

***Pontifical Catholic University of Puerto Rico  
Mayagüez Campus  
NUTC Institute***



***Non University Technical Certificates Programs  
“Post Secondary Level”  
2019 - 2024***

## ***NUTC Institute, PUCPR, Mayaguez Campus***

***Dr. Jorge Ivan Velez Arocho, President***

***Dr. Leandro Colón Alicea, Vice President for Academic Affairs***

***Dra. Olga Hernández de Patiño, Rector***

**Administration:** Dr. Frank Jimmy Sierra Cortés Dean of Academic Affairs, Prof. Nilsa Soto, Associate Dean for Administrative Affairs, Prof. Alejandro Ruiz Caíño, Associate Dean of Student Affairs, Prof. Nilsa Soto, Associate Dean for Administrative Affairs Prof. Edwin Ramos Caban, Library Director, Prof. Karen G. Morales Rodríguez, Director of the NUTC Programs Institute & Continuing Education Coordinator, Ponce and Mayaguez Campus.

### **INTRODUCTION**

The Pontifical Catholic University of Puerto Rico is an institution of higher education co-educational, non-profit, closely linked to the Catholic Church of Puerto Rico. Its main purpose is to serve Puerto Rico as a Catholic entity. The faculty members is made up of religious and lay graduates of universities in the world, ensuring universal dimension. Furthermore, due to its geographical location at the midpoint between the two Americas, the Catholic University aims to contribute to dialogue between the two cultures.

The catalog presents a more explicit description of the University. The first part is general information and tries to trace their character. The second, which is essentially reference and describes in detail the non-university programs offered by the University at the NUTC Institute. The catalog serves to provide relevant information to students aspiring to enter their classrooms at Mayagüez

Students of undergraduate and law school should consult the catalog published it separately in regard to their rules and special programs. But must take into account the supplementary nature of these catalogs and have knowledge of both the special rules as general here collected. The rules and procedures specified in this catalog are those that apply to all students of the University.

**Canonically Established**

The Catholic University of Puerto Rico was canonically erected by the Holy See on 15 August 1972. This ecclesiastical acknowledgment implies the application of the rules of Canon Law and Decrees of the Sacred Congregation for Catholic Education. Later, dated January 25, 1991, the Congregation conferred the title of Pontifical. This new distinction ratified, officially, the authenticity of the Catholic University of Puerto Rico as a genuine Catholic institution of the church.

## **CHARTER**

The Pontifical Catholic University of Puerto Rico has an absolute charter granted by the Board of Regents of the State University of New York from February 27, 1959.

## **ACCREDITATION**

University academic programs of the Pontifical Catholic University of Puerto Rico are accredited by the Higher Education Council of Puerto Rico and the Middle States Association of Colleges and Secondary Schools. Courses Short Program no university has the authorization of the CEPR, accreditation of MSCHE and the Department of Education of Puerto Rico. In addition, the USDE has the authorization for the corresponding disbursement of financial aid.

## **GENERAL INFORMATION**

### **HISTORY**

The Mayaguez Campus is a young academic institution. Given its dynamism, rapid development and growth, it has become an option for higher education in the west of Puerto Rico. In 1961, it established as an Educational Outreach Center of the then Catholic University of Puerto Rico. In 1982 he was awarded the official title of Center, later becoming the Mayagüez Campus of the Pontifical Catholic University of Puerto Rico in 1996. In the academic year 1989-1990 the current facilities were opened in the city of Mayagüez, Puerto Rico.

The Mayagüez Campus of the Pontifical Catholic University of Puerto Rico offers its services to two groups of students: traditionally high school graduates and adult students usually take courses at night. These students largely come from low-income families with limited opportunities for personal and professional growth. This population segment has at the

Mayaguez Campus of the Pontifical Catholic University of Puerto Rico, the opportunity for a quality higher education, according to the institutional mission.

An additional population is served in graduate programs whose beginnings date back to August 1998 in the form of semester and from August 2004 in the form of quarter.

Between 2005 and 2010 a series of technological expansion projects were conducted under the Federal Proposal Title V Individual curricular expansion and integration of new academic programs. With this proposal we worked with the integration of technology as a teaching strategy in courses.

## **LOCATION**

The Mayaguez Campus is located on Calle Ramón Emeterio Betances (formerly Post Street) # 482 Sur, Mayaguez. Postal Address: Apartado 1326, Mayagüez, 00681. Phone: 787-834-5151. Fax: 787-986-7026

## **ADMINISTRATION**

The Mayagüez Campus of the Pontifical Catholic University of Puerto Rico is administered by a Rector who represents the campus in the University Senate, the University Board, Academic Council Curriculum Committee Institutional, Institutional Recruitment Committee and the Administrative Board. The following officers will help the Rector in the administration: the Dean of Academic Affairs, Associate Dean for Administrative Affairs, the Associate Dean of Student Affairs. Each school has a Director including the Graduate Program and Courses Short Institute; and the Library. Other officers will complete the administrative body.

## **MISSION INSTITUTION**

The Mission of the Pontifical Catholic University of Puerto Rico is to celebrate and promote the life and dignity of the human person and educate them according to Gospel values in the disciplines of scientific knowledge updated to build a local and global world.

In our daily work we embody the values of the Gospel to illuminate them, scientific, business and cultural social activity as well as the physical and human environment around us.

## **FACULTY**

The Pontifical Catholic University of Puerto Rico offers academic programs in three areas: Ponce, Arecibo and Mayaguez. Courses are also offered in Coamo Extensions, Bayamón, Santa Maria and Alabama.

## **SHORT CAREER INSTITUTE**

**Prof. Karen G. Morales Rodríguez, Director**

NUTC Institute is established under the Vice President for Academic Affairs but has its corporate headquarters in Mayagüez and an extension in Student House in San Germán.

## **MISSION OF THE NUTC INSTITUTE**

NUTC Institute is responsible for establishing programs certified technicians No University in areas of high labor demand. This Institute is designed to create short careers programs that help students meet their academic needs, achieve used to be a living example of a Christian citizen with high ethical values and competitive beings in the workplace.

## **GOALS OF NUTC INSTITUTE**

1. Programs provide short courses that meet the present and future needs and market demands technical jobs in PR,
2. Meet the need for students who want sprints as alternative studies.

## **OBJECTIVES OF THE NUTC INSTITUTE**

1. Train students with the skills necessary to compete effectively in the technical market.
2. Develop highly qualified professionals in technical and professional skills, moral and christian values.
3. Developing diversity of offerings in sprints that satisfies the need for employment in the country.
4. Provide support services that contribute to academic and occupational success of people of all ages.

## **PERSONAL**

To be possible targets of the institution, the museum has a number of human resources that provide guidance, academic coordination, financial assistance, counseling, professional and

spiritual guidance. The most valuable and important resource available to the Complex, is its employees, as it has a faculty properly prepared. This faculty has the academic preparation required and necessary for each of the concentrations and specializations offered in the enclosure and are required by accrediting agencies for institutions of postsecondary education and higher education experience. As administrative support staff Campus has 52 full-time employees and part-time service, guidance and counseling our students.

### **Physical facilities and equipment**

The Mayaguez Campus is conveniently located in the southern part of the city of Mayagüez, easy access to the main road PR-2R and minutes from the commercial and government centers in the city of Mayaguez. The campus is beautiful with trees, plants and tropical flowers that create an atmosphere of peace and tranquility conducive to study. The Mayagüez campus buildings are modern, simple architecture, and prepared with equipment that support the academic offerings, with facilities for people with disabilities. The main teaching buildings are the Main Building, Building Student Center and Technology Center.

#### **MAIN BUILDING (EP)**

The main building is the headquarters of the administration of the campus. The third level is the office of Rector, Dean of Academic Affairs and Dean of Administrative Affairs. At the third level computer labs and secretarial, laboratories Natural Science and Optics are located, in addition to the Health and Safety Office. On the second level is the Dean of Student Affairs and other administrative offices such as the Office of the Director of Schools, Chaplaincy Office, Professional Counseling, Night Office, Office Reproduction and faculty offices. At the first level the library is located, the CETEA Tutoring Center, the Institute of Continuing Education and Career Institute Short.

#### **STUDENT CENTER BUILDING (EC)**

In the Student Center building Chapel, a laboratory of strength for physical education, games room, language lab, laboratory for the Culinary Arts program and hotels and restaurants, lounges electronic classes for master's programs and lounges is located classes for high school courses and an amphitheater and the Office of Graduate Program.

#### **BUILDING TECHNOLOGY CENTER (ECT)**

Building Technology Center include labs and computer technology, laboratory English and the front dispensary nursing; on the second floor warehouse and workspace physical plant.

## **OTHER FACILITIES**

Other facilities serve to promote academic, social, cultural and recreational-sports activities. The enclosure has two tennis courts and a softball field, and comfortable space for parking vehicles for administration, faculty, students and visitors. For site security, security cameras around campus and shed more security guards to control inputs and outputs have the enclosure.

## ***LIBRARY***

***Prof. Edwin Ramos Caban, Director***

### **Mission and Goals**

The Library aims to contribute to achieving the mission and goals of the Mayaguez Campus of PUCPR, and in particular to achieve the highest aspiration to "develop a highly competent professional with vast humanistic, scientific, Christian and technicians" who enable them to perform both the functional aspect, as within their life circumstances which we hope to achieve contributing to the development of an individual capable of "learning to learn".

Our primary mission is to support the educational process by strengthening collections in tune with the priorities of the curriculum and strengthening service areas; especially instructional function of the Library. focus on teaching skills bibliographic research and development of skills for skills in information management (Information Literacy) will be provided.

The Library has set the following objectives for the achievement of our aspirations:

1. Develop, organize, maintain collections in tune with the curricular offerings and provide quick and effective access to resources.
2. Help students to develop research skills and information management (Information Literacy) through an effective training program.
3. Achieve maximum utilization of resources and services for the university community.
4. Optimize audiovisual services providing the equipment and resources necessary to strengthen teaching in the light of the new technology.
5. Strengthen administrative processes and provide the necessary resources Library for offering an excellent service to the university community.

### **Personal Librarian**

The library has a highly trained and committed to the service offered by the Institution staff. The library currently has three professional librarians to complete task and a professional librarian part-task, an Assistant Librarian full task and two librarians Partial task.

### **Physical facilities**

Library of Mayagüez is located on the 1st floor of the main building. It has two main service areas which offer quality service to our university community and the community in general. Area information services that include: Reserve Circulation and Audiovisual; and the area including magazines Periodicals, Reference and Resource Center Digitized.

### **Service Times**

The library maintains the following schedule during the regular semester:

|                    |  |
|--------------------|--|
| Monday to thursday | 8:00 a.m. to 10:00 pm                      |
| Friday             | 8:00 am - 6:00 pm                          |
| Saturdays          | 8:00 a.m. to 12:00 md<br>1:00 pm - 4:00 pm |

**NOTE:** For occasions such as academic breaks, summer sessions, special periods and other special schedule which will be reported to the academic community will be set. On public holidays the library will offer services from 3:00 pm to 10:00 pm.

### **Bibliographical collection**

The library has two main rooms divided are in: Living Information Services including collections of Circulation, Audiovisual and Reserve, the other room Serials including: Magazines, Reference and Research area Electronics.

Circulation collection features 32.463 36.153 titles printed volumes. It also has an online database of books known as e-Books retrievable via the Internet with approximately 24,000 titles in full text. The reference collection has 4,235 titles and 4,985 volumes. Magazines collection has 347 titles by subscription, free and donated. In the area of Audiovisual collection it consists of 1,094 titles and 11,913 pieces in different formats such as 16mm films, VHS, slides, filmstrips, audio cassettes, DVD, among others.

Library of Mayagüez has several online databases available to the university community via the Internet with remote access. Among the databases available online include: EBSCO Host, ProQuest Direct, HW Wilson, Social Work Abstracts, HAPI, E-Books, Infotract, Legislative

Reference, Index of Puerto Rico Newspapers, Magazines Index Puertorriqueñas and Adendi.com .

## **Services**

Among the services offered by the Library include: services of photocopying machines, services Information Literacy through a training program User Service Inter-library loans, services electronically book loans, among others. Among the collection are the documents of census data of Puerto Rico and the United States since 1996.

In addition, the Library has specialized for people with physical limitations a Braille typewriter, with printer for the benefit of the client computer.

## **ACADEMICS**

### **Dr. Frank Jimmy Sierra Cortés, Dean of Academic Affairs**

Campus Academic Affairs and university faculty are organized under the administration, coordination and supervision of the Dean of Academic Affairs. This office is responsible for planning, organizing, directing, coordinating and evaluating all academic services, including the requirements, procedures, services and reports of the Faculty. Dean is attached directly to the rectory office.

## **ADMINISTRATIVE AFFAIRS**

### **Prof. Cándida González Cebollero, Associate Dean for Administrative Affairs**

### **Mr. Felix Carmenatty, Assistant Dean for Administrative Affairs**

The Campus Administrative and staff are organized under the administration, coordination and supervision of the Dean of Administrative and his assistant. This office is responsible for planning, organizing, directing, coordinating and evaluating all administrative services, including procedures and security services, purchasing, accounting, physical plant and maintenance The Dean is linked directly to the rectory office.

## **STUDENT AFFAIRS**

### ***Prof. Alejandro Ruiz Caíño, Associate Dean of Student Affairs***

Student Services Program is organized under the administration, coordination and supervision of the Dean of Student Affairs. This office is responsible for planning, organizing,

directing, coordinating and evaluating all student services. Dean is associated directly to the Dean of Academic Affairs.

The Student Affairs Office is located on the second floor of the Main Building. All their staff is available Monday through Thursday from 8:00 am to 8:30 pm, and Friday from 8:00 am to 4:00 pm to serve the entire university community. This is your primary responsibility.

The Mayaguez Campus gives importance to the development of the student. Where predominates the development of the intellect through formal learning through instruction and study. It is also considered the fact that students must develop not only in the intellectual part, but also the physical, spiritual, emotional and social side to get to successful professionals who contribute positively to our society human beings and Christians. Program Campus Student Services in addition to paying a number of services needed to do as a student offers a variety of activities that promote the opportunity to cultivate them their particular, interests, skills, and develop their initiative and leadership.

The Dean of favorable Student Affairs and supports the right of students as a member of the university to form student organizations, academic, social, religious, sporting, cultural and recreational type community, this without losing sight of the mission and vision of the institution . All student organization wishing to operate in the enclosure must apply for official recognition in accordance with the rules laid down in the regulations.

## **STUDENT LIFE, SERVICES AND ACTIVITIES**

Student Services Program is an educational approach, since its goal is to contribute to the formation of the student. Therefore, their role is educational and naturally the people who run it are educators. The program responds to the mission and goals of the institution and contributes substantially and integrally to achieving these. Program complements the end of the learning process, providing the student experiences that ordinarily are not in classrooms or laboratories.

## **CHAPLAINCY**

### ***Rev. Father. Luis Alberto Rodriguez***

The Catholic University of PR, by its nature, seeks spiritual development of its members by offering all those services that can help them to strengthen faith. We understand that

Christianity does not consist of a series of acts, but evidence of the person of Christ who gives meaning to all human activities. Chaplain occupies a central place in university life.

In addition to the daily liturgical offices, the chaplain provides spiritual guidance and, together with other religious of the university community, offer their pastoral services to foster growth of Christian values. The main objectives sought to achieve through the Chaplaincy Campus are:

1. Knowing the reasoned faith at university level and make judgments according to Christian morality.
2. Develop a strong relationship with God through the sacraments and personal and group prayer.
3. Provide testimony to others, of our Catholic faith through various apostolates.

## **GUIDANCE AND COUNSELING CENTER**

***Dra. Sandra Morales***

***Prof. Gloria Toro***

Guidance Center, attached to the Dean of Student Affairs, is part of the services offered Campus all students to supplement the formal academic instruction.

Program Guidance and Counseling through its multiple resources helps students to adjust to university life. It also provides to meet their needs and develop their potential in personal, vocational, occupational and academic aspects.

The freshmen receive group counseling for two semesters in their first year of college (Guidance 003 and 004), in groups that meet weekly hour. Students with classification group counseling are transferred for one semester (Orientation 005), they should preferably take it upon arrival at the University. These orientation courses are graduation requirements.

### **Service in the personal area:**

- group and individual orientations according to needs of our students.
- Conferences and workshops on topics of personal improvement.
- Referrals to psychologists, social workers, chaplains, vocational rehabilitation, among others.
- Extracurricular planning to encourage development of leadership skills within Campus and community activities.

- Advice to student organizations affiliated to the counseling center.

### **Service in the academic area:**

Referrals tutoring and academic counseling to

- Group guidance on: graduate studies, study habits and reading effective time management techniques to answer oral examinations and preparation of reports, PUCPR academic programs, how to enroll through the Banner Program.
- And follow-up interview students on academic achievement.
- Referrals to deans, headmasters and teachers.
- Monitoring and retention strategies for students who do not enroll in courses that do not process orientation or enrollment during the period established in the institution.
- Orientation and distribution of applications for entrance exams to graduate studies such as EXADEP, LSAT, among others.

### **Service in the occupational area:**

- Individual interviews for students have not decided their career
- Administration and interpretation of vocational interest tests.
- Individual and group guidance on issues related to job search.
- Guidance on existing employment opportunities according to the academic offerings of the campus.
- Planning and organizing job fairs and health fairs.

### **Other services:**

- Participation in the registration process, attend to all students in general, but will give special attention to new students.
- Work in departmental and institutional committees.
- Services to special populations: foreign, athletes, students with limited, transferred and students on probation, among others.
- Among others related.

## **PROGRAM FOR HUMAN DEVELOPMENT AND HEALTH PREVENTION**

Program for Healthy Human Development and Prevention is coordinated through the Counseling Center, which works with the coordination of prevention activities, student organization, biennial reports and questionnaires administered CORE.

all efforts to prevent the abuse of controlled substances, alcohol and violence and issues related to stress, conflict management, anxiety and depression are coordinated. You are provided with educational materials for students, activities that promote healthy lifestyles, also every two years a questionnaire that measures lifestyles, CORE (alcohol, drugs, sexuality and campus security) is administered. It should be noted that institutional drug and alcohol policy is distributed to all new students during orientation.

## **DISABILITY SERVICES TO PERSONS**

Services are coordinated through the Office of the Dean of Student Affairs, it is the Dean who works each particular case, this in coordination with the Office of Institutional Services Prevented. Associate Dean of Student Affairs is responsible for providing students with disabilities all services are available at the institution; Once students apply for them.

The institution has established procedures that provide students with disabilities the guarantees to be treated and can receive under the ADA and other laws reasonable accommodations according to their condition.

To receive these services the student must apply in person at the Dean and complete the documentation required by law to offer the services.

## **Basic Medical Services**

The enclosure has a dispensary aware of the need to help maintain the physical health of students and staff, he organized a health service program in order to provide help and guidance to all those who need it.

It offers its services through two registered nurses, one daytime and one at night. These need to review and monitor the vaccination certificates of students under 21 years of age required by the Department of Health and responsible for coordinating the necessary assistance in any health emergency that a student will happen or an employee . This office is responsible for carrying out the protocol for emergency assistance on site and coordination with the 911 if necessary.

## **SOCIAL AND CULTURAL ACTIVITIES**

Recinto in a variety of coordinated by the Dean of Student Affairs activities are developed. They are religious, cultural, social nature, counseling, recreational, sports, among others.

Recognized student organizations also develop a series of activities, which we identify as social activities and service to the university community.

## **SPORTS**

Extracurricular activities and recreational sports that are held in the enclosure are held by the coordinator of sports and recreational activities, which develops the intramural program, interuniversity and recreational activities. Here the student has the opportunity to participate in a variety of sports of your choice for your enjoyment and recreation. Those who demonstrate superior skills sports, both males and females have the opportunity to participate in the Inter-University Program.

## **ACADEMIC ACTIVITIES FOR HOURS OR EDUCATIVAS CONTACT**

Academic activities with external and university community that may require certification or be made in form of contact hours, such as workshops, seminars, short courses, conferences, camps, "bootcamps" or children's activities are coordinated by the Institute of Continuing Education PUCPR.

## **ACADEMIC OFFERINGS APPROVED BY THE GENERAL EDUCATION DEPARTMENT**

Academic offerings Courses Short Program of Mayagüez are non-university programs that prepare students in a technical or vocational career.

The academic calendar is organized in terms of 15 weeks of classes and they can be established in day, night, evening, combined or "weekend college" modalities.

### **Study Programs**

The Mayagüez and San Germán extension include the following non-university academic programs:

- Assistant Medical Office Management - 38 credits - 1.155 hours
- Culinary Arts - 36 credits - 1.230 hours
- Sports Management - 36 credits - 1.200 hours
- Assistant Coroner - 36 credits - 1.080 hours

## ACADEMIC INFORMATION

### ADMISSION TO PROGRAMS sprints

### ADMISSION POLICY

Admission policy of the Pontifical Catholic University of Puerto Rico is designed to accept applicants who have successfully completed graduation requirements leading to high school diploma at an accredited or who have passed the examination for high school equivalency (GED) high school ; The Pontifical Catholic University of Puerto Rico does not reject or accept any applicant based on race, color, sex, age, creed, national origin or disability.

### ADMISSION REQUIREMENTS

- He has graduated from an accredited or have completed high school equivalent studies.
- Have a high school grade point average of not less than 1.70 on a 4.00 scale or equivalent.
- Submit an official transcript of high school or its equivalent.
- Copy of social security card.
- Certificate of immunization / vaccines under 21 year of age (P. Vac-3).
- Have completed the Application Form for Certification Programs provided by the PUCPR.
- In cases of technical programs possessing additional requirements must comply with them fully.
- Have approved the minimum high school academic requirements, namely:

Minimum academic requirements:

**Three High School  
(6-3-3 Plan)**

| <b>Matter</b>    | <b>units</b> |
|------------------|--------------|
| English 10-11-12 | 3            |
| Spanish 10-11-12 | 3            |
| Mathematics      | 2            |
| Science          | 1            |
| History          | 1            |

**Four-Year High School  
(Plan 8-4)**

| <b>Matter</b>      | <b>units</b> |
|--------------------|--------------|
| English 9-10-11-12 | 4            |
| Spanish 9-10-11-12 | 4            |
| Mathematics        | 3            |
| Science            | 2            |
| History            | 2            |

A student of the Institute of Career Short or any of its programs Certificates Postsecondary non-university may apply for admission to a university program if you meet a minimum GPA of 2.00 (For interested in an education program will be a minimum GPA of 2.50 and completed in full the requirements of the selected certificate). It will submit its application for admission to the Admissions Office.

### **GENERAL PROCEDURE FOR ADMISSION**

Complete and submit the application form by mail to Pontifical Catholic University of Puerto Rico, Mayaguez Campus, PO Box 1326, Mayagüez, PR 00681 or in person at the Admissions Office, Betances Street (Post) 485 South Mayagüez, PR 00681. Request that high school from which the student sent directly to the Admissions Office, a copy of the transcript indicating the approved courses and courses in progress. After graduation must submit an official transcript and graduation certificate with the overall graduation rate. The limits for filing application for admission dates are as follows:

- a. For the first term starting in September - August 15

- b. For the second term starting in January - December 15
- c. For the third term begins in May - April 15

Each application is assessed individually, taking into account additional criteria such as good behavior, academic potential and others. All applicants will receive notification of the status of your application. To enroll must have completed all requirements. Documents received become the property of the institution; not returned. The Pontifical Catholic University of Puerto Rico reserves the right to refuse admission.

## **ADMISSION TO TRANSFER STUDENTS**

Any candidate for admission by transfer from another institution, you will validate up to 25% of its curriculum. The validated courses must have a grade of "C" or better and not be taken into consideration for the overall average student.

## **ADMISSION OF TRANSFER STUDENTS**

Admission requirements

Any student who has studied in another accredited institution and interested transferred to the Institute Courses Short (ICC) must meet the following requirements:

1. Filing application for admission using the official form provided by the Office of Admissions.
2. Be interviewed and evaluated by the Director of the ICC.
3. official transcript from the institution of origin.

## **TAKING BACK TO COLLEGE**

Any student who has interrupted his studies for a term or more, which has not been suspended for disciplinary or academic reasons and interests resume their studies, must apply for an interview with the Director of the ICC. Once he interviewed and the Director recommended reinstatement must complete the form readmission to the Registrar's Office and pay the appropriate fee. The application will be evaluated to determine whether the applicant meets the requirements for readmission.

## REGISTER OFFICE

### STUDENTS TO COMPLETE TASK

a student to complete task to anyone who enrolls in all courses for the term according to their academic program and has been enrolled in a course load of 12 credits or more will be considered. The Office of Institutional Registrar shall be the custodian of the official transcript.

### GRADING INFORMATION

By completing each term, the student will receive a score report containing the index of the session and the general index accumulated. The Registrar's Office will send each student a copy of the report. Any claim that the student mistakenly presumed to be in the report should be made by the procedure established for such cases, a term not exceeding fifteen (15) days after the start of the next term. Any right to claim expires after this term.

The student is required to report to the Office of the Registrar any change of address. Short Career Institute will consider all information sent to the student's address as it appears on his official record official.

### CHANGE QUALIFYING

The student has the right to appeal a rating that considers unfair or wrong. In these cases you must start the process with the Director of the ICC, within no more than fifteen (15) calendar days after the start of classes next term. Any right to claim expires after this term. The Director will ask the teacher of the course to examine the case and present evidence of student grades. If after examining the evidence is determined to be the complaint of the student, the grade change form, to be valid, must be processed at the Registrar's Office will be completed. Once processed change the Registrar's Office will send the student notice of the correction note.

### GRADING SYSTEM

Ratings are assigned according to the following scale:

| Ratings | Percent Equivalent | Points of Honor |
|---------|--------------------|-----------------|
|---------|--------------------|-----------------|

|     |        |      |
|-----|--------|------|
| TO  | 100-90 | 4.00 |
| B + | 89-85  | 3.50 |
| B   | 84-80  | 3.00 |
| C + | 79-75  | 2.50 |
| C   | 74-70  | 2.00 |
| C-  | 69-65  | 1.50 |
| D   | 64-60  | 1.00 |
| F   | 59-0   | 0.00 |

Other notations used in the evaluation system include:

|      |                            |
|------|----------------------------|
| PS   | approved successfully      |
| P.S. | Approved with Disabilities |
| NP   | Not approved               |
| W    | VOLUNTARY WITHDRAWAL       |
| W-1  | Low Military Service       |
| W-2  | Sick leave                 |
| W-3  | Administrative Withdrawal  |
| W-5  | Low pro death              |
| WU   | Low absences               |
| I    | Incomplete                 |

## EVALUATIONS

In any course, except for practical courses, internships and seminars, a minimum of three evaluations required.

## FINAL EXAMS

The program of final exams is published by the ICC three weeks in advance. If a student is absent from the final examination for justified reasons, and carries no less than "C -" average, you receive an incomplete "I" that must be removed within the period prescribed by the institution.

## ATTENDANCE

School attendance is essential and compulsory for the academic process. The student must meet attendance requirements and / or contact hours as stipulated by the record. It will be dropped administratively every student who at the end of the first two weeks of school in the

academic term, has never attended a course. Professor, after receiving class lists, submit in writing the names of the concerned Registrar's Office to students.

## ACADEMIC STANDARDS PROGRESS

Satisfactory Academic Progress standards

The execution of each student is evaluated in line with the following criteria. To have satisfactory academic progress, it requires:

1. 70% have passed the criteria attempted by term.
2. He has reached the academic level required for total accumulated credits completed.
3. Complete the certificate program a maximum time period of two (2) years.
4. The financial contributions are limited to 150% of the time required to complete the program.

**A. Qualitative elements:** minimum rate required by accumulated credits, completed accumulated.

| Accrued credits completed | minimum average |
|---------------------------|-----------------|
| 2-12                      | 1.50            |
| 13-24                     | 1.70            |
| 25-39                     | 2.00            |

When a student does not reach the required grade, will enter a probationary period consisting of an additional term with the right to participate in financial aid available for studies, if you qualify.

If the student does not reach the required average at the end of this probationary period it will be suspended for deficiency (low academic) academic progress. However, students who understand that their case should be re-evaluated and showing interest in continuing in the institution will be interviewed by the Director of the ICC and then by the Appeals Committee. This Committee shall be appointed by the Associate Dean of Student Affairs or Rector.

If suspended, the student may apply for readmission to the institution after the academic term low. Readmission is conditional upon the availability of supply and program courses.

The student will be readmitted under the conditions existing at the time was suspended as the cumulative grade point average and approved courses.

- A. **Quantitative elements:** the maximum time that a student will have to complete the certificate program will be two (2) years. The financial contributions are limited to 150% of the time required to complete the program.

Students must pass at least 70% of the credits attempted for periods of studies (term).

In the computation of attempted credits include the following categories:

1. attempted credits
2. Approved credits
3. credits completed

**Attempted Credit:** The total enrollment appropriations entered in the student's record and those who get any of the grades of A, B +, B, C +, C, C-, D, F, P, NP, PS, PD, W e I. it also includes credits transferred from other institutions, which are credited without notice. Does not include, however derecognized courses before or during the repayment period, and that are not listed in the record.

**approved loans:** they are loans in which the student received grades of A, B +, C +, C, C-, D, P, PS, and PD, even if the rating is not accepted to meet program requirements. The courses I considered as approved.

**Credits completed:** number of credits which the student earns grades of A, B +, B, C +, C, C-, D, F, P, NP, PS and PD. Grades earned at other institutions are not included in determining index, although the courses themselves are taken into account for the degree. In repeated courses taking into consideration the best grades obtained.

It is considered to have Satisfactory Academic Progress student who meets the minimum academic retention rate and conditions that are applicable to the program in which it is registered.

### **C. Academic Index**

Minimum average specific certificate courses. Courses concentration of each certificate must be approved with a minimum grade of C-. In the case of core courses they must be approved with a minimum grade of D.

For graduation purposes please refer to the part of graduation requirements established later in this catalog.

#### **D. Minimum Probation Status Index**

1.49-1.01

1.00-0.00 - Low Academic

#### **GUIDE TO SATISFACTORY ACADEMIC PROGRESS**

- cumulative minimum rate required under accumulated credits completed

| accumulated credits completed | minimum average |
|-------------------------------|-----------------|
| 12                            | 1.50            |
| 24                            | 1.70            |
| 36                            | 2.00            |

- all other academic progress standards of the institution will continue. The student's academic progress will be assessed by the Program Director and the Institutional Registrar Officer assigned to evaluate the program.
- The student who does not meet the minimum score required in the first term will be placed on probation with monitoring the ICC Director and Director. The student who does not meet his probation will be discharged from the certificate program.
- The student is entitled to claim his discharge, the Director of the ICC and will be evaluated by the Academic Dean and in his absence by the Rector of the Campus.

#### **GRADUATION REQUIREMENTS OF CERTIFICATES**

Graduation requirements are:

- Approve the number of credits required for its complete certificate program.
- Accumulate a minimum overall average of 2.00 on a scale of 4.00 points.

- Approve the concentration courses of technical program with a grade of "C -" or more or with a score of 65 or more.
- Spinal or general approve technical program courses with a grade of "D" or more or with a score of 60 or more.
- Have completed their practice in an authorized PUCPR and approve the relevant assessments and established contact hours program for the period established for the student center.
- Not having any debt to the Treasury Office, Library or any other office or unit within the institution.
- The Registrar's Office will be responsible for evaluating all students for graduation. This assessment will include verification notes concentration courses and core courses; as well as having served the term established for the necessary and Certificate Program.
- The graduation rate is obtained and the general average shall be established according to the classification of average obtained by the student throughout his execution in the Certificate Program.

| Average            | Classification             |
|--------------------|----------------------------|
| <b>4.00</b>        | <b>Academic excellence</b> |
| <b>4.00 - 3.80</b> | <b>High honor</b>          |
| <b>3.79- 3.50</b>  | <b>Honor</b>               |

- Students with less than 2.00 GPA will not graduate Certificate Program. They must perform their academic director a plan repeat those courses that have not completed and fall on probationary status.

## CREDIT TRANSCRIPTS AND CERTIFICATES

They are issued, at the request of the student, official transcripts. These are sent directly to the official, agency or institution indicated by the student. unofficial copies were also issued, called "Copies of Student." The cost of each credit transcript is three (\$ 3.00) dollars, cash payment at the time of application. To obtain the degree the student receives a copy of your transcript of credits, free of cost. If the student is indebted to the institution, you can not receive any official document or graduate until you pay off your debt.

Applications must be filed in writing at the Office of the Registrar. No transcripts shall be issued without the written consent of the student. It normally takes three to five days to process an application. When requests are made to the effect that greatly increases dates movement in the Registrar's Office, it is possible that more time is required. The Registrar's Office also issues certificates indicating that the student has met the requirements for graduation and other certificates of study, student request.

## **STUDENT RECORDS**

The Pontifical Catholic University of Puerto Rico, in accordance with the federal Privacy Act Records Academic Student (Family Educational Rights and Privacy Act of 1974) has established the following institutional policy, "the Pontifical Catholic University of Puerto Rico keeps records on information staff recognizes students whose privacy and want to protect student records are privately owned by the University academic records will not be accessible to any person outside the following..:

1. The immediate custodian of the record.
2. administrative or teaching staff of the University to show "academic interest legitimate "access to records.
3. Persons referred to in Section 9.31 of the Federal Privacy Regulations Student Records, with the exception of what is stated below.
4. The students themselves in accordance with the rules transcribed in the "Manual of Standards and Procedures Privacy Rights Records Students".

The University is considered authorized to release information contained in education records of students in any procedure that the student or someone representing you engage against the University, whether litigation or administrative proceeding. "" The University will provide the other hand, information transcripts requested by an educational institution to show, by

supporting documents, the student applied for admission to study at the institution, even if not actually been admitted to that. The custodian shall send a copy of the information transferred to the student, the last address listed on your transcript. The custodian also inform students of their right to request amendments to the record transferred. ""

"The student is not entitled to access to data on financial or general statements under section 99.2 of the Federal Rules." "The Registrar of the University Administrative Officer will oversee the implementation of this policy in general." "Institutional rules on amendments to record, drawn up in accordance with the Regulation, not be used for the purpose of altering grades or academic assessments as they appear on the student's transcript. For this purpose the student must comply with the rules this process at the University. "

## **NOTIFICATION OF RIGHTS UNDER FERPA LAW FOR POST SECONDARY INSTITUTIONS**

FERPA (Family Educational Rights and Privacy Act) gives students certain rights regarding their academic record. The student is entitled to:

1. Inspect and review your transcript within the limit of 45 days from the date on which the University receives a request for access. The student must submit a written request to inspect your file to the registrar, dean, head of department or other designated official. You must specify in your request (s) of part (s) of the file you want to view. The official designated by the University will make arrangements to meet the request and notify the student by day and place appointed for an inspection of the file. If the requested file is not in the custody of the officer to whom the request is addressed, the officer will be responsible for notifying the student the name of the person or officer who must direct the request.
2. Require or amend a record that he considers incorrect or inaccurate corrected. The student must apply in writing to the official custodian of the record and shall identify what they want to change and express the reasons why he believes that the information is incorrect or inaccurate. If the University decides not to amend the record as the request made by the student, the University will notify the student of the decision and communicate its right to a hearing regarding your request. University students will provide additional information regarding your right to a hearing.
3. Give approval for personally identifiable information contained in the student's file, except for information that FERPA authorizes offer without the consent or authorization of the student is provided. One exception which permits information is provided without the student's consent is providing information to university officials

who have a legitimate educational interest. It is defined as an official of the university to a person employed by the institution in a position of management, supervision, academic, research or other support position (including security or medical staff); a person or company hired by the University (auditor, attorney or collection agent); a member of the Board of Trustees or a student acting as a member of an official committee (eg. Complaints Committee and Discipline, or helping an officer of the University to fulfill its functions). An official has a legitimate educational interest if you need to inspect a transcript to fulfill their professional responsibility. The University may provide student records information without consent, to another school in which a student interested or intends to enroll.

**NOTE:** FERPA requires institutions to make reasonable efforts to notify the student of the request for information in your file unless the institution has published during the year provide information requested by other universities.

Four. Submit a complaint to the United States Department of Education of America relating to alleged failures of the University to comply with the requirements of FERPA. You should direct your correspondence to:

*Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605*

## **FACULTY**

The Certificate Program No Technical University has a faculty trained to work with the motivation of people to serve. It shall be certified by the Puerto Rico Department of Education and / or possess their specialty and degrees needed to teach the courses in the contracted area. The faculty will be hired part, subject to registration time, full time or any other agreement or additional agreement to regulate power but always recruited according to the need for tuition current certificate programs under the scale and the fee prescribed for short races PUCPR.

## **DISCLAIMER:**

This catalog and its programs are effective from 2 June 2014 onwards for all students who enroll in technical programs belonging to the 57-28 V licenses in Mayagüez and 57-28.1 V in the Center San Germán extension. Any subsequent alteration to be performed at the same must be duly approved by the CEPR.

For any questions you can contact the Short Career Institute at (787) 834-5151, ext 5054 or 5082.