

DISTANCE EDUCATION MANUAL

2024

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Overview

This Distance Education Manual is a document that has been developed with the purpose of offering all the information that our students, enrolled in academic programs in distance modality, need to answer their questions related to services and processes that are carried out in the institution.

In addition to general information about the Professional University Dr. Carlos J. Borrero Ríos, information is provided on various administrative matters, as well as academic policies, student services, and everything the student needs to know while completing their academic degree.

This handbook is a document that will be under continuous review to ensure that its information is kept up-to-date and effectively addresses the potential information needs of our students.

About PUDCJBR

The Professional University Dr. Carlos J. Borrero Ríos (PUDCJBR) is an Institution of Higher Education authorized by the Puerto Rico Board of Postsecondary Institutions (PRBPI) since May 17, 2012. PUDCJBR was created to fulfill the shortage of Nurse Anesthetists in Puerto Rico. For this reason, our first academic program was the Masters of Science Degree in Anesthesia. Our institution has been recognized as one that is backed by distinguished professionals, as well as by institutions renowned in Puerto Rico and the Caribbean, such as the Auxilio Mutuo Hospital, our main clinical practice hospital. The institution was known as Puerto Rico School of Nurse Anesthetists and, for this reason, our mission was focused on developing future nurse professionals. To accomplish that mission, the institution created new nursing academic programs.

In 2017, our Master's Degree in Nursing with Specialty in Critical Care (MSN) was approved by the PRBPI, but its first cohort did not start until Fall 2020, and since January 2022, this program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing (ACEN).

In 2019 our Doctor of Nurse Anesthesia Practice program was approved by the PRBPI, and in November 2022 this program was granted accreditation by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA)

On 2021 our Bachelors of Science Degree in Nursing (BSN) was approved by the PRBPI, and its first group of students started in Fall 2022, this program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing (ACEN) since October 2022.

Before the COVID-19 pandemic that started in 2020, our Nursing Programs were offered face-to-face with integration of our college management system, Populi. During the lockdown that was established by the Puerto Rico government and with authorization of the Puerto Rico of Postsecondary Institutions, we continue all academic and administrative activities in an online format. Faculty members received training and the support they needed to redesign their courses using Populi and to meet with students through Microsoft Teams. During that time, substantive changes were submitted to offer all theoretical courses through synchronous and asynchronous distance education. We received the PRBPI approval, as well as the MSCHE, ACEN and COA approval. Through distance learning we were able to continue our academic and administrative activities and responsibilities uninterrupted. Also, during the pandemic we were able to recruit the first group of students for the MSN program. Another important aspect to acknowledge is that in 2023, after finishing her training under the mentorship of Dr. Anthony Chipas CRNA, PhD, Dr. Joseline López Ed.D, MSN, RN, was appointed as the Nurse Administrator.

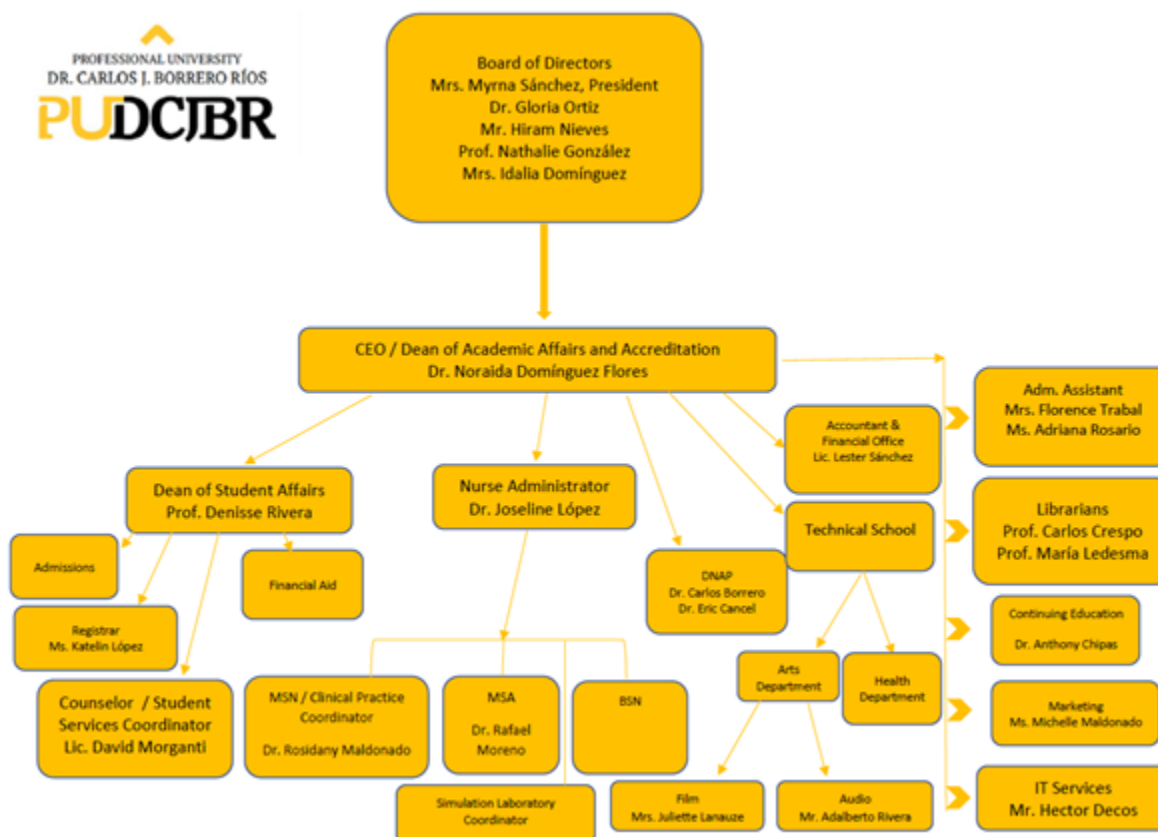
As a result of our analysis and reflection of the institution's future, especially our desire to offer new academic programs not related to nursing, in 2022, the institution changed its name from Puerto Rico School of Nurse Anesthetists to Professional University Dr. Carlos J. Borrero Ríos. This change was authorized by the Puerto Rico Board of Postsecondary Institutions and by the Middle States Commission on Higher Education. ACEN and the COA were notified of the change. Part of the reflection and analysis of the future of our institution included a needed change in our Mission, Vision, and Objectives. Today, our proposed mission affirms the commitment to offer an education of excellence for the development of professionals of high quality. To meet this new mission, we developed new academic programs: associate degree in Sciences of Respiratory Care; Associate degree in Surgical Technology; Associate degree in

Coding and Medical Billing Specialist; Associate Degree in Filmmaking and Video Production and an Associate Degree in Audio Engineering. Through these academic programs we seek to develop new professionals in a short time, while guaranteeing the development of skills and knowledge they need to perform successfully.

Since 2012 we have graduated 127 students. To accomplish our goals, the institution has a faculty with the commitment, knowledge, and necessary expertise to lecture in each of the subjects they teach with a high level of excellence. Furthermore, faculty and students are served by an administrative staff with the motivation and genuine commitment to offer the necessary support they need. PUDCJBR has made changes in the administrative structure to guarantee that students receive adequate support services in a high-quality academic environment. As part of this change, Dr. Noraida Domínguez Flores was appointed Chief Executive Officer of the institution.

Figure 1

PUDCJBR Organizational Chart



Contact Information

Physical Address: 656 Piso 1, Avenida Ponce de León, Hato Rey, Puerto Rico
00918

Mailing Address: 656 Piso 1, Avenida Ponce de León, Hato Rey, Puerto Rico
00918

URL: <https://upcjbr.university>

Email: info@eeapr.org

President Dr. Carlos Borrero

Telephone: Tel: 787-998-8997

Hours of Operation: Administrative Office: 9:00am – 6:00pm
All services for students enrolled in distance learning programs
can be offered through synchronous meetings using Microsoft
Teams, through email, or through phone calls.

Administrative Staff

President	Borrero Ríos, Carlos J., CRNA, EdD, MSA cborrero@eeapr.org
CEO/ Dean of Academic Affairs and Accreditation	Dominguez Flores, Noraida, PhD, MIS ndominguez@eeapr.org
Dean of Students Affairs	Rivera Meléndez, Denisse, MIS, BA drivera@eeapr.org
Dean of Nursing	López Lebrón, Joseline, EdD, MSN, BSN jlopez@eeapr.org
Director of the DNAP Program	Haddock, Karen CRNA, DNAP, MSA khaddock@upcjbr.university
Associate Director of the DNAP Program	Cancel, Erik, DNAP, CRNA ecancel@eeapr.org
Director of the MSA Program	Moreno Mattos, Rafael, EdD, MSA rmoreno@eeapr.org
Clinical Practice Areas Coordinator	Maldonado, Rosidany, MSN, PhD, AD rmaldonado@upcjbr.university
Registrar	Lopez, Katelin klopez@eeapr.org
Officer of Financial Aid	Vera, Eduardo eduardo.vera@upcjbr.university
Administrative Assistant	Trabal, Florence frabal@upcjbr.university
Professional Counselor	Morganti, David, CPL dmorganti@upcjbr.university

Mission, Vision, and Goals of the Institution

MISSION

To educate and train professionals by providing an evidence-based education of excellence that guides them to perform their responsibilities in a safe, ethical manner and with humane sensitivity. The Professional University Dr. Carlos J. Borrero Ríos (PUDCJBR) wants to aid in the strengthening of a workforce capable of responding and adapting to the rapid social changes and the specific needs of diverse populations with up-to-date knowledge and skills.

We want to offer high quality academic programs that will help shape professionals with the skills required by the present and future job markets.

We want to serve as a teaching center of excellence for professionals to help keep them updated throughout their developing careers.

VISION

To become a center of excellence for higher education recognized for the preparation of professionals renowned for the quality of their practice and knowledge.

To develop diverse and ample academic offerings to facilitate the development of professionals qualified to perform evidence-based, up-to-date and ethical services.

OBJECTIVES

1. To prepare professionals with evidence-based knowledge, skills and attitudes required to provide full scope of practice services in accordance with their professional standards.
2. To provide extended learning opportunities that promote the development of skills required for safe professional practice.

3. To develop professionals capable of meeting the needs of an increasingly diverse population, able to adapt to rapid social and technological changes.
4. To develop professionals with the right ethics and values that are needed in their chosen line of work.
5. To provide a framework for humanistic service and to assume responsibility for self-development and self-discipline.
6. To provide a cadre of competent faculty and students that put into practice the critical thinking tools taught and learned in our classrooms and labs.
7. To continue working with national, regional, and professional accreditation organizations to improve our institutions reputation and standing within the professional community.
8. To prepare our graduates to be the leaders of tomorrow.

Licenses & Accreditations

License to Operate

The Professional University Dr. Carlos J. Borrero Ríos renews the license to operate, which is valid for a five years term (2022-2027). License to operate approved by the Puerto Rico Board of Post-Secondary Institutions.

ACCREDITATIONS

Accrediting Agencies

Since last March 5, 2020, **The Middle States Commission on Higher Education** has granted the Professional University Dr. Carlos J. Borrero Ríos the accreditation.

The Middle States Commission on Higher Education (MSCHE)
1007 North Orange Street
4th Floor, MB #166
Wilmington, DE 19801

Council on Accreditation of Nurse Anesthesia Educational Programs (COA) for the DNAP Program Initial Accreditation Granted Professional University Dr. Carlos J. Borrero Rios, Hato Rey, PR

Public Disclosure Statement

The Professional University Dr. Carlos J. Borrero Rios was granted initial accreditation effective October 12, 2022. The program was found in compliance with the Standards for Accreditation of Nurse Anesthesia Programs – Practice Doctorate. Given this action, the program will be scheduled for its next consideration of continued accreditation 5 years following the start of the program’s first class of students. The COA may change this to an earlier time as a result of new or additional information, changes in the activities of the program, or changes needed in the accreditation review schedule.

10275 W. Higgins Rd., Suite 906 Rosemont, IL 60018-5603. Tel. 224-275-9130

ACEN for MSA and MSN

Effective January 31, 2022, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on January 31, 2024. Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation

ACEN for BSN

Effective October 21, 2022, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on October 21, 2024.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

<http://www.acenursing.com/candidates/candidacy.asp>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation

Teaching-Learning Strategy

To offer distance education, the institution has ensured that it has the technological infrastructure that is required. This infrastructure includes technological equipment, a stable high-speed network, as well as a platform for managing administrative processes and offering distance courses. PUDCJBR has a robust platform for institutional management called Populi.

As for distance courses, the professors selected to offer these courses complete training related to the design of courses in this modality. As part of this training, they are required to ensure effective communication synchronously and asynchronously, always using the tools provided by the institution. All course content must be available through the Populi platform and, likewise, students must use the platform to complete required activities, stay informed about the course, and submit assigned assignments.

Instructional materials that faculty members can use include:

- **Presentations:** The professor can prepare presentations with the content of the topic to be discussed. These presentations can include texts, graphics, static and moving images (photo and video), animations, and sound.
- **Instructional Modules/Tutorials:** Through these materials, the professor can give specific instructions to the student to develop skills and new knowledge on a particular topic.
- **Simulations:** These can be used to offer an interactive representation of reality that allows students to test and understand how something being studied works. With this strategy, the student can manipulate a model like the real thing, to achieve a deeper understanding of what is studied.
- **Practice Exercises:** By completing practice exercises, each student can apply what they have learned and then evaluate their learning process.
- **Videos:** The professor can prepare videos where he/she presents the discussion of a particular topic.

- **Readings/Access to Web Pages or Access to Multimedia Resources:** The professor can identify readings and resources in various formats to be assigned to students for independent study.

Access to the Populi Platform

The Professional University Dr. Carlos J. Borrero Ríos has selected the **Populi** platform for online courses to be designed and offered. Populi is a platform for institutional management, which uses the Internet as a medium to provide access to courses from anywhere. All students and professors have a profile prepared on the platform, which they can access using a unique username and password.

Requirements to use Populi

- Once admitted to the institution, the Registrar's Office prepares the student's profile and will send a message to the institution's email to activate their account.
- The student must activate their account.

Access to your courses through Populi

- To access the Populi platform you have two options:
 1. Access the [address https://eeapr.populiweb.com/](https://eeapr.populiweb.com/), once on that page you will be able to type your username and password.
 2. Access the address <https://www.eeapr.org/>, once on that page, you will see a button identified as POPULI, click on the button and it will open the page where you can type your username and password.
- Type in the "username" and the "password".
- Then press the Log in button.
- When you access the platform, you will see the My Courses option in the main menu, click on that option.
- You will see on the screen the courses in which you are enrolled, you will be able to select the course in which you are going to work.

Microsoft Office 365 Software Suite

In its commitment to provide the academic community with the resources and tools necessary for distance education, it guarantees its students and professors the Microsoft Office 365 suite of programs. The package includes the schedules that the student can use for the preparation of academic work and to participate in virtual meetings and activities. The following is a brief description of the programs:

- Microsoft Outlook – allows access to institutional e-mail. Together with Populi, it is the main resource for communication between students, staff, and faculty.
- Microsoft Word – word processor that allows the preparation of documents using text, tables, and images.
- Microsoft Excel – allows you to prepare tables and graphs.
- Microsoft PowerPoint – allows the preparation of presentations through the use of text, images, audio, and video.
- Microsoft Teams – enables cross-group collaboration, document and information sharing, as well as synchronous meetings.

STUDENT RIGHTS AND RESPONSIBILITIES

Institutional Policy

The fundamental right of the student at the Dr. Carlos J. Borrero Ríos Professional University is the right to be educated. This right is not limited to the virtual classroom, it covers possible experiences and relationships with partners, professors, non-professors, and affiliated hospital staff.

Rights

1. Receive an excellent education, which allows them to acquire the professional skills to successfully practice their profession.
2. Request and receive institutional information about the mission, vision, goals, objectives, and accreditations of the Institution, academic programs, services, faculty credentials, available facilities, and technology platforms.
3. Request and receive information related to study funding.
4. Request services that facilitate your reasonable accommodation for having an impairment.
5. Receive from your professors at the beginning of each semester appropriate guidance on course objectives, topics to be covered, readings, texts, required assignments, and required material. In addition, be informed of the evaluation criteria of each assigned work.
6. Know, within a reasonable timeframe, the grade of your exams, assignments, and other evaluations, as well as the achievements made in your performance and the areas you need to develop.
7. Express their opinions and doubts, as well as present recommendations, petitions, and

complaints.

PROHIBITION OF DISCRIMINATION

PUDCJBR does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or disability, sex or gender (including pregnancy, sexual harassment, and other sexual misconduct, including acts of sexual violence such as rape, sexual assault, sexual exploitation, and coercion), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable federal, state, or local law. Retaliation is also prohibited.

PUDCJBR complies with state and federal laws such as M.G.L. C. 151B, Title IX, Title VI and Title VII of the Civil Rights Act, Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act, Vietnam Era Veterans Rights and Readjustment Act, Executive Order 11246 and other similar laws prohibiting discrimination, all as amended.

PUDCJBR is an Equal Employment Opportunity/Affirmative Action Employer. Unlawful discrimination is prohibited and goes against PUDCJBR's values, which include a commitment to equal opportunity and inclusion.

Any member of our academic community has the right to raise concerns or file a complaint regarding discrimination under this policy without fear of retaliation. All inquiries related to the implementation of this statement and related policies can be directed to the Chief Executive Officer (CEO, Dr. Noraida Domínguez).

STUDENT RESPONSIBILITIES

1. Know the policies, rules, regulations, and provisions of the Institution.
2. Maintain a conduct that respects the rights of their colleagues, as well as the institution's virtual community.
3. Complete all academic tasks and activities.
4. Comply with established standards regarding academic integrity, student code of conduct, institutional policies, and academic standards.
5. Comply with the financial commitments you have made.
6. Meet the technological equipment and connection requirements for their participation in the courses.
7. Possess basic skills and knowledge about the use of computers, programming, and the Internet.

Technology Requirements for Distance Education

1. Account on the institutional learning management platform (Populi or other assignee). All students are responsible for not sharing username and password information.
2. All communication between students, faculty, and employees of the institution must be done using institutional email.
3. Every student must own a computer with high-speed internet access.
4. The camera must have a webcam, microphone, and speakers.

STUDENT SERVICES

Admissions

- The application form for admission is available through the institutional website (<https://www.eeapr.org/>), as well as all the information about the requirements and process to follow to start your admission to the requested academic program.
- The institutional page will include information under the admissions section, where the student will be able to determine if they have the skills and tools, they will need to complete the academic program under distance learning.
- All students must meet the minimum equipment, programs, and connectivity requirements that allow them to fulfill effective participation in distance learning courses.
- A new student, transfer or transfer interested in a distance learning course must meet the current admission requirements.
- As soon as the student is admitted, an account will be created on the Populi platform and a student number will be assigned.
- Students will attend a virtual orientation where all the information related to the academic program, student services, technologies to be used, including platforms for online courses will be offered. In addition, students will be guided on institutional policies, including those related to academic integrity and the correct use of information technologies.
- For the time being, since the program requires the clinical practice courses in person, students who can complete the practical courses in face-to-face modality and who are fluent in Spanish may be enrolled.

Online Interview Process

As part of the admissions process, once the application for admission is evaluated, as well as all the documentation submitted, if the student meets the basic requirements, he or she will be invited to an admission interview. To carry out the interview, the option of the interview will be offered to be carried out in person or online. In the case of selecting the face-to-face interview, the day and time will be coordinated, the place in a room that is assigned for this purpose in the institution. The student who selects the online interview will receive an invitation to connect via Microsoft Teams. It is important to note that, to participate in the interview, the student must:

- Pay the fee and confirm the interview date.
- Make sure you have internet service, preferably high-speed.
- Always maintain a professional image.
- Be punctual with the appointment.
- Maintain good posture and tone of voice.
- As soon as the interviewers conclude the interview process, you should disconnect from the call.
- If the use of another platform is required or requested to conduct the interview, it must be approved and notified at least five days in advance. This is to maintain the safety and quality of the process.

Registrar

- Once the student is admitted, the institutional email account will be created, and they will receive a link to their personal email so that they can activate it. You will also receive a link to activate the Populi platform account, through which your license plate is provided. Once the student confirms their enrollment, they can pay for it through the platform.

- Requests for transcription of credits and other documentation related to the academic record, students request it through the institutional email, then refer to the Collection Office to create the "invoice" in Populi and send the link to the student to make the corresponding payment.
- The student's academic progress is evaluated every semester and annotations are made on the Populi platform.

Collection & Finance

- It guides the student on payment plans and payment alternatives so that they can do them through the Populi platform. It offers you tracking and communications through the platform.

Financial Assistance

- Students enrolled in a distance learning program will be able to receive the financial aid available to students in traditional programs, provided they qualify. The student can access the electronic financial aid application form (FAFSA). Financial aid available to students includes: federal and legislative grants, as well as the work-study program under federal law. The Office of Financial Aid facilitates the procedures for applying for financial aid, students are guided on the use of these aids.

Academic Advising

Each Program Director or Coordinator has the responsibility of providing academic advising to students. When the need is identified, a follow-up plan is developed to provide academic support to the student, either through the reinforcement of specific skills, or with the offer of virtual tutorials or support in research processes, with library staff, this through the coordination of appointments for virtual consultations.

Professional Counseling Services

The Institutional Counselor provides personal, educational, and occupational counseling services to the Institution's students on an individual and group basis. This service is expected to promote the personal and educational development of our students, so that they feel supported as they work towards the achievement of their goals. The Institutional Counselor may carry out tele-consultations or virtual consultations to help the student who needs it.

On the other hand, on the day of orientation, students are invited to fill out an electronic form to identify needs and interests. This electronic form was prepared by the Counselor, who receives the information that is submitted by the students. In addition, students, even if they are completing the courses in distance mode, if required, may receive counseling services if they are requested or referred by a professor or employee. Services can be received remotely or in person, by arranging an appointment with the Counselor. PUDCJBR will make it easier for these students to receive services remotely by providing the training and technology necessary to provide them, complying with the laws and ethical-legal principles that regulate them.

The Institutional Counsellor is also responsible for receiving any complaints that students may have. All the information related to the Complaints Policy and the forms to be completed are available through our institutional catalog on the website.

Technical Assistance

In our commitment to providing our students with the tools and support they need to achieve their goals; our staff is highly trained to be able to provide technical support to our students. In addition, we have professional technical services, which can be requested by our students when they need it.

To request technical support, you can use one of these options:

- Send an e-mail to the Dean of Student Affairs, Prof. Denisse Rivera at the address drivera@eeapr.org or to the Director or Coordinator of the Academic Program to which he/she belongs, to identify him/her, you can go to page 8 of this manual.
- Communicate with your professor, who can offer additional instructions or help you identify the support you need.
- Call 787-998-8997.

Course Grading System

The grade indicates the degree of academic performance of the students in each course. Each student's academic progress will be a valuable tool in determining the overall graduation rate. The PUDCJBR classification system is as follows:

Rating & Description	Average	Points of Honor
A = Excellent	4.00 – 3.50	4
B = Good	3.49 – 2.50	3
C = Failed or Failed	0.00	0
D = Failed or Failed	0.00	0
F = Failed or Failed	0.00	0

In addition, the Institution will use the following notations:

I = Incomplete

IP = course in progress

E = Extended NR = Unreported Rating

R = Repeat Grade

T = Credit Transferred

AU = Audit Course W = Low

O = Student in Auditing

WA = Administrative Leave

Grading System

100%-90%-A

89%-80% - B

79%-70% - C

69%-60%-D

59% or less- F

Every graduate student must pass with A or B every class, including clinical practice. If the minimum grade (B) is not achieved, the student will fail the subject and will have to repeat it. "E" corresponds to a clinical internship in which a student has extended beyond the academic calendar set for the semester, to complete a course, but has not failed the course.

Academic Index

The academic index represents the student's academic success at the institution and is calculated by dividing the total grade points earned by the number of credits completed.

General Index

The general index considers all the courses evidenced in the academic record. In repeated courses, only the highest grades will be taken into consideration.

Low

1. Total withdrawal: a total withdrawal procedure is initiated when the student stops attending classes, regardless of notification. If a student is failing a course and does not process the withdrawal within the timeframe stipulated in the Registrar's Manual, they will be assigned a grade of "F". The student will not receive a grade or credit for work done in the course(s) from

which he or she has withdrawn.

Students have the right to withdraw from any course during the time set out in the calendar. It is the student's responsibility to complete the appropriate form and obtain authorization from the professor and the Program Director.

Students have the right to withdraw completely at any time and until the last day of class of the corresponding academic semester. The student will send the corresponding form to the Office of the Registrar, after obtaining the signatures of the professor and the Program Director.

2. Partial withdrawal: Any student can submit a partial withdrawal during one month prior to at the end of the academic semester and during the first two (2) days of the summer session.

3. Absence (partial or total): In accordance with the institutional refund policy, any student who fails to report attendance to a course in which he or she is enrolled will be automatically withdrawn and reimbursed seventy-five percent (75%). The student will be responsible for the course cost and fees (25%). This type of leave is not covered by Title IV financial aid.

4. Midpoint: According to the institutional refund policy, any student who earns a "WF" in all of their courses at the end of the semester will be responsible for fifty (50%) percent of the total cost of their total tuition cost.

5. Administrative leave: The institution reserves the right to execute a partial or total cancellation; temporarily, by exemption or by decision of a Disciplinary Council or other Institutional Committee. The student's transcript will reflect a "W" as qualification.

6. Leave of absence: The PUDCJBR makes student attendance at classes and clinics mandatory. But there are extraordinary situations that affect students to comply with this rule. To deal with situations of prolonged absences, the institution is

Guided by a leave of absence, it is understood that this policy and procedures apply to situations in which the student will be absent from the institution for more than five years.

consecutive days, the remainder of a term, or more.

Definition: Leave of absence (LOA) is a permission granted to a student to interrupt the program of study for a specified period. Since the purpose of a leave of absence is to relieve the student of educational obligations, students are normally not allowed to enroll in courses, audit courses, or continue in academic work during the period of leave.

If the student is applying for an extended leave of absence from PUDCJBR, these steps should be

Frequently:

1. The student must be officially enrolled at the time of applying for the license.
2. The student must submit a formal written request to the Program Director and submit it via email. The written request must include the start and end date of the license.
3. The Program Director shall issue a written recommendation to the Dean of Academic Affairs, no later than five school days after receipt of the application.
4. The Dean of Academic Affairs will determine whether to grant licensure.
5. The Dean of Academic Affairs will send a letter to the Registrar's Office (RO) for the necessary procedures. The Registrar will notify the student no later than five days after receiving certification from the DAA.
6. If the student disagrees with the decision, he/she has the right to appeal in writing to the president, no later than five days after receiving the notification from the RO.
7. If the leave of absence is approved, the student will be responsible for informing the Financial Aid Office of this matter. In addition, the student is responsible for obtaining information on how

this leave of absence will affect their financial aid.

8. If the student does not return on the set date, he/she must inform the RO. The RO will advise the student on possible alternatives, including a full withdrawal.

Criteria for applying for a leave of absence:

Medical reasons, birth of a child, military service, legal reasons under court summons, out-of-state sports involvement, and other extraordinary circumstances to be evaluated.

FACULTY RESPONSIBILITIES

Professors are responsible for informing students of at least two midterm evaluations prior to the last deadline set for midterm withdrawals. It is the professor's responsibility to observe the academic calendar at the beginning of each course to inform students about the objectives and content of the course and about the exams and other assignments that will be necessary for their evaluation. Other professor responsibilities include:

- Hold a virtual meeting on the first day of school to confirm student attendance at the course. During that first meeting, you must discuss the file, ensure that it is available on the platform, as well as all the course content; Explain the teaching methodologies to be used, as well as the work that will be required. They will answer questions about the use of the platform and discuss the schedule of synchronous meetings that will be held during the academic semester.
- You must schedule at least 9 synchronous meetings, which must be distributed throughout the semester. These synchronous meetings will allow you to discuss complex topics, clarify doubts, offer additional support, present and discuss student work, and ensure effective communication with students during the semester.
- You should review student work in a reasonable amount of time and offer feedback so that students can identify their strengths and weaknesses.
- Maintain weekly communication with students, whether through a message via email, an announcement through the course platform, participation in a discussion forum, or through a synchronous meeting.
- Refer students to other student services offices as soon as you identify a need.
- Other responsibilities, as set forth in the Faculty Manual.

INSTITUTIONAL POLICIES

ACADEMIC LOAD POLICY

For enrollment verification purposes, PUDCJBR defines a student's enrollment status based on the number of credit hours for which they are currently enrolled. Courses in which a withdrawal is processed during the semester, does not count as hours enrolled. Full-time credit hours for tuition verification purposes may differ when it is for financial aid purposes. It is the student's responsibility to determine the number of credit hours needed to maintain their eligibility for financial aid. For more information about financial aid eligibility, contact the Office of Financial Aid.

ENROLLMENT STATUS WITH NUMBER OF HOURS/CREDITS IN MSA

Program	Master of Science in Anesthesia							
	Semester I	Semester II	Summer I	Semester III	Semester IV	Summer II		
MSA/Full Time Begin in August (77 credits/ 2,934 hours)	16 credits/ 288 hours	14 credits/ 252 hours	9 credits/ 198 hours	14 credits/ 684 hours	14 credits/ 792 hours	10 credits/ 720 hours		
	Semester I	Summer I	Semester II	Semester III	Summer II	Semester IV		
MSA/Full Time Begin in January (77 credits/ 2,934 hours)	14 credits/ 252 hours	9 credits/ 198 hours	19 credits/ 342 hours	12 credits/ 648 hours	10 credits/ 720 hours	13 credits/ 774 hours		
	Semester I	Semester II	Semester III	Semester IV	Summer I	Semester V	Semester VI	Summer II
MSA/Part time Begin in August (77 credits/ 2,934 hours)	10 credits/ 180 hours	10 credits/ 180 hours	6 credits/ 108 hours	4 credits/ 72 hours	9 credits/ 198 hours	14 credits/ 684 hours	14 credits/ 792 hours	10 credits/ 720 hours
	Semester I	Semester II	Semester III	Summer I	Semester IV	Semester V	Summer II	Semester VI
MSA/Part time Begin in January (77 credits/ 2,934 hours)	10 credits/ 180 hours	10 credits/ 180 hours	4 credits/ 72 hours	9 credits/ 198 hours	6 credits/ 108 hours	14 credits/ 684 hours	10 credits/ 720 hours	14 credits/ 792 hours

ENROLLMENT STATUS WITH NUMBER OF HOURS/CREDITS AT MSN WITH A SPECIALTY IN CRITICAL CARE

Program	Master of Science in Nursing with Specialty in Critical Care						
	Semester I	Semester II	Summer I	Semester III	Semester IV	Semester V	Semester VI
MSN/Full time Begin in August (41 credits/ 1,026 hours)	5 credits/ 90 hours	7 credits/ 126 hours	3 credits/ 54 hours	8 credits/ 216 hours	8 credits/ 216 hours	6 credits/ 108 hours	4 credits/ 216 hours
	Semester I	Summer I	Semester II	Semester III	Semester IV	Semester V	
MSN/Full time Begin in January (41 credits/ 1,026 hours)	10 credits/ 180 hours	3 credits/ 54 hours	10 credits/ 252 hours	8 credits/ 216 hours	6 credits/ 108 hours	4 credits/ 216 hours	

ACADEMIC CALENDAR

In accordance with the definition of one semester credit hour set forth in this policy, PUDCJBR's academic calendar consists of two semesters (fall and spring) and summer. Each semester will be 18 or 15 weeks long and a summer will be nine weeks long and another will be 13.5 weeks long. The academic calendar will be published in the PUDCJBR catalogue, on the institution's website and on POPULI.

Students of Clinical Practice courses must follow the instructions provided by their instructors.

Note: The academic calendar is subject to change. PUDCJBR may make changes to non-statutory holidays, depending on the need of the institutions to cover any required emergency services and/or make up days that have been affected for any reason.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 1974 (FERPA) SECTION

34CFR99

The Family Educational Rights and Privacy Act (FERPA) allows eligible students certain rights regarding their transcripts. An "eligible student" under FERPA is a student 18 years of age or older or attending a post-secondary institution. These rights include:

- The right to inspect and review the student's education records within 45 days after the date PUDCJBR receives a request for access. The student must email the Registrar a written request identifying the record(s) the student wishes to inspect. The Registrar will arrange for access and notify the student of the time and location where records may be inspected.
- The right to request amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to request that a record be amended must send an email to the Registrar for the record, clearly identify the portion of the record the student wants to change, and specify why it should be changed. If the university decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the student's right to a hearing on the modification request. Additional information about hearing procedures will be provided to students when they are notified of their right to a hearing.
- The right to give your written consent to PUDCJBR to disclose personally identifiable information (PII) from the student's education records, except to the extent FERPA authorizes disclosure without consent. PUDCJBR discloses education records without prior written consent from the student under the FERPA exception for officials with legitimate educational interests. A school officer is a person employed by PUDCJBR in an

administrative, supervision, academic, research, or support staff (including law enforcement unit personnel and health personnel); a person who serves on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of PUDCJBR who performs an institutional service, a function for which the school would use its own employees, and who is under the direct control of the school with respect to the use and maintenance of PII from educational records, such as an attorney, auditor or collection agent or a student volunteer to assist another school official in the performance of his or her duties. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities to PUDCJBR

- The right to file a complaint with the U.S. Department of Education regarding PUDCJBR's alleged failures to comply with FERPA requirements. The name and address of the Office administering FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202.
- PUDCJBR must inform the student of the information included in the directory and will give them a reasonable period of time for the person to authorize or not the transmission of this information, the institutions may disclose the directory information, which may be made public and includes the student's name, last known address, Telephone number, date of birth, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grades and awards received, and the most recent previous educational agency or institution served by the student. This information will only be distributed by the Registrar's Office or a

representative after the petitioner has demonstrated a legitimate need for such information. Students who do not wish to release "directory information" must complete a declaration at the Registrar's Office no later than the last day of each semester. Otherwise, the directory information may be disclosed by the institution for legitimate purposes.

FERPA permits the disclosure of personally identifiable information from students' education records, without the student's consent, if the disclosure meets certain conditions found in FERPA regulations §99.31. Except for disclosure to school officials, information to be disclosed in connection with some lawfully issued court orders or subpoenas, disclosures of directory information, and disclosures to the student, FERPA §99.32 regulations require the institution to record the disclosure. Eligible students have the right to inspect and review records of disclosures. A postsecondary institution may disclose PII from education records without obtaining the student's prior written consent. To other school officials, including professors, within PUDCJBR who have determined that they have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has subcontracted institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(b)(1)(a)(1)(i)(b)(2) are met. (§99.31(a)(1)) to officials of another school where the student is seeking or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).

To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the Secretary of Education, or local and state education authorities, such as a state postsecondary authority that is responsible for oversight of college, state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the

implementation or compliance with federal legal requirements relating to such programs. These entities may make new disclosures of PII to outside entities that have been designated by them as their authorized representatives to carry out any audit, evaluation, or performance or performance of the activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or that the student has received, if the information is necessary to determine eligibility for aid, determine the amount of aid, determine the terms of aid, or enforce the terms and conditions of the grant. (§99.31(a)(4))

To organizations that conduct studies for or on behalf of the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To the accreditation of organizations to carry out their accreditation functions. (§99.31(a)(7))

To the parents of an eligible student if the student is dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a lawfully issued court order or subpoena. (§99.31(a)(9))

To relevant officials in connection with the health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information that has been designated by the school as "directory information" under §99.37. (§99.31(a)(11))

To the victim of an alleged perpetrator of a crime of violence or non-forcible sexual offense, subject to the requirements of chapter §99.39. Disclosure may include only the results of the disciplinary process with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

For the public, the final outcome of a disciplinary proceeding, subject to the requirements

of §99.39, if the school determines that the student is an alleged perpetrator of a crime of violence or non-forcible sexual offense and the student has committed a violation of school rules or policies regarding the allegation made against him or her. (§99.31(a)(14))

Information Directory

FERPA (Family Educational Rights and Privacy Act) gives the student certain rights regarding their academic record.

At the beginning of each semester, students admitted and enrolled for that semester receive a link to the information directory document. The student must select one of the three categories in which he or she establishes the information he or she authorizes to be disclosed. Once the student selects the category, he/she must click submit, this document is received by the Registrar's Office, who processes it. Students who do not submit the document are followed up so that they can complete it. This is done through the *retention* in the mechanized system. However, in the case of students who do not answer, if there is no request for information, the same will be provided if the student does not answer, the requested information may be provided.

Act 186 prohibits the use of the Social Security number as routine identification in public and private educational institutions. This law was created to prohibit the use of the Social Security number as a routine identification number in public and private institutions from the elementary to graduate level, to establish rules for the use of this information in educational institutions, authorized by the Board of Post-Secondary Institutions to impose administrative fines for violations of said Regulations, and to establish deadlines for compliance.

On the other hand, FERPA (*Family Educational Rights and Privacy Act of 1974, 20 USC1232g*) states that schools or colleges may, without the consent of the student or his or her parents, disclose information contained in this directory, such as the student's name, address,

telephone number, date and place of birth, honors and awards, and number of years attended by the institution.

However, the institution must inform students about the information contained in the directory and give them a reasonable period of time to allow students to react and to authorize or not the release of such information. On the other hand, he said federal law states that students' gender and Social Security number are considered confidential information.

For all of the foregoing, the Social Security number may not be used for testing, project submission, or any other action unrelated to those requiring legitimate needs, such as the enrollment process, applications for financial aid or loans, credit transcripts, or requests from a government agency, the Board of Postsecondary Institutions, or a court order, among others. It is necessary that prior to using the student's Social Security number, the student must be notified and he/she, the parent or guardian, provide a signed written authorization/waiver of protection given by law.

The Social Security number is confidential, and therefore the faculty must request written authorization from the student before using the Social Security number. The Social Security number may not be used for routine identification at the institution. An alternate code will be used for routine identification of the student.

If a document containing a student's Social Security number is to be made public, outside the context of academic confidentiality, it will be edited in such a way that the number is partially or totally illegible, without this being considered an alteration of the document's content.

The above protections may be voluntarily waived by students of legal age or legally emancipated from their parents, or by parents with legal or full custody of the rights of minors, through written authorization. However, such waiver may not be imposed as a condition of

enrollment, graduation, credit or grade transcription requests, or for the provision of services.

This provision regarding the use of the Social Security number shall not apply in cases where it is required by federal law or regulation or by internal procedures to verify your identity, course/credit validations, employment, taxes, or financial aid, subject to the institution maintaining confidentiality.

ATTENDANCE/PARTICIPATION POLICY FOR COURSES

Non-PRESENTIAL

Introduction

The attendance/participation policy for students enrolled in courses offered in non-face-to-face mode is described below. It is in compliance with the standards established by the Federal Department of Education in Volume 5 of the Federal Student Aid Manual.

Purpose

The purpose of this policy is to establish the parameters to evidence the attendance of students in courses that are offered in non-face-to-face mode. Institutional policy states that all students officially enrolled in the courses are required to attend all classes regularly. This rule also applies to courses offered in non-face-to-face mode. To confirm the attendance of students, the course professor is required to keep the attendance record available through Populi up to date.

According to the Federal Department of Education, in the context of distance education, the fact that a student accesses the institutional platform used to design the course is not enough to prove their attendance. The evidence to confirm attendance must be with your participation in the weekly course activities, so it is necessary to comply with the planning of some interaction activity in the weekly course lessons.

Some examples of acceptable evidence of attendance at a course offered in a non-face-to-face modality are:

- a task performed and submitted by the student,
- an exam,
- complete a tutorial or instructional module,
- that the participation of the study in a virtual group is recorded,

- participation in a discussion forum,
- e-mail or other documentation evidencing the interaction between the professor and the student to answer questions and/or queries related to the course.
- Participate in a synchronous class meeting offered by the professor.

Assistance in courses offered in non-face-to-face modality

The federal norm establishes that the attendance of students in courses offered in non-face-to-face modality will be confirmed through some weekly academic activity, such as the examples presented in the previous section. That is, the student must have turned in some assigned work each week or participate in a synchronous meeting.

PUDCJBR policy states that the student is responsible for having the appropriate equipment and a high-speed internet connection to participate in the course. Being enrolled in a course, the student will not be able to be in extracurricular activities during hours when the class is live. It is not allowed to leave any family member, relative, or friend to take notes on behalf of the student. If the professor certifies that the student is not present or is busy with other extracurricular activities, his/her absence will be recorded. Unless the student has a Reasonable Accommodation authorization.

It is required that when connecting to the platform to participate in a course, all students identify themselves with their name and surname. You are not allowed to use nicknames, cell phone make or model, or any name other than the student's. This is extremely important for the professor to be able to identify you and certify your attendance and participation. The student who connects to the live class must remain in a safe place. You are not allowed to connect while you are driving. The PUDCJBR is not responsible for any accidents that occur while you are connected to the class while driving. You are also not allowed to be connected to class while you are on your

working hours. We remind you that, although the classes are in non-face-to-face mode, it requires that you make arrangements to be present and dedicated to the class within the time that the course is being offered.

In those cases where the student's attendance cannot be verified because he or she has not met any of the above requirements, the financial aid disbursement may be withheld, reduced, or canceled until attendance can be verified for all courses in which the student is enrolled. If attendance is not verified, financial aid may be reduced or terminated and reimbursed to "Free Application for Federal Student Aid (FAFSA)." Reimbursement of financial aid may affect the student's account balance and require the student to make direct payments to our institution.

It is the responsibility of every professor to certify the attendance of their students throughout the semester. The professor will use the attendance tool of the Populi platform to take the weekly attendance in the courses, both those offered in face-to-face mode, and those offered in non-face-to-face mode.

This policy is effective as of August 20

HOURS/CREDITS ASSIGNMENT POLICY

For calculating credit units, one credit per semester equals one hour of class, plus two hours (120 minutes) of out-of-class work. This calculation is in theoretical courses and seminars. Except for the two-credit (2-credit) ANES 5023 Introduction to Clinical Practice course, for which each credit is a 1:2 ratio, which equates to four lecture hours.

To calculate credit units in CLINICAL courses, one unit of credit is equivalent to four hours of lecture in Clinical Practice Courses. The number of practice hours allocated is intended to provide students with learning experiences in the various areas of the specialty. This will depend on the diversity of types of surgeries and anesthesia, conditions, stages of growth and development of the patient. In addition, it is also for trainees to complete the number of cases required by the professional organization.

The ratio of credit/contact hours in practical courses increases once the student has acquired basic knowledge and skills. Hours in courses offered in accelerated mode such as in summer, trimester or intensive sessions are calculated and offered based on the corresponding number of hours each course has in the semester session, adjusting the schedule as necessary.

The following is the formula for calculating the unit of credit:

For semester of 18 weeks:

1 credit of theory equals 18 hours Contact

1 lab credit equals 36 hours Contact

The following is the formula for calculating the unit of credit:

For semester of 15 weeks:

1 credit of theory equals 45 hours Contact

1 lab credit equals 36 hours Contact

1 credit for BSN, MSA and MSN Clinical Practice Course equals 99 hours.

1 credit for DNAP Clinical Practice Course equals 75 hours.

For the purposes of courses offered in distance mode, credit hours are calculated considering the online activities and assignments that the student must complete each week on the platform. This includes instructional time, the student's work beyond the online platform, and the extent to which the student demonstrates achievement of online learning objectives.

Determining the number of credit hours is an essential component of an online course design. Contact time is closely monitored throughout each course activity. As part of the online course design, the instructor produces a detailed plan that shows the specific time at which the student is expected to complete the course activities.

The Curriculum Committee is responsible for ensuring compliance with the credit hours policy and evaluating each course to certify that all course activities meet established standards. Once a year, PUDCJBR will conduct a review of its online courses, to ensure that all courses meet the necessary credit hours.

Online courses are offered in terms of 18 weeks and each theoretical course is equivalent to 3 credit hours. During the 18 weeks of the academic semester, students interact with the content approximately 5 hours per week, plus overtime to complete other assignments.

Each professor is responsible for designing the course content with the contact hours in mind, as required.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal regulations require all schools to establish and apply reasonable standards of satisfactory progress for all students receiving student financial aid funds provided by programs authorized by Title IV of the Higher Education Act. The standards of satisfactory progress policy must include both qualitative and quantitative measures of a student's progress and must include all periods of the student's enrollment at Professional University Dr. Carlos J. Borrero Ríos students, including those who wish to be considered for financial aid, must maintain satisfactory progress in their selected courses of study as set forth in this policy.

Standards for Satisfactory Progress

I. Determination of Satisfactory Progress

The major components in the evaluation of satisfactory progress are the student's academic performance and the time limit of the degree.

A. Qualitative Component

The academic performance of the student is the qualitative measure of satisfactory progress, including:

- Minimum Cumulative Grade Point Average (CGPA). To be eligible for financial aid, students must maintain a minimum CGPA of 2.00 during first year of studies and 2.50 thereafter until graduation at undergraduate level. For graduate level, student must have 2.50 during the first year of studies and 3.00 thereafter until graduation.
- Grades of F and NP will be factored into the CGPA and will be considered for qualitative calculation.

B. Quantitative Component

The quantitative component sets the minimum percentage of progression for all enrolled courses.

The student must complete a minimum percentage (50%) of all attempted credit during the first year of studies and 75% thereafter until graduation.

"Complete" and "attempted" credits hours are used are defined below.

- Grades of A, B, C, D, and P will be considered hours completed.
- Grades of No Grade (NG), Incomplete F (IF), F, Administrative Withdrawal (AW), No Pass (NP), and Withdrawal (W) will be considered hours attempted but not completed.
- Repeated courses will count toward all hours attempted.

Evaluation Periods:

Satisfactory Academic Progress reports are generated and evaluated at the end of each payment period for each student. The Cumulative Grade Point of Average (CGPA / qualitative measure) and Rate of Progression (ROP / quantitative measure) must comply or exceed the benchmark associated with the evaluation interval. If a student fails to meet the Cumulative Grade Point of Average and /or Rate of Progression benchmarks at the end of the term, the student will be placed on a Non-Satisfactory Academic Progress (NSAP) status and suspended from Title IV funds participation until the student achieves the appropriate SAP good standing status.

To provide a reference of the evaluation process PUDCJBR present to the student the following tables. This document presents an overview of the expectancies that the student should have to comply with the institution SAP policy.

Master's in science in Anesthesia FT

Beginning on SPRING

Term	1	2	3	4	5	6	7	8	9
Credits Attempted	14	23	42	54	64	77	88	95	103
Credits to be Completed	7	12	21	41	48	58	66	71	77
% of Completion Required	50%	50%	50%	75%	75%	75%	75%	75%	75%
Cumulative GPA Required	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5

Master's in science in Anesthesia PT

Beginning on FALL

Term	1	2	3	4	5	6	7	8	9	10	11
Credits Attempted	10	20	26	30	39	53	67	77	85	93	102
Credits to be Completed	5	10	13	23	29	40	50	58	64	70	77
% of Completion Required	50%	50%	50%	75%	75%	75%	75%	75%	75%	75%	75%
Cumulative GPA Required	2.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	4.50	5.50

Master's in science in Anesthesia PT

Beginning on SPRING

Term	1	2	3	4	5	6	7	8	9	10	11
Credits Attempted	10	20	26	30	39	53	67	77	85	93	102
Credits to be Completed	5	10	13	23	29	40	50	58	64	70	77
% of Completion Required	50%	50%	50%	75%	75%	75%	75%	75%	75%	75%	75%
Cumulative GPA Required	2.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	4.50	5.50

Master's in science in Nursing Critical Care FT

Beginning on FALL

Term	1	2	3	4	5	6	7	8	9	10
Credits Attempted	5	12	15	23	31	37	41	46	51	54
Credits to be Completed	3	9	11	17	23	28	31	35	38	41
% of Completion Required	50%	75%	75%	75%	75%	75%	75%	75%	75%	75%
Cumulative GPA Required	2.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	4.50

DNAP

Term	1	2	3	4	5	6	7	8	9	10	11	12
Credits Attempted	1-15	16-29	30-45	46-59	60-74	75-88	89-102	103-117	118-131	132-145	146-159	160-173
Credits to be Completed	10	21	37	52	67	82	95	110	124	138	152	166
GPA	2.50	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00

The maximum time to complete degree.

Students must earn a degree within a maximum time frame that does not exceed 150% of the normal time to complete the degree, as measured by all attempted credit hours at the school.

New admission students from other accredited institutions, who are interested in applying to validate courses, must present an official transcript of the institution from their origin. The candidate must apply for courses validation before completing the admissions process. The student also accumulates time for studies for the credits transferred.

Important notice: Credit hours that are accepted from another institution toward the student, educational record will be counted as both attempted and completed hours.

If the student is suspended academically for one year, upon returning to the institution, the student would have the same academic status that when he/she was suspended. The student will be considered for Title IV participation once he resumes his/her studies and attain SAP status according to the progression tables described above.

If in this time outside the institution suspended academically the student passes courses at

another institution or acquires another academic degree, neither the courses nor the academic degree will be recognized or validated to our institution under any circumstances.

A student who is in Title IV dismissal status is one who has not complied with the Satisfactory Academic Progress Standard (PAS) in any term of studies.

INSTITUTIONAL ACADEMIC AND SATISFACTORY ACADEMIC POLICY

DEFINITION

Note the PUDCJBR has two concurrent academic policies for the student standing. The Institutional Academic Policy measure the progression of the student in his/her studies and could allow the student to continue his/her studies without Title IV funds. The Student Satisfactory Academic Policy (SAP) measure the academic progression of the student for Title IV eligibility.

RULES FOR SUSPENSION

PUDCJBR holds the right to suspend students for academic, disciplinary or payment reasons.

After duly exhausting the corresponding measures stipulated in the Student Handbook or Clinical Practice Manual, PUDCJBR may initiate the suspension process.

RULES FOR ACADEMIC SUSPENSION

Any student who does not qualify for probation will be suspended for academic deficiency and will be subject to the following discipline:

- Suspension from the institution for one semester or one year.
- If students are suspended academically on two consecutive occasions, they will be permanently suspended from the program.

RULES FOR RETENTION

The retention rate is established at 3.00 depending on the number of credits the student has taken. At the end of every semester, students will be informed of their grades and the accrued academic

GPA. If the GPA is lower than the corresponding retention index, the student will be notified in writing and the Academic Counselor and Director will be informed. At the end of every academic year the academic GPA of each student will be compared to his corresponding retention index. The amount of tried credits will also be compared to the amount of approved credits.

When the cumulative index is lower than the retention index, or when the amount of total approved credits is lesser than half of the tried credits, and it happens for the first time, the Office of the Registrar will notify the student that will be put on academic probation at the end of the academic year (May). If a student fails to comply with the retention rate or to approve at least half of tried credits for a second occasion, he/she will be suspended for an academic year.

SATISFACTORY ACADEMIC PROGRESS APPEAL

Every student has the right to appeal the decision for the classification of probation period. This by writing to the Academic Dean which will be given to the Counseling Office within ten (10) work days from the date the decision was notified. In the appeal request, the student will present the circumstances that affected the academic achievement. Must submit the letter with relevant documents to validate the circumstances set up in its appeal that can be:

- a. Prolong illness of the student or their dependents
- b. Death or prolong illness in the family
- c. Family difficulties
- d. Other (to be evaluated according to the merits)

The Academic Dean will convene the members of the Academic Progress Committee to evaluate the students' appeal within a period of fifteen (15) workdays. Final determination

will be notified by mail and/or email to the student.

RE-ENTRY AFTER SAP DISMISSAL

If an appeal is granted, the SAP Appeals Committee determines the provisions for re-entry on a case-by-case basis. Any student who returns based on an appeal of dismissal has SAP evaluated on a term-by-term basis until the student is meeting SAP standards. While in an extended enrollment status, students must seek to correct academic deficiencies by taking remedial courses, retaking failed courses, or practicing previously learned skills.

SATISFACTORY ACADEMIC PROGRESS AND THE CHANGE OF PROGRAM

If a student wants to enroll to change in a different academic program, the student must request the approval of the Director of the Program. Only the attempted and approved credits of the program in which the student is enrolled are included in the quantitative measurement and only the grades of the courses of the student's program in which he/she is enrolled are included in the qualitative measure. However, it is recommended that students carefully consider making program changes because federal regulations limit the total lifetime of eligibility to financial aid. Students are also expected to complete their program within 150 percent (%) of the length of the program as measured in credits. For example, if a student is enrolled in a master's degree program of 77 credit hours, the student may attempt up to 115 credit hours ($77 \text{ credits} \times 1.5 = 115 \text{ credits}$).

SATISFACTORY ACADEMIC PROGRESS AND READMISSION

Students who discontinue their studies and subsequently apply for readmission will be Readmitted under the current SAP policy and will have the same SAP status that is final according to the last term attended. Students requesting readmission will be referred by the Office of Admissions to the Director of the Program for evaluation. If the student does not

comply with the SAP, the University will determine if they can be readmitted, subject to having approved an appeal.

SATISFACTORY ACADEMIC PROGRESS AND THE NEW ADMISSIONS AFTER COMPLETING THEIR PREVIOUS STUDY PROGRAM IN THE SAME INSTITUTION OR OTHER.

The students who seek to earn additional credentials he/she needs to apply for admissions to a new academic program after completing their previous study program will begin the new program with a new SAP history. However, if the student is transferred credits from an accredited origin institution to the new academic program, the transfer credits of the previous university will be considered in the SAP measurement. If the student transferability credits from the same university of the previous program the credits will be considered in the SAP measurement. The transferred courses will be reflected in the transcript of our institution with the grade obtained in the institution of origin. These will affect the credits attempted and the cumulative grade point of average of the credit's transcript. (See page 19 for the transferability policy)

SATISFACTORY ACADEMIC PROGRESS (SAP) DEFINITIONS

Good Standing: Students are in good standing when the minimum CPGA and ROP are met or exceeded. Students in good standing are eligible to register for courses and receive financial assistance under Title IV.

Warning: Students are placed on warning status the first term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the program director and meet with him/her monthly. Students under this status will not be eligible for financial assistance under Title IV.

Probation: Students are placed on probation status the second term the CGPA and/or ROP falls below the minimum. This status requires students to have their course Schedule approved by program director and meet with him/her bi-weekly. Students under this status will not be eligible for financial assistance under Title IV.

Dismissal: Students are placed on dismissal status the third term the CGPA and/or ROP falls below the minimum. Students who are academically dismissed are no longer active students.

Probation: Students who fail to meet financial assistance SAP requirements who have successfully appealed are placed on probation for one term. After probation, the student must meet SAP requirements. Under no circumstances can a student be granted two consecutive probationary periods. However, a student may be placed in a probationary status two or more times during their program if the probationary periods are not consecutive. If a student is withdrawn for any reason during the probationary term, the student is not granted a second probationary term. *For probation due to a disciplinary action, the definition and process of that probation is defined in the Student Handbook.

POLICY ON THE USE OF INSTITUTIONAL EMAIL

Purpose

This e-mail policy is intended to ensure the appropriate use of the institution's mail (communication) system and to educate users of what PUDCJBR considers to be acceptable or unacceptable use of its e-mail systems. This policy outlines the requirements minimum for the use of e-mail within the PUDCJBR.

Scope

This policy covers the appropriate use of any mail sent from a PUDCJBR email address or sent to a PUDCJBR email address and applies to all employees, faculty, and students.

Politics

- Use of email must be consistent with PUDCJBR's policies and procedures for ethical conduct, security, legal compliance, and best practices.
- Institutional e-mail should be used, primarily, for purposes related to the service provided by PUDCJBR; personal communications are permitted on a limited basis, but activities that are not related to PUDCJBR are prohibited.
- Any PUDCJBR information contained in an email or attachment
It must be secured in accordance with the data protection standard.
- Institutional e-mail shall not be used for the creation or distribution of disturbing or offensive messages about race, gender or color, disability, age, sexual orientation, pornography, religious beliefs and practices, political orientation, or nationalities.
Employees or students who receive this type of email from a member of the institution should report the material to the director of their academic program.
- Users are prohibited from automatically forwarding an institutional email to a third-party

email.

- The use of other e-mail addresses (Gmail, Yahoo, Hotmail, etc.) to carry out actions or transactions related to the institution is prohibited.
- Students and employees of PUDCJBR should have no expectation of privacy of the data they store, send or receive through the Microsoft Office 365 system, including email, since it belongs to the institution.
- PUDCJBR may monitor messages without notice or notification.

Compliance Tracking

PUDCJBR will verify compliance with this policy through various methods, which may include audits and feedback to the policy maker.

Noncompliance

A PUDCJBR student or employee who fails to comply with this policy will be subject to appropriate disciplinary action. In the case of a student, depending on the severity, they may be expelled. In the case of an employee, it may result in the termination of their contract or employment.

GRADUATION

The Professional University Dr. Carlos J. Borrero Ríos celebrates its graduation ceremony once a year, at the end of the second academic semester. All degrees and diplomas are awarded on this occasion only. Those students who have met the degree requirements at the end of the first semester or during the summer session, may apply for a certification of completion of studies, but the degree will be awarded at the next graduation ceremony.

Graduation Requirements

- Meet all academic program requirements with A or B.
- Have a satisfactory grade point average (GPA) of 3.00 or higher.
- Have completed the number of credit hours and courses required to obtain a grade.
- Complete the graduation application and make the payment of the graduation fee.
- You must complete the study program within the time set by the institution.

* The Master of Science in Nursing Full-Time Anesthesia student has five (5) years to earn the degree. The part-time student has six (6) years to earn the degree and the Master of Science in Nursing with Specialty in Critical Care student has six (6) years to earn the degree.

- Pass the School-administered self-assessment test with at least 80%.
- Official evidence of your clinical experience and of having administered anesthesia in 650 surgeries in various specialties, as specified in the detailed monthly clinical case report.
- Meet all financial obligations to PUDCJBR and satisfactorily complete the graduation checklist.
- Complete the exit interview, satisfaction survey, and clinical practice hours at Medatrax with the Director of the Anesthesia Nursing Program.
- Complete the exit interview with the Director of Financial Aid if the student received loans

through the Federal Department Title IV.

Graduation Honors

The Dr. Carlos J. Borrero Ríos Professional University follows the following honor scale:

Summa Laude: 4.00 - 3.90

Magna Laude: 3.89 – 3.50

Laude: 3.49 - 3.00

It is important not to have repeated courses, nor to have dropped out of any class in order to obtain honors at graduation.

Graduation Diplomas & Certifications

The graduate will claim his/her diploma within 90 days of graduation from the Registrar if he/she has no outstanding financial obligations to the Institution. The student may apply for graduation at the Office of the Registrar 30 days after the met the graduation requirements provided and if you have no obligations to the institution

Rules for the granting of post-mortem degrees

If a student has met all graduation requirements and passed away prior to graduation, he/she may be considered by the Director of the Academic Program to award a post-mortem degree.

SERVICES FOR STUDENTS WITH SPECIAL NEEDS

According to the ADA, an impairment is a chronic or long-term illness, physical or mental disability that substantially limits one or more essential activities of daily living (i.e., walking, sitting, breathing, learning, working, sleeping, etc.). The Act also requires an individualized assessment of each case in order to determine the existence or absence of a disability or special need. The law does not require higher education institutions to evaluate students or cover the costs of such evaluation. It is the student's responsibility to submit the appropriate and pertinent documentation to request services and accommodations. PUDCJBR has the right to establish professional criteria for reviewing documentation.

Reasonable Accommodation

"Reasonable Accommodations" is a term used by the ADA and the Rehabilitation Act to describe modifications to the environment in order to eliminate or reduce educational structure and/or barriers, to a reasonable degree, that could be faced by a student due to a disability or special need. The law does not require students with disabilities or needs to receive a "special" advantage that puts them in a better position than their peers. Reasonable accommodations are made to place the student with a disability or student with special needs in the same starting position as his or her peers. However, it is not a necessary academic unit to fundamentally alter the nature of its programs for the accommodation of its students.

Requirements:

- Request reasonable accommodation through the Institutional Counselor, by coordinating an appointment that can be carried out virtually, by telephone or in person.
- Provide medical evidence of a Professional licensed or certified health care, as required by law.

Support from PUDCJBR

PUDCJBR is committed to providing equal opportunities to students with disabilities or special needs by providing a supportive social and academic environment.

Support

PUDCJBR complies with the Rehabilitation Act of 1973 (section 504) which states that no qualified student shall be excluded from enrollment in any course because of a disability or special need. Students who choose to accept special accommodations and accommodations under the ADA must indicate their special needs at the time of enrollment. In addition, every effort will be made to provide, within reason, such special accommodations/accommodations. Some programs may require manual skills.

Any student who feels that he or she has not been treated unfairly under Federal Law and Institutional Policies has the right to file a written complaint. For the complaints process, you must refer to the Complaints Policy, which is published on the institutional website.

Communication

PUDCJBR expects students with special learning limitations or needs to take an active part in communicating their needs. It is important for students to inform the institution of their situation at the time of enrollment, or as soon as possible, in order to have enough time to make the necessary arrangements. In order to obtain the necessary adjustments, the student must have fully completed the enrolment procedure and paid all fees. However, if the applicant has any questions about the process and documentation required to request accommodations prior to completing enrollment, and prior to paying fees, the applicant will be invited to speak with the Dean of Academic Affairs.

Student Reports

The student is a vital source of information about the ways in which he or she might

experience a limitation. The student's direct report of his/her experience with such impairment, barriers and effective or ineffective accommodations is an important tool, which may even be sufficient to establish disability and the need for special accommodations.

Confidentiality and Disclosure of Information

PUDCJBR is committed to ensuring that all information regarding students' limitations or special needs is kept confidential, as necessary and permitted by law. In most cases, the university will not inform faculty of the nature of a student's impairment or special need, unless necessary in order to provide appropriate accommodations and in order to protect the health and safety of the student and/or others. Faculty will be informed of the accommodations necessary to meet the needs inherent in a student's impairment or special need. The student may submit a written authorization to release his/her diagnostic documentation if he/she wishes to share it with others.

In addition to adjustments, generally provided by faculty, PUDCJBR reserves the right to release supplemental information in such cases as necessary to inform you. Some of the most common scenarios include, but are not limited to:

- A Course Substitution Request
- Claim cases
- Special Considerations for Financial Aid

Waivers and Waivers

Students who claim they have been diagnosed with a disability or special need, but do not require accommodation, must fill out an impairment waiver form. This form must be completed within the first two weeks of enrollment or within two weeks after being diagnosed with an impairment, and submitted to the Counselor.

Appeals

The student will be able to discuss all issues related to his/her reasonable accommodation with the Counselor. To request or file an appeal, the student must send an email to the counselor, stating their name, the description of the alleged violation, and the name of the person who allegedly violated their rights.

Once the complaint is received, PUDCJBR will initiate an investigation. Once the investigation has been completed, both parties will be informed of the results of the investigation.

Student Responsibilities

- It is the student's responsibility to request reasonable accommodations
- Reasonable accommodation must be requested for each semester in which the student enrolls.

Faculty Responsibilities

The faculty is notified by means of a confidential communication sent to its e-mail address. Once this communication is received, the professor must comply with the specifications contained in the email and ensure that all necessary accommodations are made. It is the faculty's responsibility to request additional necessary tools that may be necessary to meet the needs of reasonable accommodations, as may be the case.

VIRTUAL LIBRARY SERVICES

The PUDCJBR understands that the library occupies a basic and important place, which serves in the functions of teaching, research and creation of new knowledge of the institution. The library represents an important educational service, it is a tool that helps students in their studies and is a component of the contribution of research in the institution.

The Professional University Dr. Carlos J. Borrero Ríos will play an important role in the learning process of its students and, for this, it is not enough to have a competent faculty, nor to properly select outstanding students, but it is also important to offer the community the facilities where they can have access to sources of information.

The San Agustín Virtual Library is an important part of the institutional objectives, goals, mission, and vision, as it provides the information resources and services necessary to support academic programs in addition to improving the educational process of everyone. The goal of the PUDCJBR will be to provide fast and reliable access to information that meets the curricular needs of students, faculty, and administrative staff. Likewise, its main objective will be to fully support the objectives, mission, and vision of the PUDCJBR.

Objectives:

- Offer remote and electronic access to a wide collection of eBooks, academic and professional journals, and educational videos.
- To promote the development of information competencies through links, tutorials and other learning products.
- Provide support through bibliographic and reference assistance
- Provide access and links to other digital collections of general interest

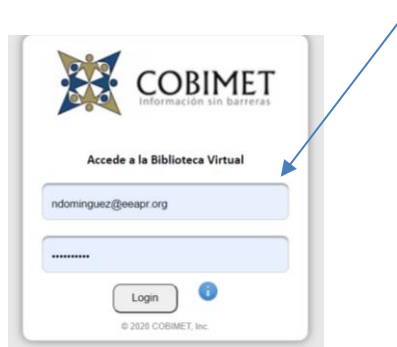
AUDIENCE

Our services will be offered to students enrolled in distance learning programs at our institution. This population is characterized by asynchronous, collaborative, and cooperative learning. The PUDCJBR Virtual Library also helps faculty, teaching staff, students, support staff and all its members.

ACCESS TO THE VIRTUAL LIBRARY

To access the Virtual Library you must follow these steps:

- Go to the following address <https://www.upcjbr.university>.
- Once you access the page, select the link to access the Virtual Library
- When you select the link, you will be taken to a page where you will need to enter your institutional email username and password.



*It is important that you enter your full institutional email address (including @eeapr.org or upcjbr.university) and the password you use to access your email.

- In the Virtual Library you will be able to search in different boxes:

Virtual Reference

Virtual referral services are offered through the following: telephone (787) 998-8997 from 11:00 a.m. to 7:00 p.m., by email through (ccrespo@cobimet.org), through an inquiry form available on the main page of the library and on-line tutorials.

Inter-library Loan Service

The PUDCJBR Virtual Library is part of the Consortium of Metropolitan Libraries (COBIMET). Several higher education institutions in Puerto Rico participate in this consortium. Part of the agreement is to share bibliographic resources in electronic format, so our students can request resources that are in other participating institutions and they can be sent through institutional email.

RULES OF BEHAVIOR

The purpose of this section in the handbook is to inform students, present or virtual, about norms of behavior. It will be the student's responsibility to know and obey these provisions and rules of institutional order in order to maintain an adequate learning environment.

Transgressions

Cases involving students disobeying rules, policies, regulations, bylaws, and standards of conduct are categorized as follows:

Misdemeanours - a problem of misdemeanours committed by a student by a faculty member, official or employee of the institution that partially affects the institutional order

Felony – a mistake made by a student that seriously affects the institutional order. Felonies include, but are not limited to:

- Conduct that damages institutional property
- The use of offensive language, disrespect, insults, threats of aggression, or attempted aggression against officials, professors, and/or students.
- Disobedience or refusal to follow instructions given by employees or faculty of the institution.
- Distribute or publish informational material via e-mail without the authorization of PUDCJBR.
- Distribution of political propaganda
- Any type of conduct that interferes with PUDCJBR's activities and teaching activity.
- Falsifying official documents such as: grade records, letters granting permits, discharges or registration forms, academic transcripts and other official documents.

Forgery of Authorized Signatures

Violation of institutional rules, the laws of Puerto Rico, the laws of the United States or international laws, when accessing Internet pages, emails, among others, to carry out activities not related to academic work.

Providing access to the computer system to unauthorized persons, including sharing a student's account number with another person, sharing another student's account number or password with a faculty member, or with a third person; altering or inquiring into the account number or password of other users without authorization, and interrupting access to the computer system.

Disobedience or violation of conditions of probation and/or sanctions imposed pursuant to the procedures established by this Code. Any other action contemplated by law with respect to cybercrimes.

Disciplinary Procedures

- The Dean of Academic Affairs will inform the student of the offense of violation of the Code of Conduct and Discipline to him/her with a reprimand or corrective action. If inappropriate behavior continues, the President/CEO will be notified.
- Cases in which there are one or more felonies will be handled by the Disciplinary Committee, who may initiate a preliminary investigation and disciplinary process in their own right, upon receipt of a report from a faculty member, officer, employee or student of the institution about any act committed that is considered a felony.
- The disciplinary process begins when the Dean of Academic Affairs notifies the case.
- The President/CEO or Dean of Academic Affairs may temporarily suspend any student against whom a formal complaint has been filed. Such provisional suspension shall not

exceed fifteen (15) business days. A temporary suspension means an immediate ban on attending classes and participating in institutional activities.

- The Dean of Academic Affairs shall convene a meeting of the Disciplinary Committee, no later than the fifth (5th) business day after the formal complaint was filed, to inform the members of the content of the complaint and to present the case.
- The Disciplinary Committee will hold an administrative hearing to interview the complainant, student, witnesses, and present the evidence gathered. The student will have the opportunity to engage in personal or online dialogue in order to be able to make observations on the evidence presented, offer oral or written evidence, refer to the witnesses, as well as explain their position on the complaint. If the student does not respond to the summons and does not present an excuse to justify it, he/she will be deemed to accept the facts. The process of investigation and discipline will continue and decisions will be made.
- The hearing may not be extended beyond fifteen (15) business days. The Disciplinary Committee shall make a determination in accordance with the evidence submitted. In the event that the decision results in no crime, the record will be archived and any provisional suspension imposed will be null and void. The Committee will report to the Dean of Academic Affairs, who will then report to the student.
- If the Committee determines that a felony exists, it shall make a resolution and notify the President/CEO and Dean of Academic Affairs of the appropriate sanction. The Dean and/or the President/CEO will notify the student, in writing and with acknowledgment of receipt, of the Committee's determination and the sanction imposed. The student will be informed of his/her right to submit a challenge, following the protocol established in the complaints

policy.

- The Committee's written decision shall include a summary of the facts, the article or clause of the Code of the violation, the offence committed, the disciplinary sanction applied, and the signature of the person designated to notify the decision.

Disciplinary sanctions

Disciplinary penalties for a felony can be:

1. Written reprimand, explaining in detail the crime committed.
2. Establish probation for a defined period of time. This probationary period may be revoked, with the approval of the Dean of Academic Affairs and the President/CEO, if the student does not meet the specific conditions established.
3. Restitution of compensation for loss and/or damage caused by the university
4. Suspension of all or some of the student's rights for a fixed period of time, during the current semester.
5. Suspension for the entire current semester.
6. Suspension for the entire current or long-term academic year
7. More than one of the above-mentioned disciplinary sanctions

Expulsion from the institution.

If the sanction imposed by the Disciplinary Committee is a suspension for the current semester, current academic year, or permanent, the Committee must inform the Academic Program to which the student belongs of this determination.

A student suspended for the current semester or current academic year must apply for readmission and must be interviewed by the Dean of Academic Affairs and the President/CEO. If during the period in which the student was suspended, he/she has taken courses at another university, such courses will not be validated by PUDCJBR.

If the proven fact offense that led to a suspension for the current semester or academic year is repeated, it will be the basis for permanent expulsion.

The decision of the Disciplinary Committee will be final and may be appealed by the student, by regular mail or email, following the process established in the Grievance Policy, published on the institutional website.

Academic Integrity Policy

Students are expected to demonstrate integrity throughout their academic endeavor. Plagiarism, fraud, dishonesty, or any other behavior inappropriate to their academic integrity will be considered serious infractions that will be sanctioned by the conduct stipulations expected of students. They may result in a temporary suspension from the program until permanent expulsion.

The principles of academic integrity require that each student:

- Acknowledge and cite any use of others' ideas, results, or words (avoid plagiarism)
- Recognize all contributors to a given job (give proper credit to all contributors)
- Ensure that all work submitted as one's own in a course or other academic activity is produced without the aid of unauthorized materials or unauthorized collaboration.
- Obtain all data or results by ethical means and report them accurately without suppressing any results that are inconsistent with their interpretation or conclusions.
- Treat all other students ethically, respecting their integrity and right to pursue their

educational goals without interference. This requires that a student not facilitate the academic dishonesty of others or obstruct their academic progress.

- Comply with the canons of the code of ethics or professional of the profession for which they are training.

Adherence to these principles is necessary to ensure that everyone receives proper credit for their ideas, words, results, and other scholarly work. Additionally, it is important that all student work is evaluated fairly and that no student has an inappropriate advantage over others.

Failure to comply with these principles of academic integrity threatens both PUDCJBR's reputation and the value of the degrees awarded to its students.

The Sexual Harassment Policy

Policy Statement

PUDCJBR promotes a respectful work and educational environment, free from sexual harassment. The institution provides support, education, and information mechanisms to all members of the academic community.

All members of the academic community are prohibited from engaging in acts of sexual harassment and retaliating against individuals based on their participation in a sexual harassment investigation. Supervisors should take immediate corrective action to respond to any concerns, including referring the matter to relevant internal options.

Reporting

Any individual who believes they have been subjected to sexual harassment or retaliation for reporting sexual harassment may report their concerns to the Counselor. Information on victim survivor services will be provided as additional support.

Reprisals

No one acting on behalf of PUDCJBR may retaliate against an individual for having made a good faith report under this policy or participating in a sexual harassment investigation. Any employee who engages in retaliation may be subject to disciplinary action up to and including termination. Reports of retaliation will be reviewed and investigated in the same manner that other allegations of misconduct are handled.

Roles and Responsibilities

PUDCJBR users with access to computer resources shall at all times abide by the laws of the United States and Puerto Rico, including, but not limited to, copyright, laws governing communications, and the privacy rights of others. Any illegal activity or any other activity that intercepts or disrupts the use of computers or the website is prohibited.

Complaint Procedure

PUDCJBR has a responsibility and commitment to maintain an environment that promotes learning, following the rules of conduct. The purpose of the complaints procedure is to resolve a critical situation. The proceeding begins with an investigation of the facts, and ends with a written determination sent to the plaintiff and the defendant. It is established to settle claims in cases where a student believes that improper action has been taken against him/her by a university staff associate in a non-academic relationship.

If a student engages in inappropriate conduct, the case will be prosecuted in accordance with current institutional policies. If the student believes that his/her rights have been violated by a faculty member in an academic relationship, the student has the right to file a grievance following the process set forth in the grievance policy.

Access to Policy and Complaint Form

The institutional website publishes institutional information, about our policies, academic programs, and other information useful to our academic community. When accessing the PUDCJBR website, <http://www.upcjbr.university>, in the main menu you can select the option of STUDENTS/ESTUDIANTES, in the menu that breaks down, you can select the option of STUDENT RIGHT TO KNOW. This page provides up-to-date information on various institutional policies. You will also be able to access the complaints policy.

Through the links provided, you can read the policy, which details the process to follow to make a claim or complaint. In addition, you will be able to access the complaint form and additional information about institutional complaints.

CONSUMER INFORMATION

In compliance with federal law, the institutional website provides access to a section called STUDENT RIGHT TO KNOW. This section provides access to institutional information, information on student performance, financial aid, faculty, safety, and grievances.