



STUDENT HANDBOOK

MESSAGE

It is an honor to welcome you to EDP University. This institution was founded in 1969 by my dear parents. Many people wonder what the does the acronym EDP means. It means **E**lectronic – **D**ata – **P**rocessing because, from our beginnings, the latest technologies were incorporated into our academic offerings by identifying and serving the unmet needs of the population and developing state-of-the-art programs.



For over 25 years, I have presided over the University, always procuring the development of diverse study modalities and models. This document is a handbook designed to guide you and provide you with some tools to successfully obtain your academic degree while preparing you for the future. This is why the Student Manual includes information based on in-person and online processes.

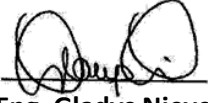
Our students are and will always be the core and heart of EDP University, both at the academic and service levels. We are proud that in all the visits from accrediting institutions, we have always been recognized by granting us the maximum number of years for reaccreditation. This is a reflection of good academic, administrative, and fiscal practices.

Lastly, as our vision states, our commitment as Entrepreneurial University is to provide our alumni with the necessary skills and expertise to make them shine in the work and business worlds. College life has many exigences, but we are here to help and work alongside you so you can reach your goals. The first step has already been taken. From now on, your achievements are also ours.

EDP UNIVERSITY OF PUERTO RICO

I invite you to take advantage of this academic opportunity and to allow us to help you whenever you need it.

Best wishes,

A handwritten signature in black ink, appearing to read 'Gladys', written over a horizontal line.

**Eng. Gladys Nieves Vázquez,
President**

Reviewed February 2023
VPA Student Affairs

Table of Contents

Part One: Institutional Information7

 Introduction..... 7

 History of the Institution 7

 Philosophy 11

 Vision..... 11

Dean of Student Affairs..... 12

 Admission Center 13

 Undergraduate applicants (no university experience) 14

 Undergraduate applicants for transfer 15

 Applicants to the Graduate Program (Master’s) 15

 Psycho-social Support Center..... 16

 Professional Counseling Office 16

 Policy and Service Procedures for Functionally Diverse
 Students..... 17

 Student Organizations 18

 Humanistic and Cultural Events 18

 Career Services Office 19

Dean of Academic Affairs 20

 Information Resources Center 20

 Academic Support Center (CAA, in Spanish) 25

 Tutoring Services..... 25

Registrar’s Office 25

 A. General Information 25

B. FERPA.....	26
C. Student classification.....	27
D. Academic Year	28
E. Registration.....	29
F. Attendance.....	30
G. Academic Load.....	31
Satisfactory Academic Progress Policy.....	31
Vice President of Financial Affairs	32
Federal Pell Grant	32
Federal Supplemental Grant (FSEOG).....	33
Puerto Rico State Aid Programs	33
DIRECT LOANS	33
Federal Work-Study Program (FWS)	34
Eligibility requirements for financial aid are available at the Financial Aid Office:	34
Rights and Responsibilities of the student who receives financial aid	35
Reimbursement Policy.....	37
Parking permit.....	39
Procedure for student parking permit.....	39
Part Two: Student Regulations	40
Chapter I - Purpose Statement	40
Chapter II - Student's Fundamental Rights	40
Chapter III - Co-curricular Events	42
Chapter IV - Publications	45
Chapter V - Student Organizations.....	45

Chapter VI - Student Council.....	46
Chapter VII - Student Representation before the Institution Bodies	52
Chapter VIII – Specific Punishable Acts and Disciplinary Procedures	53
Chapter IX - Procedures to Amend these Regulations	72
Chapter X - Severability, Interpretation, and Effect Clauses ...	73

Part One: Institutional Information

Introduction

The Student Manual has the purpose of compiling the information that may be helpful in orientating you through your life as a student of EDP University of Puerto Rico, Inc.

We are interested that you familiarize yourself with the historical framework of our Institution, its goals, objectives, and philosophy. And that you to learn about the rules and regulations that govern our Institution. We hope that you have a gratifying academic experience that helps you to form and develop your expertise, and this way we can contribute to the emerging demands for qualified personnel from the globalized society.

Read it carefully and keep it. This will make it easier for you to get to know and become a part of this, your University.

History of the Institution

EDP University of Puerto Rico, Inc. was established in 1969. It started as a post-secondary education institution to address the growing need for skilled personnel in the data processing field. Its founders, Engineer Aníbal Nieves y Gladys Vázquez, developed the first technical course to train professionals that could handle the Government's first automation phase and create computer programs that could address local needs.

EDP UNIVERSITY OF PUERTO RICO

1969	Dr. Aníbal Nieves established the institution in Hato Rey.
1972	EDP obtained authorization to offer two associate degrees.
1978	The second campus was established in San Sebastián.
1980	The Hato Rey campus expands its academic offerings to the bachelor's degree level. In 1990, to the master's degree level.
1997	Eng. Gladys T. Nieves, the founder's daughter, became president.
2000	The academic offerings at the San Sebastián campus were expanded to the bachelor's degree level.
2005	Accreditation from Middle States Commission on Higher Education (MSCHE) was obtained.
2006	The Associate Degree in Digital Fashion Design was developed.
2008	The hybrid mode started enrolling adult Hispanic students living in the United States who wanted to obtain an Associate Degree in Nursing.
2009	The Institution became a non-profit organization.
2011	The San Juan School of Interior Design was purchased, and it became our School of Design, which includes fashion design programs.
2012	The academic offerings at the San Sebastián campus were expanded to the master's degree level.
2013	EDP College of Puerto Rico became EDP University of Puerto Rico, Inc. and the Extension Centers of Manatí and Humacao were established.

2014	The authorization to offer the first Master's in Naturopathic Sciences was received.
2016	The Associate Degree in Nursing received accreditation from the Accrediting Commission for Education in Nursing (ACEN).
2017	The University Center of Villalba was established.
2019	EDP University celebrates its 50th anniversary. Appointment of the EDP University of Puerto Rico's First Provost (position of academic integrity).
2021	The Bachelor's Degree in Nursing Sciences received accreditation from the Accrediting Commission for Education in Nursing (ACEN).
2023	Two new academic programs were developed: the Master's in Public Affairs and Governmental Innovation, and the Bachelor's in Health Sciences in Speech Therapy and Language.

Our academic offering at the institutional level is:

Masters: Information Systems, Information Systems specializing in Information Security and Digital Fraud Investigations, Naturopathic Sciences, Business Administration specializing in Strategic Management, and Masters in Public Affairs and Governmental Innovation.

Professional Certifications: Information Systems Auditing, Project Management, Relational Database Administration, and Information Security and Digital Fraud Investigation.

Bachelors: Information Technology Sciences with a major in Networks, Information Technology Sciences

with a major in Programming, Business Administration with a major in Accounting, Business Administration with a major in Management, Digital Fashion Design, Interior Design and Decorating, Digital Design with a major in Multimedia, Nursing, Criminal Justice Sciences with a major in Forensic Sciences, Nursing Sciences, Natural Sciences, Political Sciences and International Affairs, and Health Sciences in Speech Therapy and Language.

Associate Degrees: Business Administration, Information Technology, Medical Emergency Technology, Office Administration, Digital Fashion Design, Interior Design and Decoration, Digital Design, Criminal Justice, Biotechnology, Pharmacy Technician, Nursing, Executive Security and Protection, Health and Physical Fitness for Special Populations, Health Services Billing and Coding.

100% Online Programs: Master's in Information Systems specializing in Information Security and Digital Fraud Investigation. Bachelors: Information Technology Sciences with a major in Networks, Information Technology Sciences with a major in Programming, and Business Administration with a major in Management. Associate Degrees: Business Administration, Information Technology and Criminal Justice.

Philosophy

EDP University of Puerto Rico, Inc.'s educational philosophy is based on the concept of a technological education strongly supported by social and human foundations. According to this philosophy, the Institution's mission is to expose the student to educational experiences that stimulate their comprehensive development. Every student will gradually become a productive citizen prepared to successfully face the educational, technological, economic, and cultural challenges that characterize modern times.

All the institutional efforts are aimed at the student's comprehensive development, both intellectually and personally.

Mission

EDP University of Puerto Rico, Inc. is a university institution with a technological and socio-human approach, a leader in the education of professionals in Arts, Sciences, and Technology. It is comprised of a learning community that offers undergraduate and graduate educational programs in different modalities that promote the student's active learning and comprehensive development since these are the core of the educational process.

Vision

EDP University of Puerto Rico adopts the Entrepreneurial University Model and undertakes knowledge and its pursuit as the axis for innovation,

and sustainable and competitive economic development of its contributors in and out of Puerto Rico.

Dean of Student Affairs

The Dean of Student Affairs in EDP University is responsible for coordinating, leading, and providing services to the Student Community. Said services complement the comprehensive development of university life.

The Dean upholds the students' rights and duties. The Dean provides the following services: admissions, financial aid, Professional Counseling, career services, Academic Support Center (tutoring), social and cultural events, and student organizations.

Institutions are distinguished by their symbols. The fox, EDP University's mascot, was chosen because it represents the characteristics of our alumni: intelligence, agility, astuteness, and wisdom.

The sum of these qualities along with the educational experiences to which EDP University exposes its students contribute to their comprehensive development and the fulfillment of our mission.



Admissions Center

EDP University's admission policy is to admit and provide services to qualified students regardless of their age, race, color, sex, sexual orientation, gender identity, social or national origin, social or financial condition, political affiliation, political or religious ideology, or for being a victim or being perceived as a victim of domestic violence, sexual assault or stalking, for being or having been in the military, serving or having served in the United States Armed Forces or having veteran status (See *Equal Education Opportunity Statement* at the end of the Student Manual.)

EDP University is governed by the dispositions established in the Family Educational Rights and Privacy Act of 1974, better known as the Buckley amendment (FERPA).

The admission policy has two basic purposes. Those are:

1. To admit all the applicants that meet the admission requirements and that our facilities allow.
2. To provide every student with opportunities that contribute to their success.

Candidates with special classifications that do not meet the minimum GPA established in the Institutional Catalogue shall be evaluated by the Admissions Committee.

The Admissions Committee is led by the Dean of Student Affairs and has representatives from different areas: Academic Progress, Professional Counselor, Admissions Director, Registrar, and Academic Director or Specialist.

For this evaluation, the candidate shall submit documents supporting their eligibility to be admitted as a student.

After the candidate's evaluation, it will be decided whether or not the student will be admitted and under what conditions a Conditional Admission will be granted. (See Conditional Admission Policy 007-2020.)

If the candidate is conditionally admitted, they will be monitored for one academic year after signing a commitment to obtain academic progress by the end of the first semester. The Professional Counselor will follow up and provide the necessary assistance to support the student in reaching their academic goal during their first year.

The applicant must comply with the following requirements to apply for admission:

Undergraduate applicants (no university experience)

1. Fill out an application for admission and pay the admission fee of \$15.00 (non-refundable.)
2. Possessing a High School diploma or having passed the Department of Education's equivalency exams with a minimum GPA of "C."

3. Results of the College Board or EDP University's placement exam* (under 21 years of age.)
4. Official high school transcripts.
5. Vaccination records (under 21 years of age.)
6. Proof of age: 21 years of age or older (Only for the Adult's Accelerated Program.)

**The University institution offers placement exams to all the students who have not taken the "College Entrance Examination Board" test, and who are not transferring from another post-secondary institution.*

Undergraduate applicants for transfer

1. Fill out an application for admission and pay the admission fee of \$15.00 (non-refundable.)
2. Official high school transcripts (if a university degree was not obtained.)
3. Official transcripts from each of the post-secondary credited institutions where the student has been enrolled.
4. Vaccination records (under 21 years of age.)
5. Proof of age: 21 years of age or older (Only for the Adult's Accelerated Program.)

Applicants to the Graduate Program (Master's)

1. Fill out an application for admission and pay the admission fee of \$25.00 (non-refundable.)
2. Official transcripts from the university in which the Bachelor's Degree was obtained.

3. Updated resume.
4. Three (3) recommendation letters, which shall be written by people who have evaluated your work in a professional or academic setting. All letters must be delivered in a sealed envelope.
5. An interview with the Program Director or authorized specialist.

Psycho-social Support Center

Professional Counseling Office

The main purpose of this office is to facilitate and provide the student with experiences that can stimulate their human development in a comprehensive manner. Orientation and counseling is a process that helps the students understand their environment as well as themselves. Consequently, this process helps them establish and accomplish personal, educational, and occupational goals.

Students who face difficulties when establishing personal or romantic relationships have an inappropriate self-concept or negative thoughts about themselves. This distorted self-concept can be manifested in poor study and time-management skills, and family issues, among others. The services consist of individual or in-group orientation and counseling, workshops, consultancy, mediation, referrals, monitoring, and coordination of events with private and public entities.

Professional Counseling is not a process of instant solutions to problems. However, the counselor is

sensitive, respectful of individual differences, and trained to help you explore your feelings and thoughts, explore your alternatives, and help you achieve your goals.

Seeking help is an exercise of bravery and self-control. The following are recommendations for you to take the most advantage of the process:

1. Attend your appointments regularly.
2. Establish the goals and desired outcomes of the counseling process.
3. Be as honest as possible.
4. Have a go at or complete the exercises or activities assigned during the help-seeking process.
5. Tell the counselor if you believe the process is not effective.

Some of the benefits you can obtain from this service are:

1. Strengthening your self-esteem.
2. Expanding what you know about yourself.
3. Develop skills for decision making and conflict resolution.
4. Establish and maintain healthy personal relationships.
5. Learn how to communicate assertively.
6. Improve your study habits.

Policy and Service Procedures for Functionally Diverse Students

The main purpose of the Policy and Service Procedures for Functionally Diverse Students is to ensure that the programs offered, including

extracurricular activities, are accessible to functionally diverse students so that we can contribute to their academic success.

If you are a functionally diverse student and you need a reasonable accommodation (any modification or adjustment of the academic environment or in the way the assignments are completed) that allows you to have equal conditions, you should go by the Psycho-social Support Center to receive more information about the application process.

**Note: A copy of the Policy is available in the Psycho-social Support Center*

Student Organizations

Several organizations and associations provide students with the opportunity to develop their leadership skills. Review the regulations for Student Associations that is available in the office of the Dean of Student Affairs.

Humanistic and Cultural Events

Our student events provide opportunities for the university student's comprehensive development.

The main objectives of the events are:

1. To hold events in collaboration with the Dean of Academic Affairs to integrate the socio-cultural components.
2. To promote communication channels between the students, faculty, and administration that are more effective.

3. To encourage the students to create events that align with their interests.
4. To contribute to students recognizing and developing their strengths in a global society.
5. To promote good relationships between the Institution and the community.
6. To promote knowledge of our culture and historical places to obtain a sense of belonging with their alma mater.

Career Services Office

The Office coordinates workshops and seminars related to job-seeking, resumes, and interviews. It also keeps the students up to date about how the job market changes in relation to the Institution's academic offerings. The Career Services Office maintains an archive of job opportunities, both part-time and full-time, for the students who request this service.

Dean of Academic Affairs

Information Resources Center

EDP University's Information Sources Center provides the university community with the necessary academic resources to achieve academic success. It offers a wide range of services and collections that we will describe briefly.

Mission:

To support and strengthen EDP University's academic program by guaranteeing access to pertinent and updated information that contributes to the academic, social, cultural, and individual development of our students.

Goals:

To develop a bibliographic collection that supports the curricular exigencies of our Institution, and to provide effective and immediate access to these resources in any format. Automating the library processes and services.

Values:

Focus on the user/client
Offer quick and effective information services
Respect for equality
Provide an environment suitable for studying
Guided by objectives.
Creativity and simplicity

Library Collections

Reference

Comprised of encyclopedias, dictionaries, manuals, and reference materials for use in the Library.

General or Circulation Collection

Comprised of resources about specialized topics or general topics that are loaned for fifteen (15) calendar days.

Journals (Serial Publications)

A collection of journals, magazines, and local, specialized, and general interests' newspapers.

Reserve

Resources directly related to the classes and materials that are reserved for students of a class as requested by the professor. There are copies of textbooks in this area.

Copyright

EDP University's library supports the Copyright Law and it does not encourage the improper use and abuse of photocopying material in amounts that are not permitted.

Audio Visual

Provides audiovisual resources and electronic equipment.

Computer Stations

Several computers are available to access the Internet and to carry out any type of academic research. You may also access our Virtual Library where you will find electronic resources.

Virtual Library



EDP University's Institutional Virtual Library is the tool to expand the library and research services in our Institution. It provides online services 24 hours a day, 7 days a week, with access to different types of resources that include, databases, electronic books, journals, documents, and videos, among other digital resources about health, medicine, business administration, accounting, computers, programming, and general interest, among other topics.

You can access the Virtual Library in:

- Our webpage: www.edpuniversity.edu
- Student portal
- Online resources portal: Canvas
- To have access through any of these options you must use your institutional e-mail address and password.

- (e.g. juan.pueblo@liveedpuniversity.edu)

Information Skills and Competencies Program

The Information Skills and Competencies Program integrates information technology competencies, promoting bibliographic resources and being a lifelong learner. It responds to the academic needs of the students of the Associate Degree, Bachelor's, and Master's programs and the teaching and researching processes of the faculty.

The main purpose of this Program is to develop and promote information competencies, resources in different formats, and their integration in the academic program. It is done through orientations/workshops to groups and individuals about the services, information skills and competencies, Virtual Library, and online interactive tutorials.

Loan Policy

1. The resources in the Reserve Area are loaned for use inside the Library.
2. The books in the General/Circulation Collection are loaned to undergraduate students for 15 days and to graduate students, faculty, and administration for 30.
3. Audiovisual or technological equipment must be reserved with, at least, 3 days' notice. It is required to present the photo id issued by the institution to request all services and loans. It will be retained when the resources of the Reserve Area are lent.
 - a. It is advisable to return the resources as

soon as the loan term expires. Failure to do so entails a fine of .15 cents per day. Recurring delinquency will be reason to stop the loans. Our priority is to serve the university community. However, the Library offers services and resources to the neighboring communities in our facilities.

Rules for using the resources and services:

1. Consuming food or drinks is prohibited.
2. Smoking is prohibited.
3. Maintaining and collaborating with a calm study environment:
 - a. By avoiding the use of cellphones.
 - b. By avoiding meetings, or group conversations in the study rooms.
4. Filling out and signing the required forms when resources and services are requested.
5. Leaving on top of the table the resources taken from the collections.
6. Assuming responsibility for the lent resources and equipment.
7. Returning the loaned resources on the set date or requesting an extension of time.
8. Paying the penalties for delinquency on or before 60 days, after the date of your notification.

The users that cause a lack of discipline, disturbances, damage to property, and removal of materials will be immediately referred to the Dean of Student Affairs for the enforcement of the applicable Student Regulations and the laws of the Commonwealth of Puerto Rico.

Academic Support Center (CAA, in Spanish)

Tutoring Services

The Dean of Academic Affairs, keeping in mind the importance of peer support in the learning process, has implemented a Tutoring Service. The areas of most demand are Spanish, English, and Math. Tutoring for other subjects is also offered. The tutoring service is free, it's available for all the students who request it and offered by peers and faculty during their office hours.

Among the CAA's goals are:

1. That the EDP University's students can adjust better to the university experience.
2. That the students can obtain the necessary knowledge and experience to successfully perform in their jobs.

Registrar's Office

A. General Information

1. Mission: The Registrar's Office is responsible for safeguarding the student's academic record and ensuring the confidentiality and integrity of the documents contained therein, in accordance with the statutes established in the Family Educational Rights and Privacy Act (FERPA) of 1974, better known as the Buckley Law. Also, it administers and applies criteria and processes for compliance with academic regulations.

2. Organization: The Registrar's Office reports directly to the Dean of Academic Affairs.
3. Services offered to the student:
 - a. Academic Calendar
 - b. Registration process
 - c. Veteran certification and orientation
 - d. Certifications of study, degrees, grades, bank (deferrals), tax returns, etc.
 - e. Application and processing of:
 - i. Registration
 - ii. Transcripts
 - iii. Accreditation of courses
 - iv. Readmission
 - v. Program Changes
 - vi. Updating of information such as address, phone number, and email
 - vii. Independent study
 - viii. Cancellations, withdrawals, registration, changes, and reinstatement of courses
 - ix. Removal of incompletes and grade changes.
 - x. Graduation

B. FERPA

1. The Family Educational Rights and Privacy Act (FERPA) of 1974, better known as Buckley Law, is a federal law that affords students, parents, and institutions the right to obtain and disclose the information contained in the student's records.

2. Rights

1. The right to inspect and review the student's academic record within 45 days of the day on which the University received the request for access.
2. The right to request amendment of those records that the student considers inaccurate.
3. The right to consent to the disclosure of personal identifiable information contained in the student's academic record, except when FERPA authorizes access to it without such consent.
4. The right to file a complaint before the United States Department of Education based on the University's alleged failure to comply with the FERPA requirements.

C. Student classification

Students are classified differently according to the status that is being evaluated:

1. By credits registered:
 - a. Full-time:
 - i. Undergraduate: At least 12 credits
 - ii. Graduate: At least 6 credits
 - b. Three-quarters of time:
 - i. Undergraduate: 9-11 credits
 - c. Part-time:
 - i. Undergraduate: 6-8 credits
 - ii. Graduate: At least 3 credits

2. By number of credits approved leading to an academic degree:
 - a. Undergraduate

<u>Year</u>	<u>Approximate credits</u>
First	0 - 30
Second	31 - 60
Third	61 - 90
Fourth	91 or more

- b. Graduate

<u>Year</u>	<u>Approximate Credits</u>
First	0 - 15
Second	16 - 30
Third	31 - 45

D. Academic Year

The academic year is composed of three academic semesters: Fall, Spring, and Summer.* These parent terms have bimonthly terms for our modalities (in-person, hybrid, and remote):

1. Regular (16 weeks)
 - August - December
 - January - May
 - May - July*
2. Bimonthly (8 weeks)
 - August - October
 - October - December

January - March
March - May
June - August*

**Optional for undergraduates*

E. Registration

The students are notified of the dates assigned for the registration term via e-mail, digital bulletins, and through the academic advisors.

Those students who do not have the Federal Pell Grant confirmation will receive a payment plan for the total tuition fee until confirmation of the requested financial aid is received. Those students who are not approved for the Federal Pell Grant or if it does not cover the entire tuition fee, shall pay off the balance before the end of the term in which they are registered.

1. Changes to the registration

- a. The term to make changes expires at the end of the first week of class. The exact date will be included in the academic calendar.
- b. The process of changes to the registration begins once the student finishes their initial registration process. It may include the addition or deletion of courses, either because they have been eliminated, because they failed the prerequisite course,

due to wrong selection, or due to conflicts, section changes, and/or withdrawals, among others.

- c. Exceptional cases will require an authorization signed by the Dean of Academic Affairs.

F. Attendance

1. In-person:

Class attendance is mandatory. In the event of an absence, the student is responsible for the material discussed and the assigned work. Likewise, a student who is absent from a class consecutively without an excuse may be administratively withdrawn.

2. Online:

Attending online classes is as important and constant as in-person classes. Attendance in the online class is counted based on the student's activity or participation. Connecting to the class and not completing the work is not considered attendance. There must be some activity or participation. Likewise, a student who is absent from a class consecutively without an excuse may be administratively withdrawn.

- 3. No Show: Likewise, a student who never attends the course will be reported by the professor to the Registrar's Office as a No Show student to be deleted and so the

necessary adjustments in the financial aid and the student's accounts can be made.

G. Academic Load

We will define academic load as the total number of credits a student registers for during a semester. The normal load for a regular student is from 12 to 18 credits. For 19 credits or more an authorization from the Dean of Academic Affairs is required. The student must maintain a GPA of 3.00.

Satisfactory Academic Progress Policy

To continue being eligible to receive Title IV funds (Pell Grants, Student Loans, and others), our students must have, halfway through their time of study or before, the GPA and graduation credits (2.00 GPA and 67% of the registered credits approved.) Ideally, they should have them from the first semester. Nonetheless, they must obtain, at least, a 1.25 GPA and 50% approved in their first semester and gradually climb up to the GPA and graduation credits in the stipulated time.

The student will be evaluated at different times. In every evaluation, they must comply with a minimum number of approved credits and a minimum GPA (academic index). The details about the maximum and minimum credits, as well as the required index and evaluation process by the Academic Progress Committee, are published on the EDP University's webpage.

Vice President of Financial Affairs

EDP University's Financial Aid programs are designed to serve students from diverse social and financial backgrounds. The Financial Aid Office is committed to form professionals by providing financial aid, according to what is established in the Federal, State, and Institutional regulations, to help them achieve their academic goals.

Financial aids are classified in three categories:

- a. Grants- financial aid offered to students who need funding for their tuition expenses. A grant is not a loan; therefore, this contribution does not need to be paid back.
- b. Loans - financial aid that entails a commitment of repayment, including the established interest, six months after you have finished studying or stopped attending university.
- c. Work-study - the purpose of this program is to provide the participant with the opportunity of obtaining experience, if possible, in areas related to their study program. The student receives financial aid for their services.

Federal Pell Grant

This program was developed to provide financial aid to low-income students that begin or continue university studies. To receive this benefit, the student must fill out the corresponding application in our Office, where it will be processed and sent to the US

Department of Education or through the web at <https://studentaid.gov/h/apply-for-aid/fafsa>
To receive a Federal Pell Grant, the student must not have a Bachelor's Degree.

Federal Supplemental Grant (FSEOG)

Is a supplemental aid that is granted according to the student's financial need and the funds available in the institution. To receive this benefit, the student must be enrolled in at least six credits and have a financial need of EFC 0.

Puerto Rico State Aid Programs

The government of Puerto Rico provides annual funds to undergraduate and graduate students, such as the Supplemental Educational Aid BETA which is aimed at students registered in academic programs for Certifications, Associate Degrees, or Bachelor's. This aid supplements other aids that the student may receive from other sources.

This aid is granted according to the student's financial need, academic load, and academic performance.

DIRECT LOANS

Loans granted by the US Department of Education at a low interest to undergraduate and graduate students who have financial need. The loan interests are paid by the government while the borrower is still attending university, during the grace period, and during deferral. These loans are subject to limitations of annual and accrued loans. The cancelation of loans is

available for jobs in certain fields, under certain conditions.

Federal Work-Study Program (FWS)

This program provides part-time work to undergraduate and graduate students with financial needs. This job should, whenever possible, be related to the student's academic or professional objectives. It provides assistance to the students in the form of compensation directly related to rendered services. It has the purpose of contributing to cover the tuition.

Eligibility requirements for financial aid are available at the Financial Aid Office:

1. Having a valid Social Security number.
2. Being U.S. Citizen or legal alien.
3. Being enrolled in an eligible program (approved by Title IV.)
4. Having completed the requirements to obtain a High School diploma, General Educational Development Certificate (GED), or Bachelor's.
5. Not having an outstanding balance on loans or financial aid overpayments.
6. Not being on default for non-compliance with the Title IV loan payments.
7. Not exceeding the amount of loans.
8. Maintaining satisfactory academic progress.

Documents to be submitted

1. Proof of income from the year requested.
Depending on the source of income the following documents will be accepted:
 - a. Income Tax Return (PR or IRS)
 - b. Withholding Statement (W2)
 - c. VA or Social Security letter
 - d. ASUME certification (Child Support)
 - e. Nutritional Assistance certification (Food Stamps)
 - f. Section 8 certification
 - g. Other

Rights and Responsibilities of the student who receives financial aid

- a. As a student receiving financial aid, you have the right to:
 1. Know about the financial aid programs available in the institution.
 2. Know the deadline to apply for the available programs.
 3. Being informed about the financial aid policies and procedures.
 4. Know how your financial need was determined and what resources (such as income, assets, parental contribution, and other financial aid) were considered in the calculations.
 5. Know how much of your financial aid eligibility has been met according to what was determined by the Financial Aid Office.

6. Know which part of your financial aid must be repaid and which part is free.
 7. Know how the Financial Aid Office determines if there is satisfactory academic progress and what are the consequences if there is not.
 8. Have access to the information about the right to know the campus' statistics on security, graduation, graduation rates, and institutional demographics.
 9. Obtain the award letter of your financial aid package.
 10. Know the terms of any loan you receive, and your right to deferral, cancelation, and forbearance.
- b. You have the responsibility to:
1. Accurately complete all the application forms and submit them on time.
 2. Provide correct information.
 3. Misrepresentation of information and misrepresentation on financial aid applications is a violation of federal law and may be a criminal offense.
 4. Send all the documents, verifications, corrections, and/or new information requested by any official from the Financial Aid Office or the agency to which you submitted your application in a timely manner.
 5. Read and understand all the forms you are requested to sign and keep a copy of them.
 6. Accept liability for all the agreements you sign.

7. Repay all loans, including the interest on those loans.
8. Successfully perform the work that was agreed upon when you agreed to participate in the federal work-study (FWS) program.
9. Being aware of the processes for unused funds and reimbursement of student loans.
10. If you have a loan, you may complete an entrance interview before you receive the first loan(s) payment and an exit interview before graduation or before leaving the university for any reason.
11. You shall submit all the student loan deferral or cancelation forms required in a timely manner.
12. You shall report any changes in the information used to determine your eligibility, including name, household size, or financial resources.
13. Immediately notify the Financial Aid Office if you cancel your registration or if you reduce your academic load.

Reimbursement Policy

- The formula* that governs this policy, which establishes the applicable refund, will be applied to any EDP University student who requests a total withdrawal at or before 60 percent of the academic term. Once said term ended, the student shall be liable for 100 percent of the cost.
- Federal, state, and institutional financial aid programs credited to the student's account will be reimbursed to the source program or to the student, as applicable.

The amount will depend on the withdrawal date.

- The reimbursement to any student who totally withdraws during this term will be calculated based on:
 - ◊ Number of days passed until the total withdrawal divided by the total of days in the study term multiplied by the total amount of tuition.

*Formula:

Number of days passed = % x Total Amount =
Outstanding Balance

Number of days in the study term

- Every Institutional recess of five working days or more will be deducted from the calculation of the number of days in the study term.
- This Reimbursement Policy is established in accordance with the disposition of the Title IV programs contained in the Reauthorization of 1998 Higher Education Act.

Note:

EDP University establishes as withdrawal date the last day of attendance to the class (LDA.)

Any student who requests a partial withdrawal during the first two (2) weeks from the first day of class each semester, and during the first two (2) days of summer class, will receive a reimbursement of 90% of the cost of the class. Once this term ends, EDP University will collect 100% of the cost of the class.

Any student who does not attend the classes they are registered for will be identified by the professor as a N/S, will

be administratively withdrawn, and will be reimbursed 100% of the cost of the class.

Institutional costs and fees are available in the Collections Office and in the EDP University webpage <http://www.edpuniversity.edu>

Parking permit

It is required that all students who have a motor vehicle that need access to the EDP University parking lot have a parking permit. **Not applicable to the San Sebastian Campus.* In the Hato Rey Campus, the parking permit is \$40.00 per academic term.

Procedure for student parking permit

1. Go to the Collections Office and fill out the parking permit form completely.
2. Deliver the form and make the payment or fill out the authorization for deduction from unused financial aid funds.
3. The Collections Office personnel will give you the tag. The permit is valid for one academic term. (Ex. September to December)

Part Two: Student Regulations

Chapter I - Purpose Statement

This Student Manual has the purpose of pointing out the rights and duties of students as members of the educational community of EDP University, of Puerto Rico Inc.; establishing the structures pertinent to these regulations for their most effective participation in them; providing the rules that enable the best daily coexistence and the healthiest relationships between students, faculty, and administration to create rules and procedures regarding the administration of student discipline.

Chapter II - Student's Fundamental Rights

The student's fundamental right in the educational community is their right to education. To this end, the free examination of ideas is required, allowing the expression of divergent criteria and opinions, subject to the limitations established by the necessary regulations for the protection of the harmonious coexistence of the human components that make up the Institution: students, faculty, and administration.

The student body will exercise the right to educate themselves to the maximum, maintaining behavior that does not hinder other members of the university community from also exercising their own rights and responsibilities.

A. General Dispositions

The effort to obtain knowledge must be presided over by the maximum integrity and intellectual purity.

Professors will encourage creative dialogue in an environment of freedom of discussion, speech, and research.

Students will present reasonable objections to the data and points of view presented by the professor when deemed necessary.

The right to disagree with the professor's opinion does not relieve the student from the responsibility of complying with the requirements of the course or from expressing their dissent with due consideration and respect for institutional coexistence and the professor's rights.

Both the student and the professor will examine any aspect of the academic subject under study with the intellectual seriousness that should characterize academic work.

Neither the professor nor the student will use the classroom to present sectarian doctrines of a political, religious, or other nature unrelated to teaching.

The student's grade will be based on considerations related to their academic performance and on meeting the requirements for passing the course.

The student may appeal any sanction determination through the pertinent administrative channels.

The students may participate in the evaluation of the faculty and the administration according to the rules and procedures established for that purpose.

Chapter III - Co-curricular Events

A. Types of Events Permitted

All students will have the right to express themselves, associate, and meet freely; to make requests, to sponsor and celebrate authorized events, as long as this does not conflict with other equally authorized events and is subject to the conditions set forth below:

1. The celebration of events and/or use of teaching facilities will be made by written request to the Dean of Student Affairs, in accordance with what is expressed below in these Regulations.
2. Educational activities and meetings or events of a cultural, recreational, social, sports, religious and political nature will be authorized, as conditioned below, provided that they do not conflict with other duly authorized activities, do not interrupt the institutional work, or violate the current regulations and/or the rules set to safeguard the order, security, and normalcy of the institutional tasks.

3. Student organizations officially recognized by the Institution shall coordinate these events with the Dean of Student Affairs.
4. Political events, such as panels, conferences, or series of conferences, debates, and forums, will be allowed as long as they are scheduled by the petitioners and/or coordinated with other recognized student organizations or interested students or by the institution, to allow for the presentation of all the political criteria and/or possibilities with the same time, facilities and concessions and that also complies with, what is stated herein. The speakers in these forums, debates, panels, or conferences shall not be employees of the University.
5. In relation to people invited to the institution to give talks, forums, and conferences, or participate in panels, the provisions of letter "B" below will be complied with regarding the request to allow the appearance of this person within the Institution, for such purposes.

B. Rules and Procedures that will Govern the Co-Curricular Events

1. Authorization or denial will be notified in writing.
2. The organizations recognized by the Institution have the right to use the physical plant and/or land for the celebration of educational, cultural, recreational, social, sports, religious, and political events, as conditioned in Chapter III of these Regulations.
3. To use the physical facilities to hold co-curricular events, the representatives of the student organizations must request in writing permission from the Dean of Student Affairs or a qualified designee ten days prior to the celebration of the event. The event sponsors will be responsible for ensuring that the means used to announce them do not violate these Regulations and for taking the necessary measures to maintain order and security. Authorization or denial will be notified in writing.

C. Regulations for Events outside the Institution

1. When a recognized organization wishes to sponsor an activity in which it will use the Institution's name, off campus, it must notify the Office of the Dean of Student Affairs in writing ten days in advance.
2. Student organizations officially recognized by the Institution shall

coordinate these events with the Dean of Student Affairs.

3. The student organization making the request will be responsible for ensuring that the activity is held in an appropriate place and that it does not harm the reputation or the dignity of the Institution or expose it to legal actions of any kind.

Chapter IV - Publications

Circular letters, flyers, posters, and other printed or written material, which are not general circulation newspapers, may be distributed within the institution's grounds and/or posted on bulletin boards, only with prior authorization from the Dean of Student Affairs or a designee and in the designated areas. If said authorization is denied, the applicant may present an appeal before the Rector or a qualified designee, within a term no longer than three workdays. The decision will be final and firm.

Chapter V - Student Organizations

1. Any group of students can form a student organization and request official recognition from the Dean of Student Affairs. The organization can have an academic, professional, cultural, recreational, social, sports, or religious nature. Student organizations of a political-partisan nature and with the purpose of proselytizing will not be allowed, although those whose purpose is the political process will be authorized. Similarly,

institutional recognition will be denied to any student organization, of any kind, that promotes, encourages, or otherwise sponsors discrimination based on the student's sex, race, national origin, political or religious affiliation, social or economic position, or disability.

2. Any student or group interested in forming a student organization (within the parameters established in subsection 1 of this chapter V) must request written authorization from the Dean of Student Affairs. This office is responsible for evaluating the requests and submitting a recommendation to the Rector, Director, Dean, or a qualified designee. Afterwards, the student or group that presented the request will be notified of the decision. (The office of the Dean of Student Affairs has forms for the accreditation of the organizations.)

- a. General rules for clubs and student associations

- i. The holders of the management positions of the association (President, treasurer, secretary, etc.) must be registered at least in 06 (six) credit hours in the regular in-person modality and must maintain a cumulative GPA of 2.5 during both academic terms.

Chapter VI - Student Council

- A. Students may constitute a Student Council in the Institution, as long as they express that desire through statutory participation.

The students who are interested in being part of the Student Council shall:

1. Be regular students* (06 credits or more.)
2. Have satisfactory academic progress (GPA of 2.50 or more.)
3. Have approval of two professors who know their academic performance and responsibility level.

- B. This council shall have the following responsibilities and tasks:

1. Officially represent the student body before the other bodies of the University Institution.
2. Present freely to the corresponding university authorities their opinions and recommendations regarding problems that affect students.
3. Assisting in creating an intellectual environment that stimulates the student's comprehensive development.
4. Identify the problems and needs of the student community.
5. Select the student representation in the different organizations in which the students participate when no other means of selection is provided.
6. Meet each time the Dean convenes them or at the request of the President

- of the Council, with prior authorization of the Dean.
7. Invite students who present initiatives for student life development to deliberations.
 8. Participate in the events proposed by the Student Council.
 9. To be a link between management and the rest of the students.
 10. To hear and analyze any initiative presented by students regarding student life development.
 11. Be discreet about the matters dealt with by the student council and in the committees in which they participate.
 12. Maintain a detailed record of their meetings through minutes. Whenever the Student Council files a petition of any kind or nature before the Administration, based on an agreement of said petitioning organization or its board of directors, it must attach a certified copy of the minutes approving said petition.
 13. Prepare a detailed monthly report of all expenses incurred, as well as all income received during this period. A copy of said report must be submitted to the Dean of Student Affairs within the first five working days of each month.
 14. The president of the Student Council will prepare a detailed report of the fiscal operations of the Council during their term. A copy of said report will be sent to the President, Director, Dean, or

designee qualified to intervene, at least fifteen working days before the last day of the current academic semester, excluding the period of study and exams.

C. Student Councils will be chosen through elections to be held:

1. During the beginning of every academic year.
2. The Board of Directors of the Student Council (President, Vice President, Secretary, and Treasurer) will act on behalf of said Council on occasions when, given the urgency of the situation, it is impossible to convene the full Student Council.

D. The Student Council will be made up of a President, a Vice President, a Treasurer, a Secretary, and Spokespersons. There will be no more than five spokespersons.

1. Candidates will be nominated for the positions of President, Vice President, Treasurer and Secretary.
2. The students nominated for the positions indicated in paragraph 1 above and not elected, will become spokespersons according to the score obtained, establishing priority by majority of votes. No more than five spokespersons will be selected.

E. Elections

1. All students enrolled in a regular program (meaning 12 credits or more) and who at the time of voting have all the credits that accredit them as regular students, will have the right to participate in the elections for members of the Student Council.
2. Voting will be by secret ballot and independent candidacies.
3. An Election Board will organize and supervise the elections and certify the new Student Council and the other elected student positions. This Election Board (appointed by the Dean of Student Affairs) will exercise its functions during the academic year in which it has been appointed and will be composed as follows:
 - a. A president, who is a member of the faculty or the administration appointed by the President or a qualified designee.
 - b. A member of the faculty.
 - c. A student who does not hold or is running for an elected position, chosen by the Student Council.

The Election Board shall establish the election procedure for nominating candidates and for conducting and supervising the elections.

For the elections to be considered valid at least

1. 50% of the regular student population enrolled in the Institution must participate.
2. If the minimum participation required by this regulation is not obtained, the Board of Elections may recommend to the Dean of Student Affairs or a qualified designee to extend the election period for a reasonable time, not to exceed three working days, if it is the opinion of said Board that there is a possibility that through such an extension the minimum required participation will be achieved. The decision issued by the Rector / Provost / the President, Director-Dean, or qualified designee, will be final, firm, and unappealable.
3. If 50% of the regular student population does not participate in the election, the Dean of Student Affairs or qualified designee will appoint a Student Advisory Council. This Student Advisory Council will be exclusively advisory, that is, it will not have any of the attributes that correspond to Student Councils, but it will be consulted about the use of student funds. The vacancy must be filled by a secret majority vote among all the members of the Student Council and supervised by the Dean of Student Affairs or a qualified designee.

Incumbency Term

1. The members of the Student Council will not, under any circumstances, serve a period greater than the term of the year for which they have been elected.
2. The position of President of the Council may not be held by the same person for more than two (2) years.
3. No member of the Council may hold elected positions for more than two years.

Chapter VII - Student Representation before the Institution Bodies

Students may participate in the Institution Bodies that so provide.

1. The representatives or candidates for representative positions before the bodies of the University Institution must be regular students with a minimum academic index of 2.50, in addition to having at least twelve credits approved at the Institution.
2. The election of the student representatives for such body will be carried out at the same time and following the procedures established in these regulations for the election of the members of the Student Council.
3. The elected students will begin to participate in the activities of each organism in the first meeting that it holds.
4. Any vacancy that arises in the student representation before the Institution's

bodies will be filled according to the regulations of such body.

Chapter VIII – Specific Punishable Acts and Disciplinary Procedures

The specific acts related to the violation or disobedience of the norms of these Regulations, verbal or written orders, statutes, and institutional policies will be classified as punishable in a "minor" or "severe" way. For severe sanctions, these Regulations provide a more extensive procedure.

The right to dissent and protest in an orderly manner is recognized and guaranteed in accordance with the rules of conduct and university lifestyle and in such a way that it does not conflict, interfere or harm, in any way, the course of activities of EDP University.

A. Minor Sanctions Procedure

In incidents and controversies involving situations between students that can lead to minor sanctions, the parties involved must resolve the conflict in the first mediation stage. This procedure is done in good faith, in conjunction with the University Counseling or Psychology staff; or the Director of the study program of any of the students; the professor; or an employee of the office of the Dean of Student Affairs. The situation will be discussed between the affected parties, considering a fair basis for all parties. Once the parties agree on the proposed solutions (e.g., apology, refund, etc.), a letter will confirm it. This letter will not be made part of the student's academic record.

Failure by either party to accept and/or abide by the terms of the mediation agreement will result in the incident or controversy being channeled through appropriate student conduct.

If the student rejects the recommendations of the Counselor, Coordinator, or employee of the office of the Dean of Student Affairs and, as a consequence, exhibits behavior that adversely interferes with their place of study, the student will be subject to the corresponding disciplinary measures.

Any student who feels mistreated will have the right to be fairly and promptly heard. The University recognizes that there may be disputes that require the parties involved to first resolve the conflict informally, whenever possible. If a resolution cannot be reached, a complaint filing process will be provided to ensure a fair and equitable resolution of the dispute.

The complaint filing process is divided into an informal and formal process. Both processes are initiated by the student and can be resolved at various stages of the process. EDP University requires that the student make every effort to resolve a complaint or concern informally before filing a formal complaint. The student must use all the means of dialogue available. This includes speaking directly with the person, professor, or administrator about whom you are complaining so that they can hear your concerns and work to resolve the issue. As a professional courtesy, it is recommended that:

You contact the staff in the university's Counseling Office. This may be done through an in-person visit or via phone or e-mail.

Be clear about your preoccupation and how you want it resolved.

When addressing a complaint through the informal mediation process or through a formal complaint, the Dean of Student Affairs, Academic Affairs, or the Rector may initiate a prior investigation of facts and receive an oral and written report from a member of the faculty, counselor, administrative officer, employee or student of the Institution, regarding any fact related to the complaint presented.

If the conduct in question constitutes, in the opinion of the Dean of Student Affairs, Academic Affairs, Rector or their designee, Director of the University Center, or Coordinator, a minor offense under this Manual, any of these administrators will guide the people involved through the possible sanctions that may apply. In addition, they will inform the students involved that if a second complaint is submitted for the same situation or a different one, the matter will be referred to the Disciplinary Committee.

The formal process includes filing a complaint as soon as possible and no later than 60 days after the incident occurs or you find out about it. The complaint-filling process can be presented after exhausting the informal mediation process using the counseling staff, professor, or administrative staff, to speak directly with the person about whom you have a complaint or concern.

If you have questions or would like assistance with this process, please contact the Dean of Student Affairs at the following email:

querella.estudiantil@edpuniversity.edu

Below is a non-exclusive or non-exhaustive list of sanctions available to disciplinary decision-makers. In determining the severity of sanctions or corrective actions, the officer or Disciplinary Committee must consider the frequency, seriousness, and nature of the offense, the history of past conduct, willingness of the accused student to accept responsibility, and the interests of the institution.

If the student rejects the recommendations of the Counselor, Coordinator, or employee of the office of the Dean of Student Affairs and, as a consequence, exhibits behavior that adversely interferes with their place of study, the student will be subject to the corresponding disciplinary measures.

Disciplinary Committee Actions

1. Verbal or written reprimand.
2. Suspension from participation in non-academic activities. For the purposes of this section, attending classes, laboratories, and visiting the library will be considered academic activities.
3. Probation for a limited time. This probation may include the provision that during the validity period of the same, violating any of the conditions imposed could result in suspension for an indefinite period or permanent expulsion.

4. Suspension from attendance to all or some classes for a specific time during the current academic term.
5. Suspension from the institution for a defined period, not to exceed one week.
6. Acts that constitute violations of this Manual and that cause property damage may entail, as an additional sanction, compensating the University or the affected persons for the expenses incurred to repair these damages.
7. Assignment of work in the university community.

A. Student Actions that Would Carry *Minor Sanctions*

The following acts constitute violations of the essential rules of order and institutional coexistence and entail minor disciplinary sanctions.

1. Organizations or celebrations of student acts within the Institution, not authorized by the Dean of Student Affairs or their authorized representative.
2. Publication or dissemination within the Institution of defamatory, scandalous, anonymous material that disturbs the institutional order.
3. Distribution within the campus or posting on the bulletin boards of the Institution, flyers or circular letters without the authorization of the Dean of Student Affairs.

4. Disrupting peace and tranquility in the classroom or anywhere in the Institution by shouting, incurring tumultuous or offensive behavior, and using rude, profane, and indecent language.
5. Using cell phones or electronic devices in the classroom, laboratories, or clinical practice settings. You must obtain permission from the teacher to keep your cell phone turned on in the classroom. If you get permission, you need to set the phone to silent mode. Cell phones and other electronic devices must be kept away during exams.
6. Using digital cameras of any kind in the classroom and the Library threatening the integrity and privacy of the learning process.
7. Entering the classroom and the library rooms accompanied by children or minors who may interfere with educational activities or leaving the minor unsupervised in the corridors or on the institution's premises, which may risk their safety.
8. Throwing paper on the floor, putting your feet on the walls, sitting on top of the tables owned by the Institution, and writing on the walls, in the restrooms, on the doors, and in other places.
9. Not following the professor's instructions in the procedures carried out in the different clinical areas.
10. Disobedience or refusing to comply with instructions given by Institution personnel

acting in accordance with their duties anywhere, including the parking lot.

11. Smoking inside the building. (Law No. 40)

12. Using the Institution's parking lot without the parking permit.

Students affected by minor sanctions issued by the Director of the University Center will have the right to appeal in writing to the Dean of Student Affairs within three (3) business days of being notified of the minor sanction. The determination will be final, firm, and unappealable.

Students affected by minor sanctions issued by the Dean of Student Affairs will have the right to appeal in writing to the Rector within three (3) business days of being notified of the minor sanction. The determination will be final, firm, and unappealable.

B. Student Actions that Would Carry Severe Sanctions

A severe sanction is one committed by a student, which adversely affects the order imposed by these Regulations or an institutional policy and requires a more significant sanction than the one provided by a reprimand or corrective measures.

The application of these sanctions will not necessarily be carried out in the order specified below but rather at the discretion of

the Disciplinary Committee according to the severity of the offense committed. The act or conspiracy to act or attempt to act as follows will be considered as severe offenses:

1. Maliciously causing damage to Institution property or conspiring to do so.
2. Obscene conduct or lewd or lascivious acts within the University.
3. Participating in dishonest, fraudulent acts, gambling, or accessing pornographic material online while on the Institution's grounds and buildings.
4. Using, possessing, or distributing alcoholic beverages, tobacco, or controlled substances in any way on the Institution premises and buildings in violation of the Federal Law PL 101-226 Drug-Free Schools and Communities Act.
5. Disrespect, insults, humiliations, threats, assault or attempted assault, fights.
6. Interruption of faculty or study work, personal, social, cultural, or other activities.
7. Defying Institution officials, professors, employees, and students.
8. Disobedience of an order or rule previously issued to the student.

9. Conduct that disturbs the peace and tranquility as defined in Article 9 Subsection D, outside the Institution when acting on behalf of the Institution, on behalf of its students, or in activities officially sponsored by the Institution, or when said conduct adversely affects somehow its good name.
10. Possession of weapons - Carrying weapons, as defined by the Puerto Rico Weapons Law, within the University or University Center, as well as any practice center or any activity sponsored by the Institution, is prohibited. This prohibition is extended even to students with permits to carry weapons according to the Laws of the Commonwealth of Puerto Rico, except in cases where the students are law enforcement agents duly authorized by the Government of Puerto Rico. In such cases, such possession should be concealed. Members of the police who wear civilian clothes will carry a concealed weapon, preventing it from being visible, in compliance with the provisions of the Puerto Rico Police Regulations.
11. Refusing to comply with instructions given by administrative personnel acting in the performance of their duties.
12. Any action defined by the law as a misdemeanor or a felony.

13. Any action that alters institutional order.
14. Committing fraud or irregularities in the management of student funds.
15. Disobedience or violation of any of the conditions of probation or disciplinary sanctions imposed in accordance with the procedures established in these Regulations.
16. Any form of academic dishonesty or fraud. Academic integrity at EDP University is defined as the exercise of educational activity in an open, honest, and responsible manner. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty violate the fundamental ethical principles of the university community and compromise the value of the work done by others. Therefore, severe sanctions include, but are not limited to:
 - copying or plagiarizing totally or partially the academic work of another person, plagiarizing totally or partially the work of another person during an oral or written exam, as well as aiding and abetting another person to engage in said conduct
 - falsifying or simulating the obtainment of grades or academic

degrees

- maliciously altering or falsifying grades, records, identification cards, or other official documents of the University or any other institution.
 - Academic dishonesty may result in academic or disciplinary sanctions such as a failing grade (F) in the course.

17. Committing fraud in the management of funds resulting from activities of student organizations.

18. Committing fraud or any action with that purpose when completing applications for admission, financial assistance, and other similar documents, as well as falsifying signatures or altering documents where EDP University is involved.

19. The use of electronic resources, hardware, or software, to carry out unauthorized or illegal commercial activities. This includes use by the student exclusively for personal and private purposes unrelated to their academic tasks and those aimed at earning income or personal gains.

C. Special Conditions

1. In case of complaints from the administration, professors, or students

about the undesirable behavior of a student, the Institution reserves the right to carry out an examination and preliminary evaluation of the case completed by the Dean of Student Affairs or a qualified designee. In this case the complaint from the administration may be presented informally. This process will include the possibility of obtaining a modification of the student's behavior, confirmed by said official, during a period not greater than one academic period.

2. If the examination and the preliminary evaluation reveal the possibility that the student needs professional and specialized evaluation, the student and their family will be informed of the pertinent recommendations. While they decide on the case, the Institution reserves the right to administratively withdraw the student, according to the circumstances of the case. For the student's readmission thus withdrawn, it is required that the corresponding certificate from the pertinent professional recommending said readmission be presented.

D. Disciplinary Committee Actions: Severe Sanctions

1. Suspension from the Institution for a defined term, not to exceed two weeks.

2. Permanent suspension from the Institution. One or more than one of the sanctions listed below may be imposed. The recommendation or decision of the Disciplinary Committee will be noted in the student's academic record. Any future application for admission may be denied.
3. Acts that constitute violations of this Manual and that cause property damage may entail, as an additional sanction, compensating the University or the affected persons for the expenses incurred to repair these damages.
4. Probation for a limited time.
5. Suspension from attendance to all or some classes for a specific time during the current academic term.
6. Assignment of work in the university community.

E. Procedure for Severe Sanctions Complaints

Disciplinary Committee

In cases in which severe sanctions could be considered, a Disciplinary Committee will be established composed of the four (4) persons below: a representative of the Counseling area, a representative of the administrative area, a professor of the academic program in which the respondent is enrolled, and a student. Members will be appointed by

the Dean of Student Affairs or the Campus Rector. The Dean of Student Affairs or the Rector can form part of the Disciplinary Committee. In such cases, they will preside over the Committee's procedures.

Likewise, they may initiate a prior investigation of facts and receive an oral and written report from a member of the faculty, counselor, administrative officer, employee, or student of the Institution, on any act committed that is considered a severe sanction.

In University Centers, the Disciplinary Committee will be composed of the Director of the Center, one (1) person from the academic area (professor), and one (1) student.

The Committee will notify the student and the other parties involved in the complaint within ten (10) business days, informing them of the following:

1. Place, date, and time of the hearing
2. Notification of the alleged violation of the regulations that contains: (1) the alleged action; (2) citation of the section or sections of the Regulations that may be imposed on you; (3) nature of the evidence available to the Institution; and (4) date the alleged violations occurred.

The Disciplinary Committee must meet no later than the seventh working day, after the presentation of the formal complaint, to inform the members of its content. The complaint will be considered by the Committee when:

- (a) A written response from the respondent is received.
- (b) The respondent presents an oral response at the Committee hearing, even if they did not submit a written response.
- (c) The respondent did not respond to the complaint in any way, nor was present at the Committee's hearing, but the Committee members duly cross-examined the interested party.
- (d) It reasonably arises from an analysis that the information in the complaint was corroborated.

F. The hearing will be conducted in accordance with the following principles:

1. The respondent-student may bring a person or advisor to the proceedings, whose role will be limited to supporting the student, will not act as an active advocate or participant in the Committee hearing. You will be advised that this is an administrative hearing, which will not be governed by procedures or rules of evidence applicable to court hearings. If the person supporting the respondent-student is a lawyer, a legal representative of the University will also support the Disciplinary Committee. The student is not required to appear at the hearing with representation.
2. The hearing may not be canceled unless it is requested in writing, including the causes that justify it. Except in emergencies, cancelation will not be granted unless

requested at least five (5) calendar days in advance.

3. The student and their advisor will be allowed to listen to the testimony of the witnesses and see and examine the documentary evidence against the student.
4. Written statements by witnesses will be allowed when said evidence is of a corroborative or cumulative nature.
5. Witnesses may be cross-examined when they do not object to it. However, when the witness does not consent to be cross-examined, their testimony will require corroborative evidence before it can be considered.
6. The affected student will be allowed to present all the defenses and evidence in their favor, both oral and documentary or tangible, that they wish to present. If they refuse to be cross-examined, it will not be held against them.
7. The entire evidence will be freely accepted. The rules of evidence that regulate the judicial and ordinary proceedings shall not apply. However, the determinations of fact reached by the Disciplinary Committee that give basis to its conclusions must be based on the evidence admitted during the hearing.
8. The Disciplinary Committee may grant a private or public hearing according to the best interest of the Institution and in consideration of witnesses. Still, if the affected student requests that the hearing

- be private, the Committee will be required to hold it that way.
9. If a lawyer on behalf of the Institution participates in presenting the charges before the Disciplinary Committee, the affected student will be granted representation by a lawyer, with the same rights granted to the lawyer who appears for the Institution, which may not violate the provisions of these regulations.
 10. When there is more than one student affected and the charges, facts, and events are similar, the examiner may hold a single joint hearing. Those who object to the joint hearing will be granted a separate hearing.
 11. When the charges are identical, and for the same facts and events, a single hearing may be held jointly for all those affected.
 12. No student shall be sanctioned more than once for the same violation.
 13. No student will submit to any disciplinary process for events that occurred more than one year before the date on which said acts are officially known to the Institution authorities.
 14. The Disciplinary Committee shall keep an adequate and reliable record of the hearings and its determinations and conclusions.
 15. The Disciplinary Committee will impose the sanction it deems fair considering the supported facts.
 16. The Disciplinary Committee may take disciplinary measures and decisions if the student does not appear for the hearing.

Notification of the decision of the Disciplinary Committee

If it is determined that a severe sanction was incurred, the Disciplinary Committee will issue a resolution with a brief narrative of the proven facts and will notify the Dean of Student Affairs or Campus Rector of the corresponding sanction. The Dean of Student Affairs or the Campus Rector will notify the student of the corresponding sanction, the decision of the Disciplinary Committee, and the imposed sanction, advising them of their right to appeal this decision at the email address provided to the University no later than 10 working days. If the Decision of the Disciplinary Committee was issued by the Dean of Student Affairs or the Director of the University Center, the student may appeal the decision before the Rector within three (3) business days following receipt of the notification of the sanction. The Rector's determination will be final, firm, and unappealable.

If the Rector of the Campus issued the decision of the Disciplinary Committee, the student may appeal the decision to the President or whoever she delegates in the following three (3) business days after receiving the notification. The President's determination will be final, firm, and unappealable.

If the Committee determines that the commission of a sanction has not been proven, the file will be archived, and any provisional suspension adopted will be immediately rendered null and void.

Recidivism due to proven facts that led to a suspension for one semester, or the academic year, will constitute sufficient grounds to decree a permanent expulsion.

Summary Suspensions

In those cases that the Disciplinary Committee considers that the presence of the student on campus represents a danger to property and life, and for the maintenance of institutional order, it is authorized to issue a summary suspension for a term not exceeding twenty (20) days or until the corresponding investigation is completed. The Institution's administration will file the charge and will order the corresponding hearing to be held at a reasonable time that is suitable for an adequate investigation of the facts. If the hearing is held and the student is found not guilty, the University Institution will provide the necessary help and assistance so that said student is not adversely affected in his academic work due to the suspension. In any case in which a student incurs additional violations of the regulation during the period of summary suspension and said

violations were supported by written statements, said summary suspension may be extended until the hearing and resolution of the disciplinary charges.

Chapter IX - Procedures to Amend these Regulations.

1. The Student Council of each teaching unit may recommend amendments to these regulations to the President. Likewise, any student may recommend amendments to these regulations to the President if their petition is accompanied by a minimum of one hundred signatures of regular students from the unit where the petitioner studies.
2. Any recommendations for amendments must be presented in writing, specifying the exact section of these regulations that is to be amended and the text of the suggested amendment.
3. It must also explain how this amendment will improve the regulations, whether it will improve its wording, style, or function.
2. The President will appoint a committee made up of a student—who may be a Student Council President—, a representative of the Board of Directors, a representative of the Faculty, and a representative of the administration. Said committee will be named the Regulations Committee and will be chaired by the President or her representative.
3. None of the information in this document shall limit the inherent power of the Board of

Directors to amend, substitute, suspend, or revoke all or part of these regulations.

4. The President may also entirely suspend these regulations in a teaching unit or for the whole Institution if a state of emergency has been declared. Said suspension will remain in force for the entire duration of the state of emergency.

Chapter X - Severability, Interpretation, and Effect Clauses

1. If any chapter, article, section, or subsection of this regulation is deemed invalid, this will not invalidate the rest of it.
2. Interpretation Clause: If there is a discrepancy between the Spanish and English versions of these regulations, the interpretation of the Spanish version will prevail.
3. These regulations will be effective from September 2, 2002.

I hereby certify that the President of EDP University approved this Student Manual, and it came into effect on July 1, 2008, as amended afterwards.

A handwritten signature in black ink, appearing to read 'Gladys T. Nieves Vázquez', written over a horizontal line.

Eng. Gladys T. Nieves Vázquez
President

EQUAL EDUCATION OPPORTUNITY STATEMENT

EDP UNIVERSITY is committed to offering equal educational opportunities to all persons regardless of race, color, religion, religious beliefs, national origin, disability, gender, age, marital status, political affiliation, social origin or condition, sexual orientation, gender identity, or veteran status, or for being a victim or perceived as a victim of domestic violence, sexual assault, or stalking. As a result of the foregoing, EDP UNIVERSITY has established a program to ensure fair, equitable, and non-discriminatory treatment in everything related to student enrollment. Our students are evaluated objectively and equally according to their qualifications.

Harassment at our university based on race, color, religion, religious beliefs, national origin, physical or mental disability, age, sex, marital status, political affiliation, social origin or condition, sexual orientation, gender identity, veteran status, or being a victim or perceived as a victim of domestic violence, sexual assault or stalking is strictly prohibited at EDP UNIVERSITY. Harassment is any physical or verbal conduct that belittles or shows hostility or antipathy towards any individual because of their race, color, religion, religious beliefs, national origin, physical or mental disability, age, sex, marital status, political affiliation, social origin or condition, sexual orientation, gender identity, veteran status, or being a victim or perceived as a victim of domestic violence, sexual assault or stalking, or for any other characteristic protected by law that: (i) in any way creates an uncomfortable, hostile, or offensive study environment; (ii) interferes with the student's performance; or, negatively affect an individual's study opportunities. Harassment also includes but is not limited to abusive words, nicknames or inappropriate names, belittling, mocking, threatening,

intimidating, demeaning jokes, and displaying any graphic or written material in the study area that shows antipathy towards any individual.

If you are not sure if your behavior would be considered a violation of EDP UNIVERSITY policies, ask yourself the following:

1. Would my behavior be the same if my professor were present?
2. Would my behavior be the same if a loved one were present (wife, daughter, son, mother, father, brother, or sister)?
3. Would my behavior be the same if a video camera was recording me?
4. Would I accept this kind of behavior if it were aimed at my spouse, daughter, son, mother, father, brother, or sister?
5. Would I want my behavior included in the institution's memorandum or the local newspaper?

If your answer to any of these questions is "no," then it means that your behavior is unacceptable and may be considered harassment, which is prohibited. Therefore, you must not behave that way while you are studying at EDP UNIVERSITY.

EDP UNIVERSITY expects all its students to be treated with respect and courtesy in the study area. If you have been discriminated against because of any of the reasons above, you shall immediately notify the Dean of

Student Affairs, or any other person appointed by EDP UNIVERSITY to handle this type of situation. EDP UNIVERSITY will begin investigating your complaint, as stated in Chapter VIII of this Manual and/or the University Policy on No Discrimination and will take immediate action.

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