject to revision be the Board of Directors*

Counseling and Guidance Office

The office's main objective is to facilitate and provide students with experiences that stimulate human development holistically. Guidance and counseling is a process that assists the student to understand the environment that surrounds him and himself; as a result, this process helps the establishment and achievement of personal, academic and occupational goals.

Students that face difficulty in establishing personal relationships or as couples, have an inadequate concept of themselves or negative thoughts about their persona, have poor study skills, don't know how to manage their time or have family problems, among others, are the ones who most often benefit from this service. The service consists of: orientation and individual or group counseling, workshops, consulting, mediation, referrals, monitoring and coordination of activities with public and private agencies.

Guidance and counseling are not an immediate process solution to problems. However, the counselor is a sensitive person and respectful of individual differences, trained to help you explore your feelings and thoughts, examine your options and help you reach your goals.

The following are recommendations so you benefit from the full process of orientation or counseling:

1. Attend appointments regularly.
2. Be specific about what motivates you to visit the office.
3. Set goals and desired outcomes of the orientation process or counseling.
4. Be as honest as possible.
5. Complete or at least try any exercise or activity that is assigned during the counseling process.
6. Express to the counselor if you think the process is not being effective.

Some benefits that can be obtained from this service:

1. Strengthen your self-esteem
2. Expand your knowledge about yourself
3. Develop decision-making skills and conflict resolution
4. Establish and maintain healthy personal relationships

Policy and Procedure Services for Students with Disability

Policy and Procedures Services for students with disabilities main purpose is to ensure that the programs offered, including extracurricular activities are accessible to students with disabilities in a way that we may contribute to their academic success.

If you're a student with disabilities and need reasonable accommodation (Any modification or adjustment to the educational environment or the way the work is

done) that allows you to enjoy equal conditions, you must visit the Guidance and Counseling Office for more information about the application process.

* Note: A copy of the Policy is available at the Guidance and Counseling Office.

Student Organizations

Different organizations and associations offer the students the opportunity of developing their leadership skills.

Cultural and Humanistic Activities

Our student activities provide the opportunity for the student's integral development.

The main objectives of the activities:

1. Create activities in collaboration with the Academic Dean to integrate socio-cultural components.
2. To promote more effective communication channels between students, faculty and administration.
3. Encourage students to generate activities that respond to their interests.
4. To help students to be able to recognize and develop their strengths in a global society.
5. To promote good relations between the institution and the community.

Career Services and Placement Office

The Career Services Office keeps track of part-time and / or full-time opportunities for students who request the service. Workshops and seminars are coordinated with regard to job search, resume and interviews. It also keeps up to date students on how the labor market fluctuates in relation to the academic offerings of the institution.

Academic Affairs

Information Resource Center

The Information Resources Center (HR) or Juan S. Robles Library (SS) EDP University supplies the campus community with the necessary educational resources needed to achieve academic success. It offers a variety of services and collections that we briefly describe.

Mission:

Support and strengthen the academic program of EDP University ensuring access to relevant and timely information that contributes to academic, social, cultural and personal development of our students.

Goals:

Develop a collection that meets the curriculum requirements of our institution and provide effective and immediate to access resources in any format. Automate processes and library services.

Values:

User/client focus
Offer fast and effective information services
Respect for equality
Provide an environment conducive to study
Direction be objectives
Creativity and simplicity

Library Collection

Reference

Consists of encyclopedias, dictionaries, manuals and reference works for use within the library.

Circulation or General Collection

Composed of specialized or general themes that loaned for fifteen (15) calendar days.

Journals Room (Serials)

Collection of magazines and local newspapers, specialized and of general interest.

Reserve Area

Materials directly related to the courses that, at the request of the teacher are reserved for students. In this area are textbooks copies.

Authors Rights

EDP University Library supports the Law of Copyright and does not encourage the use and inappropriate abuse of photocopying material in non-permitted amounts.

Educational Technology

It provides audio-visual resources and electronic equipment.

Computer workstations

Several computers are available to access the Internet and student portal where you will find databases of magazines and educational resources in digital format.

Data Bases

The EBSCO data base contains articles of abbreviated serials and full texts on health, medicine, business administration, and accounting, computers, programming and general interest, among other topics.

To access the database from the library or any computer elsewhere:

1. Visit the EDP website at www.edpuniversity.edu.
    a. Enter Services
    b. Enter Information Resource Center
    c. Scroll down to available Library Services
    d. Choose the EBSCO data base.
        - User Id is: *studenthr*
        - Password is: *edphr*

The Ocenet data base is in Spanish and contains general management issues, history, health, geography, among other topics.

1. Visit the EDP website at www.edpuniversity.edu.
    a. Select Enter
    b. Enter at EDPenlinea (EDPonline)
    c. Press Ocenet
        - User: edp
        - Password: edp1407
    d. Search according to the instructions provided

SIRS Mandarin

You can access the electronic catalog for available bibliographic resources:

1. Visit the EDP website at www.edpuniversity.edu.
    a. Select Mandarin

You may search by title, author themes or others.

The Library provides group and individual orientations for using the databases and searching the electronic catalog. You must coordinate in advance or directly visit the service counter.

Loan Policies

1. Reserve Area resources are loaned for use within the library.
2. The circulation collection is loaned to students for 15 days and for 30 days to faculty, graduate students and the administration.
3. The study halls must be reserved in advances to guarantee their availability.
4. The audiovisual or technological equipment should be separated at least 3 days in advance. It is required to present the institutional photo ID card in order to request any services and loans. These will be retained when resources are loaned.
    a. It is advisable to return the resources on the due date of the loan. Failure to do so carries a fine of .15 cents per day. The recurring bad debt will be grounds for suspension of loans. The university community has priority for our services. However, the Library provides services and resources within our facilities, to neighboring communities.

Guidelines for use of resources and services:

1. It is not allowed to ingest food or drinks
2. It is not allowed to smoke
3. Maintain and collaborate with the tranquility and study environment:
    a. Avoiding the use of cell phones
    b. Avoiding meetings or group discussions outside group study rooms.
4. Fill and sign all the required forms when asking for resources and services.
5. Leave on the tables the resources used from the collections.
6. Assume responsibility for the equipment and resources loaned.
7. Hand in the loaned resources on time or ask for an extension to the loan.
8. Pay late charge penalties within the 60 days of notification.

Tutoring Services

The Academic Affairs Dean, aware that the time teachers can devote to teaching in and out of the classroom is not enough to meet the needs of knowledge and developmental skills of students, has implemented a tutoring service, especially in the

areas of Spanish, English and mathematics. Tutorials for various other materials are also available. The tutoring service are free of cost, available to all students, and offered by their peers and faculty as part of their office hours.

Among the CAA goals are:

1. Help students of EDP University achieve a better adjustment to university life
2. That students may acquire the knowledge and skills need to perform their jobs successfully.

Registrar's Office

A. General Information
    1. **Mission**: The Registrar's Office is responsible for guarding the student's records and to ensure the confidentiality and integrity of the documents contained therein, according to the rules established in the Family Educational Rights and Privacy Act (FERPA) of 1974, better known as Buckley Law. It also manages and applies criteria and procedures for compliance with academic standards.
    2. **Organization**: The Registrar's Office responds directly to the Academic Affairs Deans Office.
    3. **Services offered to students**:
        a. Academic Calendar
        b. Registration Process
        c. Orientation and certification for Veterans
        d. Certifications such as: study, degree, notes, bank (deferrals), payroll, etc.
        e. Requests and processing of:
            i. Registration
            ii. Credit transcriptions
            iii. Credit Validation
            iv. Readmission
            v. Program changes
            vi. Information updating such as: address, telephone number and electronic email address.
            vii. Independent study
            viii. Cancellations, adding or removing courses and reinstallation of courses.
            ix. Removal of Incompletes
            x. Graduation

B. FERPA
    1. The Family Educational Rights and Privacy Act (FERPA) of 1974, better known as the Buckley Act, is a Federal statute that establishes the rights of students, parents and institutions to obtain and divulge information contained in the students records.

2. Rights:
    a. The right to inspect and review a student's education records within 45 days of the day the University receives a request for access to them.
    b. The right to request amendments of those student records that the student understands are inaccurate.
    c. The right to consent to the disclosure of identifiable personal information contained in the student record, except for that which FERPA authorizes disclose without consent.
    d. The right to file a complaint with the United States Department of Education based on alleged failures of the University in noncompliance with the requirements of FERPA.

C. Students Classification

Students are classified in different ways according to the status in they are being tested:

1. By registered credits
    a. Full Time
        i. Sub-graduate: 12 credits minimum
        ii. Graduate: 6 credits minimum
    b. Three quarters time:
        i. Sub-graduate: 9 - 11 credits minimum
    c. Part time:
        i. Sub-graduate: 12 credits minimum
        ii. Graduate: 6 credits minimum
2. Amount of credits approved leading to an academic degree:
    a. Sub-graduate level

Year	Approximate Credits
First	0 – 30
Second	31 – 60
Third	61 – 90
Fourth	91 or more

    b. Graduate level

Year	Approximate Credits
First	0 – 30
Second	31 – 60
Third	61 – 90
Fourth	91 or more

D. Academic Year

The academic year consists of three academic sessions

1. Regular:
   September – December
   January – May
   May – July*

2. Modalities:
   August – December
      August – October
      October - December
   January – June
      January – March
      March - June
   June – August*

   *Optional for sub-graduate students

E. Registration

The dates for the registration period are published annually in the Academic Calendar. Students will receive notification of the date for registration through correspondence sent by the Registrar's Office.

Students who do not have confirmation of the Federal Pell Grant will have a payment plan assigned covering the total cost of tuition, until confirmation is received. Those students who don't qualify for the Federal Pell Grant or that it does not cover the full cost of tuition, must pay the difference before the end of the period in which they are enrolled.

1. Changes or alterations in the enrollment
   a. The period allowed for changes expires at the end the first week of school. The exact date will be indicated in the academic calendar.
   b. Changes to the enrollment process of comes after the student completes his initial enrollment process. It can include the addition or elimination of courses, either because it has been removed, for failing prerequisite course, by choosing wrong, conflicts, sections changes and / or drops, among others.
   c. Exceptional cases require Academic Deans signature.

F. Assistance
1. Residential:
   Class attendance is compulsory. In case of absence, the student is responsible for the material discussed and assignments. The student who

is absent from a course the same amount of course credits (three consecutive times) unexcused may be administratively discharged. Similarly, the student who never attends class, the teacher will inform the Registrar's Office and the student will be removed therefrom and thus proceed to make adjustments to the financial aid and student account.

2. On Line:
   The online course attendance, although it is more flexible is equally important and constant that the residential course. Online course attendance is considered by the activity or weekly participation by the student. Accessing the course and not working, does not count as assistance. There must be some activity or weekly participation.

G. Academic Load

By academic load, we understand the total number of credits a student takes a semester. The normal load for a regular student is 12 to 18 credits per semester. In cases of 19 credits or more authorization by the Academic Dean is required. The student must have an average of 3.00.

Satisfactory Academic Progress Policy

To remain eligible for Title IV funds (Pell Grants, Student Loans, and others), our enrollment must reach, by halftime or prior, the average or graduated credits (2.00 average or 67% approval of registered credits). The ideal would be to obtain it from the first semester. However, at least they should reach a 1.25 average and a 50% approval since the first semester, and stagger up to the average and credits required for graduation in the stipulated time.

The student will be evaluated on different occasions. In each of these evaluations, he/she must comply with a minimum amount of approved credits and a minimum average (academic index). The details of the maximum and minimum credits, as well as the required indexes and the evaluation process by the Academic Progress Committee are published on the EDP University web page.

Financial Affairs

Financial Aid

Financial Aid programs of EDP University of Puerto Rico, Inc. are designed to serve the students from a variety of economic and social backgrounds. In the determination of the economic need of the student, the university is governed by principles and following certain procedures.

First, the institution waits for the student's family, for as long as possible, to have the primary responsibility to pay for their college education.

Second, the institution expects the student contribute from their resources to pay for their education, usually through a full or part time job

The economic aids are classified in three categories:

1. Grants – economic aid that is offered to the students that need funds for their educational needs. A grant is not a loan and therefore the contribution does not have to be repaid.
2. Loans - financial aid that entails the commitment of its return with interest at an established rate, six months after you have completed your studies or stopped attending college.
3. Work study – This program aims to provide opportunity for the participant to gain experience, if possible, in areas related to their curriculum. The student receives financial aid for their services.

Federal Pell Grant

This program was designed to provide financial assistance to low-income students who start or continue university studies. To qualify, the student must complete the relevant application in our office, where it will be processed and sent to the Department of Education, or through the Web at www.fafsa.ed.gov. To receive the Federal Pell Grant, the student could not have obtained a college degree (Bachelor).

Federal Supplemental Grant FSEOG

This scholarship is awarded on a financial need basis and the available funds in the institution. To be eligible, students must be taking at least six credits.

State Financial Aid Program (PAE)

The government of Puerto Rico provides funds annually to undergraduate and graduate students, such as an Assistance Program for Students with Merit (High school students with 3.00 average or more).

Supplemental Educational Assistance Program undergraduate and graduate. These are awarded according to financial need of the student and/or academic load and/or academic performance.

High Honor Student Program (PROGRESAH) and it is intended to provide additional financial assistance to students with financial need and exceptional academic merit who are enrolled full-time in their third or fourth year of their bachelor’s degree, with a cumulative grade point average (GPA) of 3.75 or more and are natives.

Direct Loans

Loans granted by the Department of Education to students who demonstrate financial need to cover education expenses. The application is available at the Support center, Services and Economic Aid Office.

Federal Work Study Program (FWS)

This program provides assistance to students through the compensation directly related to the rendered work. Its aims is to contribute to the costs of studies.

The requirements for eligibility of financial aid can be found at the Economic Aid Offices:

1. Have a valid Social Security number
2. Be a US Citizen or eligible non-citizen
3. If male, Register for Selective Services (18 – 25)
4. Be a regular student enrolled to obtain degree.
5. Be registered in an eligible program (Approved by Title IV)
6. Poses a high school diploma or its equivalent
7. Not be convicted of any offense under federal or state laws that relate to the possession or sale of controlled substances.
8. Not have a loan debit or overpayment from financial aid.
9. Not to be in default for lack of payment of a Title IV loan.
10. Not to exceed the amount of money in loans
11. Maintain a satisfactory academic progress

Documents that should be presented

Income evidence.

Depending on the source of income the following documents will be accepted:

1. Income Tax Return
2. W2 Form
3. Letter from Social Security or Veterans Affairs
4. ASUME Certification
5. Nutritional Assistance Certification
6. Plan 8 Certification
7. Others

Student responsibilities to be able to receive financial aid:

1. Submit the free financial aid application (FAFSA)
2. The student must provide correct information. Intentionally giving incorrect information may be grounds for criminal penalties under federal and/or state laws governing these programs.

3. Promptly provide those documents, verifications, corrections or other information that is required by the Financial Aid Office.
4. The applicant is required to report all income received.
5. The beneficiary student must inform the Financial Aid Office any change in its status as a student. That is, partial or total withdrawal of the academic program.
6. Meet all eligibility requirements that are required by the Federal and State Economic Aid Programs.
7. Learn about the refund policy.
8. Perform the work accepted under the Work Study Program, adjusting themselves to the rules and procedures that apply.
9. Maintain a satisfactory academic progress in college courses.
10. Comply with the debt obligation.

Reimbursement Policies

1. All EDP University student who files for a partial or total withdrawal on or before 60 percent of the academic term, will be applied to the formula * governing this policy, which provides for reimbursement as applicable. Finalizing this period, the student will be responsible for 100 percent of costs.
2. The economic aid from federal, state or institutional programs credited to the students account, will be reimbursed to the original program or the student, as appropriate. The amount depends on the date of withdrawal.
3. Any student that has a general withdrawal within this period his/her reimbursement will be calculated based on:

   Total transpired days up to the date of general withdrawal, divided by the total days in the term, times the total cost of studies.
   *Formula:
   Total transpired days = % x total cost = Owed balance

   Total days in the term
4. All institutional reses of five or more days will be discounted from the calculation of total days in the study period.
5. This reimbursement is established according to the provisions of Title IV aid programs contained in the Reauthorization of the Higher Education Act of 1998.

Note:

EDP University establishes as the withdrawal date as the last date of attendance (LDA)

Any student that tenders a partial withdrawal during the first two weeks of class of each semester and during the first two days of class of the summer terms, will be reimbursed 90% of the cost of the class. Finalizing this period, EDP University charges 100% of the cost of the course.

Any student who does not attend the enrolled courses, be identified by the teacher as

N/S (No Show), he/she will be administratively discharged and will be reimbursed 100% of the cost of the course. The student will be charged $ 100.00 for administrative costs.

Costs and Institutional fees are available in the Bursars Office and our internet page http://www.edpuniversity.edu.

Parking Permit

Any student that has a motor vehicle and need access to the EDP University parking, is required to have a parking permit. * Does not apply to the San Sebastian Campus. The Hato Rey Campus parking permit has a coast of $40.00 per academic term.

Procedure for student parking permit

1. Visit the Bursars Office and fill in all parts of the parking permit form.
2. Submit the form and make the payment or fill out the authorization form to have the cost deduced from the grant reimbursement.
3. The staff of the bursar's Office will deliver the Seal. The permit is valid for one academic term. (Ex. September to December).

Second Part: Student Regulations

Chapter I - Exposition of Purposes

This regulation is intended to point out the rights and duties of students as members of the educational community of EDP University of Puerto Rico Inc.; establish appropriate structures to these regulations for a more effective participation in the same; have rules that allow the best daily coexistence and healthier relationships among students, faculty and administration to formulate rules and procedures regarding the administration of student discipline.

Chapter II – Student's Fundamental Rights

The fundamental right of the student in the academic community is the right to an education. To this end, the free examination of ideas is needed, enabling the expression of criteria's and divergent views on the same subject to the limitations set by the need to protect the harmonious coexistence of human components that make up the institution's regulation. That is, students, teachers and administration.

The student body will exert to the maximum, the right to an education, always behaving in a manner in which he/she will not be an obstacle for the other members of the campus community to exert their own rights and responsibilities.

- General Dispositions

  The effort to attain knowledge, should be chaired by the highest integrity and intellectual purity.

  The professor will encourage creative dialogue in an atmosphere of free discussion, expression and research.

  The student will present reasonable objections to the data and views expressed by the professor when deemed necessary.

  The right to disagree with the opinion of a professor does not relieve the student's responsibility to meet the specific requirements of the course, or the expression of resentment with due consideration and respect for institutional coexistence and the rights of the professor.

Both the student and the professor will examine any aspect of the academic matter being studied with the intellectual seriousness that should characterize the academic work.

Neither the professor nor the student will use the classroom to present sectorial doctrines of political, religious or other nature besides teaching.

A student's grade is based on considerations of academic achievement and the fulfillment of the requirements to pass the course.

The student may appeal to the relevant university authorities when they believe their rights have been violated by a member of the faculty or administration. This right may be exercised personally or through Student Council, raising their complaint with the Dean of Students or a competent appointed person and if they deems it necessary may appeal to the Board of Directors of the institution. (Refer to chapter appeals)

The student may participate in the evaluation of the faculty and administration, according to the rules and procedures established for this purpose.

Chapter III – Co-curricular Activities

A. Types of Activities permitted

   Every student of the institution shall have the right to express themselves, associate and assemble freely; to make requests, to sponsor and celebrate authorized activities, provided it does not conflict with other equally authorized activities and are subject to the following conditions:

   1. The celebration of activities and/or use of educational facilities shall be by written request submitted to the Dean of Students, according and in accordance with what is expressed later in this Regulation.

2. The celebration of educational activities and meetings or events of cultural, recreational, social, religious, political and/or sports events, will be authorized as is conditioned further on, provided that is does not conflict with other duly authorized activities, and as long as it does not interrupt the institution's working or violates existing regulations and/or standards to safeguard the order, security and the normality of the institution's workings.
3. The student organizations officially recognized by the institution must coordinate their activities with the Students Affairs Dean.
4. Political activities such as the following are permitted: panels, conferences or series of conferences, debates, forums, provided they are programmed by the petitioners and/or coordinated with other recognized student organizations or students or the institution, the presentation of all political criteria and/or possibilities with the same time, facilities and concessions and will also comply with the indicated. Presenters in these forums, debates, panels or conferences may not be officials of the university.
5. In regards to the people invited to the institution to offer lectures, forums and conferences, or participate in panels, will comply with the provisions of the letter "B" which is further bellow, regarding the request for allowing the attendance of such a person within the institution for such purposes.

B. Rules and Procedures that Govern Co-curricular Activities

1. The authorization or denial will be notified writing.
2. The organizations recognized by the institution have the right to use the physical facilities and/or grounds for the celebration of educative, cultural, recreational, social sports, religious or political activities, as condition in Chapter III of this Regulation.
3. To use the physical facilities for the celebration of co-curricular activities, the representatives of the student organizations are required to request permission in writing to the Dean of Students or appointed person ten days prior to the holding of the activity. The sponsors of such acts will be responsible that the means used to advertise does not violate this Regulation and to take the necessary steps to maintain order and security. The authorization or denial will be notified writing.

C. Rules for activities outside the Institution

1. When a recognized organization wishing to sponsor an activity in which the name of the institution will be used, outside the campus, shall inform it in writing ten days before to the Students Affairs Dean.
2. Student organizations, officially recognized by the institution, should coordinate these activities with the Students Affairs Dean.
3. The soliciting student organization will be responsible that the activity is held in the right place and does not damage the reputation or injures the dignity of the institution, or exposes it to any kind of legal action.

Chapter IV – Publications

Circulars, fliers, posters and other printed or written material, other than newspapers of general circulation, may be distributed within the grounds of the institution and / or be fixed in the bulletin boards, only by permission of the Dean of Students or designee and in designated areas. If such authorization is denied, the applicant may appeal to the President, Dean - Director or appointed person within a period not exceeding three working days. The decision of the President, Dean-Director or appointed person will be final.

Chapter V – Student Organizations

1. Any student may constitute a student organization and ask for official recognition of the Students Affairs Dean. The organization may be of an academic, professional, cultural, recreational, social, religious and/or sports related. Organizations oriented towards a political party and/or of a proselytizing purpose will not be allowed, although, those aimed at the political process will be allowed. Any student organization, of any kind that promotes, encourage or otherwise sponsors discrimination on grounds of sex, race, national origin, political or religious affiliation, social or economic status, or disability of student will be denied official recognition.
2. Each student or group of students interested in forming a student organization (within the parameters set forth in paragraph 1 of this chapter V) must request in writing permission from the Dean of Students. This office is responsible for evaluating the application and submitting its recommendation to the President, Chancellor, Director, Dean or designated person. Then the decision will be notified to the student or group of student. (The Dean of Students office has forms for accreditation of organizations).

Chapter VI – Student Counsel

A. Students may form an Institutional Student Council as long as they express their desire through regulatory involvement.

   Students interested in joining the Student Council should:
   1. Be a regular student, registered in 12 credits or more.
   2. Have a satisfactory grade point average (2.50 or more)
   3. Have the approval of two professors who know their academic performance and level of responsibility.

B. This council will have the following responsibilities and functions:
   1. Officially represent the student body before the other institutional bodies.
   2. Freely submit to the appropriate university authorities their opinions and recommendations on issues affecting students.
   3. Help create an environment that encourages the student's intellectual development.

4. Identify the problems and needs of the campus community.
5. Select student representation in the different bodies in which students participate, when other means of selection is not provided.
6. To meet whenever the Dean convenes a meeting or is solicited by the president of the student body, with prior authorization from the Dean.
7. Invite students who present initiatives on the development of student life to deliberate on such matters.
8. Participate in the activities proposed by the Student Council.
9. Be link between the directors and other students.
10. Listen and analyze any initiative presented by the students regarding student development.
11. Be discreet regarding student counsel issues and other participating committees.
12. Keep a detailed written record of all its meetings. Whenever the Student Council files a petition to the administration of any kind or nature, preached in an agreement from the petitioning organization or its directive, it must be accompanied by a certified copy of the certificate of approval of the request.
13. Prepare a detailed monthly report of all expenses incurred, as well as all income received during this period. A copy of such report shall be sent to the Dean of Students, within the first five working days of each month.
14. The President of the Student Council will prepare a detailed report of the fiscal operations of the Council regarding their business. A copy of the report will be sent to the President, Director, Dean or appointed person for intervention, at least fifteen working days before the last day of the current school semester, excluding the period of study and exams.

C. The Student Counsels will be elected in elections for this purpose:
   1. During the beginning of each academic year.
   2. The directive of the student counsel (President, Vice-president, Secretary and Treasurer) will act in name of such counsel in occasions in which, given the urgency of the situation, it proves impossible to call the Student Council as a whole.

D. The Student Council shall consist of a President, Vice President, Treasurer, Secretary and Members. The members will not be more than five.

   1. Candidates for the positions of President, Vice President, Treasurer and Secretary shall be nominated.
   2. Students nominated for the positions indicated in paragraph 1 above and unelected, will become part of the vocals according to their score, establishing priority by majority vote. Will become part of the vocals according to their score, establishing priority by majority vote. No more than five vocals shall be elected.

E. Elections

   1. All students enrolled in a regular program (meaning 12 credits or more) and at the time of voting have all the necessary credits to credit them as regular students, will have the right to participate in the voting to elect the members of the student

counsel.
2. Voting shall be by secret ballot and independent candidates.
3. The responsibility for organizing and supervising the elections and certify the new Student Council and other student elective office, will rest with a Board of Elections. The Board of Elections (appointed by the Dean of Students) perform its duties during the academic year in which it has been appointed and will be composed as follows:
   a. A president, a member of the faculty or administration, appointed by the President or designated competent person.
   b. A faculty member.
   c. A student who does not have or is competing for any elective office, selected by the Student Council.

The Board of Elections establishes the procedure of the elections for the nomination of candidates and to conduct and supervise elections.

For the elections to be considered valid, at least the following must participate:

1. 50% of the regular student population enrolled in the institution.

2. If the minimum participation required by this regulation is not achieved, the Election Board may recommend to the Dean of Students or a designated person to extend the period of elections for a reasonable time, no greater than three days, if in the opinion of the Board there are chances that by such an extension the minimum required participation will be achieved. The decision issued by the President, Director-Dean or designated person will be final, binding and without appeal.

3. If 50% of the student population does not participate, the Dean of Students or appointed person, will appoint a Student Advisory Council. The Student Advisory Council will be solely advisory, that is, they will have none of the attributes that correspond to the Student Council, but will be consulted on the use of student funds. The vacancy must be filled by a secret majority vote among all members of the Student Council and supervised by the Dean of Students or designated person.

Terms of Incumbency

1. Members of the Student Council shall not under any circumstances, serve a period longer than one year for which they have been elected.
2. The Presidency of the Council shall not be occupied by the same person for more than one year.
3. No member may hold elective office for more than two years.

Chapter VII – Student Representation before Institutional Organizations

Students may participate in the Institutional Bodies so provided.
1. Representatives or candidates for representatives before the Institutional Bodies,

must be regular students with a minimum grade point average of 2.50, also, have completed at least 12 credits in the institution.
2. The election of student representatives to that body may be held at the same time and following the procedures provided in this regulation for the election of members of the Student Council.
3. Elected students will begin to participate in the activities of each agency during the first meeting.
4. Any vacancy that occurs will be covered in accordance with the regulations of each body.

Chapter VIII – Specific punishable acts and Disciplinary Procedures

Specific actions related to the violation or disobedience of the rules of this Regulation, verbal or written orders, laws and institutional policies, qualify as "minor" or "serious" punishable mode. For severe sanctions this Regulation provides a more extensive procedure.

The institution recognizes and guarantees the right to dissent and protest in an orderly manner according to the rules of conduct and university lifestyle, and in a manner that does not conflict, interfere or harm, in any way, the course of activities of EDP University.

Minor Sanctions

A. Disciplinary Committee Actions

1. Verbal or written reprimand
2. Suspension of participation in nonacademic activities. For purposes of this section, class, laboratory and library attendance will be considered academic activities.
3. Probation for a definite time. This probation may include the disposition that during the period of validity of the same, the violation of any of the conditions imposed could result in the suspension for an indefinite period or permanent expulsion.
4. Suspension of the institution for a definite period no longer than one week.

B. Student actions that may lead to minor sanctions

The following actions constitute violations of the basic rules of order and institutional coexistence and involve disciplinary sanctions.

1. Student organizations celebrations or acts within the institution, not authorized by the Dean of Student Affairs or his authorized representative.
2. Publication or dissemination within the institution of libelous, scandalous, anonymous material, or that disrupts the institutional order.
3. Distribution of fliers or leaflets within the campus or set on the bulletin boards

of the institution, without the permission of the Student Affairs Dean.

4. Disturbance of the peace and tranquility in the classroom or anywhere Institution with shouting, tumultuous or offensive behavior, and the use of rude, profane and indecent language.
5. Carrying a pager (beeper), cell or electronic appliance in the classroom that produce noises and interferes with the educational process. If kept on, must be programmed to silent mode and with the professor's permission.
6. Using digital cameras of any kind in the classroom and in the library that undermine the integrity and privacy of the learning process.
7. Enter the classroom and library rooms accompanied by children or minors that may interfere with educational activities or leave the child without adult supervision in hallways or the premises of the institution that might pose risks to their security.
8. Throwing papers to the floor, putting your feet on the walls, sitting on the tables owned by the institution, writing on walls, in the bathrooms, on the doors and other places.
9. Not following the professor's instructions while performing procedures that the nursing students have to perform in the different clinical areas.
10. Smoking inside the building (Law no. 40). Using the institution's parking area without a parking permit.

Major Sanctions

A. Disciplinary Committee Actions
    1. Suspension from the University for a defined period of time no longer than two weeks.
    2. Permanent suspension from institution. One or more of the sanctions listed below may imposed
    .
B. Students actions that are considered to carry higher penalties

    A mayor sanction is that committed by a student that adversely affects the order imposed by this Regulation, institutional policy and may require a mayor sanction than the one provided by a reprimand or corrective measure.

    The application of these sanctions will not necessarily follow in the specific order mentioned below, but at the discretion of the Discipliner Committee in accordance the severity of the infraction committed. The act or conspiracy to act or attempt to act as follows are considered serious offenses:

    1. Causing malicious damage to the institutions property, or conspiring to do so.
    2. Engaging in dishonest, fraudulent acts, gambling or accessing pornographic material through the Internet on the institutions premises and buildings.

3. Use, possession or distribution of alcoholic beverages, tobacco or controlled substances in any manner on the institutions premises and buildings in violation of the Federal Law PL 101-226 Drug-Free Schools and Communities Act of 1986
4. Disrespect, insult, humiliation, threats, assault or attempted assault, brawls;
5. Challenging institutional officials, faculty, staff and students;
6. Disobeying a policy or rule previously published to students;
7. Conduct that may disrupt the peace and tranquility as defined in Article 9 Subpart D, outside the institution when acting in name of the institution represent the student body or in activities officially sponsored by the institution, or when such conduct adversely affects in any manner the good name of the institution.
8. Weapons possession, as defined by the Weapons Law of Puerto Rico, on campus or on any college property or at the conclusion of any activity sponsored by the Institution. This prohibition extends even to students who have permits to carry weapons and possession of weapons under the laws of Puerto Rico, except in cases where such students are agents in charge of public order and security, duly authorized by the government of Puerto Rico or by the federal government to bear arms.
9. Refusal to comply with instructions given by administrative personnel acting in the performance of their duties.
10. Fraud or irregularities in the management of student funds
11. Disobedience or violation of any of the conditions of probation or disciplinary sanctions imposed in accordance with stipulated procedures in this regulation.
12. Dishonesty, including fraud, related to academic work or any action to that end.
13. Fraud in the management of funds product of student organization activities.
14. Fraud or any action to that end, while completing admissions applications, financial aid and other similar documents and forging signatures or altering of documents where EDP University is involved.

C. Special Conditions

1. In the case of complaints from the administration, teachers or students about the undesirable behavior of a member of the student community, the Institution reserves the right to carry out a study and preliminary assessment of the case by the Dean of Students or designated person. In this case the complaint from the administration may be expressed informally. This process includes the possibility of achieving changes in student behavior, evidenced by the officer, for a period not exceeding one academic period.
2. If from the study and preliminary evaluation there is a possibility that the student may needs professional and specialized assessment, the student and his/her family will be informed with the pertinent recommendations.

While they make a decision about the case, the institution will reserve their right of an administrative withdrawal of the student according to the circumstances.

D. Major Sanctions Procedures

Disciplinary Committee

In a case that may be considered a mayor section, a Disciplinary committee will be designated by the Student Affairs Dean or designated person. This comity will be composed of the Student Affairs Dean, a member of the faculty, Director of the Academic Area of Study where the student to be sanctioned is registered, a student and a representative of the Orientation and Counseling Office. The committee will determine the type of fault and the disciplinary action.

In the universities centers, the Disciplinary Committee will be composed by the Director of the Centre, one (1) person from the academic area (professor) and one (1) Student from the Center. This Committee shall be ratified by the Dean of Students of the Hato Rey Campus.

The committee will notify the student and other pertinent parties involved in the complaint within ten (10) calendar days, informing the following:

1. Place, date and time of the hearing will be held.
2. Notification of the regulation their accused of violating: (1) the act that is being imputed; (2) quotation of the section or sections of the Regulations may be imposed; (3) the nature of the evidence which the Institution has; and (4) the date on which the alleged violations occurred.

The complaint will be considered by the Committee when:

1. A written response from the defendant is received;
2. An oral response made by the defendant at the Committee hearing even though they did not submit a written response;
3. The accused party did not respond to the complaint in any way and was not present at the Committee hearing, but the interested part was duly counter interrogated by members of the Committee;
4. When an analysis arises information reasonably corroborating the complaint.

E. The oral hearing will be conducted according to the following principles:

1. The student may be accompanied by an advisor, who may be a lawyer, who will be warned that this is an administrative hearing and will not be governed by procedures or rules of evidence applicable to judicial hearings.
2. The student and his advisor will be allowed to hear the testimony of the

witnesses, and see and study the documentary evidence against him.

3. Written statements by witnesses will be allowed when, such evidence is of a corroborative or cumulative character.
4. Witnesses may be cross-examined when they do not object to it. However, when the witness does not to allow to be cross-examined, his testimony will require corroborating evidence to be taken into consideration.
5. The affected student will be allowed to present all defenses and evidence in his favor, both oral and documentary or tangible, that they wish to present. If he refuses to be cross examined, it will not be taken into account against him.
6. All the evidence will be admitted freely. The rules of evidence governing judicial and ordinary procedures will not apply. However, the findings of the facts reached by the Disciplinary Committee and that give the basis to its findings, should be based on evidence admitted at the hearing.
7. The Disciplinary Committee may grant private or public hearing, governing its discretion by what is most convenient to the best interests of the institution, and consideration of witnesses, but if the affected student requests that the hearing be private, he shall be obliged to hold it in that way.
8. If a lawyer participates on behalf of the institution to present the charges before the Disciplinary Committee, the affected student will be allowed to be represented by counsel, with the same rights that are granted to the lawyer appearing for the institution, which may not violate the provisions of this regulation.
9. When there is more than one affected student and the charges, facts and events are similar, the examiner may hold a single joint hearing. Those who object to the joint hearing will be granted separate hearing.
10. When the charges are identical and for the same facts and events, a single hearing may be held jointly for all concerned.
11. No student will be sanctioned in more than one occasion for the same violation.
12. No student shall be subject to any disciplinary process for events that occurred more than one year prior to the date that such acts are officially informed to the institutions authorities.
13. The Disciplinary Committee shall take appropriate and reliable recordings of the hearings and its findings and conclusions.
14. The Disciplinary Committee imposes the punishment they consider fair in light of the established facts.

Suspension Summaries

In those cases where the Disciplinary Committee considers that the presence of the student on campus represents a danger for the security of the of the property and life; and for maintaining institutional order, has the authorization to suspend such student summarily for a term no greater than twenty (20) days or until the corresponding investigation is conducted. The institutions administration will file the charges and will

order the corresponding hearing within a reasonable time in appropriate with the facts. When concluded the hearing and the student results not guilty, the university will provide all the necessary assistance so that student is not adversely affected in his/her academic studies caused by the suspension. In any case where the student, during the period of summary suspension, incurs in additional violations to the rules and such violations are sustained by written statements, the summary suspension may be extended until the hearing and resolution of disciplinary charges.

Appeals

A. Minor Sanctions

The students affected by the minor sanctions will have the right to appeal in writing to the Disciplinary Committee within five working days of receiving notice of the sanction. The determination of the Disciplinary Committee will be final.

B. Mayor Sanctions

Any student who has received a suspension as a sanction, for a determined period no greater than a week, without being granted the privileged of availing to any procedure of a probationary admission, will have the right to appeal to the Board of Directors, who shall act for themselves of by an official designated for that purpose. The appeal will be documented before the Board by a written text, which will contain the fundamentals and allegations that the student or his/her legal representative deem necessary or convenient for the consideration of their case, the document will be filed within ten (10) days working days of being served with the penalty or within the extension time granted by the Board.

No student who had pending disciplinary charges without such student being suspended, pursuant to the provisions of these regulations, will receive any disrepute for approved subjects while such charges are pending, except that in such a case, the student so affected is entitled to request that their charges are vented as a priority and the institution will take the necessary steps so that these charges are clarified and resolved as soon as possible. If there are exams, the student may take them, subject to the results of the pending charges.

Chapter IX – Procedures for amending this Rule

1. The Student Council of each academic unit may recommend to the President, amendments to this regulation. Likewise, any student may recommend to the President amendments to these regulations, provided that their request is accompanied by at least one hundred signatures of regular students of the unit where the petitioner studies.
2. Any recommended amendment shall be filed in writing, specifying the exact section you want to amend and the exact text of the suggested amendment.
3. It should also include an explanation of how this amendment will improve the

regulations, whether in speech, style or in operation.

4. The President shall appoint a committee consisting of one student, who may be the President of the Student Council, a representative of the Board of Directors, a representative of the faculty and a representative of the administration. The committee will be called the Rules Committee and will be chaired by the President or a representative.
5. No information contained in this document will limit the inherent power of the Board of Directors to amend, replace, suspend or revoke all or part of these regulations.
6. The President may also suspend this regulation in its entirety at any institutional unit or for all the institution, as long as there is an emergency situation declared.

Chapter X – Invalid Clauses, Hermeneutics and Effectiveness

1. The invalidity of any chapter, article, section or subsection of this regulation, shall not invalidate the remainder.
2. Hermeneutics Clause: In any case where a discrepancy arises between the interpretation of the text of this regulation in Spanish and the same text in English, It will adhere to the interpretation of the text in Spanish.
3. This regulation shall enter into effect on 2 September 2002.

Certification

I hereby certify that this General Student Regulation was approved by the President of EDP University and put into effect on July 1, 2008, as subsequently amended.

_____

Ing. Gladys T. Nieves Vázquez

President

ADDENDUM: STUDENT MANUAL
INSERTED: JANUARY 2016

EQUAL STUDIES OPPORTUNITIES STATEMENT

EDP University is committed to providing equal educational opportunities to all people without regard to race, color, religion, creed, nationality, physical or mental disability, age, sex, marital status, political affiliation or status or social origin, sexual orientation, gender identity, or veteran status or being perceived as a victim or being a victim of domestic violence, sexual assault or stalking. As a corollary of this, EDP University has established a program to ensure fair, equitable and discrimination-free treatment in all matters relating to student enrollment. Our students are assessed objectively and fairly, in other words, based on their qualifications.

Harassment at our university because of race, color, religion, creed, nationality, physical or mental disability, age, sex, marital status, political affiliation or status or social origin, sexual orientation, gender identity, or being veteran or victim or being perceived as a victim of domestic violence, sexual assault or stalking is strictly prohibited at EDP UNIVERSITY. Harassment is any verbal or physical conduct that denigrates or shows hostility or antipathy toward any individual because of their race, color, religion, creed, national origin, physical or mental disability, age, sex, marital status, political affiliation or condition or social origin, sexual orientation or veteran status or being perceived as a victim or being a victim of domestic violence, sexual assault or stalking, or any other characteristic protected by law that: (i) somehow creates an uncomfortable, hostile and offensive study environment; (ii) that interferes with a student performance; or adversely affects study opportunities of an individual. Harassment also includes, but is not limited to: abusive words, nicknames or inappropriate names, disparage, taunting, threatening, intimidating, disparaging jokes and displaying any graphic or written material in the study area showing antipathy toward any individual.

If you are unsure whether your conduct would be considered a violation of policies of EDP UNIVERSITY, ask yourself the following:

1. Would my behavior be the same if my professor were present?

2. Would my behavior be the same if a loved one were present (wife, daughter, son, mother, father, brother or sister)?

3. Would my conduct be the same if it was being recorded with a video camera?

4. Would I accept this kind of behavior if it were addressed to my spouse, daughter, son, mother, father, brother or sister?

5. Would I like it if my conduct appeared in the memorandum of the company or in a

local newspaper?

If you answer "No" to any of these questions this means that your behavior is not acceptable and may be considered as harassment, which is prohibited by our Company. Therefore, you should not act that way while studying with EDP UNIVERSITY.

UNIVERSITY EDP expects all students to be treated with due respect and courtesy in the study area. If you have been the victim of discrimination on any of the above causes, you should immediately notify the Student Affairs Dean or any other person designated by EDP UNIVERSITY to handle this type of situation.

EDP UNIVERSITY

SABER ES PODER

APPENDIX #12

EDP UNIVERSITY
SABER ES PODER

Policy and Program for Alcohol-Free Community College, Tabacco and Controlled Substances

EDP University of Puerto Rico Inc., fulfilling its commitment to promote safe and healthy environments students and employees, established in its Regulations on Safety and Crime Prevention in the Campus a Policy to achieve a university community free of manufacturing, distribution, possession or use of controlled substances or alcohol by students and employees. EDP University seeks to integrate a living, academic and community service, dedicated to the pursuit of truth and encouragement of the fullest realization of human beings in all its dimensions.

Our institution complies with the Act Drug Free Workplace 1988[1] Regulations Free Schools and Campuses and Alcohol and Drug Act. No. 40 of 1993[2] and Act No.. 66 of March 2, 2006. A drug-free environment at work "necessary for the academic community to effectively carry out their respective tasks. We have enacted a policy that defines the resources and procedures available to people whenever abuse of controlled substances is within the academic community. Copies of the policy can be obtained through the Office of Student Affairs or the Information Resource Center.

STANDARDS OF CONDUCT

The possession, use, manufacture or illegal distribution of controlled substances, tabacco and alcohol by employees, students, visitors and organizations is prohibited in the premises of the institution and official activities carried out outside the campus. Limited use of alcoholic beverages in official activities will be allowed and / or sponsored by organizations recognized by the Institution with corresponding written application and the Chancellor's authorization. It is meant by limited use (1) the exclusion of announcements about product availability, (2) the wide availability of other products and non-alcoholic beverages, (3) the distribution of any food in the same activity; and, (4) controlling the distribution of drinks, including the requirement of a photo ID and date of birth to verify that no alcohol is distributed to persons under 18 years.

Law number 40-1993 prohibits smoking in public and private institutions at all levels of education. In its application, EDP University will not allow smoking in classrooms, halls, game rooms, libraries, offices, corridors, child care centers, areas containing liquids, vapors or flammable materials and any other agency not specified. Student organizations recognized by the University, visitors, guests or tenants are subject to the provisions outlined above. This Act was amended by Act. 66 of March 2, 2006 to make a complete ban that covers all public spaces, whether in public or private establishments. Therefore EDP

[1] Drug Free Workplace Act" (34 CFR 85)
[2] Drug-Free Schools and Campuses Regulations (34 CFR 86)

University will not allow smoking within the premises of the Institution, including exterior corridors and parking area.

RISKS ASSOCIATED WITH HEALTH

It should be understood as "controlled substance" any chemical which somehow alters the functioning of the body, mind and nervous system, behavior and / or feelings of people. These are classified Codes I to V of section 812 of the Controlled Substances Act (21 USC 812) or whose use, possession or sale entails legal sanctions. Use / abuse of alcohol, tabacco and controlled substances may result in personal, emotional, physical and / or legal problems. Even in small doses, it affects mental functions, such as the ability to learn and remember information. Other associated consequences include respiratory problems, depression and death. Frequent or prolonged alcohol, tabacco or other drug use or could result in physical and / or psychological addiction.

Environmental Tabacco Smoke (E.T.S.) is called to the smoke emanating from the cigarette, pipe or cigar plus exhaled from the lungs of smokers. Exposure to it is known as involuntary smoking or passive smoking. Passive smoking is a major risk factor for disease and death, the third most preventable cause of death, after active smoking and alcoholism.

DISCIPLINARY SANCTIONS

Any violation of this policy by employees and / or students will result in disciplinary sanctions, which could include suspension and / or expulsion / termination[3]. A new amendment to the Drug-Free Schools and Communities Act (DFSCA) enables higher education institutions to notify parents of minor students who violate the provisions of law and public policy institutions mentioned above. The notification will be made through (the) Dean (a) of Student Affairs.

Disciplinary sanctions will be imposed according with procedures described in both the Student Handbook and the Employee Handbook. These sanctions could include:

1. *A work or disciplinary action according to the severity / incidence of failure.*
2. *Serve a time of probation.*
3. *Suspension*
4. *Termination of employment.*

[3] View Employee Handbook (Section 2.14 and Section 7.2) and the Student Handbook (Chapter VIII) respectively.

5. *Any of the first three options in combination with a referral to the personnel responsible for the area of Prevention of Drugs, Alcohol, Tabacco and Violence in our Institution.*

A student who is convicted of any offense under state or federal law for possession or sale of controlled substances is not be eligible for any grant, loan or employment assistance (Work Study Program) during the period that begins at the date of conviction and ends after the interval indicated below.

Eligibility period	Possession of controlled substances	Sale of controlled substances
First offense	1 year	2 years
Second offense	2 years	Indefinite
Third offense	Indefinite	Indefinite

PROVISIONS OF THE LAW (PENALTIES)

Persons who violate current laws, shall be subject to state or federal legal sanctions that apply to each case. Some of the costs or related penalties include fines, suspension of driver's license, jail and / or community work. Some of the laws that could be applied, without pretending that this list is exhaustive, are as follows:

1. The laws of the Commonwealth classify possession, use or distribution of substances as a felony and impose penalties ranging from one year in jail and $ 5,000 fine to 50 years and $ 50.00 fine, or a combination of both penalties at the discretion of the court.

2. The variation in the severity of the penalty depends on the classification of the controlled substance. The lower the rating (I), the greater the penalty.

3. Prior Convictions could result in more severe penalties.

4. P.R. Penal Code prohibits the sale or distribution of alcoholic beverages to persons under 18 years. Penalties include imprisonment, fines or both penalties, at the discretion of the Court.

5. P.R. Vehicle and Traffic Law prohibits driving motor vehicle while intoxicated. For drivers under age, a public policy of zero tolerance is promoted.

6. ***Other municipal regulations may apply according to the geographical location of the Hato Rey and San Sebastian Campus and the additional locations in Manatí and Humacao.***

RECOMMENDATIONS

A referral will be made in order to get the person involved to participate voluntarily in a counseling / rehabilitation program. They will also be referred to government and / or private institutions, as the case requires.

If the person involved does not attend / participate or accept the services that are offered as an alternative, he/she could participate in an external public or private program, with a commitment to provide evidence of progress and completion of treatment to the appropriate Institutional unit (the Dean of Student Affairs, Dean of Academic Affairs or Office of Human Resources).

DISTRIBUTION

The Office of Human Resources will distribute this policy immediately to the newly hired employees[4] and annually via email to all teachers, employees, administrative and clerical personnel, consultants and service providers.
The Dean of Student Affairs distributes this Policy via email to all students and make it accessible through the website of the University.

COMMUNICATION

The Center for Psychosocial Support of EDP University (CAPS) under the Dean of Student Affairs, conducts activities and / or prevention workshops for students. They work with issues related to health risks because of the use and abuse of drugs, alcohol and products derived from tabacco. During these activities, prevention educational materials is distributed. Psychosocial Support Center can refer to different rehabilitation programs if necessary. EDP University is an active member of the Inter-University Education Consortium (C.R.U.S.A.D.A.). As part of this effort is involved in prevention activities patterned by CRUSADA. Among other activities is highlighted the submission of the Study about the lifestyles of university students (CORE Study).

[4] Whether they are hired as regular employees or contract professional services.

EDP UNIVERSITY
SABER ES PODER

Policy and Program for Alcohol-Free Community College, Tabacco and Controlled Substances

All services will be rendered under strict confidentiality.

This program offices, which serve as links to other services offered by the institution and the community, are located the Deanship for Students Affairs:

Hato Rey Campus
Office – first floor at the Institution
Telephone - (787) 765-3560, Ext. 2272.

San Sebastián Campus
Office - first floor at the Institution.
Telephone – (787) 896-2252, Ext. 3303.

NOTE

You can get printed copy of this **Policy and Program for University Community Free of Alcohol, Tabacco and Controlled Substances** in the Deanship for Students Affairs, or the Office of Guidance and Counseling.

Eng. Gladys T. Nieves Vázquez
President
EDP University of PR, Inc.

EDP UNIVERSITY

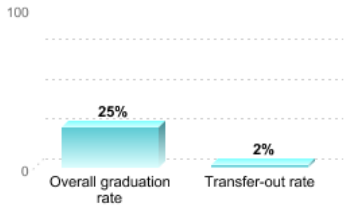
SABER ES PODER

APPENDIX #13

13a

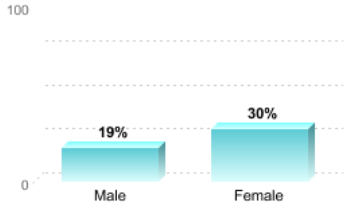
IES NCES National Center for Education Statistics ☰ MENU Search Go

OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN FALL 2008



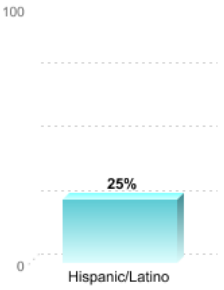
Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

OVERALL GRADUATION RATE BY GENDER



Percentage of Full-time, First-time Students Who Began Their Studies in Fall 2008 and Graduated Within 150% of "Normal Time" to Completion for Their Program

OVERALL GRADUATION RATE BY RACE/ETHNICITY



Percentage of Full-time, First-time Students Who Began Their Studies in Fall 2008 and Graduated Within 150% of "Normal Time" to Completion for Their Program

Name of School
edp university of puerto rico
States (use map for more than 1 state)
No Preference
Alabama
Alaska
Use Map
ZIP Code
Miles from
Programs/Majors
0 Items Selected
Browse for Programs
Level of Award
Certificate
Associate's
Bachelor's
Advanced
Institution Type
Public
4-year
Private non-profit
2-year
Private for-profit
< 2-year
MORE SEARCH OPTIONS
Show Results
Guide Me | Clear Search

EDP Univeristy of Puerto Rico Inc-San Juan

560 Ponce de Leon Ave. Cr. Arroyo St., San Juan, Puerto Rico 00919-2303

Add to Favorites

General information: (787) 765-3560 x240
Website: www.edpuniversity.edu
Type: 4-year, primarily associate's, Private not-for-profit
Awards offered: One but less than two years certificate
Associate's degree
Bachelor's degree
Postbaccalaureate certificate
Master's degree
Campus setting: City: Large
Campus housing: No
Student population: 1,568 (1,466 undergraduate)
Student-to-faculty ratio: 16 to 1

View Full Map

IPEDS ID: 243832
OPE ID: 02165100

Expand All | Collapse All

GENERAL INFORMATION

TUITION, FEES, AND ESTIMATED STUDENT EXPENSES

FINANCIAL AID

UNDERGRADUATE STUDENT FINANCIAL AID, 2013-2014

Full-time Beginning Undergraduate Students

- Beginning students are those who are entering postsecondary education for the first time.

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Any student financial aid[1]	84	89%	——	——
Grant or scholarship aid	83	88%	$424,976	$5,120
Federal grants	83	88%	$408,975	$4,927
Pell grants	83	88%	$405,280	$4,883
Other federal grants	18	19%	$3,695	$205
State/local government grant or scholarships	38	40%	$16,001	$421
Institutional grants or scholarships	0	0%	$0	—
Student loan aid	14	15%	$90,848	$6,489
Federal student loans	14	15%	$90,848	$6,489
Other student loans	0	0%	$0	—

- [1] Includes students receiving Federal work study aid and aid from other sources not listed above.

All Undergraduate Students

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Grant or scholarship aid[1]	969	76%	$4,511,759	$4,656
Pell grants	953	75%	$4,271,376	$4,482
Federal student loans	353	28%	$2,292,480	$6,494

- [1] Grant or scholarship aid includes aid received, from the federal government, state or local government, the institution, and other sources known by the institution.

- For more information on Student Financial Assistance Programs or to apply for financial aid via the web, visit Federal Student Aid.

Percentage of Students Who Began Their Studies in Fall 2013 and Returned in Fall 2014

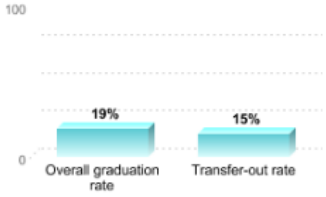
OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as **full-time, first-time degree- or certificate-seeking students** to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

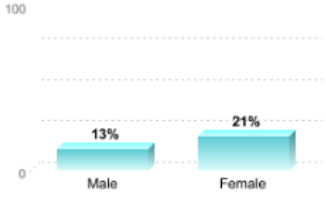
Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. **At this institution, 50 percent of entering students were counted as "full-time, first-time" in 2014.**

OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN FALL 2008



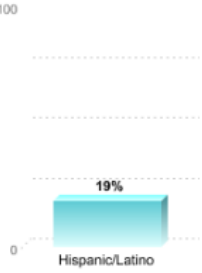
Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

OVERALL GRADUATION RATE BY GENDER



Percentage of Full-time, First-time Students Who Began Their Studies in Fall 2008 and Graduated Within 150% of "Normal Time" to Completion for Their Program

OVERALL GRADUATION RATE BY RACE/ETHNICITY



Percentage of Full-time, First-time Students Who Began Their Studies in Fall 2008 and Graduated Within 150% of "Normal Time" to Completion for Their Program

Name of School
edp university of puerto rico
States (use map for more than 1 state)
No Preference
Alabama
Alaska
Use Map
ZIP Code
Miles from
Programs/Majors
0 Items Selected
Browse for Programs
Level of Award
Certificate
Associate's
Bachelor's
Advanced
Institution Type
Public
4-year
Private non-profit
2-year
Private for-profit
< 2-year
MORE SEARCH OPTIONS
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Guide Me | Clear Search

EDP University of Puerto Rico Inc-San Sebastian

Betances # 49, San Sebastian, Puerto Rico 00685

Add to Favorites

General information: (787) 896-2137
Website: www.edpuniversity.edu/
Type: 4-year, primarily associate's, Private not-for-profit
Awards offered: Associate's degree
Bachelor's degree
Master's degree
Campus setting: Suburb: Large
Campus housing: No
Student population: 1,068 (all undergraduate)
Student-to-faculty ratio: 13 to 1

View Full Map

IPEDS ID: 241836
OPE ID: 02165101

Expand All | Collapse All

GENERAL INFORMATION

TUITION, FEES, AND ESTIMATED STUDENT EXPENSES

FINANCIAL AID

UNDERGRADUATE STUDENT FINANCIAL AID, 2013-2014

Full-time Beginning Undergraduate Students

- Beginning students are those who are entering postsecondary education for the first time.

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Any student financial aid[1]	175	96%	——	——
Grant or scholarship aid	175	96%	$876,760	$5,010
Federal grants	175	96%	$857,297	$4,899
Pell grants	175	96%	$854,470	$4,883
Other federal grants	14	8%	$2,827	$202
State/local government grant or scholarships	78	43%	$19,463	$250
Institutional grants or scholarships	0	0%	$0	—
Student loan aid	10	5%	$36,657	$3,666
Federal student loans	10	5%	$36,657	$3,666
Other student loans	0	0%	$0	—

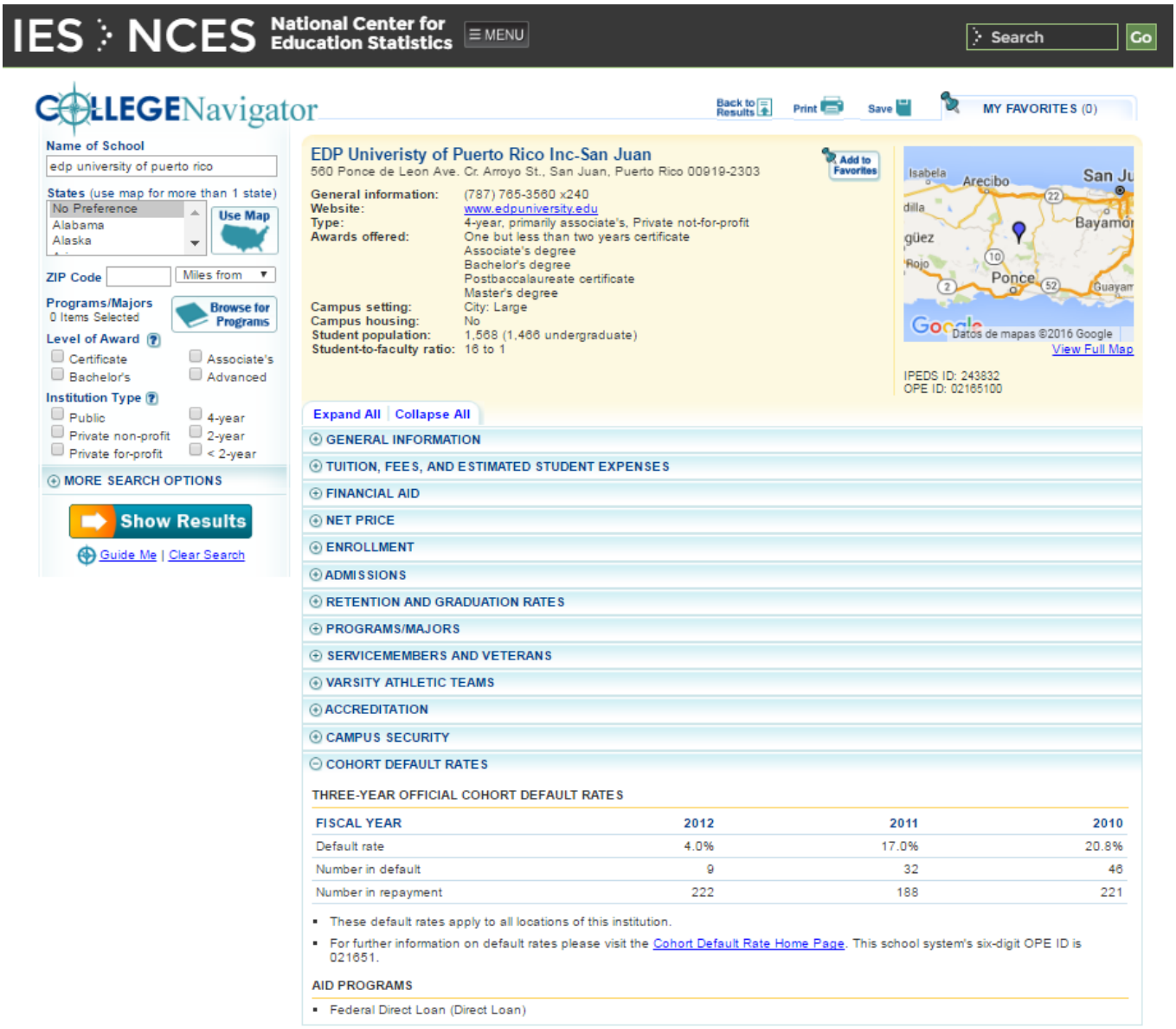
- [1] Includes students receiving Federal work study aid and aid from other sources not listed above.

All Undergraduate Students

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Grant or scholarship aid[1]	1,049	88%	$4,886,850	$4,659
Pell grants	1,036	87%	$4,669,753	$4,507
Federal student loans	325	27%	$1,990,563	$6,125

- [1] Grant or scholarship aid includes aid received, from the federal government, state or local government, the institution, and other sources known by the institution.
- For more information on Student Financial Assistance Programs or to apply for financial aid via the web, visit Federal Student Aid.

13b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COLLEGENavigator
Back to Results
Print
Save
MY FAVORITES (0)
Name of School
edp university of puerto rico
States (use map for more than 1 state)
No Preference
Alabama
Alaska
Use Map
ZIP Code
Miles from
Programs/Majors
0 Items Selected
Browse for Programs
Level of Award
Certificate
Associate's
Bachelor's
Advanced
Institution Type
Public
4-year
Private non-profit
2-year
Private for-profit
< 2-year
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EDP Univeristy of Puerto Rico Inc-San Juan
560 Ponce de Leon Ave. Cr. Arroyo St., San Juan, Puerto Rico 00919-2303
Add to Favorites
General information: (787) 765-3560 x240
Website: www.edpuniversity.edu
Type: 4-year, primarily associate's, Private not-for-profit
Awards offered: One but less than two years certificate
Associate's degree
Bachelor's degree
Postbaccalaureate certificate
Master's degree
Campus setting: City: Large
Campus housing: No
Student population: 1,568 (1,466 undergraduate)
Student-to-faculty ratio: 16 to 1
Arecibo
San Ju
Bayamón
Ponce
Datos de mapas ©2016 Google
View Full Map
IPEDS ID: 243832
OPE ID: 02165100
Expand All
Collapse All
GENERAL INFORMATION
TUITION, FEES, AND ESTIMATED STUDENT EXPENSES
FINANCIAL AID
NET PRICE
ENROLLMENT
ADMISSIONS
RETENTION AND GRADUATION RATES
PROGRAMS/MAJORS
SERVICEMEMBERS AND VETERANS
VARSITY ATHLETIC TEAMS
ACCREDITATION
CAMPUS SECURITY
COHORT DEFAULT RATES
THREE-YEAR OFFICIAL COHORT DEFAULT RATES
FISCAL YEAR 2012 2011 2010
Default rate 4.0% 17.0% 20.8%
Number in default 9 32 46
Number in repayment 222 188 221
These default rates apply to all locations of this institution.
For further information on default rates please visit the Cohort Default Rate Home Page. This school system's six-digit OPE ID is 021651.
AID PROGRAMS
Federal Direct Loan (Direct Loan)

Name of School
edp university of puerto rico

States (use map for more than 1 state)
No Preference
Alabama
Alaska
Use Map

ZIP Code Miles from

Programs/Majors
0 Items Selected
Browse for Programs

Level of Award
Certificate Associate's
Bachelor's Advanced

Institution Type
Public 4-year
Private non-profit 2-year
Private for-profit < 2-year

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EDP University of Puerto Rico Inc-San Sebastian

Betances # 49, San Sebastian, Puerto Rico 00685

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General information: (787) 896-2137
Website: www.edpuniversity.edu/
Type: 4-year, primarily associate's, Private not-for-profit
Awards offered: Associate's degree
Bachelor's degree
Master's degree
Campus setting: Suburb: Large
Campus housing: No
Student population: 1,068 (all undergraduate)
Student-to-faculty ratio: 13 to 1

View Full Map

IPEDS ID: 241836
OPE ID: 02165101

Expand All | Collapse All

- GENERAL INFORMATION
- TUITION, FEES, AND ESTIMATED STUDENT EXPENSES
- FINANCIAL AID
- NET PRICE
- ENROLLMENT
- ADMISSIONS
- RETENTION AND GRADUATION RATES
- PROGRAMS/MAJORS
- SERVICEMEMBERS AND VETERANS
- VARSITY ATHLETIC TEAMS
- ACCREDITATION
- CAMPUS SECURITY
- COHORT DEFAULT RATES

THREE-YEAR OFFICIAL COHORT DEFAULT RATES

FISCAL YEAR	2012	2011	2010
Default rate	4.0%	17.0%	20.8%
Number in default	9	32	46
Number in repayment	222	188	221

- These default rates apply to all locations of this institution.
- For further information on default rates please visit the Cohort Default Rate Home Page. This school system's six-digit OPE ID is 021651.

AID PROGRAMS

- Federal Direct Loan (Direct Loan)

13c

www.edpuniversity.edu/sites/default/files/Undergraduate%20Catalog%202014-29-FEBRUARY%202016%20%28002%29.pdf
marks Suggested Sites Web Slice Gallery Importado de Interne Mail by (mt) Welcome to Faceboo Office 365 Lesson 18 - Restoring

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

Regular attendance is essential and expected of all students. 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. The following tables indicate the expected attendance:

Regular Students	
Three (3) credit hour courses	No more than six (6) absences
Four (4) credit hour courses	No more than eight (8) absences

Adults Modality Students	
Three (3) credit hour courses	No more than two (2) absences
Four (4) credit hour courses	No more than three (3) absences

No Show classification in their academic records. The same No Show classification applies for Adults Modality students should they not attend to the first two (2) classes of a course. This classification will not affect the GPA or the percentage of course completion. The student will pay $50.00 for every No Show.

Grade Not Reported

This grade is not included in the calculation of the GPA and will not count as credit hours attempted until the professor reports the grade of the course.

Transfer Students

The Institution reserves the right to determine the number of transfer credits granted to students. Only courses completed with a grade of "C" or higher will be validated. Students will receive an official evaluation of transfer credits after they have completed a residency period in our Institution. Transfer students must complete a minimum of 30 credits of residence to receive an Associate Degree from our Institution and 45 credits for a Bachelor's Degree.

Validated courses will count as attempted and/or approved credits but not for the calculation of the student's GPA.

Withdrawals

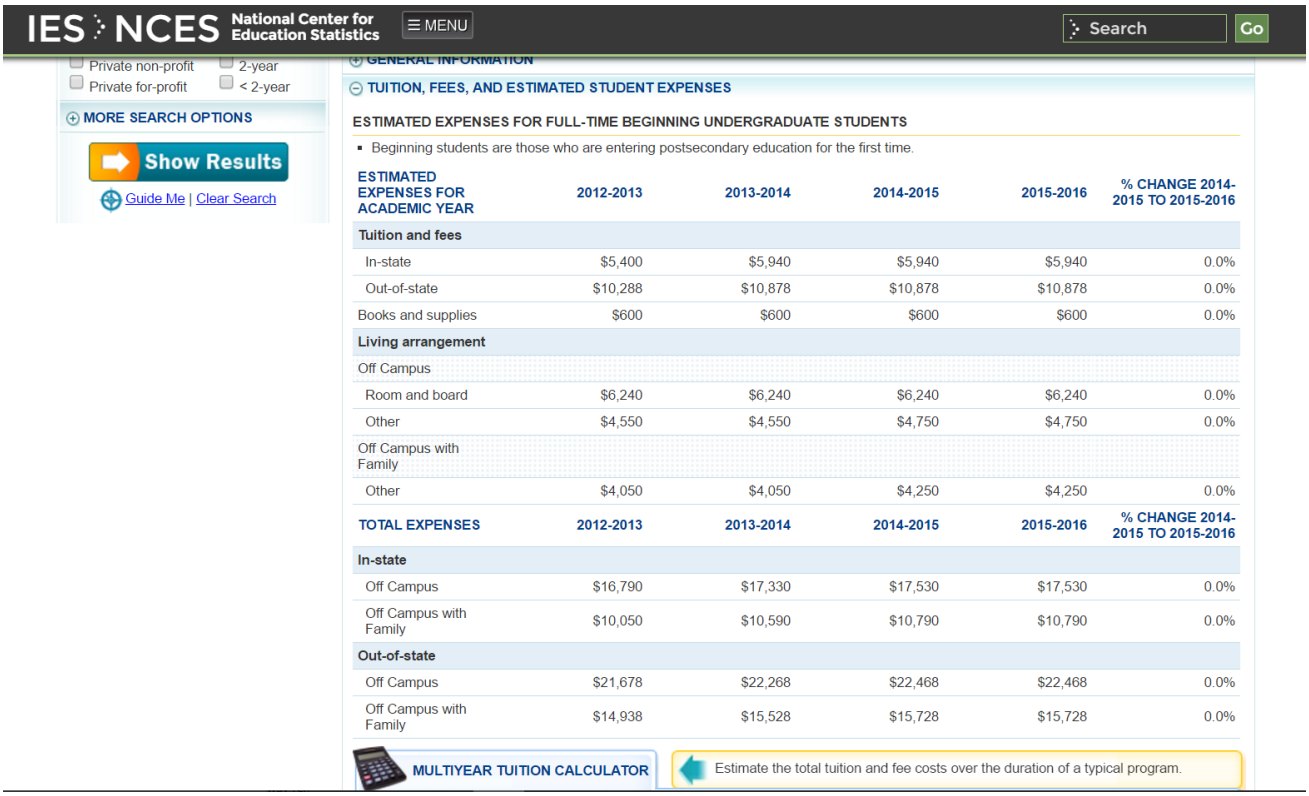
Students wanting to withdraw from the Institution must report to School Director to fill out the appropriate forms. Failure to attend classes or verbal notification to professors does not constitute withdrawal. Students who withdraw without filling the proper withdrawal form will be automatically credited with a "WF" grade in all courses. This grade is considered as "F" for GPA Calculation.

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 for credits attempted but not for GPA.
- Administrative Withdrawal (WA): will count toward attempted credits.
- Incomplete (I): after removing the incomplete, the student must apply to be re-evaluated in order to determine its effect on his/her academic progress status.

13d



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Private non-profit 2-year
Private for-profit < 2-year

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GENERAL INFORMATION

TUITION, FEES, AND ESTIMATED STUDENT EXPENSES

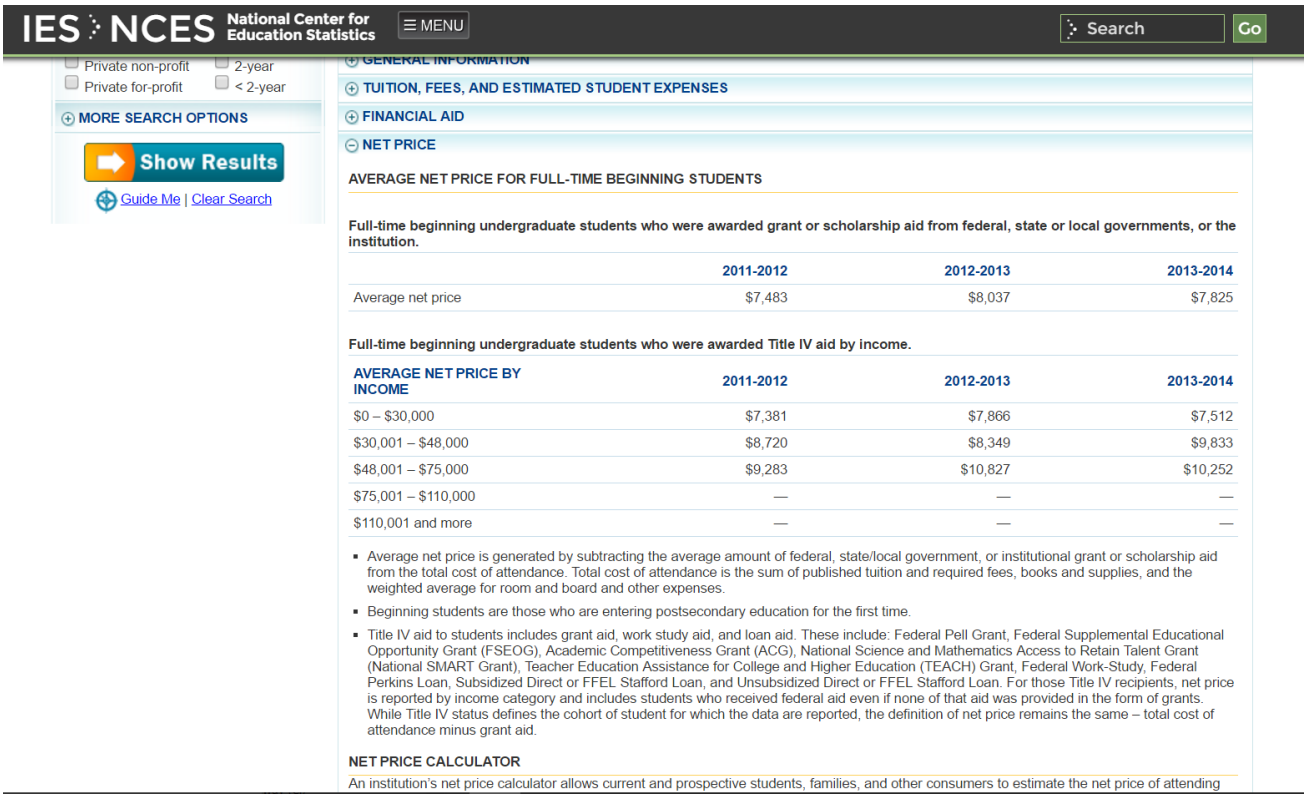
ESTIMATED EXPENSES FOR FULL-TIME BEGINNING UNDERGRADUATE STUDENTS

- Beginning students are those who are entering postsecondary education for the first time.

ESTIMATED EXPENSES FOR ACADEMIC YEAR	2012-2013	2013-2014	2014-2015	2015-2016	% CHANGE 2014-2015 TO 2015-2016
Tuition and fees					
In-state	$5,400	$5,940	$5,940	$5,940	0.0%
Out-of-state	$10,288	$10,878	$10,878	$10,878	0.0%
Books and supplies	$600	$600	$600	$600	0.0%
Living arrangement					
Off Campus					
Room and board	$6,240	$6,240	$6,240	$6,240	0.0%
Other	$4,550	$4,550	$4,750	$4,750	0.0%
Off Campus with Family					
Other	$4,050	$4,050	$4,250	$4,250	0.0%

TOTAL EXPENSES	2012-2013	2013-2014	2014-2015	2015-2016	% CHANGE 2014-2015 TO 2015-2016
In-state					
Off Campus	$16,790	$17,330	$17,530	$17,530	0.0%
Off Campus with Family	$10,050	$10,590	$10,790	$10,790	0.0%
Out-of-state					
Off Campus	$21,678	$22,268	$22,468	$22,468	0.0%
Off Campus with Family	$14,938	$15,528	$15,728	$15,728	0.0%

MULTIYEAR TUITION CALCULATOR — Estimate the total tuition and fee costs over the duration of a typical program.



IES NCES National Center for Education Statistics ☰ MENU Search Go

Private non-profit 2-year
Private for-profit < 2-year

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GENERAL INFORMATION

TUITION, FEES, AND ESTIMATED STUDENT EXPENSES

FINANCIAL AID

NET PRICE

AVERAGE NET PRICE FOR FULL-TIME BEGINNING STUDENTS

Full-time beginning undergraduate students who were awarded grant or scholarship aid from federal, state or local governments, or the institution.

	2011-2012	2012-2013	2013-2014
Average net price	$7,483	$8,037	$7,825

Full-time beginning undergraduate students who were awarded Title IV aid by income.

AVERAGE NET PRICE BY INCOME	2011-2012	2012-2013	2013-2014
$0 – $30,000	$7,381	$7,866	$7,512
$30,001 – $48,000	$8,720	$8,349	$9,833
$48,001 – $75,000	$9,283	$10,827	$10,252
$75,001 – $110,000	—	—	—
$110,001 and more	—	—	—

- Average net price is generated by subtracting the average amount of federal, state/local government, or institutional grant or scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees, books and supplies, and the weighted average for room and board and other expenses.
- Beginning students are those who are entering postsecondary education for the first time.
- Title IV aid to students includes grant aid, work study aid, and loan aid. These include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Work-Study, Federal Perkins Loan, Subsidized Direct or FFEL Stafford Loan, and Unsubsidized Direct or FFEL Stafford Loan. For those Title IV recipients, net price is reported by income category and includes students who received federal aid even if none of that aid was provided in the form of grants. While Title IV status defines the cohort of student for which the data are reported, the definition of net price remains the same – total cost of attendance minus grant aid.

NET PRICE CALCULATOR

An institution's net price calculator allows current and prospective students, families, and other consumers to estimate the net price of attending

Private for-profit < 2-year

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⊖ TUITION, FEES, AND ESTIMATED STUDENT EXPENSES

ESTIMATED EXPENSES FOR FULL-TIME BEGINNING UNDERGRADUATE STUDENTS

- Beginning students are those who are entering postsecondary education for the first time.

ESTIMATED EXPENSES FOR ACADEMIC YEAR	2012-2013	2013-2014	2014-2015	2015-2016	% CHANGE 2014-2015 TO 2015-2016
Tuition and fees	$5,400	$6,060	$6,060	$5,940	-2.0%
Books and supplies	$600	$600	$600	$600	0.0%
Living arrangement					
Off Campus					
Room and board	$6,240	$6,240	$6,240	$6,240	0.0%
Other	$4,550	$4,650	$4,650	$4,750	2.2%
Off Campus with Family					
Other	$4,050	$4,890	$4,890	$4,250	-13.1%

TOTAL EXPENSES	2012-2013	2013-2014	2014-2015	2015-2016	% CHANGE 2014-2015 TO 2015-2016
Off Campus	$16,790	$17,550	$17,550	$17,530	-0.1%
Off Campus with Family	$10,050	$11,550	$11,550	$10,790	-6.6%

MULTIYEAR TUITION CALCULATOR — Estimate the total tuition and fee costs over the duration of a typical program.

Show Results

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⊖ NET PRICE

AVERAGE NET PRICE FOR FULL-TIME BEGINNING STUDENTS

Full-time beginning undergraduate students who were awarded grant or scholarship aid from federal, state or local governments, or the institution.

	2011-2012	2012-2013	2013-2014
Average net price	$7,622	$8,117	$8,323

Full-time beginning undergraduate students who were awarded Title IV aid by income.

AVERAGE NET PRICE BY INCOME	2011-2012	2012-2013	2013-2014
$0 – $30,000	$7,541	$7,975	$8,194
$30,001 – $48,000	$8,144	$8,597	$9,280
$48,001 – $75,000	$11,558	$10,054	$9,765
$75,001 – $110,000	—	—	—
$110,001 and more	—	—	—

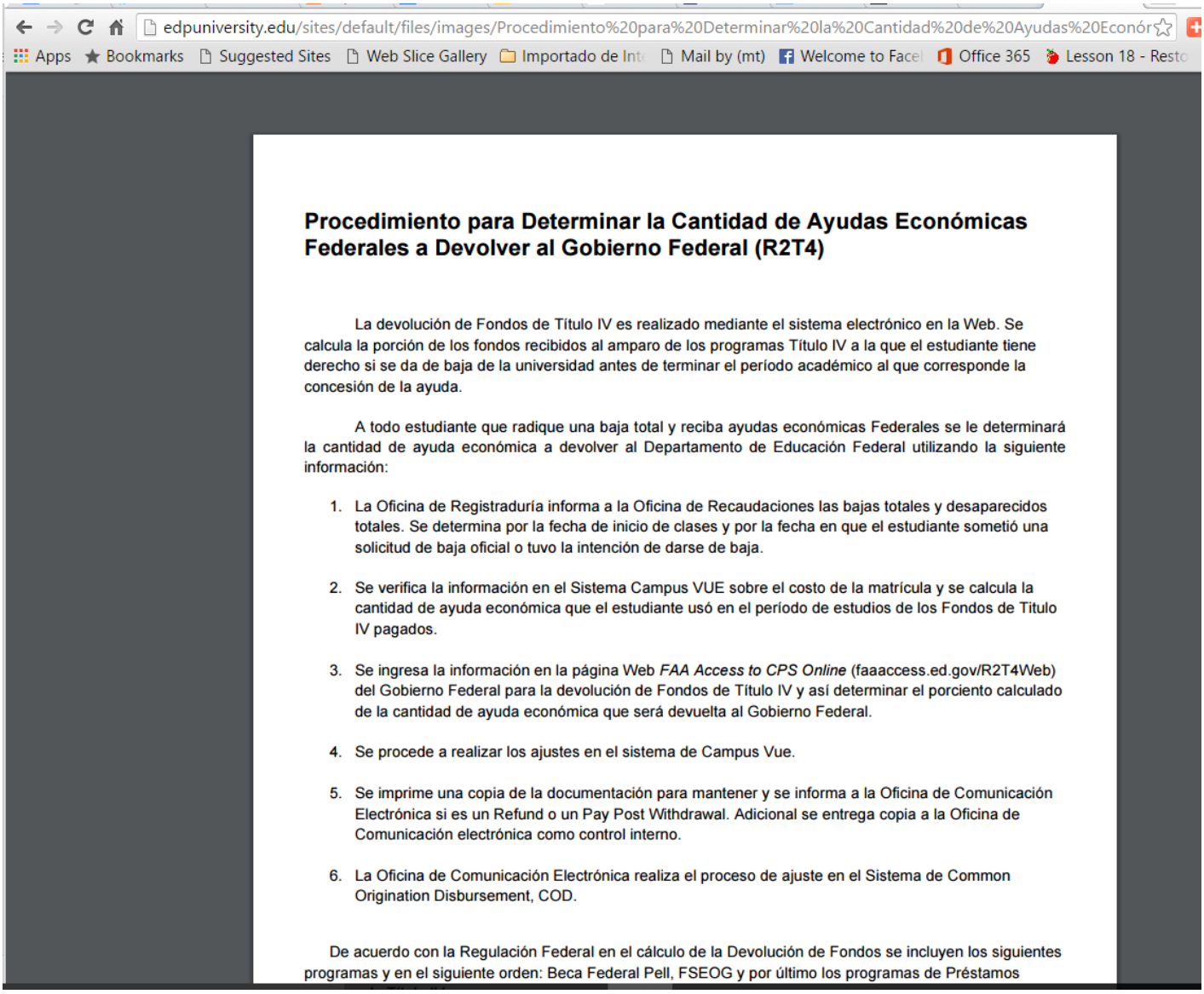
- Average net price is generated by subtracting the average amount of federal, state/local government, or institutional grant or scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees, books and supplies, and the weighted average for room and board and other expenses.
- Beginning students are those who are entering postsecondary education for the first time.
- Title IV aid to students includes grant aid, work study aid, and loan aid. These include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Work-Study, Federal Perkins Loan, Subsidized Direct or FFEL Stafford Loan, and Unsubsidized Direct or FFEL Stafford Loan. For those Title IV recipients, net price is reported by income category and includes students who received federal aid even if none of that aid was provided in the form of grants. While Title IV status defines the cohort of student for which the data are reported, the definition of net price remains the same – total cost of attendance minus grant aid.

NET PRICE CALCULATOR

An institution's net price calculator allows current and prospective students, families, and other consumers to estimate the net price of attending that institution for a particular student.

Visit this institution's **net price calculator** www.edpuniversity.edu/net-price-calculator

13e



Procedimiento para Determinar la Cantidad de Ayudas Económicas Federales a Devolver al Gobierno Federal (R2T4)

La devolución de Fondos de Título IV es realizado mediante el sistema electrónico en la Web. Se calcula la porción de los fondos recibidos al amparo de los programas Título IV a la que el estudiante tiene derecho si se da de baja de la universidad antes de terminar el período académico al que corresponde la concesión de la ayuda.

A todo estudiante que radique una baja total y reciba ayudas económicas Federales se le determinará la cantidad de ayuda económica a devolver al Departamento de Educación Federal utilizando la siguiente información:

1. La Oficina de Registraduría informa a la Oficina de Recaudaciones las bajas totales y desaparecidos totales. Se determina por la fecha de inicio de clases y por la fecha en que el estudiante sometió una solicitud de baja oficial o tuvo la intención de darse de baja.

2. Se verifica la información en el Sistema Campus VUE sobre el costo de la matrícula y se calcula la cantidad de ayuda económica que el estudiante usó en el período de estudios de los Fondos de Titulo IV pagados.

3. Se ingresa la información en la página Web *FAA Access to CPS Online* (faaaccess.ed.gov/R2T4Web) del Gobierno Federal para la devolución de Fondos de Título IV y así determinar el porciento calculado de la cantidad de ayuda económica que será devuelta al Gobierno Federal.

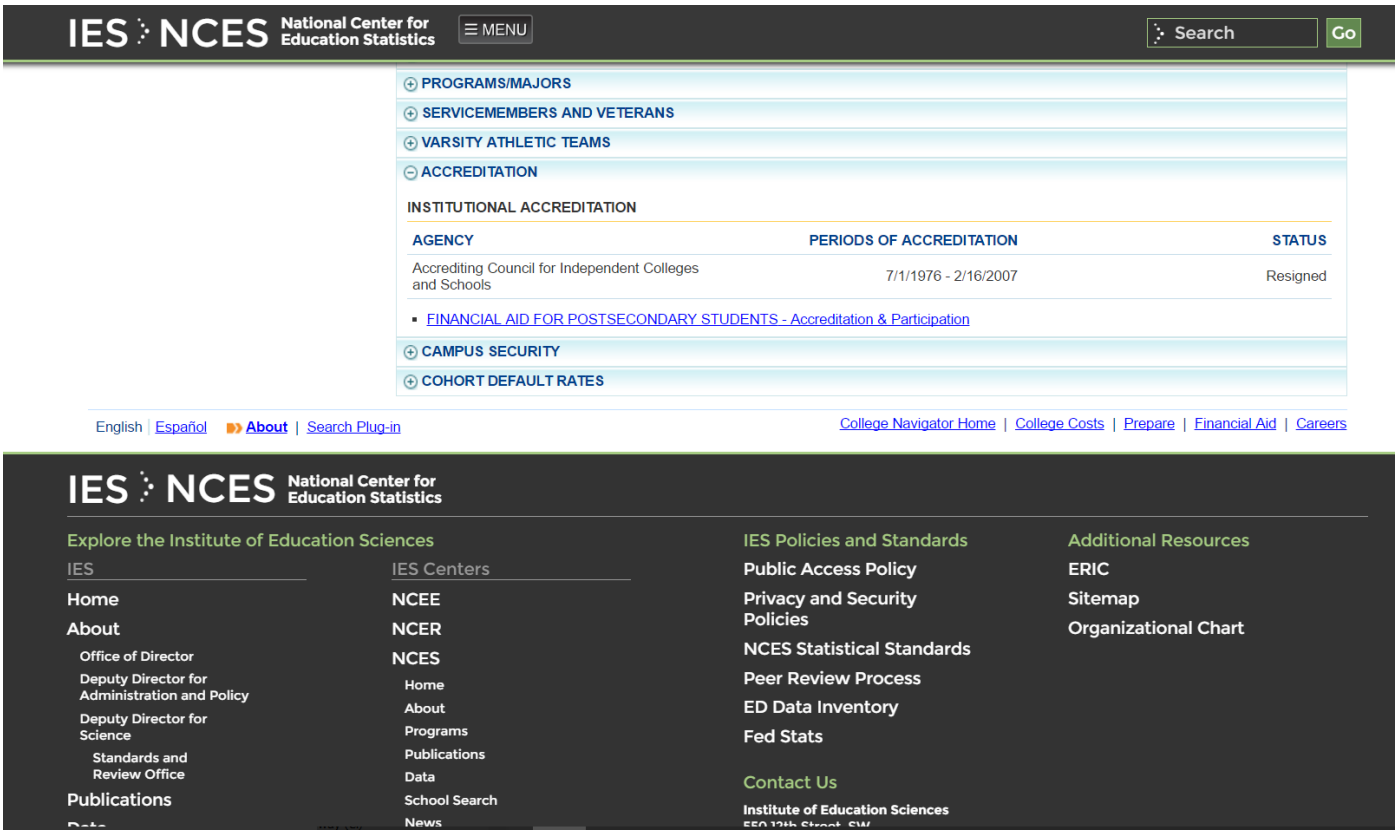
4. Se procede a realizar los ajustes en el sistema de Campus Vue.

5. Se imprime una copia de la documentación para mantener y se informa a la Oficina de Comunicación Electrónica si es un Refund o un Pay Post Withdrawal. Adicional se entrega copia a la Oficina de Comunicación electrónica como control interno.

6. La Oficina de Comunicación Electrónica realiza el proceso de ajuste en el Sistema de Common Origination Disbursement, COD.

De acuerdo con la Regulación Federal en el cálculo de la Devolución de Fondos se incluyen los siguientes programas y en el siguiente orden: Beca Federal Pell, FSEOG y por último los programas de Préstamos

13f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VARSITY ATHLETIC TEAMS
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INSTITUTIONAL ACCREDITATION
AGENCY
PERIODS OF ACCREDITATION
STATUS
Accrediting Council for Independent Colleges and Schools
7/1/1976 - 2/16/2007
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Organizational Chart

13g

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"STUDENT RIGHT TO KNOW"
ESTUDIA ONLINE
TÍTULO IX
DESCUBRE LA PIEZA QUE FALTA.
NUEVO GRADO ASOCIADO EN JUSTICIA CRIMINAL
SALUD Y ENFERMERIA
CIENCIAS Y TECNOLOGÍA
ADMINISTRACIÓN
DISEÑO
EDUCACIÓN CONTINUA
ESCUELA GRADUADA
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Facilities and Accommodations for the Disabled
EDP UNIVERSITY
Facilities and Accommodations for the Disabled
EDP University of Puerto Rico, as part of the regulations under State laws have to comply with all the requirements of the Americans with Disabilities Act (A.D.A.). To be licensed as a university institution, government agencies requires various permits or licenses. First, the facilities' design and construction shall comply with all the requirements for accessibility to physically disabled persons. OGPe as part of the permitting process, enforce thru the Reglamento Conjunto (24-MAR-2015) the project certification and with it that the project designed under the Puerto Rico Building Code 2011 complies with the Accessibility requirements set by the International Building Code 2009. The responsible of a project certification and to ensure that ADA compliance in a project are the licensed architects or engineers. In addition, to obtain a license from the Board of Education of Puerto Rico undergoes a certification of adequacy of facilities. In order to get these permissions, it is mandatory to comply with the A.D.A.
EDP University in the effort to comply with those requirements, offered to a person with disabilities:
Service Offices - Each office space is designed with the accessibility required for persons with disabilities either employee or students / visitors looking for services.
Parking for Disabled -The parking spaces are according to the capacity of the building. Designed parking are closer to the buildings main access.
Ramps and Elevators - Every location has access to provide the services, the surface meets the slopes suitable for wheelchairs and are properly identified. Elevators are equipped with A.D.A. requirements.
Sign for disabilities - All locations are properly signed for the corresponding facilities.
Restrooms - on each floor there are restrooms designed for the disabled.
Classrooms, laboratories and the library - In every education facility there are chairs, spaces and accommodations for the disabled people.

13i

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Emergency Medical Technician
Design and Interior Decoration
Physical therapy
Pharmacy
CHE MSA
Microsoft
universia
POLITICAS | PREGUNTAS FRECUENTES | ESTUDIA AQUÍ | MAIL | FULL SITE | VERSIÓN MOVÍL
Desarrollado por D-Lab

EDP UNIVERSITY
SABER ES PODER

APPENDIX #14

Este es mi momento.
Grados Asociados
• Diseño de Moda Digital
• Diseño y Decoración de Interiores
Recinto de San Sebastián
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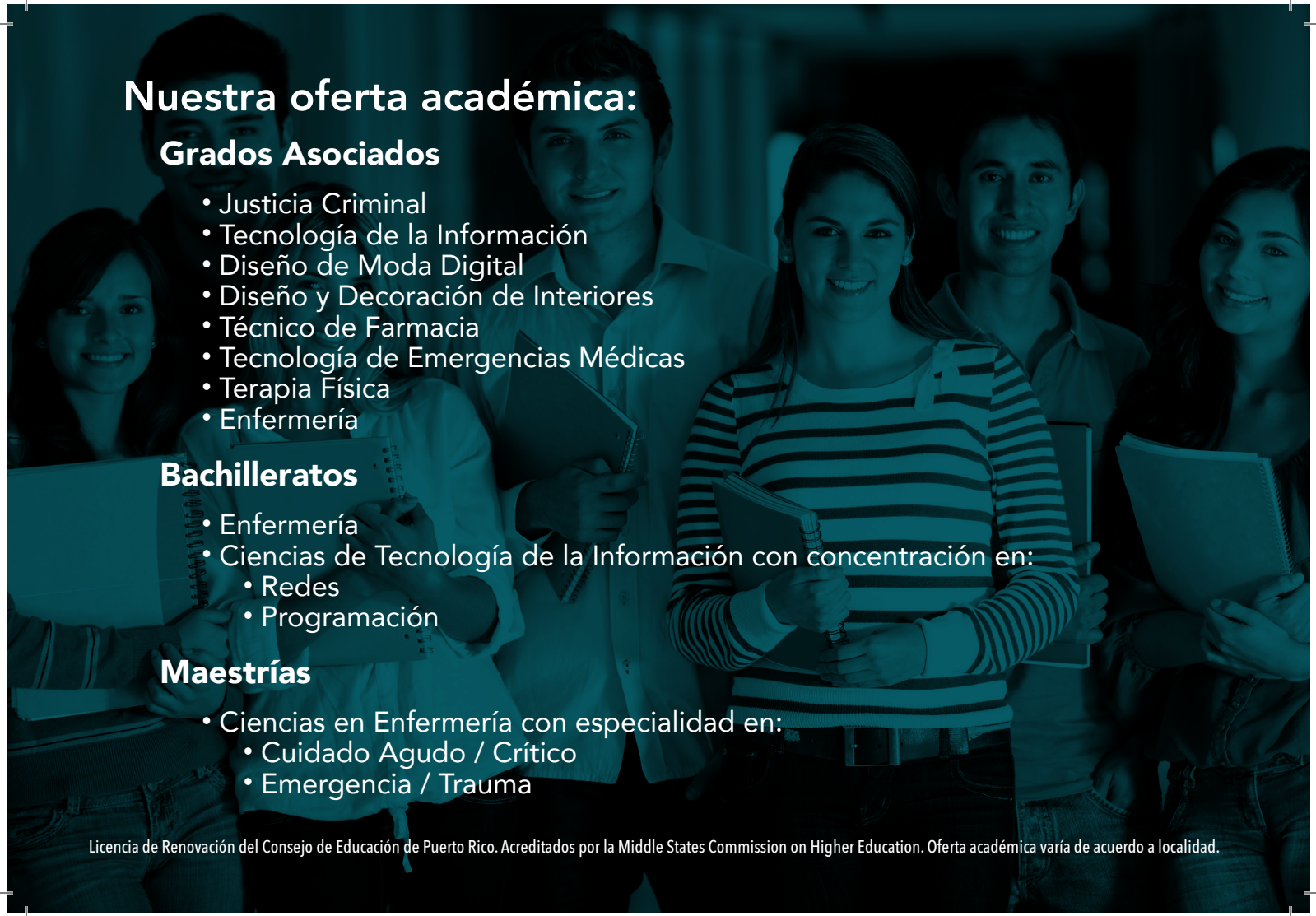

Nuestra oferta académica:

Grados Asociados

- Justicia Criminal
- Tecnología de la Información
- Diseño de Moda Digital
- Diseño y Decoración de Interiores
- Técnico de Farmacia
- Tecnología de Emergencias Médicas
- Terapia Física
- Enfermería

Bachilleratos

- Enfermería
- Ciencias de Tecnología de la Información con concentración en:
  - Redes
  - Programación

Maestrías

- Ciencias en Enfermería con especialidad en:
  - Cuidado Agudo / Crítico
  - Emergencia / Trauma

Licencia de Renovación del Consejo de Educación de Puerto Rico. Acreditados por la Middle States Commission on Higher Education. Oferta académica varía de acuerdo a localidad.

Escuela de Salud y Enfermería
Escuela de Ciencias y Tecnología
EDP San Juan School of Design
Escuela de Administración
Escuela de Justicia Criminal

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DESCUBRE LA PIEZA QUE FALTA.

NUEVO GRADO ASOCIADO EN JUSTICIA CRIMINAL

Ahora tienes la oportunidad de prepararte para desempeñarte con éxito en diversas áreas del campo de la Justicia Criminal.

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EDP
UNIVERSITY
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¡MATRÍCULA ABIERTA!

Programas ACADÉMICOS

Maestrías

- Ciencias de Enfermería con especialidad en:
  - Cuidado Crítico / Agudo · Emergencia / Trauma

Bachilleratos

- Ciencias de Tecnología de Información con concentración en:
  Redes · Programación
- Enfermería

Grados Asociados

- Tecnología de la Información
- Administración de Empresas en línea
- Emergencias Médicas
- Enfermería
- Terapia Física
- Diseño de Moda Digital
- Diseño y Decoración de Interiores
- Técnico de Farmacia
- Justicia Criminal

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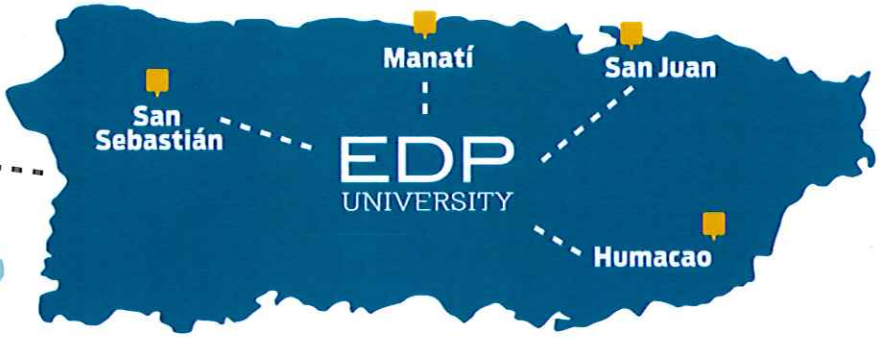
Vision - **EDP University** aspires to be an institution that achieves recognition in and outside of Puerto Rico, due to its innovative nature and flexible, non-traditional design, in which optimal use of information technology is made at the academic and administrative levels, integrating the Institution in the information society and adding value for its constituents.



Enrollement
3990

Demographics
Our students come from over 15 different Hispanic regions (Puerto Rico, Venezuela, El Salvador, Cuba, República Dominicana, Ecuador, Colombia, Argentina) and living in more than 14 states (New York, New Jersey, Florida, Miami, Houston, Virginia, Pennsylvania)

Where in the world? - Puerto Rico is a beautiful island full of astonishing places to visit. Its natural attractions are a must see any time visiting the Island, with a selection of caves, lakes, rivers, beaches, zoos and museums among others. We are characterized by being one of the most visited and recommended places of the Caribbean.

Top 5 reasons why students select EDP University

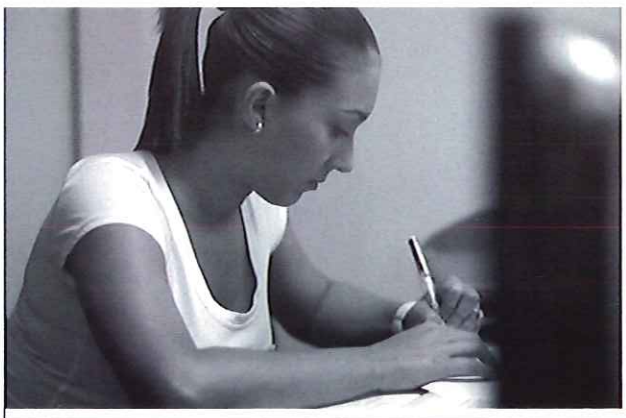
1. Entrepreneurs Center were we help you create your own business.

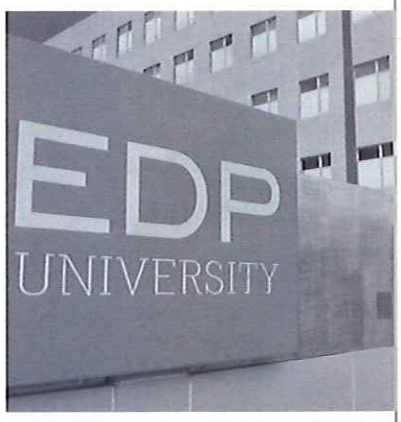
2. Over 45 years of experience in Information Technology and Computers from the associate degree to master's degree level.

3. San Juan School of Design has over 40 years of experience in interior Design.

4. Historically high passing rates in local nursing boards.

5. Student's benefits like: job placement, tutoring and childcare services, available to students, faculty and administration.





www.edpuniversity.edu

1-855-999-3378 (EDPU)

Majors

Bachelor's Degrees

- Information Systems majors in:
  - Computer Programming
  - Networks**
- Business Administration** majors in:
  - Accounting
  - Management
- Technological Office Administration**
- Nursing
- Interior Design and Decoration**
- Digital Design major in Multimedia**
- Digital Fashion Design**

Associate Degrees

- Computer Programming
- Business Administration**
- Business Administration Online**
- Office Administration**
- Medical Emergencies Technology***
- Nursing
- Pharmacy Technician*
- Physical Therapy Technology
- Digital Fashion Design
- Interior Design and Decoration***
- Digital Design**
- Biotechnology**

Admissions
Average High School GPA 2.83

Annual Tuiton
Puerto Rico Residents
Tuition and Fees $5,940
Living Average $3,000-$6,000

Non-Puerto Rico Residents
Tuition and Fees $10,878
Living Average $3,000-$6,000

Student Aid
Total scholarships/grants $15,230*
Pell Grant
Federal Direct Loans

*Maximum Quantity for EFC-0
(Expected Family Contribution)

Locations
Hato Rey, San Sebastián, Manatí, Humacao

EDP UNIVERSITY

For more information contact us at **1-855-999-3378 (EDPU)** or visit our website **www.edpuniversity.edu**

*Only in San Sebastián ** Only in Hato Rey ***Only in Hato Rey and Sebastián · Licensed by the Puerto Rico Council of Education. Accredited by the Middle States Commission on Higher Education

- http://edpuniversity.edu/

EDP UNIVERSITY
SABER ES PODER

Matrícúlate Ahora

Tienes preguntas?
Chatea aquí con un representante

Log In

EDP UNIVERSITY | ADMISIONES | COSTOS Y ASISTENCIA ECONÓMICA | PROGRAMAS | SERVICIOS | "STUDENT RIGHT TO KNOW"

EDP UNIVERSITY RECIBE VISITA DE LA ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN)

En junio 2014, EDP University obtuvo la candidatura de la Accreditation Commission for Education in Nursing (ACEN, por sus siglas en inglés). Durante el mes de marzo, EDP University recibirá la visita del Comité Evaluador de ACEN para su Grado Asociado en Enfermería. La visita para el Recinto Hato Rey incluyendo sus dos Centros de Extensión en Humacao y Manatí es del 2-4 de marzo, para su Recinto de San Sebastián y del 9-11 de marzo del 2016.

ACEN es una agencia acreditadora especializada en programas de enfermería. Busca garantizar un núcleo común de estándares y criterios para que las instituciones cumplan con los requisitos de sus estudiantes en enfermería. EDP University busca continuar fortaleciendo la calidad académica a través de la acreditación de ACEN quienes promueven la evaluación entre pares, fomentan la equidad educativa, el acceso, la oportunidad y la movilidad, y la preparación para el mundo laboral de sus estudiantes de enfermería.

El Grado Asociado en Enfermería de EDP University está enmarcado en la filosofía de Imogene King. Los principios de esta filosofía permea en todos los cursos los cuales están diseñados por la etapa de desarrollo y crecimiento humano desde el cuidado de la madre y el infante hasta el cuidado del adulto en situaciones de enfermedad.

EDP University reafirmó la acreditación de la Middle States Comission on Higher Education de los Estados Unidos (MSCHE, por sus siglas en inglés) en el 2011, obteniendo cero hallazgos en los 14 estándares regulados por la agencia.

1 2 3 4 5 6 7 8 9

SALUD Y ENFERMERIA | CIENCIAS Y TECNOLOGÍA | ADMINISTRACIÓN | DISEÑO | EDUCACIÓN CONTINUA | ESCUELA GRADUADA | JUSTICIA CRIMINAL

Últimas Noticias

- EDP University recibe visita de la Accreditation Commission for Education in Nursing (ACEN)
- Pedaleando por el Alzheimer
- De Todo Menos Perfecto

Calendario

Programas Online

Estudia Online un Grado Asociado en Enfermería o en Administración de Empresas en un salón interactivo en el que

- Futuros Estudiantes
- Estudiantes Activos
- Alumni
- Facultad

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SALUD Y ENFERMERIA | CIENCIAS Y TECNOLOGÍA | ADMINISTRACIÓN | DISEÑO | EDUCACIÓN CONTINUA | ESCUELA GRADUADA | JUSTICIA CRIMINAL

Últimas Noticias

Calendario

- Último día de clases- Adultos (2016-05-14 (All day))
- Semana de exámenes finales- Adultos (2016-05-16 (All day))
- Inicio de clases - Regular (2016-05-16 (All day))

Programas Online

- Futuros Estudiantes
- Estudiantes Activos
- Alumni
- Facultad

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- http://edpuniversity.edu/preguntas-frecuentes

6. ¿Están acreditados?

- EDP University está acreditado por la Middle States Commission on Higher Education (MSCHE) en la categoría Master's II.
- EDP University cuenta con la autorización del Consejo de Educación de Puerto Rico (CEPR)

CHE MSA Microsoft universia

POLITICAS | PREGUNTAS FRECUENTES | ESTUDIA AQUÍ | MAIL | FULL SITE | VERSIÓN MOVÍL

Desarrollado por D-Lab

ADMISIONES

Información general
Solicitudes de admisión

COSTOS Y ASISTENCIA ECONÓMICA

Ayudas Económicas
Becas
Solicitar Ayudas Económicas
Préstamos Estudiantiles
Estudio y Trabajo
COA y Net Price Calculator
Costos
Gainful Employment
IRS Tax Transcript

PROGRAMAS

Grados Asociados
Bachilleratos
Maestrías
Adelanta en Verano
Modalidad de Adultos
Programas Online
Adultos @ EDP

Información de la modalidad
Solicitud de información

SERVICIOS

Centro de Recursos para la Información
Oficina de Servicios de Carrera
Salones de reuniones
Programa de Tutorías
Cuido de niños (KIDS @ EDP)
Publicaciones
Descargas

"STUDENT RIGHT TO KNOW"

EDP UNIVERSITY

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APPENDIX #15

ESTADO LIBRE ASOCIADO DE PUERTO RICO
CONSEJO DE EDUCACIÓN DE PUERTO RICO
Tel: (787) 641-7100 \ web: www.ce.pr.gov
PO Box 19900, San Juan, Puerto Rico 00910-1900

CERTIFICADA CON ACUSE DE RECIBO
7012-2210-0001-1467-5630

20 de junio de 2014

Ing. Gladys Nieves Vázquez
Presidenta
EDP University of Puerto Rico, Inc.
PO Box 192303
San Juan, PR 00919-2303

Atención: Dr. Alberto López, Vicepresidente Asociado de Acreditaciones, Licenciamiento y Avalúo Institucional

Estimada ingeniera Nieves:

El Consejo de Educación de Puerto Rico, en reunión ordinaria del 30 de mayo de 2014, de conformidad con la autoridad que le confiere el Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, otorgó la Licencia de Renovación de **EDP University of Puerto Rico, Inc.,** para continuar operando como institución de educación superior en Puerto Rico en sus Recintos de Hato Rey y San Sebastián, y sus Centros de Manatí y Humacao.

Esta Licencia se otorga conforme a la Sección 35.4 del Reglamento para el Licenciamiento de Instituciones de Educación Superior en Puerto Rico, Núm. 8265, de 2012, por haber transcurrido el término para el Consejo tomar la decisión. Se acompaña la certificación correspondiente, la cual se archiva en autos en esta fecha.

Cualquier institución adversamente afectada por una determinación del Consejo de Educación de Puerto Rico sobre una Solicitud de Licencia o de Enmienda a la Licencia podrá impugnar dicha determinación. El escrito de impugnación se debe presentar ante el Consejo dentro del término máximo de veinte (20) días laborables contados a partir de la fecha en que tal determinación le fue notificada por escrito por el Consejo. Los procedimientos de dicha impugnación se regirán por lo dispuesto en la Ley de Procedimiento Administrativo Uniforme Núm. 170 de 12 de agosto de 1998, según enmendada.

Con el propósito de atender cualquier aspecto relacionado con esta notificación, se puede comunicar conmigo o con la Dra. María Isabel Ortiz Alvarado, Analista de Educación Superior, al 787-641-7100 extensión 2073 o mediante correo electrónico mortiz@ce.pr.gov

Cordialmente,

Blanca E. Rivera Alicea, Ph. D.
Dierctora
Área de Licenciamiento y Acreditación

MIOA

Anejo

Patrono con Igualdad
de Oportunidades en
el Empleo M/F/V/I

ESTADO LIBRE ASOCIADO DE PUERTO RICO
CONSEJO DE EDUCACIÓN DE PUERTO RICO
Tel: (787) 641-7100 \ web: www.ce.pr.gov
PO Box 19900, San Juan, Puerto Rico 00910-1900

Certificación Número 2014-216

Yo, Ricardo Aponte Parsi, Presidente del Consejo de Educación de Puerto Rico, CERTIFICO:----------

Que el Consejo de Educación de Puerto Rico, en reunión ordinaria del 30 de mayo de 2014, de conformidad con la autoridad que le confiere el Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, otorgó la Licencia de Renovación de **EDP University of Puerto Rico**, Inc. para continuar operando como institución de educación superior en Puerto Rico.

La licencia otorgada comprende los ofrecimientos académicos por cada unidad, según se mencionan a continuación:

Recinto de Hato Rey

Dirección física:

Ave. Ponce de León 560
San Juan, Puerto Rico

Edificio Arroyo
Ave. Ponce de León 268
Esquina Calle Arroyo
San Juan, Puerto Rico

- Grado Asociado en Administración de Empresas
- Grado Asociado en Administración de Oficinas
- Grado Asociado en Diseño de Modas Digital
- Grado Asociado en Programación de Computadoras
- Grado Asociado en Tecnología de Emergencias Médicas
- Grado Asociado en Tecnología en Terapia Física
- Grado Asociado en Artes con concentración en Diseño y Decoración de Interiores
- Grado Asociado en Enfermería
- Grado Asociado en Artes en Diseño Digital
- Grado Asociado en Administración de Empresas Modalidad a Distancia
- Bachillerato en Administración de Empresas
- Bachillerato en Administración de Empresas con concentración en Contabilidad
- Bachillerato en Administración de Empresas con concentración en Gerencia
- Bachillerato en Administración de la Oficina Tecnológica
- Bachillerato en Sistemas de Información con especialidad en Imagen Digital
- Bachillerato en Sistemas de Información en Programación de Computadoras
- Bachillerato en Sistemas de Información en Redes
- Bachillerato en Artes en Diseño Digital con concentración en Multimedios
- Bachillerato en Artes con concentración en Diseño y Decoración de Interiores
- Bachillerato en Artes con concentración en Diseño de Modas Digital

Patrono con Igualdad de Oportunidades en el Empleo M/F/V/I

- Bachillerato en Ciencias en Enfermería
- Certificado Profesional en Administración de Bases de Datos Relacionales
- Certificado Profesional en Auditoria en Sistemas de Información
- Certificado Profesional en E-Commerce
- Certificado Profesional en Tecnología Informática de la Educación
- Certificado en Gerencia de Proyecto
- Certificado Profesional en Seguridad de Información e Investigación de Fraude Digital
- Maestría en Sistemas de Información
- Maestría en Tecnología Informática de la Educación
- Maestría en Administración de Empresas con especialidad en Gerencia Estratégica
- Maestría en Sistema de Información con especialidad en Seguridad de Información e Investigación de Fraude Digital
- Maestría en Ciencias Naturopáticas
- Grado Asociado en Biotecnología[1]

Recinto de San Sebastián

Dirección física

Calle Betances #42, #43 y #49
San Sebastián, PR 00685

Calle Andrés Velazquez Núm. 49, BO. Pueblo Sec. El Guayabal
San Sebastián, PR

Carr. 125 km. 23.6 Bo. Piedras Blancas, San Sebastián, PR

- Grado Asociado en Administración de Empresas
- Grado Asociado en Administración de Oficinas
- Grado Asociado en Técnico de Farmacia
- Grado Asociado en Programación de Computadoras
- Grado Asociado en Tecnología de Emergencias Médicas
- Grado Asociado en Tecnología en Terapia Física
- Grado Asociado en Enfermería
- Grado Asociado en Decoración y Diseño de Interiores[2]
- Bachillerato en Administración de Empresas
- Bachillerato en Administración de Empresas con concentración en Contabilidad
- Bachillerato en Administración de Empresas con concentración en Gerencia
- Bachillerato en Administración de la Oficina Tecnológica
- Bachillerato en Sistemas de Información en Programación de Computadoras
- Bachillerato en Ciencias en Enfermería
- Maestría en Ciencias en Enfermería con especialidades en:

[1] Enmienda otorgada mediante la Certificación Número 2014-056
[2] Enmienda otorgada mediante la Certificación Número 2012-051

- Cuidado Agudo/Crítico
- Emergencia/Trauma

Centro de Manatí

Dirección física:
Calle McKinley #113
Manatí PR, 00674

- Cursos de los programas de:
  - Grado Asociado en Enfermería
  - Grado Asociado en Terapia Física
  - Grado Asociado en Programación de Computadoras
  - Grado Asociado en Diseño de Moda Digital

Centro de Humacao

Dirección física

Calle Antonio López #4 y #6
Humacao, PR

- Cursos de los programas de:
  - Grado Asociado en Enfermería
  - Grado Asociado en Terapia Física
  - Grado Asociado en Programación de Computadoras
  - Grado Asociado en Diseño de Moda Digital.

Esta Licencia de Renovación se otorga por un término de cinco (5) años.

Esta certificación se emite al amparo del Artículo 58 del Reglamento para el Otorgamiento de Licencia a Instituciones de Educación Superior en Puerto Rico, Núm. 7605 de 2008, y conforme con el Artículo 62 de Medidas transitorias del Reglamento para el Licenciamiento de Instituciones de Educación Superior en Puerto Rico, Núm. 8265 de 2012. Además, conforme a la Sección 35.4 por haber transcurrido el término para el Consejo tomar la decisión. La institución continúa obligada a cumplir con las responsabilidades que conlleva ostentar la licencia. El CEPR retiene su autoridad de verificar el cumplimiento de dichas responsabilidades en cualquier instancia durante el transcurso de la vigencia de la licencia.

Y para que así conste, expido la presente Certificación en San Juan, Puerto Rico, hoy día 3 de junio de dos mil catorce.

Ricardo Aponte Parsi
Presidente

EDP UNIVERSITY

SABER ES PODER

APPENDIX #16

MIDDLE STATES COMMISSION ON HIGHER EDUCATION
3624 Market Street, Philadelphia, PA 19104-2680. Tel: 267-284-5000. Fax: 215-662-5501
www.msche.org

STATEMENT OF ACCREDITATION STATUS

EDP UNIVERSITY OF PUERTO RICO
P. O. Box 192303
Hato Rey, PR 00919-2303
Phone: (787) 765-3560; Fax: (787) 777-0025
www.edpuniversity.edu

Chief Executive Officer: Eng. Gladys Nieves, President

INSTITUTIONAL INFORMATION

Enrollment (Headcount): 2475 Undergraduate; 73 Graduate
Control: Private (Non-Profit)
Affiliation: None
Carnegie Classification: Baccalaureate - Diverse Fields
Approved Degree Levels: Associate's, Bachelor's, Postbaccalaureate Certificate, Master's;
Distance Education Programs: Fully Approved
Accreditors Recognized by U.S. Secretary of Education: n/a

Instructional Locations

Branch Campuses: EDP COLLEGE, San Sebastian, PR

Additional Locations: 113 Calle McKinley, Manati, PR; 4 y 6 Calle Antonio Lopez, Humacao, PR

Other Instructional Sites: Calle Andres Velazquez #44, San Sebastian, PR; Calle Betances #43, San Sebastian, PR; Condominio Arroyo, Hato Rey, PR

ACCREDITATION INFORMATION

Status: Member since 2006

Last Reaffirmed: June 23, 2011

Most Recent Commission Action:

June 26, 2014:	To note the visit by the Commission's representative and to affirm inclusion of the additional locations at (1) 113 Calle McKinley, Coto Norte Ward, Manatí, PR 00674 and (2) 4 y 6 Calle Antonio López, Humacao, PR 0079 within the scope of the institution's accreditation. The Periodic Review Report is due June 1, 2016.

Brief History Since Last Comprehensive Evaluation:

June 23, 2011:	To reaffirm accreditation and to request a progress report due by April 1, 2013 documenting further progress in (1) aligning its policies, procedures, governance, and practices with the requirements of the college's non-profit mission (Standards 1 & 4); and (2) implementation of a comprehensive and sustained process for the assessment of student learning, including evidence that assessment results are used to improve teaching and learning (Standard 14). The Periodic Review Report is due June 1, 2016.
October 31, 2012:	To acknowledge receipt of the substantive change request and to include the online Associate Degree in Business Administration and the Associate Degree in Nursing offered in a predominantly online format within the scope of the institution's accreditation. To remind the institution of the progress report due by April 1, 2013 documenting further progress in (1) aligning its policies, procedures, governance, and practices with the requirements of the college's non-profit mission (Standards 1 & 4); and (2) implementation of a comprehensive and sustained process for the assessment of student learning, including evidence that assessment results are used to improve teaching and learning (Standard 14). The Periodic Review Report is due June 1, 2016.
June 27, 2013:	To accept the progress report. The Periodic Review Report is due November 1, 2016.
October 28, 2013:	To acknowledge receipt of the substantive change request. To include provisionally the additional locations at (1) 113 Calle McKinley, Coto Norte Ward, Manati, PR 00674 and (2) 4 y 6 Calle Antonio Lopez, Humacao, PR 00791 within the scope of the institution's accreditation pending site visits within six months of commencing operations. The Commission requires written notification within thirty days of the commencement of operations at these additional locations. In the event that operations at these locations do not commence within one calendar year from the approval of this action, approval will lapse. The Periodic Review Report is due November 1, 2016.
October 28, 2013:	To acknowledge receipt of the substantive change request and to include (1) the Masters Degree in Science of Nursing with a

specialization in Acute/Critical Care with an Educational or Administrative Role and (2) the Masters Degree in Science of Nursing with a specialization in Emergency/Trauma Care with an Educational or Administrative Role within the scope of the institution's accreditation. The Periodic Review Report is due November 1, 2016.

Next Self-Study Evaluation: 2020 - 2021

Next Periodic Review Report: 2016

Date Printed: August 8, 2014

DEFINITIONS

Branch Campus - A location of an institution that is geographically apart and independent of the main campus of the institution. The location is independent if the location: offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; has its own faculty and administrative or supervisory organization; and has its own budgetary and hiring authority.

Additional Location - A location, other than a branch campus, that is geographically apart from the main campus and at which the institution offers at least 50 percent of an educational program. **ANYA** ("Approved but Not Yet Active") indicates that the location is included within the scope of accreditation but has not yet begun to offer courses. This designation is removed after the Commission receives notification that courses have begun at this location.

Other Instructional Sites - A location, other than a branch campus or additional location, at which the institution offers one or more courses for credit.

Distance Education Programs - Fully Approved, Approved (one program approved) or Not Approved indicates whether or not the institution has been approved to offer diploma/certificate/degree programs via distance education (programs for which students could meet 50% or more of the requirements of the program by taking distance education courses). Per the Commission's Substantive Change policy, Commission approval of the first two Distance Education programs is required to be "Fully Approved." If only one program is approved by the Commission, the specific name of the program will be listed in parentheses after "Approved."

EXPLANATION OF COMMISSION ACTIONS

An institution's accreditation continues unless it is explicitly withdrawn or the institution voluntarily allows its accreditation to lapse. In addition to reviewing the institution's accreditation status at least every 5 years, the Commission takes actions to approve substantive changes (such as a new degree or certificate level, opening or closing of a geographical site, or a change of ownership) or when other events occur that require review for continued compliance.

Any type of report or visit required by the Commission is reviewed and voted on by the Commission. Reports submitted for candidacy, self-study evaluation, periodic review or follow-up may be accepted, acknowledged, or rejected.

The Commission “Accepts” a report when its quality, thoroughness, and clarity are sufficient to respond to all of the Commission’s concerns, without requiring additional information in order to assess the institution’s status.

The Commission "Documents receipt of" a letter or report when it addresses the Commission's concerns only partially because the letter or report had limited institutional responses to requested information, did not present evidence and analysis conducive to Commission review, were of insufficient quality, or necessitated extraordinary effort by the Commission's representatives and staff performing the review. Relevant reasons for not accepting the letter or report are noted in the action. The Commission may or may not require additional information in order to assess the institution's status.

The Commission "Rejects" a letter or report when its quality or substance are insufficient to respond appropriately to the Commission's concerns. The Commission requires the institution to resubmit the report and may request a visit at its discretion. These terms may be used for any action (reaffirm, postpone, warn, etc.).

Types of Follow-Up Reports:

Accreditation Readiness Report (ARR): The institution prepares an initial Accreditation Readiness Report during the application phase and continually updates it throughout the candidacy process. It is for use both by the institution and the Commission to present and summarize documented evidence and analysis of the institution's current or potential compliance with the Commission's accreditation standards.

Progress Report: The Commission needs assurance that the institution is carrying out activities that were planned or were being implemented at the time of a report or on-site visit.

Monitoring Report: There is a potential for the institution to become non-compliant with MSCHE standards; issues are more complex or more numerous; or issues require a substantive, detailed report. A visit may or may not be required. Monitoring reports are required for non-compliance actions.

Supplemental Information Report: This report is intended only to allow the institution to provide further information, not to give the institution time to formulate plans or initiate remedial action. This report is required when a decision is postponed. The Commission may request a supplemental information report at any time during the accreditation cycle.

Commendations:

Periodically, the Commission may include commendations to the institution within the action language. There are three commendations. More than one commendation may be given at the same time:

To commend the institution for the quality of the [Self-Study or PRR] report. The document itself was notably well-written, honest, insightful, and/or useful.

To commend the institution for the quality of its [Self-Study or PRR] process. The Self-Study process was notably inclusive.

To recognize the institution's progress to date. This is recognition for institutions that had serious challenges or problems but have made significant progress.

Affirming Actions

Grant Candidate for Accreditation Status: This is a pre-accreditation status following a specified process for application and institutional self-study. For details about the application process, see the MSCHE publication, Becoming Accredited. The U.S. Department of Education labels Candidacy as "Pre-accreditation" and defines it as the status of public recognition that an accrediting agency grants to an institution or program for a limited period of time that signifies the agency has determined that the institution or program is progressing toward accreditation but is not assured of accreditation) before the expiration of that limited period of time. Upon a grant of candidate for accreditation status, the institution may be asked to submit additional Accreditation Readiness Reports until it is

ready to initiate self study.

Grant Accreditation: The Commission has acted to grant accreditation to a Candidate institution and does not require the submission of a written report prior to the next scheduled accreditation review in five years.

Grant Accreditation and request a Progress Report or Monitoring Report: The Commission has acted to grant accreditation to a Candidate institution but requires the submission of a written report prior to the next scheduled accreditation review to ensure that the institution is carrying out activities that were planned or were being implemented at the time of the report or on-site visit.

Reaffirm Accreditation via Self Study or Periodic Review Report: The Commission has acted to reaffirm accreditation and does not require the submission of a written report prior to the next scheduled accreditation review in five years. The action language may include recommendations to be addressed in the next Periodic Review Report or Self Study. Suggestions for improvement are given, but no written follow-up reporting is needed for compliance.

Reaffirm Accreditation via Self Study or Periodic Review Report and request a Progress Report or Monitoring Report: The Commission has acted to reaffirm accreditation but requires the submission of a written report prior to the next scheduled accreditation review to ensure that the institution is carrying out activities that were planned or were being implemented at the time of the report or on-site visit.

Administrative Actions

Continue Accreditation: A delay of up to one year may be granted to ensure a current and accurate representation of the institution or in the event of circumstances beyond the institution's control (natural disaster, U.S. State Department travel warnings, etc.). The institution maintains its status with the Commission during this period.

Procedural Actions

Defer a decision on initial accreditation: The Candidate institution shows promise but the evaluation team has identified issues of concern and recommends that the institution be given a specified time period to address those concerns. Institutions may not stay in candidacy more than 5 years.

Postpone a decision on (reaffirmation of) accreditation: The Commission has determined that there is insufficient information to substantiate institutional compliance with one or more standards. The Commission requests a supplemental information report.

Voluntary Lapse of Accreditation: The institution has allowed its accreditation to lapse by not completing required obligations. The institution is no longer a member of the Commission upon the determined date that accreditation will cease.

Non-Compliance Actions

Warning: A Warning indicates that an institution has been determined by the Commission not to meet one or more standards for accreditation. A follow-up report, called a monitoring report, is required to demonstrate that the institution has made appropriate improvements to bring itself into compliance.

Probation: Probation indicates that an institution has been determined by the Commission not to meet one or more standards for accreditation and is an indication of a serious concern on the part of the Commission regarding the level and/or scope of non-compliance issues related to the standards. The Commission will place an institution on Probation if the Commission is concerned about one or more of the following:

1. the adequacy of the education provided by the institution;
2. the institution's capacity to make appropriate improvements in a timely fashion; or

3. the institution's capacity to sustain itself in the long term.

Probation is often, but need not always be, preceded by an action of Warning or Postponement. If the Commission had previously postponed a decision or placed the institution on Warning, the Commission may place the institution on Probation if it determines that the institution has failed to address satisfactorily the Commission's concerns in the prior action of postponement or warning regarding compliance with Commission standards. This action is accompanied by a request for a monitoring report, and a special visit follows. Probation may, but need not always, precede an action of Show Cause.

By federal regulation, the Commission must take immediate action to withdraw accreditation if an institution is out of compliance with accreditation standards for two years, unless the time is extended for good cause.

Show Cause: An institution is asked to demonstrate why its accreditation should not be withdrawn. A written report from the institution (including a teach out plan) and a follow-up team visit are required. The institution has the opportunity to appear before the Commission when the Commission meets to consider the institution's Show Cause status. Show Cause may occur during or at the end of the two-year Probation period, or at any time the Commission determines that an institution must demonstrate why its accreditation should not be withdrawn (i.e. Probation is not a necessary precursor to Show Cause).

Adverse Actions

Withdrawal of Accreditation: An institution's candidate or accredited status is withdrawn and with it, membership in the association. If the institution appeals this action, its accreditation remains in effect until the appeal is completed.

Denial of Accreditation: An institution is denied initial accreditation because it does not meet the Commission's requirements of affiliation or accreditation standards during the period allowed for candidacy. If the institution appeals this action, its candidacy remains in effect until the appeal is completed.

Appeal: The withdrawal or denial of candidacy or accreditation may be appealed. Institutions remain accredited (or candidates for accreditation) during the period of the appeal.

Other actions are described in the Commission policy, "Range of Commission Actions on Accreditation."

EDP UNIVERSITY

SABER ES PODER

APPENDIX #17

EDP UNIVERSITY
SABER ES PODER

DEANSHIP OF ACADEMIC AFFAIRS
CREDIT HOUR POLICY

1 BACKGROUND

1.1 Federal Mandate

The US Department of Education requires, that each institution define a credit hour according to the guidelines provided by the Federal Government, and the Higher Education Act as amended and by the state authorization agency that for EDP University is the Puerto Rico Council of Education. This mandate is part of the program integrity initiative of the USDE.

1.2 Puerto Rico Council on Education Regulations

The Puerto Rico Council on Education establishes the amount of credit hours according to its 2012 Regulations Handbook. It states that:
One (1) lecture credit = 15 contact hours
Three (3) lecture credits = 45 contact hours
One (1) laboratory credit = 30 contact hours
One (1) internship credit = 45 contact hours

1.3 Middle States Commission on Higher Education Accreditation Requirements

The Middle States Verification of Compliance Report requires evidence that credit hours are defined and strictly monitored by IHE. The Commission's Requirements of Affiliation stipulate that accredited institutions comply with all applicable Federal, state and other relevant government policies, regulations, and requirements, which generally include requirements and expectations for degrees and credits.

Institutions must demonstrate that its academic offerings are of appropriate academic content, breadth, length, and rigor, and also demonstrates compliance with all applicable government policies, regulations, and requirements.

2 POLICY

EDP University of Puerto Rico, Inc. (EDP-U) Credit Hour Policy was approved in the spring of 2016. The Carnegie definition of "Credit Hour" is adopted by EDP-U to define its credit hour policy based on the number of classroom hours per week throughout a term. Credit hours are used by most U.S. higher education institutions to calculate, record, and interpret the amount of earned academic or training credits that students accumulate on route to earning certifications, diplomas, degrees, and other qualifications. Institutions typically use credit hours to record all types of academic work including independent research and not just taught courses. Source: USNEI

2.1 Definitions

Table 1. Definitions as stated by the USDE

Contact hour or clock hour	A unit of measure that represents an hour of scheduled instruction given to students.	*Source:* IPEDS
Credit or credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other award.	*Source:* IPEDS
Semester credit hour or semester hour	A semester hour must include at least 30 clock hours of instruction.	Source: 34 CFR 668.8
Academic year in weeks for a course of study that measures its programs length in credit hours	30 weeks	
Academic year in weeks for a course of study that measures its programs length in clock hours	26 weeks	
Minimum Semester Credit Hours to be completed by Full Time Students for a Course of Study that Measures its Program Length in Credit Hours	24 Semester Credit Hours	
Minimum Credit Hours to be completed by Full Time Students for a Course of Study that Measures its Program Length in Clock Hours	Minimum 900 Clock Hours	

2.2 Credit Hour Standards by Instructional Method

Table 2: Lecture, Seminar or Discussion: Faculty Instruction Hours & Student Preparation Hours Total

LECTURE, SEMINAR OR DISCUSSION: FACULTY INSTRUCTION HOURS & STUDENT PREPARATION HOURS TOTAL								
Catalog Credit Hours	**Instruction Credit Hour**	**Lab Credit Hours**	**Total Contact Hours Per Week**	**Faculty Instruction Per Semester (Credit Hours)**	**Lab Hours**	**Total Clock Hours**	**Student Preparation Hours Per semester**	**Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course**
1	1	0	50 minutes x 1 day a week =50 minutes/50minutes =1 hrs	1 hrs per week x 15 weeks = 15 hours per semester	0	15 + Lab Hours = 15	1 hr per week x 1 credits course x 15 weeks = 15 hours per semester	15 hours Faculty Instruction Per Semester + 15 hours Student Preparation Per Semester = 30
2	2	0	50 minutes x 2 days a week =100 minutes/50minutes =2 hrs	2 hrs per week x 15 weeks = 30 hours per semester	0	30 + Lab Hours = 30	1.5 hrs per week x 2 credits course x 15 weeks = 45 hours per semester	30 hours Faculty Instruction Per Semester + 45 hours Student Preparation Per Semester = 75
3	3	0	50 minutes x 3 days a week =150 minutes/50minutes =3 hrs	3 hrs per week x 15 weeks = 45	0	45 + Lab Hours = 45	2 hrs per week x 3 credits course x 15 weeks =	45 hours Faculty Instruction Per Semester + 90 hours Student

LECTURE, SEMINAR OR DISCUSSION: FACULTY INSTRUCTION HOURS & STUDENT PREPARATION HOURS TOTAL								
Catalog Credit Hours	**Instruction Credit Hour**	**Lab Credit Hours**	**Total Contact Hours Per Week**	**Faculty Instruction Per Semester (Credit Hours)**	**Lab Hours**	**Total Clock Hours**	**Student Preparation Hours Per semester**	**Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course**
				hours per semester			90 hours per semester	Preparation Per Semester = 135
4	4	0	50 minutes x 4 days a week =200 minutes/50minutes = 4 hrs	4 hrs per week x 15 weeks = 60 hours per semester	0	60 + Lab Hours	2.5 hrs per week x 4 credits course x 15 weeks = 150 hours per semester	60 hours Faculty Instruction Per Semester + 150 hours Student Preparation Per Semester = 210
5	5	0	50 minutes x 5 days a week =250 minutes/50minutes = 5 hrs	5 hrs per week x 15 weeks = 75 hours per semester	0	75 + Lab Hours	3 hrs per week x 5 credits course x 15 weeks = 225 hours per semester	75 hours Faculty Instruction Per Semester + 225 hours Student Preparation Per Semester = 300
6	6	0	50 minutes x 6 days a week =300 minutes/50minutes = 6 hrs	6 hrs per week x 15 weeks = 90 hours per semester	0	90 + Lab Hours	3.5 hrs per week x 6 credits course x 15 weeks = 315 hours per semester	90 hours Faculty Instruction Per Semester + 315 hours Student Preparation Per Semester = 405

Table 3: LECTURE - Laboratory: Faculty Instruction Hours & Student Preparation Hours Total

LECTURE - LABORATORY: FACULTY INSTRUCTION HOURS & STUDENT PREPARATION HOURS TOTAL								
Catalog Credit Hours	**Instruction Credit Hour**	**Lab Credit Hours**	**Total Contact Hours Per Week**	**Faculty Instruction Per Semester (Credit Hours)**	**Lab Hours**	**Total Clock Hours**	**Student Preparation Hours Per semester**	**Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course**
2	1	1	50 Instruction minutes + 50 minutes Lab Experience = 100 x 1 day a week =100 minutes/50minutes =2 hrs	2 hrs per week x 15 weeks = 30 hours per semester	15	15 + 15 Hours = 30	2 hr per week x 2 credits course x 15 weeks = 30 hours per semester	30 hours Faculty Instruction Per Semester + 30 hours Student Preparation Per Semester = 60
2	2	0	50 minutes x 2 days a week =100 minutes/50minutes =2 hrs	2 hrs per week x 15 weeks = 30 hours per semester	0	30 + Lab Hours = 30	1.5 hrs per week x 2 credits course x 15 weeks = 45 hours per semester	30 hours Faculty Instruction Per Semester + 45 hours Student Preparation Per Semester = 75
3	3	0	50 minutes x 3 days a week =150 minutes/50minutes =3 hrs	3 hrs per week x 15 weeks = 45 hours per semester	0	45 + Lab Hours = 45	2 hrs per week x 3 credits course x 15 weeks = 90 hours per semester	45 hours Faculty Instruction Per Semester + 90 hours Student Preparation Per Semester = 135

LECTURE - LABORATORY: FACULTY INSTRUCTION HOURS & STUDENT PREPARATION HOURS TOTAL

Catalog Credit Hours	Instruction Credit Hour	Lab Credit Hours	Total Contact Hours Per Week	Faculty Instruction Per Semester (Credit Hours)	Lab Hours	Total Clock Hours	Student Preparation Hours Per semester	Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course
4	4	0	50 minutes x 4 days a week =200 minutes/50minutes = 4 hrs	4 hrs per week x 15 weeks = 60 hours per semester	0	60 + Lab Hours	2.5 hrs per week x 4 credits course x 15 weeks = 150 hours per semester	60 hours Faculty Instruction Per Semester + 150 hours Student Preparation Per Semester = 210
5	5	0	50 minutes x 5 days a week =250 minutes/50minutes = 5 hrs	5 hrs per week x 15 weeks = 75 hours per semester	0	75 + Lab Hours	3 hrs per week x 5 credits course x 15 weeks = 225 hours per semester	75 hours Faculty Instruction Per Semester + 225 hours Student Preparation Per Semester = 300
6	6	0	50 minutes x 6 days a week =300 minutes/50minutes = 6 hrs	6 hrs per week x 15 weeks = 90 hours per semester	0	90 + Lab Hours	3.5 hrs per week x 6 credits course x 15 weeks = 315 hours per semester	90 hours Faculty Instruction Per Semester + 315 hours Student Preparation Per Semester = 405

Table 4. Practice, Internship or Apprenticeship Credit Hour per Week: Faculty Supervision Hours & Student Preparation Hours Total

PRACTICE, INTERNSHIP OR APPRENTICESHIP CREDIT HOUR PER WEEK: FACULTY SUPERVISION HOURS & STUDENT PREPARATION HOURS TOTAL

(Supervised Clinical Rounds, Visual and Performing Art Studio, Supervised Student Teaching, Field Work, Etc)

Catalog Credit Hours	Instruction Credit Hour	Lab Credit Hours	Total Contact Hours Per Week	Faculty Instruction Per Semester (Credit Hours)	Practice Hours	Total Clock Hours	Student Preparation Hours Per semester	Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course
1	1	0	50 minutes x 1 day a week =50 minutes/50minutes =1 hrs	1 hrs per week x 15 weeks = 15 hours per semester	0	15 + Lab Hours = 15	1 hr per week x 1 credits course x 15 weeks = 15 hours per semester	15 hours Faculty Instruction Per Semester + 15 hours Student Preparation Per Semester = 30
2	2	0	50 minutes x 2 days a week =100 minutes/50minutes =2 hrs	2 hrs per week x 15 weeks = 30 hours per semester	0	30 + Lab Hours = 30	1.5 hrs per week x 2 credits course x 15 weeks = 45 hours per semester	30 hours Faculty Instruction Per Semester + 45 hours Student Preparation Per Semester = 75
3	3	0	50 minutes x 3 days a week =150	3 hrs per week x 15	0	45 + Lab	2 hrs per week x 3	45 hours Faculty Instruction Per

PRACTICE, INTERNSHIP OR APPRENTICESHIP CREDIT HOUR PER WEEK: FACULTY SUPERVISION HOURS & STUDENT PREPARATION HOURS TOTAL

(Supervised Clinical Rounds, Visual and Performing Art Studio, Supervised Student Teaching, Field Work, Etc)

Catalog Credit Hours	Instruction Credit Hour	Lab Credit Hours	Total Contact Hours Per Week	Faculty Instruction Per Semester (Credit Hours)	Practice Hours	Total Clock Hours	Student Preparation Hours Per semester	Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course
			minutes/50minutes =3 hrs	weeks = 45 hours per semester		Hours = 45	credits course x 15 weeks = 90 hours per semester	Semester + 90 hours Student Preparation Per Semester = 135
4	4	0	50 minutes x 4 days a week =200 minutes/50minutes = 4 hrs	4 hrs per week x 15 weeks = 60 hours per semester	0	60 + Lab Hours	2.5 hrs per week x 4 credits course x 15 weeks = 150 hours per semester	60 hours Faculty Instruction Per Semester + 150 hours Student Preparation Per Semester = 210
5	5	0	50 minutes x 5 days a week =250 minutes/50minutes = 5 hrs	5 hrs per week x 15 weeks = 75 hours per semester	0	75 + Lab Hours	3 hrs per week x 5 credits course x 15 weeks = 225	75 hours Faculty Instruction Per Semester + 225 hours Student Preparation Per Semester = 300

PRACTICE, INTERNSHIP OR APPRENTICESHIP CREDIT HOUR PER WEEK: FACULTY SUPERVISION HOURS & STUDENT PREPARATION HOURS TOTAL

(Supervised Clinical Rounds, Visual and Performing Art Studio, Supervised Student Teaching, Field Work, Etc)

Catalog Credit Hours	Instruction Credit Hour	Lab Credit Hours	Total Contact Hours Per Week	Faculty Instruction Per Semester (Credit Hours)	Practice Hours	Total Clock Hours	Student Preparation Hours Per semester	Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course
							hours per semester	
6	6	0	50 minutes x 6 days a week =300 minutes/50minutes = 6 hrs	6 hrs per week x 15 weeks = 90 hours per semester	0	90 + Lab Hours	3.5 hrs per week x 6 credits course x 15 weeks = 315 hours per semester	90 hours Faculty Instruction Per Semester + 315 hours Student Preparation Per Semester = 405

3 EDP-U Application of the Credit Hour Policy

Accelerated Sessions: Courses offered within the standard 15-week semester in which the credit hours offered are the same as standard semester courses. The content and substantive learning outcomes are the same. These courses must meet the definition of standard lecture contact time within the time frame the accelerated version is offered (750 minutes per credit).

Lecture/Seminar: Course focuses on principles, concepts or ideas, lecture, discussion and demonstration. A semester credit hour is earned for fifteen, 50-minute sessions of direct faculty instruction and a minimum of two (2) hours of student preparation time outside of class per week throughout the semester. *A typical three (3)-credit hour course meets for three (3), 50-minute sessions or two (2), 75-minute sessions a week for fifteen weeks. Most lecture and seminar courses are awarded three (3) credits.*

Laboratory: Practical application type courses where the major focus is on "hands on" experience to support student learning (use of equipment, activities, tools, machines generally found in a laboratory). One to two (*1- 2) Laboratory credits represents a minimum of one (1) hour per week of lecture or discussion plus a minimum of two to four (2 – 4) hours of scheduled supervised or independent laboratory work.*

Internship/Field Experience: Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline. These courses allow for observation, participation, and fieldwork, and are generally offered off campus. Internship time includes a combination of supervised time by approved experts outside the university, student assignments, and time supervised by a university instructor.

- Undergraduate: Minimum number of hours varies based on credits
  - *Three (3) credit internship – 150 hours throughout the semester*
  - *One (1) credit internship - 50 to 100 hours throughout the semester*
  - *Student teaching ranges from one (1) to 12 credits - 87.50 – 562.50 hours per semester*

- Graduate: Minimum number of hours varies by academic program
  - School of Business: Minimum 150 hours for a three (3)-credit internship

Clinical Placement: Supervised experiences where students are afforded an opportunity to apply skills and techniques acquired from assessment and intervention-oriented course material. Number of hours varies by academic program based on clinical placement site hour requirements and student assignments (*See above*).

Independent Study: Courses that permit a student to study a subject or topic in considerable depth beyond the scope of a regular course. Students meet periodically, as agreed upon with the faculty member, for the duration of the course. University faculty provides guidance, criticism, and review of the student's work. Students demonstrate competency through the completion of a final assessment either by submitting a final paper, project or portfolio, etc. as required by the faculty member. *Credit hours are assigned based on the amount of activity associated with the course, faculty supervision, and amount of student outside work.*

Thesis/Dissertation: Courses, where students are working on independent projects such as thesis/dissertation, will conform to the standard minimum of 50 minutes of student work per credit hour, per week, throughout the course of the semester or the equivalent amount of work distributed over a different period of time. *For a 15-week semester this would be a minimum of 37.50 hours for a three (3)-credit course.*

Hybrid: A course is considered hybrid (or blended) when it is composed of both online learning and classroom learning and incorporates the best features of both environments to meet the learning objectives of the course. *No less than 51% of the course is to be scheduled as face-to-face, and no more than 49% of the course is to be scheduled as online. For a three(3)-credit course, no less than 76.50 minutes (1.275 hours) a week can be scheduled face-to-face and no more than 73.50 minutes (1.225 hours) per a week can be scheduled online equaling a total of 150 minutes of instruction per week.*

Online (Asynchronous): Courses where "instructors and students do not meet in the same space". Regardless of mode of instruction, courses should be consistent in terms of quality, assessment, learning outcomes, requirements, etc. as courses offered face-to-face with the same department prefix, number, and course title. Faculty must demonstrate active academic engagement through interactive methods, including but not limited to, interactive tutorials, group discussions, virtual study/project groups, discussion boards, chat rooms, etc. Simply logging on, either by faculty or students, does not constitute active student learning. *Credit hours are equivalent to credit hours when the course is delivered through face-to-face modality*

4 Compliance Monitoring and Review

The Associate Vice President of Licensing, Accreditations regularly audits scheduled course offerings to ensure compliance with credit hour requirements through scheduled sampling of academic programs each semester. This review is conducted across all schools, disciplines, and course levels, and modes of instruction. The AVP maintains historical tracking of data reviewed each semester.

Ing. Gladys T. Nieves Vázquez
Presidenta
EDP University of PR, Inc.

EDP UNIVERSITY

SABER ES PODER

APPENDIX #18

GOBIERNO DE PUERTO RICO
CONSEJO DE EDUCACIÓN DE PUERTO RICO
Tel: (787) 641-7100 \ web: www.ce.pr.gov
PO Box 19900, San Juan, Puerto Rico 00910-1900

22 de mayo de 2012

Ing. Gladys Nieves
Presidenta
EDP College of Puerto Rico, Inc.
PO Box 192303
San Juan, PR 00919-2303

Atención: Dr. Alberto López, Director Institucional de Licenciamiento y Acreditaciones

Estimada ingeniera Nieves:

El 31 de enero de 2012 se recibió en la Oficina de Educación Superior (OES) la Solicitud de Enmienda a la Licencia de Renovación con los documentos y estipendio correspondiente de **EDP College of Puerto Rico, Inc.**, para ofrecer el programa de **Bachillerato en Ciencias en Enfermería (128 créditos)** en el **Recinto de Hato Rey.**

La información y documentación sometida se analizó conforme con el *Reglamento para el Otorgamiento de Licenciamiento de Educación Superior de PR*, Número 7605, de 5 de noviembre de 2008, vigente al amparo del Plan de Reorganización Núm. 1 de 2010, y el Formulario de Solicitud de Enmienda a Licencia de Renovación. A esta Solicitud de Enmienda le aplica la Sección 59.3 (3) por tratarse de la creación de un programa académico o una concentración de nivel subgraduado, independientemente de la metodología instruccional. La Solicitud se considera completa y debidamente a partir del 9 de mayo de 2012 cuando se completó el análisis de la información recibida.

La Guía CESPR Número 2010-02 de 4 de octubre de 2010, ratificada mediante la Certificación Número 2010-085, faculta al Área de Licenciamiento y Acreditación a certificar la autorización del inicio de un programa académico para las enmiendas relativas a la Sección 59.3 (3). El Área de Licenciamiento y Acreditación notifica que se autoriza el inicio del siguiente programa en EDP College of Puerto Rico, Inc., a ofrecerse en el Recinto de Hato Rey: **Bachillerato en Ciencias en Enfermería (128 créditos).** Se incluye la Certificación de Registro de Oferta Académica a estos efectos. La evaluación de este programa se realizará durante la renovación de la licencia de la Institución.

De necesitar aclarar cualquier aspecto relacionado con este asunto, se puede comunicar con la Prof. Aida I. Freytes Colón Analista de Educación Superior a cargo de la coordinación de los procesos de evaluación de su Institución, en las extensiones 2016 ó 2027. Además, mediante correo electrónico: afreytes@ce.pr.gov

Cordialmente,

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

AF/IIZM

Anejo

Patrono con Igualdad
De Oportunidades en
El Empleo M/F/V/I

GOBIERNO DE PUERTO RICO
CONSEJO DE EDUCACIÓN DE PUERTO RICO
Tel: (787) 641-7100 \ web: www.ce.pr.gov
PO Box 19900, San Juan, Puerto Rico 00910-1900

Certificación Número ROA 2012-035

CERTIFICACIÓN DE REGISTRO OFERTA ACADÉMICA

Conforme a lo dispuesto en la Guía CESPR Número 2010-02, de 4 de octubre de 2010, vigente al amparo del Plan de Reorganización Núm. 1 de 26 de julio de 2010, el Área de Licenciamiento y Acreditación, Oficina de Educación Superior del Consejo de Educación de Puerto Rico, certifica que la Solicitud de Enmienda a la Licencia que se indica a continuación quedó debidamente completada y cuenta con autorización para su inicio, pendiente de evaluación y decisión final por el Consejo de Educación de Puerto Rico.

La institución deberá tomar las medidas pertinentes para notificar a los estudiantes sobre la situación procesal en que se encuentra la autorización de esta enmienda.

Institución: **EDP College of Puerto Rico**

Unidad institucional: **Recinto de Hato Rey**

Título del programa autorizado: **Bachillerato en Ciencias en Enfermería (128 créditos)**

Sección Reglamento 7605 aplicable: **59.3 (3) de la creación de un programa académico o una concentración de nivel subgraduado, independientemente de la metodología instruccional.**

Fecha de Autorización del Inicio del ofrecimiento: **9 de mayo de 2012**

Fecha proyectada para la evaluación de la Solicitud: **Durante el próximo ciclo de Licencia de Renovación de la Institución.**

En San Juan, Puerto Rico, hoy 22 de mayo de 2012.

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

AF/IIZM

Patrono con Igualdad
De Oportunidades en
El Empleo M/F/V/I

ESTADO LIBRE ASOCIADO DE
PUERTO RICO
Consejo de Educación de Puerto Rico

CERTIFICADA CON ACUSE DE RECIBO
#7012-2210-0001-1470-6518

15 de octubre de 2015

Ing. Gladys Nieves Vázquez
Presidenta
EDP University of Puerto Rico
PO Box 192303
San Juan, PR 00919-2303

Atención: Dr. Alberto López, Vicepresidente Asociado de Acreditación, Licenciamiento, Avalúo Institucional y Fondos Externos

Estimada ingeniera Nieves:

El Consejo de Educación de Puerto Rico, mediante el referéndum del 30 de septiembre de 2015 aprobó la Enmienda a la Licencia de Renovación de **EDP University of Puerto Rico** para ofrecer el **Grado Asociado en Justicia Criminal (66 créditos)** en sus **Recintos de Hato Rey y San Sebastián**. Se acompaña el Informe Final de la evaluación y la certificación correspondiente, la cual se archiva en autos en esta fecha.

De acuerdo con la la Sección 35.6 del *Reglamento para el Licenciamiento de Instituciones de Educación Superior en Puerto Rico, Núm. 8265, de 9 de octubre de 2012,* la Institución deberá someter un Informe de Cumplimiento a un año de la aprobación del programa para cada unidad institucional. Dicho Informe incluirá: (1) Información de la facultad que ofreció los cursos, (2) Equipo y materiales de los laboratorios, y (3) Datos estadísticos de la matrícula del programa. De no haber comenzado el programa, la institución informará las razones para esto y podrá solicitar la extensión de hasta un (1) año adicional para comenzar a ofrecerlo o proceder al cierre del mismo.

Con el propósito de atender cualquier aspecto relacionado con esta notificación, se puede comunicar conmigo o con la Dra. María Isabel Ortiz Alvarado, Especialista en Licenciamiento y Acreditación, al (787) 641-7100 extensión 2026 o 2073, o mediante el correo electrónico: mortiz@ce.pr.gov

Cordialmente,

David Báez Dávila
Director Ejecutivo Interino

Anejos

ESTADO LIBRE ASOCIADO DE
PUERTO RICO
Consejo de Educación de Puerto Rico

Certificación Número 2015-523

Yo, Ricardo Aponte Parsi, Presidente del Consejo de Educación de Puerto Rico, CERTIFICO:----------

Que el Consejo de Educación de Puerto Rico, mediante referéndum del 30 de septiembre de 2015, de conformidad con la autoridad que le confiere el Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, aprobó la Enmienda a la Licencia de Renovación de **EDP University of Puerto Rico** para ofrecer el **Grado Asociado en Justicia Criminal (66 créditos)** en sus **Recintos de Hato Rey y San Sebastián**.

La Institución presentará un Informe de Cumplimiento a un año de la aprobación del programa para cada unidad institucional, de acuerdo con la Sección 35.6 del *Reglamento para el Licenciamiento de Instituciones de Educación Superior en Puerto Rico*, Número 8265, de 2012. De no haber comenzado el programa, la institución informará las razones para esto y podrá solicitar la extensión de hasta un (1) año adicional para comenzar a ofrecerlo o proceder al cierre del mismo.

Esta certificación se emite al amparo de la Sección 28.4 *del Reglamento 8265, de 2012,* por tratarse de la *creación de un ofrecimiento académico nuevo en la Institución.*

Y para que así conste, expido la presente Certificación en San Juan, Puerto Rico, hoy, día 5 de octubre de dos mil quince.

Ricardo Aponte Parsi
Presidente

PO BOX 19900, San Juan, PR 00910-1900
Tel. (787) 641-7100
www.cc.pr.gov

COMMONWEALTH OF
PUERTO RICO
Puerto Rico Council on Education

Certification Number 2015-523
English version

I, Ricardo Aponte-Parsi, President of the Puerto Rico Council on Education, hereby CERTIFY:----------

That the Puerto Rico Council on Education, by referendum of September 30, 2015, pursuant the authority conferred by the Reorganization Plan Number 1, of July 26, 2010, as amended, approved the amendment to the License Renewal of **EDP University of Puerto Rico** to offer the **Associate Degree in Criminal Justice (66 credits) in Hato Rey and San Sebastián Campuses.**

According to Section 35.6 of the *Regulation for the Licensing of Institutions of Higher Education in Puerto Rico*, No. 8265 of 2012, the Institution shall submit a Compliance Report for each institutional unit one (1) year after the approval of the program. If the program has not been started, the Institution shall inform the reasons for this and may request an extension of up to one (1) additional year to begin offering the program or proceed with its closure.

This certification is issued under Section 28.4 of the aforementioned Regulation because it is of the creation of a new academic offering at the Institution.

And for the record, I issue this Certification in San Juan, Puerto Rico, today, October 5, 2015, two thousand and fifteen.

Ricardo Aponte-Parsi
President

PO BOX 19900, San Juan, PR 00910-1900
Tel. (787) 641-7100
www.ce.pr.gov

GOBIERNO DE PUERTO RICO
CONSEJO DE EDUCACIÓN DE PUERTO RICO
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PO Box 19900, San Juan, Puerto Rico 00910-1900

29 de mayo de 2012

Ing. Gladys Nieves, Presidenta
EDP College of Puerto Rico, Inc.
PO Box 192303
San Juan, PR 00919-2303

Atención: Dr. Alberto López, Director Institucional de Licenciamiento y Acreditaciones

Estimada ingeniera Nieves:

El 31 de enero de 2012 se recibió en la Oficina de Educación Superior (OES) la Solicitud de Enmienda a la Licencia de Renovación con los documentos y estipendio correspondiente de **EDP College of Puerto Rico, Inc.**, para ofrecer el programa de **Grado Asociado en Artes en Diseño Digital (69 Créditos)** en el **Recinto de Hato Rey.**

La información y documentación sometida se analizó conforme con el *Reglamento para el Otorgamiento de Licenciamiento de Educación Superior de PR*, Número 7605, de 5 de noviembre de 2008 y el Formulario de Solicitud de Enmienda a Licencia de Renovación. A esta Solicitud de Enmienda le aplica la Sección 59.3 (3) por tratarse de la creación de un programa académico o una concentración de nivel subgraduado, independientemente de la metodología instruccional. La Solicitud se considera completa y debidamente a partir del 9 de mayo de 2012 cuando se completó el análisis de la información recibida.

La Guía CESPR Número 2010-02 de 4 de octubre de 2010, ratificada mediante la Certificación Número 2010-085, faculta al Área de Licenciamiento y Acreditación a certificar la autorización del inicio de un programa académico para las enmiendas relativas a la Sección 59.3 (3). En virtud de esta Guía, el Área de Licenciamiento y Acreditación autoriza el inicio del siguiente programa en EDP College of Puerto Rico, Inc., a ofrecerse en el Recinto de Hato Rey: **Grado Asociado en Artes en Diseño Digital (69 Créditos).** Se incluye la Certificación de Registro de Oferta Académica a estos efectos. La evaluación de este programa se realizará durante la renovación de la licencia de la institución.

De necesitar aclarar cualquier aspecto relacionado con este asunto, se puede comunicar con la Prof. Aida I. Freytes Colón Analista de Educación Superior a cargo de la coordinación de los procesos de evaluación de su Institución, en las extensiones 2016 ó 2027. También puede comunicarse mediante correo electrónico: afreytes@ce.pr.gov

Cordialmente,

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

AF/IIZM

Anejo

Patrono con Igualdad
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PO Box 19900, San Juan, Puerto Rico 00910-1900

Certificación Número ROA 2012-036

CERTIFICACIÓN DE REGISTRO OFERTA ACADÉMICA

Conforme a lo dispuesto en la Guía CESPR Número 2010-02, de 4 de octubre de 2010, vigente al amparo del Plan de Reorganización Núm. 1 de 26 de julio de 2010, el Área de Licenciamiento y Acreditación, Oficina de Educación Superior del Consejo de Educación de Puerto Rico, certifica que la Solicitud de Enmienda a la Licencia que se indica a continuación, quedó debidamente completada y cuenta con autorización para su inicio, pendiente de evaluación y decisión final por el Consejo de Educación de Puerto Rico.

La institución deberá tomar las medidas pertinentes para notificar a los estudiantes sobre la situación procesal en que se encuentra la autorización de esta enmienda.

Institución: **EDP College of Puerto Rico**

Unidad Institucional: **Recinto de Hato Rey**

Título del programa autorizado: **Grado Asociado en Artes en Diseño Digital (69 Créditos)**

Sección Reglamento 7605 aplicable: **59.3 (3) de la creación de un programa académico o una concentración de nivel subgraduado, independientemente de la metodología instruccional.**

Fecha de Autorización del Inicio del ofrecimiento: **9 de mayo de 2012**

Fecha proyectada para la evaluación de la Solicitud: **Durante el próximo ciclo de Licencia de Renovación de la Institución**

En San Juan, Puerto Rico, hoy 29 de mayo de 2012.

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

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Certificación Número ROA 2011-085

CERTIFICACIÓN DE REGISTRO OFERTA ACADÉMICA

Conforme a lo dispuesto en la Guía CESPR Número 2010-02 de 4 de octubre de 2010, la oficina de Licenciamiento, Unidad de Educación Superior, del Consejo de Educación de Puerto Rico certifica que las Solicitudes de Enmienda a la Licencia para ofrecer los programas académicos que se indican a continuación, quedaron debidamente completadas y cuentan con autorización para su inicio, pendiente de evaluación y decisión final por el CEPR.

La institución deberá tomar las medidas pertinentes para notificar a los estudiantes sobre la situación procesal en que se encuentra la autorización de estas enmiendas.

Institución: **EDP College of Puerto Rico, Inc.**

Unidad institucional: **Recinto de Hato Rey**

Títulos de los programas:

- **Grado Asociado en Artes con concentración en Diseño y Decoración de Interiores**
- **Bachillerato en Artes con concentración en Diseño y Decoración de Interiores**

Sección Reglamento 7605 aplicable: **59.3 (3) - creación de programas académicos a nivel subgraduado independientemente de la metodología instruccional**

Fecha de Autorización del Inicio del ofrecimiento: **20 de julio de 2011**

Fecha proyectada para la evaluación de la Solicitud: **Durante el próximo ciclo de Licencia de Renovación de la Institución (2013)**

En San Juan, Puerto Rico, hoy 12 de agosto de 2011.

Judith Torres Ortiz, Ph.D.
Directora Auxiliar
Licenciamiento y Acreditación

Patrono con Igualdad
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PO Box 19900, San Juan, Puerto Rico 00910-1900

17 de septiembre de 2012

Ing. Gladys Nieves, Presidenta
EDP College of Puerto Rico, Inc.
PO Box 192303
San Juan, PR 00919-2303

Atención: Dr. Alberto López, Director Institucional de Licenciamiento y Acreditaciones

Estimada ingeniera Nieves:

El 13 de enero de 2012 se recibió en la Oficina de Educación Superior (OES) la Solicitud de Enmienda a la Licencia de Renovación con los documentos y estipendio correspondiente de **EDP College of Puerto Rico, Inc.**, para ofrecer el programa de **Bachillerato en Artes con concentración en Diseño de Modas Digital** en el **Recinto de Hato Rey.**

La información y documentación sometida se analizó conforme con el *Reglamento para el Otorgamiento de Licenciamiento de Educación Superior en Puerto Rico*, Número 7605, de 5 de noviembre de 2008, y el Formulario de Solicitud de Enmienda a Licencia de Renovación. A esta Solicitud de Enmienda le aplica la Sección 59.3 (3) por tratarse de la *creación de un programa académico o una concentración de nivel subgraduado, independientemente de la metodología instruccional.* La Solicitud se considera completa y debidamente a partir del 14 de septiembre de 2012, cuando se completó el análisis de la información adicional recibida.

La Guía CESPR Número 2010-02 de 4 de octubre de 2010, ratificada mediante la Certificación Número 2010-085, faculta al Área de Licenciamiento y Acreditación a certificar la autorización del inicio de un programa académico para las enmiendas relativas a la Sección 59.3 (3). En virtud de esta Guía, el Área de Licenciamiento y Acreditación autoriza el inicio del siguiente programa en EDP College of Puerto Rico, Inc., a ofrecerse en el Recinto de Hato Rey: **Bachillerato en Artes con concentración en Diseño de Modas Digital.** Se incluye la Certificación de Registro de Oferta Académica a estos efectos. La evaluación de este programa se realizará durante la renovación de la licencia de la Institución.

De necesitar aclarar cualquier aspecto relacionado con este asunto, se puede comunicar con la Prof. María Isabel Ortiz Alvarado, Analista de Educación Superior a cargo de la coordinación de los procesos de evaluación de su Institución, en las extensiones 2073 o 2022.

Cordialmente,

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

MIOA

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*Con la redistribución de instituciones como consecuencia del retiro de tres (3) Analistas, el trámite que fue sometido con otras enmiendas, se entendió trabajado, pero no fue atendido por la anterior funcionaria (Anotación por lizm).

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Certificación Número ROA 2012-069

CERTIFICACIÓN DE REGISTRO OFERTA ACADÉMICA

Conforme a lo dispuesto en la Guía CESPR Número 2010-02, de 4 de octubre de 2010, vigente al amparo del Plan de Reorganización Núm. 1 de 26 de julio de 2010, el Área de Licenciamiento y Acreditación - Oficina de Educación Superior del Consejo de Educación de Puerto Rico, certifica que la Solicitud de Enmienda a la Licencia que se indica a continuación, quedó debidamente completada y cuenta con autorización para su inicio, pendiente de evaluación y decisión final por el Consejo de Educación de Puerto Rico.

La institución deberá tomar las medidas pertinentes para notificar a los estudiantes sobre la situación procesal en que se encuentra la autorización de esta enmienda.

Institución: **EDP College of Puerto Rico, Inc.**

Unidad institucional: **Recinto de Hato Rey**

Título del programa autorizado: **Bachillerato en Artes con concentración en Diseño de Modas Digital**

Sección Reglamento 7605 aplicable: **59.3 (3) de la creación de un programa académico o una concentración de nivel subgraduado, independientemente de la metodología instruccional.**

Fecha de Autorización del Inicio del ofrecimiento: **17de septiembre de 2012**

Fecha proyectada para la evaluación de la Solicitud: **Durante el próximo ciclo de Licencia de Renovación de la Institución**

En San Juan, Puerto Rico, hoy 17 de septiembre de 2012.

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

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Certificación Número ROA 2012-037

CERTIFICACIÓN DE REGISTRO OFERTA ACADÉMICA

Conforme a lo dispuesto en la Guía CESPR Número 2010-02, de 4 de octubre de 2010, vigente de conformidad con lo establecido en el Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, el Área de Licenciamiento y Acreditación, Oficina de Educación Superior del Consejo de Educación de Puerto Rico, certifica que la Solicitud de Enmienda a la Licencia que se indica a continuación quedó debidamente completada y cuenta con autorización para su inicio, pendiente de evaluación y decisión final por el Consejo de Educación de Puerto Rico.

La Institución deberá tomar las medidas pertinentes para notificar a los estudiantes sobre la situación procesal en que se encuentra la autorización de esta enmienda.

Institución: **EDP College of Puerto Rico**

Unidad institucional: **Recinto de Hato Rey**

Título del programa autorizado: **Bachillerato en Artes en Diseño Digital con concentración en Multimedios (127 créditos)**

Sección Reglamento 7605 aplicable: **59.3 (3) Creación de un programa académico o una concentración de nivel subgraduado, independientemente de la metodología instruccional.**

Fecha de Autorización del Inicio del ofrecimiento: **9 de mayo de 2012**

Fecha proyectada para la evaluación de la Solicitud: **Durante el próximo ciclo de Licencia de Renovación de la Institución**

En San Juan, Puerto Rico, hoy 31 de mayo de 2012.

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

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PO Box 19900, San Juan, Puerto Rico 00910-1900

31 de mayo de 2012

Ing. Gladys Nieves
Presidenta
EDP College of Puerto Rico, Inc.
PO Box 192303
San Juan, PR 00919-2303

Atención: Dr. Alberto López, Director Institucional de Licenciamiento y Acreditaciones

Estimada ingeniera Nieves:

El 31 de enero de 2012 se recibió en la Oficina de Educación Superior (OES) la Solicitud de Enmienda a la Licencia de Renovación con los documentos y estipendio correspondiente de **EDP College of Puerto Rico, Inc.**, para ofrecer el programa de **Bachillerato en Artes en Diseño Digital con concentración en Multimedios (127 créditos)** en el **Recinto de Hato Rey.**

La información y documentación sometida se analizó conforme con el *Reglamento para el Otorgamiento de Licenciamiento de Educación Superior de PR*, Número 7605, de 5 de noviembre de 2008 y el Formulario de Solicitud de Enmienda a Licencia de Renovación. A esta Solicitud de Enmienda le aplica la Sección 59.3 (3) por tratarse de la creación de un programa académico o una concentración de nivel subgraduado, independientemente de la metodología instruccional. La Solicitud se consideró completa y debidamente a partir del 9 de mayo de 2012 cuando se completó el análisis de la información recibida.

La Guía CESPR Número 2010-02 de 4 de octubre de 2010, ratificada mediante la Certificación Número 2010-085, vigente de conformidad con lo establecido en el Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, faculta al Área de Licenciamiento y Acreditación a certificar la autorización del inicio de un programa académico para las enmiendas relativas a la Sección 59.3 (3). En virtud de esta Guía, el Área de Licenciamiento y Acreditación autoriza el inicio del **Bachillerato en Artes en Diseño Digital con concentración en Multimedios (127 créditos)** en EDP College of Puerto Rico, Inc., a ofrecerse en el Recinto de Hato Rey. Se incluye la Certificación de Registro de Oferta Académica (ROA) a estos efectos. La evaluación de este programa se realizará durante la renovación de la licencia de la Institución.

De necesitar aclarar cualquier aspecto relacionado con este asunto, se puede comunicar con la Prof. María Isabel Ortiz, Analista de Educación Superior a cargo de la coordinación de los procesos de evaluación de su Institución, en la extensión 2073. Además, mediante correo electrónico: mortiz@ce.pr.gov

Cordialmente,

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

Patrono con Igualdad De Oportunidades en El Empleo M/F/V/I

AFC/IIZM

Anejo

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Certificación Número ROA 2012-037

CERTIFICACIÓN DE REGISTRO OFERTA ACADÉMICA

Conforme a lo dispuesto en la Guía CESPR Número 2010-02, de 4 de octubre de 2010, vigente de conformidad con lo establecido en el Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, el Área de Licenciamiento y Acreditación, Oficina de Educación Superior del Consejo de Educación de Puerto Rico, certifica que la Solicitud de Enmienda a la Licencia que se indica a continuación quedó debidamente completada y cuenta con autorización para su inicio, pendiente de evaluación y decisión final por el Consejo de Educación de Puerto Rico.

La Institución deberá tomar las medidas pertinentes para notificar a los estudiantes sobre la situación procesal en que se encuentra la autorización de esta enmienda.

Institución: **EDP College of Puerto Rico**

Unidad Institucional: **Recinto de Hato Rey**

Título del programa autorizado: **Bachillerato en Artes en Diseño Digital con concentración en Multimedios (127 créditos)**

Sección Reglamento 7605 aplicable: **59.3 (3) Creación de un programa académico o una concentración de nivel subgraduado, independientemente de la metodología instruccional.**

Fecha de Autorización del Inicio del ofrecimiento: **9 de mayo de 2012**

Fecha proyectada para la evaluación de la Solicitud: **Durante el próximo ciclo de Licencia de Renovación de la Institución**

En San Juan, Puerto Rico, hoy 31 de mayo de 2012.

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

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Certificación Número 2006-010

Yo, Justo Reyes Torres, Director Ejecutivo del Consejo de Educación Superior de Puerto Rico, CERTIFICO: ----------

Que el Consejo de Educación Superior de Puerto Rico, en reunión ordinaria del miércoles, 25 de enero de 2006, luego de evaluar la Solicitud de Enmienda a la Licencia de Renovación de EDP College of Puerto Rico, Inc, acordó autorizar, en los Recintos de Hato Rey y de San Sebastián, el inicio del ***Bachillerato en Administración de la Oficina Tecnológica***.

Esta decisión se fundamenta en que la enmienda sometida constituye cambio en el nivel de un programa académico ya aprobado en la unidad institucional en que se propone ofrecer, cuando la institución esté autorizada a ofrecer programas de ese mismo nivel académico y no se trate de un programa académico nuevo en la institución. Los cambios contenidos en la Sección 59.3 requieren que la solicitud haya sido certificada completa y la autorización pero no la aprobación del Consejo antes de llevarse a cabo el cambio. Por lo tanto a este cambio sustancial le aplica la Sección 59.3 (6) del ***Reglamento para el Otorgamiento de Licencia a Instituciones de Educación Superior en Puerto Rico de 1997***, según enmendado en 2002.

El inicio de este programa en los Recintos de Hato Rey y de San Sebastián se reconocerá válido a partir del 15 de diciembre de 2005, fecha en que se certificó completa esta Solicitud de Enmienda. No obstante, la solicitud de enmienda será evaluada por el Consejo dentro de los dos (2) años siguientes a la certificación de la solicitud. La institución deberá tomar las medidas pertinentes para notificar a los estudiantes sobre la situación procesal en que se encuentra la autorización de esta enmienda.

Y para que así conste, expido la presente Certificación en San Juan, Puerto Rico, hoy día tres febrero de dos mil seis.

Justo Reyes Torres
Director Ejecutivo

mr

Patrono con Igualdad de Oportunidades en el Empleo M/F/V/I

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Certificación Número ROA 2012-024

CERTIFICACIÓN DE REGISTRO OFERTA ACADÉMICA

Conforme a lo dispuesto en la Guía CESPR Número 2010-02, de 4 de octubre de 2010,vigente al amparo del Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, el Área de Licenciamiento y Acreditación, Oficina de Educación Superior del Consejo de Educación de Puerto Rico (CEPR), certifica que la Solicitud de Enmienda a la Licencia que se indica a continuación, quedó debidamente completada y cuenta con autorización para su inicio, pendiente de evaluación y decisión final por el Consejo de Educación de Puerto Rico.

La institución deberá tomar las medidas pertinentes para notificar a los estudiantes sobre la situación procesal en que se encuentra la autorización de esta enmienda.

Institución: **EDP College of Puerto Rico**

Unidad institucional: **Recinto de Hato Rey**

Título del programa autorizado: **Grado Asociado en Administración de Empresas Modalidad a Distancia (71 Créditos)**

Sección Reglamento 7605 aplicable: **59.3 (7) ofrecimiento mediante medios educativos no presenciales de un programa académico de nivel subgraduado aprobado en esa unidad institucional.**

Fecha de Autorización del Inicio del ofrecimiento: **13 de abril de 2012**

Fecha proyectada para la evaluación de la Solicitud: **Durante el próximo ciclo de evaluación de la Licencia de Renovación de la Institución.**

En San Juan, Puerto Rico, hoy 30 de abril de 2012.

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

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Consejo de Educación de Puerto Rico

CERTIFICADA CON ACUSE DE RECIBO
#7013-2250-0000-5191-0730

15 de diciembre de 2015

Ing. Gladys Nieves Vázquez
Presidenta
EDP University of Puerto Rico
PO Box 192303
San Juan, PR 00919-2303

Atención: Dr. Alberto López, Vicepresidente Asociado de Acreditación, Licenciamiento, Avalúo Institucional y Fondos Externos

Estimada ingeniera Nieves:

El Consejo de Educación de Puerto Rico, en reunión ordinaria del 1ro de diciembre de 2015, aprobó la Enmienda a la Licencia de Renovación de **EDP University of Puerto Rico** para ofrecer el **Grado Asociado en Técnico de Farmacia (72 créditos)** en el **Recinto de Hato Rey**. Se acompaña la copia de la certificación correspondiente, la cual se archiva en autos en esta fecha.

De acuerdo con la la Sección 35.6 del *Reglamento para el Licenciamiento de Instituciones de Educación Superior en Puerto Rico, Núm. 8265, de 9 de octubre de 2012,* la Institución deberá someter un Informe de Cumplimiento a un año de la aprobación del ofrecimiento académico. Dicho Informe incluirá: (1) Información de la facultad que ofreció los cursos, (2) Equipo y materiales de los laboratorios, y (3) Datos estadísticos de la matrícula del programa. De no haber comenzado el programa, la institución informará las razones para esto y podrá solicitar la extensión de hasta un (1) año adicional para comenzar a ofrecerlo o proceder al cierre del mismo.

Con el propósito de atender cualquier aspecto relacionado con esta notificación, se puede comunicar conmigo o con la Dra. María Isabel Ortiz Alvarado, Especialista en Licenciamiento y Acreditación, al (787) 641-7100 extensión 2026 o 2073, o mediante el correo electrónico: mortiz@ce.pr.gov

Cordialmente,

David Báez Dávila
Director Ejecutivo Interino

Anejo

ESTADO LIBRE ASOCIADO DE
PUERTO RICO
Consejo de Educación de Puerto Rico

Certificación Número 2015- 626

Yo, Ricardo Aponte Parsi, Presidente del Consejo de Educación de Puerto Rico, CERTIFICO:----------

Que el Consejo de Educación de Puerto Rico, en reunión ordinaria de 1 de diciembre de 2015, de conformidad con la autoridad que le confiere el Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, aprobó la Enmienda a la Licencia de Renovación de **EDP University of Puerto Rico** para ofrecer el **Grado Asociado en Técnico de Farmacia (72 créditos)** en su **Recinto de Hato Rey**.

El Consejo determinó que la Institución someta un Informe de Cumplimiento a un año de la aprobación del programa, de acuerdo con la Sección 35.6 del *Reglamento para el Licenciamiento de Instituciones de Educación Superior en Puerto Rico*, Número 8265, de 2012. De no haber comenzado el programa, la institución informará las razones para esto y podrá solicitar la extensión de hasta un (1) año adicional para comenzar a ofrecerlo o proceder al cierre del mismo.

Esta certificación se emite al amparo de la Sección 28.7 *del Reglamento 8265, de 2012,* por tratarse del *inicio de un ofrecimiento académico en una unidad distinta de la aprobada previamente por el Consejo.*

Y para que así conste, expido la presente Certificación en San Juan, Puerto Rico, hoy día 3 de diciembre de dos mil quince.

Ricardo Aponte Parsi
Presidente

PO BOX 19900, San Juan, PR 00910-1900
Tel. (787) 641-7100
www.ce.pr.gov

COMMONWEALTH OF
PUERTO RICO
Puerto Rico Council on Education

Certification Number 2015-626

I, Ricardo Aponte-Parsi, President of the Puerto Rico Council on Education, hereby CERTIFY:----------

That the Puerto Rico Council on Education, at its regular meeting held on December 1, 2015, pursuant the authority conferred by the Reorganization Plan Number 1, of July 26, 2010, as amended, approved the amendment to the License Renewal of **EDP University of Puerto Rico** to offer the **Associate Degree in Pharmacy Technician (72 credits) on the Hato Rey Campus.**

According to Section 35.6 of the *Regulation for the Licensing of Institutions of Higher Education in Puerto Rico*, No. 8265 of 2012, the Institution shall submit a Compliance Report one (1) year after the approval of the program. If the program has not been started, the Institution shall inform the reasons for this and may request an extension of up to one (1) additional year to begin offering the program or proceed with its closure.

This certification is issued under Section 28.7 of the aforementioned Regulation because it is of the *start of an academic offering in a unit different for that approved by the Council.*

And for the record, I issue this Certification in San Juan, Puerto Rico, today, December 3, two thousand and fifteen.

Ricardo Aponte-Parsi
President

PO BOX 19900, San Juan, PR 00910-1900
Tel. (787) 641-7100
www.ce.pr.gov

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PO Box 19900, San Juan, Puerto Rico 00910-1900

Certificación Número ROA 2012-035

CERTIFICACIÓN DE REGISTRO OFERTA ACADÉMICA

Conforme a lo dispuesto en la Guía CESPR Número 2010-02, de 4 de octubre de 2010, vigente al amparo del Plan de Reorganización Núm. 1 de 26 de julio de 2010, el Área de Licenciamiento y Acreditación, Oficina de Educación Superior del Consejo de Educación de Puerto Rico, certifica que la Solicitud de Enmienda a la Licencia que se indica a continuación quedó debidamente completada y cuenta con autorización para su inicio, pendiente de evaluación y decisión final por el Consejo de Educación de Puerto Rico.

La institución deberá tomar las medidas pertinentes para notificar a los estudiantes sobre la situación procesal en que se encuentra la autorización de esta enmienda.

Institución: **EDP College of Puerto Rico**

Unidad institucional: **Recinto de Hato Rey**

Título del programa autorizado: **Bachillerato en Ciencias en Enfermería (128 créditos)**

Sección Reglamento 7605 aplicable: **59.3 (3) de la creación de un programa académico o una concentración de nivel subgraduado, independientemente de la metodología instruccional.**

Fecha de Autorización del Inicio del ofrecimiento: **9 de mayo de 2012**

Fecha proyectada para la evaluación de la Solicitud: **Durante el próximo ciclo de Licencia de Renovación de la Institución.**

En San Juan, Puerto Rico, hoy 22 de mayo de 2012.

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

AF/IIZM

Patrono con Igualdad
De Oportunidades en
El Empleo M/F/V/I

ESTADO LIBRE ASOCIADO DE
PUERTO RICO
Consejo de Educación de Puerto Rico

CERTIFICADA CON ACUSE DE RECIBO
#7012-2210-0001-1470-6228

13 de marzo de 2015

Ing. Gladys Nieves Vázquez
Presidenta
EDP University of Puerto Rico, Inc.
PO Box 192303
San Juan, PR 00919-2303

Atención: Dr. Alberto López, Vicepresidente Asociado de Acreditación, Licenciamiento, Avalúo Institucional y Fondos Externos

Estimada ingeniera Nieves:

El Consejo de Educación de Puerto Rico, en reunión ordinaria del 27 de febrero de 2015 aprobó la Enmienda a la Licencia de Renovación de **EDP University of Puerto Rico** para ofrecer el **Bachillerato en Ciencias de Tecnología de la Información con concentración en Redes (119 créditos)** en sus Recintos de Hato Rey y San Sebastián. Se acompaña el Informe Final de la evaluación y la certificación correspondiente, la cual se archiva en autos en esta fecha.

El Consejo determinó que la Institución someta dos Informes de Cumplimiento: el primero, en el término de **dos mes** (abril 2015)en el que evidencie haber atendido señalamientos relacionados con las instalaciones físicas del Recinto de Hato Rey. El segundo, a **un año** (febrero 2016) de la aprobación del programa **para cada unidad institucional**, de acuerdo con la Sección 35.6 del *Reglamento* 8265, de 2012. De no haber comenzado el programa, la institución informará las razones para esto y podrá solicitar la extensión de hasta un (1) año adicional para comenzar a ofrecerlo o proceder al cierre del mismo.

Con el propósito de atender cualquier aspecto relacionado con esta notificación, se puede comunicar conmigo o con la Dra. María Isabel Ortiz Alvarado, Especialista en Licenciamiento y Acreditación al (787) 641-7100 extensión 2026 o 2073 o mediante el correo electrónico: mortiz@ce.pr.gov

Cordialmente,

David Báez Dávila
Director Ejecutivo Interino

MIOA

Anejos

ESTADO LIBRE ASOCIADO DE
PUERTO RICO
Consejo de Educación de Puerto Rico

Certificación Número 2015-043

Yo, Ricardo Aponte Parsi, Presidente del Consejo de Educación de Puerto Rico, CERTIFICO:----------

Que el Consejo de Educación de Puerto Rico, en reunión ordinaria de 27 de febrero de 2015, de conformidad con la autoridad que le confiere el Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, aprobó la Enmienda a la Licencia de Renovación de **EDP University of Puerto Rico** para ofrecer el **Bachillerato en Ciencias de Tecnología de la Información con concentración en Redes** (119 créditos) en sus Recintos de Hato Rey y San Sebastián.

El Consejo determinó que la Institución someta dos Informes de Cumplimiento: el primero, en el término de dos meses. El segundo, a un año de la aprobación del programa **para cada unidad institucional**, de acuerdo con la Sección 35.6 del *Reglamento para el Licenciamiento de Instituciones de Educación Superior en Puerto Rico*, Número 8265, de 2012. De no haber comenzado el programa, la institución informará las razones para esto y podrá solicitar la extensión de hasta un (1) año adicional para comenzar a ofrecerlo o proceder al cierre del mismo.

Esta certificación se emite al amparo de la Sección 28.4 *del Reglamento 8265, de 2012,* por tratarse de la *creación de un ofrecimiento académico nuevo en la Institución.*

Y para que así conste, expido la presente Certificación en San Juan, Puerto Rico, hoy día 2 de marzo de dos mil quince.

Ricardo Aponte Parsi
Presidente

PO BOX 19900, San Juan, PR 00910-1900
Tel. (787) 641-7100
www.ce.pr.gov

ESTADO LIBRE ASOCIADO DE
PUERTO RICO
Consejo de Educación de Puerto Rico

Certificación Número 2015-044

Yo, Ricardo Aponte Parsi, Presidente del Consejo de Educación de Puerto Rico, CERTIFICO:----------

Que el Consejo de Educación de Puerto Rico, en reunión ordinaria de 27 de febrero de 2015, de conformidad con la autoridad que le confiere el Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, aprobó la Enmienda a la Licencia de Renovación de **EDP University of Puerto Rico, Inc.** para ofrecer el **Grado Asociado en Tecnología de la Información** (64 créditos) en sus Recintos de Hato Rey y San Sebastián.

El Consejo determinó que la Institución someta dos Informes de Cumplimiento: el primero, en el término de dos meses. El segundo, a un año de la aprobación del programa **para cada unidad institucional**, de acuerdo con la Sección 35.6 del *Reglamento para el Licenciamiento de Instituciones de Educación Superior en Puerto Rico*, Número 8265, de 2012. De no haber comenzado el programa, la institución informará las razones para esto y podrá solicitar la extensión de hasta un (1) año adicional para comenzar a ofrecerlo o proceder al cierre del mismo.

Esta certificación se emite al amparo de la Sección 28.4 *del Reglamento 8265, de 2012,* por tratarse de la *creación de un ofrecimiento académico nuevo en la Institución.*

Y para que así conste, expido la presente Certificación en San Juan, Puerto Rico, hoy día 2 de marzo de dos mil quince.

Ricardo Aponte Parsi
Presidente

O BOX 19900, San Juan, PR 00910-1900
Tel. (787) 641-7100
www.ce.pr.gov

ESTADO LIBRE ASOCIADO DE
PUERTO RICO
Consejo de Educación de Puerto Rico

Certificación Número 2015-317

Yo, John A. Uphoff Figueroa, Presidente Interino del Consejo de Educación de Puerto Rico, CERTIFICO:----------

Que el Consejo de Educación de Puerto Rico, en reunión ordinaria de 19 de junio de 2015, de conformidad con la autoridad que le confiere el Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, aprobó la Enmienda a la Licencia de Renovación de **EDP University of Puerto Rico** para ofrecer el **Bachillerato en Ciencias de Tecnología de la Información con concentración en Programación** (119 créditos) en sus Recintos de Hato Rey y San Sebastián.

El Consejo determinó que la Institución someta dos Informes de Cumplimiento: el primero, en el término de tres meses de aprobada la enmienda, en el que evidencie haber atendido señalamientos relacionados con el ofrecimiento académico y con la facultad. El segundo, a un año de la aprobación del programa para cada unidad institucional, de acuerdo con la Sección 35.6 del *Reglamento para el Licenciamiento de Instituciones de Educación Superior en Puerto Rico*, Número 8265, de 2012. De no haber comenzado el programa, la institución informará las razones para esto y podrá solicitar la extensión de hasta un (1) año adicional para comenzar a ofrecerlo o proceder al cierre del mismo.

Esta certificación se emite al amparo de la Sección 28.4 *del Reglamento 8265, de 2012,* por tratarse de la *creación de un ofrecimiento académico nuevo en la Institución.*

Y para que así conste, expido la presente Certificación en San Juan, Puerto Rico, hoy día 25 de junio de dos mil quince.

John A. Uphoff Figueroa
Presidente Interino

PO BOX 19900, San Juan, PR 00910-1900
Tel. (787) 641-7100
www.ce.pr.gov

ESTADO LIBRE ASOCIADO DE PUERTO RICO
CONSEJO DE EDUCACIÓN DE PUERTO RICO
Tel: (787) 641-7100 \ web: www.ce.pr.gov
PO Box 19900, San Juan, Puerto Rico 00910-1900

Certificación Número 2012-308
Enmendada

Yo, Ricardo Aponte-Parsi, Presidente del Consejo de Educación de Puerto Rico, CERTIFICO:----------

Que el Consejo de Educación de Puerto Rico, mediante referendo tramitado el 19 de diciembre de 2012, de acuerdo con las facultades conferidas por el Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, aprobó el cambio de nombre de EDP College of Puerto Rico, Inc. a *EDP University of Puerto Rico, Inc.*

Esta determinación está amparada en la Sección 59.2 (2) del *Reglamento para el Otorgamiento de Licencia a Instituciones de Educación Superior en Puerto Rico*, Número 7605, de 5 de noviembre de 2008, por tratarse del *cambio de nombre de la institución que signifique cambio en el nivel o en el enfoque curricular de la oferta académica institucional.*

A la Institución le será requerido un Informe de Cumplimiento a ser sometido el 30 de enero de 2015.

Y, para que así conste, expido la presente Certificación en San Juan, Puerto Rico, hoy, 11 de enero de dos mil trece.

Ricardo Aponte Parsi
Presidente

Patrono con Igualdad de Oportunidades en el Empleo M/F/V/I

GOBIERNO DE PUERTO RICO
CONSEJO DE EDUCACIÓN DE PUERTO RICO
Tel: (787) 641-7100 \ web: www.ce.pr.gov
PO Box 19900, San Juan, Puerto Rico 00910-1900

Certificación Número ROA 2012-025

CERTIFICACIÓN DE REGISTRO OFERTA ACADÉMICA

Conforme a lo dispuesto en la Guía CESPR Número 2010-02, de 4 de octubre de 2010, vigente al amparo del Plan de Reorganización Núm. 1 de 26 de julio de 2010, según enmendado, el Área de Licenciamiento y Acreditación, Oficina de Educación Superior del Consejo de Educación de Puerto Rico (CEPR), certifica que la Solicitud de Enmienda a la Licencia que se indica a continuación quedó debidamente completada y cuenta con autorización para su inicio, pendiente de evaluación y decisión final por el Consejo de Educación de Puerto Rico.

La institución deberá tomar las medidas pertinentes para notificar a los estudiantes sobre la situación procesal en que se encuentra la autorización de esta enmienda.

Institución: **EDP College of Puerto Rico**

Unidad institucional: **Recinto de Hato Rey**

Cambio autorizado: **Expansión del Recinto de Hato Rey al Edificio Arroyo en la Ave. Ponce de León 268, esquina Calle Arroyo, Hato Rey.**

Sección Reglamento 7605 aplicable: **59.3 (1) Expansión de la institución o de alguna de sus unidades institucionales a un lugar geográfico distinto al aprobado en la licencia.**

Fecha de Autorización del Inicio del ofrecimiento: **23 de abril de 2012**

Fecha proyectada para la evaluación de la Solicitud: **Durante el próximo ciclo de evaluación de la Licencia de Renovación de la Institución.**

En San Juan, Puerto Rico, hoy 30 de abril de 2012.

Idalia I. Zavala Maldonado, Ed. D.
Directora
Área de Licenciamiento y Acreditación

AIFC/IIZM

Patrono con Igualdad
De Oportunidades en
El Empleo M/F/V/I

ESTADO LIBRE ASOCIADO DE PUERTO RICO
CONSEJO DE EDUCACIÓN SUPERIOR DE PUERTO RICO

PO Box 19900
San Juan PR
00910-1900
Tel. 787-641-7100
www.ces.gobierno.pr

Certificación Número 2008-067

Yo, Viviana M. Abreu Hernández, Directora Ejecutiva del Consejo de Educación Superior de Puerto Rico, CERTIFICO:----------

Que el Consejo de Educación Superior de Puerto Rico, en reunión del miércoles, 16 de abril de 2008, aprobó la Licencia de Renovación a **EDP College of Puerto Rico, Inc.**, para continuar operando como una institución de educación superior en Puerto Rico en sus **Recintos de Hato Rey** y de **San Sebastián** y ofrecer los programas académicos que a continuación se enumeran para cada recinto.

El Consejo también determinó requerirle a la institución tres informes de cumplimiento a presentarse el 6 de junio de 2008, el 14 de agosto de 2008 y el 3 de abril de 2009. Determinó, además, que se efectúe una visita de constatación el 8 de mayo de 2009 al Recinto de San Sebastián. Las determinaciones finales del Consejo para cada caso están contenidas en la comunicación que notifica esta decisión.

RECINTO DE HATO REY

1. Grado Asociado en Administración de Empresas
2. Grado Asociado en Administración de Oficinas
a. Grado Asociado en Diseño de Modas Digital
3. Grado Asociado en Programación de Computadoras
4. Grado Asociado en Tecnología de Emergencias Médicas
5. Grado Asociado en Tecnología en Terapia Física
6. Bachillerato en Administración de Empresas
7. Bachillerato en Administración de Empresas con concentración en Contabilidad
8. Bachillerato en Administración de Empresas con concentración en Gerencia
9. Bachillerato en Administración de la Oficina Tecnológica**
10. Bachillerato en Sistemas de Información con especialidad en Imagen Digital*
11. Bachillerato en Sistemas de Información en Programación de Computadoras
12. Bachillerato en Sistemas de Información en Redes**
13. Certificado Profesional en Administración de Bases de Datos Relacionales

Patrono con Igualdad de Oportunidades en el Empleo M/F/V/I

14. Certificado Profesional en Auditoría en Sistemas de Información
15. Certificado Profesional en E-Commerce
16. Certificado Profesional en Tecnología Informática de la Educación
17. Maestría en Sistemas de Información
18. Maestría en Tecnología Informática de la Educación

RECINTO DE SAN SEBASTIÁN

1. Grado Asociado en Administración de Empresas
2. Grado Asociado en Administración de Oficinas
3. Grado Asociado en Auxiliar de Farmacia
4. Grado Asociado en Enfermería
5. Grado Asociado en Programación de Computadoras
6. Grado Asociado en Tecnología de Emergencias Médicas
7. Grado Asociado en Tecnología en Terapia Física
8. Bachillerato en Administración de Empresas
9. Bachillerato en Administración de Empresas con concentración en Contabilidad
10. Bachillerato en Administración de Empresas con concentración en Gerencia
11. Bachillerato en Administración de la Oficina Tecnológica**
12. Bachillerato en Ciencias en Enfermería
13. Bachillerato en Sistemas de Información en Programación de Computadoras
14. Bachillerato en Sistemas de Información en Redes**

Y para que así conste, expido la presente Certificación en San Juan, Puerto Rico, hoy día diecisiete de abril de dos mil ocho.

Viviana M. Abreu Hernández, Ph.D.
Directora Ejecutiva

* Enmienda a la Licencia en proceso de evaluación

** Autorizado y la evaluación para aprobación del programa está sujeta a los términos reglamentarios aplicables

Consejo de Educación de Puerto Rico

SOLICITUD DE ENMIENDA PARA CREACIÓN DE NUEVO OFRECIMIENTO ACADÉMICO

Sección 28.4

(Completar para cada ofrecimiento académico por separado)

INFORMACIÓN DE LA INSTITUCIÓN				
Nombre: EDP University of Puerto Rico, Inc.				
Unidad:				
INFORMACIÓN DEL OFRECIMIENTO ACADÉMICO				
Título del ofrecimiento				CIP CODE
Modalidad	X Presencial	☐ En línea	☐ Otro (Describa)	
	☐ Acelerado	☐ Weekend College		
Término Académico	X Semestre (15 semanas) ☐ Trimestre (___ semanas)		☐ Cuatrimestre (__semanas) ☐ Bimestre (___ semanas)	☐ Otro (Describa)

Diseño Curricular	Cantidad de Créditos
Educación General	
Cursos Medulares	
Concentración/Especialidad	
Electivas	
Otro	
Total	

Unidad de Equivalencia Horas/Crédito por término

1Crédito = 15 horas lectivas
1Crédito = 30 laboratorio
1Crédito = 45 práctica

Indicar si el ofrecimiento académico responde a una Ocupación o Profesión Reglamentada por Ley en Puerto Rico

X SI **☐ NO**

De ser afirmativo, la institución certifica que los egresados cumplen con los requisitos establecidos para ser elegibles para admisión a los exámenes de reválida de la ocupación o profesión.

EDP UNIVERSITY
SABER ES PODER

APPENDIX #19

SUMMARY OF FEES
SERVICES AND CAMPUSCARE® MAINTENANCE AND SUPPORT

Annual Services*	**Annual Renewal Fee**
Service: PSSC-Moodlerooms LMS	$8,000.00
Services Subtotal	**$8,000.00**

Add-On Services*	**Annual Renewal Fee**
Add-On Service: 25 hr Pre-Paid PS Package (3)	$12,000.00
Add-On Services Subtotal	**$12,000.00**

CampusCare Maintenance and Support**	**Annual Renewal Fee**
CampusVue® Student	$85,153.11
CampusVue® Portal	$20,945.38
CampusLink Web Services eLearning	$5,196.27
CampusCare Maintenance and Support Subtotal	**$111,294.76**

Total 2016 Annual Renewal Fees:	**$131,294.76**

*This Summary of Fees is solely for informational purposes. This Summary of Fees reflects annual Professional Services and CampusCare Maintenance and Support only; other services (such as hosting, CampusLink Services, integration subscriptions, etc.) are not included. Professional Services are separate and distinct from CampusCare Services, and will be invoiced separately. Customer shall execute a SOW for any new professional services.

**Annual Standard Support Values shown

CAMPUSCARE® MAINTENANCE AND SUPPORT RENEWAL

RATE SCHEDULE FOR CAMPUSCARE STANDARD SERVICES - Page 1

This document is made a part of the CampusCare Maintenance and Support Agreement, Master Agreement, Talisma Fundraising Software Maintenance Agreement, or Talisma License and Services Agreement, as applicable, (the "Agreement") between Campus Management Corp. and Customer dated **8/26/2006**.

Customer: **EDP University of Puerto Rico, Inc.**

Record Count: **3,000 ASR**

Products	Renewal Fee
CampusVue® Student	$85,153.11
CampusVue® Portal	$20,945.38
CampusLink Web Services eLearning	$5,196.27
Total 2016 Renewal Fee	**$111,294.76**

CampusInsight 2016 Passes: **2**

Keys: **145**

☐ ***1-Year Term through December 31, 2016***
One Annual Payment of **$111,294.76**

☐ ***1-Year Term through December 31, 2016***
Four Quarterly Payments of **$27,823.69**
(Requires ACH)

☑ ***1-Year Term through December 31, 2016***
Twelve Monthly Payments of **$9,274.56**
(Requires ACH)

Initial payment as indicated above is due and payable simultaneously upon execution.

See the following page for Terms and Conditions

EDP University of Puerto Rico, Inc.

By: _____

Print: _____

Title: _____

Date: _____

CAMPUS MANAGEMENT CORP

By: _____

Print: _____

Title: _____

Date: _____

CampusCare Services are subject to the terms and conditions in the Agreement and this CampusCare Renewal. The terms below shall continue in effect for each renewal term hereafter.

CampusCare Premium:CampusCare Premium features off-hour system upgrades for production environments and free emergency support, plus 4 free passes to CampusInsight 2016 for CampusVue® Student or CampusNexus® Student customers.

CampusCare Premium is not available for CampusLink Web Services.

CampusCare Premium customers will receive 15% off Professional Services list T&M fees for SOWs and Change Orders signed during the 2016 renewal term. This excludes any Fixed Fee services, PSSCs, and CampusInsight training courses. This discount shall not be applied retroactively, and shall not be combined with other discounts. Customer must be in good standing at the time discount is applied.

CampusCare Premium customers will receive upgrades for up to 2 additional named non-production environments for CampusVue Student and CampusNexus Student, and database refreshes in conjunction with the upgrades. Upgrades shall be performed Monday - Friday (excluding holidays), 8 a.m. - 5 p.m. ET. Support for non-production environments is not included.

End User Support Coordinator: CMC and Customer shall mutually designate a person as Customer's End User Support Coordinator ("EUSC") to coordinate routine end-user support concerning the Licensed Program. End-users must refer all inquiries regarding the Licensed Program to the EUSC. After consultation with the end-user and determining that the inquiry involves a problem in the Licensed Program, the EUSC may contact CMC and request, and CMC shall provide, the CampusCare Services described in the Agreement.

Exclusions: Support covers production environments. Unless otherwise agreed to via a separate addendum, CampusCare Services excludes the following: (i) services and support to update and maintain non-production environments (such as testing and development environments); (ii) support of integrations, (iii) issues related to reconfiguration of the Licensed Program as a direct result of sizing/space related issues, restoring/re-installing/re-implementing production server components, restoring corrupt databases, performance of business functions such as creation/configuration of rules/teams/reports, or modification and/or manipulation of the Licensed Program including, but not limited to, stored procedures, predefined routines, installation of scripts, standard/custom reports, and data written to the Licensed Program from Third Parties Products, as applicable.

The annual CampusCare fee includes CMC's provision of Releases to Talisma® CRM , CampusNexus® CRM, and Talisma® Fundraising, but installation and implementation of the Releases is not included as part of the annual fee, notwithstanding anything to the contrary in the Agreement and Exhibits thereto. The foregoing does not apply to Talisma® Fundraising sold in conjunction with CampusVue® Student.

With respect to Talisma CRM and CampusNexus CRM installation of Releases or upgrades, CMC highly recommends Customer engage CMC's professional services organization for assistance when installing Releases or upgrades for Talisma products. Any issues or problems arising out of Customer configuring and installing a Release or upgrade are not covered under CampusCare Services. If the software has been customized, the Release or upgrade may cause system failures. Any problems with customizations that Customer reports to CMC that are related to or caused by the Release or upgrade are not covered under CampusCare Services.

Customer acknowledges and agrees that any issues arising or related to work performed by Customer or any third parties is expressly not covered under the warranties, remedies and indemnity provisions under the license and service agreements. Any resources expended by CMC with respect to such issues, or discovered to be caused by such issues (for example, problem analyses, support, re-work, etc.), shall be billed to and paid by Customer at CMC's standard hourly rates on a T&M basis commencing from the initial support request, and Customer shall promptly pay such support charges.

Should CMC provide technical support in connection with problems that are beyond the scope of the CampusCare Services, that are not Errors in the Licensed Programs, or for any incremental services, then Customer shall pay for any such services on a T&M basis and may be contracted for separately.

Severity Level Descriptions: Severity Level Descriptions posted at http://www.campusmanagement.com/EN-US/aboutUs/Pages/Incident-Severity.aspx shall replace severity descriptions in the Agreement, and are subject to change.

Keys: Training keys are to be used exclusively for training through the Learning Center and CampusInsight User Conference pre-conference training.

Late Payment: Customer acknowledges and agrees that any delinquent payment owed to CMC, under this or any other agreement, may result in suspension of CampusCare Services and other services until all outstanding amounts due are paid in full.

Taxes: Customer shall promptly pay, indemnify and hold CMC harmless from all sales, use, gross receipts, GST, value-added, personal property or other tax or levy (including interest and penalties) imposed on the services and deliverables which have been or will be provided under any agreements, other than taxes on the net income or profits of CMC. Subject to any applicable laws, the foregoing shall not apply to the extent Customer is formed as a not for profit organization and promptly provides CMC an applicable tax exempt certificate. All prices quoted are net of taxes.

PRIVACY PROTECTION

Do not send unsolicited personally identifiable information ("PII") to CMC, and in any event do not send PII to CMC except by secure transfer and in a manner officially authorized by CMC.

CVPA SUBSCRIPTION

CampusQuery was replaced by an annual subscription to CampusVue Performance Analytics ("CVPA"). If applicable, Customer may continue to use CVPA, subject to terms of licensing and so long as it is subscribed to annual CampusCare Maintenance and Support.

1. Maintenance and Support: For clarification, support and maintenance of integrations between CVPA and Customer's systems (other than CMC Licensed Programs) is subject to a separate Statement of Work and is not included in CampusCare. CMC has no obligation to support any environment that has not been validated by CMC or that has been deployed by Customer independent of CMC professional services.
2. Reservation of Rights: Customer acknowledges that the CVPA Subscription, including, without limitation, all related technology, software, source code, object code, scripts, APIs, hardware, products, processes, algorithms, user interfaces, application interfaces, know-how and other trade secrets, techniques, designs, inventions and other tangible or intangible technical material or information, in any form and media, are Intellectual Property rights exclusively owned by CMC or its affiliates, or licensed from CMC's licensor(s), including, without limitation, eThority, Inc., a South Carolina corporation ("eThority"). With respect to the eThority software solutions provided hereunder, Customer acknowledges and agrees that eThority shall be deemed a third party beneficiary of the CVPA Subscription for purposes of receiving the protections and remedies relating to the confidentiality, intellectual property, indemnity, limitation of liability and warranty disclaimer provisions set forth in the License Agreement, CampusCare Agreement and PSA, as applicable. CMC's maintenance of aspects of CVPA is contingent on eThority's performance of its obligations with respect to maintenance of the code and support of CMC.

Renewed Thursday, December 17, 2015 9:57:51 AM by nievglad@edpuniversity.edu

EDP UNIVERSITY
SABER ES PODER

APPENDIX #20

EDP UNIVERSITY
SABER ES PODER

Curricular Sequence
Associate Degree Pharmacy Technician

Academic Period	Course Code	Course Name	Credits	Hours	*Amount per Course
FIRST YEAR					
FIRST YEAR / FIRST SEMESTER					
Period 1	APH 1101	Pharmacy Fundamentals Fundamentos de Farmacia	3	45	522.00
	CHE 1163	General Chemistry & Lab. Química General y Laboratorio	4	75	848.00
	PRO 1101	Computer Operations I (Lab included/ extra hrs) Operación de Computadoras	3	60	655.00
	MAT 1113	Mathematics for the Health Professional Matemáticas para Profesionales de la Salud	3	45	510.00
	VUE 1101	Successful University Life Vida Universitaria Exitosa	3	45	510.00
FIRST YEAR / SECOND SEMESTER					
Period 2	APH 1120	Medical and Pharmaceutical Technology Médicos y Tecnología Farmacéutica	3	45	582.00
	APH 1240	Ethics, Laws and Regulations in Pharmacy Adm. Ética, leyes y Reglamentos en Farmacia Adm	3	45	522.00
	APH 2115	Prescription and None Prescription Medications Medicamentos con y sin Prescripción Médica	3	45	522.00
	CHE 2210	Pharmaceutical Chemistry Química Farmacéutica	4	75	848.00
	MAT 1220	Pharmaceutical Mathematics Matemáticas Farmacéutica	3	45	522.00
SECOND YEAR					
SECOND YEAR / FIRST SEMESTER					
Period 3	APH 3110	Pre- Intership Pre- Internado	1	15	174.00
	APH 2240	Community and Hospital Pharmacy Farmacia Comunitaria, y Hospitalaria	3	45	522.00
	APH 2250	Posology Pharmacy Posología Farmacéutica	3	45	522.00
	BIO 1211	Fundamentals of Physiology and Pharmacology I Fundamentos de la Fisiología y Farmacología I	3	45	522.00
	ENG 1101	English I (Include Lab.) Inglés I	3	55	570.00
	SPA 1101	Spanish I Español I	3	45	510.00

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Curricular Sequence
Associate Degree Pharmacy Technician

SECOND YEAR / SECOND SEMESTER					
Period 4	APH 3211	Intership I / Internado I	3	430	709.00
	HUM/SOC 1101	Western Civilization I/Social sciences I / Civilización Occidental I/ Ciencias Sociales I	3	45	510.00
	APH 1130	Pharmacognosy / Farmaconosis	3	45	522.00
	BIO 1212	Fundamentals of Physiology and Pharmacology II / Fundamentos de la Fisiología y Farmacología II	3	45	522.00
THIRD YEAR					
THIRD YEAR / FIRST SEMESTER					
Period 5	APH 3212	Intership II / Internado II	3	430	709.00
	HUM/SOC 1102	Western Civilization II/Social sciences II / Civilización Occidental II/ Ciencias Sociales II	3	45	510.00
	ENG 1102	English II / Inglés II	3	45	510.00
	SPA 1102	Spanish II / Español II	3	45	510.00
TOTAL			**72**	**1905**	**13,363.00**

Tuition and fees are subject to change. Valid tru september 2014.		**Fees**	$2,100.00
Institutions Fees are applied each academic period.		**Total**	**$ 15,463.00**

Cost		**Institutional Fees**	
General Credits	$170.00/cr	Technology Fee	$ 300.00
Science Credits	$174.00/cr	Infraestructure Fee	100.00
Labs	$75.00	Activities Fee	20.00
			$ 420.00

Marie Luz Pastrana Muriel
Financial Affairs Dean

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GUÍA PARA CREACIÓN DE HORARIO DE CURSOS EN OFRECIMIENTO

HORARIO DE CLASES REGULAR (ENERO Y SEPTIEMBRE

HORAS	SEMANAS	1 DIA	MINUTOS	2 DIAS	MINUTOS
10	16	(:38) :45	**60**	(:19) :30	**30**
15	16	(:56) 1:00	**60**	(:28) :30	**30**
30	16	(1:53) 2:00	**120**	(:50) 1:00	**60**
45	16	(2:49) 3:00	**180**	(1:24) 1:30	**90**
60	16	3:45	**225**	(1:53) 2:00	**120**
75	16	(4:41) 4:45	**285**	(2:21) 2:30	**150**
90	16	(5:37) 6:00	**360**	(2:48) 3:00	**180**

HORARIO DE CLASES VERANO REGULAR

HORAS	SEMANAS	1 DIA	MINUTOS	2 DIAS	MINUTOS
10	10	1:00	**60**	:30	**30**
15	10	1:30	**90**	:45	**45**
30	10	3:00	**180**	1:30	**90**
45	10	4:30	**270**	2:15	**135**
60	10	6:00	**360**	3:00	**180**
75	10	7:30	**450**	3:45	**225**
90	10	9:00	**540**	4:30	**270**

HORARIO DE CLASES ADELANTA EN VERANO

HORAS	SEMANAS	1 DIA	MINUTOS	2 DIAS	MINUTOS
10	8	1:15	**75**	:40	**40**
15	8	(1:53) 2:00	**120**	(:56) 1:00	**60**
30	8	3:45	**225**	(1:53) 2:00	**120**
45	8	(5:38) 5:45	**345**	(2:49) 3:00	**180**
60	8	7:30	**450**	3:45	**225**
75	8	(9:23) 9:30	**570**	(4:41) 4:45	**285**
90	8	11:15	**675**	(5:38) 5:45	**345**

HORARIO DE CLASES EN ADULTOS CON GUÍA*

HORAS	SEMANAS	1 DIA	MINUTOS	2 DIAS	MINUTOS
(30) 10	8	1:15	**75**	:40	**40**
(45) 25	8	(3:08) 3:15	**195**	(1:34) 1:45	**105**
(60) 40	8	5:00	**300**	2:30	**150**
(75) 55	8	(6:53) 7:00	**420**	(3:27) 3:30	**210**
(90) 70	8	8:45	**525**	(4:23) 4:30	**270**

* se sustituyen **20** horas por la guia

HORARIO DE CLASES EN GRADUADO, MAGAE Y ADULTO SIN GUÍA

HORAS	SEMANAS	1 DIA	MINUTOS	2 DIAS	MINUTOS
10	8	1:15	**75**	:40	**40**
15	8	(1:53) 2:00	**120**	(:56) 1:00	**60**
30	8	3:45	**225**	(1:53) 2:00	**120**
45	8	(5:38) 5:45	**345**	(2:49) 3:00	**180**
60	8	7:30	**450**	3:45	**225**
75	8	(9:23) 9:30	**570**	(4:41) 4:45	**285**
90	8	11:15	**675**	(5:38) 5:45	**345**