Institutional Federal Compliance Report
(As of June 2022)

- Please read *Verification of Compliance with Accreditation-Relevant Federal Regulations* before completing this form.
- Institutions must use this *Institutional Federal Compliance Report* for submission, which is available at https://www.msche.org/resources/
- Institutions should provide evidence that will best demonstrate the institution's compliance including the evidence identified in *Verification of Compliance with Accreditation-Relevant Federal Regulations*.
- Documentation of policies and/or procedures must be (1) in writing, (2) approved and administered through applicable institutional processes, (3) accessible to constituents, and (4) reflect current practice.
- In the event one or more of these regulations do not apply to an institution, the institution shall indicate that fact and provide an explanation in the space provided. Otherwise, all applicant, candidate, and accredited institutions are expected to provide documentation for each of the requirements.
- The *Institutional Federal Compliance Report* and supporting evidence should be combined into a single, bookmarked, PDF file. A hard copy of the report is not required and will not be accepted.
- Institutions must upload this *Institutional Federal Compliance Report* in conjunction with all other accreditation materials according to established deadlines. The institution must upload the *Institutional Federal Compliance Report* as evidence under Standard II, Criterion 8.
- For technical support with this form or its submission, contact support@msche.org. For all other questions, contact compliance@msche.org.

Please type the following information.

Institution: **Professional University Dr. Carlos J. Borrero Ríos**

Report completed by: **Noraida Domínguez Flores, CEO**

Date: **January 9, 2024**

1. Student Identity Verification in Distance and Correspondence Education

	Evidence to Demonstrate Compliance:
1. Policies and/or procedures used to ensure student identity verification in distance education or correspondence courses	Professional University Dr. Carlos J. Borrero Ríos (PUDCJBR) does not offer correspondence education courses. PUDCJBR is guided by and complies with the requirements set by the Puerto Rico Board of Post Secondary Institutions to validate student identity verification in distance education courses. Each PUDCJBR student receives an account to access his/her student profile in our college management system, Populi. They must login through our system that uses IDs and passwords for the authentication process. During their first day of the semester, each course conducts a synchronous meeting through Microsoft Teams, during that meeting, students are required to have their webcams activated and the professor takes attendance and will check with the identification photo of the student on Populi profile. The Identify Verification procedure is included in each course syllabi and on the Distance Education Manual. Populi URL https://eeapr.populiweb.com/router/logins/logout The Registrar creates the Populi account for each student and each faculty member. Faculty members can see the student's contact information, send email and text messages through Populi. Course content, activities and course works are completed through Populi, including the gradebook. Each course offers a dashboard through which the faculty share announcements and reminders to students. Students can see their academic record, financial transactions, communicate with faculty or staff and search through the library catalog. Computer use Policy https://ampexitsolutions.com/pucb/wp-content/uploads/2022/11/Computer-Use-Policy.pdf

2. Policies and/or procedure(s) regarding the protection of privacy (i.e. FERPA) for students enrolled in distance education and correspondence courses	PUDCJBR is in compliance with FERPA. The Registrar Office details the policies and procedures related to the student privacy. Privacy of Student Records https://ampexitsolutions.com/pucb/wp-content/uploads/2022/11/PRIVACY-OF-STUDENTS-RECORDS.pdf
3. Procedure(s) for notifying students at the time of registration or enrollment about any projected additional charges associated with student identity verification including any required travel to campus. Evidence should include URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures	PUDCJBR does not have additional fees for student identity verification as noted in the Price of Attendance published on our web page https://upcjbr.university/wp-content/uploads/2023/05/Costos-2023-INGLES.pdf

Explanation if a compliance requirement is not relevant for your institution:

2. Transfer of Credit Policies and Articulation Agreements

	Evidence to Demonstrate Compliance:
1. Policies and procedures for making decisions about the transfer of credits earned at other institutions (regardless of modality) including any types of institutions or sources from which credits are not accepted. The policy or procedure must include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education. *Demonstrate public disclosure of policy by URL, catalog, or other public location	GENERAL PROVISIONS The PUDCJBR reserves the right to validate courses from other post-secondary institutions in Puerto Rico or abroad. A preliminary interview is carried out with the candidate, evaluating in turn their validations by homologation agencies, transcripts of credits from other universities and/or degrees already conferred. PUDCJBR establishes a maximum number of credits to be validated through transfer, articulation, prior learning, military courses, challenge exam and advanced level that can be validated, considering the level of previous study and the degree obtained at the student's institution of origin. The validation of unfinished undergraduate programs from other institutions includes the following formula: 1. Certificate or Technical Degree: Up to 20% of total credits for students applying for admission to certificate programs. 2. Associate degree: Up to 30% of total credits for students applying for admission to associate degree programs. 3. Bachelor: Up to 35% of the total credits required for students admitted to baccalaureate programs. 4. Master and Doctoral: Up to 35% of the total credits required for students admitted to master's or doctoral programs. The complete Policy and Procedures is published on the Student Right to Know section of our web page: https://upcjbr.university/wp-content/uploads/2024/01/Policy-for-Transfer-of-Credits-Credits-Awarded-through-Previous-Experiential-or-Learning-1.pdf

2. Demonstrate public disclosure of the list of institutions with which the institution has established an articulation agreement by URL and other public locations, if any	PUDCJBR does not have any articulation agreement with other institutions.
3. Policies and procedures for making decisions about credits awarded through the assessment of experiential learning, prior non-academic learning (including military service), competency-based education, direct assessment, and other alternative learning approaches. Demonstrate public disclosure of policy by URL, catalog, or other public location	VALIDATION FOR PRIOR LEARNING The validation of credits for previous learning includes the validation for work experience or challenge exam. Assessment by prior learning and acquired knowledge is the systematic process through which the learning obtained by the student by means other than formal university studies is identified, documented, and recognized; but equivalent to college-level courses. To request validation of credits for previous learning, the student cannot be enrolled in the course, nor have previously enrolled in the course. The student must meet with the Academic/Program Dean or authorized personnel of the corresponding program, to demonstrate prior knowledge of the subject. Courses passed through prior learning validation will be recorded with the AP rating. The student must enroll in the unapproved courses. VALIDATION FOR WORK EXPERIENCE The evaluation is carried out by the Academic/Program Dean, or specialist staff in the academic area. It grants university credits by evaluating the documentation submitted, interviewing the candidate and can request a demonstration of execution in those skills that require it. The validation staff will deliver the criteria sheet and will evaluate compliance with the requirements requested for validation by prior learning by means of a checklist. Portfolio assessments require the student to have a minimum of two years of related work experience. Procedure for validation for work experience: 1. Evidence of two years or more of work experience related to the course you wish to validate. Such work experience must be for paid service and certified by the Human Resources Director of the place of employment

	or certification of employment on stamped paper must include appointment with employment start and end date (if applicable) and duties in the position.
	2. Two letters of recommendation from professionals related to work experience.
	3. Show or deliver to the specialist continuing education, certificates, professional licenses.
	4. Interview with the Academic Dean or directors of the program to be studied.
	5. The university, through the staff in charge of the process, may require any other documents such as:
	1. Copy of Duties and Responsibilities Sheet if necessary if determined by the evaluation specialist to collaborate the information.
	2. Copy of evaluations by supervisors if necessary if determined by the evaluation specialist to corroborate information.
	3. Other
	2. Exceptions to the validation by experience
	1. The Master's Degree in Science of Nursing with Specialty in Critical Care, validates the candidate's minimum one year of experience in an intensive care unit as a nurse in the generalist category to validate the practice of critical care I and II and the theoretical course I and II of the student requesting it. It is also taken into consideration for this validation if the student has the professional certification of adult critical care or intensivist of 360 hours of practice approved by the P.R. Board of Examiners.
	2. Students in the MSA Program are credited with one year of experience in their admission requirements of professional certification approved by the Adult Critical Care Board.
	3. Students of the Bachelor of Science in Nursing Program are validated for courses of their associate degree already completed and their experience in classes already completed as long as the number of hours and credits are

	congruent with that of PUDCJBR. These students are usually left to contend between various theoretical classes and the clinical community and leadership labs leading to their Bachelor of Science in Nursing degree.
	3. To maintain an organization in the validation process, it is recommended for Deans, directors, coordinators, registrars and admissions:
	1. The officer in charge of the validation process coordinates the appointment with the Academic or Program Dean together with the director or coordinator of the Program to be validated.
	2. The Academic Dean or specialist in the area to be validated conducts the interview and evaluates the documents for the corresponding action.
	3. The Academic Dean or authorized staff notifies the candidate of the final decision.
	4. The Academic Dean or authorized personnel submits the information to the Office of Revenue and then to the Registrar's Office for appropriate action on the student's record.
	VALIDATION BY CHALLENGE EXAM
	The purpose of validation by challenge exam is to validate the student's proficiency in a PUDCJBR course. This is designed by the faculty specialized in the area. The exam can only be taken once and must be passed with the minimum point of execution established (80%). It is required that the student be enrolled in the Institution and not have previously taken the course. If the student does not pass the exam, he/she must enroll in the course. Each program, together with the director, determines the courses that can be taken per challenge.
	The complete Policy and Procedures is published on the Student Right to Know section of our web page:
	https://upcjbr.university/wp-content/uploads/2024/01/Policy-for-Transfer-of-Credits-Credits-Awarded-through-Previous-Experiential-or-Learning-1.pdf

If possible, institutions should use same URL as the institution uses for Student Right to Know. The URL provided here should match what is submitted for the Student Achievement Webpage as reported in the Annual Institutional Update (AIU).

Explanation if a compliance requirement is not relevant for your institution:

3. Title IV Program Responsibilities

	Evidence to Demonstrate Compliance:
1. The most recent three-year Official Cohort Default Rate. If applicable, submit reports on compliance from the USDE in regard to the cohort default rate, including any default reduction plans	The institution does not have an Official Cohort Default Rate yet but still the Financial Aid Office works on preparing the student before, during and after studying with us. The student receives financial advised and can be face to face or via online services. Every time student leaves school, we send them through email the information and exit counseling and most of them visit our office to get help with repayment plan options because most our students are graduates and received student loans for their studies.
2. Financial Responsibility Composite Scores for the three most recent fiscal years. For clarity, this information may be presented as a table. (*private and for-profit institutions only*)	Composite score for three most recent fiscal years are: 2020: 3.00 2021: 2.60 2022: 2.60
3. Letter or notification confirming the institution's status as a public institution from an appropriate official from a state or other governmental agency with the legal authority to make such a designation (*public institutions only*)	PUDCJBR is a private institution.

4. Final Program Review Determination Letter or Expedited Determination Letter and any major correspondence from the most recent program review since the institution's last Verification of Compliance Review. If a program review is in process or an audit is underway, provide major documentation that is available such as Notification for the Program Review or Preliminary Findings. The institution should provide status reports or documentation if it has requested an extension or filed an appeal	The institution has not had any Program Review Determination letter.
5. Single Audit (OMB-Circular A-128; OMB Circular A-133, 2 CFR 200 Subpart F; Uniform Guidance) on federal programs for the most recent three fiscal years available (*non-Profit institutions only*)	PUDCJBR is a for profit institution.
6. Relevant correspondence from the USDE, since the institution's last Verification of Compliance Review, such as any actions to limit, suspend, or terminate the institution's eligibility to participate in title IV programs, including institutional response, if applicable	The institution has not had any actions to limit, suspend, or terminate the institution's eligibility.

Explanation if a compliance requirement is not relevant for your institution:

4. Institutional Records of Student Complaints

	Evidence to Demonstrate Compliance:
1. Policy and/or procedures for student complaints. Include the URL and any other public location where these documents are made available to students and the public	Student Grievance/Complaint Policy: https://upcjbr.university/wp-content/uploads/2024/01/Grievance-Policy-nov2023-1.pdf Grievance Form: https://ampexitsolutions.com/pucb/wp-content/uploads/2022/11/Student-Grievance-Form.pdf Grievance/Complaint Data: https://upcjbr.university/wp-content/uploads/2023/12/GRIEVANCE-Complaint-Data.pdf
2. Public location of contact information that the institution provides enrolled and prospective students for filing complaints with the institution's accreditor and with its state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student's complaint. Include the URL and any other public location, if any	The Grievance/Complaint Policy provides the information if a complainant is dissatisfied with the outcome, they may present an appeal to: Puerto Rico Board of Post-Secondary Institutions PO BOX 19900 San Juan PR 00910-1900 The complainant should follow the steps presented by the Puerto Rico Board of PostSecondary Institutions. If a complainant is dissatisfied with the outcome, they may also present an appeal to the Middle States Commission on Higher Education: Middle States Commission on Higher Education (MSCHE) 1007 North Orange Street 4th Floor, MB #166 Wilmington, DE 19801 The policy is published on the Student Right to Know section of our web page:

	https://upcjbr.university/wp-content/uploads/2024/01/Grievance-Policy-nov2023-2.pdf

Explanation if a compliance requirement is not relevant for your institution:

5. Required Information for Students and the Public

	Evidence to Demonstrate Compliance:
1. URLs, catalogs and student handbooks, and other public locations of any alternative institutional website documenting required disclosures of graduation, completion, licensure pass rate and other data required by *Student Right to Know**, as well as policies on Satisfactory Academic Progress (SAP), refund, withdrawal, leave of absence, and attendance	PUDCJBR Institutional Catalog Student Handbook Institutional Performance and Student Achievement section on web page Student Right to Know section on web page
2. URLs, catalogs and student handbooks, and other public locations of any alternative institutional website documenting disclosure of program completion eligibility to meet State licensure requirements including States for which the curriculum meets and does not meet State eligibility requirements, and for which eligibility has not been determined	Student Right to Know section on web page Our BSN, MSA, MSN and DNAP programs meet the State licensure requirements.
3. Documents and URLs for clear and accurate information wherever accreditation is referenced available to current and prospective students that show the accreditation phase and accreditation status with the Middle States Commission on Higher Education as well as the contact information for the Commission	Information about our License to Operate, Institutional accreditation with MSCHE and professional accreditations with ACEN and COA are available through our web page Accreditations
4. Provide an explanation for how the institution verifies that the posted student outcomes data are accurate	The Dean of Academic Affairs, Dean of Student Affairs and Registrar work together at the end of each academic year to revise and update the student outcomes data.

Many institutions create a single portal page on the institution's web site that provides hyperlinks to disclosure information (Consumer Information Page, Student Right to Know, HEOA, Fast Facts, At A Glance, etc.). This is the recommended approach as it facilitates the review by the Commission since it consolidates the information in one place and meets multiple accountability requirements at one time.

Explanation if a compliance requirement is not relevant for your institution:

6. Standing with State and Other Accrediting Agencies

	List of Evidence to Demonstrate Compliance:
1. Names of other accreditors, program(s) it accredits, and year of next review	**For DNAP program:** Council of Accreditation of Nurse Anesthesia Educational Programs (COA) 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 First class of students started on January 2023. Next review: 2028 **For MSA and MSN programs:** Accreditation Commission for Education in Nursing (ACEN) 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 Review visit was conducted in September 2023, institution is awaiting for final decision. **For BSN program:** Accreditation Commission for Education in Nursing (ACEN) 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
		Evaluation visit will on August 2024.
2.	Documents and URLs available to current and prospective students that show the most recent updated degree granting authority, charter, or license with an appropriate jurisdiction and the current accreditation status with other USDE recognized accrediting agencies	The link below details the licensing and accreditation status: https://upcjbr.university/index.php/institution/acreditations/
3.	Report from State or other accreditor if institution has been found noncompliant (including institutional response) within the last five years	PUDCJBR is in compliance

Explanation if a compliance requirement is not relevant for your institution:

7. Written Arrangements

	Evidence to Demonstrate Compliance:
1. List of current written agreements, including the name of third-party and educational program(s) involved, and date of Commission approval	PUDCJBR has no written agreements for educational programs.
2. Documents and/or URLs available to current and prospective students that describe written arrangements including: the name of the educational program(s) involved; the portion of the educational program not provided by the institution; the name and location of the other unaccredited or ineligible third party providers; and the method of delivery and estimated additional costs of that portion of the program	PUDCJBR has no written agreements for educational programs. There are no disclosures to document.

Explanation if a compliance requirement is not relevant for your institution:

8. Assignment of Credit Hour

	Evidence to Demonstrate Compliance:
1. Policy and procedures for assignment of credit hour for all types of courses, disciplines, programs, credential levels, formats, regardless of modality). Include the URL and any other location where the documents are disclosed to students and the public	This Credit Hour Assignment Policy is intended to ensure that the number of credits awarded for the completion of each PUDCJBR course reflects the Middle States Commission on Higher Education (MSCHE) requirements for classroom hours and recommended out of class course work and is appropriate for the pursuit of identified learning outcomes. This policy applies to the assignment of credit hours to all current and new master's PUDCJBR programs, as well as related review and assessment processes. For purpose of calculating units of credit, one semester credit is equivalent to one hour of lecture plus two hours (120 minutes) of out-of-class course work. This calculation is in theoretical courses and seminars. Except for the course of ANES 5023 Introduction to Clinical Practice of two credits (2 credits), for which each credit is a proportion of 1:2, equivalent of four hours of lecture. For calculating units of credit in clinical practice courses one unit of credit is equivalent to four hours of lecture. The number of assigned practice hours has the purpose of providing the students with learning experiences in the diverse areas of the specialty. For the anesthesia programs, this will depend on the diversity of types of surgeries and anesthesia's, conditions, patient stages of growth and development. Besides, it is also so that students complete the number of cases required by the professional organization. The proportion of credit/contact hours in practice courses increases once the student has acquired basic knowledge and skills. The hours in the courses offered during summer, trimester or intensive sessions are calculated and offered based on the corresponding number of hours each course has on the semester session, adjusting the schedule as needed. The following is the formula for calculating unit of credit:

		For 18 and 12 weeks semester: 1 credit of theory is equivalent to 18 contact hours 1 credit of laboratory is equivalent to 36 contact hours 1 clinical practice credit for MSA equals 99 contact hours 1 clinical practice credit for MSN equals 54 contact hours For 15 week semester: 1 credit of theory is equivalent to 15 contact hours 1 credit of laboratory is equivalent to 30 contact hours 1 clinical practice credit for DNAP equals 75 contact hours. The Institutional Catalog includes this policy.
2.	Course or program review procedures and sample approval documentation, as they relate to credit hour	PUDCJBR assigns credit hours to courses in the course development process. When a faculty member develops and proposes a new course, it must be reviewed and approved by the Curriculum Committee At this time, no faculty member have proposed a new course. New courses have been developed as part of the design of a new academic degree proposal, documentation is prepared following the guidelines of the Puerto Rico Board of Post Secondary Institutions for the creation of new academic programs to be submitted for their license approval.
3.	Process the institution utilizes to verify length of academic period and compliance with credit hour requirements	Prior to start of the semester, in collaboration with the Office of the Registrar and the Office of Academic Affairs, each program director or coordinator submits the schedule of classes, which details courses, credit hours, the date and time of each one. These offerings are reviewed in the context of credit hour assignment to the course as reflected in our catalog. This ensures that PUDCJBR guidelines are adhered to course offerings each semester.

Explanation if a compliance requirement is not relevant for your institution: