



GRADUATE CATALOG

2023-2027

EDP UNIVERSITY OF PUERTO RICO, INC
JANUARY 2023 - DECEMBER 2027

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

Graduate Catalog

2023 – 2027

Revised September 18, 2025

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Humacao Branch Campus
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Humacao, PR
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Manati Branch Campus
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Manati, PR
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Villalba Branch Campus
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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.

Table of Contents

Message from the President.....	1
General Information	2
Institutional Profile.....	3
Brief History of the Institution.....	5
Educational Philosophy and Institutional Mission and Vision.....	6
Philosophy	6
Mission.....	6
Vision.....	6
Institutional Goals.....	7
Institutional Information	8
Administration	9
Central Administration.....	9
Hato Rey Campus Administration	12
San Sebastian Campus Administration	13
Faculty.....	15
Graduate School Directors, Coordinators and Specialists.....	16
Student Information	17
Admissions Policy.....	18
General Admission Requirements:	18
Application for Admission to Master's Degree in Information Systems (MIS)	19
Application for Admission to the Master's Degree in Information Systems, Major in Information Security and Digital Fraud Investigation (MISFI)	19
Application for Admission to the Master's Degree in Business Administration, Major in Strategic Management (MBA-SM).....	19
Application for Admission to the Master's Degree in Science of Nursing Major in Emergency / Trauma.....	19
Application for Admission to the Master's Degree in Science of Nursing Major in Acute / Critical Care	20
Application for Admission to the Master's Degree of Science in Nursing Major in Family Nurse Practitioner (MFNP)	20
Application for Admission to the Master's Degree in Naturopathic Science (MNS)	21
Application for Admission to the Master's Degree in Public Affairs and Government Innovation.....	21

International Students Admission Requirements	22
Veteran Admission.....	22
Student Financial Aid.....	25
Student Financial Aid Program.....	26
How to Apply for Financial Aid	26
Types of Financial Aid	27
Federal Work-Study Program	27
Loan Programs - Federal Direct Loan.....	27
Veteran's Affairs.....	27
Public Law 115-407, Section 103.....	27
Bursars Office	29
Title IV Funds Return Policy (R2T4)	29
Tuition and Fees Payment and Adjustment Policy	30
General Costs	33
Tuition and Fees.....	34
Academic Regulations	35
Academic Year.....	36
Credit Hours.....	36
Course Load	36
Grading System.....	36
Approved	37
Attendance	37
Electives.....	37
Notification of Grades.....	37
Transcripts	37
Incomplete Work	37
Withdrawals	38
Effects of Withdrawals (W), Administrative Withdrawals (WA), and Incompletes (I)	38
Satisfactory Academic Progress.....	38
Eligibility	39

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 C and D. Satisfactory Academic Progress39

Graduation Requirements 45

Application for Graduation 45

Graduation with Honors..... 45

Student Services 47

Counseling and Guidance 47

Placement Services 47

Cultural and Social Activities 49

Student Organizations 49

Academic Support Center (CAA)..... 49

Distance Education 49

Institutional Policies 53

Institutional Policy on Discrimination 53

Institutional Policy on Sexual Harassment..... 53

Policy and Procedure for Incident Management of Sexual Violence 54

Institutional Policy on Abuse of Controlled Substances 54

Policy on Physical Impairment **Error! Bookmark not defined.**

Security Policies and Procedures and Prevention at the University Campus 55

Policy on the Student’s Completion of their Degrees, in the Case of the Elimination of their Program of Studie or the Cessation of Institutional Operations..... 56

Policy on the Support System for Academic Records and Transcripts..... 56

Salomon Pombo Act 57

Emergency Response Policy and Multi-Risk Operational Plan..... 57

Policy and Protocol against Harassment and Intimidation (Bullying) in the University Environment 58

Educational and Learning Resources 59

Information Resources Center and Computer Center/PC Labs..... 59

Information Resources Center 59

Programs of Study 60

Graduate School Educational Philosophy 61

Master's Degrees.....	62
Master's Degree in Information Systems (MIS)	63
Program Philosophy and Goals	63
Program Objectives.....	63
Alumni Profile.....	63
Program of Study	64
Master's Degree in Information Systems	66
Major in Information Security and Digital Fraud Investigation (MISFI)	66
Program Description	66
Program Objectives.....	66
Alumni Profile.....	67
Program of Study	67
Master's Degree in Business Administration.....	69
Major in Strategic Management (MBA-SM)	69
Program Description	69
Program Objectives.....	69
Alumni Profile.....	70
Program of Study	70
Master's Degree in Science of Nursing	72
Major in Emergency/Trauma Care	72
Program Description	72
Program Objectives.....	72
Alumni Profile.....	73
Program of Study	74
Master's Degree in Science of Nursing	76
Major in Acute/Critical Care	76
Program Description	76
Program Objectives.....	76
Alumni Profile.....	77
Program of Study	78
Master of Science in Nursing major in Family Nurse Practitioner.....	80
Program Description	80

Program Objectives.....	80
Alumni Profile.....	81
Program of Study	81
Master's Degree in Naturopathic Sciences.....	83
Program Description	83
Program Objectives.....	83
Alumni Profile.....	83
Program of Study	84
Master's Degree in Public Affairs and Government Innovation.....	86
Program Description	86
Program Objectives.....	86
Alumni Profile.....	86
Program of Study	87
Professional Certificates	89
Professional Certificates Program Goals.....	90
Professional Certificate in	91
Information Security and Digital Fraud Investigation	91
Program Description	91
Program Goals	91
Program Objectives.....	91
Alumni Profile.....	92
Program of Study	92
Professional Certificate in Project Management	93
Program Description	93
Program Objectives.....	93
Alumni Profile.....	93
Program of Study	94
Professional Certificate in Information Systems Auditing.....	95
Program Goals	Error! Bookmark not defined.
Program Objectives.....	95
Alumni Profile.....	95
Program of Study	95

Professional Certificate in Relational Database Administration.....	97
Program Goals	Error! Bookmark not defined.
Program Objectives.....	97
Alumni Profile.....	97
Program of Study	97
Professional Certificate in Electronic Commerce	99
Program Goals	Error! Bookmark not defined.
Program Objectives.....	99
Alumni Profile.....	99
Program of Study	99
Course Descriptions	101
Course Numbering System	102
Catalog Addendum	130

Message from the President

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

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

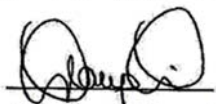


In 2000, we initially began the accelerated adult's modality academic offerings in various technology and administration programs. Since then, we have developed a schedule of accelerated bimesters for adult professionals who are pursuing a degree and online courses, initially complementary. Since 2008,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

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

In 2013, we became EDP University and opened two additional centers to go along with the two main campuses. In 2017, just before Hurricane María, we opened a fifth academic unit. In 2020, with the start of the pandemic, the academic transition to distance education was possible because we had two online platforms and an increasing enrollment of students who do not reside in Puerto Rico.

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



Gladys Nieves Vázquez, P.E.
President

General Information

Institutional Profile

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

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

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

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

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

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

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

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

The Institution provides student funding through the following agencies:

- United States Department of Education

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

The Institution maintains active memberships with the following entities:

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

Brief History of the Institution

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

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

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

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

In 2014, a Master's Degree in Naturopathic Sciences for the Hato Rey Campus was created. The Associate Degree in Nursing is initially accredited in 2016 by ACEN, reaccredited in 2021. The Baccalaureate in Science of Nursing receives the ACEN professional accreditation in the same year.

In 2017, a third Branch Campus was developed in Villalba followed by the Caguas Branch Campus which opened its doors in 2023. EDP University of Puerto Rico has a total of six academic units.

Educational Philosophy and Institutional Mission and Vision

Philosophy

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

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

This philosophy is represented in the Institution's revised Mission, which in essence is an updated rewriting of the Mission that guided the Institution for 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 through diverse modalities that promote active learning and the integral development of students, as they are the center of the educational process.

Vision

EDP University of Puerto Rico embraces knowledge and its pursuit as a cornerstone for innovation and transformation, through academic spaces and research. Its focus will be on cultivating leadership, entrepreneurship, and the search for solutions to fundamental problems within the Hispanic American community.

Institutional Goals

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

Institutional Information

Certificate of Incorporation:

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

Board of Directors

Founder President:

Gladys Vázquez Díaz, BBA, MHSA

President

María del C. Betancourt, JD

Vice President

Héctor M. Ramos Torres, Eng.

Secretary:

Sylma I. Collazo Correa, JD

Treasurer:

Rosana López Santos, CPA

Members:

Christian L. Rochet,

Gladys B. Nieves, MA

Grymarys De Jesús Afanador, JD

Juan Avilés,

Rosa Castro Ávila, MD

Sacha Delgado, MA

Jan J. Cot,

Jeniffer Concepción Acevedo

Luis A. Zayas García, CPA

María del Pilar Medina

Manuel J. Vázquez-Ayala

Administration

Central Administration

President:

Gladys T. Nieves Vázquez, PE, MBA

Provost and Executive Vice President:

Marilyn Pastrana Muriel, Ed.D.

Vice President of Finance:

Luis Rivera Colón, CPA, CIA

AVP for Institutional Compliance:

Alberto López Mercado, Ed.D.

AVP for Nursing and Research

Nydia Rivera Vera, MA

AVP for Educational Innovation:

Sandra Arroyo, MA

AVP for Administration and Technology

Luis Fuster, MS

AVP for Financial Affairs:

Marie Luz Pastrana Muriel, BBA

AVP for Strategic Growth

Mayra Rivera, MBA

AVP for Student Affairs

Enid Cartagena, MSC

Institutional Director for Accreditations, Licensing and Assessment

Marjorie M. Maisonet Rivera, MBA

Institutional Director for External Funds

Carmen I. Negrón Castro MA

Institutional Assessment Director

Raimar Martinez, Ed. D.

Institutional Coordinator for Compliance and Title IX

Javier Noriega-Costas, J.D., RUA., ABA,
CAPR

Institutional Director for Academic Assessment

Lillian Alers Soto, Ed.D.

Institutional Clinical Experiences Director

Alfredo Del Valle, BBA

Placement and Clinical Practice MABE Coordinator

Lizmarie Marrero Ortiz, MBA

Placement and Clinical Practice MABE Coordinator

Héctor O. Rivera Moreno, BBA

Academic Coordinator for Distance Education School of Nursing

Aidaliz González,

Institutional School of Nursing Dean

Carmen E. Rosa Arce, DNS

Institutional Director for Clinical Simulation

Lizzette Mestey,

Institutional Coordinator for Clinical Simulation

Manuel Rodríguez

Institutional Director for Academic Services Hybrid Modality

María de los Milagros Rivera Cancel, MBA

Institutional Director for Student Services Hybrid Modality

Vivian Sanes Ramos, BA

Institutional Coordinator for Academic Services Hybrid Modality

Julitza Marquez Torres, BA

Institutional Coordinator for Academic

Services Hybrid Modality

Zeneida Febles Colón, MA. Ed

Institutional Coordinator for Educational Innovation

Carmen Quintana,

Technology Affairs Dean

Ramón Mallol Martínez, Ph.D.

Campus Vue System Administrator

Verónica Rivera Molina, MIS

Campus Vue Portal Administrator

Wilmer D. Maldonado Martínez, MIS

Campus Vue System Administrator

Luis D. Pérez Velilla, MIS

CV Student Portal Administrator

Laura Berrios,

Institutional Director for Entrepreneurship

Glorimar Santini, Ed.D.

Institutional Director for Infrastructure

Margaret Diaz, Ed.D.

Institutional Director for Infrastructure and General Services

Víctor Reyes Solano, PTA, CKTT

Financial Aid Institutional Director

Vinellie Picón, BA

Bursar's Institutional Director

Marisol Díaz, MSM

Finance Dean

Héctor L. Babilonia Bayona, MBA

Payroll and Disbursement Director

Helen Martínez Pantoja, MBA

Accounts Payable Coordinator

Marisela Sabino

Financial Aid Electronic Communication

Coordinator

Milagros Barbosa

Fiscal Coordinator for Student Funds

Jan J Tolentino

Default Prevention Institutional Director

Damaris Martínez

Default Prevention Institutional Coordinator

Brenda González

Human Resources Institutional Director

Héctor Vázquez Díaz, MBA

Institutional Distance Education Academic Dean

Sheila Velez Ocasio, M. Ed

Distance Education Academic and Student Director

Ileana Ortiz Flores, M. Ed

Product Content Coordinator

Jannette Sánchez Nazario,

Curriculum Specialist and Instructional Designer

Stephanie Barroso Meléndez,

Curriculum Specialist and Instructional Designer

Analie Díaz,

Virtual/LMS Platform Coordinator

Manuel Carrión, MA

Virtual Student Services Coordinator

Karlamary Mulgado,

Institutional Registrar

Glenda Rodríguez, MBA

Institutional Director for Admissions

Dendy Vilá, BBA

Marketing Institutional Director

Alba Ferrer, MA

**Marketing and Communications
Institutional Coordinator**

Keila E. López Collazo, MBA

Graphic Designer

Adrián Munera, AA

**Psychosocial Support Center & Student
Retention Institutional Director**

Arlette Valpaís, Ed.D.

Editorial@EDP Institutional Director

Edgardo Machuca Torres, Ph.D.

Hato Rey Campus Administration

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

Academic Affairs Dean
Janet Hernández, MA

Student Affairs Dean
Yaitzaenid González Meléndez, Ed.D.

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

School of Business Administration Specialist
Noemí Cruz

School of Nursing Director
Eliot Rivera Sánchez, PhD, MSN, RN

School of Science and Health Director
Yari Valle Moro, PhD

School of Technology Director
Carlos E. Calvo Heisenberg, MIS

San Juan School of Design Director
Elizabeth Thon Piñero, BFA

Interior Design Program Specialist
Rosa Acevedo Pabón, B.Arch

Digital Design Specialist
Isabel Rodríguez

Criminal Justice School Specialist
Fernando Mojica

Graduate School Director
Pablo Rodríguez Feliciano, DBA

Centromoda Director
Jorge Franceshi

Admission's Director
Jason Ayabarreno Luzunaris, BA

Promotion's Director
Onihomar Pagán,

Registrar's Office Director
Marien De Jesús, MBA

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

Financial Aid Director
Kristie Valentin, MA

Placement Director
Christian Rosado Mateo, BA

Information Resources Center Director
Ivelisse Colon Montes, MA

Information Technology Services Coordinator
Luis Pérez Latorre, BA

Hybrid Modality Admissions Coordinator
VACANT

Academic Support Center
Baldielys M. Cruz Reyes, BSS

Counselor
Yadira Guilliani, MA

Laboratory Technician
Maritza Rodríguez, MS

San Sebastian Campus Administration

San Sebastian Campus Chancellor

Doris V. Rodríguez Quiles, Ed.D.

Academic Affairs Dean

Vicky E. Rosario Cabán, Ed.D.

Student Affairs Dean

Xiomara Rivera Sanchez, BA Ed

School of Arts and General Education Director

Marcelino González Ortiz, MA

School of Science and Health Director

Luis Bosques Rodríguez, MS

School of Technology Director

José A. Arce Colón, MA

School of Nursing Director

Jaemilyn Pérez Soto, MSN

San Juan School of Design Specialist

Carmen Peña Rosa, BA

School of Criminal Justice Director

Dennis Morales Rodríguez, MA

School of Criminal Justice Specialist

VACANT

Registrar's Office Director

Luisa Ramos Martell, BA

Bursar's Office Director

Teresa González Fuentes, BBA

Admission's Director

Nydia Méndez Vargas, BBA

Financial Aid Director

Luz Rivera Crespo, BBA

Promotions Director

Dareliz G. Nieves Molina, DBA

Placement Director

Lourdes Torres, BBA

Information Systems Director

Ramón Grullón, MBA

Academic Support Center

Ivonne Rosado Serrano, MA

Information Resources Center Director

Marisol Giraud Mejías, MLS

Retention Coordinator

Steven Cortés, BA

School of Technology Academic Institutional Director

Emanuel Moreno, DODP

Continued Education Director

Jaydee Rodríguez, MACS

Hybrid Modality Admissions Coordinator

Talia Jiménez, BSN

Counselor

Ana I. Pérez, MA, CPL

Laboratory Technician

Anadeliz SánchezBS, MS

Faculty

Graduate School Directors, Coordinators and Specialists

Graduate School Director Hato Rey Campus

Pablo Rodríguez Feliciano, Ph.D.

Naturopathic Sciences Coordinator

Norman O González Rivera, DC, NL

Naturopathic Sciences Sub-Coordinator

Diana Rodríguez Ortiz, N.L.

Student Information

Admissions Policy

Our university's admission process involves meeting a series of requirements designed to ensure that admitted students have the potential to succeed in their studies. Additionally, this process allows us to identify students who may need additional preparation, enabling us to provide the necessary support tailored to their needs. Our goal is to ensure a high-quality, fair, and equitable admission process that selects the most capable candidates and prepares them for a rewarding and successful academic experience.

Comprehensive Admissions Process

Our admission process is holistic, considering both quantitative and qualitative factors. We aim for a diverse student body from various regions, universities, environments, and backgrounds. The Admissions Office evaluates all applicants, from within Puerto Rico, out-of-state or from international locations, using the same criteria.

Non-Discrimination Policy

EDP University admits qualified applicants without discrimination based on race, sex, color, religion, gender, national origin, age, disability, sexual orientation, veteran status, or any other category protected by law. This non-discrimination policy applies to all admission-related decisions, including scholarship selection, financial aid selection, and programs such as FUANNI (Fundación Universitaria Aníbal Nieves Nieves).

Compliance with Privacy Laws

We comply with the Family Education Rights and Privacy Act of 1973 (Buckley Amendment), ensuring the protection of student and parent rights and privacy. For more details, refer to our Policy 004-2017.

General Admission Requirements:

Educational Requirement:

- Possess a bachelor's degree from an accredited institution with a minimum grade point average (GPA) of 3.00 on a 4.00 scale.

Letters of Recommendation:

- Submit three (3) letters of recommendation that describe the student's potential to succeed in graduate studies.

Test Scores (Optional):

- Submit the results of either the GRE or EXADEP tests. These tests are optional but recommended.

Transfer Students:

- Transfer students from other accredited institutions must follow the applicable transfer policy described in the Institutional Catalog.

Committee Recommendation:

- The student must be recommended by the Institution's Graduate Admissions Committee for Graduate Studies. The decision of the Admissions Committee regarding the acceptance or non-acceptance of a graduate student application can only be appealed to the Academic Affairs Dean.

Application for Admission to Master's Degree in Information Systems (MIS)

Knowledge Demonstration:

- The student must demonstrate to the Graduate Admissions Committee appropriate knowledge in algorithm development, data structures, telecommunications networks, and managerial mathematics.
- There are three (3) ways to meet this requirement:
 - 1) Provide evidence of holding a Bachelor's Degree in a related field.
 - 2) Present equivalent courses from other institutions.
 - 3) Complete the courses MIS 5515 and MIS 5520 offered by the Institution.

Application for Admission to the Master's Degree in Information Systems, Major in Information Security and Digital Fraud Investigation (MISFI)

Knowledge Demonstration:

- The student must demonstrate appropriate knowledge in computer concepts and software tools, data structures, and telecommunication networks to the Graduate Admissions Committee. There are three (3) ways to meet this requirement:
 1. Provide evidence of holding a Bachelor's Degree in a related field.
 2. Present equivalent courses from other institutions.
 3. Complete the courses offered by the Institution.

Application for Admission to the Master's Degree in Business Administration, Major in Strategic Management (MBA-SM)

Knowledge Demonstration:

- The student must demonstrate appropriate knowledge in computer concepts and software tools to the Graduate Admissions Committee. There are three (3) ways to meet this requirement:
 1. Provide evidence of holding a Bachelor's Degree in a related field.
 2. Present equivalent courses from other institutions.
 3. Complete the courses offered by the Institution.

Application for Admission to the Master's Degree in Science of Nursing Major in Emergency / Trauma

Prerequisite Courses:

- Have completed the following courses at the undergraduate level:
 - 1) Basic Pharmacology
 - 2) Physical Examination
 - 3) Statistics

Licensing and Membership:

- Possess a provisional or permanent license to practice nursing in Puerto Rico and be a member of the Board of Nursing Professionals of Puerto Rico (CPEPR).

Criminal Record Check:

- Submit a criminal record negative certificate from Puerto Rico or the jurisdiction where the applicant resides.

Application for Admission to the Master's Degree in Science of Nursing Major in Acute / Critical Care

Prerequisite Courses:

- Have completed the following courses at the undergraduate level:
 1. Basic Pharmacology
 2. Physical Examination
 3. Statistics

Licensing and Membership:

- Provide evidence of a provisional or permanent license to practice nursing in Puerto Rico and be a member of the Board of Nursing Professionals of Puerto Rico (CPEPR).

Application for Admission to the Master's Degree of Science in Nursing Major in Family Nurse Practitioner (MFNP)

Educational Requirement:

- Possess a Bachelor of Science in Nursing from an accredited postsecondary institution by CCNE or ACEN.

Resume/Curriculum Vitae:

- Submit a resume or curriculum vitae.

Personal Statement:

- Submit an essay explaining your purpose and professional objectives as a result of graduate studies in the "Family Nurse Practitioner" program (500 words maximum).

Work Experience:

- Possess at least one year of work experience in clinical nursing, evidenced by a certification from the employer.

Prerequisite Courses:

- Have completed the following undergraduate courses:
 - 1) Basic Pharmacology
 - 2) Physical Examination
 - 3) Statistics

Licensure:

Hold a permanent license to practice nursing in Puerto Rico and be a member of the College of Nursing Professionals of Puerto Rico (CPEPR). For professionals licensed in the United States, an endorsement by the Puerto Rico Nursing Professions Examining Board is required. (See Law 254 – Law to Regulate the Practice of Nursing in Puerto Rico, Chapter 19, Article 1).

Application for Admission to the Master's Degree in Naturopathic Science (MNS)**Educational Requirement:**

- The following undergraduate courses should be approved before registration: Biology (6 credits), Chemistry (4 credits), Physics (3 credits), and Botany (4 credits).

Resume/Curriculum Vitae:

- Submit a resume or curriculum vitae.

Interview:

- Participate in an interview with the Admission Committee.

Personal Statement:

- Submit an essay expressing the reasons for wanting to enroll in the program, including your interest and expectations of the Master's program.

Criminal Background Check:

- Provide evidence of a criminal background check.

Application for Admission to the Master's Degree in Public Affairs and Government Innovation

Resume/Curriculum Vitae:

- Submit a resume or curriculum vitae.

Interview:

- Participate in an interview with the Admission Committee.

Personal Statement:

- Submit an essay expressing the reasons for wanting to enroll in the program, including your interest and expectations of the Master's program.

International Students Admission Requirements

Completion of Admission Process:

- Complete the admission process prior to filling out the I-20 Form.

Degree Equivalence:

- Provide degree equivalence issued by a recognized credential evaluation agency.

Proof of Income:

- Provide proof of income, including bank statements of at least six (6) months or a statement from a sponsor.

Documentation:

- Submit a copy of the passport and provide a U.S. address (in Puerto Rico) where the applicant will reside during their studies.

I-20 Form:

- After submitting all documents, the institution will complete the Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status) and provide it to the student, who can then apply for a visa in their country of residence.

Veteran Admission

EDP University welcomes applications from military/veterans and their dependents eligible for education benefits offered by the Department of Veterans Affairs, as established on our Veterans Student Policy.

Contact Information

For further assistance, contact the Admissions Office at:

Hato Rey Campus	787-765-3560 ext. 2356
San Sebastián Campus	787-896-2252 ext. 3300

Spanish Language Proficiency

Applicants must be proficient in both written and verbal communication in Spanish. As part of the admissions process, non-native Spanish speakers must demonstrate their proficiency in Spanish. This ensures that all students can successfully engage with the academic curriculum, which is delivered in Spanish. The following are the requirements and acceptable methods to prove Spanish proficiency:

- Completion of an intensive Spanish program at an accredited institution with a certificate of completion and a recommendation letter.
- Alternative evidence of Spanish proficiency, such as a high school diploma or college degree from an institution where Spanish is the primary language, or completion of college-level Spanish composition courses with a grade of C or higher from an accredited institution.

All supporting documents must be submitted to the admissions office before the start of courses, either as hard copies or via email to the enrollment officer assisting you.

Appeals Process

This process provides applicants an opportunity to appeal an unfavorable admission decision if they believe there were errors or extenuating circumstances that were not adequately considered during the initial review.

Eligibility for Appeal

Applicants may file one appeal if they meet one or more of the following criteria:

- Submit the written appeal no later than 30 calendar days after receiving the admission decision via email or written letter.
- Evidence of errors in the application review process.
- New, significant information that was not available at the time of the initial application.
- Extenuating circumstances that impacted the applicant's academic performance or application materials.

Steps to File an Appeal

1. **Review the Decision Letter:**
 - Carefully review the admission decision letter to understand the reasons provided for the denial.
2. **Prepare Supporting Documentation:**
 - Gather any relevant documents that support your appeal, such as:
 - Corrected transcripts or test scores.
 - Letters from teachers, counselors, or other professionals who can attest to the extenuating circumstances.
 - Medical or legal documentation, if applicable.
3. **Write an Appeal Letter:**

- Draft a formal appeal letter addressed to the Admissions Committee. Include the following:
 - Full name and contact information.
 - A detailed explanation of why you are appealing the decision.
 - A summary of the supporting documentation included.
 - Any additional information that might support your case.
- 4. **Submit the Appeal:**
 - Submit the appeal letter and supporting documentation by the specified deadline. Appeals can typically be submitted via:
 - Hand delivery to the admissions office.
 - Email to the admissions officer.
 - Postal mail (ensure it is sent well before the 30-day deadline).
- 5. **Await a Response:**
 - The Admissions Committee will review your appeal. This process may take several weeks. You will be notified of the outcome via email or postal mail.

Important Considerations

- **Deadline for Appeals:** Appeals must be submitted within 30 days of the date on the admission decision letter. Late appeals will not be considered.
- **Final Decision:** The decision of the Admissions Committee on an appeal is final. No further appeals will be entertained.
- **Admission Offer Revocation for Conduct Violations:** The institution reserves the right to deny an offer of admission if a student engages in behavior that violates the standards of conduct expected of all students, also as stated in our Student Handbook, Chapter VIII, Sections C and D.

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 towards a degree or certificate.
- 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 Work-Study Program

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

Loan Programs - Federal Direct Loan

The William D. Ford Federal Direct Loan Program

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

Veteran's Affairs

The school is approved by the Puerto Rico State Approving Agency to provide academic training to the students under the various GI Bill® programs.

Programs approved for VA Benefits (WEAMS)

<https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>

Military service personnel, their dependents and other qualified individuals may use their Veterans benefits under the G.I. Bill®, Veterans Vocational Readiness and Employment (VR&E) 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.

Service Members that wish to study at our Institution should contact their corresponding Educational Center and/or the Education Services Officer (ESO) assigned by VA's administration.

Additional information is available at www.ebenefits.va.gov, www.federalstudentaid.ed.gov for federal programs, www.ce.pr.gov for state programs and our university's website www.edpuniversity.edu.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Public Law 115-407, Section 103

Students using Chapter 31, Vocational Rehabilitation & Employment, or Chapter 33, Post-9/11 GI Bill® benefits while studying at EDP University of Puerto Rico will not be:

- Prohibited from attending and participating in his or her classes.
 - From the period beginning on the date on which the individual provides EDP University with a Certificate of Eligibility to the date on which payment from VA is made to the institution.
 - The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.
- Denied access to the university and library facilities or be charged any penalties such as late fees billable to the VA while VA tuition and fees payment is pending.
- Require the student to borrow additional funds, in order to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA.

To qualify and be considered a covered individual who is entitled to educational assistance under Chapter 31 or 33 of this title under Section 103 of the PL 115-407, the student must meet the following requirements

- “(A) Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual’s entitlement to educational assistance.”
- “(B) Submit a written request to use such entitlement.”
- “(C) Provide additional information necessary to the proper certification of enrollment by the educational institution.”.

Bursars Office

Title IV Funds Return Policy (R2T4)

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

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

Scope of the Policy

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

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

Formula:

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

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

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

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

Order & Return Term

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

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

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

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

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

Tuition and Fees Payment and Adjustment Policy

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

Provisions

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

Cost Information and Payment Methods

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

Payment Options

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

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

Payment Methods

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

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

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

Adjustments to Tuition Charges and Fees

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

Types of Student Account Adjustments

- **Cancellation of Enrollment** – Any student who cancels his/her tuition prior to the start date of classes will have all tuition charges and fees waived.
- **No Show** – Any student who does not attend enrolled courses will be administratively terminated and all tuition and fees will be waived.
- **Partial Withdrawals** – Any student who withdraws from one of their courses during the period to make changes will have ninety percent (90%) of the course fee waived. After the dates for changes, you will be charged one hundred percent (100%) of the course.

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

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

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

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

Stipends

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

Stipend Disbursement Options:

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



General Cost

2023-2024

The General Cost Breakdowns document presents general costs, cost per credit (segmented by academic level), and costs related to services at the institutional level.

GENERAL COSTS		
PROGRAM CHANGE	\$	10.00
PROGRESS REPORT	\$	2.00
IDENTIFICATION CARD	\$	3.00
INSIGNIA	\$	6.00
ADULT GUIDE		\$10 - \$25
INCOMPLETE COURSE REMOVAL	\$	10.00
EQUIVALENCY EXAM APPLICATION	\$	20.00
PARKING PER SEMESTER	\$	40.00
ACADEMIC TRANSCRIPTS		\$4 - \$10
EQUIVALENCY EXAM APPROVAL		50% Course price
CPR FOR HEALTH PROFESSIONALS / FIRST AID WITH CPR AND DEA	\$	60.00
STUDENTS AND EDP PERSONNEL	\$	50.00
STUDENT HEALTH INSURANCE (Face-to-face practice for 3 months)	\$	200.00
1ST GRADUATION CERTIFICATION		FREE
2ND GRADUATION CERTIFICATION	\$	10.00
UNDERGRADUATE GRADUATION APPLICATION	\$	75.00
GRADUATE GRADUATION APPLICATION	\$	100.00
GRADUATE APPLICATION FOR GRADUATION WITH CERTIFICATE OR 2ND MASTER'S DEGREE	\$	150.00
DIPLOMA VIA POSTAL SERVICE	\$	20.00
CHILD CARE ENROLLMENT		\$50 - \$100
CHILD CARE MONTHLY FEE	\$	75.00
PRIVATE CHILD CARE MONTHLY FEE	\$	325.00
COST PER CREDIT – UNDERGRADUATE LEVEL		
COST PER CREDIT LEVEL	\$	185.00
COST PER CREDIT SCIENCE AND HEALTH COURSES	\$	205.00
COST PER CREDIT MAGAE / MABE MODALITIES	\$	325.00
OTHER FEES RELATED TO ENROLLMENT	LABORATORIES	\$160 - \$170
	CLINICAL PRACTICES	\$425 - \$500
	SEMINARS	\$ 200.00
	INTERNSHIPS	\$ 300.00
INSTITUTIONAL FEES	\$	500.00
INSTITUTIONAL FEES MAGAE / MABE MODALITIES	\$	700.00
COST PER CREDIT – GRADUATE LEVEL		
COST PER CREDIT LEVEL	\$	215.00
COST PER CREDIT HEALTH AND SCIENCE COURSES	\$	230.00
OTHER FEES RELATED TO ENROLLMENT	LABORATORIES	\$ 200.00
	CLINICAL PRACTICES	\$ 550.00
	INTERNSHIPS	\$ 700.00
INSTITUTIONAL FEES	\$	550.00

Rev. 7/15/2024

***The tuition and fees may be subject to periodic revision by the Board of Directors. Any change in costs will be applied in the period of effective date.**

Tuition and Fees

CREDIT COST		INSTITUTIONAL FEES
GRADUATE PROGRAMS		
GENERAL CREDITS	\$215	\$550
SCIENCE CREDITS	\$230	

GRADUATE SCHOOL OTHER TUITION FEES			
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LABORATORY FEE	\$200	PRACTICE / PROJECT FEE	\$550
INTERNSHIP/EXTERNSHIP FEE	\$700		

BIO5012 \$200	MIS6740 \$200	MSM6780 \$200	NURS6532 \$550
CHE5022 \$200	MIS6745 \$200	NSC5010 \$200	NURS6542 \$550
MIF6820 \$200	MIS6750 \$200	NSC6110 \$200	NURS6572 \$550
MIF6830 \$200	MIS6760 \$200	NSC6121 \$200	NURS6582 \$550
MIS5515 \$200	MIS6810 \$200	NSC6152 \$200	NURS6612 \$550
MIS5520 \$200	MIS7675 \$200	NSC6210 \$200	NURS6672 \$550
MIS5550 \$200	MIS7691 \$300	NSC6370 \$200	NURS6682 \$550
MIS6520 \$200	MSM6720 \$200	NSC7000 \$550	NURS7500 \$700
MIS6570 \$200	MSM6750 \$200	NSC7015 \$700	NURS7610 \$700
MIS6710 \$200	MSM6765 \$200	NURS5520 \$550	NURS7691 \$300
MIS6720 \$200	MSM6770 \$200	NURS6512 \$550	PAGI7700 \$550

**The tuition and fees may be subject to periodic revision by the Board of Directors. Any change in costs will be applied in the period of effective date.*

Academic Regulations

Academic Year

The Graduate School operates on an academic calendar based on five (5) periods per year. Each period is approximately eight (8) 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 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

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
P	-	Pass
NP	0	Fail
AP	-	Approved
NS	-	No Show
IB	-	Incomplete "B"
IC	-	Incomplete "C"
ID	-	Incomplete "D"
IF	-	Incomplete "F"
I		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. As stated by federal regulations, students enrolled on online courses must participate and engage in academic related activities in order to count as present on the course. The following tables indicate the expected attendance:

Graduate 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 applications for transcripts must be submitted to the Registrar’s office a week in advance and must be submitted along with a transcript request, receipt for payment, of the corresponding fee from the Bursar’s Office. No transcript copy will be issued to students who are not up to date in their financial obligations with the Institution, as well as any other admission’s and/or record requirement.

Incomplete Work

Any student may receive an incomplete and a provisional grade in a class, when the course

evaluation requirements have not been completed due to illness or for some other valid reason, upon approval by the professor. The student must make the necessary arrangements with the professor or, in the absence of the professor, with the 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.

Independent Studies

EDP University offers students the opportunity to take one (1) course in the independent code modality, as long as the modality is appropriate and consonant with the course that will be dictated, the course is not being offered as part of the academic offer, and the student must need it in order to complete his/her academic program.

Withdrawals

Official Withdrawal

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

Administrative Withdrawal

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

Effects of Withdrawals (W), Administrative Withdrawals (WA), and Incompletes (I)

Satisfactory academic progress is affected by other academic standards, such as:

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

Satisfactory Academic Progress

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

Satisfactory Academic Progress (SAP) is measured using the student's curriculum, total attempted

credits, total completed credits, percentage of required credits, and required grade point average (GPA). Refer to Tables A through D for the requirements. The student must not exceed 150% of the credits out of the total curriculum credits required for the degree in which he/she is registered.

Eligibility

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

a. Qualitative Component

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

b. Quantitative Component

The 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 C and D. Satisfactory Academic Progress

The U.S. Department of Education requires higher education institutions to establish, publish, and implement reasonable standards to measure the academic progress of students receiving financial aid. The Satisfactory Academic Progress (SAP) Policy is the regulation that EDP University of Puerto Rico employs to determine the academic progress of students pursuing a degree. SAP is measured using the student's total attempted credits, total completed credits, percentage of required credits, and required grade point average (GPA). Refer to Tables A through D for the requirements. Students must not exceed 150% of the credits required for their degree program.

Qualitative Component

The qualitative component evaluates the student's institutional GPA. Students must attain the minimum overall institutional GPA specified in Tables A through D. Failure to meet the required GPA will result in classification as “Non-Satisfactory Academic Progress” (NSAP), leading to the suspension of all financial aid.

Quantitative Component

The quantitative component assesses the attempted and completed credit hours in relation to the required credit hours for the academic program. Attempted credits include all enrolled credits, while completed credits are those with grades A, B, C, or D. Grades of F, I, WA, W, and NP are considered attempted but not completed. Transferred credits are included in attempted credits but not in GPA calculation. Failure to meet the required completion percentage will result in NSAP status and suspension of financial aid.

Eligibility

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

a. Qualitative Component

The student's institutional GPA is reviewed.

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

b. Quantitative Component

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

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

Any student classified as Non-Satisfactory Academic Progress may submit an appeal to the Satisfactory Academic Progress Committee. If the student's appeal is favorably considered he/she will be placed on Financial Aid Probation (FAP) for the next academic term and financial aid will be immediately reinstated. In addition, the student will agree to follow a Financial Aid Probation Academic Plan (AP) outlined by the Satisfactory Academic Progress Committee. If at any time the student fails to fulfill the academic curriculum established by the plan, all financial aid will be suspended, and the student will be responsible for the debt incurred in the Institution during the corresponding term.

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

Table C. Master's Degree Programs

MAJOR	PROGRAM CREDITS	150%
Public Affairs and Government Innovation	36	54
Information Security and Digital Fraud Investigation	37	56
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
10-26	67%	2.50
27-35	67%	2.66
36-56	67%	3.00

MAJOR	PROGRAM CREDITS	150%
Information Systems	40	60
Strategic Management	43	65
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
13-23	67%	2.50
24-39	67%	2.78
40-67	67%	3.00

MAJOR	PROGRAM CREDITS	150%
Emergency/Trauma Care	46	69
Acu/Critical Care	46	69
Naturopathic Science	47	71
Family Nurse Practitioner	53	79
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
10-26	67%	2.50
27-44	67%	2.88
45-79	67%	3.00

MAJOR	PROGRAM CREDITS	150%
Naturopathic Science	58	87
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
10-28	67%	2.50
29-47	67%	2.88
48-87	67%	3.00

Table D. Professional Certificates

MAJOR	PROGRAM CREDITS	150%
Administration Relational Database	15	23
Information Security and Digital Fraud Investigation	18	27
Information Systems Auditing	18	27
Project Management	21	32
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
6-14	67%	2.50

15-32	67%	3.00
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Appeal Process

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

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

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

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

Extenuating Circumstances

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 of the student.

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

Financial Aid Warning (FAW)

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

Financial Aid Probation (FAP)

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

Not Eligible (NE)

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

Academic Plan (AP)

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

Course Repetition

Federal regulations limit the number of times a course can be attempted with financial aid. Students can repeat a failed course (grade of F or NP) and use Title IV funds, regardless of the number of attempts. Students can repeat a course with a D grade to improve their GPA but can only use Title IV funds for one additional attempt. All repeated courses will be included in the student's attempted/earned credit totals

Remedial Courses

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

Change of Academic Program

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

Eligibility Re-installment or Readmission

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

Satisfactory Academic Progress Policy for VA Benefit Recipients

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

Appeals

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

Maximum Program Length

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

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

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 must be completed with a minimum GPA of 3.00 on a 4.00 points basis.

Application for Graduation

After completing 46 credits in the MSN program, 39 credits in the MIS, and MBA-SM programs, 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 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 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	
3.85 – 4.00	Summa Cum Laude
3.70 – 3.84	Magna 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:

- **Personal Area:**
 - Individual Counseling
 - Psychological Services
 - Self-Knowledge
 - Self-Esteem Development
 - Managing Interpersonal Relationships
 - Life Decision-Making
 - Stress Management (personal, family, financial, educational)
 - Assertive Communication
 - Conflict Resolution
 - Referrals to External Services
- **Career Guidance**
 - Occupational Exploration – Interest Testing
 - Career Decision-Making
 - Change of Major
 - Postgraduate Study Options
- **Academic Guidance**
 - Reasonable Accommodation
 - Adjustment to the University Environment
 - Attitude toward Studies
 - Study Habits and Techniques
 - Time Management
 - Satisfactory Academic Progress (SAP) Policy

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. Constantly researching companies to better serve our participants. 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 and Reviews
- Resume Review
- Workshops Related to Job Search.
- Communication via Internet on Job Vacancies and Job Fairs outside the Institution.
- Develop Internship Programs
- Leadership and Internship workshops with the Hispanic Educational Technology Services (HETS)

Cultural and Social Activities

The Student Affairs Office provides activities which expose the students to enriching experiences outside of the classroom to stimulate their development as a whole person. Coordination of the different activities is the result of administrative, faculty and student committee efforts.

The program's main objectives are to:

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. Organizations cover a broad range of interests that includes professional, religious, academic, and special interests clubs and organizations. Student Organizations must display educational, charitable, cultural or recreational objectives that are considered beneficial to the university community.

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.

Academic Support Center (CAA)

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

Distance Education

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

integrity and academic rigor, as well as faithful compliance with regulations for the modality, the Distance Education Division aimed at fulfilling the mission and institutional vision and offering a quality education that meets the educational needs of our students and transcends time and space, the policies and procedures that govern distance education at EDP University are established by this division.

Online Courses

According to its Institutional Philosophy and Mission, EDP University has developed a distance education offering using a virtual campus that can be accessed through the World Wide Web (WWW) at www.edpuniversity.edu. EDP University defines distance education as a formal educational process in which a great part of the instructional activities 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, through the Internet, students can access the virtual platform, where they have the opportunity to enter the online offerings administration platform (currently Canvas) using the credentials (username and password) given to them during the enrollment for this mode of course delivery. Students can access the page <https://edpvirtual.instructure.com/login/canvas> and their courses from the Institution's computer laboratories, their homes or workplaces. The student-instructor-content interaction is done by using the following information tools provided by the technological platform: email, discussion boards, chat rooms, forums, and content modules. Also, faculty and students employ traditional methods of communication like phones and face to face meetings to complement interaction if necessary. In order to enroll in online courses, students are required to have the following minimum necessary resources and equipment.

Equipment

- Personal Computer
- MODEM (Minimum 4G recommended)
- Connection to the internet
- Browser programs such as Mozilla Firefox, Google Chrome or Netscape Navigator with JavaScript's Support. Mac OS user not recommended to use Safari.
- Updated Windows 10 or Windows 11
- Mac OS, in this case, the user must master the use of system OS (10.15) Catalina onwards and programmed.
- Sound card
- Speakers, microphone or headset
- Webcam
- Institutional email account

Programs required to be installed in Student's Computer

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

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

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

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

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

Enrollment

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

Compliance with Federal Regulation 34 CFR §602.17 (g)

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

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

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

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

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

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

Online Student Grievances Process

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

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

Institutional Policies

Institutional Policy on Discrimination

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

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

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

Institution's Commitment

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

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

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

Institutional Policy on Sexual Harassment

Our Institution is clearly against any form of sexual harassment within the academic community.

This policy covers the administration, faculty, and student body. We have enacted a policy on sexual harassment that defines the resources and procedure that individuals have available in cases where he/she considers sexual harassment has occurred. Copies of the policy may be obtained at the Deanship of Student Affairs or Human Resource Office.

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

Policy and Procedure for Incident Management of Sexual Violence

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

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

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

Institutional Policy on Abuse of Controlled Substances

Our institution complies with the Act Drug Free Workplace Regulations (1988)¹, Free Schools and Campuses and Alcohol and Drug Act. No. 40 of 1993² and Act No. 66 of March 2, 2006. The “drug free workplace” environment is needed for the academic community to effectively perform their respective tasks. We have enacted a policy that defines the resources and procedures available for individuals whenever controlled substances abuse is encountered within the academic community. Copies of the policy may be obtained at the Deanship of Student Affairs or Human Resources Office.

EDP University of Puerto Rico in Policy and Program for Alcohol-Free Community College, Tobacco and Controlled Substances prohibits the possession, use, manufacture or illegal

¹ Drug Free Workplace Act” (34 CFR 85)

² Drug-Free Schools and Campuses Regulations (34 CFR 86)

distribution of controlled substances, tobacco and alcohol by employees, students, visitors and organizations in the premises of the institution and official activities carried out outside the campus.

Alcohol

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

Drugs

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

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

Policy on Services for Students with Disabilities

The Institutional Policy on Services for Students with Disabilities has the primary purpose of ensuring that academic programs, services, support, and extracurricular activities are accessible to students with disabilities, thereby contributing to their academic success. It also includes the integration of information and communication technologies (ICTs).

We issued the Institutional Policy on Services for Students with Disabilities in compliance with federal and state regulations that prohibit discrimination based on disability. Section 504 of the Rehabilitation Act of 1973 expressly requires universities to establish procedures and services that guarantee equal access to individuals with disabilities. It also establishes that the number of qualified individuals with disabilities admitted to educational programs cannot be limited.

Security Policies and Procedures and Prevention at the University Campus

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

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

EDP University of Puerto Rico, Inc. discloses its Procedures' Policy related to safety through

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

This Policy, in full, could be access through the portal www.edpuniversity.edu, under the section “Student Right to Know” / Título IX / Campus Safety

Policy on the Student’s Completion of their Degrees, in the Case of the Elimination of their Program of Studie 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.

Policy on the Support System for Academic Records and Transcripts

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

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

Salomon Pombo Act

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

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

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

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

Emergency Response Policy and Multi-Risk Operational Plan

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

Clery Act defines two types of alerts: Emergency Notification and Timely Warnings.

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

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

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

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

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

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

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

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

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

Educational and Learning Resources

Information Resources Center and Computer Center/PC Labs

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

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

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

On 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.

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

Information Resources Center

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

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

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

Programs of Study

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 Degrees

Master's Degree in Information Systems (MIS)

Program Offered in Hato Rey

Discipline: Information Systems CIP CODE: 11.0101

Credential Level: Graduate

Program Length in credit hours: 40

Program Description

The 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 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 course requirements of 40 credits as outlined in the following program of study and reach a 3.00 G.P.A.

Major

Code	Course Description	Credit Hours
MIS 5550	Database Management Systems	3
MIS 6520	Systems Development and Information Management Tools	3
MIS 6570	Internet Based Systems	3
MIS 7690	Information Systems Project	3
Total		12

Core

Code	Course Description	Credit Hours
MIS 6760	Information Systems Analysis and Design	3
MIS 6810	Information Security and Networks	3
MIS 7675	Report Writing and Style	1
MIS 7680	Research Methods	3
Total		10

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	
Total		12
* Students may select only one (1) of these two (2) courses.		

Electives*

Code	Course Description	Credit Hours
MIS 5515	Computer Concepts and Software Tools	3
MIS 5520	Program, Data and File Structures	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	Electronic Commerce Technology	3
MIF 6820	Electronic Fraud Investigation Techniques	3
MIF 6830	Digital Forensic Investigation	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 Digital Fraud Investigation (MISFI)

Program Offered in Hato Rey and Online

Discipline: Information Security and Digital Fraud Investigation CIP CODE: 11.1003

Credential Level: Graduate

Program Length in Credit Hours: 37

Program Description

The Master's Degree in Information Systems with a Major in Information Security and Digital 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, 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 (2) 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. Distinguish the importance of adequate data management and control implementation for the security and mitigation of risks in the regular operation of a company.
2. Develop a team leaders capable of interacting in situations of conflict and organizational change, as well as perform other management functions such as production planning and reporting.
3. Evaluate the concepts and processes related to the administration, of information systems, electronic commerce technologies, telecommunications networks, and the Internet from a perspective of security and data protection.

4. Understand 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. Proposes access control mechanisms to ensure and protect databases, applications and other general information assets within an organization.
2. Develop and implement politics, standards and procedures to ensure the confidentiality and integrity of information, and continuity in computer operations.
3. Evaluate the functionality of information systems, telecommunications networks, and the Internet within an organization from a security data protection perspective for the prevention and detection of electronic fraud.
4. Apply technology tools and techniques to develop a digital forensic investigation and the procedures to identify, recover and protect electronic evidence so it can be used in litigation and legal persecutions.
5. Evaluate the risks, threats and vulnerability in the security of information systems in an organization.
6. Develop and implement procedures and technical mechanisms appropriate for the prevention and detection of cybernetic fraud taking into account the legal and ethical aspects.

Program of Study

Degree Requirements: Candidates for the Master Degree in Information Systems Major in Information Security and Digital Fraud Investigation (MISFI) must complete the course requirements of 37 credits as outlined in the following program of study and reach a 3.00 G.P.A.

Major

Code	Course Description	Credit Hours
MIS 6810	Information Security and Networks	3
MIF 6820	Electronic Fraud Investigation Techniques	3
MIF 6830	Digital Forensic Investigation	3
MIF 6840	Legal and Ethical Aspects of Fraud Investigation	3
MIF 6855	Fraud Examination	3
MIF 7890	Seminar in Digital Fraud Investigation	3
Total		18

Core

Code	Course Description	Credit Hours
MIS 5540	Organizational Behavior	3
MIS 5550	Database Management Systems	3
MIS 6760	Information Systems Analysis and Design	3
MIS 6730	Information Systems Auditing I	3
MIS 6735	Information Systems Auditing II	3
MIS 7675	Report Writing and Style	1
Total		16

Electives*

Code	Course Description	Credit Hours
MIS 5515	Computer Concepts and Software	3
MIS 6520	Systems Development and Information Management Tools	3
MIS 6710	Database Administration	3
MIS 6720	Applications for Internet and Intranet	3
MIS 6740	Electronic Commerce Technology	3
Total		3
*Students will choose one (1) elective course from this list of courses.		

Master's Degree in Business Administration Major in Strategic Management (MBA-SM)

Program Offered in Hato Rey

Discipline: Strategic Management CIP CODE: 52.0305

Credential Level: Graduate

Program Length in Credit Hours: 43

Program Description

The Master of Business Administration with a specialization in Strategic Management is a professional academic degree. The program is designed to prepare students for senior management positions within public or private organizations. The program specifically targets the developmental needs of young professionals who already possess a Bachelor's Degree but are interested in expanding their knowledge, therefore boosting their growth potential within the industry.

The program emphasizes enduring principles rather than specific techniques, which are often subject to frequent change. It delves into the development of problem-solving and decision-making skills in strategic planning, negotiation, and mediation within organizations, in a global trade and marketing context. Aspects of human behavior and ethics become vital considerations in this training.

The curriculum integrates communication skills, social and ethical perspectives within the management world, decision-making, and diverse and global perspectives through methodological strategies of case studies and simulations. The practical skills of the discipline are integrated into strategic planning through the development of a management project supported by research. The core courses are designed to serve as a foundation for students with backgrounds in other disciplines. They address areas of practical knowledge within management such as accounting, administration, marketing, economics, and finance. Electives include courses on integrating technological tools for strategic planning, as well as the opportunity to delve deeper into the management of nonprofit organizations. Finally, students integrate all the acquired knowledge through a management project focused on a situation in the world of work.

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. Use non-traditional technologies and methods in teaching and research.
4. Integrate communication skills and a social interaction model for making business decisions and solving problems within a diverse and complex global perspective.
5. Establish partnerships with the external community by promoting collaborative agreements and projects that improve the quality of life.
6. Meet the educational needs of students who currently occupy management positions in organizations for both the public and private sectors.
7. Shape students into responsible citizens, who will serve as employees and/or business leaders, within the complex and changing environment of this century.
8. 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 43 credits as outlined in the following program of study and reach a 3.00 G.P.A.

Major

Code	Course Description	Credit Hours
MIS 5540	Organizational Behavior	3
MSM 6720	Management Ethics	3
MIS 6740	Electronic 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 7675	Report Writing and Style	1
MIS 7680	Research Methods	3
MSM 7690	Seminar in Strategic Management	3
Total		7

Electives*

Code	Course Description	Credit Hours
MSM 6765	Management for Non-Profit Organizations	3
MSM 6770	Technology for Project Planning	3
MSM 6780	Technology for Project Management	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

Program Offered in San Sebastian

Discipline: Nursing CIP CODE: 51.3816

Credential Level: Graduate

Program Length in Credit Hours: 46

Program Description

The Master's Degree in Science of Nursing with a major in Emergency/Trauma Care contributes to filling this gap in advanced nursing practice in Puerto Rico, particularly in the western region of the island. The specialty in Emergency/Trauma provides advanced skills in the area of emergency and trauma, which are essential to modern nursing practice and in today's diverse healthcare contexts. The specialty incorporates theoretical courses, laboratories, and clinical experiences in a variety of settings, including emergency rooms, urgent care rooms, and trauma centers, among others, where advanced nursing care is provided to patients. This shift guides us toward care processes that are important in modern nursing practice in today's diverse healthcare environments.

This specialty provides advanced skills and processes that guide nursing professionals in their professional practice. It also contributes to the development of nursing education and administration. These roles offer a broader perspective of the clinical specialist, contributing not only to the direct care of the patient in emergency and trauma care settings, but also to contributing to the teaching of future nursing educators or to the administration of various health settings (such as head nurses, supervisors or administrators of nursing services).

The Program is designed with a total of 46 credits distributed as follows: 16 credits in general courses and six (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 eight (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 process 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. 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.
6. 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 course requirements of 46 credits as outlined in the following program of study and reach a 3.00 G.P.A.

Major

Code	Course Description	Credit Hours
NURS 6610	Pathophysiological Alterations in Emergency - Trauma Client I	2
NURS 6612	Laboratory Pathophysiological Alterations in Emergency – Trauma	2
NURS 6670	Pathophysiological Alterations in Emergency - Trauma Client II	2
NURS 6672	Laboratory Pathophysiological Alterations in Emergency - Trauma	2
NURS 6680	Pathophysiological Alterations in Emergency – Trauma Client III	2
NURS 6682	Laboratory Pathophysiological Alterations in Emergency – Trauma III	2
NURS 7610	Advanced Internship Emergency - Trauma	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 I	3
NURS 6520	Nursing Research as a Basis for the Evidence Based Practice II	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 Nursing Major in Acute/Critical Care

Program Offered in San Sebastian

Discipline: Nursing CIP CODE: 51.3814

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).

As nursing practice in critical care settings, increasingly focuses on providing care to critically ill clients, the need for nursing professionals with advanced practice education has increased. This need contributes to providing and coordinating care to clients in acute and critical care settings and intensive care units.

The Program is designed with 46 credits distributed as follows: 16 credits in general courses and six (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. Demonstrate 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 course requirements of 46 credits as outlined in the following program of study and reach a 3.00 G.P.A.

Major

Code	Course Description	Credit Hours
NURS 6510	Pathophysiological Alterations in Acute/Critical Client I	2
NURS 6512	Laboratory Pathophysiological Alterations in Acute - Critical I	2
NURS 6570	Pathophysiological Alterations in Acute - Critical Client II	2
NURS 6572	Laboratory Pathophysiological Alterations in Acute - Critical III	2
NURS 6580	Pathophysiological Alterations in Acute/Critical Client III	2
NURS 6582	Laboratory Pathophysiological Alterations in Acute/Critical	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 Practice I	3
NURS 6520	Nursing Research as a Basis for the Evidence Based Practice II	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 of Science in Nursing major in Family Nurse Practitioner

Program Offered in Hato Rey and San Sebastian

Discipline: Nursing CIP CODE: 51.3805

Credential Level: Graduate

Program Length in Credit Hours: 53

Program Description

The Master of Science in Nursing major in Family Nurse Practitioner program prepares experienced nursing professionals (BSN) for advanced practice to provide primary health care to individuals, families, communities and populations in general throughout the stages of growth and development. The student learns to identify the health factors that guide him or her to make judgments holistically and independently at all levels of prevention, including health promotion, disease prevention, and diagnosis to ensure affordable quality care. Students intervene in different health care settings and are prepared to collaborate with the interdisciplinary care team to perform comprehensive health assessments, diagnose diseases, and prescribe quality, cost-effective treatment plans.

The program is made up of 53 credits distributed as follows: 16 core credits, 32 major credits and five research credits. As part of the program requirements, all students must complete a quality improvement project. The program uses a combination of theoretical courses and practices in the clinical field. Graduates of FNP major are prepared as advanced practice nurses and are eligible for Family Nurse Practitioner certification.

Program Objectives

1. Demonstrate knowledge through research, analysis, evaluation of nursing theory, reflective practice, and implementation of best practices.
2. Enhance the development of the leadership role through clinical experience, negotiation and multidisciplinary collaboration.
3. Use the updated evidence available to continuously improve quality in clinical practice.
4. Advance nursing knowledge and clinical excellence within the family nursing specialization.
5. Employ specialized strategies and skills, including technology, to facilitate complex decision-making in the delivery of quality care.
6. Analyze ethical-legal and social factors that influence health policies development.
7. Develop and implement advanced nursing practice services for patients throughout the stages of growth and development.
8. Provide ethically responsive advanced primary care in an effective, timely, efficient and equitable manner that reflects a moral, legal and humanistic framework.
9. Collaborate in the delivery of advanced practice health services using primary care strategies and facilitate essential components of health care delivery systems and outcomes.

Alumni Profile

The Master of Science in Nursing major in Family Nurse Practitioner prepares advanced practice nursing professionals capable of:

1. Develops new approaches to practices based on the integration of research, theory and knowledge of practice.
2. Demonstrates participatory leadership skills in legislative, political and socioeconomic processes.
3. Apply solutions to complex problems in individuals, populations and care systems based on ethical principles.
4. Uses technological tools in the collection and transmission of information through health histories, physical examination, differential diagnoses, with the purpose of developing optimal health care.
5. Advocate for ethical policies that promote access, equity, quality, and cost in safe and healthy practice environments.
6. Generates knowledge from clinical practice to improve nursing practice and patient outcomes.
7. Collaborate as autonomous but interdependent member of multidisciplinary teams to provide comprehensive health services.
8. Practice independent patient management, recognizing cultural diversity and the patient or guardian as a partner in decision-making.
9. Evaluate the relationship between access, cost, quality, and safety and their influence on health care.

Program of Study

Degree Requirements: Candidates for the Master of Science in Nursing major in Family Nurse Practitioner, must complete the course requirements of 53 credits as outlined in the following program of study and reach a 3.00 G.P.A.

Major

Code	Course Description	Credit Hours
NURS 5825	Advanced Health Assessment for Family Nurse Practitioner	3/60
NURS 5860	Pharmacotherapeutics for Nurse Practitioner	3/45
NURS 5890	Laboratory and Diagnostic Test for Differential Diagnosis	3/60
NURS 6210	Mental Health for Family Nurse Practitioner	3/45
NURS 6220	Primary Care I (Family, Mother, and Pediatric Patient)	3/45
NURS 6222	Primary Care Clinical I Clinical Practice (Family, Mother and Pediatric)	4/180
NURS 6230	Primary Care II (Adult Gerontology)	3/45
NURS 6232	Primary Care Clinical II Clinical Practice (Adult Gerontology)	4/180
NURS 6750	Family Nurse Practitioner Preceptorship (Residency)	6/400
Total		32

Core

Code	Course Description	Credit Hours
NURS 5510	Physiology and Advanced Pathophysiology	3
NURS 5535	Statistics for Clinical Research in Nursing	3
NURS 5540	Theoretical Foundations for the Advanced Practice	3
NURS 5570	Public Health Policies & Ethical Issues in Health Care	2
NURS 5620	Health Promotion and Disease Prevention Across Life	2
NURS 5640	Informatics and Healthcare Technologies	3
Total		16

Research

Code	Course Description	Credit Hours
NURS 6760	Nursing Research Project I	2
NURS 6780	Nursing Research Project II	3
Total		5

Master's Degree in Naturopathic Sciences

Program Offered in Hato Rey

Discipline: Naturopathy CIP CODE: 51.3303

Credential Level: Graduate

Program Length in Credit Hours: 58

Program Description

The Master's Degree in Naturopathic Sciences is a program aimed at training people to adequately practice 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 14 credits in core courses, 36 credits in Naturopathic Sciences major courses and 8 credits in fundamental courses, for a total of 58 credits.

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:
 - a. Anatomy, physiology and physiopathology of the human body,
 - b. Organic chemistry and biochemistry
 - c. Clinical Nutrition
 - d. Physiotherapy
 - e. Homeopathy
 - f. Naturopathic evaluation methods (health assessment)
 - g. Naturopathic therapeutic methods

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 (iridology, sclerology, physiognomy, hair analysis, reflexology, acupressure, digit puncture, graphology, quirology, kinesiology, graphology, homotoxicology, health analysis, Ayurvedic and traditional Chinese clinic diagnostic, and pulsology)
 - f. Pharmacognosis
 - g. Physiotherapy, 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 course requirements of 58 credits as outlined in the following program of study and reach a 3.00 G.P.A.

Major

Code	Course Description	Credit Hours
NSC 5010	Food and Healthy Lifestyle	3
NSC 6110	Naturopathic Evaluation Methods I	3
NSC 6121	Naturopathic Evaluation Methods II	3
NSC 6130	Pharmacognosis	3
NSC 6152	Homeopathy	4
NSC 6210	Complementary Therapeutic Methods	3
NSC 6301	Phytotherapy	3
NSC 7000	Practice Procedure I	2
NSC 7005	Practice Procedure II	2
NSC 7015	Clinical Internship	4
NSC 6370	Physiopathology And Differential Diagnosis	3
NSC 6340	Clinical Laboratory Interpretation	3
Total		36

Core

Code	Course Description	Credit Hours
BIO 5012	Anatomy, Physiology	4
CHE 5022	Biochemistry and Organic Chemistry	4
NSC 5120	Nutrition	3
NSC 5340	Research Methods	3
Total		14

Fundamental courses

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

Master's Degree in Public Affairs and Government Innovation

Program Offered in Hato Rey and San Sebastian

Discipline: Public Affairs CIP CODE: 44.0499

Credential Level: Graduate

Program Length in Credit Hours: 36

Program Description

The Master's Program in Public Affairs and Government Innovation at EDP University is an advanced academic program at the postgraduate level. It focuses on the formation and development of responsible and effective thinking in innovation and public affairs by applying the use of technology and the concomitant academic and theoretical research instruments. The student will acquire the knowledge and tools necessary to put into practice the most effective techniques and strategies in the field of public affairs and government innovation. In addition, they will be capable of applying this knowledge in the administration and productive design of public policies. They will also gain skills and knowledge in the field of law, budget and fiscal policy design related to public affairs, and government innovation. In addition, they will be able to conceptualize an avant-garde vision through proposals that respond to the current challenges of the 21st century.

Program Objectives

1. Develop professionals in the training and advancement of responsible thinking effective thinking in public affairs.
2. Acquire the necessary knowledge and tools in the field of public affairs and government innovation.
3. Create innovative strategies in the administration and design of productive public policies.
4. Acquire the skills and knowledge in the law field and the design of budget and fiscal policy related to public affairs and government innovation.
5. Analyze the public affairs and government innovation that contribute to the search of innovative solutions that can help improve the quality of life of Puerto Rican society.

Alumni Profile

The Master in Public Affairs and Government Innovations prepares professionals capable of:

1. Develop government projects for innovative and corrective action to improve the public services offered.
2. Implement innovative approaches to government action in public affairs based on the principles of constitutional, labor and administrative law and within the context of open and transparent public administration.

3. Design an innovative public service aimed at resolving a community issue that requires the use of technology in public administration.
4. Research the existing biunivocal relationship between a non-government organization and the government sector in creating innovative alliances, collaborations and development of areas that positively affect the society they serve.
5. Apply the results of scientific research on factors related to sociopolitical, economic, educational, health, security, cultural and population change that affect public affairs and offer direction to government management.
6. Use the media in public affairs accountability, certifying the achievement or not of effective government innovative action within an open and transparent government.
7. Rigorously evaluate innovative public policy official documents in the social justice, ethical and moral dimensions, as well as their efficiency in accountability.
8. Practice an administrative function from the perspective of open and transparent government ethics.

Program of Study

Degree Requirements: Candidates for the Master's Program in Public Affairs and Government Innovation, must complete the course requirements of 36 credits as outlined in the following program of study and reach a 3.00 G.P.A.

Major

Code	Course Description	Credit Hours
PAGI 5100	Government Innovation: community organizations and non-profit organizations	3
PAGI 5110	Digital Government: Innovation in public administration and information systems	3
PAGI 6000	Innovation in the design and analysis of public policy	3
PAGI 6010	Power in municipal government and the regionalization of services	3
PAGI 6020	Open and transparent governments: Access to public information in democratic systems	3
PAGI 6100	Citizen quality of life: strategies for combating corruption and promoting good governance	3
PAGI 6110	Fiscal policy, public debt and the <i>Promesa</i> Federal Law within government innovation	3
Total		21

Core

Code	Course Description	Credit Hours
PAGI 5000	New approaches in Political Theory, Government, and Leadership	3

PAGI 5010	Public Administration, Ethics and Law in governmental innovation	3
PAGI 5020	Constitutional, Labor, and Administrative laws from the government innovation perspective	3
MIS 7680	Research Methods	3
Total		12

Other requirements

Code	Course Description	Credit Hours
PAGI 7700	Research Project	3
Total		3

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 Digital Fraud Investigation

Program Offered in Hato Rey

Discipline: Information Security and Fraud Investigation CIP CODE: 11.1003

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 course requirements of 18 credits as outlined in the following program of study and reach a 3.00 G.P.A.

Course	Course Name	Credit hours
MIS 6660	Managerial Accounting	3
MIS 6810	Information Security and Networks	3
MIF 6855	Fraud Examination	3
MIF 6830	Digital Forensic Investigation	3
MIF 6820	Electronic Fraud Investigation Techniques	3
MIF 6840	Legal and Ethical Aspects of Fraud Investigation	3
Total		18

Professional Certificate in Project Management

Program Offered in Hato Rey

Discipline: Strategic Management CIP CODE: 52.0305

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.

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 course requirements of 21 credits as outlined in the following program of study and reach a 3.00 G.P.A.

Major

Code	Course Description	Credit Hours
MIS 5540	Organizational Behavior	3
MSM 6720	Management Ethics	3
MSM 6750	Strategic Planning	3
MSM 6770	Technology for Project Planning	3
MSM 6780	Technology for Project Management	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

Program Offered in Hato Rey

Discipline: Information Systems Auditing CIP CODE: 11.1099

Credential Level: Graduate

Program Length in Credit Hours: 18

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 of 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 course requirements of 18 credits as outlined in the following program of study and reach a 3.00 G.P.A.

Code	Course Description	Credit Hours
MIS 5540	Organizational Behavior	3
MIS 5550	Database Management Systems	3
MIS 6520	Systems Development and Information Management	3
MIS 6730	Information Systems Auditing I	3
MIS 6735	Information Systems Auditing II	3
MIS 6760	Information Systems Analysis and Design	3
Total		18

Professional Certificate in Relational Database Administration

Program Offered in Hato Rey

Discipline: Administration of Relational Database CIP CODE: 11.0802

Credential Level: Graduate

Program Length in Credit Hours: 15

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 course requirements of 15 credits as outlined in the following

program of study and reach a 3.00 G.P.A.

Code	Course Description	Credit Hours
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
MIS 6760	Information Systems Analysis and Design	3
Total		15

Professional Certificate in Electronic Commerce

Program Offered in Hato Rey

Discipline: Electronic Commerce CIP CODE: 52.0208

Credential Level: Graduate

Program Length in Credit Hours: 21

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 course requirements of 21 credits as outlined in the following program of study and reach a 3.00 G.P.A.

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	Electronic 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 (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 (4) 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 (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
MIF	Master's Degree in Information Systems Major in Information Security and Digital Fraud Investigation
MSM	Master's Degree in Business Administration with Major in Strategic Management
NSC	Master's Degree in Naturopathic Sciences
NURS	Master's Degree in Nursing
MPAGI	Master's Degree in Public Affairs and Government Innovation

BIO 5012 Anatomy and Physiology**Four (4) Credits 75 Hours****Prerequisite: None**

The study and comprehensive analysis of the human structure (anatomy) and function (physiology). Emphasis is given to the integration of the basic functions from the cellular level to the total organism, including physiological concepts to solve problems. This course examines fundamental concepts of the anatomy of the body and endocrine, reproductive, cardiovascular, lymphatic, nervous, immune, excretory, respiratory, and digestive systems of the human body, including the physiology of these systems. This course will have the benefit of 30 hours of laboratory.

CHE 5022 Biochemistry and Organic Chemistry**Four (4) Credits 75 Hours****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.

MIF 6820 Electronic Fraud Investigation Techniques**Three (3) Credits 45 Hours****Prerequisite: None**

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 Forensic Investigation**Three (3) Credits 45 Hours****Prerequisite: None**

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 6855 Fraud Examination**Three (3) Credits 45 Hours****Prerequisite: None**

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 Seminar in Digital Fraud Investigation**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.

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: None**

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: None**

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 6570 Internet Based Systems**Three (3) Credits 45 Hours****Prerequisite: None**

Prepares students for the use of programming tools in the development of web pages and Internet sites that provide for interactivity with users. Includes practical experience in the creation of applications that execute on the client side as well as on the web server. In addition, students study all the process of implementation of an electronic business.

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 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 Electronic Commerce Technology**Three (3) Credits 45 Hours****Prerequisite: None**

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 6760 Information Systems Analysis and Design**Three (3) Credits 45 Hours****Prerequisite: None**

This course studies the process of development of information systems. It emphasizes the investigation and selection of information system projects, analysis of requirements, logical specifications of the system, and its implementation. The course is designed to integrate the areas of computer technology, organizational behavior, and the analysis and design of information systems to support the business processes of an organization and solve its information needs.

Through group work and case studies, students explore specification techniques and design systems based on leading edge technology.

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 7675 Report Writing and Style****One (1) Credits 15 Hours****Co-requisite: MIS 7680, MIS 7690, MIF 7890 or MSM 7690**

This course is a workshop on writing and composition skills, with an emphasis on logic, argumentation and written expression. It is mainly addressed to work with the written work produced by students in the Research Methods and Seminar courses. The course develops students' skills in the writing of descriptive reports and analytic documents in which they present data from their research or from scientific work done by other authors. In addition, students study and apply rules and guidelines established by the Publication Manual of the American Psychological Association (APA).

**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 methods. 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 6760, 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.

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 Technology for Project Planning**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 Technology for Project Management**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 and Healthy Lifestyle**Three (3) Credits 60 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.

NSC 5120 Nutrition**Three (3) Credits 45 Hours****Prerequisite: CHE 5022**

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**Two (2) Credits 30 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 60 Hours****Prerequisite: BIO 5012, NSC 5000, CHE 5022**

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 specific signals and vascularization patterns. It also includes the development of the clinical history of the patient.

NSC 6121 Naturopathic Evaluation Methods II**Three (3) Credits 60 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 5012, NSC 5000, CHE 5022

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 6152 Homeopathy**Four (4) Credits 75 Hours****Prerequisite:** NSC 6130

This course provides the student with foundational knowledge in homeopathy: history, homeopathic therapeutic principles, and biochemical composition. Student explores research, the application of homeopathic remedies for human treatment, and the scope of homeopathy as a way restore health. The course also covers the fundamental principles of Homotoxicology, a different way of approaching the patient and his disease.

NSC 6210 Complementary Therapeutic Methods**Three (3) Credits 60 Hours****Prerequisite:** NSC 6121

The Complementary Therapeutic Methods course describes the historical background of each method, specifically the features, procedures, and contraindications of eight (8) 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 6301 Phytotherapy**Three (3) Credits 45 Hours****Prerequisite:** NSC 6152

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 6340 Clinical Laboratory Interpretation**Three (3) Credits 45 Hours****Prerequisites:** NSC 6370, NCS 7000

This course provides the student with the required competencies for the interpretation of clinical laboratory tests and to write referrals as needed. Technical clinical language and standard parameters are emphasized to diagnose, treat, monitor, and communicate the possible underlying health conditions and recommendations to the patient and other healthcare professionals, from a Naturopathic point of view.

NSC 6370 Physiopathology and Differential Diagnosis**Three (3) Credits 60 Hours****Prerequisite:** None

The study and comprehensive analysis of most common pathophysiology of the human body. Emphasis is given to the integration of the basic physiopathology and differential diagnosis through naturopathic evaluation methods. This course examines fundamental concepts of pathophysiology of the endocrine, reproductive, cardiovascular, lymphatic, nervous, immune, excretory, respiratory, and digestive systems of the human body.

NSC 7000 Naturopathic Practice Procedures I**Two (2) Credits 60 Hours****Prerequisite:** NSC 5000, BIO 5012, CHE 5022, NSC 5010, NSC 5120, NSC 5210, NSC 5340, NSC 6110, NSC 6121, NSC 6130, NSC 6152, NSC 6210**Co-requisite:** NSC 6301, NSC 6370

This course offers students the opportunity to integrate and apply knowledge acquired in their theory courses. In addition, the Naturopathic Procedures I offers students the opportunity to apply all the skills developed in the academic program, including the necessary steps for Naturopathic Procedures II. This course introduce the student to specific office procedures and patient record management.

The Naturopathic Practice Procedures I puts emphasis on skills such as, patient interviewing, record management, HIPAA compliance, progress notes, instrumentation and patient objective and subjective analysis leading to naturopathic diagnosis. It consists of 15 hours of lectures and 45 hours of simulated clinical scenarios.

NSC 7005 Naturopathic Practice Procedures II**Two (2) Credits 60 Hours****Prerequisite:** NSC 7000**Co-requisite:** NSC 6310

This course offers the students the opportunity to integrate and apply knowledge acquired in previous practice and theory courses. In addition, the Naturopathic practice procedures II offers students the opportunity to apply all knowledge from the academic program, including all necessary skills for the clinical internship. This course will guide the student into simulated clinical scenarios to integrate the naturopathic office procedures, interviewing, naturopathic diagnosis and the preparation of treatment protocols to be use later during clinical internship on a real patient scenario.

The Naturopathic practice II course puts emphasis on the integration of all pertinent and learned evaluative methods, practice all administrative and interventional skills and the preparation of a treatment protocols on the presented case studies. It consists of 15 hours of lectures and 45 hours of simulated clinical scenarios.

NSC 7015 Clinical Internship in Naturopathy**Four (4) Credits 150 Hours****Prerequisite:** NSC 7000, NSC 7005

This course offers students the opportunity to integrate and apply knowledge acquired in their theory courses. In addition, the Naturopathic practice offers students 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 licensed naturopath.

The Naturopathic practice puts emphasis on skills such as, interviewing, assessment, diagnosis, treatment plans, and non-invasive clinical interventions.

It consists of 15 hours of lectures and 135 hours of direct contact with patients, Students must complete a ten (10) hours per week of clinical practice in EDP University's Naturopathic Services Center.

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 extensive content on, and allows students to develop ample clinical knowledge of, physiology and pathophysiology. Students will incorporate clinical decision-

making skills based on scientific evidence and advanced nursing practices, so they can assume an autonomous role in different primary, acute and chronic care settings. This will allow students to manage cases and promote direct advanced care interventions by putting into practice recognized and advanced clinical competencies in evaluation, diagnostic reasoning and decision-making. Changes at cellular, tissue and organ levels caused by a selection of diseases are discussed. Students will acquire advanced level understanding of pathogenesis, the mechanisms of diseases and their clinical manifestations, providing the basis for clinical decision-making. This course focuses on the competencies of expert clinical judgment, leadership, quality management and clinical safety, autonomy for professional practice, health promotion, cultural competence and protection.

NURS 5520 Advanced Health Assessment and Clinical Reasoning**Two (2) Credits 90 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 5535 Statistics for Clinical Research in Nursing**Three (3) credits 60 hours****Prerequisites: None**

Basic concepts and data analysis techniques for the professional practice in advanced nursing practice are presented. Statistical principles, measurements, and data analysis are examined. The course will focus on the descriptive and inferential statistics techniques commonly used in nursing research. Emphasis is on the conceptualization of technique development and its selection to answer research questions and hypothesis. Statistical data from different investigations will be

interpreted in order to enrich evidence-based practice. Emphasis will be placed on the application of fundamental statistical concepts to real situations in client care. The course is distributed in 30 theory hours and 30 laboratory hours.

NURS 5540 Theoretical Foundations for Advanced Practice**Three (3) Credits 45 Hours****Prerequisites: none**

This is an introductory course to nursing theories and nursing models. The course will examine the history of theoretical thinking in nursing, as well as issues in the continuous development of knowledge in the nursing sciences context. Emphasis will be placed in the theoretical foundations of advanced practice as an integral part in theory, practice and research.

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. It 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 5570 Public Health Policies & Ethical Issues in Health Care**Two (2) Credits 30 Hours****Prerequisites: None**

This course provides students the ability to analyze the health care systems of the United States and Puerto Rico from the perspective of the advanced nurse practitioner. Students will be able to comprehend the social, cultural, economic, political and ethical influences that intervene in health care services. The profile of the advanced nurse practitioner will be discussed. Students will reflect on the impact of public policies, legislation and decision-making on the comprehensive care of the people, and explore the potential to transform the health care model. The implementation of strategies that enable the adoption of public policies that contribute to improving, strengthening and expanding the health care system and access to health care is promoted. In addition, the role of the nurse practitioner in this process is discussed. This course focuses on the competencies of critical thinking and clinical reasoning through the incorporation of public health policies, morals

and ethics for the health care of the general population.

NURS 5620 Health Promotion and Disease Prevention Across Life**Two (2) Credits 30 Hours****Prerequisites:** NURS 5510, NURS 5540, NURS 5570

Students will analyze and discuss primary care priorities in accordance with the global health policies employed by advanced nursing practice. Advanced nursing practice competencies for health promotion and disease prevention are examined: consultant, educator, researcher, collaborator, communicator, critical thinking, evaluation and intervention, as well as ethical decision-making skills and use of leadership tools. In addition, primary care is explained: from health promotion and disease prevention, to treatment, rehabilitation and palliative care. Health determinants and care are discussed as the center of general and interrelated aspects of physical health, mental health, social health, well-being and culture, offering comprehensive care for health needs throughout the course of life.

NURS 5640 Informatics and Healthcare Technologies**Three (3) Credits 60 Hours****Prerequisites:** NURS 5510, NURS 5535, NURS 5540, NURS 5570

This course provides students the strategies to analyze nursing informatics and its application as a clinical tool to ensure the quality, continuity and safety of a person's care. The course integrates the nursing sciences, computing sciences, and the information sciences in order to identify, collect, analyze process and manage data. Research, education, administration and direct care roles are incorporated. The course also reflects on the contributions of computer nursing to multidimensional and holistic care while maintaining the person, family, group and community as the center of care. Competencies that are developed include the ability to interpret data and transform it into information and the ability to interpret information and transform it into knowledge. Through practice and the application of health technologies, knowledge is transformed into evidence-based nursing and the provision of health care is improved. This course has a focus on the critical thinking and scientific reasoning competencies. The course is distributed in 30 hours of theory and 30 laboratory hours.

NURS 5825 Advanced Health Assessment for Family Nurse Practitioner**Three (3) Credits 60 Hours****Prerequisites:** NURS 5510, NURS 5535, NURS 5540

This course allows the family nurse practitioner student to develop knowledge of the skills in health evaluation and physical examination of advanced nursing practice. Students will learn how to provide a comprehensive physical examination that directs the primary care nurse to identify risk factors and disorders, and to determine correct diagnoses in a diverse population in a variety of clinical scenarios. Students will learn to interpret the findings of diagnostic tests to facilitate the development of an action plan that promotes the restoration of overall health. The student will develop written communication skills in order to demonstrate the competency of clinical documentation. The course is distributed in 30 theory hours and 30 laboratory hours.

NURS 5860 Pharmacotherapeutics for Nurse Practitioner**Three (3) credits 45 hours****Prerequisites:** NURS 5510, NURS 5525, NURS 5535, NURS 5540

This course provides expert knowledge, complex clinical decision-making skills, and the necessary competencies to exercise an advanced role in the prescription of medications. The rationale for the use of medications is presented by providing complex or advanced therapeutic interventions for the treatment of selected health problems. Drug selection considerations, the start of medications, the continued use of medications, and the discontinuation of medications are examined. In addition, knowledge about pharmacodynamics, pharmacokinetics and pharmacotherapeutics will be acquired. Legal and pharmacotherapeutic implications will be analyzed. This course focuses primarily on the information that advanced practice nurses need for safe and effective prescribing.

NURS 5890 Laboratory and Diagnostic Test for Differential Diagnosis**Three (3) Credits 60 Hours****Prerequisites:** NURS 5825, NURS 5860

Students will integrate knowledge of well-being, illness and self-care for a holistic evaluation of patients by focusing on the diagnosis of symptoms, functional problems and risk behaviors with etiologies that require interventions directed to prevent, maintain or alleviate. Using the differential diagnosis approach, students will apply the critical thinking process to diagnose, in an appropriate and timely manner, a wide range of physical or mental illnesses that cause similar symptoms. This process includes a physical exam and health history regarding the identification of symptoms: lifestyle, previous health problems, family history, laboratory studies and diagnostic tests. Emphasis is placed on detailed analysis of a series of clinical variables that are obtained through the history of the present disease. This action will facilitate the student to make complex decisions by applying a systemic approach to influence the optimization of care in health systems, guaranteeing that nursing practice is based on evidence. Discussion and practice of the diagnostic reasoning process is encouraged. The course is distributed in 30 theory hours and 30 laboratory hours.

NURS 6210 Mental Health for Family Nurse Practitioner**Three (3) credits 45 hours****Prerequisites:** NURS 5825, NURS 5570

This course provides the advanced practice student with content focused on psychodynamic theories, scientific research, and evidence-based practice. Clinical decision-making in patients with mental health problems is focused. The course integrates psychopharmacology, psychotherapy, and complementary and alternative medicine throughout the stages of development and growth. The course also integrates the new classification of diagnosis and treatment manual, genetic testing and the increased use of mental health services. Advanced practice students will gain new knowledge about possible diagnoses when determining treatment for patients with mental health disorders.

NURS 6220 Primary Care I (Family, Mother, and Pediatric Patient)**Three (3) credits 45 hours****Prerequisites:** NURS 5890, NURS 6210**Co-requisites:** NURS 6222

This course provides advanced practice nursing students (APRNs) the tools required to provide primary care that contributes to improving the health and well-being of women of reproductive and non-reproductive age. This allows APRNs to provide the services required by this population according to their age and health condition. In addition, the course provides strategies to promote strengthen and improve health care aimed at women, mothers, infants, children, adolescents and their families. Students will be able to reflect on inclusive systems, which recognize the relationship between health and gender and the social determinants of health, thus facilitating comprehensive care with scientific, technological, humanistic, ethical and research based on respect for human rights, life, and human dignity. The cognitive skills that APRNs must possess in the care of women and pediatric patients are discussed. Students will learn to anticipate risk factors that may increase morbidity or mortality rates, as well as caring for the health of individuals, families and communities in all areas, stages of the life cycle, and in their development processes. This course has a competency approach based on critical thinking and clinical reasoning.

NURS 6222 Primary Care Clinical I Clinical Practice (Family, Mother and Pediatric Patient)**Four (4) credits 180 hours****Prerequisites:** NURS 5890, NURS 6210**Co-requisites:** NURS 6220

This course provides strategies to offer primary health care to women and infants, enabling an approach to early detection of the main diseases that affect this group. Using an integrated approach that includes health promotion, prevention, treatment, rehabilitation and palliative care, the aim is to contribute significantly to reducing the level of morbidity and mortality. Additionally, the course will allow the advanced practice-nursing student to acquire expert knowledge, complex decision-making skills, and the clinical competencies necessary for professional practice, enabling the prioritization of holistic person-centered care, allowing for the implementation of health coverage, and provide high-quality primary health care. This course has a competency approach based on critical thinking and clinical reasoning.

NURS 6230 Primary Care II (Adult Gerontology)**Three (3) credits 45 hours****Prerequisites:** NURS 6220, NURS 6222**Co-requisites:** NURS 6232

This course provides the tools to reflect on the health care of the gerontological adult and the influences of social, economic, structural, biological and individual factors on their health. Additionally, clinical, technological, and nutritional advances are examined as strategies for disease prevention and health promotion while minimizing the loss of independence associated with aging and illness. Epidemiological pattern, morbidity and mortality, comorbidity and disabilities are discussed. Prevalent health problems and methods for providing safe, quality care to gerontological adults and their families are examined. End-of-life care issues are addressed, including decision-making and advance directives, as students evaluate and manage care for gerontological adults with identified health needs. Comprehensive health services are established,

including preventive, primary, acute and long-term services, to promote collaboration and communication between providers and the patient/family in all settings regarding the patient's health status. Evidence-based practice protocols are incorporated.

NURS 6232 Primary Care Clinical II Clinical Practice (Adult Gerontology)**Four (4) credits 180 hours****Prerequisites:** NURS 6220, NURS 6222**Co-requisites:** NURS 6230

This specialty course provides the tools and strategies necessary to categorize acute and chronic health problems in the gerontological population. In addition, the coordination and the provision of specialized, safe and competent primary care is determined. The evolution of health care systems (reforms and restructuring), and how advanced nursing practice professionals meet the changing needs are analyzed. Demographic changes of the population and patient expectations are discussed. In addition, advanced nursing practice professionals will be able to incorporate their expert knowledge, complex decision-making skills, and clinical competencies. Consequently, students will manage holistic care from a preventive and health promotion perspective, managing complex cases of patients and/or families from a complete assessment perspective: by making clinical diagnosis, prescribing care and therapeutic treatments, and requesting and evaluating laboratory studies.

NURS 6510 Pathophysiological Alterations in Acute/Critical Client I**Two (2) Credits 30 Hours****Prerequisites:** NURS 5510, NURS 5550**Co-requisites:** 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-requisites:** 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.

NURS 6541 Evaluation in Nursing Administration**Three (3) Credits 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-requisites: 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-requisites: 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 30 Hours****Prerequisites:** NURS 6570, 6572**Co-requisites:** 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-requisites:** 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-requisites:** NURS 6612

This is the first of three (3) 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-requisites:** NURS 6610

This is the first of three (3) 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-requisites:** 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 Lab Pathophysiological Alterations on the Client with Emergency/Trauma II**Two (2) Credits 90 Hours Prerequisites:** NURS 6610, 6612**Co-requisites:** 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 30 Hours****Prerequisites:** NURS 6670, 6672**Co-requisites:** 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 Lab Pathophysiological Alterations on the Client with Emergency/Trauma III
Two (2) Credits 90 Hours**

Prerequisites: NURS 6670, 6672

Co-requisites: 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 6750 Family Nurse Practitioner Preceptorship (Residency)

Six (6) credits 400 hours

Prerequisites: NURS 6230, NURS 6232

Clinical Experience consisting of 405 practice hours in a setting that provides comprehensive primary care services to underserved communities. Students will be accompanied by Nurse Practitioners or qualified and accredited physicians oriented, trained and certified to serve as preceptors. The course provides practice of over eight (8) hour per clinical day. Students develop and refine Family Nurse Practitioner (FNP) competencies through clinical hours/experience. Weekly seminar lectures provide a forum for clinical case study discussions, case presentations, and preparation for the simulated certification test, which is required to be taken and passed in order to pass the course.

NURS 6760 Nursing Research Project I

Two (2) Credits 30 Hours

Prerequisites: NURS 6230, NURS 6232

This course introduces students to the fundamentals and principles of evidence-based practice (EBP) and its relationship to nursing practice. Focusing on EBP in nursing practice, models for implementation, steps, and components of the clinical question in the PICOT taxonomy, statistical analysis, quality improvement, and basic research principles are discussed.

NURS 6780 Nursing Research Project II

Three (3) Credits 45 Hours

Prerequisites: NURS 6760

This course provides students in the Master's in Nurse Practitioner the opportunity to carry out the evidence-based research project developed in course NURS 6760 – Nursing Research Project I. Students will use scientific, research and literacy skills to develop a research project in culturally diverse communities. Emphasis is placed on the competence of ethical-legal aspects and the rights of the participants throughout the course. This is an independent project under the supervision of

a faculty member as a mentor.

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.

PAGI 5000 New approaches in Political Theory, Government, and Leadership**Three (3) Credits 45 Hours****Prerequisites:** (Undergraduate level course in Social Sciences, Basic Political Science or similar)**Co-requisites:** None

This course introduces government innovation through the study of political theories and their philosophical principles, the need to organize societies in hierarchical systems through various government models, and the role that leadership plays in the direction of social institutions and the state. The student will analyze concepts of leadership in government, the decision-making process, the role of a leader, and the characteristics a leader should possess as they guide, inspire and share their responsibilities with their counterparts during the creation and collaboration process.

PAGI 5010 Public Administration, Ethics and Law in governmental innovation**Three (3) Credits 45 Hours****Prerequisites:** None**Co-requisites:** None

From the government innovation perspective, this course analyzes the principles of public administration, administrative structures, procedures and regulations, budget design, and financial and fiscal policy decisions, as well as administrative, managerial, and labor affairs and results measurements. The course will also analyze the “Ley de Ética Gubernamental”, ethics in the public service, the legal order in which a government operates, and the rights of citizens.

PAGI 5020 Constitutional, Labor, and Administrative laws from the government innovation perspective**Three (3) Credits 45 Hours****Prerequisites: None****Co-requisites: None**

From the government innovation perspective, this course evaluates constitutional, labor, and administrative laws. The course examines the administrative law that covers public entity procedures; la “Ley de Procedimiento Administrativo Uniforme” (LPAU), which regulates the government's administrative procedures, the conflict mediation process, and the adjudicative procedures. The course covers the framework of protections guaranteed by the constitution, as well as applicable laws and regulations.

PAGI 5100 Government Innovation: community organizations and non-profit organizations**Three (3) Credits 45 Hours****Prerequisites: PAGI 5000****Co-requisites: None**

This course studies how innovation is implemented in aspects that make up an effective government. The course will study non-governmental entities that assume responsibilities that are parallel to the government and that make impactful contributions to their communities and society.

PAGI 5110 Digital Government: Innovation in public administration and information systems**Three (3) Credits 45 Hours****Prerequisites: None****Co-requisites: None**

This course allows students to learn about new challenges and trends in public policy design as they examine technological changes, innovation, and emerging technologies, and find solutions to common problems. New tools in the design of government efficiency measurement, the fulfillment of strategic objectives, and the design of sequential methodology programs are examined.

PAGI 6000 Innovation in the design and analysis of public policy**Three (3) Credits 45 Hours****Prerequisites: None****Co-requisites: None**

This course studies the analysis techniques and the design of innovative public policy. The course covers the design process up to the implementation of public policy initiatives. Strategies such as “top-down and bottom-up”, quantitative and qualitative, and the sequential method are examined. In the course, variables and considerations in socio-political, economic, educational, health, security, cultural, and population change investigations are discussed.

PAGI 6010 Power in municipal government and the regionalization of services**Three (3) Credits 45 Hours****Prerequisites: PAGI 5020****Co-requisites: None**

This course presents the process, evolution, and execution of the power of the municipalities as agents of change and innovation. The course reviews the origin of municipal power, constitutional order, administrative structures, and their possible scope. The course focuses on the judicial recognition of municipal power and the territorial limits of the municipalities.

PAGI 6020 Open and transparent governments: Access to public information in democratic systems**Three (3) Credits 45 Hours****Prerequisites: None****Co-requisites: None**

This course studies topics related to government transparency, responsibility and access to public information, government openness, the responsibilities of media communication, and the role of journalism in a democratic society. Journalism ethics, freedom of the press, and judicial precedents concerning accountability within a democratic system will be examined.

PAGI 6100 Citizen quality of life: strategies for combating corruption and promoting good governance**Three (3) Credits 45 Hours****Prerequisites: PAGI 5010****Co-requisites: None**

In this course, the principles and concepts of good governance will be analyzed, which are linked to efficiency and transparency in public administration. The government and administrative structures, their procedures and regulations, the “Ley de Ética Gubernamental”, and the preventive and supervisory function of public service will be evaluated. The responsibilities, powers, and duties of agencies such as “Oficina del Contralor”, “del Inspector General”, “del Departamento de Justicia” and the “Panel del Fiscal Independiente” will be examined. Ethics in public service will be analyzed critically.

PAGI 6110 Fiscal policy, public debt and the Promesa Federal Law within government innovation**Three (3) Credits 45 Hours****Prerequisites: PAGI 5010, PAGI 5020****Co-requisites: None**

This course examines the design and scope of fiscal policy within different governments with an emphasis on Puerto Rico. The design and purpose of operational budgets, the public debt, its origin, compliance, and the adoption of the “Ley federal Promesa” (The Puerto Rico Oversight, Management, and Economic Stability Act) will be studied. Fiscal crises in different jurisdictions, the creation of external fiscal boards, and the responsibilities of the constitutional branches and the state will be further studied.

PAGI 7700 Research Project**Three (3) Credits 45 Hours****Prerequisites: MIS 7680 (Be enrolled on the last academic period)****Co-requisites: None**

This course integrates theory and practice. It is directed at creating an investigation in which students recognize situations that disrupt public administration and present innovative solutions. The project reflects rigorous scientific research as well as critical and creative thinking of the knowledge acquired throughout the program. The problems and needs related to public administration and government innovation and ethical aspects of public professionals will be studied and analyzed.

Catalog Addendum

Update September 18, 2025

- » New Institutional Vision

Update August 6, 2025

- » Statement regarding the veracity of the catalog content and its policies.

Update October 1, 2024

- » Admission Policy update
- » Satisfactory Academic Progress policy update

Update September 5, 2024

- » Tuition and Fees Payment and Adjustment Policy
- » Title IV Funds Return Policy (R2T4)

Update April 5, 2024

- » New program: Master of Science in Nursing major in Family Nurse Practitioner

Update February 13, 2024

- » General Costs & Tuition and Fees disclosure

Update November 10, 2023

- » Update: General costs and Tuition and Fees

Update October 31, 2023

- » Program revision: Master's Degree in Naturopathic Sciences
- » New personnel

Update July 7, 2023

- » Change in grading system
 - o P – Pass
 - o NP – Fail
 - o AP – Approved

Update June 26, 2023

- » Master's Degree in Naturopathic Sciences total credits correction.

- » New information included Puerto Rico State Approving Agency approval statement for Veteran services.

Update February 1, 2023

- » New Catalog version publication 2023-2027

Update April 19, 2023

- » New information included: Policy on the Support System for Academic Records and Transcripts

ACCREDITATIONS

The student may communicate, if he/she desires to the following addresses:

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