UNIVERSIDAD ANA G. MÉNDEZ

UAGM
Recinto de Gurabo

CATALOG

TECHNICAL Programs

(The effective date of this document
is extended until July 30, 2021.)
- Revised to include addendum. -

2019-2020

POLICY STATEMENT:

This catalog contains the major points of the current agreement between the students and the Institution. Within this agreement, the institution reserves the right to make changes in course offerings, curricula, and other policies affecting its programs.

Due to the changing nature of professions, the institution is continuously reviewing and restructuring many of its academic programs in an effort to enhance their quality, improve efficiency, and to comply with requirements of professional boards, accrediting agencies, and governmental laws and regulations, among others. In that process, some of the programs and courses mentioned in this catalogue may be modified, consolidated with other programs and courses, or eliminated. **When the curriculum of any one program is revised, the institution will automatically initiate the transfer process of every student enrolled in said program to the revised curriculum but without increasing the number of credits required for the students to finish the program**.

If you have questions about a particular program of course, you should contact the appropriate university school or department. In case that a program is eliminated, the program director will prepare a course schedule to assure the graduation of those students enrolled in the program.

Revised: July 2019

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OUR PROFILE

Universidad Ana G. Méndez-Recinto de Gurabo is a nonprofit institution of higher education located 15 miles southeast of San Juan, Puerto Rico, within easy reach of the entire east-central part of the island. Its 140-acre suburban campus and its fifteen buildings provide an ideal atmosphere for the learning experience. The university currently operates five (5) Additional Locations located in Barceloneta, Cayey, Yabucoa, Isabela, and Ponce, and five (5) US Branch Campuses; three (3) in Florida, one (1) in Maryland and one (1) in Texas. It offers technical and professional certificates, associate, bachelor's, master's and doctoral degrees.

The academic system is organized into nine (9) main schools: School of Engineering, International School of Design and Architecture, Natural Sciences and Technology, Health Sciences, Social Sciences and Communications, Education, Business and Entrepreneurship, Technical Studies, School of Liberal Arts and General Education, and two (2) SUAGM systemic, the School of Professional Studies and Continuing Education and the School of Public Safety.

The General Education Deanship, now School of Liberal Arts and General Education (LASGE), was established to address the particular needs of new students admitted to the University. In addition to offering first-year and second-year courses in the General Education Component (GEC), the LASGE provides an array of support services to students in their first and second year.

Two other divisions that provide educational services to different populations are the School of Technical Studies, which offers post-secondary professional careers and associate degrees in technical fields, and the School of Professional Studies and Continuing Education, which serves adults who have had previous university experience, are full-time employees, and can benefit from an accelerated adult learner program at the undergraduate or graduate level. The School provides a university environment for the professional adult where the teaching methodologies, as well as the academic and administrative services are tailored to meet the genuine needs of this population.

It is a professionally oriented institution with a variety of offerings, from technical certificates to doctoral degrees. The institution serves a diversified student body mostly from the surrounding communities, with a variety of economic and educational backgrounds.

Founded in 1972, Universidad Ana G. Méndez-Recinto de Gurabo has continued to grow in the new millennium. The student population of more than 13,000 is composed of young adults and professionals.

The academic staff consists of more than two hundred thirty-six (236) full-time faculty members and three hundred eighty (380) full-time equivalent professors. The full-time faculty members hold doctorates and master's degrees in their fields of expertise. Nearly sixty-four (64) percent of Universidad Ana G. Méndez-Recinto de Gurabo's full-time faculty hold a doctoral degree and thirty-nine (39) percent of part-time faculty holds a doctoral degree. The gender distribution of the faculty is equally divided. Universidad Ana G. Méndez-Recinto de Gurabo is a member of the Ana G. Méndez University System.

MISSION

Universidad Ana G. Méndez-Recinto de Gurabo is an institution of higher education with broad academic offerings of the highest standards of quality. Committed to excellence in teaching, research, innovation, internationalization, and social-humanistic values for a diverse academic population, Universidad Ana G. Méndez-Recinto de Gurabo forms global citizens with critical thinking skills which contribute to the development and well-being of Puerto Rico and other countries.

VISION

The vision of the Universidad Ana G. Méndez-Recinto de Gurabo is to be the leading educational institution in teaching and research, which promotes innovation, entrepreneurship, internationalization, and sensibility towards cultural diversity and the environment.

INSTITUTIONAL VALUES STATEMENT

Universidad Ana G. Méndez-Recinto de Gurabo is committed, as an institution of higher education, to:
1. Freedom of thought and expression
2. Excellence in teaching and the pursuit, generation, dissemination and application of knowledge
3. Respect the dignity of the individual
4. Respect nature and the environment
5. Promote ethical, social and cultural values
6. Recognize and respect diversity

7. Promote institutional excellence in planning, operations and service
8. Promote human and esthetic sensibility.

INSTITUTIONAL OBJECTIVES

1. To fulfill its mission, Universidad Ana G. Méndez-Recinto de Gurabo:
2. Maintains a flexible admissions policy in which each academic school establishes requirements for its programs.
3. Provides services to a diversified student body to help it achieve academic and personal goals.
4. Fosters research to strengthen the teaching and learning processes as well as to improve the quality of life in the surrounding communities.
5. Promotes the internationalization of its academic programs through strategic alliances.
6. Develops and implements a systematic faculty development plan to improve academic credentials, pedagogical competencies and instructional technology skills.
7. Recruits and develops quality human resources.
8. Provides academic skills and career-oriented activities to precollege students, as well as opportunities for continuing education, thus fulfilling the needs of the community.
9. Promotes the use of innovative and nontraditional teaching methodologies.
10. Promotes ethical values that will allow students to exert their professional judgment and performance responsibly.
11. Fosters the preservation and dissemination of those values inherent to Puerto Rican culture in a global context.
12. Establishes collaborative partnerships among universities, government, industry, and community organizations.
13. Contributes to students' awareness of their rights and responsibilities as citizens in a democratic society.

ACCREDITATIONS AND AFFILIATIONS

Regional Accreditation
Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104
Telephone: 267-284-5000

Specialized Accreditations
1. Accreditation Council for Education in Nutrition and Dietetics (ACEND)
2. Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)
3. American Chemical Society (ACS)
4. ABET
5. Association to Advance Collegiate Schools of Business (AACSB)

6. AVMA Committee on Veterinary Technician Education and Activities (CVTEA)
7. Commission on Collegiate Nursing Education (CCNE)
8. Council on Academic Accreditation in Audiology and Speech-Language Pathology - American Speech-Language Hearing Association (CAA-ASHA)
9. Council on Higher Education Accreditation (CHEA)
10. Council on Naturopathic Medical Education (CNME)
11. Council for the Accreditation of Educator Preparation (CAEP) (formerly TEAC)
12. Council on Social Work Education (CSWE)
13. American Psychological Association (APA)
14. National Architectural Accrediting Board (NAAB)

For information about accreditation status, visit http://ut.suagm.edu/es/academia/acreditaciones.

LICENSURES

Puerto Rico Council on Education
PO Box 19900
San Juan, PR 00910-1900

Pennsylvania Department of Education
333 Market Street Harrisburg, PA 17126
Offering: MEd Teaching of English as a Second Language

St. Croix
Center RR2 Box 9296
Kingshill #3 Vicorp Property Kingshill
St. Croix, USVE, 00850
Offering: MEd Teaching of English as a Second Language

St. Thomas/St. John School District
1834 Kogens Gade
St. Thomas, USVI 00802
Offering: MEd Teaching of English as a Second Language

CENTRAL ADMINISTRATION AND BOARD OF DIRECTORS

The Ana G. Méndez University System (the System) is a not for profit private corporation established under the laws of the Commonwealth of Puerto Rico. It is comprised of four (4) academic institutions, one (1) non commercial private TV Station for public broadcasting, and a Central Administration, under which all administrative affairs of the institution are managed by a President/CEO. Universidad Ana G. Méndez-Recinto de Gurabo is one of the four (4) academic institutions.

A twelve (12) member board of trustees governs the System. Of these, five (5) are permanent members. The other eight (8) members are elected by the board for two term periods of two (2) years each, and two periods of four-(4) years, that add up to a maximum of 12 years of service in the board. The board members are distinguished

professionals who represent different career paths and fields of work, and/or civic and community leaders.

The chief executive officer (CEO) of Ana G. Méndez University System is the President, and there is also an Executive Vice President. Each of the administrative and academic components has its own CEO. Thus, the Central Administration units are led by Vice Presidents for: Planning and Academic Affairs, Marketing and Student Affairs, Finance Affairs, Administrative Affairs, Human Resources, National Affairs, and International Affairs. There is also a Vice President and General Manager of Sistema TV., the only non-academic institution. The other institutional officers are the Chancellors of the four academic institutions, which are: Universidad Ana G. Méndez-Recinto de Gurabo, Universidad Metropolitana, Universidad del Este, and Universidad Ana G. Méndez – Campus Virtual. A fifth Chancellor manages the operation of all the academic institutions established in Florida, USA. All Chancellors and Vice Presidents respond directly to the President/CEO, who appoints them.

The System's bylaws define the objectives, powers, officers, committees, meetings and the general handling of the financial affairs of the institutions. The Governing Manual describes the way in which the Board of Directors governs all institutional affairs. The Institutional Bylaws specify the way in which each one of the autonomous institutions will be operated and administered.

The Board is the policy-making, legislative and fiscal oversight body of the System. In addition to appointing the President, the Board is responsible of all corporate affairs and control of the corporation. It approves the institutional mission and vision, the strategic and long range institutional plans, and its annual and special budgets. The President/CEO, who is also a Board member, is directly responsible to the Board for the administration of all corporate business; including the appointment of VPs and institutional officers; personnel administration and compensation; and recommendation to the Board of academic programs and long-range institutional plans.

The Board has four working committees:
Government
Academic and Student Affairs
Finance
Audit

BOARD OF DIRECTORS

Dr. Félix Rodríguez Schmidt, President of the Board
Dr. René A. Soto Torres, Vice-president of the Board and Permanent Member
Mr. José F. Méndez, Jr. President of SUAGM and Permanent Member

Dr. José F. Méndez González, President Emeritus and Permanent Member
Mr. Héctor A. Jiménez Ramírez
Mr. Rafael A. Nadal Arcelay, Esq. Permanent Member
Sr. Ramiro Millán Catasús
Dr. Herminio Martínez, Permanent Member
Mr. Wilfredo Cosme Ortiz
Sra. Rita Dendariarena DiMartino
Lcda. Delia Castillo de Colorado
Dra. Migdalia Torres Rivera

Gloria Castillo, Secretary of the Board
José E. de la Cruz Skerrett, Esq., Legal Advisor

CAMPUS ADMINISTRATION

Office of the Chancellor
David Méndez / Chancellor
Iris N. Serrano / Director, Public Relations
Jacqueline Mullen-Hunt / Vice-Chancellor, External Resources
René Rhonda / Director, Alumni
Carmen T. Ruiz / Director, Josefina Camacho de la Nuez Museum and Center for Humanistic Studies
Vivian Cordero / Director, International Affairs

Office of the Vice Chancellor
Nydia V. Bou / Vice-Chancellor
Diannie Rivera / Associate Vice-Chancellor
Lizbeth Rivera / Associate Vice-Chancellor, Licensing and Accreditation
Ernesto Espinoza / Associate Vice-Chancellor, Assessment and Faculty Development
Edwin R. Marrero / Assistant Vice Chancellor of Student Retention and Academic Success
Israel Rodríguez / Director, Virtual Education

Graduate Studies and Research
Minerva Soto / Student Services Coordinator

School of Liberal Arts and General Education
Félix R. Huertas / Dean
Phillip Murray / Associate Dean
Beatriz Cruz / Director, Department of Spanish and Modern Languages
Jennet Rodríguez Betancourt / Director, Department of English
Juan E. Roque / Director, Department Humanities and Social Sciences
Aida Liz González Agosto / Coordinator, Mathematics
Sylvia Casillas / Director, Language Laboratories
Lizabeth Montalvo Juliá / Coordinator, Freshmen Seminar Courses

School of Business and Entrepreneurship
Juan Carlos Sosa / Dean
Litza Meléndez / Associate Dean
Linda S. Miranda / Administrative Director
Sharon Correa / Academic Director
Johanna Acosta / Director, Special Projects
Lillian Hernández / Director, Student Services

School of Education
Elaine Guadalupe / Dean
Pilar Dávila / Associate Dean
Luis A. Mondriguez / Associate Dean, Physical Education
Maritza Oyola / Associate Dean, Student Services
Carmen D. Rodríguez / Administrative Affairs Director

School of Engineering
Rolando García / Dean
Idalides Vergara-Laurens / Associate Dean
Oscar A. Sáenz / Director, Industrial and Management Engineering Department
Juan C. Morales / Director, Mechanical Engineering Department
José L. Colón / Director, Electrical and Computer Engineering Department
Nelson Gómez / Director, Civil Engineering Department
Nelson Martínez / Director, Institute of Engineering Technology
Daisy Román / Administrative Director
Luz Vilches / Director, Engineering Advising Office (EAO) and Student Services

School of Health Sciences
Nydia V. Bou / Acting Dean
Luisa M. Ramírez / Acting Associate Dean
Héctor Osuna / Associate Dean
Joannie Ortiz / Administrative Affairs Director
Wanda Rodríguez / Student Services Director
Frank Valentín / Director, Naturopathic Medicine Doctoral Program
Awilda Rosa / Director, Health Professions Department
Minerva Mulero / Director, Nursing Department
Kelli M. Killingsworth / Director, Nutrition and Dietetic Department
Tania J. Maldonado / Director, Veterinary Technology Program

School of Natural Sciences and Technology
Teresa Lipsett-Ruiz / Dean
Ileana González / Associate Dean
María F. Barberena / Director, Department of Biology
José J. Ducongé / Director, Department of Chemistry and Physics
José Sánchez / Director, Department of Mathematics
Mayra Cummings / Director, Medical Technology
Sandra Ayala / Laboratory Manager
Luz N. Trinidad / Director of Administrative Affairs
Ivelisse Díaz-Alejandro / Director of Student's Affairs
Ilianex Oquendo / Academic Adviser

School of Social Sciences and Communications
María Del C. Santos / Dean
Tomasita Pabón / Associate Dean, Social Sciences Department
Edward Fankhanel / Associate Dean
María M. Ortiz / Director, Social Work Department
María V. Vera / Director, Communications Department
Jessica Velázquez / Director, Psychological Services Clinic
Rosa M. Rodríguez / Administrative Affairs Director

International School of Design and Architecture
Aurorisa Mateo / Dean

Elizabeth Castrodad / Associate Dean for Academic Affairs
Rosa Musí / Associate Dean for Administrative Affairs
María Gabriela Flores Kearns / Director, Architecture Department
Ana Rebecca Campos / Director, Fashion Design Department

School of Professional Studies and Continuing Education
Mildred Y. Rivera / Assistant Vice-President and Dean
Ericks Vázquez / Acting Associate Dean
Mabelis Viera / Director, Integrated Services
Jocelyn Gómez / Academic Director
Karla González / Executive Director of Continuing Education

School of Technical Programs
María E. Flores / Dean
Irving Colón / Associate Director
Amarilys Rivera / Academic Affairs Coordinator
Norberto Pagán / Academic Advisor
Charlotte Pérez / Student Services Coordinator
María de los A. Rodríguez / Administrative Services Coordinator

School of Public Security Institute
Jhon Sanabria / Assistant Vice-President and Dean
Ángel M. Guzmán / Associate Dean
Wanda Rodríguez / Director
Ángel R. Ramírez / Director, Administration

Information Resources
Sarai Lastra / Vice Chancellor, Information Resources and Director Virtual Library
Luis A. Arroyo / Director, Information Technologies
José Medina / Director, Informatics and Telecommunications
Luisa Torres / Director, Library
Julie Malavé / Director, Administrative Services

Off-Campus Centers
Jessie Hernández / Director, Off-Campus Center Yabucoa
Maricelli Zaragoza / Director, Off-Campus Center Cayey
Luis A. Ruiz / Director, Off-Campus Center Isabela
Irma del Pilar Cruz / Director Off-Campus Center Ponce
Ramón E. Díaz / Director Off-Campus Center Barceloneta

Student Affairs
Brunilda Aponte / Vice Chancellor, Student Affairs
Juanita Cruz / Associate Vice Chancellor, Student Affairs
María V. Figueroa / Associate Vice Chancellor, Student Affairs
Samiris Collazo / Assistant Vice Chancellor, Wellness and Quality of Student Life
Carmen Pulliza / Assistant Vice Chancellor, Career and Placement
Zoraida Ortiz / Registrar
Melba Sánchez / Associate Vice-Chancellor, Admission and Marketing
Oscar J. Carrasco / Director, Financial Aid
Gabriel López / Bursar
Wilnelia Hernández Castro / Director, Information Systems
Luz E. Berríos / Nurse, Health Services
Angel Vázquez / Director, Social and Cultural Activities
Eva Merced / Administrative Director
Diriee Y. Rodríguez / Director, Admissions
Anabelle Solá / Director, Recruitment

Physical Facilities, Operations and Maintenance

Mayra Rodríguez / Operations and Physical Facilities Manager
Francisco Caballero / Assistant Manager of Physical Facilities
Julio Colón / Assistant Manager, Administrative Services
Carlos R. Centeno / Director, Security
Rubén Monsanto / Maintenance Supervisor

Statement of Legal Control

The Ana G. Méndez University System is a private nonprofit corporation registered under the laws of the Commonwealth of Puerto Rico. Its Board of Directors under the system wide bylaws governs the corporation.

Non-Discrimination Statement

The Ana G. Méndez University System and its institutions do not discriminate on the basis of race, handicap, national or ethnic origin, creed, color, gender, social condition or political, religious, social or trade union beliefs.

LEGISLATIVE BOARDS

The Administrative Council of Universidad Ana G. Méndez-Recinto de Gurabo is the legislative body of the Institution. Its main function is to establish the institutional policy of the University in accordance with the bylaws of the Ana G. Méndez University System. The Administrative Council includes the chancellor, who chairs it, the vice chancellor, the vice chancellor of student affairs, the manager of physical facilities and operations, the deans of the academic divisions, one (1) faculty representatives for each school, two (2) directors representatives of university centers and two (2) student representatives.

The Academic Board recommends the academic policy of the Institution, adopts new academic programs, approves the awarding of degrees and evaluates hiring, contract renewals, promotions, and leaves of absence for faculty members.

The Academic Board consists of the vice chancellor, the library director, nine (9) school associate deans, two (2) student representatives, one (1) faculty representative for each school, and as many elected faculty members as needed to provide for their majority on the board. The chancellor is an ex officio member of the Academic Board.

GRADUATE STUDIES AND RESEARCH

Science and Technology Building
Office 1.2
787-743-7979 Ext. 4270
Fax 787- 743-7979 Ext. 4275
http://ut.suagm.edu/es/estudios-graduados
E-mail ced@suagm.edu

Established in 2003, the Center for Graduate Studies and Research (CGSR) is an administrative unit whose main responsibility is to provide resources and support services for graduate students who wish to pursue doctoral studies. Through workshops, seminars and conferences, the Center contributes to the University's image of academic excellence and leadership. The CGSR also promotes scholarly research among students and faculty.

The CGSR is located in the Science and Technology Building and is directed by the Associate Vice chancellor (AV) for Graduate Studies and Research. The AV interacts with all the UT Schools and their respective coordinators of doctoral programs. In this way, the CGSR and the coordinators work together to ensure that all doctoral students are well attended and supported

MISSION

The CGSR is devoted to the advancement of knowledge through research activities and to the establishment of ideal support conditions for UT doctoral students. The Center also collaborates with the six UT Schools to stimulate and enhance academic and scientific experiences.

VISION

The CGSR is a key facilitation agent that promotes excellence through academic and leadership opportunities for graduate students by encouraging the development of research activities.

SUPPORT SERVICES

The CGSR is actively involved in the recruitment, retention and graduation of doctoral students at UT. To this end, the Center provides assistance from the initial application stages to the completion of a doctoral degree. Hence, the Center supports the following initiatives:

• Academic advising
• Areas for group study
• National and international conferences
• Research a UT recognition program
• Teaching assistants program
• Research programs
• Individualized services for registration and financial aid
• Orientation on the financial aid process
• Detailed information on doctoral programs
• Professional development seminars
• Resource room for doctoral students

Ultimately, the CGSR is a clearinghouse of information and resources to ensure the graduate students' successful

completion of an advanced degree while enhancing their personal, social, academic and professional experiences.

RESEARCH INSTITUTES

PUERTO RICO ENERGY CENTER (PREC)

The Puerto Rico Energy Center is an R&D facility in solid waste disposition and renewable energy. The technological areas of the center are plasma gasification and vitrification, photovoltaic solar cells, and fuel cells. The center is available for demonstrations of potential applications benefiting municipalities, the pharmaceutical industry, and other private and public partners, helping to promote R&D efforts and business development. It provides education, awareness, and technical assistance activities on renewable energy, with a particular interest in environmentally friendly solid waste treatments.

Under the leadership of the Dean of the School of Engineering, PREC concentrate its efforts on the implementation of the project´s first phase activities:

- Construction of new PREC facilities
- Development of Cruise Ship Solid Waste Disposal Prototype
- Establishment of initial research activities related to:
  - Residue Composition Analysis
  - Hydrogen Production
  - Fuel Cell Laboratory activities

ACT GLOBAL

ACT Global is a Technology Accelerator of SUAGM, Inc.d/b/a Universidad Ana G. Méndez-Recinto de Gurabo, Inc. created with the principal goal of generating businesses and ventures by means of providing the technical ecosystem for entrepreneurs to transform their well-conceived ideas into marketable products through the acceleration program **Startup.pr**.

The ecosystem provided by Startup.pr Acceleration Program consists in access to laboratories, highly specialized prototyping equipment, technical support and access to the Schools of Engineering, Natural Sciences and International Design and Architecture, as well as other schools as needed, of Universidad Ana G. Méndez-Recinto de Gurabo providing startups the next level of development and a way to escalate to a global market.

MISSION

Provide technical ecosystem and financial assistance to accelerate innovative and technology-based early stage companies as a contribution to Puerto Rico growth initiatives.

VISION

Be the epicenter of the development of technology-based solutions with global impact in Puerto Rico.

IMPORTANT NOTE:
This catalog contains the major points of the current agreements between the students and Universidad Ana G. Méndez-Recinto de Gurabo. The University limits its agreement to the semester or session in which the student is duly enrolled and for which (s)he has paid the corresponding fee.

ADMISSIONS

GENERAL ADMISSION REQUIREMENTS

Students candidates applying for admission to Universidad Ana G. Méndez-Recinto de Gurabo must meet the following requirements:
1. Graduate from secondary school licensed by the Puerto Rico Council on Education or its equivalent.
2. Visit the following link for more information: http://ut.suagm.edu/es/admisiones-mercadeo/requisitos-de-admision.

HIGH SCHOOL STUDENTS

ADMISSION PROCESS AND DOCUMENTATION

High school students in their senior year can submit the admission application and provide evidence of their cumulative grade point average (GPA) (computed at the end of the first semester of the senior year) and their University Admissions and Assessment Tests (PAA) of College Entrance Examination Board (CEEB), SAT or ACT test results.

Students in their junior year of high school can start an early process by filling in the admission application and providing evidence of their cumulative GPA computed at the end of the second semester of their junior year.

To complete the admissions record process, all applicants must provide the required documentation listed below:

1. Fill and submit the admission application and pay the non-refundable fee.
2. Submit a copy of the University Admissions and Assessment Tests (PAA) of College Entrance Examination Board {CEEB), SAT or ACT results (if (Institution) was not selected to receive results directly)

or take the placement test in the areas of Spanish, English and Mathematics provided by the university.

3. Health and vaccination certification for applicants younger than twenty-one (21) years of age.

4. Submit one of the following as part of the evidence for program-specific requirements:
   a. Students from the public school's system that provide student GPA via an electronic system recognized by the Department of Education of Puerto Rico, will not need to present physical evidence of the transcript. The electronic transcript sent by the school must show the academic GPA computed at the end of the first semester of the senior year of high school, to be evaluated as part of the admission process.
   b. Students from public and private schools that do not provide the electronic service data transfer recognized by the Department of Education of Puerto Rico, must provide an official transcript comprising their high school years up to the first semester of the senior year of high school, to be evaluated as part of the admission process.

5. All candidates must submit one of the following documents as evidence of having completed high school or its equivalent:
   a. Original Certification of graduation
   b. Official document of an institution or agency recognized by the U.S. Department of Education that certifies the equivalency of a high school degree.

Students must present evidence of high school completion or its equivalent before the first day of class or within 20 days after the beginning of classes. The institution may invalidate the student's admission if this requirement is not met. Veterans and beneficiaries must also submit all admission requirements before the first day of class or within 20 days after the beginning of classes.

ADMISSION FORMULA

Some schools apply the Admission Index formula. It is computed using the results of the following areas of the University Admissions and Assessment Tests (PAA) of College Entrance Examination Board: verbal aptitude, mathematics aptitude and English achievement. The high school grade point average is also considered.

PLACEMENT EXAMS: ENGLISH/SPANISH/MATHEMATICS

1. Incoming first-year students who do not have their test results from the College Board, MUST take the UT placement exams. Information about when and where the tests are offered is provided by the Vice Chancellery of Retention and Student Development.

2. The placement exams are used to assess student performance and proficiency in Spanish, English, and Mathematics. The scores of these tests are used to place students in courses that are appropriately challenging.

3. Students with Advanced Placement College Board Scores of 3 or higher in Spanish, English or Mathematics are exempt from taking the corresponding placement exam and are placed in the subsequent sequential course.

4. If you are a transfer student, and your transcript has been evaluated by your admitting college (School), at the discretion and approval of the Office of the Registrar and the corresponding School, you may receive credit for a particular English/Spanish/Mathematics course that you have taken at another institution. If you are awarded transfer credit, your college (School) will advise you regarding the next English/Spanish/Mathematics course you may need to take.

5. If you are a transfer student who has NOT been given transfer credit for an English/Spanish/Mathematics course, you will need to take the corresponding placement exam.

6. Students who have not taken English/Spanish/Mathematics at the university level, MUST take the UT placement exam(s) before enrolling in any English/Spanish/Mathematics course.

READMISSION

1. Students must apply for readmission if they interrupted their studies and did not attend the university for one semester or longer. (Summer sessions do not count as interruptions.)

2. Students must complete the required number of credits for their **year of study.**

3. Students must comply with the requirements of the study program of their choice as well as other general requirements that may apply.

4. In order to be readmitted, the period of suspension for academic or disciplinary reasons must have elapsed.

5. Candidates for readmission may be required to have an interview with the Admissions Committee. It is comprised of the Vice Chancellor of Student Affairs or his representative, the Director of Admissions, the Vice Chancellor for Wellness, the Registrar, the Vice Chancellor or his representative and the dean of the school. In special cases, the Committee will have the final authority to determine admissions.

TRANSFER STUDENTS

Transfer students are considered for admission if they have followed a course of study in an accredited university and have completed no fewer than 12 credits in the institution

from which they proceed. Their grade point average (GPA) must be the institutional minimum requirement. The students must not be under academic or disciplinary sanction in the institution from which they proceed.

In order to be admitted, students wishing to transfer must meet the requirements of the program of their choice.

COURSE VALIDATION

Transfer students have the option of validating courses taken no more than 12 years prior to admission for equivalent courses offered at Universidad Ana G. Méndez-Recinto de Gurabo. The students must have a minimum grade of C in each course.

ADVANCED PLACEMENT TEST

Credit will be granted for the Advanced Placement Tests of the College Entrance Examination Board if the score obtained is 3 or more, on a scale of 1 to 5.

PRE-COLLEGE COURSES

Credit will be granted to students for courses offered by Universidad Ana G. Méndez-Recinto de Gurabo at the high school level. These courses must be in addition to those required for graduation and must be approved with a grade of A, B or C. The various schools will establish the grades required in the courses to be credited.

The Pre-College Program will keep record of the student's progress and will send evidence of the completed courses to the Registrar's Office, after the student is officially admitted to the University. This documentation will become part of the student's file.

RESIDENCE

All transfer students must observe the following rules to obtain residence at the University in order to qualify for graduation:

1. Complete the last (30) thirty credits of their bachelor's degree at Universidad Ana G. Méndez-Recinto de Gurabo, (12) of which must be in their major field of study.

2. Successfully complete the last twelve (12) credits of the associate degree at Universidad Ana G. Méndez-Recinto de Gurabo.

3. Twelve (12) credits of residence (set by each program) will be required of students from Off-Campus Centers.

TRANSIENT STUDENTS

Transient students must be authorized by their own university to take courses at Universidad Ana G. Méndez-Recinto de Gurabo for no longer than two academic semesters.
Universidad Ana G. Méndez-Recinto de Gurabo admits visiting students or auditors. They must apply for admission within the time limit established by the Admissions Office. They must attend their regular courses but will receive no credits or grades. These students are not eligible for financial aid.

Authorization for enrollment of transient students and auditors does not constitute a formal admission into the institution, and it terminates at the end of the academic session for which it was granted. To obtain regular student status, students must comply with the admission requirements in force at the time when the application for admission was filed. All applications are subject to an interview by the Admissions Committee.

INTERNATIONAL STUDENTS

Universidad Ana G. Méndez-Recinto de Gurabo accepts foreign students as permitted by immigration laws. Foreign students are subject to the admission, readmission and transfer requirements established by the Universidad Ana G. Méndez-Recinto de Gurabo.

Online and out of state students are part of international student component for internal purpose. However, online students do not have to comply with the same immigration laws.

The online students do not have to comply with the same immigration laws.

ACADEMIC YEAR

The academic period is divided into two semesters and one summer, which in turn can be subdivided into smaller sessions called terms.

EFFECTIVE DATES

Admission or readmission at Universidad Ana G. Méndez-Recinto de Gurabo will be valid for one semester of the academic year, beginning on the date it is granted. Applications that do not include the required documents, or that do not meet all the established requirements, will be considered provisional. If all the documents are not

received within 60 days from the first day of class, the institution may invalidate the provisional admission.

Applications forms should be requested from:

UNIVERSIDAD ANA G. MÉNDEZ-RECINTO DE GURABO
ADMISSIONS OFFICE
P O BOX 3030
GURABO PR 00778-3030
TELEPHONE: (787) 746-3009
Or visit web:
http://ut.suagm.edu/es/ut/solicita-admision **or**
www.solicitaadmision.com

TUITION AND SPECIAL FEES

Once a year the Office of the Vice President of Financial Affairs publishes a circular letter with information about tuition costs for all academic programs, and special fees for student services at Universidad Ana G. Méndez-Recinto de Gurabo. Upon request, this document is available at the Bursar's Office to students and to anyone in the institution who requests it.

Tuition, fees and service charges must be paid in full during registration or at the time the student requests services. Payments can be made in cash or by check, money order, debit cards or credit cards. Receipts for all transactions must be requested and retained, and presented with any claim or request for adjustment. The Bursar's Office will not accept claims without receipts.

In accordance with established rules and regulations of the institution, the Ana G. Méndez University System may amend standards and tuition fees.

The Deferred Payment Plan is available to parents, tutors or adult students who do not receive financial aid. The recipient will sign a promissory note and payments will be made on or before the specified date on the promissory note. If the University is forced to contract legal or collection services in order to collect, the student will pay the legal and/or agency fees.

CLEAR STATEMENT

Students with an outstanding debt balance will not be allowed to take final examinations until such balance is paid in full. Upon receipt of payment, the Bursar's Office will issue a Clear Statement, which must be presented by the student at each examination. Students who do not comply with this requirement will receive a grade of Incomplete.

ADJUSTMENTS AND REFUNDS

Active students who request total withdrawal before 60% of the registration period has ended will receive an adjustment in the fees and assigned funds in accordance with federal regulations for programs with Title IV funds. In addition, students identified as NA (not attending) a course will be charged a 25% fee for each course in which they enrolled. These fees will not be covered by federal funds. During the add/drop course adjustment period, students can add or drop sections without additional cost.

FINANCIAL AID

Universidad Ana G. Méndez-Recinto de Gurabo makes every effort to help its students obtain government financial aid for those who are unable to begin or continue their university education without such aid. There are three categories of financial aid: scholarships, loans and work-study programs.

SCHOLARSHIPS

Scholarships are granted according to the educational and financial needs of the student. Only undergraduate students are eligible to receive funds through Pell Grants. However, a Free Application for Federal Student Aid (FAFSA) application is needed to determine the student's eligibility for other federal aid programs.

STATE FUNDS

The Council of Higher Education of Puerto Rico provides funds to supplement the cost of graduate education. This aid applies to all students who are eligible according to the student's eligibility index provided by the FAFSA evaluation.

FEDERAL DIRECT LOANS

The Financial Aid Office will recommend and process the loan directly to the U.S. Department of Education in its electronic form. This loan must be repaid in cash; the repayment should begin six (6) months after the student graduates or ceases to study. The Federal Government will pay the interest while the student is enrolled in a recognized post-secondary institution. Borrowers should check the interest rate on their promissory note. The variable rates do not exceed 8.25 percent.

WORK-STUDY PROGRAM

This program provides jobs for undergraduate and graduate students. The Financial Aid Office assigns a specific number of hours that the student works on campus.

FINANCIAL AID APPLICATION AND RENEWAL

Students who have participated in the financial aid program during the first term do not need to renew their financial aid program during the same academic year if they comply with the requirements for continuing in the program. Financial aid must be requested through the FAFSA form on the Web at: www.fafasaontheweb.com or visit the financial aid office

UNIVERSIDAD ANA G. MÉNDEZ-RECINTO DE GURABO
FINANCIAL AID
P O BOX 3030
GURABO, PUERTO RICO 00778-3030
Or vistit web:
http://ut.suagm.edu/es

The FAFSA includes the list of requirements and documentation necessary to apply for financial aid.

CREDIT HOUR DEFINITION

At Universidad Ana G. Méndez-Recinto de Gurabo course work is measured by means of a credit hour unit, which reflects the amount of time spent in class, and the amount of outside preparatory work expected for the class. Thus, looking for consistency and transferability within and between institutions, UT conforms to commonly accepted practices in higher education. The Institution adopts and apply a policy on credit-hours consistent with the US Department of Education definition of "credit hour"as:

"…An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

IMPORTANT NOTE

The above-mentioned aid is conditioned to the availability of the respective federal, state and institutional funds. It is the student's responsibility to take the steps necessary to obtain financial aid from the government. Such aid is directed to the student as a citizen and not necessarily to the University. Universidad Ana G. Méndez-Recinto de Gurabo is a private, secular, nonprofit institution, and is independent of any government.

The institution fully complies with the Privacy Rights of Parents and Students Act of 1974 (Title IV of the U.S. Public Law 90-247), as amended, which specifically governs access to records maintained by institutions to which funds are made available under any federal program for which the U.S. Commission of Education has administrative responsibility, and the release of such records. Such institutions must give students' parents access to official records that are directly related to the students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

Institutions must obtain the written consent of parents before releasing or relinquishing data with personal identification from the student records, except to certain specified parties; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.

In order to receive financial aid, students must comply with the Satisfactory Academic Progress Policy.

ACADEMIC REGULATIONS

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP) measures the academic progress of the student towards the attainment of an academic credential. Federal regulations require that all students who receive Title IV funds as part of their financial aid package maintain SAP. The SAP policy applies to all students within categories, e.g., full-time, part-time, undergraduate, and graduate students.

The evaluation criteria for SAP include a qualitative and quantitative component.

The qualitative measure is based on the cumulative grade point average (GPA). The quantitative measure is based on the number of credit hours the student attempts and earns. This calculation is completed by dividing the cumulative

number of credit hours a student successfully earns by the total number of credit hours the student attempts over the student's academic career in a particular program at the Institution. Students are also expected to complete their program within 150 percent (%) of the length of the program as measured in credits.

MAINTAINING SATISFACTORY ACADEMIC PROGRESS

The academic progress of students enrolled in associates, bachelors, masters and doctorate degree programs will be assessed at the end of every two (2) semesters. The academic progress of students enrolled in technical and postgraduate certificate programs will be assessed at the end of each semester. The Registrar's Office will notify students in writing, through e-mail, of their academic status.

Students are prohibited from receiving federal student financial aid after attempting 150% of the number of credits required for their academic program. This calculation includes all attempted credits, including transfer credits, related to the student's academic program.

To maintain good standing, students must comply with the following:

QUALITATIVE COMPONENT

The Institution establishes specific minimum GPA requirements by program level (i.e., certificate, associate, bachelor, master and doctorate). The minimum GPA increases as credits attempted increase. Students enrolled in a program of more than two academic years must have a GPA of at least a "C" or its equivalent. Regardless of the student's enrollment status, the Institution considers that a student is at the end of his/her second academic year after two calendar years of attendance (i.e. four semesters, excluding the summer term).

Refer to Appendix, Satisfactory Academic Progress Tables, for the qualitative components per program level.

QUANTITATIVE COMPONENT

The Institution uses a graduated completion percentage by program level. The student must earn the minimum percentage of attempted credits depending on the program level and academic year in which the student is enrolled.

All credits attempted and earned, including transfer credits that count towards the program of study of the student, are considered in the calculation.

The student must complete the program within 150% of the length of the program of study to be eligible for Title IV funds. For example, students in a bachelor's degree program must complete 120 credits and may attempt up to 180 credits (150% x 120 = 60; 60 + 120 = 180).

Refer to Appendix, Satisfactory Academic Progress Tables, for the quantitative components per program level.

If a student wants to enroll in a different academic program, the student must request approval from the Dean of the School. Even though only attempted and earned credits from the student's current program of enrollment are included in the quantitative measure and only the grades for courses from the student's current program of enrollment are included in the qualitative measure, students are encouraged to carefully consider program changes because federal regulations limit total lifetime financial aid eligibility.

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 resulted as of the end of the last term attended. Students applying for readmission must fill and submit the admission application and pay the non-refundable fee. Admission Office will evaluate the student by SAP. If the student does not meet SAP, the University will determine if he/she may be readmitted, provided an appeal has been approved.

Students requesting admission into a new academic program after having completed his/her prior program of study will have to fill and submit the admission application and begin the new program with a new SAP history, unless the student transfers credits into the new academic program in which case those transfer credits will be considered when measuring SAP.

Impact of Course Repetitions, Withdrawals, Incompletes and Transfers on Satisfactory Academic Progress

- **Course Repetitions** - Federal regulations limit repetition of courses that can be paid with Title IV financial aid funds. Please check with the Financial Aid Office if you are not sure whether a course can be repeated with financial aid. If a student repeats a course, only the highest grade earned will be included in the student's cumulative GPA. However, each attempt at the course will count as credits attempted.

- **Withdrawals** - If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted but will not be considered in the cumulative GPA.

- **Incomplete Courses** - If a student has an incomplete in a course, the credits for the course count towards the determination of credit hours attempted. The course

will not be considered in the cumulative GPA until a grade is assigned.

- **Transfer Credits** - If a student transfers in credits from another institution, the accepted credits for the courses count toward the determination of credit hours attempted and earned, but will not be considered in the cumulative GPA. Only those transfer credits that apply to the student's program of enrollment at the Institution will count as credits attempted and earned. Refer to the Institution's catalog for requirements on accepted transfer credits from another institution.

DEVELOPMENTAL COURSES

Financial aid recipients may receive aid for a maximum of 30 semester credit hours in developmental coursework. Students enrolled in these courses are expected to receive passing grades in those courses in order to progress into the next term. These courses count towards the determination of credit hours attempted and earned and will be considered in the cumulative GPA when determining SAP.

Financial Aid Warning and Failure to Meet Satisfactory Academic Progress

Students enrolled in technical and postgraduate certificate programs, for which SAP is evaluated at the end of each semester, will be placed on financial aid warning status for the next semester attended as a consequence of not making satisfactory progress. The Institution uses this status without appeal or any other action by the student. The Registrar's Office will notify the student in writing, through e-mail, of the financial aid warning status and that financial aid eligibility is retained during this period.

The student must meet SAP as of the next evaluation point (by the end of the next semester attended) in order to receive financial aid in future terms. Students who did not meet SAP as of the next evaluation point become ineligible for federal financial aid funds and may continue their studies at the Institution at their own cost. If the student believes there are extenuating circumstances associated with the student's inability to meet SAP, he/she may appeal his/her termination status to the Appeals Committee. See section titled Financial Aid Ineligibility and Appeal Procedures below.

SCHOLARSHIP AND GRANT RECIPIENTS

Other scholarship and grant programs may not allow for a financial aid warning semester. In these cases, failure to meet SAP in any given term may result in the termination of scholarship or grant funds. Please refer to your scholarship or grant information materials or contact the Financial Aid Office at 787 743-7979 extension 2352.

FINANCIAL AID INELIGIBILITY AND APPEAL PROCEDURES

A student will be advised in writing, through e-mail, when he/she has lost financial aid eligibility due to the failure to meet SAP and will be advised of the process for re-establishing financial aid eligibility. Students who have lost eligibility for financial aid based on a failure to meet SAP standards may appeal their loss of eligibility if they have suffered extenuating circumstances, such as the following:

- Student's injury or illness,
- Death of a relative, or
- Other special circumstances.

Students may not use financial aid to make retroactive tuition and fee(s) payments.

As part of the request for an appeal, the student must present how the critical situation prevented him/her from meeting the academic progress. The student must also describe how his/her situation has changed in order to allow the student to meet the SAP standards at the next evaluation. As part of the appeal, the student must submit the following:

- SAP Appeal Form (please refer to the form for further instructions)
- Signed dated letter
- Supporting documentation (third-party documentation may be required as appropriate)

In order for the appeal to be considered, the student must submit the SAP appeal documentation to the Institution's Professional Counselor, who will submit the documentation to the Appeals Committee. The Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the student's previous academic performance at the Institution. The Appeals Committee may request additional information or documentation, as needed. The Vice Chancellor for Student Affairs will notify the student in writing, through e-mail, the determination made by the Appeals Committee.

The student must submit an appeal to the institution in writing after the receipt of the failure to meet SAP notification. The Institution will have ten (10) calendar days for the evaluation process after receiving the student's appeal documentation.

FINANCIAL AID REINSTATEMENT

If the Institution approves a SAP appeal, the student will be placed on financial aid probation for the next semester attended. The student may also be placed on an academic

plan. The Institution will advise the student in writing of the progress the student must achieve to ensure he/she meets the SAP policy or the requirements of the academic plan by the end of the next semester attended. Students will be eligible for financial aid while on financial aid probation.

After the end of the financial aid probation semester, the Institution will measure the student's academic progress. The student will retain financial aid eligibility only if the student meets published minimum SAP standards or meets the requirements of the academic plan at the end of the semester of financial aid probation. If the student does not comply with SAP or meets the requirements of the academic plan, he/she is not eligible for financial aid funds, unless the student successfully appeals or the student reaches satisfactory academic progress.

Any student who loses financial aid eligibility due to failure to meet SAP and attends school at his/her own cost will regain financial aid eligibility in the academic semester following the semester in which the student meets the minimum SAP standards. Students may not use financial aid to make retroactive tuition and fee(s) payments.

REGISTRATION FOR COURSES

a. The Vice Chancellor of Student Affairs establishes the period for the registration process and includes the enrollment period in the calendar.
b. Students are required to register during the period specified in the calendar.
c. The official notification of admission is required to begin the enrollment process.
d. For registration to be official, the bursar must validate the student's program-receipt.

Students are also required to register during the assigned calendar period, for day or evening, sessions, and this information will become part of their academic record. The institution has the right to change the time, the calendar or the classrooms of announced courses and to close or eliminate sections or courses from its academic offerings.

The Academic Calendar is published on our website at: http://ut.suagm.edu/es/academia/calendario-academico.

CLASSIFICATION OF STUDENTS

Full-time regular students are those who have registered for programs of no less than twelve (12) credit hours and are degree-seeking candidates. Half-time students are those with an academic workload of six (6) to eight (8) credits hours and are degree-seeking candidates. Less than half-time students are those with an academic workload of five (5) credit hours or less and are degree-seeking candidates. Three quarter students are those with an academic workload of nine (9) to eleven (11) credit hours and are degree-seeking candidates.

ACADEMIC LOAD

Academic load will not exceed twelve (12) credits per term for students with a GPA of 2.00 or less, and eighteen (18) credits per term for students with a GPA of 2.01 to 3.00. An academic load or more than twenty-one (21) credits will require prior approval by the dean of the school.

For summer sessions, academic load will not exceed twelve (12) credits, distributed over two (2) sessions. An academic load or more than twelve (12) credits will require prior approval by the dean of the school and a referral by a counselor.

CENSUS

The Institution is not required by any state or regional accrediting agency to take attendance. Nevertheless, a census is made during the first weeks of each semester to determine whether the student attended at least once during the period of enrollment. This census is made for reporting requirements only.

Nevertheless, professors may take into consideration the student's attendance when grading and should explain the possible impact of absences on the student's final grade, if any. The student is also responsible for all material covered during the course, even if he misses classes during the semester. Thus, attendance is strongly recommended to better retain the student and facilitate achievement of his/her academic goals.

GRADING SYSTEM

The Office of the Registrar distributes final grades after the end of each term. Students are graded according to the following system of letters and percentage values.

A	(90-100)	=	excellent
B	(80-89)	=	good
C	(70-79)	=	average
D	(60-69)	=	deficient
F	(0-59)	=	failure

A – 4 grade points per credit hour
B – 3 grade points per credit hour
C – 2 grade points per credit hour
D – 1 grade point per credit hour
F – O grade points per credit hour

In special cases the following grading system will be used:

W - Official withdrawal
I - Incomplete Work
IP - Incomplete, in progress
P - Passing grade – Grades of P are not counted toward grade point average.
NP - Failure
NR - Not reported
* - Repeated course
WA - Administrative withdrawal
WF - Stop attending the course and have not submitted an official withdrawal
WN - Non Attendance – enrolled but did not attend classes.
AU – Audit course
T – Transfer credit

GRADE CHANGES

Students who believe that there is an error in one or more grades should notify the Office of the Registrar within the first thirty (30) calendar days of the beginning of the next session. Students who do not receive their grades at the end of any semester should immediately contact the Office of the Registrar.

An instructor may change a previously assigned grade by processing an official change of grade form in the Registrar's Office. The instructor must request the grade change form, cite the reason for changing the grade, and submit it to the school or program dean(s) for approval. All grade changes must be submitted to the Registrar's Office no later than the last day of class of the following semester.

GRADE APPEALS

If the student feels that he or she has not been graded fairly, (s)he should first consult the professor. If this proves unsatisfactory, the student should then consult the dean of the school or program. If still unsatisfied, the student may consult the Vice Chancellor   and submit an official grade appeal to the Registrar's Office. A committee hearing will be scheduled.

INCOMPLETE "I" GRADE

The student will receive a provisional grade of INCOMPLETE only in the case of a justifiable absence from the final examination and if there are a minimum of three partial grades required in the course.

The opportunity to make up the examination or final project will be offered only to those students who have a chance of obtaining a minimum final grade of "D".

It will be the responsibility of the student in question to make the necessary arrangements with the professor or dean of the corresponding area to determine the final project and to change the INCOMPLETE.

The INCOMPLETE (I) status can be changed if the student completes the required work within the first thirty (30) days of the next academic session, in accordance with the established dates of the academic calendar.

The student who, due to the INCOMPLETE received in one or more courses, does not demonstrate academic progress will recuperate financial aid once the INCOMPLETE is removed in accordance with institutional norms, providing that this occurs within the deadline established by the federal government for assigning such aid has not elapsed.

For the purpose of evaluating a student's satisfactory academic progress at the end of the academic year, the (I) will be considered. After the removal of the Incomplete (I), he or she can appeal the institutional decision regarding academic standing.

REPEATING COURSES

Students may repeat a course in order to improve their academic average. Credit will be given for the higher grade, which will be used to compute the grade point average. If the grade in the second attempt is the same as the first, only one will be used to calculate the cumulative average.

a. Students who wish to repeat a course may do so. However, they **must** repeat all courses required for graduation where a D, F, W, or WF grade was obtained.
b. The institution will allow students who earned a C, D, F, W or WF, WN in a course, to receive financial aid to repeat the course provided that 150% of the intended courses have not been exceeded.
c. Students who repeat a course will receive the higher grade.
d. If the grade obtained in a repeated course is the same as the previous grade, it will count for the cumulative average but will count only once for the graduation GPA.
e. With respect to practicum courses, the student will have only two opportunities to repeat the course pending the recommendations and approval of the program dean and practicum supervisor.

A student will not be able to repeat the course until a grade has been posted.

WITHDRAWALS

Students wishing to officially withdraw from a course or from the institution must file an application with the Office of the Registrar within the period established in the academic calendar. A reduction in course workload may

jeopardize the student's financial and/or veteran's benefits. The academic standing of the student will not be affected by partial or full withdrawals from the institution so long as the withdrawal is carried out before the end of the period specified by the institution for tuition refund eligibility. In the case of full withdrawal from the institution, the student will be considered not to have studied that semester.

Dropping courses or withdrawing from the institution after the end of the above-mentioned specific period will affect the academic standing of the student. The student will be classified in the category in which he or she falls at the end of the period for withdrawal eligible for refund of registration fees.

CHANGES IN THE PROGRAM OF STUDIES

Students can apply for a reclassification in a program or major if they comply with the following:

1. Have an interview with the school dean
2. Apply for reclassification at the Office of the Registrar.

Students can apply for only one reclassification during a semester.

The enrolled credits and the cumulative average from student's previous program will be applied for the programs into which the students have been reclassified, for the purposes of the Satisfactory Academic Progress.

Students in Technical/Professional Programs who wish to be reclassified into undergraduate programs should fulfill graduation requirements and apply for graduation.

The admission criteria will consist of the grade point average required for graduation and the grade point average required by the school or program to which the student is applying. In addition, the dean of the school which will admit the student will determine which courses will be accepted as valid.

All enrolled credits and the cumulative average of the previous program will be counted for the purposes of the Satisfactory Progress norm of the program into which the student has been reclassified.

STANDARDS FOR ACADEMIC PROGRESS

There are three categories of regular students according to their grade point average and number of courses completed: students with excellent achievement; students with satisfactory achievement; and students on probation. Students with a satisfactory academic progress are those with a grade point average equal to or higher than the

established retention index and who satisfy the percentage of approved credit hours established by the academic norms.

At the end of each academic year, the Registrar will determine the grade point average (GPA) and the credit hours required of each student per academic year. This information will be measured against the established retention standards in order to determine the academic status of the student.

ACADEMIC PROBATION

Students whose academic achievement is below the established retention index or who do not complete the percent of approved credit hours required according to regulations will be placed on academic probation for one (1) year. During this period the students will not be eligible for financial. Aid. The student request an appeal. The student's appeal will be reviewed by a committee. For students of Technical Programs, the probation period will be for one (1) semester.

Upon completion of the probation period, students must meet the required percentage of credit hours and grade point average as established by their academic degree program.

For percentage of credits required, see Appendix.

ACADEMIC SUSPENSIONS

Students will receive a one (1) year academic suspension if the cumulative academic index is lower than the retention index, or if they have not met the percentage of required credit hours upon completion of their probation period.

The University will not accept courses, diplomas or degrees earned by a student during the academic suspension period.

Students who wish to be readmitted upon completion of their academic suspension period must meet the current university readmission requirements.

Students who interrupt their studies or program during the probation period will still be considered on probation during the readmission process.

Readmitted students who have completed their one (1) year suspension period will be evaluated by the Admissions Committee of their academic program. Upon readmission, students will be placed on probation for a second period.

If a student does not meet the required retention index and the percentage of approved credit hours during the second

probation period, he or she will be suspended academically for a maximum period of two (2) years.

The institution may suspend a student on recommendation of the Disciplinary Committee or the Vice Chancellor of Student Affairs, following the dispositions of the Student Regulations available in the Students' Rights and Responsibilities Manual.

Under extraordinary conditions, the Academic Suspension Appeals Committee may approve an additional probation period of one (1) year if a student is able to complete all the graduation requirements within that academic year.

APPEALS

A student may appeal an institutional decision regarding satisfactory academic progress, if under extenuating or crisis circumstances he or she was not able to meet the requirements or conditions established by the University.

The University will consider the following crisis or extenuating circumstances to accept a student's appeal and to grant an exemption from the Academic Progress Policies: illness of the student or a relative, economic crisis due to illness affecting the a head of household, natural disasters, divorce, death in the immediate family, family problems, legal circumstances, and justified changes in academic objectives which cause an impact on the student's academic progress.

APPEALS COMMITTEE

The Appeals Committee will be composed of one representative from each of the following offices: Dean of the School, Registrar, and Vice Chancellor for Student Affairs or designated representatives.

APPEALS APPLICATION

a.   Students who meet any of the academic progress appeals criteria must submit all the necessary documentation to justify their request.
b.   If a student requests an appeal based on a mathematical or calculation error, and it is corrected by the Office of the Registrar, he or she will not go through the full Appeals process.

REINSTATEMENT OF FINANCIAL AID

If a student's appeal is accepted by the Appeals Committee, he or she will be eligible to receive financial aid as long as he or she meets the federal financial aid deadlines and guidelines.

Appeals decisions are issued in writing by the Office of the Vice Chancellor for Student Affairs. This communication is issued by the Office of Financial Aid to reinstate a student's financial aid package.

If a student meets the conditions regarding his or her academic progress or those related to any academic sanction, he or she will be eligible to receive financial aid during the following enrollment period.

STUDENTS RIGHTS AND RESPONSIBILITIES

A Students' Rights and Responsibilities Manual, available to all students, sets forth the rights of students, along with corresponding responsibilities. This document also addresses issues associated with the relationship between the student and the University. It provides information on protection in academic pursuit and privacy of records; sets forth all the conditions for responsible behavior on the campus; lists the various appeal and grievance procedures available to students; and includes a section on student discipline with control and discipline of college students. This document complies with relevant federal regulations such as the awarding of financial aid, protection of privacy of records, and equal access/equal opportunity.

FAMILY RIGHTS AND PRIVACY ACT INFORMATION STATEMENT

Universidad Ana G. Méndez-Recinto de Gurabo has a long-standing commitment to protect students' rights and privacy of information. This commitment will continue as a matter of University practice. The University complies with the provisions of the federal Family Rights and Privacy Act. These federal and state requirements relate to accessibility and confidentiality, provide pertinent and detailed information concerning classification of student records, and access and release provisions.

University procedures are available to students, faculty, administration, and staff in the Office of the Vice Chancellor of Students Affairs, as well as in other offices and departments of the campus. In addition, the complete procedures are published in the Student Manual.

RELEASE OF STUDENT INFORMATION

In accordance with, FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (20 U.S.C. 1232g; 34CFR Part 99), students at Universidad Ana G. Méndez - Gurabo Campus and locations have the right to inspect educational records and to correct such records as warranted. The institution protects students from release of information for inspection and review unless he or she waives this right. The parent(s) of

U.S.C.S.s. 152 Internal Revenue Code also has the right to inspect records, which are maintained by the University on behalf on the student.

There are two distinct categories of records: (1) directory information records, and (2) limited access records.

1. Directory information, which may be made public, includes the student's name, last known address, telephone number, date and 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, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The office of the Vice Chancellor of Student Affairs will only release this information after the petitioner has demonstrated a legitimate need to have such information. Students who do not wish release of "directory information" must complete a statement in the Office of the Registrar no later than the last day of each term; otherwise, directory information may be disclosed by the University for legitimate purposes.

Limited access records pertain to the permanent academic records of the student, disciplinary records, financial information, and testing data. This category also includes all records maintained officially by the institution which do not come under the categories of directory information, or sole possession records. The institution will not release information in limited access records unless it has the written permission of the student or parent.

GRADUATION REQUIREMENTS

Undergraduate students of Universidad Ana G. Méndez-Recinto de Gurabo will be eligible to receive academic degrees after meeting the following requirements and procedures:

1. Students must apply for graduation at the Registrar's Office during the period established in the academic calendar.
2. Completion of the courses required for the degree as set down by the institution.
3. Completion of the number of credit hours required for the degree with a minimum grade point average of 2.00 for most programs. For specific information about a particular academic program, must communicate with the School.
4. To compute the grade point average for graduation, only successfully completed courses which were requirements for the degree or certificate will be considered.
5. All students who enter Universidad Ana G. Méndez-Recinto de Gurabo will be subject to the graduation requirements in force during the year they were

admitted. Nevertheless, if the curriculum was modified, the student can choose to graduate under the new curriculum, but not by a combination of both.
6. Transfer students must complete at Universidad Ana G. Méndez-Recinto de Gurabo at least the last thirty (30) credit hours of a bachelor's degree and the last twelve (12) credit hours of an associate degree. The student must complete the last twelve (12) credits of his/her major at Universidad Ana G. Méndez-Recinto de Gurabo.

Students must also settle any debts with the institution. No document certifying graduation will be given until documentation has been presented that there are no outstanding debts.

All students applying for readmission will be subject to the requirements for graduation in effect during the year they are readmitted.

Commencement exercises will be held once a year, at the end of the second academic semester. Students who meet graduation requirements at the end of any term or summer session may apply to the Office of the Registrar for a certification to that effect

GRADUATION WITH HONORS

Students are eligible for the following honor designations according to their cumulative grade point average:

Certificates

High Honors	Average of 3.90 to 4.00

Transfer students may graduate with honors if they obtain a minimum of 20 credits and an average of 3.75 or higher.

COURSE VALIDITY

Credits earned through courses taken at Universidad Ana G. Méndez-Recinto de Gurabo or at an accredited institution will be valid for a maximum of 8 years for technical programs and associates degree, and 12 years for bachelor degrees. After that period the credits will lapse.

STUDENT SERVICES

Universidad Ana G. Méndez-Recinto de Gurabo improves and advances the student experience by streamlining its student services into one centralized location, the Integrated Student Services Center (CISE, from its Spanish acronym). The purpose of this Center is to provide competent professional assistance in two areas: (1) Enrollment management services and (2) Academic and

personal support services. The Vice Chancellor of Student Affairs oversees the development and growth of these areas.

<center>ENROLLMENT MANAGEMENT SERVICES</center>

The **Office of Marketing and Recruitment** recruits new students, transfers and readmissions. It disseminates information on UT academic offerings, strengths and services through various promotion and recruitment activities. It coordinates and offers orientation activities to recruit students for undergraduate, graduate and doctoral programs by means of integrated campaigns. The Office develops year-round activities of recruitment with key personnel of the schools.

The **Admission Office** processes admission requests and admits students within the parameters established by each school. It also analyzes documentation and maintains communication with the student on the status of his/her request for admission. The Office coordinates the process and admission of prospective students for the different schools.

The **Financial Aid Office** offers financial aid orientation. It also analyzes documentation and assigns state, federal and institutional funds. Among others essential functions, it also administers and coordinates Title IV programs and processes the funds of proposals, athletic, administrative and honor scholarships.

The **Bursar** is responsible for applying the fee policies and administering the payment plans that guarantee institutional incomes. This officer notifies and monitors the compliance of the fiscal policy established by the Vice Presidency of Financial Affairs, establishes the process of validation of registration, administers the application of federal funds refund policies and registers the private and public contracts of agencies. It also applies refund processes and the emission of checks to students, registers payments and maintains the collection system of the students' accounts.

The **Office of the Registrar**, in addition to handling student registration each term, provides various services for students. This office provides transcripts of students' academic records, verifies and certifies enrollment status, mails final grade reports, processes grade changes, orders and issues diplomas, processes changes in name, address, and telephone number.

<center>ACADEMIC AND PERSONAL SUPPORT SERVICES</center>

These services are provided in a variety of forms and settings, including individual counseling and educational groups, workshops, seminars, formal classes, as well as the traditional one-on-one tutorial sessions. The Center's staff has been professionally trained and they are committed to helping students to make the most of their university experience. All services are provided on a strictly confidential basis, and respect the individuality of each student.

Counseling Services are available to students with educational, personal, and decision-making concerns. A wide variety of programs, workshops, counseling opportunities and informational materials are provided to help UAGM Gurabo campus and locations students meet the challenges of university programs and experiences. There are individual counseling and testing services for occupational and educational assessment. These services are offered by two units, each targeting different needs and special populations: (1) Quality of Life and Student Well-Being Services and (2) Student Development and Retention Services. These services are offered from 8:00 am to 8:00 pm, Monday through Thursday, 8:00 to 5:00 pm on Fridays and from 9:00 to 1:00 on Saturdays.

The **Quality of Life and Student Well-Being Office** designs, develops, and promotes an extensive system of programs, services and activities that facilitate the integration of multidisciplinary resources to create an atmosphere of respect, welfare and quality of life. The office promotes an ecological model of health, which encourages healthy life styles through activities related to awareness and education on topics such as violence prevention and the use of drugs, alcohol, and cigarettes. The Office encompasses, counseling and multidisciplinary services, a health services program, an education and prevention program (PREVEA), a community connection program, volunteer projects and student organization support. It also serves as a resource center for Internship and practicum students.

In addition, this office coordinates the "Easy Access" Program, which offers special services for disabled students. These services include: parking, educational goal planning, tutoring and other student needs. The students should register with the program at the beginning of their admission process.

The **Student Development and Retention Services Office** is responsible for promoting the integration and adjustment of new students. It articulates the administration of diagnostic tests and carries out the academic orientation and counseling of first and second year students. The Office articulates projects for the improvement of the academic performance and retention in association with the schools and off-campus centers. Individual and group counseling services, tutoring, extra-curricular activities and peer support groups are offered to improve new students' adjustment processes to university life.

Academic Development and Support Services are available through two complementary programs of the Student

Development and Retention Services Office. Their services are developed through funds awarded by the federal Department of Education and by other institutional funds. The Complementary Educational Services Program and the Supplementary Instruction Program promote support services for students with academic difficulties through tutoring, mentorships and supplementary instructional activities.

Career and Placement Services are offered by the Office of the Assistant Vice Chancellor of Career and Placement. This office is responsible for satisfying the employment needs of students, alumni and community members and for improving their employment skills, increasing productivity and competences, thus bringing about the client's effective placement. The office functions as a "one-stop" career center and through diverse alliances with the government's Employment Center (Consortium Caguas-Guayama), integrated services are offered such as counseling, vocational testing, evaluation of employment skills, preparation of resumes and letters of presentation, referrals to governmental agencies and access to Puerto Rico's Department of Labor updated employment offerings through a technological laboratory of resources.

To assist students in career planning, a career reference library is provided with the center's printed, audio and videotape materials about specific occupations, skills, and requirements for jobs, educational and career matters. The computerized occupational information system provides current educational, and labor market requirements, skills specification and other information to be used in the decision-making process. Consulting services for student, faculty, administration and community members are offered through this unit. An active job placement assistance program maintains continuous communication with employers. A computer database of prospective employers is in use. Students may register for part-time and full-time jobs or seasonal employment while pursuing their academic programs. Vocational counseling services are also offered to high school students from nearby communities.

The services are sponsored by institutional funds and with funds from two federal proposals: Hispanic-Serving Institutions Assisting Communities (HSIAC) Program and AmeriCorps Vista.

The **Scholarship and Internship Program** provides the opportunity for active students to request special scholarships and permits students to participate in academic-professional and research opportunities in different companies and educational institutions globally. The activities promoted by this office complement the student's academic development and allow the development of professional abilities and personal skills to be integrated successfully in the work force. It also assists talented high school students in completing their university

studies in the SUAGM. This program is funded by corporate, private, public, and institutional funds.

HEALTH SERVICES

Services are located in the CISE building. The health services staff consists of a part-time physician and a registered nurse. Their primary purpose is to provide students with emergency and ambulatory services. The student health services stress the concept of well-being and preventive medicine. Health education and counseling are available as well as treatment for medical problems. The staff is on duty Monday through Thursday from 8:00 a.m. to 8:30 p.m., Friday from 8:00 a.m. to 5:00 p.m. and Saturday from 8:00 a.m. – 12:00 p.m., and is available for emergencies, first aid, referral sources and medical counseling. Basic medical care is provided, but students are ultimately responsible for making arrangements for their own complete health care.

SERVICES FOR DISABLED STUDENTS

Federal and state regulations guarantee disabled students equal opportunity in post-secondary education. The university has created special support services to assist disabled students. These services include, but are not limited to, assistance in registration, counseling, financial aid, readers for the blind, interpreters for the deaf, class notes, as well as individualized classes and/or tutoring. Transportation services are available through a special partnership between Universidad Ana G. Méndez-Recinto de Gurabo and the government's Department of Vocational Rehabilitation. Services are coordinated in the Quality of Life and Student Well-Being Office.

ARMY, AIR FORCE (ROTC)

A formal agreement has been established between Universidad Ana G. Méndez-Recinto de Gurabo and Universidad de Puerto Rico for cross-enrollment of students in the Army Reserve Officers Training Corps (ROTC) and the Air Force Training Corps.

Students from Universidad Ana G. Méndez-Recinto de Gurabo are authorized to enroll and attend classes in the ROTC Program at the Universidad de Puerto Rico. Those courses will be considered as Universidad Ana G. Méndez-Recinto de Gurabo resident courses. Credit will be granted and students will be entered in the official academic record.

Students will not be charged for courses taken in the ROTC Program. The United States Army and Air force through the Universidad de Puerto Rico will provide ROTC textbooks, military type equipment, uniforms and military training. Students will have equal opportunity to compete for two

and three-year scholarships on a nationally competitive basis.

Semester credit hours for ROTC course are as follow (Military Science-MS)

MSI 2 credit hours (Fall Semester)
(1 hour classroom; 1 hour Leadership Lab)

MSI 2 credit hours (Spring Semester)
(1 hour classroom; 1 hour Leadership Lab)

MSII 3 credit hours (Fall Semester)
(2 hours classroom; 1 hour Leadership Lab)

MSII 3 credit hours (Spring Semester)
(2 hours classroom; 1 hour Leadership Lab)

MSIII 4 credit hours (Fall Semester)
(3 hours classroom; 1 hour Leadership Lab)

MSIII 4 credit hours (Spring Semester)
(3 hours classroom; 1 hour Leadership Lab)

MSIV 4 credit hours (Fall Semester)
(3 hours classroom; 1 hour Leadership Lab)

MS 400-01 3 credit hours (Advanced Camp, Fort Riley, Kansas)

MS 300-01 2 credit hours (Basic Camp, Fort Knox, Kentucky)

AS 100 2 credit hours (Fall & Spring)
(1 hour classroom; 1 hour Semester Leadership Lab)

AS 200 2 credit hours (Fall & Spring)
(1 hour classroom; 1 hour Semester Leadership Lab)

AS 300 4 credit hours (Fall & Spring)
(3 hours classroom; 1 hour Semester Leadership Lab)

AS 400 4 credit hours (Fall & Spring)
(3 hours classroom; 1 hour Semester Leadership Lab)

AUTOMOBILES ON CAMPUS

The security director enforces traffic and parking regulations on and around campus. The parking system consists of express lanes with proximity readers (AVI electronic seal). In addition, in each entrance and exit station, ticket machines are installed to facilitate access to visitors.

DINING SERVICES

The Student Dining Service provides a variety of options for students who wish to dine on-campus. The cafeteria offers breakfast, lunch and dinner, Monday through Saturday. Hot meals and fast food are available. Vending machines for snacks and refreshments are also located throughout the campus.

STUDENT ACTIVITIES

A combination of both extra-curricular and co-curricular activities is available on campus providing all opportunities for all students to enhance their educational experience. The Office of Cultural and Social Activities is responsible for the diffusion and promotion of artistic events for the enjoyment and enrichment of the university community according to its needs and interests. Each year through the establishment of a visiting artists series, outstanding musicians, singers, artists, dancers, lecturers and other performers share their talents and expertise with students. In addition to on-campus art exhibits, the academic schools present dance programs, musical concerts, athletic competitions, and theatrical productions.

STUDENT GOVERNMENT

Through student governing bodies, students have an opportunity for self-government and to participate with the faculty and administration in formulating appropriate policies. Student Council members are elected by secret vote by the members of the Student Government Assembly. The Council meets once a month. Students are represented in the institution's governing bodies through this Council. Opinions and recommendations are presented to the Vice Chancellor of Students Affairs. Its members participate in academic, discipline, sports, and cultural activities committees.

STUDENT PUBLICATIONS

The institutional newspaper *El Taíno* is published by students of the communication program. It serves as a medium for all institutional activities and as a practicum experience for the students.

STUDENT ORGANIZATIONS

According to their interests, students may join religious, social service, academic, professional, and honorary groups. A fair is held at the beginning of each term to help new students get acquainted with and select the group or groups that interest them. All students are encouraged to participate actively in clubs and organizations.

UNIVERSIDAD ANA G. MÉNDEZ-RECINTO DE GURABO CHOIR

The Universidad Ana G. Méndez-Recinto de Gurabo choir offers students the opportunity to cultivate their musical abilities and talents and enables them to represent the University in activities on and off campus

THEATER WORKSHOP

The theater workshop provides students with the opportunity to develop their abilities in the performing arts. The workshop organizes and produces one play per semester for the enjoyment of the university community and the community at large.

ATHLETIC AND INTRAMURAL PROGRAMS

Athletic and Intramural Programs within the Department of Physical Education, of the School of Education play an important role in the educational process of Universidad Ana G. Méndez-Recinto de Gurabo. The programs offer a wide range of recreational and intercollegiate competitive sports for all eligible students. Both individual and team sports have brought the university and individuals national recognition. An outstanding staff of administrators, coaches, and expert trainers work in unison to make the campus athletic programs for men and women a first-class endeavor. The university boasts 28 men's and women's varsity teams, which have won 240 champion and sub-championships since 1975. These triumphs include the record-setting achievement of winning male and female Intercollegiate Athletic League track and field championship 24 times since 1987. Universidad Ana G. Méndez-Recinto de Gurabo athletes have also been champions in basketball, weight lifting, decathlon, heptathlon, volleyball, beach volleyball, tennis, table tennis, swimming and relays. Each year, the intramural program allows participation of more than 7,000 active and passive students and faculty members. The teams are called the "Taínos" with their orange, black, and white colors. The sports facilities include indoor basketball and volleyball courts, tennis courts, free weight and Cybex machines gym, a 400-meter track, swimming pool, a baseball park, jogging trail and wellness center.

VETERAN'S SERVICES

The Veterans' Services Office, located in the Registrar's Office, is primarily concerned with the motivation of veterans and their dependents to effectively exercise their right to an education.

Veterans are assisted in the completion and processing of required documents for the purpose of establishing eligibility, certification of services and academic progress. These services are offered in close coordination with the Veterans Administration Office of Puerto Rico.

Veterans and their beneficiaries must complete their program of studies within the time established by their curriculum. Students who extend their studies beyond the time established by the program cannot continue to receive veterans' benefits. If the student is a recipient of the Pell Grant, he may resort to the 150% additional time established by the institutional standard for Satisfactory Academic Progress. Veterans will be evaluated utilizing both veterans' benefits and Pell Grant criteria, if they are beneficiaries of these.

Veterans Administration Office will not pay courses in order to raise GPA. It will only pay failed courses (F, NP-Failure) or those that requires a minimum approval grade. Veteran's Administration Office will reduce benefits to the students as of the last day of attendance to class.

VICE CHANCELLORSHIP OF INFORMATION RESOURCES INFORMATION RESOURCES

The Vice-Chancellorship of Information Resources (VCIR) is the primary information center for the UT main campus and additional locations. It provides students, professors, staff, and the external community services and resources that are aligned with the institutional priorities, goals and strategic plan. The VCIR is organized into four main structures: the Library, Archives, Information Technology and Informatics and Telecommunications units.

Library services, archives, collections, and technology resources play a crucial role in the support of the institution's mission for teaching, learning, research, and information literacy through guided independent instruction on the web and direct group instruction. During the past ten years, the VCIR has provided a place for both the physical and the Virtual Library.

LIBRARY

The Library administers collection development activities (acquires and catalogs materials) for its main campus and Additional Location libraries. The Library has support from the Coordinator for Automated Systems to administer and update the Online Public Access Catalog (Voyager) and the Virtual Library. The VCIR offers a remarkable collection of print, audiovisual materials, and electronic resources and a vigorous information literacy program conducted through guided independent instruction via the web and direct group instruction.

The UT Library offers intra-library loans within the two other SUAGM universities and has interlibrary loan agreements with other universities in Puerto Rico and the United States. Library instruction has always been an important service provided at the UT Library. Notwithstanding, the level of commitment and resources for a well-designed program of user instruction has varied over time. The Library is proactive in considering and foreseeing the future needs for equipment, resources, services, and technologies relevant to the varying needs of a modern student population. Library assessment is continual and ongoing. The goal is to assess the use of library resources, satisfaction with technologies and services, and to integrate results to enhance user satisfaction and learning experiences with library services and resources.

COLLECTIONS

The Library develops its collections according to the priorities of the programs to fulfill the information needs of its users. It actively seeks recommendations from faculty and administrators for the acquisition and development of library resources and services.

The library's collections include print, audiovisual materials, and electronic resources. There are books, electronic books, newspapers, maps, indexes, journals, periodicals, databases, and audiovisual materials. There is a special books' collection that was donated by the notable scholar Dr. Arcadio Díaz Quiñones in 1998. The Arcadio Díaz Quiñones print collection consists of approximately 2,709 volumes on the subjects of art, history, and literature. The Library also has special collections donated by Luis Trellés (Puerto Rican film critic), Mario Gaztambide, Dr. Albert O. Hirschman, Juan Manuel García Passalacqua (3,887), Dr. Ivonne Acosta Lespier, Edgardo Rodríguez Juliá (759), José Luis González (10,542), Francisco Manríque Cabrera (4,433) and a music collection of operas (1,547) donated by Antonio Monroig.

The information resources in the Library at Universidad Ana G. Méndez-Recinto de Gurabo are a combination of a healthy print collection (119,569 volumes) and an electronic collection (composed of newer information technologies). Both the print and electronic collections have responded to changes undergone in the institution from being solely a teaching to a teaching and research institution. During the past ten years, the Library has experienced demand growth in areas such as e-books (3,061,784) and e-journals (29,180). This augmentation in requests for electronic resources has been combined with user needs for research tools such as Refworks and searching technologies provided by applications from Ex Libris (Voyager and Primo) and Ebsco Discovery. While the collections have been expanding, the planning, design and implementation of library services has concentrated on developing their advanced use in the academic community through an aggressive information literacy program which is part of the

Freshmen Seminar that provides literacy information support to faculty, students, courses and programs to improve teaching, research and learning.

ARCHIVES

The *Biblioteca Museo Gobernador Pedro Rosselló* (BMGPR) was created as a result of Law 290 signed in 2000 by the Commonwealth of Puerto Rico, which allows all former governors of the island to designate a non-profit or educational institution as a depository of historical materials (documents, photographs, media files, and memorabilia) of their years in office, to safeguard and make accessible to the public for reference and study.

INFORMATICS AND TELECOMMUNICATIONS

The Informatics and Telecommunications unit, which is a part of the VCIR, provides telecommunications and computer resources support (computer labs and network) to the academic community (students, professors, staff, and general public). Given that the Informatics and Telecommunication unit is interconnected to the Central Office of Information and Telecommunications (OCIT according to its Spanish acronym), located at the SUAGM headquarters, guarantees that any technology-driven project that impacts SUAGM is effectively managed by both units. The modern telecommunications infrastructure and hi-tech staff guarantees a constant assessment, evaluation, and modernization of both the technological needs of the Physical Library and Virtual Library. The Informatics and Telecommunications unit maintains a link with the Schools to help provide up-to-date computers and technologies throughout the institution to offer excellent technologies and ample facilities that meet the needs of UT users.

During the past ten years, the VCIR has improved its library resources and services. A substantial expansion of the Virtual Library's e-books holdings has been completed to house more than three (3) million in the collection. The e-book collection includes among other outstanding databases: Safari Tech Books Online, Springer Engineering Books, E-Libros (Spanish online books in multidisciplinary topics), and Compustat.

DISTANCE EDUCATION

The Distance Education unit of the Vice Presidency of Academic Affairs of Universidad Ana G. Méndez-Recinto de Gurabo is committed to provide required academic support to the courses in their four forms: face to face, blended, on-line and with videoconferencing/telepresence using any technological means. In the face to face courses (web-supported), hybrid (blended) and on-line courses the

technological tool used to incorporate all activities is the educational platform. In the videoconferencing/telepresence courses an interactive, bi-directional and multi-media transmission is used between two or more points.

The only on-line program at UT is offered by the School of Business and Entrepreneurship which is Business Administration with specializations in Management, Marketing, Human Resources, and Materials Control and Administration. The goals and objectives of the on-line program and courses are the same as those for face to face traditional courses.

The Schools of Education, Engineering, Heath Sciences and Natural Sciences and Technology are offering courses using videoconferencing and or tele-presence.

The Distance Education Unit ensures that all professors that teaches an on-line course are duly certified. Also, the unit oversees the instructional design and the quality in order that the courses are either equal or better than a face to face one. The Unit provides structured surfing and synchronous and asynchronous tools in the institutional educational platform.

The face to face and on-line user's support (students and professors) is provided by the Central Office of Informatics and Telecommunications (OCIT). The Help Desk service provides the user's name and password to students and professors. The Technical Support Administrator of Educational Platform Servers allows the student's and professor's access of face to face and on-line courses using the user's name and password. The User's 24/7 Support provides technical help to all on-line students of the graduate program of the School of Business and Entrepreneurship. The service is provided 24 hours for all 7 days of the week. The tests provided thru the Remote Proctor Now (RPNow) tool are also configured.

INDEPENDENT STUDY

Independent studies courses will be offered as an alternative for students who require a course that is not programmed in their graduating year. These courses will be offered by independent studies if they meet the following specific criteria:

- Course content cannot be replaced by another.
- The course is not being offered in the modality in which the student is enrolled, and the student cannot take the course that is being offered by the other modality.
- Special cases will be considered individually on its own merits by the dean of the School.
- During his university life the student may take a maximum of three (3) courses. Any exceptions will be approved by the dean of school.

MUSEUM AND CENTER FOR HUMANISTICS STUDIES DRA. JOSEFINA CAMACHO DE LA NUEZ

The Museo y Centro de Estudios Humanísticos Dra. Josefina Camacho de la Nuez has been a museum and center for the study of the humanities at the Universidad Ana G. Méndez-Recinto de Gurabo since 1980's. Its mission is to collect, preserve, study, and disseminate the artistic and humanistic expressions of the regional and national Puerto Rican culture for the enjoyment and benefit of the university community and the general public. The museum started in one of the wooden historic buildings on campus of the sugar cane plantation Santa Juana. The Museum has a permanent collection of 3,000 objects. It has recently inaugurated a new 25,000 sq. ft. state of the facilities with galleries dedicated to the Archaeology of Punta Candelero, Puerto Rican Folk Arts, Puerto Rican Poster Collection, the History of the Central Oriental Region, Colonial Paintings from Latin America of the Lola and Antonio Roig collection, the Ana G. Méndez historical collection and a rotating exhibition space. It also has an Education Learning Center, the Walter Murray Chiesa Folk Art Archives, a 209-seat auditorium, an interior sculpture garden, a museum store and a café

EVENING AND SATURDAY PROGRAM

Students may enroll in the regular academic programs offered by the Evening and Saturday Program. The evening division operates Monday through Thursday from 10:00 a.m. to 9:00 p.m., from 8:00 a.m. to 6:00 p.m. on Friday, and from 7:00 a.m. to 3:00 p.m. on Saturday.

SCHOOL OF PROFESSIONAL STUDIES AND CONTINUING EDUCATION (AHORA PROGRAM)

The mission of the AHORA Program of the School of Professional Studies is to provide an accelerated educational process to adult students. The program differs from traditional methods of instruction in that the professional experience of participants is incorporated into the classroom to create an interactive, challenging and dynamic environment. Faculty members have professional experience and have been specially prepared to work with adults as innovative educational facilitators. AHORA is designed exclusively for the adult student; it offers a professional environment, as well as integrated, personalized and individualized services. To fulfill this mission, the School of Professional Studies intends to:

- Promote adults to value continuous learning and increase their contribution to the world of employment
- Facilitate adult students in attaining their educational goals
- Create a learning community that facilitates building new knowledge which is based on and is applicable to the professional and personal reality of adults

- Provide integrated student services of quality and easy accessibility to adult students
- Recruit and develop staff who know and are able to meet the needs of the adult students effectively.
- Integrate technology into the academic, service and administrative processes
- Develop academic offerings that respond to the present needs of the professional and business world
- Establish a continuous process of feedback and assessment of all the processes and services.

Description of the Accelerated Program of Studies

The AHORA Program is accelerated because all of its courses are offered in five or eight-week sessions. During each session, classes meet once a week for four hours. The accelerated methodology is based on a learning process shared between the professor and the student. Each student receives a module which serves as a study guide and indicates the assignments and activities that must be completed to prepare for class. Our faculty is specially selected and trained to work with adult students through the accelerated mode, facilitating a class environment where learning is built on experiences and the assignments performed by the students. This model of accelerated studies can be applied to the different academic programs of the institution, to new academic programs or any other academic program where adult students participate. The courses are offered evenings and Saturdays (morning and afternoon). The student may take a maximum of two classes per session, completing six credits every five or eight weeks. Registration is continuous, with courses beginning fourteen times a year, and the possibility of completing up to fifty-four credits in an academic year. This way, the program provides greater flexibility for students, since they can accelerate their academic progress or design a class program that conforms to the different commitments they may have during the year.

Admissions Requirements

To fulfill its mission and goals, the AHORA Program admits only adult students with academic and professional experience that meet the following requirements:

- 21 years of age or older
- 2 years of work experience
- 12 credits of academic work at the postsecondary level

CONTINUING EDUCATION

The Continuing Education Program endeavors to strengthen social structure and to foster and develop academic programs according to the educational needs of the individual. These programs do not necessarily function under traditional academic rules, and their intention is to:

1. Update the student's knowledge.

2. Supply educational opportunities for personal growth to people from a variety of educational backgrounds, thus satisfying certain social, personal or occupational needs.

3. Implement professional training, both on-campus and in-house, to enhance the occupational advancement and personal development of personnel in the public and private sectors.

4. Promote community activities that explore and seek solutions to social, political, and economic problems.

5. Organize service programs for people who want to enrich their leisure time.

The program designs seminars, continuing education courses, conferences and life enrichment courses. Industries, government agencies, community institutions and the community in general benefit from this program.

OFF-CAMPUS CENTERS

Universidad Ana G. Méndez-Recinto de Gurabo currently operates five (5) additional locations located in Barceloneta, Cayey, Isabela, Ponce, and Yabucoa. Each additional locations deliver the same curriculum that is offered at the UT main campus. Contact information is included below.

BARCELONETA

Ramón Díaz, Director / rdiaz@suagm.edu

Postal Address
PO Box 2194, Barceloneta, PR 00617

Physical Address
Carr. PR 2 Km. 59.0
Sector Tiburón, Barceloneta, PR 00617

Phone: (787) 787-846-1777
Fax: (787) 846-1778

CAYEY

Maricelli Zaragoza, Director /ue_mzaragoza@suagm.edu

Postal Address
PO Box 9000, Suite 281, Cayey, PR 00737

Physical Address
Edificio Plaza Empresarial, primer y tercer piso
20 Ave. Antonio R. Barceló, Suite 107B Cayey, Puerto Rico

Phone: (787) 263-2177
Fax: (787) 263-0277

ISABELA

Luis A. Ruíz, Director/ um_lruiz@suagm.edu

Postal Address
7349 Ave. Agustín Ramos Calero, Isabela, PR 00662

Physical Address
Carr. PR 12, Km. 27.3,
Bo. Mora, Zona Industrial, Isabela

Phone: (787) 830-4160 / 5050/ 5055
Fax: (787) 830-5070

PONCE

Irma del Pilar Cruz, Director/ um_idelpilar@suagm.edu

Postal Address
PO Box 740, Mercedita, PR 00715

Physical Address
Carr. PR 14 Km. 3.4
Bo. Machuelo, Ponce, 00717

Phone: (787) 812-5001
Fax: (787) 812-5002

YABUCOA

Jessie Hernández, Director / jehernandez@suagm.edu

Postal Address
PO Box 25, Yabucoa, Puerto Rico 00767

Physical Address
Carr. PR 901, Km.1.4
Bo. Juan Martín, Yabucoa, 00767

Phone: (787) 893-6065, 266-0255/2066
Fax: (787) 266-0250

MAIN CAMPUS - GURABO

David Méndez, Chancellor / edmendez@suagm.edu

Postal Address
PO Box 3030, Gurabo, Puerto Rico 00778-3030

Physical Address
State Road 189, Km.3.3
Gurabo, Puerto Rico

Phone: (787) 743-7979
Fax: (787)   744-5394

ACADEMIC OFFERINGS 2019-2020

Programs	Gurabo	Off-Campus locations				
		Barceloneta	Cayey	Isabela	Ponce	Yabucoa
Technical Studies						
Clinical Therapeutic Massage				x	x	x
Computer Systems	x		x		x	
Medical Billing with Electronic Medical Records					x	x
Paralegal Technician	x				x	
Practical Nurse	x		x		x	x

The Office of the Deanship of General Education was created in February 2012 to address particular needs of new students admitted to the University. In addition to offering first-year and second-year courses in the General Education Component (GEC), the Deanship of General Education provides an array of support services to students in their first and second year. Additionally, advanced undergraduate courses in English, Spanish, and History are offered as a service to Education majors or those interested in pursuing further study in those areas. In August 2017, the Deanship became the School of Liberal Arts and General Education. It continues working closely with all the schools and offices of the university to promote the success of all students.

MISSION

The mission of the School of Liberal Arts and General Education (SLAGE) of the Universidad Ana G. Méndez-Recinto de Gurabo is to provide students with fundamental intellectual and critical thinking skills to ensure that students are equipped to be responsible members of a global and technological society.

In such, the SLAGE aims to prepare students with the necessary skills in oral and written communication, knowledge of global and historical issues, mathematic and scientific reasoning, technological competencies, and biological and social aspects of humans.

VISION

The vision of SLAGE is to provide students with a breadth of knowledge and experiences to think and reason across disciplines so that they are successful both inside and outside the academic world.

LEARNING OUTCOMES

The School of Liberal Arts and General Education aims to develop the following knowledge, skills, and attitudes in all students:
1. Identify and understand global issues from the social, economic and political perspectives
2. Comprehend the biological, behavioral and social aspects of human beings
3. Analyze the importance of historical and current world events

4. Understand and explain the multi-disciplinary nature of learning and problem solving
5. Explain the relationship and contribution of the arts and the humanities in the development of society
6. Apply ethical values and principles as a responsible citizen
7. Recognize the importance of the conservation of nature and the environment
8. Respect human rights, tolerance, diversity, and individual and cultural differences
9. Develop and apply critical thinking skills to solve problems
10. Communicate effectively in oral and written Spanish and functionally as English language learners
11. Develop and apply mathematical, reasoning skills and scientific inquiry methods
12. Achieve basic literacy in technology

FACULTY

Javier Alemán Iglesias / Assistant Professor
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Edwin Calderón Santana / Assistant Professor
EdD, Nova Southeastern University

José Calderón Rivera / Assistant Professor
PhD, Centro de Estudios Avanzados de Puerto Rico y el Caribe

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Sylvia M. Casillas Olivieri / Instructor
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PhD, Centro de Estudios Avanzados de Puerto Rico y el Caribe

Zoran Vujisic-Jovovic/ Assistant Professor
PhD, Rhodes University

COURSE DESCRIPTIONS

(Courses marked with @ could be offered in both modalities, traditional or online.)

ENGL 152
Fundamentals of Reading and Writing
Three Credits

This course develops and strengthens students' listening, speaking, reading, and writing proficiency in English. It includes grammar, vocabulary expansion, reading skills, writing mechanics, and sentence writing. Students analyze and write, descriptive, narrative, opinion, and cause/effect paragraphs.

ENGL 152E
Fundamentals of Reading and Writing Enhanced
Three Credits

This course develops and strengthens students' listening, speaking, reading, and writing proficiency in English. It includes grammar, vocabulary expansion, reading skills, writing mechanics, sentence writing and descriptive, narrative, opinion, and cause/effect paragraphs. In addition to class hours, students must participate in the English laboratory and use a virtual learning platform.

ENGL 152EL
Fundamentals of Reading and Writing Enhanced Laboratory
Zero Credits

This course develops and strengthens students' listening, speaking, reading, and writing proficiency in English. It includes grammar, vocabulary expansion, reading skills, writing mechanics, sentence writing, and descriptive, narrative, opinion, and cause/effect paragraphs. In addition

to class hours, students must participate in one hour per week of English language laboratory and one hour per week of tutoring/support services.

MATH 120
Introductory Algebra
Three Credits

The course deals with elementary algebra topics such as: theory of sets, real numbers, algebraic expressions, equations, linear inequalities and operations with polynomials.

MATH 120E
Introductory Algebra Enhanced
Three Credits

This course aims to develop students the basic mathematical competency in the following areas: arithmetic, algebra and geometry. The main topics covered are: arithmetic operations, equations and linear inequalities, area and perimeter of polygons and circles, and volume of solids. Special emphasis is placed on problem solving. In addition to the conference and laboratory hours, the student will practice independently using a virtual platform.

MATH 120EL
Introductory Algebra Enhanced Laboratory
Zero Credits

This course aims to develop students basic mathematical competency in the following areas: arithmetic, algebra and geometry.   The main topics covered are: arithmetic operations, equations and linear inequalities, area and perimeter of polygons and circles, and volume of solids. Special emphasis is placed on problem solving. In addition to the conference and laboratory hours, the student will practice independently using a virtual platform.

SPAN 152
Fundamentals of Reading and Writing
Three Credits

This course develops paragraph writing skills, as well as the structure, the characteristics, and methods for the organization of ideas through the reading and analysis of texts. Basic elements of communication and the Spanish language are studied, in addition to the features of narrative and descriptive discourse.

SPAN 152 I
Fundamentals of Reading and Writing Enhanced
Three Credits

This course develops paragraph writing skills, as well as the structure, the characteristics and methods for the organization of ideas through the reading and analysis of texts. Basic elements of communication and the Spanish language are studied, in addition to the features of narrative and descriptive discourse. As a support to the class, the student must attend the language laboratory for tutoring, and will practice independently with a virtual platform.

SPAN 152 IL
Fundamentals of Reading and Writing Enhanced Lab
Zero Credits

This course develops paragraph writing skills, as well as the structure, the characteristics and methods for the organization of ideas through the reading and analysis of texts. Basic elements of communication and the Spanish language are studied, in addition to the features of narrative and descriptive discourse. As a support to the class, the student must attend the language laboratory for tutoring, and will practice independently with a virtual platform.

VISION

The vision of the School of Technical Studies (STS) is to make the Ana G. Méndez University System (SUAGM) the first choice and the model for technology education. The STS will become an important component of support to strengthen the undergraduate enrollment at SUAGM and its institutions.

MISSION

Promote the academic, professional and technical excellence of a diverse population through specialized and innovative technical-vocational programs that allow graduates to move in the working world in a fast and successful way contributing to the economic development of the country.

OBJECTIVES

In order to accomplish our mission, the School must comply with the following objectives:

1. Provide technical education that will respond to the present and future demands of the employment markets.
2. Train and develop in the students the skills and knowledge related to their profession, in accordance with the demands of the human resources of the community we serve.
3. Provide support services that will facilitate student retention in the program and that will contribute to academic and professional success.
4. Develop in the students the necessary skills and attitudes needed in the use of learning resources, including recent developments in the area of educational technology.
5. Provide students with real life laboratory experiences, so that they will familiarize themselves with the nature of their future job.
6. Develop students' competence in small business management, so that they are prepared to create employment for themselves as well as for other persons.
7. Incorporate emergent technologies in technical studies programs, according to the available resources.
8. Offer technical programs at the off-campus centers that will respond to the necessities of the geographic zone and communities they serve.

Important note:
The institution provides practicum sites for students of programs that requires it. Availability in each academic period will be subject to the space provided by practicum centers. Practicum center may be located in different geographic areas through PR.

PROGRAMS OF STUDY

TECHNICAL CERTIFICATES

CLINICAL THERAPEUTIC MASSAGE

This program prepares the student to offer its clients/patients massage therapies that provide an emotional and mental fitness benefits. Also prepares the graduate for the exam offered by the Board of Examiners for Massage Therapists.

Total Credits		**57/1,015 hours**
FSET 100	Freshman Seminar	3/45
SPAN 152	Fundamentals of Reading and Writing	3/45
ENGL 152	Fundamentals of Reading and Writing	3/45
CTMT 101	Massage Introduction	3/45
CTMT 118	Human Anatomy and Physiology of Massage	3/45
CTMT 120	Oriental Massage Techniques	3/45
CTMT 121	Clinical Massage Techniques	3/45
CTMT 122	Swedish massage	3/45
CTMT 123	Massage Business Administration	3/45
CTMT 124	Clinical Pathology and Pharmacology Massage	3/45
CTMT 125	Revalidation Review for Massage Therapist License	3/45
CTMT 126	SPA Techniques and Hydroteraphy	3/45
CTMT 127	Reflexology	3/45
CTMT 128	Lymphatic Drainage	3/45
CTMT 129	Craniosacral Therapy	3/45
CTMT 130	Sports Massage	3/45
CTMT 131	Structural Kinesiology and Technical Clinic Evaluation	3/45
CTMT 133	Massage to Special Populations	
CTMT 134	Clinical Experiences	3/45

COMPUTER SYSTEMS

The courses required for this certificate offer the students the essential knowledge to work with software programs in a business setting. The students master the technical skills of the computer keyboard as a basis for working rapidly and effectively with the application programs. The students become familiar with the following software programs: Word, Excel, Power Point, and Access, among others.

OBJECTIVES

At the conclusion of the certificate program, the students will be able to:

1. Demonstrate knowledge of the concepts, applications and uses of computers as important tools for information processing in the office setting.
2. Produce different styles of business documents with speed and accuracy.
3. Use correctly various computer software packages such as Word, Excel and Power Point.
4. Apply proofreading skills to the editing of documents.

Total Credits		30/450 hours
FSET 100	Freshman Seminar	3/45
COAT 102	Keyboard and Computer Basic Concepts	3/45
COAT 103	Problem Solving and Logical Concepts	3/45
COAT 104	Introduction to Telecommunications and Computer Networks	3/45
COAT 105	Object Oriented Programming	3/45
COAT 106	Electronic Commerce Applications Development	3/45
COAT 108	Wireless Local Area Network	3/45
COAT 109	Special Topics in Information Systems	3/45
COAT 110	Computer Network Design	3/45
COAT 204	System Analysis and Design	3/45

MEDICAL BILLING WITH ELECTRONIC MEDICAL RECORDS

This certificate will prepare support personnel to collaborate with medical personnel according to the laws in Puerto Rico.

OBJECTIVES

At the conclusion of the certificate program, the students will be able to:

1. Demonstrate knowledge in the concepts, applications and uses of the computers as an important tool in information processing.
2. Apply the basic elements of medical terminology in the elaboration of words using roots, prefixes, suffixes, and compounds.
3. Demonstrate the skills necessary in completing HCFA forms and mastering the insurance claims form cycle.

Total Credits		30/675 hours
FSET 100	Freshman Seminar	3/45
COAT 107	Keyboard and Computer Basics	3/45
OFAT 102	Medical Terminology	3/45
OFAT 108	Billing	3/45
OFAT 122	Coding	3/45
OFAT 123	Billing Audit	3/45
OFAT 124	Electronic Billing	3/45

OFAT 126	Legal and Administrative Procedures	3/45
OFAT 127	Electronic Medical Record	3/45
OFAT 125	Practice	3/45
	(Additional practice hours)	225

PARALEGAL TECHNICIAN

The Paralegal Technician Certificate Program trains the students to provide support services to lawyers, judges, investigators and other legal professionals.

OBJECTIVES

At the conclusion of the certificate program, the student will:

1. Demonstrate knowledge and skills in legal research and writing.
2. Prepare their own documents using research skills and necessary legal terminology in Spanish, English and Latin.
3. Utilize computer software in legal research.
4. Be familiar with the original client interview, the drafting of the complaint, the summons, and all the other stages of civil procedures in the Puerto Rican judicial system.

Total Credits		48/820
PALT 100	Legal Computer	3/45
PALT 110	Mortgage Law	3/45
PALT 111	Civil Procedure	3/45
PALT 112	Canons of Ethics and Professional Responsibility	3/45
PALT 115	Legal Research and Writing	3/45
PALT 116	Private Law I	3/45
PALT 117	Criminal Law	3/45
PALT 118	Criminal Procedures Law	3/45
PALT 119	Special Criminal Laws	3/45
PALT 120	Public Law	3/45
PALT 121	Private Law II	3/45
PALT 122	Real Rights	3/45
PALT 123	Evidence	3/45
PALT 135	Preparation and Testimony in Court Cases	3/45
PALT 185	Basic Civil Rights	3/45
PALT 175	Practice of Paralegal Skills	3/45
	(Additional practice hours)	100

PRACTICAL NURSE

This professional can perform simple tasks in medical procedures such as: observations of the patient's condition, physical, mental, social and spiritual well-being, development of patient care plans, document their

intervention in the clinical file and basic tasks related to hygiene, comfort, food, elimination, ambulation and rest of the patient.

OBJECTIVES

At the conclusion of the certificate program, the student will:

1. Satisfy the demand for educational programs for people interested in developing in the practical nursing sector.
2. Strengthen and expand the program to offer it in the other locations of the UAGM as requested and required by the market.
3. Develop collaborative agreements and strategic alliances that facilitate the link between the University and the Industry for mutual benefit.
4. Contribute to the integral development of the student by offering guidance, support and assistance in the professional and personal areas as necessary.
5. Promote experiences of incursion and relationship with the industry as well as cultural activities, forums and professional presentations that serve as co-curricular support for the program.
6. Develop a quality culture that accesses the integration of all components of the university community in the relevant program processes.
7. Develop a quality culture that accesses the integration of all components of the university community in the relevant program processes.
8. Contribute to the professional development of a committed and perceptive graduate, able to temper and adjust to the changes within the industry where he works.
9. Facilitate the human resources, and infrastructure that are required in its various stages of program development through the hiring of duly qualified professionals and practice centers.
10. To assure society of the quality of the academic offer and of the graduate of the Program through effective mechanisms of evaluation and assessment.
11. Strengthen the structure, organization, procedures and management arts of customer service that are necessary to execute the different processes and serve the active student population and prospects efficiently and effectively.
12. Consolidate the projection of the program as one with eductional quality, relevance and dynamism.

Total Credits		40/1,005
PATH 100	Anatomy and Physiology	3/45
NURT 100	Microbiology	3/45
NURT 100L	Laboratory of Microbiology	1/30
NURT 102	Fundamentals of Nursing	5/45
NURT 102L	Clinical Laboratory of Fundamentals of Nursing	0/60
NURT 103	Fundamentals of Nutrition	2/30
NURT 104	Primary Care Nursing Mother and	

	Newborn	5/45
NURT 104L	Clinical Laboratory of Primary Care Nursing Mother and Newborn	0/45
NURT 105	Primary Care Nursing a Child and Adolescent	5/45
NURT 105L	Clinical Laboratory Primary Care Nursing a Child and Adolescent	0/60
NURT 106	Adult Primary Care Nursing and Old	5/45
NURT 106L	Clinical Laboratory of Adult Primary Care Nursing and Old	0/45
NURT 107	Nursing Primary Care Mental Health and Psychiatry	5/45
NURT 107L	Clinical Laboratory of Primary Care Mental Health Nursing and Psychiatry	0/60
NURT 108	Practical Nurse's Role in the Community	3/45
NURT 109	Review of Nursing Practice Revalidation	3/45

COURSE DESCRIPTIONS

COAT 102
Keyboard and Computer Basics
Three Credits

Keyboarding skills, basic principles of data processing, physical components and application programs Words and Power Point. Development of skills in computer use and search and processing. Includes general concepts of computer systems and information systems organization. Recovery, evaluation synthesis and presentation of information.

COAT 103
Problem Solving and Logical Concepts
Three Credits

This course provides an introduction to programming and problem solving. The course focuses on the basic tools and logic concepts required to develop computer applications. Students learn how to write a structured, modular program in a current programming language. The course also examined data representation, algorithmic development, and flowcharts using different structures.

COAT 104
Introduction to Telecommunications and Computer Networks
Three Credits

Course in telecommunications and computer networks, designed for individuals in the field of computerized information systems. The historical development and the concepts, terminology and modern products related to computer networks are described. The criterion for planning, acquisition and installation of computer networks is emphasized. It also includes the study of protocols, software, topologies, and products available. Strategies of centralized and distributed processing are compared. Requires laboratory.

COAT 105
Object Oriented Programming
Three Credits

Study of the fundamental concepts and principles of the object-oriented programming language. The course emphasizes an individualized style of modular programming, using object programming. It also promotes the use of extensions coding, modules and applications for the development competitive skills for today's employment market. Requires laboratory.

COAT 106
Electronic Commerce Applications Development
Three Credits

This course provides an understanding of the Internet technologies and methodologies for the plan and development of e-commerce or e-business. The course surveys the various revenue models that have been introduced in the last few years and analyze their economic and managerial foundations. In addition to acquiring basic skills for navigating the Internet, the course provides some practical skills for building electronic commerce applications over the Internet using extensible hypertext markup language. It also covers legal, social, and security issues.

COAT 107
Keyboarding and Basic Skills in the Computer
Three Credits

This course enables the student to acquire an introduction to technology in personal computers, applications and ethics in the use of computers. This includes direct experience with computer operating systems and problems, through immediate practice with Word, Excel and Power Point applications.

COAT 108
Wireless Local Area Network
Three Credits

This course describes the technologies involved in all aspects of a local area network and how the personal devices can interact and communicate with each other. Using a practical approach, the students will learn how a wireless device communicates with a wireless network using protocols and wireless LAN access pint. They will learn how to design, install and troubleshoot a wireless LAN network on a safe-based environment applying device security management.

COAT 109
Special Topics in Information Systems
Three Credits

In this course the students will gain a comprehensive, step by step to learn the basics of assembly, repair and troubleshooting of hardware and software of modern computers. This course addresses the fundamental aims of most recent exam of Comp TIA A+ through class lectures/laboratory exercises that offer a live experience.

COAT 110
Computer Network Design
Three Credits

Specialized course oriented to local area network design. In this course the student will be able to learn the necessary methodologies for the design of computer-based networks using a wired, wireless and optical media. They will learn to use application software in a simulation environment to prevent errors and time loss before the computer network installation. This environment will provide the students a knowledge base for diagnosing and anticipate problems that increase the costs and loss in the business.

COAT 204
System Analysis and Design
Three Credits

Study of the systems development cycle, with emphasis on the present system documentation, using the classic tools and techniques as well as the structured ones. It includes the use of these resources for describing the processes, the data flow, data structures, forms design for data gathering and reports. It also discusses data gathering activities and information, progress reports, and the transition from analysis to design.

CTMT 101
Massage Introduction
Two Credits

This is an introductory course that gives students knowledge about the history an origin of massage. Study aspects: professional, ethical, legal, hygiene, cleanliness and safety in the massage room, type of customers, technical consultation, preparation of the environment near the equipment and products used for their general effects and contraindications.

CTMT 118
Human Anatomy and Physiology of Massage
Three Credits

This course provides students with basic knowledge of human anatomy and physiology applied to therapeutic massage.

CTMT 120
Oriental Massage Techniques
Three Credits

This course trains students in different stretching techniques on joints, acupressure skills, energy points and benefits and contraindications. This course will take 35 hours of theory and 10 hours of clinical experiences.

CTMT 121

Clinical Massage Techniques
Three Credits

This course prepares students in skills for massaging trigger points, myofascial therapy and deep tissue techniques. This course will take 35 hours of theory and 10 hours of clinical experiences.

CTMT 122
Swedish Massage
Three Credits

This course provides students a technical base that allows you to work the soft tissue dysfunctions in specific muscles, better palpation of muscles and muscle fibers in various directions and regions of the musculature. This course will take 35 hours of theory and 10 hours of clinical experiences.

CTMT 123
Massage Business Administration
Three Credits

This student will examine the method of identification, design and implementation of an entrepreneurial idea through the Business Model Canvas.

CTMT 124
Clinical Pathology and Pharmacology Massage
Three Credits

This course prepares students with the knowledge of diseases, conditions or injuries suffered by the human body. Acquire skills to identify possible interactions or adverse reactions producing by the drug.

CTMT 125
Revalidation Review for Massage Therapist License
Three Credits

In this course, the students will review all concepts taught and required to take the test and be certified Revalidation Massage Therapist in Puerto Rico.

CTMT 126
SPA Techniques and Hydrotherapy
Three Credits

In this course SPA concepts, techniques and body treatments and more frequent use of the concept and basic techniques of hydrotherapy be known. This course will take 35 hours of theory and 10 hours of clinical experiences.

CTMT 127
Reflexology
Three Credits

This course prepares the student to provide stimulating reflex points in the hands and feet. This course will take 35 hours of theory and 10 hours of clinical experiences.

CTMT 128
Lymphatic Drainage
Three Credits

This course prepares the student to the basic knowledge of the lymphatic system, its functions and the technical dominant in the lymphatic massage. This course will take 35 hours of theory and 10 hours of clinical experiences.

CTMT 129
Craniosacral Therapy
Three Credits

This course prepares the student to feel and touch the cranial rhythmic movements, using basic techniques for treating common conditions. This course will take 35 hours of theory and 10 hours of clinical experiences.

CTMT 130
Sports Massage
Three Credits

This course provide students with the skills to offer sports therapy both training and competition, serving as a means to help athletes achieve optimal level and care at the same time. This course will take 35 hours of theory and 10 hours of clinical experiences.

CTMT 131
Structural Kinesiology and Technical Clinic Evaluation
Three Credits

This course trains students to work and identify the five components of muscle and can develop a plan of therapy.

CTMT 133
Massage to Special Populations
Three Credits

This course will develop the student in the methods and techniques for special populations such as pregnant women, pediatric and elderly. This course will take 35 hours of theory and 10 hours of clinical experiences.

CTMT 134
Clinical Experiences
Three Credits

The Supervised Practicum Course constitutes the most important clinical experience in the Therapeutic Massage Technician Program. In this course, the student will have the opportunity to apply all the knowledge, skills and techniques acquired throughout the development of the program. Practicum will take place in entities or venues that meet all requisites and standards established by applicable laws, in order to be authorized to provide therapeutic massage (sports facilities, health centers, elderly centers, therapy centers, institutional activities), and will be supervised by a licensed professional in the field.

FSET 100
Freshman Seminar
Three Credits

This course aims to strengthen the knowledge and basic skills at the personal, intellectual and technological necessary for effective performance in activities that lead to

academic performance and adjustment to college life. Students will participate in mentoring activities aimed at the acquisition of skills and knowledge that will allow its development in the academic area. The importance of comprehensive development of man and its relationship to academic success. The student is guided through a series of activities on campus to expose the services offered by our institution and the School of Professional Technicians. It is intended that students develop greater security and confidence to manage and resolve academic and personal situations.

PHAT 100
Principles of Anatomy and Psysiology
Three Credits

Study of the anatomy and physiology of the human, particularly skeletal systems, muscular, nervous, digestive, respiratory, circulatory, lymphatic, endocrine, urinary and reproductive systems.

NURT 100
Microbiology
Three Credits

Introduction to the world of microorganisms including the study of the basic characteristics of fungi, bacteria and viruses. Emphasis on those organisms that are pathogenic in humans.

NURT 100L
Laboratory of Microbiology
One Credit

Knowledge of the world of microorganisms including the study of the characteristics of fungi bacteria and viruses. Emphasis on those microorganisms that are pathogenic in humans.

NURT 102
Fundamentals of Nursing
Five Credits

This theoretical and clinical course provides an introduction to legal concepts, historical and sociopolitical nurse teacher in the United States, Puerto rico and other hispanic communities. Emphasis is given to the development of basic nursing skills which are necessary for the promotion of health and stability of individuals, families and communities. The student is directed to assess the individual's motivation by finding health care and how their problems interfere with daily activities. Clinical practice provides opportunities for the development of the skills used in hospitals and communities to carry out the nursing role. It puts emphasis on the client as a holistic entitty and use critical thinking when it intervenes in health and disease with a variety of individuals from cultural backgrounds / different social and age groups.

NURT 102L

Clinical Laboratory of Fundamentals of Nursing
Cero Credits

This laboratory is designed to develop students knowledge of basic nursing skills that enable it to carry out laboratory activities and future clinical experiences.

NURT 103
Fundamentals of Nutrition
Two Credits

Discussion of nutrition with emphasis on the role of carbohydrates, fiber, proteins, fats, vitamins and minerals in the human body. It assesses the relationship between nutrients and health. We reflect critically about the proper diet that results in a better quality of life as proposed of different food pyramids. The nutritional content of unprocessed versus processed foods and nutritional data on legislation are included in the course theme. The same is developed form lecture, research and teamwork.

NURT 104
Primary Care Nursing Mother and Newborn
Five Credits

This course consists fo the application of the skills that students must master the nursing practice using the nursing process to the interation of the mother and her family durign the stages of pregnancy, clhidbirth and postpartum. It emphasizes the role nurses preventive, curative and rehabilitative, filling health needs for a dynamic and changing community. Includes nursing skills necessary intervention in the newborn in the delivery room and nursey care (nursery). In addition, htose skills are applicable in selected patients with gynecological conditions, emphasizing self care. Clinical placements will be made in care institutions offering primary, secondary, tertiary, and others that offer community service to this group of patients.

NURT 104L
Clinical Laboratory of Primary Care Nursing Mother and Newborn
Cero Credits

This laboratory is the application of the skills you must master the practical nursing student, using the nursing process to the interaction of the mother and her family during the stages of pregnancy, childbirth and postpartum. Includes skills necessary nursing intervention with the newborn in the delivery room and nursery care.

NURT 105
Primary Care Nursing a Child and Adolescent
Five Credits

This theoretical and clinical course focuses on the care of children and adolescents. Students are introduced to concepts of nursing care in the first year of life through adolescence. Basic nursing skills are developed for disease prevention, health promotion and health maintenance of

these age group. It puts emphasis on the client as a holistic entity, applying critical thinking and promoting the use of nursing diagnosis according to NANDA (North American Nursing Diagnosis Association) which is the Association of North American Nursing Diagnoses with nursing interventions (NIC and outcomes (NOC) suitable for this group.

NURT 105L
Clinical Laboratory Primary Care Nursing a Child and Adolescent
Cero Credits

This lab will allow the student to put into practice the skills learned in the care of children and adolescents. Execute these skills according to the stages of growth and development of children and adolescents using the nursing process to intervention with these.

NURT 106
Adult Primary Care Nursing and Old
Five Credits

This course is based on the principles inherent in caring for individuals, families and communitires at different stages of growth and development, emphasizing basic needs interfered in the adult and old. We discuss the physiological and pathological changes that occur in the various systems holistically. This course consists of the application of the skills the student to master, using the nursing process for interation with the adult and old, family and community. During jall psychomotor skills is emphasized nursing intervention prventive, curative and rehabilitative to fill the health needs of a dynamic and changing community. Emphasis is on the scientific principles of each procedure and the development of skills to perform the techniques correctly.

NURT 106L
Clinical Laboratory of Adult Primary Care Nursing and Old
Cero Credits

In this lab the student will apply the principles of care to individuals, families and communities at different stages of growth and development, emphasizing basic needs inferred in the adult and old.

NURT 107
Nursing Primary Care Mental Health and Psychiatry
Five Credits

The clinical and theoretical framework of this course is the promotion of health and the provision of opportunities for clients to maximize their ability to live, work, socialize, and learn in communities of their choice. The practice of mental health nursing is presented from the perspective of helping people deal with difficulties, solve problems, reduce emotional pain, and promote growth, while respecting their rights to their values, beliefs and decisions. Nursing students are encouraged to conduct a self analyze to increase their understanding and self-acceptance. This is important because nurses who are able to clarify their own beliefs and values, perform less judgment or impose less their own values and beliefs to patients. Neurobiological theories, psychological, sociological and spiritual are discussed to help students understand the customers and their experiences and help them entangled in their healing process. Emphasis is given to the development of effective communication skills, the application of the nursing process, community mental health, critical thinking and cultural diversity.

NURT 107L
Clinical Laboratory of Primary Care Mental Health Nursing and Psychiatric
Cero Credits

In this lab the student will perform interventions with clients in various stages of mental health and psychiatry in the community.

NURT 108
Practical Nurese's Role in the Community
Three Credits

This course provides students with knowledge and appreciation of the management and leadership in nursing. Use critical thinking through discussion and group dynamics also oral and written activities related to the course content. We discuss the leadership roles of the nurse, the criteria for continuing education and graduate studies and opportunities for development of business ideas. Promotes communication skills essential to perform the roles required by the nursing profession.

NURT 109
Review of Nursing Practice Revalidation
Three Credits

This course is designed to assist students in preparing to take one of the most important exams taken. This is a test that assesses knowledge state must possess a minimum nurse to practice safely exercise. Approve, represents a guarantee for people's health. But it is also evidence of the talents, commitment and desire to serve, characteristics that distinguish a true professional.

OFAT 102
Medical Terminology
Three Credits

The course of Medical Terminology was designed so that the student knows and learns the terms and aspects used in a medical facility. It will provide to the student the opportunity to learn the different parts from the human body and their structures. In addition, the student will know the words and their meaning in the medical aspects, as well as codes, suffixes and the roots.

OFAT 108
Billing

Three Credits

This course will develop in students the skills and abilities to process bill of health services.

OFAT 122
Coding
Three Credits

Coding Course, including the study of the classification of diseases and health condition, as well as introduction to ICD 10, its development and presentation of the structures, organization and implementation the same. We study also the medical procedures aligned CPT 4 each diagnostic procedure performed, while guidelines apply health plans in Puerto Rico.

OFAT 123
Billing Audit
Three Credits

This course is designed for the student to check the bills, their most common errors and determine the reason for the denial. The audit is the mechanism of measurement of income received and receivable losses occurring in the billing process.

OFAT 124
Electronic Billing
Three Credits

This course prepares students in the use and management of electronic billing program. The student will be able to work the full cycle of electronic invoicing.

OFAT 125
Practice
Three Credits

The course offers the student the opportunity to apply the knowledges already acquired in the academic program, in a real work environment. The student will work 4 days in the week in a practice center and his or her performance will be evaluated by the assigned supervisor in the practice center. One day of the week, the student will meet with the practice coordinator to discuss the work done, performance and experiences and to identify any areas that needed reinforcement.

OFAT 126
Legal and Administrative Procedures
Three Credits

This course is designed to develop in students the management skills according to legal provisions that establish the correct management to various situations.

OFAT 127
Electronic Medical Record
Three Credits

This course prepares students in the use and management of electronic records and electronic billing program. The student will be able to work a full course of medical electronic information.

PALT 100
Legal Computer
Three Credits

This course prepares students in basic skills to prepare legal documents incorporating technology and legal issues relevant material to provide support in the legal office.

PALT 110
Mortgage Law
Three Credits

The course introduces the general principles of Mortgage Law and its regulation. Emphasis will be given to the structure and functioning of the Property Registry in Puerto Rico. The student will learn about the importance of the day by day operations, legal research, and study of titles, documents presentation and duties.

PALT 111
Civil Procedure
Three Credits

In the first part of this course students will be introduced to the most important stages of Civil Procedure governing in Puerto Rico. It will focus on the initial client interview, in drafting the complaint, the sites and all other stages of Civil Procedure in order to familiarize the Technical Paralegal with all aspects of the Rules of Civil Procedure in the Judicial System of Puerto Rico.

PALT 112
Canons of Ethics and Professional Responsibility
Three Credits

The course discusses the responsibilities of members of the legal profession to ensure that the various legal processes in society effectively incorporate the canons of professional ethics. Student will learn that every lawyer must, citizen and his professional capacity, whether as judge, prosecutor, lawyer, and consultant or in any other capacity, act always according to the canons of ethics of professional conduct.

PALT 115
Legal Research and Writing
Three Credits

In the course, the student will know the theory about the sources of law and legal research methodology. We study the structure, use and citation of primary literature sources elementary and secondary search. The study and practice of the drafting of legal documents complement the academic experience as researchers in the field of law.

PALT 116

Private Law I
Three Credits

The student sore right family, obligations, contracts and the law of succession. Understand the legal concepts of the person, legal capacity, marriage and its effects, and marital separate property, obligations, contracts, inheritance and legacy..

PALT 117
Criminal Law
Three Credits

This course examines the general principles of criminal law and offenses under the Penal Code in Puerto Rico.

PALT 118
Criminal Procedures Law
Three Credits

This course is designed for the purpose of preparing professionals in criminal and competent in research and analysis of criminal cases. It will be provide the student with knowledge of the structures and processes of investigation in criminal cases.

PALT 119
Special Criminal Laws
Three Credits

Study the rules of interpretation, application and discussion of the law of private detectives of Puerto Rico, ethics and jurisprudence applicable to the profession of detective.

PALT 120
Public Law
Three Credits

The student will learn public law through the studies of administrative law; discipline that studies the genesis, development, organization, administrative agencies power, as well as the norms that guide the processes of: investigation, regulations and judgments of those organisms. They will also study different ways of administrative discretion, through procedural norms, judicial principles and constitutional statutes, guided to protect the citizen and commerce against arbitrary acts of administrative agencies.

PALT 121
Private Law II
Three Credits

The student will learn the law of succession. Understand the legal concepts of inheritance, heirs, types of wills and bequests.

PALT 122
Real Rights
Three Credits

The student will identify what is a good, their classifications, rights and obligations upon them. Also, learn how these can be purchased, covey, transfer and rights of the holder or owner.

PALT 123
Evidence
Three Credits

Study of the Rules of Evidence its essential characteristics and application in civil and criminal cases. Exceptions and emphasizes techniques for presentation of evidence, case preparation and testimony in court.

PALT 135
Preparation and Testimony in Court Cases
Three Credits

The student will examine the most fundamental stages of the preparation of a case. Overall, students will learn to perform the research study of a case, since the submission of the state of facts, the relevant evidence to the trial and sentencing.

PALT 175
Practice of Paralegal Skills
Three Credits

The course offers the student the opportunity to apply the knowledge already acquired in the academic program, in a real work environment. The student will work 4 days in the week in a practice center and his or her performance will be evaluated by the assigned supervisor in the practice center. One day of the week, the student will meet with the practice coordinator to discuss the work done, performance and experiences and to identify any areas that needed reinforcement. It will explore the creation of business as an alternative to their career development. Entails 20 hours and 25 hours for supervisory visits.

PALT 185
Basic Civil Rights
Three Credits

The course goes directed to examine the individual guarantees that emanate (in form it disperses) of the sources statuary and constitutionalists like that the jurisprudence emitted by our Supreme Court. It is directed to study and to analyze the diverse governmental performances that usually are inconsistent with all the protections and safeguards of the legal ordering of Puerto Rico.

Appendix A

Satisfactory Academic Progress Tables

Technical Certificate Programs		
Credits Attempted	% of Credits Earned	GPA
1 – 15	55%	1.65
16 – 30	60%	1.75
31 – 45	64%	1.90
46 +	67%	2.00

Technical Certificate Programs Medical Billing with Electronic Medical Records Computer Systems Technician		
Credits Attempted	% of Credits Earned	GPA
1 – 15	60%	1.75
16 – 29	64%	1.90
30 +	67%	2.00

ADDENDUM TO THE TECHNICAL PROGRAMS CATALOG - 2019-2020
(EXTENDED UNTIL JULY 30, 2021)

Contents

Addendum to the catalog include the following information:

Veteran services

The student is responsible for notifying any change that occurs in their enrollment to the Certifying Officer and the Department of Veterans and inform any changes such as; change of institution, academic goal or program. The student should use the corresponding forms of each chapter. A student who used the Veteran's benefits at another institution must present the credits' transcript of origin, no later than two semesters upon enrollment.

The benefit for eligible Veterans students for GI Bill (Chapters 31, 33, 30, 1606 and 35) is requested online by accessing https://www.va.gov/. The beneficiary must comply with the requirements of the U. S. Department of Veterans Affairs before applying.

The Certifying Officer is located at the Registrar's Office (787) 743-7979 ext. 3566 who is responsible for handling all procedures related to Veteran beneficiaries.

Transcripts

Official transcripts, which bear the seal of the Institution, will not be given to students or alumni, but sent directly to institutions specified by the students in their official requests to the Registrar's Office. In those cases, where a student is in debt with the Institution, the Registrar will not certify the courses approved until the student has paid the debt.

Any claim concerning a transcript request must be presented at the Registrar's Office no later than 90 days after making the request.

Student records

The Registrar's Office is responsible for the administration, management and safeguarding of all academic student records and academic transactions. These includes the following responsibilities:
- Courses enrollment and withdrawal
- Issues grade reports,
- Unofficial and official transcripts,
- Degree certifications and
- Diplomas

Candidates for admission, readmission, or transfer and special students may not register until each has received an acceptance letter from the Office of Admissions.

Study Abroad and Exchanges

Students taking courses abroad or out-of-state must do so under a collaborative agreement for student exchange between UAGM-Gurabo Campus and a partner institution, and/or under the guidance and approval of the corresponding academic department. The approval or transfer of credits from foreign or out-of-state institutions, must follow the institutional academic norms related to credit transfer, special permits, and academic progress.