

# Student **Handbook**

Manual del Estudiante



# TABLE OF CONTENTS

WELCOME MESSAGE .....	8
MESSAGE TO THE STUDENT .....	9
PREFACE.....	10
LEGAL STATEMENT .....	11
HISTORICAL OVERVIEW .....	12
PHILOSOPHY, MISSION, VISION, VALUES, GOALS .....	12
HIMNO DEL ICPR JUNIOR COLLEGE .....	18
CENTRAL OFFICE AND CAMPUS DIRECTORY.....	19
CODE OF ETHICS .....	19
RIGHTS AND DUTIES OF THE STUDENT .....	20
Student Rights:.....	20
Student Duties: .....	21
RULES OF ETIQUETTE AND PARTICIPATION IN DISTANCE COURSES .....	22
GENERAL RULES AND REGULATIONS .....	23
Disciplinary Actions/Violations of the Rules:.....	23
<i>Violations of the Rules</i> .....	24
<i>Applicable Penalties</i> .....	25
<i>Additional Procedures</i> .....	25
<i>Law and Appellate Process</i> .....	26
STUDENT SERVICES.....	26
OFFICE OF THE PRECINCT DIRECTOR.....	27
ADMISSIONS OFFICE .....	27
School Immunization Policy (REG04-0600).....	28
SERVICES TO STUDENT BENEFICIARIES OF VETERANS .....	28
Principles of Excellence Policy: Guidance to Prospective Members of the Armed Forces, Veteran and Beneficiaries (REG04-0611).....	28
Statement of Educational Services for Students with Benefit of Studies.....	29
Student Veteran Policy .....	29
Other Policies for Student Veteran Beneficiaries:.....	30
<i>Admission</i> .....	30
<i>Validation of Hours/Credits for Previous Studies (Academic and Military)</i> .....	30
Withdrawal Process for Non-Compliance in Academic Activities Exclusive to Veteran Students (REG04-0602) .....	31
<i>Limit of Lack of Participation Allowed</i> .....	32
<i>Definition of Justified Lack of Participation</i> .....	32
<i>Process to replace lost material</i> .....	33



<i>Consequences for exceeding the limit of non-participation.....</i>	<i>33</i>
<i>Appeal Procedure.....</i>	<i>33</i>
<i>Communication and responsibilities.....</i>	<i>33</i>
<i>Course Repetition Policy .....</i>	<i>33</i>
<i>Satisfactory Academic Progress for Veteran Students.....</i>	<i>33</i>
<i>Probationary Period for Veteran Students (to receive educational benefits) .....</i>	<i>33</i>
<i>Reinstatement of the Educational Benefit .....</i>	<i>33</i>
<i>Participation in Satisfactory Academic Activity (to continue receiving your educational benefit) .....</i>	<i>34</i>
<i>Authorized Absence (LOA, REG04-0609) .....</i>	<i>34</i>
<i>Section 103-PL 115-407 .....</i>	<i>34</i>
<b>REGISTRY OFFICE.....</b>	<b>35</b>
<b>SERVICES OF THE REGISTRY OFFICE.....</b>	<b>36</b>
<i>Readmission .....</i>	<i>37</i>
<i>Registration .....</i>	<i>37</i>
<i>Conditional Enrolment/ Extensions.....</i>	<i>38</i>
<b>Student Transcripts .....</b>	<b>38</b>
<b>Student Record Information Release Policy .....</b>	<b>38</b>
<b>Student Record Privacy Policy (REG04-0612).....</b>	<b>40</b>
<i>Transcripts and Certifications.....</i>	<i>40</i>
<i>Address Registration .....</i>	<i>41</i>
<i>Policy for the Continuity of Course Offerings in Accordance with the Curricular Sequence of Academic Programs (REG04-0610).....</i>	<i>41</i>
<i>Academic Load.....</i>	<i>41</i>
<i>Academic Measure for Credit Hours .....</i>	<i>42</i>
<b>Satisfactory Academic Progress (SAP) Policy and Financial Aid Warning/Suspension (REG04-0614) .....</b>	<b>42</b>
<b>Financial Aid Warning and Suspension on Academic Progress Satisfactory.....</b>	<b>43</b>
<i>Appeals and Probation .....</i>	<i>43</i>
<i>Appeals Committee .....</i>	<i>44</i>
<b>Academic Progress Policy for the Associate Degree in Diagnostic Radiologic Technology.....</b>	<b>44</b>
<i>Students Enrolled with Full Academic Load in Associate Degrees .....</i>	<i>44</i>
<b>Satisfactory Academic Progress Table for Associate Degrees: .....</b>	<b>45</b>
<i>Students Enrolled Part-Load in Associate Degrees .....</i>	<i>45</i>
<i>Students Enrolled with Full Load on Professional Certificates .....</i>	<i>45</i>
<b>Satisfactory Academic Progress Table for Professional Certificates.....</b>	<b>45</b>
<i>Students Enrolled with Partial Load in Professional Certificates.....</i>	<i>46</i>
<i>Cancellation Policy .....</i>	<i>46</i>
<i>Discharge Procedure .....</i>	<i>46</i>
<b>Course Repetition Policy (REG04-0613).....</b>	<b>47</b>
<i>Maximum Time to Complete the Program of Study.....</i>	<i>47</i>
<i>Program Change.....</i>	<i>48</i>
<b>Grading Scale .....</b>	<b>48</b>
<i>Definition of Other Alternate Qualifications.....</i>	<i>48</i>
<b>Incomplete Policy (REG04-0608) .....</b>	<b>49</b>
<b>Incomplete in Practice courses .....</b>	<b>51</b>
<b>Procedure for Note Review (REG04-1218).....</b>	<b>50</b>

<i>Appeals Process</i> .....	51
Institutional Standard for the Authorization and Certification of Directed Courses (REG04-0600) .....	52
Leave of Absence Policy ( <i>COMMENDATION</i> , REG04-0609).....	53
Class Attendance .....	54
Participation in Academic Activity .....	54
Final Grades .....	54
Credit Validation Policy in Case of Transfer (REG04-0607).....	54
Flexible Academic Access .....	55
Honor Roll .....	57
Graduation Requirements.....	57
Associate of Science Program Graduation Requirements in Diagnostic Radiologic Technology .....	58
Awarding of Honors for Associate Degrees.....	58
Awarding of Honors for Professional Certificates .....	59
Diploma Delivery .....	59
Policy on Programmatic Offer and Degree Completion Guarantee (REG04-0610).....	59
Official Casualties.....	59
Administrative Terminations .....	60
Termination Determination Date .....	60
Tuition Cancellation and Adjustment Policy (REG04-0603).....	60
RECEPTION OFFICE.....	61
Cost Per Credit.....	61
Programmes: .....	61
Associate in Nursing .....	61
Associate in Medical Sonography .....	61
Associate in Diagnostic Radiological Technology .....	61
Associate in Gastronomy .....	61
Certificate in Practical Nursing.....	61
Certificate in Culinary Arts .....	61
Certified in Pharmacy Technician.....	61
Certificate in Dental Technology .....	61
Certified in Commercial Pastry and Baking .....	61
Certified in Adult Patient Care.....	61
\$336.00 .....	61
Cost Per Credit – other programs .....	61
New Costs and Other Charges.....	62
Official Credit Transcript .....	62
Certifications .....	62

Duplicate ID Card.....	62
Copy of the Original Diploma.....	62
Challenge Exam Application (cost per credit, certifies if you pass the exam).....	62
Challenge Exam (per credit).....	62
Practice Validation (per credit) .....	62
Program Change.....	62
Cancellation of Enrollment .....	62
Copy of Enrolment.....	62
Returned check.....	62
Collection Agency Fee.....	62
Printing costs:.....	62
Black and White.....	62
A Color .....	62
Hearing students and those not seeking an academic degree.....	62
Readmission fee.....	64
Additional Costs .....	62
Collection Policy in Cases of Total Cancellations After the Third Week .....	63
Beginning of School (REC04-0700) .....	63
Associate and Certificate Degree Programs .....	63
Other Associate Degrees and Professional Certificates .....	63
<b>OFFICE OF FINANCIAL ASSISTANCE .....</b>	<b>64</b>
<b>FINANCIAL AID PROGRAMS .....</b>	<b>64</b>
What types of Financial Assistance are available? .....	64
Scholarships .....	64
How do I apply for Financial Assistance? .....	66
What do I need to do to apply for the Federal PELL Grant? .....	66
What documents do I need to have to complete the FPELL Application (FAFSA)? .....	66
Eligibility Requirements to Receive Federal PELL Grant.....	67
<b>COUNSELING OFFICE .....</b>	<b>68</b>
<b>OFFICE OF PLACEMENTS AND PRACTICE CENTERS.....</b>	<b>69</b>
<b>TRANSFER AGREEMENTS WITH OTHER ACADEMIC INSTITUTIONS</b>	
<b>(<i>ARTICULATION AGREEMENTS</i>).....</b>	<b>70</b>
<b>INSTITUTIONAL POLICIES AND STANDARDS .....</b>	<b>71</b>
Complaint Handling Policy (CUM04-0512) .....	71
Complaint Procedure.....	72
Student Dress Policy (AES04-0200).....	74
Non-Discrimination Policy (CUM04-0504).....	74

Title IX .....	74
Institutional Security Policy (CUM04-0508) .....	75
Equal Opportunity and Reasonable Accommodation Policy (CUM04-0503) .....	75
Policy for Prevention and Intervention Against Sexual Harassment, Intimidation ( <i>Bullying</i> ) and Cyberbullying ( <i>Cyberbullying</i> ) (CUM04-0502 and AES04-0200) .....	75
Drug and Alcohol Use and Abuse Policy (CUM04-0510) .....	76
Workplace Non-Violence Policy (CUM04-0506) .....	76
Firearm Possession Policy (CUM04-0507) .....	77
Social Security Number Confidentiality Policy (AES04-0202) .....	77
Workplace Cell Phone Policy (CUM04-0509) .....	77
Technology Safety Policy (CUM04-0511) .....	78
Asthma Student Policy (AES04-0203) .....	78
Accommodation Policy for Pregnant Students of the Diagnostic Radiologic Technology Program (REG04-0601) .....	79
No Smoking Policy (CUM04-0505) .....	79
Copyright Policy ( <i>Copyright</i> ) (CUM04-0500) .....	79
Copyright Restrictions .....	80
Health and Safety Standard (CUM04-0501N) .....	81
Standard for the Purchase, Sale and Distribution of Printed Articles or Material (CUM04-0500N) .....	81
Visitors Standard (CUM04-0502N) .....	82
Norm to Access and Services for on Campus and Online Students (CUM04-0516) .....	83
Policy for responsible use of Artificial Intelligence technologies in administrative and academic matters (AAC04-0106) .....	84
 <b>PARTICIPATION IN ACADEMIC ACTIVITIES AND PUNCTUALITY .....</b>	 <b>84</b>
Participation in Academic Activities .....	84
Punctuality .....	85
<b>OTHER STUDENT SERVICES .....</b>	<b>85</b>
Vocational Rehabilitation .....	85
Beneficiaries of Work Investment Opportunity Act (WIOA) .....	87
Student Listening .....	88
Psychological Services .....	88
Student life .....	86
Information Access Center (CAI) and Learning Resources .....	87
Library .....	87
MYICPR Student Portal .....	87

<i>Audiovisual Services</i> .....	87
<i>Computer Labs</i> .....	87
Virtual Library .....	87
Student Development Center (CDE) .....	88
ID Card .....	88
Café .....	88
Remote Services .....	88
<b>STUDENT ACTIVITIES</b> .....	89
Recognition of Achievement .....	89
Education Week .....	89
Athletic Activities .....	89
Other Activities: .....	89
Student Associations .....	89
<b>COMPETENCIES OF THE GRADUATE STUDENT</b> .....	89
<b>INSTITUTE OF CONTINUING EDUCATION</b> .....	90
Mission .....	91
Vision .....	91
Goal .....	91
Objectives .....	91
Institute of Continuing Education Admission Requirements .....	92
Continuing Education Tuition Payment Reimbursement Policy (REC04-0700N) .....	92
Discount for Graduates in Continuing Education .....	92

## WELCOME MESSAGE



**DR. OLGA E. RIVERA VELAZCO, PRESIDENT/CEO**

Welcome to the ICPR Junior College Family!

We are proud to have you as one of the heroes who will be part of the future professionals of Puerto Rico. This Student Handbook is a useful guide that will allow you to clarify your doubts with valuable information which will help you to perform successfully in your studies.

In this new chapter of your life, we are committed to providing you with the tools and guidance necessary for you to successfully complete your studies. At ICPR Junior College you will have a unique educational experience, focused on guiding your professional career and helping you fulfill your dreams to improve your quality of life. Our team of professionals will offer you personalized assistance to make sure you take the right path and achieve your goals. We promote core values to direct your academic path: **Service of Excellence, Integrity, Commitment, Teamwork, Continuous Learning, Community Service, and Justice.**

We are constantly working to create opportunities that boost your personal and professional growth. We have academic resources and programs designed to meet your needs, including our distance learning program through the Moodle platform, which offers you flexibility and quality services wherever you are. Education is the best weapon to face life's challenges. Remember: success is worked day by day, and at ICPR Junior College your dreams do not stop. We're here to support you every step of the way!

Sincerely,

Olga E. Rivera Velazco, DBA, CSE  
President/CEO



## MESSAGE TO THE STUDENT

Dear Student,

Welcome to ICPR Junior College! We congratulate you on making ICPR Junior College your home of study. Since 1946, ICPR Junior College has been responsive to the needs of its students, and we are honored to be able to serve them through excellent service and personalized support.

The Student Handbook is a useful guide with valuable information on institutional rules and procedures, it includes the services that the offices offer to students, and other normative documents that have the purpose of contributing to healthy coexistence and socialization in a multicultural and diverse environment which is significant in our academic history. social and cultural.

I urge you to live your experience at the ICPR Junior College with intensity. We look forward to promoting the transformation of your life through your professional and personal development in our educational community alongside faculty and staff. Allow our work team to serve you with care and make the most of the facilities and resources available for your learning.

We hope that our motto: ***TRANSFORMING LIVES***, becomes a reality in your life and that from this moment on you develop to the fullest as a professional of excellence.

**WELCOME!**

## **PREFACE**

ICPR Junior College has developed the Student Handbook as a guide to achieve an environment of healthy coexistence between students, faculty and administration. This includes the services, rules, policies and procedures that apply to our students as well as their rights and duties.

The purpose of this Manual is to make known the duties and responsibilities that ICPR Junior College students have, to establish acceptable standards of behavior in the Institution to ensure a healthy and safe environment for all members of the educational community, so that they know the applicable sanctions in case of any violation of the established rules, both in institutional facilities and in curricular and extracurricular activities or Practice centers in which they participate. In addition, it is intended to ensure that all students will be treated fairly without discrimination on the basis of race, color, age, gender, pregnancy, sexual preference, nationality, marital status, political or religious affiliation and ideas, physical and/or mental condition, origin or social condition, or any other discriminatory motive prohibited by law. This Handbook allows you to be informed of applicable institutional policies, standards, and procedures.

This Manual is in line with the institutional objectives and goals and applies to all students on our campuses, in all activities sponsored in or outside the Institution.

We urge you to comply with the provisions of this Manual which will allow you to fully enjoy your university experience, develop your potential to the fullest and successfully achieve your study goals.

## LEGAL STATEMENT

The ICPR Junior College reserves the right to change its regulations, rules, charges, tuition fees, programs of study, requirements for the granting of degrees and any other regulations that in the opinion of the Board of Directors and its advisory body they deem to be in the best interest of the students, the Institution or when such changes are necessary due to external factors.

Once the student has enrolled, they must comply with all the regulations and rules of the Institution. It will be the student's responsibility to observe these regulations and the academic requirements of their program of study.

The Institution shall not discriminate against any person based on sex, gender, age, religion, physical or mental condition, origin or social condition, sexual preference, nationality, political affiliation or syndic.

## HISTORICAL OVERVIEW

The Instituto Comercial de Puerto Rico, Inc., is a non-sectarian educational institution, founded on September 2, 1946 in Hato Rey, Puerto Rico by Pedro Negrón Echevarría (R.I.P.D.) and Dolores López de Coll (R.I.P.D.). The main reason for founding it was to provide the educational system with an additional private means for the academic and professional development of our people. In this way, opportunities were offered for adolescents and adults who wanted to study in a short and reasonable time, non-university commercial programs or obtain a high school diploma. The programs ranged from ninth grade to the post-secondary level, organized into semesters. Bookkeeping, Secretarial and Clerical programs were offered.

After accreditation by the Puerto Rico Department of Public Instruction, the Institute continued to expand in quality and offerings. Thousands of veterans who wished to take advantage of their right to studies entered the Institute. In 1955, motivated by the Veterans Administration's acceptance of its study program, its founders established another educational center in Mayagüez, which was known as *City College*. It operated until 1975, as a high school with a trade program and post-secondary level. It was later reorganized as a university level and renamed ICPR *Junior College*, Mayagüez Campus.

During the decade of the '50s, the growth in quality and services of the Institution was accentuated. Among the significant events are the beginning of the organization of the faculty by departments and the incorporation of the Savings and Credit Union (ICPR *Federal Credit Union*).

In 1970, the Accounting and Executive Secretarial concentrations were established, replacing the original post-secondary courses. At the beginning of 1970, the official name ICPR *Junior College emerged*, a post-secondary university educational entity. The self-assessment carried out in 1974 was followed by accreditation by the Commission of the Association of Independent Schools and Colleges (AICS).

In 1976, educational services were extended to the community of Arecibo. Later, there was a need to expand the structures, and a modern building was built. In 1978, the Council of Higher Education extended accreditation as a Postsecondary University Institution and in 1979, the candidacy for the accreditation process was achieved with the *Middle States Commission on Higher Education (MSCHE)*.

In 1985 the initial accreditation of MSCHE was obtained, by 1992 the original accreditation was reaffirmed, this same year the physical plant of the Mayagüez Campus was modernized with the acquisition of a large building, with elevator, controlled environment and multiple facilities. In 1994, the structure was remodeled at the Arecibo Campus. Attentive to the innovations and needs of the community we serve, in 1995 the ICPR *Junior College* Foundation was established whose main objective is to improve education in Puerto Rico by obtaining funds to provide economic assistance for those who qualify and can continue their studies. In 2003, the IFAC (*Institutional Faculty Advisory Committee*) was formed, an advisory committee that allows the faculty to recommend institutional changes directly to the President. In March 2005, Dr. Olga E. Rivera was appointed as President/CEO. In December 2005, the academic offer was increased, especially in Professional Certificates. That same year, the Puerto Rico Council of Higher Education (CESPR) approves the Institutional Renewal License. In March 2007, CESPR authorized Professional Certificate programs in health. In July 2007, the MSCHE accreditation was reaffirmed. In February 2009, the Hato Rey Campus inaugurated its first Extension Center on the grounds of the Bayamón Urban Train. In August 2010, the Manatee Enclosure was inaugurated. In 2012, the Associate Degrees in Science were incorporated into the academic offer and we received the reaffirmation of the accreditation by the MSCHE. In September 2016, the institution celebrated its 70th anniversary, providing an education of excellence to the people of Puerto Rico.

In 2018, the academic offer was expanded, and the Institution received the reaffirmation of the accreditation of the MSCHE. In 2020, MSCHE approved the offer of distance academic programs and in 2021 the Board of Postsecondary Institutions authorized this modality. In 2023, the reaffirmation of accreditation with MSCHE was received and the same year MSCHE approved the first Bachelor of Science in Sonography, as well as the authorization of the JIP in 2022.

On September 2, 2026, it is with great pride that ICPR Junior College will celebrate its seventy-ninth anniversary. It will be 79 years of offering educational services in Puerto Rico, committed to the achievement of the institutional mission of promoting the transformation of the lives of our students.

Currently, ICPR Junior College has a varied academic offer of Baccalaureate, associate degrees and Professional Certificates face-to-face, hybrid and distance learning.



# PHILOSOPHY, MISSION, VISION, VALUES AND GOALS

## PHILOSOPHY

ICPR Junior College believes that every human being, coming from different segments of society, has the potential to acquire the knowledge and skills necessary to be a productive member of a democratic society, to obtain a better quality of life and to be prepared to face the changing needs of daily life in an industrial and technological world.

## MISSION

ICPR Junior College promotes the transformation of human beings through various educational modalities that contribute to their academic and social formation to successfully integrate into the demands of a changing society.

## VISION

To be the leading institution in educational training and service excellence with innovative offerings through advanced technology and different face-to-face and virtual educational modalities.

## VALUES

To achieve successful academic achievement and be an effective institution through the development of institutional goals, ICPR Junior College promotes the following values:

**Service Excellence:** We believe in providing excellent service to every human being that we impact.

**Integrity:** We are committed to developing a community that reflects honesty, loyalty, respect and solidarity.

**Commitment:** We affirm our dedication to providing a sustainable education aimed at developing the potential of the university community.

**Teamwork:** We believe that collaboration strengthens the process to achieve institutional goals.

**Continuous Learning:** We believe in fostering and raising awareness of the value of continuous learning for the professional and personal development of all.

**Community Service:** We are in solidarity with others by offering a service to the community, contributing to improve their quality of life and valuing each human being within their social reality.

**Justice:** We believe in justice and social equality with an appreciation of individuality in which human differences are recognized and respected.

The Institution aspires that the practice of these values is integrated into the personal and professional development of the graduate.

## **GOALS**

The goals that the ICPR Junior College has set are:

- Endorse the institutional philosophy and stimulate the integral development of the university community.
- Update and streamline administrative and academic procedures Using the available technological resources.
- Provide students with innovative programs and up-to-date resources that facilitate their integration into the labor market.
- Increase and sustain the growth of the institution through the renewal and expansion of the academic offer, the development and maintenance of physical facilities, human resources, and Technological.
- Ensure regulatory compliance applicable to the operation of the Institution.
- Maintain a culture of institutional appraisal that facilitates decision-making. and that promotes the continuous improvement of the institution.

# **ACCREDITATIONS**

## **MIDDLE STATES COMMISSION ON HIGHER EDUCATION**



## **AUTHORIZATION BOARD OF POSTSECONDARY INSTITUTIONS**



## **AFFILIATIONS**

AMERICAN ASSOCIATION OF COLLEGIATE  
REGISTRARS AND ADMISSIONS OFFICERS (AACRAO)  
ASSOCIATION OF ADMINISTRATORS OF  
FINANCIAL ASSISTANCE FROM PR (PRASFAA)  
PRIVATE EDUCATION ASSOCIATION OF PUERTO RICO  
ASSOCIATION OF SALES AND MARKETING EXECUTIVES (SME)  
ASSOCIATION OF MEDICAL BILLERS (AFAMED)  
PUERTO RICO TEACHERS ASSOCIATION  
ASSOCIATION OF COLLEGE ADMINISTRATION PROFESSIONALS (ACAP)  
CAREER EDUCATION COLLEGES AND UNIVERSITIES (CECU)  
U.S. CHAMBER OF COMMERCE  
UNITED RETAILERS CENTER  
ACCREDITING COMMISSION FOR EDUCATIONAL INSTITUTIONS (CADIE)  
COUNCIL FOR HIGHER EDUCATION ACCREDITATION (CHEA)  
EASTERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS (EASFAA).  
HISPANIC EDUCATION TECHNOLOGY SERVICES (HETS)  
NATIONAL ASSOCIATION OF CLERY COMPLIANCE OFFICERS (NACOOB)

---

NATIONAL ASSOCIATION STUDENT FINANCIAL AID ADMINISTRATOR (NASFAA)

NATIONAL COMMUNITY COLLEGE HISPANIC COUNCIL (NCCHC)

PUERTO RICO ASSOCIATION OF COLLEGIATE

REGISTRARS & ADMISSION OFFICERS (PRACRAO)

PUERTO RICO HOTEL AND TOURISM ASSOCIATION (PRHTA)

SOCIETY OF LIBRARIANS OF PUERTO RICO

SOCIETY FOR HUMAN RESOURCE MANAGEMENT

THE COLLEGE BOARD

PUERTO RICO AND VIRGIN ISLANDS ASSOCIATION OF CERTIFYING OFFICIALS FOR  
VETERAN STUDENTS OF POST SECONDARY (PRIVAOC)

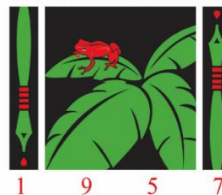
COUNCIL FOR PROFESSIONAL RECOGNITION (CDA)

AMERICAN MASSAGE THERAPY ASSOCIATION (AMTA)



PRACRAO

PUERTO RICAN ASSOCIATION  
OF COLLEGIATE REGISTRARS  
AND ADMISSIONS OFFICERS



## HYMN OF ICPR JUNIOR COLLEGE

Author: Guillermo Rodríguez Fortier

When I go down the path of life,  
When my white hair is  
I will remember the pleasant experiences  
where my illusions I forged.

When already in the confusion of the world,  
my troubled soul be,  
I will think of this, my Alma Mater;  
with the memory I will win.

Instituto Comercial de Puerto Rico,  
united with you I will be until the end,  
Together we will win the battle  
against ignorance and against evil.

Instituto Comercial de Puerto Rico,  
who guide my path to reason,  
I'll follow the path that God sets  
and I will overcome with soul, life and heart.



## CENTRAL OFFICE AND CAMPUS DIRECTORY

<p><b>HEAD OFFICE</b>  Industrial Tres Monjitas  Calle Calaf #381 Building B  San Juan, PR 00918  PO Box 190304  San Juan, PR 00919-0304  Phone: (787) 753-6335  Fax (787)622-3416  Email: <a href="mailto:icproc@icprjc.edu">icproc@icprjc.edu</a></p>	<p><b>HATO REY CAMPUS</b>  558 Ave. Muñoz Rivera, Hato Rey,  PR 00918  P.O. Box 190304  San Juan, PR 00919-0304 Tel.  (787) 753-6000  Fax: (787) 763-7249  e-mail: <a href="mailto:icprhr@icprjc.edu">icprhr@icprjc.edu</a></p>	<p><b>EXTENSION CENTER IN BAYAMÓN</b>  Highway No. 5, Esq. Ave. Bobby Capó, Urban Train Station Suite 101-A and Suite 102-A  P.O. Box 55438 Station One, Bayamón, PR 00960  Phone: (787) 523-6000  Fax: (787) 523-6049  e-mail: <a href="mailto:icprba@icprjc.edu">icprba@icprjc.edu</a></p>
<p><b>MAYAGÜEZ CAMPUS</b>  80 Oeste La Candelaria Street  P.O. Box 1108  Mayagüez, PR 00681-9913  Phone: (787) 832-6000  Fax: (787) 833-2237  e-mail: <a href="mailto:icprma@icprjc.edu">icprma@icprjc.edu</a></p>	<p><b>ARECIBO CAMPUS</b>  20 San Patricio Avenue  P.O. Box 140067  Arecibo, PR 00614-0067  Phone: (787) 878-6000  Fax: (787) 878-7750  e-mail: <a href="mailto:icprar@icprjc.edu">icprar@icprjc.edu</a></p>	<p><b>MANATÍ CAMPUS</b>  Puerta del Norte Mall 4th floor, Carr. #2, Km 49.93  P.O. Box 49  Manatí, PR 00674 Tel. (787) 884-6000  Fax: (787) 854-6049  e-mail: <a href="mailto:icprmt@icprjc.edu">icprmt@icprjc.edu</a></p>

## CODE OF ETHICS

The philosophy and mission of ICPR Junior College express a commitment to the integral development of the individual. This commitment is shared by the faculty, the student, the administrative employee and is reaffirmed by the Board of Directors. To achieve such a lofty goal, it is necessary that management is carried out within the healthiest moral and ethical coexistence between students, faculty and administration.

To achieve the above, each member of the ICPR Junior College community will know and endorse the following expressions of the Code of Ethics:

1. I will respectfully abide by the laws enacted by the Commonwealth, the Federal Government, and the ICPR Junior College regarding the use, possession, and distribution or trafficking of drugs, narcotics, narcotics, and alcoholic beverages.
2. I will respect and promote free expression and the exchange of ideas among faculty, students, and other university staff.
3. I will favor and encourage the discussion of political and religious issues that have a clearly educational foundation and justification and that are duly authorized by the administrative officers of the Campus in particular.
4. I will demand and act honestly in academic work. Any alteration, falsification, plagiarism, misuse of official documents, exams, papers, Internet pages and articles will be considered as a violation that carries disciplinary action.

5. I will agree that displaying, possessing or using knives or firearms within the Institution or in any activity sponsored by the ICPR Junior College violates this Code.
6. I will affirm that any improper conduct that threatens morals, order and institutional peace will be considered unacceptable within this Institution.
7. I will reject any action by individuals or groups that in any way threatens the physical, mental, emotional, moral, or social well-being of individuals that causes damage of any kind to institutional property that is in clear violation of the laws and statutes promulgated by the Laws of the Commonwealth of Puerto Rico or the Constitution of the United States of America and of this Code or any other regulation promulgated by the ICPR Junior College.

## **RIGHTS AND DUTIES OF THE STUDENT OF ICPR JUNIOR COLLEGE**

### **Student Rights:**

- ❖ Receive a quality academic education through a competent and professional teaching process with accessibility to modern technological resources in the selected area of study.
- ❖ Know the Mission, Vision, goals and institutional values.
- ❖ Participate in examining, questioning, and freely sharing ideas or concepts within the teaching process enjoying the right of free expression.
- ❖ Participate in all activities, programs, and services of the Institution free from any type of harassment or discrimination.
- ❖ Access the physical facilities and the face-to-face and distance resources intended for students following the rules established for their enjoyment.
- ❖ Obtain privacy from personal information except as provided by law.
- ❖ Request from the admissions process all support services available to the student with a disability (please refer to the Handbook on Equal Study Opportunity Policy for Persons with Disabilities and Request for Reasonable Accommodation).
- ❖ Request and receive information about the financial aid available, as well as any other information related to the financial area.
- ❖ Obtain and discuss with the professors the record of each class at the beginning of each academic term.
- ❖ Receive academic support according to their particular need and according to the institutional resources available.
- ❖ Receive grades and academic evaluations of assignments or course evaluations within the established time.
- ❖ Request and receive support in particular situations through the Campus Counseling Office.
- ❖ Receive a fair process, including an appeals process, when subject to academic or disciplinary action for violation of the Institution's rules.

- ❖ Request information about the Federal Department of Education's Right to Know and Campus Security Act, as amended. This establishes that the student can have access to statistics on retention, employability and incidence of criminal acts on the premises of the Institution
- ❖ Receive their academic degree once they have met the requirements of the Institution.
- ❖ Receive a copy of the Emergency Management Protocol through the Institution's website and at the Information Access Center.

### **Student Duties:**

- ❖ Verify all the information and documents received from the Institution so that you can know and understand them.
- ❖ Exhibit and maintain conduct that respects the rights of all members of the educational community.
- ❖ Actively participate in the courses and practice of the program to which they belong.
- ❖ Notify and justify absences and tardiness, being clear that they are responsible for the material offered in class and the related tasks. The justification for the absence must be presented to the teacher of each course.
- ❖ Fulfill the academic activities and successfully complete all the courses of the chosen academic program.
- ❖ Become familiar with and comply with published policies, regulations, and standards as set forth in the Code of Ethics.
- ❖ Respect the rights and property of all members of the university community, whether they are colleagues, faculty members, or administrative staff.
- ❖ Preserve, care for, and avoid damaging property, equipment, and instructional materials.
- ❖ Dress and maintain a decorous personal appearance, an appropriate hygiene for performance in the learning environment.
- ❖ Wear the uniform, as required, by their program of study.
- ❖ To comply with the financial commitments made to ICPR Junior College.
- ❖ Maintain an appropriate level of behavior consistent with the favorable learning environment promoted by the Institution, including compliance with all applicable federal, state, or institutional laws.
- ❖ Notify when it has a legal order of protection, so that the Institution can comply with the corresponding protocol.
- ❖ Use the ID card and show it when prompted.
- ❖ To support the academic, intellectual, cultural and social mission of the Institution.

## **RULES OF ETIQUETTE AND PARTICIPATION IN DISTANCE COURSES (Netiquette)**

The term Netiquette refers to the rules, norms, good communication practices, protocols and appropriate behaviors that should govern all interaction in virtual environments. They are broken down below:

- ❖ 1. The student will have a positive attitude to enjoy the experience of distance courses.
- ❖ 2. Wear professional and appropriate attire to connect to classes, as established by the Institution's dress policy.
- ❖ 3. Be punctual when connecting to the scheduled live classes (synchronous classes) and connect at least once a week to the platform.
- ❖ 4. Prepare an adequate area to connect to the class, taking care of the surroundings that are visible on the camera, avoiding the transit of other people, noises and any distraction that may adversely affect the class, both on the part of the teacher and the student.
- ❖ 5. Turn on the camera to identify participation in the class unless the teacher indicates otherwise due to situations that may affect the connection. It is not recommended to project photos or other elements that replace the presence of the student or teacher on the camera.
- ❖ 6. Pay attention to the teacher and classmates, trying to participate in the class experience.
- ❖ 7. Keep the microphone in silent mode until it is your turn to speak to avoid hearing unnecessary noises.
- ❖ 8. Wait their turn to speak to achieve better communication between all participants. You can use the raise hand feature to request participation.
- ❖ 9. Take care at all times of verbal expressions or written arguments as well as the visual content that is presented in the classes, which must be free of inappropriate content, as established in the Student Handbook of the Institution.
- ❖ 10. Respect the point of view of classmates and the teacher before issuing verbal or written expressions.
- ❖ 11. Dedicate the established time of the virtual class to pay attention to the material that is being discussed, so that he/she can ask questions to the teacher and clarify doubts.
- ❖ 12. Make the assignments, projects or exams that the teacher requires for the class according to the established institutional rules and policies on copyright.
- ❖ 13. Have all the materials required for the class available so that you can be always connected so as not to lose important information or instructions.
- ❖ 14. Notify the teacher in advance if he/she will not be able to connect to the virtual class at the established time so that he/she can coordinate and agree on the way in which he/she will be able to replace the material presented or deliver any assigned work.

- ❖ 15. Take care of safety in the handling of technology, as established by the Institution's policy.
- ❖ 16. Always comply with the institutional policy on Harassment and Intimidation ("Cyberbullying").
- ❖ 17. Participate in all virtual classes or watch their recordings.
- ❖ 18. If the student enrolls in the extended period, he/she will be responsible for entering the Platform to watch the recordings of the class and work on the previously assigned material and be in communication with his/her teacher.
- ❖ 19. La self-discipline and motivation to study are key to succeeding in their courses. These require discipline and great responsibility. If the student has a need for support, they should immediately contact their teacher, counselor, or campus mentor coordinator to receive the tools they may need.
- ❖ 20. It is reported that administrative or managerial staff of the Institution may participate in the class for the purposes of quality control or processes of supervision, evaluation of the course or the performance of the professor.

## **GENERAL RULES AND REGULATIONS**

Any violation of the principles of the ICPR Junior College Code of Ethics will lead to disciplinary action that could lead to separation or permanent expulsion from the Institution. A disciplinary committee consisting of the campus director, the Professional Counselor, a faculty member, the Academic Coordinator, and a student representative selected by the campus director will conduct the relevant investigation into the situation and issue a final decision.

### **Disciplinary Actions/Violations of the Rules:**

#### ***Disciplinary Actions***

ICPR Junior College students must comply with the Institutional policies, rules and regulations (Code of Ethics) that govern their conduct both in the classroom and in the Information Access Center or any of the other facilities of the Institution. It applies, in the same way, to students enrolled in online courses. Such policies, rules and regulations have the purpose of providing the student with an adequate study climate, where respect and consideration for other classmates, professors and administrative staff will prevail, correct use of language and good dress in tune with the image of a university student and future professional.

The ICPR Junior College honors federal and state regulations that clearly prohibit the use, possession, and distribution of drugs and alcoholic beverages. The Institution will provide its students with information on the policies, rules and regulations during the New Student



Orientation Week, in the Student Handbook and in Institutional handbooks including the Informational and Preventive Manual on Drug Use, Possession, Sale, Manufacture, Distribution and Alcohol Misuse.

Any student who alters or violates any of the institutional policies, rules or regulations (Code of Ethics) will be subject to the corresponding disciplinary action by the director of the Campus together with the disciplinary committee. This official will determine the suspension of the student for one semester, for one academic year or definitive expulsion from the Institution. Any decision may be appealed by the student through the established process.

### ***Violations of the Rules***

Acts that constitute violations of the rules and carry disciplinary sanctions.

1. Violating the rules established in this Manual, in the Code of Ethics or any other rule or regulation adopted and duly published by the authorities of the ICPR Junior College, with powers to do so.
2. Disturbing peace or behaving improperly in and out of the Institution when acting on behalf of the Institution, or on behalf of its students, or in activities held under the official auspices of the ICPR Junior College.
3. Interrupting, hindering or disrupting the regular tasks of the ICPR Junior College or the holding of duly authorized acts or functions inside or outside the Institution.
4. Smoking in the ICPR Junior College facilities.
5. Publish and distribute within the ICPR Junior College material that is libelous, defamatory, obscene or inflammatory of moods.
6. Offensive conduct towards any member of the university community.
7. Holding unauthorized activities including, but not limited to, assemblies, marches, protest demonstrations, or similar acts.
8. Use foul language.
9. Drafting, distributing or publishing unauthorized material in accordance with established procedures.
10. Engaging in dishonest or fraudulent activities, gambling, or unauthorized collections within the Institution.
11. Violating the traffic regulations and access of motor vehicles to the ICPR Junior College Campus.
12. Failing to comply with the instructions given by an official of the Institution.
13. Failing to comply with or violating any conditions of probation or disciplinary sanctions imposed by the authorities of the Institution.
14. Failure to appear before an authorized official of the Institution after an official summons.
15. Acts and omissions that imply infringement of the essential rules of order, decorum, good customs and coexistence according to moral principles, even when the acts and omissions do not affect a specific regulatory provision.
16. Providing incomplete, inaccurate, or false information in any document.
17. Inducing or inciting any person to commit an act or omission that constitutes a violation of this Handbook, the Code of Ethics, or any existing standards.
18. Dressing in an indecent way, without keeping the image of a university student and future professional.

19. Bring companions to the classroom or who participate in virtual class sessions through the platform used by the Institution, with the exception of those persons authorized by the professor or by the Institution.
20. Using or possessing weapons of any kind within the Institution or in any institutional activity in or outside the Institution (Persons who are law enforcement officers are excepted from this provision).
21. Any attempt to commit any of the acts sanctioned by the above-mentioned disciplinary rules will be considered a violation regardless of whether it is completed.

The Administration will keep copies of regulations, manuals, Catalogues or other documents related to student life available in the Library. It will be the responsibility of the students to know them and comply with their provisions. Ignorance of the rules and procedures does not exempt the student from complying with them. Any student who alters or violates any of the institutional rules, Code of Ethics, and bylaws will be subject to disciplinary action.

### ***Applicable Penalties***

Violations of the disciplinary rules may result in the imposition of one or more of the following sanctions:

1. Verbal or written reprimand.
2. Probation for a defined period during which other violation may result in suspension or dismissal from the Institution.
3. Monetary reparations for damage caused to ICPR Junior College's property or misappropriation thereof.
4. Deprivation of the privilege of participating in activities and programs, including those of a teaching nature, and the use of university facilities or dependencies for a certain time.
5. Prohibition of entry to the ICPR Junior College for a certain time.
6. Suspension from the Institution for a defined period of time.
7. Separation or permanent expulsion from the ICPR Junior College.

### ***Additional Procedures***

A professor may take disciplinary action against any student who has violated the rules of conduct related to his or her academic work or contrary to the Code of Ethics or who commits any of the acts specified in the disciplinary rules in his classroom. The teacher may:

1. Admonish the student.
2. Annul the evaluation in which the student violated the applicable rules by assigning him 0 or F.
3. To order a replacement of the evaluation or the assigned work.
4. Assign an additional job.
5. Provisionally suspend the student from his class. In this case, the following procedure shall be observed:
  - a. The professor will forward, in writing, the case to the Academic Coordinator with a copy to the Professional Counselor and the Director of the Campus after the violation has occurred.

- b. The Academic Coordinator will meet with the professor and the student to determine if there was a misunderstanding or if the student did indeed incur in a violation of the rules. If necessary, the intervention of the Professional Counsellor will be requested.

If the Academic Coordinator and the Director determine that, in fact, there was a violation by the student of the established rules, the corresponding disciplinary measures will be taken. In all cases in which disciplinary sanctions are imposed, it must be notified to the Registrar and the teachers concerned.

### ***Law and Appellate Process***

If the sanctioned person considers that he has valid reasons for the sanction applied to be reconsidered, he must request a hearing of his case. This request must be submitted in writing to the Director of the Campus no later than ten (10) calendar days after notification of the decision.

The case will be analyzed by a committee made up of four members composed of a representative of the faculty, a representative of the administration, a student representative and the Director of the campus or his authorized representative, who will preside over the reconsideration hearing. The final decision of the committee will be made based on analysis and consensus and will be communicated to the interested party no later than ten (10) days after the hearing is held.

## **STUDENT SERVICES**

Our services, programs, and support structure are designed to provide personalized and collaborative assistance to each student. The service offices have the function of providing an excellent service to support the educational process, meet the needs of the student and guarantee the success of each of them. Below is a diagram of the collaborative service model that shows all the service offices and how they work to provide support and accompaniment to the students by attending to their needs and supporting them to achieve their goals successfully:

## COLLABORATIVE MODEL OF STUDENT SERVICE



## OFFICE OF THE CAMPUS DIRECTOR

The Campus Director is responsible for ensuring the institutional effectiveness in academic and administrative matters of the Campus. Among their functions are to supervise the administrative staff, the faculty and related areas such as the teaching-learning process, that the staff offers a quality service and that the services that are contracted externally (security services and maintenance services) meet the expectations of our students. In addition, the Director will intervene and act in those cases in which it is pertinent to the benefit of the student and in compliance with institutional rules and policies

## ADMISSIONS OFFICE

ICPR Junior College has an open-door admissions policy for the benefit of students who wish to pursue non-university college or post-secondary preparation. Our philosophy is based on providing students with the opportunity to overcome their previous academic experiences, taking as an essential point of view a democratic concept of educational offer for all. For this reason, our institutional purpose is rooted in considering that everyone who comes to train in our Institution has the possibility of self-realization as a person on an integral level.

The ICPR Junior College Admissions Office informs and guides the general community and students about the programs offered by the Institution and the professional degrees it awards. This orientation is carried out through visits to higher schools, institutions, communities, public and private entities and through letters, telephone calls and personal and distance interviews. In addition, information about the institution and its academic offer can be

accessed through the Internet at the address [www.icprjc.edu](http://www.icprjc.edu). This information helps candidates select the program that best fits their needs and plans.

The admissions office offers services to all people interested in studying at ICPR Junior College, both face-to-face and online. Among the services offered are: orientation on the programs offered by the Institution, services and benefits and prepares the enrollment of the new student.

The admission requirements are detailed in the General Catalogue of the institution which can be accessed through [www.icprjc.edu](http://www.icprjc.edu) by selecting the *services section* and then *Admissions*. When accessing *Admissions*, you will be able to visit three areas: *Introduction, Admission Requirements and Application for Admission* which you can complete and submit online. Likewise, you can go to the campus where you wish to study to complete and submit it in person. All students must complete, sign and personally deliver or submit online the application for admission to be processed. The evaluation of the application will be made after having completed all the admission requirements.

### **School Immunization Policy (REG04-0600)**

ICPR Junior College understands that immunization and, therefore, the health of students contributes to the maximum development of their physical and intellectual capacities within the teaching-learning process.

The Institution establishes that it will be the responsibility of the Office of Admissions to request the student's immunization form (P-VAC-3) (green paper) corresponding to the school year, as determined by the Department of Health. It will be the student's responsibility to submit the form to complete the enrollment process. The Registrar's Office is responsible for maintaining the immunization record of each student under the age of 21 that will be available for inspection by the Department of Health. This Office are also responsible for submitting a report to them using the required electronic form within 60 days of the start of the academic term. The report includes the number of students admitted with an immunization form, those exempt and those provisionally admitted, as provided by law.

## **SERVICES TO STUDENT BENEFICIARIES OF VETERANS**

### **Principles of Excellence Policy: Guidance to Prospective Members of the Armed Forces, Veteran and Beneficiaries (REG04-0611)**

The ICPR junior College, in compliance with the Principles of Excellence and the regulations established by the Department of Veterans Affairs, provides prospective active members of the armed forces, veterans, and their beneficiaries with the information required to evaluate study alternatives for decision-making at the time of enrollment.



ICPR Junior College is authorized by the Department of Veterans Affairs to enroll military students, veterans, and their beneficiaries. The Admissions Officer is responsible for guiding the prospect through the *Shopping Sheet* which provides information on academic offerings, available scholarships, related costs, and graduation fees, prior to proceeding with the enrollment process. This institutional policy is based on *Executive Order 13607 – Principles of Excellence* of 2012 and the regulations of the U.S. Department of Education 34 CFR 668.14.43.71, 75.

The Institution is authorized to enroll students who are members of the armed forces, veterans, and their beneficiaries referred to by federal and state agencies. They must meet all admission requirements in addition to those related to their status as a beneficiary of the appropriate agency in the federal or state program. The Office of Veterans Affairs states that recipients must complete their study program within the regular time of the program (100%). However, any veteran student who meets ICPR's Satisfactory Academic Progress Policy may continue to receive veterans' benefits until the completion of the study program. In addition, they must maintain a minimum GPA of 1.60 to be considered Satisfactory Academic Progress for the Veterans Agency. Veterans who wish to enroll in and receive educational benefits available to veterans must apply through the Registrar's Office of the campus where they will be studying.

### **Statement of Educational Services for Students with Veterans Studies Benefit**

- ☐ ICPR Junior College is approved by the Veterans Educational Services Approval Agency to provide academic training to students under the various GI Bill® programs.
- ☐ It is approved for military service members and veterans to use their educational benefits.
- ☐ It is approved for students with educational benefits in the various GI Bill® programs.
- ☐ GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

### **Veteran Student Policy:**

The Institution is authorized to enroll veteran students and their beneficiaries referred by federal and state agencies. They must meet all admission requirements in addition to those related to their status as a beneficiary of the appropriate agency in the federal or state program. The Office of Veterans Affairs states that recipients must complete their study program within the regular time of the program (100%). In addition, they must maintain a minimum GPA of 1.60 to be considered Satisfactory Academic Progress for the Veterans Agency. Veterans who wish to enroll in and receive the educational benefits available to veterans must process their applications through the Registrar's Office of the campus where

they will study and sign the Responsibilities *as a Veterans Beneficiary document (FICPR-207)*.

The Registrar's Office is responsible for evaluating, certifying, and monitoring the academic load of all students who receive benefits from the Veterans Administration. Students who become certified are all those who receive benefits from:

- i. Chapter 30 - *Montgomery GI Bill®*
- ii. Chapter 31 - *Veteran Readiness and Employment (VR&E)*
- iii. Chapter 33 - *Post 9-11 GI Bill®*
- iv. Chapter 35 - *Dependent Educational Assistance*
- v. Chapter 1606- *Selected Reserve*
- vi. Chapter 1607- *Reserve Educational Assistance*
- vii. *The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)*

## **Other Policies for Student Veteran Beneficiaries:**

### ***Admission***

All veteran and beneficiary students must submit admission documents before the first day of classes.

### ***Validation of Hours/Credits for Previous Studies (Academic and Military)***

Each Registrar (Veteran's Certifying Officer) shall ensure that the veteran student who has prior studies at another institution submits an official credit transcript or transcript of studies from all the institutions and/or program of origin to be evaluated. If credit validation proceeds (FICPR-77), the student will have to submit an official transcript and request the validation of credits following the processes established by the Institution. It will be guaranteed that by validating hours/credits for previous studies, the cost and duration of the program will be reduced proportionately.

## **Academic Engagement Policy and Process Exclusive to Veteran Students:**

### ***Introduction***

ICPR Junior College establishes this policy to ensure that veteran students who receive educational benefits maintain an appropriate level of participation in their courses, in compliance with institutional requirements and federal regulations. This policy also seeks to establish a clear and equitable framework for managing excused absences from academic participation, ensuring that students can continue their education without jeopardizing their benefits.

## *Overview*

Continued educational benefits for veteran students are subject to meeting certain requirements, including regular academic participation. Recognizing that they may face exceptional circumstances, this policy establishes a reasonable limit of non-participation, also defining the procedures to justify additional absences and replace lost material. The Certifying Officer oversees this process in collaboration with the Campus Counselor to ensure that all veteran students meet their academic obligations. The Retention process ensures that teachers maintain constant communication with their students. If a student does not comply with the required academic activities and/or with the established agreements, the professor will issue a referral. The referral will be handled through the Counseling Office or the Withholding Officer. Compliance with this policy is essential to maintaining eligibility for benefits granted under federal law.

## *Definition of Academic Participation*

A student is considered to have academic participation when attending their classes and/or participates in the various activities that occur in the courses.

## **Withdrawal Process for Non-Compliance in Academic Activities Exclusive to Veteran Students (REG04-0602)**

ICPR Junior College established this policy in order to comply with the thirty days regulated by the Veterans Administration to notify students who participate in such benefits. This policy applies to all students under the Veterans program who do not complete the academic activities of their courses, as well as those students who receive veteran's benefits who process an official discharge.

The Certifying Officer follows up with the Campus Counselor to ensure that all your veteran students remain compliant with academic activities. In the retention process, it is established that the teacher remains in constant communication with his students. If the student does not comply with the requested academic activities and/or with the established agreements, the professor makes a referral. The referral is worked through the Counseling Office.

If a student is referred by a professor for non-compliance with academic activities, the Certifying Officer, together with the Counselor, will offer the appropriate follow-up and guidance so that he/she can comply with them. If these efforts are unsuccessful, the Certifying Officer, after two weeks of not receiving news from the student, proceeds to make an administrative discharge due to lack of academic activity with the date of the referral made by the professor (this date is when the student stops participating in his academic activities). Both administrative leave due to lack of academic activity and official leave is notified by the Certifying Officer to the Veterans Administration, within the established 30 days.

### ***Limit of Lack of Participation Allowed***

Veteran students may have up to a maximum of four consecutive days of non-participation during a course without affecting their status in that course. Unjustified non-participation more than this limit will result in the student's automatic withdrawal from the corresponding course(s).

### ***Definition of Justified Lack of Participation***

Lack of participation is considered excused when it occurs due to a serious medical emergency, including hospitalizations or surgical procedures. o natural disasters, such as hurricanes, earthquakes or floods that directly affect the student. o Military obligations, such as deployment orders or training exercises, which the student cannot avoid or other situations of force majeure, which must be evaluated and approved by the committee appointed by the Director of the Campus. For non-participation to be considered justified, the student must provide documentary evidence, such as a medical certificate, military order, or other relevant documentation.

### ***Process for Replacing Lost Material***

Students with excused lack of participation should coordinate with the course teacher to replace lost material.

The teacher will determine the form and the time frame in which the material must be replaced. This make-up plan must be discussed in writing between the student and the teacher and signed by both the student and the teacher, clearly stating the dates and requirements to be met.

It is the student's responsibility to initiate this conversation and meet the established deadlines.

### ***Consequences for Exceeding the Participation Limit***

If a student exceeds four days of non-participation, the following action will be taken: the student will be automatically withdrawn from the corresponding course(s).

This withdrawal will be effective on the last day on which the student has had academic participation. The student will receive formal notice from the institution, informing them of their withdrawal and the consequent loss of eligibility to receive veteran's benefits.

Loss of eligibility for veteran's benefits will be reported to the appropriate agency, which may affect the student's future benefits.

### ***Appeal Procedure***

Students who believe their discharge or loss of eligibility was incorrect may file an appeal.

The appeal must be submitted in writing to the Institutional Compliance Committee within ten business days of notification.

The committee will review the appeal and issue a final decision within 15 business days.

### ***Communication and Responsibilities***

It is the student's responsibility to stay informed about their academic participation and comply with established policies. The institution will provide periodic reminders of this policy at the beginning of each academic term.

### ***Course Repetition Policy***

The Veterans Administration does not pay for repetitions of courses graded A, B, C., or D. The Veterans Administration will only pay for retakes of failed ("F") courses or courses in which a minimum grade is required.

### ***Satisfactory Academic Progress for Veteran Students***

A student who is receiving educational benefits from the Veterans Administration must maintain a minimum cumulative GPA of 1.60 in order to be considered in satisfactory academic progress under the standards established by Veterans and to continue receiving his or her educational benefit.

### ***Probationary Period for Veteran Students (to receive educational benefits)***

Students who do not manage to accumulate a minimum GPA of 1.60 at the end of the evaluation period or term, may appeal in order to be placed on probation of their benefit or be placed in an academic plan (see Appeals and Evidence section). If they do not reach the minimum general average (GPA) of 1.60 at the end of said term in which they are on probation, the benefit will be suspended. Up to two additional terms can be certified if you meet academic progress

### ***Reinstatement of the Educational Benefit***

After the educational benefit has been suspended for not complying with the satisfactory academic progress policy (under the rules established by Veterans) and once the next term of classes has elapsed, if they have accumulated a minimum general average of 1.60, the veteran student will have their educational benefit reinstated. Once the student returns from the suspension of your benefit, if do not manage to reach the minimum of 1.60 again, his benefit will be suspended for one year.

***Participation in Satisfactory Academic Activity (to continue receiving your educational benefit)***

The Veterans Administration will pay only for the total credits that the program consists of. The veteran student will be certified by the Official Certifier (Registrar) according to the credits in which the student enrolled in the respective term. Therefore, a student who is receiving educational benefits will always remain participating in academic activities.

***Authorized Absence (LOA, REG04-0609)***

The educational benefit will be suspended while the veteran student is absent with authorization. The benefit will be reinstated again once the student returns to classes.

***Section 103-PL 115-407***

As of August 1, 2019, no school may deny Chapter 31 and Chapter 33 students access to classrooms, libraries, or other institutional facilities.

Nor have the student borrowed money to cover the cost while waiting for payment from the Veterans Office or charge the student a late fee or impose a penalty.

**Institutional Policy on Public Law 1125-407 Section 103**

Public Law 115-407 Section 103 is set forth as follows:

*The amended United States Code, Veterans Benefits and Transition Act of 2018, section 3679 of title 38, states that the University is required to ensure that individuals eligible to receive educational assistance through VA educational benefits under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, ® For post-9/11 GI Bill benefits, the student may not be penalized or denied access to classrooms, libraries, or other institutional facilities for late fees or payments, nor may the student be required to borrow money or additional funds to cover the same while waiting for the scheduled disbursement of VA funds directly to the institution.*

*The Institution will require payment from the covered person for any outstanding payment balance that is the difference between the student's financial obligation and the VA educational benefit scheduled to be disbursed directly to the institution. The institution may impose a late fee or place a financial hold on these additional payments not covered by your VA benefit if they remain outstanding. The student must submit a "certificate of eligibility" or any VA document verifying a student's eligibility for chapters 31 or 33*

Note: All institutional policies listed in the General Catalogue and in this Student Handbook apply to students who receive Veterans benefits.

## REGISTRY OFFICE

The Registrar's Office safeguards students' academic documents, ensures compliance with academic standards and certifies compliance with all academic requirements leading to obtaining the academic degree.

The following documents, processes and services are processed in this office, which can be requested both in person and online through the My ICPR portal:

- Preparation of Degree Certifications
- Preparation of Certificates of Studies
- Evaluation and determination of eligibility for the honor degree benefit and the honor roll.
- Assessment of Satisfactory Academic Progress for Financial Aid
- Inform and deliver final grades to the student
- Readmission
- Credit transcripts
- Change of Note
- Validations
- Incomplete removal
- Changes to Tuition

In addition, applications are completed for:

- Partial Withdraw
- Total Withdraw
- Registration Application
- Change of Concentration
- Challenge exams
- Social Security correction, Name and/or Address
- Graduation Application
- Appeal to Academic Evidence
- Request for Credit Transcript from active or inactive students

.



## SERVICES OF THE REGISTRY OFFICE

The Office of the Registrar provides student services aimed at preparing, updating, and maintaining student academic status information in compliance with established procedures and relevant regulations. The services, as well as the policies and procedures that cover this Office, are disclosed through the Institution's Catalogue and this Manual. Services are available to be offered in person or online through the My ICPR portal. The services offered by this Office are detailed below:

SERVICES OF THE REGISTRY OFFICE
<ul style="list-style-type: none"><li>• To provide an excellent service to the student.</li></ul>
<ul style="list-style-type: none"><li>• To safeguard the student's file and ensure its confidentiality.</li></ul>
<ul style="list-style-type: none"><li>• Coordinate, schedule and enter the student enrollment system, guide them and process required changes in it.</li></ul>
<ul style="list-style-type: none"><li>• Certify official registration through two censuses per term.</li></ul>
<ul style="list-style-type: none"><li>• Student report cards.</li></ul>
<ul style="list-style-type: none"><li>• Manage with the teachers the requests of the students for change of grade.</li></ul>
<ul style="list-style-type: none"><li>• Update student information on the physical record and in the system.</li></ul>
<ul style="list-style-type: none"><li>• Remove incomplete in coordination and approval of the professor.</li></ul>
<ul style="list-style-type: none"><li>• Deliver and receive documents of agreements and general guidelines.</li></ul>
<ul style="list-style-type: none"><li>• Receive the request for the Challenge Exam and coordinate its administration together with the Academic Coordinator of the campus.</li></ul>
<ul style="list-style-type: none"><li>• Evaluate the academic progress of all students by term and disclose it by letter to students in warning or suspension of financial aid.</li></ul>
<ul style="list-style-type: none"><li>• Carry out processes of validation of courses required by the student.</li></ul>
<ul style="list-style-type: none"><li>• Process partial or total withdrawals in compliance with established institutional policy and provide guidance to students on the effect of such withdrawals.</li></ul>
<ul style="list-style-type: none"><li>• Receive the request for a change of concentration and make the corresponding changes.</li></ul>
<ul style="list-style-type: none"><li>• Process and process registrations requested by students.</li></ul>
<ul style="list-style-type: none"><li>• Prepare study certifications and credit transcripts upon request of the student.</li></ul>
<ul style="list-style-type: none"><li>• Complete student-required study certifications for government agencies.</li></ul>
<ul style="list-style-type: none"><li>• Orientation, certification and management of required documentation and on the platform of Veterans beneficiary students.</li></ul>
<ul style="list-style-type: none"><li>• Certify students on the Honor Roll.</li></ul>
<ul style="list-style-type: none"><li>• To receive Graduation Applications, certify graduation candidates and coordinate everything related to graduation ceremonies and academic distinctions.</li></ul>

### ***Readmission***

Any student who has been out of the Institution for at least one full academic term and has not completed the degree will be considered readmitted. The student who wishes to be readmitted must apply for readmission using form FICPR-155 and pay the fee. If a student withdraws from one term and resumes their studies in the next, they will complete the form but will not pay the readmission fee.

### ***Readmission of Students with Disciplinary Problems:***

The readmission of any student who has failed to comply with institutional rules and regulations will be handled through the following procedure:

1. The candidate for readmission must visit the Registrar's office and complete the Application for Readmission.
2. The Registrar will evaluate the student's academic status up to the last academic term in which they studied. They will be guided in academic progress, if applicable.
3. If the students have been administratively discharged for reasons of non-compliance with institutional rules and regulations or is a student who in past terms demonstrated non-compliance with them, they will be referred to a committee to evaluate his or her decision to be reinstated.
4. A committee member of the Director will evaluate the application for re-entry. It is composed of the Director of the Campus, Professional Advisor, Academic Coordinator, Registrar and a professor (if necessary).
5. The Committee will make the decision to accept or deny the application, after taking into consideration both the academic aspects and the risks that the applicant's return to the Institution may present.
6. The students will be notified of the Committee's decision

### ***Registration***

The enrollment process will be directed by the Registrar in collaboration with the Academic Coordinator and the Director of the Campus on the established dates. Any change to the class program that the student wishes to make must do so within the time established in the academic calendar for these purposes. Every effort will be made to organize the courses according to the programmatic offers, but the Institution reserves the right to remove any course from the itinerary.

### ***Conditional Enrolment/ Extensions***

When a student presents a limitation during the enrollment period to complete the submission of documents on time and the end date of the enrollment process is about to be reached, the student may begin studies under the status of conditional enrollment as long as authorized by the Director of the campus. In these cases, the Conditional Enrollment form (FICPR-102) must be completed. Students with conditional enrollment will have a maximum of one term or semester to satisfy their condition, submitting the documents they owe.

A student who has an enrollment conditioned by financial aid must comply with the submission of documents or processes required to receive the package of materials corresponding to their program of study. These students will not be disbursed with FPell scholarship. These students will receive direct payment until they have submitted the documents they owe. If at the end of the term a student has not submitted the documents due, both for Admissions and Financial Assistance, they will not be able to be enrolled in the next term, in this case, the student will be responsible for the payment of the registered classes.

### **Student Transcripts**

#### **Student Record Information Release Policy**

ICPR Junior College establishes the following policy for the review of Registrar's records according to a student's rights under *FERPA (Family Educational Rights and Privacy Act)*. The student will have the right to:

1. Inspect and examine the academic record within 45 days from the date on which the Institution receives a request for access to it.
  - a. The student must file the request in writing to inspect his or her file, and submit it to the Registrar, Campus Director, or other designated official. In it, the student must specify what you want to see from the file. The Registrar or official designated by the Institution will make the necessary arrangements and notify the student of the day and place indicated for the inspection of the file.
  - b. If there is a third party (parent or guardian) of that student who is independent, it is important to present a signed authorization from the student to inspect the record and be asked for a photo ID and the authorization received will be validated with the student.

- c. If it is a law enforcement officer identified as such and request that he provide information about the student to locate the student quickly (including physical address and portrait), the Campus Director,

Registrar or other designated officer may not provide the required information absent a court order directed to ICPR or a subpoena.

2. Request that information in the record be amended or corrected that believe is incorrect or inaccurate (personal information). The student may also claim to amend or correct any grade that he understands to be incorrect, within the period of time established by the Institution (see in the General Catalogue the Registry Section, Final Grades).

- a. The student must request it in writing to the Registrar (FICPR-210 09/16), who is the official custodian of the file, and indicate what he wishes to change and expose.
- b. The reasons why he believes the information is incorrect.
- c. If, upon evaluating the student's application, the Institution finds that it is invalid, it will notify the student of the decision and inform the student of his/her right to a hearing related to his/her request.

3. Consent to the provision of information identified in the student's record as personal, except for information that *FERPA* authorizes to provide without the student's consent or authorization.

- a. An exception that allows information to be offered without the consent of the student is to offer information to officials of the Institution who have a legitimate educational interest. An officer has a legitimate educational interest if he or she needs to inspect a transcript to fulfill his or her professional responsibility.
- b. An officer of the Institution is defined as a person employed by the Institution in a position of administration, supervision, academic, or other support position; a person or company hired by the Institution (auditor or collection company); or a member of the Board of Directors.

4. The Institution may offer information from the student's file with the student's authorization, to another educational institution in which the student is interested in enrolling.

5. In case of emergency and in the absence of the Registrar, only the Director of the campus or the Extension Center may have access to them.

6. If the student is interested in submitting a complaint to the Department of Education of the United States of America regarding alleged failures on the part of the Institution to comply with the requirements of *FERPA*. You should address your correspondence to:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

If additional information on the content of the Law is of interest, please refer to the following Internet address: [www2.ed.gov/policy/genguid/fpc/index.html](http://www2.ed.gov/policy/genguid/fpc/index.html).

### Student Record Privacy Policy (REG04-0612)

Every student shall have the right to review the information contained in his or her academic record in accordance with the provisions of the Student Record Information Disclosure Policy, upon request by completing Form FICPR-195, as well as the established inspection and review rules and procedures. In the case of students who are not present at the time of the request, it will be necessary to present the written authorization of the student to process and disclose personal information from their academic record. On the other hand, those institutional officials who individually or collectively act in the educational interest of the students or whose access to such records is authorized will also have access to the academic records of the students.

### ***Transcripts and Certifications***

Any student who is interested in receiving a transcript of credits or information related to their academic record must complete the Request for Copy of Transcript (FICPR-195) virtually or online through the My ICPR portal and contact the Registrar's Office, which will respond to their request in accordance with the provisions of the *Family Educational Rights and Privacy Act of 1974 (FERPA)*. Transcripts and certifications are issued only upon request with the written authorization of the student or for official use by the officials of the Institution authorized for such purposes.

Official transcripts or certifications are part of the service offered to the students (see Additional Costs in the Receiving area). As established by FERPA, unofficial transcripts are considered part of the student's record. These documents must be requested no less than one week in advance of their submission. During the periods

of enrollment, graduation, final evaluations and processing of grades, as well as records whose information is not in the Institution's computerized system, the time required for the issuance of such documents could be extended more than one week. In special cases, when the urgency of the document warrants it, the document may be issued in less time than indicated herein.

### ***Address Registration***

The Registrar's Office is responsible for making any address changes requested by the student. If this address is not kept up to date, ICPR Junior College will not be responsible for the notifications sent to students. Official or other notice mailed to a student's address, as it appears in his or her record, will be considered sufficient notice. The student who is interested in changing their address must go to the Registrar's Office and request the Academic Record Information Update form (FICPR-210 09/16) for the change of address.

### **Policy for the Continuity of Course Offerings in Accordance with the Curricular Sequence of Academic Programs (REG04-0610)**

Those interested in completing a program at ICPR Junior College will receive an orientation from the admissions office on the courses included in the certificate or associate degree they are interested in pursuing. They are told that it is important that they can follow the order of the curricular sequence and that the Institution does everything possible so that they can comply with it and finish it in the time stipulated in the program.

As part of our policy we want to:

- a. Keep students oriented on how to complete their class schedule in the right time.
- b. To ensure that students enroll in courses in the corresponding order to follow the curricular sequence until the end of their study program.
- c. To ensure that students finish their academic degree as stipulated in the chosen program.

This policy is applicable to the academic programs of our Institution in all its modalities of studies.

### ***Academic Load***

A full academic load is a load of 12 credits or more per semester or academic term in credit programs. A credit hour corresponds to a teaching or instructional hour

between 50 and 60 minutes using varied teaching strategies under the direction of a teacher.

The students are enrolling in 15 credits or more in the same academic term if their cumulative GPA is 3.25 or higher, except for those programs that require 15 credits in an academic term. If a student is a candidate for graduation and wishes to take 15 credits in the same academic term, but does not meet the GPA requirement, it will need written authorization from the Director of the campus.

### ***Academic Measure for Credit Hours***

For associate degrees one (1) credit is equal to 15 hours of theoretical instruction, 30 hours of laboratory or 45 hours of practice.

In Professional Certificates, one (1) credit is equal to 37.5 hours, as established by the Federal Department of Education as of July 1, 2011. A semester or academic term is a period of study of a minimum of 15 weeks.

### **Satisfactory Academic Progress (SAP) Policy and Financial Aid Warning/Suspension (REG04-0614)**

The ICPR Junior College has established a policy to determine whether the student is making satisfactory academic progress toward obtaining their degree. This is based on a measurement in quantitative and qualitative terms and time to complete the study. All students must comply with this policy. A student complies with the Satisfactory Academic Progress Policy when:

- Has a minimum cumulative grade point average (GPA) of C (1.60) each time they are evaluated (Qualitative Measure) and.
- No less than 67% of the loans it has attempted each time it is evaluated (Quantitative Measure).

The institutional policy states that if a student begins studying at full load and then switches to partial load, the Satisfactory Progress Policy under the partial student policy will apply. If the student then returns to full-time study, the policy will continue to apply to them in the part-time category.

A student who does not meet Satisfactory Academic Progress upon evaluation will be advised that failure to make such progress during the current term will result in suspension for the next term and will not be eligible for Title IV aid. The student may appeal by following the appeal procedure below.



## **Financial Aid Warning and Suspension on Satisfactory Academic Progress**

All students must comply with the ICPR Junior College Satisfactory Academic Progress Policy (SAP). In case of not complying with it, the student will receive a warning (*Financial Aid Warning*). During that time, the student will be making satisfactory academic progress toward obtaining his or her degree and may continue to receive the financial assistance he or she receives at the Institution.

At the end of that period, the student must comply with the policy to continue receiving financial aid. Failure to comply will result in the student being suspended and ineligible for financial aid. The student may appeal the decision.

### ***Appeals and Probation***

The student subject to suspension for not complying with the Satisfactory Academic Progress Policy may appeal to the Appeals Committee if understands that conditions of force majeure (e.g., accident, illness, death of a family member, among others) prevented from complying with it. In such a case, you must mention these terms in your appeal and indicate what things have changed that will allow you to comply with this Policy during the next academic term. The student must provide documentation that supports the above. The Appeals Committee may grant a new opportunity to the student by placing on probation status for an additional semester or academic term or refer him or her to the Academic Coordinator for the design of an academic plan.

Federal regulations state that the maximum time a student must complete their program of study cannot exceed 150% of their program length. When the student has exceeded the maximum deadline established for the program of study, the student becomes ineligible to continue receiving Title IV aid. If the student believes that force majeure conditions prevented them from complying with the policy, they must appeal for reinstatement of their financial aid beyond their current eligibility.

This policy applies in situations where the student can clearly document that force majeure events have occurred that prevented them from complying with the Satisfactory Academic Progress Policy. The Appeals Committee may consider placing the student on an academic plan, in which case it may refer the student to the Academic Coordinator for the design of the plan. The student must complete the Appeal Form for Reinstatement of Financial Aid (FICPR-137) and agree to the Academic Plan designed for him/her.

The student who is on probation or with an academic plan will be making satisfactory academic progress towards obtaining his degree, for which the student may continue to receive the financial assistance he receives at the Institution. All students who are placed on probation must comply with the Satisfactory Academic Progress Policy (SAP) at the end of the academic term or comply with the academic plan that is prepared to lead them to comply with said policy. The student may appeal a suspension and be placed on probation more than once, but not consecutively.

### ***Appeals Committee***

The Appeals Committee will be composed of the Academic Coordinator, who will chair the Appeals Committee, the Registrar, the Financial Assistance Officer, the Professional Counselor, and the Placement and Practice Center Coordinator. The Appeals Committee will evaluate the appeal request, in accordance with the situations set forth in the Satisfactory Academic Progress Policy and the evidence provided by the student.

The Committee will consider the students' ability to overcome the academic suspension and make satisfactory academic progress. The Academic Coordinator will notify the Campus Director of the determination and send it to the student in writing to the address that appears in his or her file, no later than two weeks after receiving the appeal request. In addition, a copy of this determination will be sent to the offices of Economic Assistance and Registry. The committee's decision will be final and firm.

## **Academic Progress Policy for the Associate Degree in Diagnostic Radiologic Technology**

Students enrolled in the associate degree in Diagnostic Radiological Technology with a full load are evaluated at the conclusion of each term of study. All students must maintain a minimum cumulative grade point average (GPA) of C (1.60) at the conclusion of each term, except for the last term, which must have achieved a minimum GPA of 2.00 in order to graduate. The student should accumulate 67% of the credits you have attempted each time it is tested. In addition, you must complete the program of study in a maximum of 1.5 times the duration of the program of study to earn your associate degree. In addition, the student must complete the number of credits established at the conclusion of each academic term, according to the table below:

### ***Students Enrolled with Full Academic Load in associate degrees***

Full-load enrolled associate degree students are evaluated at the conclusion of each term of study. All students must have a minimum cumulative grade point average

(GPA) of C (1.60) at the conclusion of each term, and have completed their program of study in a maximum of 1.5 times the duration of their degree to earn their associate degree. In addition, they must complete the number of credits established at the end of each academic term, according to the table below:

**Satisfactory Academic Progress Table for Associate Degrees:**

TERM/ SEMESTER	1st	2nd	3rd	4th	5th	6to	7mo	8vo	9th
72 CREDITS	8	16	24	32	40	48	56	64	72
75 CREDITS	10	18	26	34	42	50	58	66	75
76 CREDITS	8	17	25	33	41	49	57	65	76

Note: The number of credits passed per term is based on the curriculum sequence of each program.

***Students Enrolled Part-Load in Associate Degrees***

Students with partial academic load in the associate degrees must maintain a minimum cumulative academic average (GPA) of C (1.60) at the conclusion of each term and maintain a 67% of credits passed of what they have attempted each time they are evaluated. Evaluations begin at the end of each term of study. In any case, students will be required to have a minimum academic index of 2.00 (GPA) at the time of conferring the corresponding associate degree.

***Students Enrolled with Full Load on Professional Certificates***

Students in Certificate Programs are evaluated at the conclusion of each academic term. In addition, they must complete the number of credits established at the end of each academic term, according to the table below:

**Satisfactory Academic Progress Table for Professional Certificates**

TERMS	1ro	2nd	3ro
24 CREDITS	8	16	24

TERMS	1ro	2nd	3ro	4to
36 CREDITS	8	16	24	36

TERMS	1ro	2nd	3ro	4to	5to
38 CREDITS	8	16	24	32	38

TERMS	1ro	2nd	3ro	4to	5to
42 CREDITS	8	16	24	32	42

TERMS	1ro	2nd	3ro	4to	5to	6th
48 CREDITS	8	16	24	32	40	48

Every student must have a minimum cumulative grade point average (GPA) of C (1.60) at the conclusion of each term and maintain no less than 67 percent of the credits passed that they have attempted each time they are tested. In addition, the student must complete the program of study in a maximum of 1.5 times the duration of the program to obtain a Professional Certificate. Evaluations are carried out at the end of each term. In any case, students will be required to have a minimum academic index of 2.00 at the time of conferring the corresponding Professional Certificate.

### ***Students Enrolled with Partial Load in Professional Certificates***

Students with partial academic load on the Professional Certificates must maintain a cumulative grade point average (GPA) of "C" (1.60 GPA) at the conclusion of each term and maintain no less than 67% of the credits passed of those they have attempted each time they are evaluated. Evaluations are carried out at the end of each term. In any case, students will be required to have a minimum academic index at the time of conferring the corresponding professional certificate.

### ***Cancellation Policy***

When a student withdraws from a course, they are considered as attempted and unapproved credits when determining if the student meets the 67% of approved credits, as required by the Satisfactory Academic Progress Policy.

### ***Discharge Procedure***

This registration procedure is established as a general guide that allows the student to request registration in courses for which they have been awarded administrative leave and to establish an effective communication process in this regard between the Registrar, Professor and Counselor.

1. The student requests registration in courses that have been administratively withdrawn.
2. The student visits the Registrar's Office to complete the Application for Registration in Courses (FICPR-194) thus authorizing the process to request it online through the My ICPR portal.

3. The Registrar notifies the corresponding teachers and the Counselor by email about the student's Registration Request, indicating that the student wishes to return to their classes. The Registrar will include a copy of the Application in the email. Communication between the professor and the student is required to establish the plan to be followed to successfully rejoin their courses and complete them until the end of the academic term.
4. The Registrar signs the Application and proceeds to activate the courses on the *platform*, according to the established procedure.

### **Course Repetition Policy (REG04-0613)**

When a student repeats a course, only the highest grade obtained is considered to calculate their academic average. However, all times the course was attempted will be considered when evaluating the maximum time, the student must complete their Professional Certificate or Associate Degree. The student may repeat a course to improve the grade of the course once paid, with Title IV funds. A student may obtain a grade of "F" and may repeat the course with Title IV funds as many times as necessary until a satisfactory grade is reached, if it complies with the Satisfactory Academic Progress Policy established by the Institution. Any student who wishes to repeat a course to improve their grade and earns an "F" grade on their retake will not be able to repeat the same course with Title IV funds.

All students must repeat those subjects that they fail. In addition, the students may repeat on one occasion any subject that have previously passed if it does not affect the maximum time to complete the study program. Only the best grade of the repeated class will be counted for the purpose of calculating the student's average.

#### ***Maximum Time to Complete the Program of Study***

All students with a full academic load must complete their program of study at a maximum of 1.5 times the duration of the program to obtain their Associate Degree or Professional Certificate. Failure to comply with this stipulation will result in the student being suspended and ineligible for Title IV funds for the remaining period of the study program. If the student understands that force majeure conditions prevented them from complying with the policy, they will need to follow the appeal process.

Transfer students who have credits validated will be counted as attempted and approved, when evaluating or determining if they are complying with the maximum time.

### ***Program Change***

Any student who is interested in changing from one program to another will complete the Application for Change of Program, make the corresponding payment at the Receiving Office and deliver or submit it to the Registrar's Office. This application can be processed in person or online through the My ICPR portal.

There are three levels of programs at the Institution, namely: Baccalaureate, Associate Degrees, and Professional Certificates. When a student transfers to a program at a different level than their previous program, their cumulative GPA is considered nonexistent for the purposes of the new level where a new average will be accumulated. This means that the cumulative GPA of one level does not affect the cumulative GPA of the other level. The average of the previous level is also not used when evaluating whether the student meets the Satisfactory Academic Progress Policy at the new level. When a student transfers to a program at the same level as their previous program, their cumulative GPA will only consider grades earned in those courses in the previous program that are also part of the program they switched to. Other courses taken in the above program are not considered either in determining the cumulative GPA or in assessing whether the student meets the Satisfactory Academic Progress Policy.

In neither case are courses from the previous program, which are not part of the new program, considered when evaluating whether the student meets the Satisfactory Academic Progress Policy. If a student is interested in requesting a third change of program, it will require the authorization of the Campus Director.

### **Grading Scale**

Average	Note	Points System
4.00– 3.50	To	4
3.49- 2.50	B	3
2.49- 1.60	C	2
1.59- 0.80	D	1
0.79- 0.00	F	0

### ***Definition of Other Alternate Qualifications***

P	=	Approved
For example	=	Failed

I	=	Incomplete; Course requirements are not met (it is accompanied by the grade you would have in the course if the student DID NOT meet the requirements: I-B, I-C, I-D, I-F)
W	=	Official Withdrawal
AW	=	Administrative Leave
TC	=	Validated Course
R	=	Repeated Course
TRANS	=	Approved course through Flexible Access alternatives
WLA	=	Administrative leave due to lack of academic activity
LA	=	Leave of absence (LOA)
DS	=	Disciplinary Suspension
WVP	=	Partial withdrawal for Veteran students for not participating in any of their classes.

### **Incomplete Policy (REG04-0608)**

The incomplete one corresponds to a final evaluation that was not completed for several reasons. When calculating the cumulative GPA of a student who has an incomplete, the grade that accompanies the "I" is used as the grade obtained in that course, until the incomplete is removed.

This average will be used to determine if the student is making academic progress. To remove the incomplete, the student will contact the course teacher or, in the absence of the latter, with the Registrar and reach an agreement. The student must remove the incomplete within the academic term following the verbal or written notification. The rule will apply whether or not the student in question is enrolled in the Institution in the following semester or academic term. The Director of the Campus may authorize the extension of the period of removal of the incomplete.

The average obtained with the grade of incomplete "I" will be used to determine if the student meets Satisfactory Academic Progress (SAP). After removing the incomplete, academic progress will be recalculated to determine if the student actually complies with it.

If the incomplete is removed after the recommended date and the student decides to appeal an academic status, even if the decision is considered favorably, the student may have to wait for an academic term to resume the studies.



## **Incomplete Practice courses:**

To receive an incomplete in an internship course, the student must have completed at least 30% to 50% of the required Internship hours.

Those students who are enrolled in a practicum course and who are going to a second practicum, must have completed that practicum to be enrolled in the next practicum.

Students have a deadline of Thursday of the late enrollment week (3rd week of classes) to submit the documents required by the Practice Center and/or remove any incompleteness from the previous internship in case this is a requirement to continue with the next internship. Any student who does not submit the documents by this date will have the internship course canceled.

Once the student meets all the requirements of the Supervised Practice course, their average is calculated in the traditional way with a scale of four (4) points.

The incompletes that are not finally removed will obtain as a final grade, the grade that accompanies the incomplete. If any student who is a candidate for graduation obtains an incomplete in the academic term prior to the graduation ceremonies and wishes to have his or her academic distinction recognized, he or she must remove the incomplete one within 30 days before graduation.

If the incomplete corresponds to a suspension or a conditional evaluation for valid reasons, the student will complete form FICPR154, Request for Removal of Incomplete and will contact the course professor to reach an agreement on how they can remove the incomplete. The student must remove the incomplete within the academic term following the notification of incomplete. This rule will apply to all students with incompleteness who are or are not registered in the next academic term.

## **Procedure for Note Review (REG04-1218)**

This procedure is a general guideline that allows the student to request a Grade Review or appeal the decision made in this regard in case of disagreement with the grade(s) received in their courses.

1. The student has an academic term to request a grade review of courses taken in the previous term.
2. To request a grade review, the student must visit the Registrar's Office to complete the Request for Note Review form (FICPR-156) or complete and submit it electronically through [www.icprjc.edu](http://www.icprjc.edu). In the reasons section, the Registrar will state the reasons for requesting it.
3. The Registrar delivers the Request to the Academic Coordinator so that he or she can contact the professor of the course for which the student is requesting the grade review.
4. The Professor will be obliged to carry out a verification of the work and exams presented by the student to evidence the grade that the student obtained in the course. If the Professor is not working at the Institution, he/she must be contacted by the Academic Coordinator to request verification of the grade obtained. If you are not available to carry out the process because you are not hired at that time, you must submit the evidence to the Academic Coordinator and the Director of the Campus or the person designated by him will authorize the change, if applicable. It is vital that the faculty know that they must keep evidence of the students' work and exams for at least six months after the conclusion of each academic term.
5. The response to the Request for Grade Review must be notified to the Registrar's Office no later than 30 business days after the student has requested it.
6. After the evaluation has been carried out, if a review of the grade is appropriate, the professor or Director of the Campus or the person designated by him, if the professor is not available, completes form FICPR-156 in the spaces provided to certify the change, if applicable, and delivers it to the Registrar, no later than 30 working days, after having received the application.
7. If required, the Registrar makes the corresponding changes to the student's academic record and informs the student of the result of the application.

### ***Appeals Process***

1. If, after reevaluating the grade obtained, the teacher indicates that the change to the grade awarded is not appropriate and the student still disagrees with it, the student has the right to carry out an appeal process which is detailed below:
  - 1.2 Submit a letter of appeal to the Registrar's Office, explaining your disagreement with the decision made and requesting that the Director of the Campus or the person designated by the Registrar may evaluate the case.
  - 1.3 Once the appeal letter has been received, the Registrar delivers it to the Director of the Campus or to the person designated by him, who evaluates the student's request. The teacher provides the necessary documentation to the Director or designee for the relevant evaluation

- 1.4 If necessary, the Director of the Campus or the person designated by him may interview or summon the teacher and the student to obtain more information.
  - 1.5 The Director of the Premises or his designer shall issue his decision to the Office of the Registrar in writing not later than 10 working days from the date on which he receives the letter of appeal. The decision will be final and firm.
2. If the decision causes a modification of the grade, the Registrar will proceed to carry out the review. The final grade revised must not be less than the one originally obtained by the student.
3. The Registrar will summon the student to communicate in writing the result of the appeal. The information and outcome of appeals shall be kept in strict confidence.

### **Institutional Standard for the Authorization and Certification of Directed Courses (REG04-0600)**

Directed study is a non-traditional educational practice to be used with prior authorization from the Campus Director. It is a privilege and an opportunity granted by the Institution to its students to complete courses that are not currently offered in the traditional way. It is based on a personalized instructional approach of shared responsibility between the student and the teacher. When implemented, it is rigorously conducted to achieve standards and competencies that result in educational quality.

The Director of the Campus may authorize the modality of courses for directed studies if the student:

- You are a candidate for graduation and need the course to graduate and/or to fulfill the order of your curricular sequence.
- You need the course as a prerequisite for your upcoming courses.
- Complies with the Institutional Academic Progress Policy.
- He has an attitude of commitment to his studies.
- There is a course in this modality.

The Director of the Campus reserves the right to provide this privilege in the following circumstances:

- The requested course is available as a regular course daytime or Nocturnal.
- The student requested a withdrawal from the course on one or more occasions.
- The student did not pass the course previously.
- The student refused to have a regular academic load in any semester of their academic program.

## **Leave of Absences Policy (LOA, REG04-0609)**

The student may request leave of absence temporarily from the Institution if it has satisfactory academic progress. Therefore, the Institution may grant leave of *absence*, due to the following circumstances:

1. Prolonged illness, temporary disability or maternity.
2. Death in the family or illness of a relative.
3. Drastic change in the economic situation of the family.
4. Accident that causes temporary disability.
5. Military service.
6. Appearance in court or colleges during election periods.

The student must complete the Student Leave of Absence Form (FICPR-97) found at the Registrar's Office or through [www.icprjc.edu](http://www.icprjc.edu) and submit the documentation that supports the reason for the request such as medical certificates, written statement of the student, among others that apply. Once the leave of absence is approved, a leave of up to 180 days will be granted to return to the Institution. The student may request this leave only once per academic year.

This license does not entail financial charges for the student. This will be oriented around the effects or consequences on the financial aid of Title IV.

The student will not be academically penalized for this interruption, so the Institution undertakes to offer tutoring services and academic assistance in the subjects for which enrolled, once the student is reinstated on the agreed date. However, the student will be responsible for the material covered in the courses. If they do not return to the Institution, the official discharge date for that term will be the date on which the requested leave began. If they return after the end of the term, the student will earn an LA (Leave of Absence) grade on all their courses. Any Leave of Absence will be authorized only by the Director of the Campus.

Veterans' benefits will be stopped when a leave of absence is granted. Once the student returns to classes, they will be able to continue enjoying these benefits. Policies on the protection of higher education students are activated by the **Armed Forces or National Guard**.

ICPR Junior College, in its commitment to facilitate the protection of students activated by the Armed Forces or National Guard, allows the student to request or be assigned a Leave of Absence, as established in the Regulations Approved by Certification No. CESPR 2008-065.

## **Class Attendance**

ICPR Junior College does not have a policy of taking attendance, therefore, the responsibility for attending classes rests with each student. All students who are absent from classes will be responsible for catching up on their work by complying with academic activities, as established by their professor. Any student who does not comply with the required academic activities could have their academic progress affected, which may be cause for administrative withdrawal. Veterans' student beneficiaries are governed by an academic participation policy that establishes and defines the maximum number of consecutive days allowed for absence and the rules that are applicable to determine whether they are fully or partially active in their courses. (See Admissions Services/Veterans Beneficiary Services section)

## **Participation in Academic Activity**

The faculty communicates with the students to promote their participation in academic activities in their course. Cases that merit special attention will be referred weekly to the Counseling Office, or to the official designated by the Institution for the corresponding follow-up.

## **Final Grades**

At the end of each academic term, the students will be able to see their grades through the My ICPR portal. However, these are not necessarily the final grades, since in that period the faculty will be reporting them and may make revisions or adjustments to them. For this purpose, official and final grades will be considered those that are reflected in the My ICPR portal on the first day of classes of the following academic term. Any student who believes that an error has been made in their report or that they have not received their report card should contact the Registrar's Office. The time available to make your claim will be during the next academic term in which the alleged error was committed.

## **Credit Validation Policy in Case of Transfer (REG04-0607)**

The credit recognition policy at ICPR Junior College is governed by the following statutes:

1. The applicant must have completed post-secondary studies at an accredited institution.
2. The students need to meet all admission requirements.

3. The student will request an official transcript of credits from the postsecondary institution of origin that will be mailed directly to the Registrar's Office.
4. If required, the student will deliver to the Registrar a copy of the Catalogue of the institution or institutions of origin with the description of the courses he wishes to transfer. The content of the subjects that are validated must correspond to the content of the courses that you wish to validate with the Institution.
5. Approved credits with the same academic content and rigor will be validated within a period of no more than ten (10) years. The credits to be validated in specialization of Information Systems must have been obtained in a period of no more than five (5) years, before the date of the transfer.
6. If you are an alumnus of the ICPR Junior College, or a graduate of an undergraduate program or graduated from another institution, the period will be limited according to the discretion of the Campus Director.
7. The credits of basic courses to be validated must have been approved with an average of "C" or more. Courses approved with less than "C" will not be accepted. If the course to be validated is a concentration course, it must have a grade of "B" or higher.
8. Grades earned at other postsecondary institutions will not be counted toward the overall GPA. Validated courses will be considered as credits attempted and completed, so they will be considered to determine Satisfactory Academic Progress.
9. In the case of a course from a post-secondary institution of origin that has a higher value of credit than ours, the course will be validated with the number of credits of our Institution. If the number of credits is lower, it will not be validated.
10. A transfer student will normally be validated up to 33% of the total credits of the program to be followed. A graduate of the ICPR Junior College will be able to validate up to 50% of the credits of the program to be followed.
11. Any student who has completed a certificate may choose to request the validation of the courses individually or in their entirety to an academic program of a higher level (Associate Degree or Baccalaureate) as long as the content of these is of the same rigor and corresponds to at least one higher level program of those existing in the Institution. Similarly, courses may be validated from Associate to Associate, Associate to Certificate, Certificate to Certificate and Certificate to Associate.

## **Flexible Academic Access**

The Flexible Academic Access program at ICPR Junior College aims to allow the students to accelerate their study program by validating learning experiences, challenging courses, tests for performance evaluation, among others. To apply for

Academic Flexible Access, the student will complete form FICPR-138, Application for Academic Flexible Access Modality, and validate their learning through one of the following experiences:

1. ***Course Validation:*** Courses approved by a student may be considered individually for validation in a program of another or the same level. They will be considered if the courses that are validated are part of at least one of the programs offered in the Institution and have the same content and the same rigor.
2. ***Validation by Challenge Exams:*** It consists of challenging the content of the course through an exam. This will be done provided that there is the appropriate means and scale to check the expected level of execution of 70%. The student must request the challenge exam option at the Registrar's Office. The student may take the exam only once. The exam will be prepared by members of the institution's faculty. As an institutional rule, a course in which the student has previously enrolled and attended may not be challenged. In addition, to request the exam, the student cannot be enrolled in the course he or she intends to challenge. The challenged courses will be considered within the maximum of 33% or 50% (as applicable) of validation allowed. The approval of these courses does not affect academic averages, but it does affect approved credits. Once approved, in the transcript of credits they will be identified by CE.
3. ***Validation by Tests for the Evaluation of Execution:*** It consists of validating a course by tests for the evaluation of execution in the courses of keyboard, computer repair, conversational English, laboratory procedures in areas of medical billing, among others. Once approved, in the transcript of credits they will be identified by CE.
4. ***Accreditation for Prior Learning for Internship Course:*** It consists of allowing the students with experience in the labor field the opportunity to demonstrate that they have the skills and experience in the labor field, in this way they can request that the years of experience be validated for their internship course. Once approved, in the transcript of credits they will be identified by CE.

The evaluation and experience for validation purposes will be carried out by a professor of the Institution, a specialist in the discipline. To validate the



internship, it is a requirement that the student has at least three (3) years of related experience.

**Requirements:**

1. The student indicates at the Registrar's Office his/her interest in applying for Prior Learning Accreditation for the Internship Course.
2. The Director of the Campus or assigned resource interviews the candidate and requests the documentation.

The documents to evaluate the application are:

- a. Certification of employment evidencing time and functions in the position.
- b. Copy of the Duties and Responsibilities Sheet.
- c. Copy of evaluations by supervisors.
- d. Evidence of professional development (Portfolio, Certificates of Participation, Licenses, and others), at the discretion of the Campus Director.

**Honor Roll**

Once a year the ICPR Junior College Honor Roll is published, composed of students who have a cumulative GPA of at least 3.50 (GPA) and no less than 12 credits passed. These students receive recognition at a special ceremony held for this purpose each year.

**Graduation Requirements**

Students from the different programs must apply for graduation using the Graduation Application form (FICPR-75 REV. 08/16) no later than the date indicated in the academic calendar. To obtain an Associate Degree or Professional Certificate at the Institution, the student must:

1. Complete the academic requirements indicated in the curriculum of the program of study from which the student is a candidate for graduation.
2. Achieve an overall GPA of 2.00 (GPA) points.
3. Have passed each concentration course with a minimum grade of "C" and a minimum grade of "B" in the practice courses of the Associate Degree programs.
4. When the student does not accumulate the minimum graduation average, may repeat with Title IV funds, only once, those courses in which he/she obtained

low grades to achieve the required average, taking into consideration that must comply with academic progress. If it is necessary to repeat courses more than once, it will be considered as private payment. The courses in which you obtained an "F" grade, you can repeat them with Title IV funds as many times as necessary, if you comply with the Satisfactory Academic Progress Policy and do not exceed 600% of the utilization of the Pell Grant.

5. By prior agreement between the Campus Director and with the Director or Dean of another university institution, an ICPR student may take a course at another institution that fails to complete the graduation requirements, with prior written authorization and approval from both institutions. At the end of the semester, the student will process with the other institution an official transcript of the course with the grade obtained and the value in credits. This will be included in the students' record and will be credited to complete their graduation requirements; it will not count towards the accumulated general average.

### **Associate of Science Program Graduation Requirements in Diagnostic Radiologic Technology**

1. Complete the academic requirements indicated in the curriculum of the study program.
2. Maintain a 2.00 GPA.
3. Have passed each concentration course with a minimum grade of "C".
4. Have passed the clinical internship with a minimum grade of "B".
5. When the student has not accumulated the minimum graduation average, he or she may repeat with Title IV funds, only once, those courses in which he or she obtained low grades.
6. Students and graduates of this program must comply with the current requirements of the Examining Board of Diagnostic Imaging Radiological Technologists and Radiotherapy Technologists of Puerto Rico to revalidate and obtain the license or certification that authorizes them to practice their profession in Puerto Rico.

### **Awarding of Honors for Associate Degrees**

*Summa Laude* – It is awarded to the student who at the time of graduation achieves an academic average between 3.90 and 4.00.

*Magna Laude* – It is awarded to the student who at the time of graduation achieves an average between 3.60 and 3.89.

*Laude* – It is awarded to the student who at the time of graduation achieves an average between 3.50 and 3.59.

### Awarding of Honors for Professional Certificates

*High Honor* – It is awarded to the student who at the time of graduation achieves an average between 3.80 and 4.00.

*Honor* – Awarded to the student who at graduation achieves an average between 3.50 and 3.79.

### **Diploma Delivery**

ICPR Junior College will retain the diplomas for one year. After that time has elapsed, they will be placed in the file of each student. The student will complete the form for the Diploma Application (FICPR-90 REV. 03/15), which must be signed by the Registrar's Office, the Receiver's Office and the Information Resource Center (CAI). Photo ID is required at the time of diploma pickup. A written authorization and photo ID are required if someone else picks up the diploma.

### **Policy on Programmatic Offer and Degree Completion Guarantee (REG04-0610)**

The ICPR Junior College, in accordance with its philosophy, mission and vision, has as its primary purpose the commitment that all students are assured of the maintenance of the academic offer and are guaranteed the opportunity to finish the degree in the event of the closure of a study program. If the Institution decides to terminate a programmatic offer, each student enrolled at that time is guaranteed to be able to complete the offer in the traditional way or by the variant of directed courses until the student completes the program of study.

If a student abandons studies for one semester or more, he/she must comply with any modification that the Program of Studies in which he/she was previously enrolled, including its potential closure (closure, elimination).

### **Official Casualties**

Official withdrawal is understood as the request by the student for the courses enrolled in an academic session. The calendar of an academic session indicates the working period for partial or total withdrawals. To request withdrawal from the program, the student must receive the due authorization from the official designated for such purposes, or from the Campus Director.

The Request for Withdrawal (FICPR-53) must be filed with the Registrar's Office within the term set by the academic calendar published in this Catalogue. When the student decides to withdraw from the Institution, they must notify the Office of the Professional Counselor or Registrar, completing the corresponding form in person or

remotely accessing the form through [www.icprjc.edu](http://www.icprjc.edu). Regarding the courses in which you have officially enrolled, you must carry out the process of total withdrawal and satisfy the financial obligations that you had pending at the time of withdrawal at the Receiver's Office. The cancellation is official when it receives the approval of the Registrar.

## **Administrative Terminations**

Administrative leave is one that the Institution awards without prior request from the student. It is used in those cases in which the student does not sign the Census II, an academic activity carried out after 60 percent of the academic term. It is also adjudicated in those extraordinary and special cases such as expulsion, disciplinary suspension, imprisonment or death. Any administrative leave will be authorized only by the Director of the Campus.

## **Termination Determination Date**

Institutional policy establishes the date on which the leave is determined as the date on which the Institution became aware of the existence of the leave. For administrative withdrawals, in those cases in which the student stopped participating in academic activities after 60%, the withdrawal date is in the last week of Census II.

## **Tuition Cancellation and Adjustment Policy (REG04-0603)**

The student's enrollment may be canceled under the following circumstances:

1. The student does not participate in any academic activity in his/her classes and informs the Registrar's Office of his/her desire to voluntarily cancel his/her enrollment.
2. The student stopped participating in academic activities during the process of collecting signatures for the first Census and the professors notified the Registrar's Office. The Registrar's Office will initiate the Total **Cancellation process**.
3. The student did not participate in the academic activities of a particular class during the process of collecting signatures for the first Census and the professor notified the Registrar's Office. The Registrar's Office will proceed to carry out the process of **Partial Cancellation** of the course before the first Census and the Finance and Accounting Office will proceed to make its respective adjustment of the tuition fee. The Office of Financial Assistance will make the adjustment in the allocation of financial aid.

Any student who is given a Total Cancellation of Enrollment during the first two weeks of class will be reimbursed 100% of the cost of the term, minus 5% of the administrative fee of the cost of instruction or \$100, whichever is less. If such a student wishes to return to study at the Institution, he/she will be classified as a new

student or readmission as appropriate. The Institution will carry out the process of returning funds (*Return of Title IV*), where applicable.

## RECEPTION OFFICE

The Receiving Office accounts for and processes student payments and collections. Their function is to guide the students on tuition costs and on unpaid balances to establish a plan with the student that allows them to cover them. Establish continuous monitoring and communication with the student to ensure compliance with the established agreements.

Costs of Certificate Programs and Associate Degrees.

Costs of the Professional Certificate and Associate Degree Programs, as of September 2024, the new tuition costs are:

<b>Programmes</b>	<b>Cost Per Credit</b>
Cost Per Credit	\$336.00
Programmes:	
Associate in Nursing	
Associate in Medical Sonography	
Associate in Diagnostic Radiological Technology	
Associate in Gastronomy	
Certificate in Practical Nursing	
Certificate in Culinary Arts	
Certified in Pharmacy Technician	
Certificate in Dental Technology	
Certified in Commercial Pastry and Baking	
Certified in Adult Patient Care	
Cost Per Credit – other programs	\$325.00

**\*The terms of 12 more credits will be the same charge.**

**\*\*Laboratory Fee (per term) - \$300.00**

## New Costs and Other Charges

Other Charges	Costs
Official Credit Transcript	US\$10.00
Certifications	US\$10.00
Duplicate ID Card	US\$5.00
Copy of the Original Diploma	US\$25.00
Challenge Exam Application (cost per credit, certifies if you pass the exam)	US\$50.00
Challenge Exam (per credit)	US\$100.00
Practice Validation (per credit)	US\$100.00
Program Change	US\$30.00
Cancellation of Enrollment	US\$150.00
Copy of Enrolment	US\$3.00
Returned check	US\$25.00
Collection Agency Fee	US\$30.00
Printing costs:	
Black and White	US\$0.10
A Color	US\$0.25
Hearing students and those not seeking an academic degree will pay \$175.00 per credit.	

### Quotas

Readmission Fee \$25.00

### Additional Costs

Validation of Practice	\$100.00
Program Change	\$10.00
Cancellation of Enrollment	\$100.00
Online Degree Verification	\$ 5.00
Online Support Dates	\$ 5.00
Online Credit Transcript	\$ 2.00
Copy of Enrolment	\$ 2.00

### **Collection Policy in Cases of Total Cancellations After the Third Week Beginning of School (REC04-0700)**

The withdrawal process will begin when the student requests it by filling out Form ICPR-53 (Request for Partial or Total Withdrawal) or when the Institution is aware that the student will not be returning. If the student withdraws in full in the third week after the start of classes onwards, the charge policy will be applied according to the program in which the student enrolled.

#### **Associate and Certificate Degree Programs**

<b>Credits</b>	<b>3rd and 4th<sup>or</sup> 50%</b>	<b>5to al 8<sup>vo</sup> 100%</b>
12 or more	1,700.00	3,400.00
9 – 11	1,275.00	2,550.00
6 – 8	850.00	1,700.00
5	515.00	1,030.00
4	412.00	824.00
3	309.00	618.00
2	206.00	412.00
1	103.00	206.00

#### **Other Associate Degrees and Professional Certificates**

Professional Certificates: Practical Nursing, Culinary Arts, Dental Technology, Pharmacy Technician, Pastry and Commercial Bakery.

Associate Degrees: Nursing Sciences, Medical Sonography, Diagnostic Radiological Technology and Business Administration in Gastronomy.

<b>Credits</b>	<b>3rd and 4th<sup>or</sup> 50%</b>	<b>5to al 8<sup>vo</sup> 100%</b>
12 or more	1,790.00	3,580.00
9 - 11	1,342.50	2,685.00
6 – 8	895.00	1,790.00
5	522.50	1,045.00
4	418.00	836.00
3	313.50	627.00
2	209.00	418.00
1	104.50	209.00



## OFFICE OF FINANCIAL ASSISTANCE

The purpose of the Financial Aid Office is to guide students regarding the financial aid available to pay for their post-secondary education. To this end, ICPR recognizes that the student is the *raison d'être* of Financial Aid programs. Therefore, the primary obligation of the Office of Financial Aid is to provide quality service to the student bound to comply with institutional policies and regulations, both federal and state.

ICPR Junior College is authorized to participate in Federal Financial Assistance programs, such as: FPELL Scholarship, Federal Supplemental Scholarship (FSEOG) and the Work-Study Program (FWSP). In addition, it has the authorization of the Board of Postsecondary Institutions of Puerto Rico to participate in state programs. Both federal and state aid are allocated based on each student's financial need.

### FINANCIAL AID PROGRAMS

#### **What types of Financial Assistance are available?**

##### **Scholarships**

Free Financial Aid programs to cover study expenses, which do not require reimbursement or work.

##### **Federal Grants:**

The Federal PELL Grant, unlike a loan, does not have to be repaid by the student. The Federal PELL Grant, established by the *Education Amendment of 1972 (Public Law 92-318)*, is awarded only to students who have not completed the academic requirements of a baccalaureate or other professional degree and who have not exceeded the maximum time allowed to complete a first baccalaureate (150%). At ICPR Junior College, the maximum time allowed is measured according to the duration in credits of the study program.

To determine student eligibility, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information a student submits when submitting an application. The formula produces a *Student Aid Index (SAI) number*. This number is used to determine what amount of scholarship the student is eligible for based on their cost of education (COA) and academic load.

The student applies for Federal PELL Grant renewal annually and it is available to students with an academic load of up to less than half-time (1 credit). Credits in which the student enrolls and do not correspond to their program of study are not eligible for the payment of the Federal PELL Grant. The student may not receive Federal PELL Grant funds at more than one school at a time.

### **Supplemental Federal Scholarship (FSEOG)**

This aid is a supplemental federal grant offered to students with limited financial resources, depending on available funds. It is available to PELL scholarship recipients who demonstrate extreme financial need based on the Student Aid Index (SAI) calculated by the U.S. Department of Education. The amount you will receive depends on the student's financial need and the amount of funds available to be awarded by the institution. Because it is a scholarship offered by the Federal Government, the student does not have to return it. To qualify, the student must be enrolled at least half-time (6 credits) and have a student aid ratio (SAI) of -1500 to 0 as determined in the FAFSA response.

### **Federal Work-Study Program (FWSP)**

This program allows eligible students to work partially at ICPR Junior College or in organizations/entities identified by the institution, so that they can pay part of their educational expenses. When awarding this aid, your class schedule, satisfactory academic progress and your financial need will be considered.

The payment will be the equivalent of the federal minimum wage. You will be paid at least once a month, according to the hours worked. To the extent possible, the student will be assigned a job that is related to his or her field of study. The student may not exceed the assigned hours, work during class hours, or affect his/her academic progress. The student agrees to sign an agreement to pay the debt of their tuition, if any.

### **State Scholarships**

The funds come from the General Fund of the State Treasury of the Government of Puerto Rico to be administered and distributed through the Board of Postsecondary Institutions (formerly the Puerto Rico Board of Education), if available.

### **Scholarship Program for Academically Talented Students**

The primary objective of this program is to benefit eligible students enrolled full-time in technical-vocational programs, associate degrees, or baccalaureate degrees with an overall GPA of 3.00 or higher, whose annual household income does not exceed twenty-three thousand six hundred thirty-five (\$23,635). The amount to be granted will be determined by the institution considering the amount of funds received.

### **Institutional Scholarships**

#### **Beca Security**

This is an institutional security scholarship offered to students who qualify. Scholarships are awarded on a term basis and the total of each scholarship is \$200.00. The scholarship is applied to the full payment of tuition and/or fees at the end of each term. The student performs about fifty (50) hours per term of functions according to the Guide of Responsibilities for Security Personnel. Each Director selects and authorizes students to be awarded these scholarships. The number of scholarships to be awarded will not exceed one for every one hundred or fraction of one hundred students enrolled in each Campus or Extension Center.

### **Beca Imagine America**

ICPR Junior College has joined the *Imagine America Scholarship Program*. This scholarship is offered through affiliation with *Career Education College and Universities (CECU)*, two scholarships of one thousand dollars (\$1,000.00) each will be awarded to two high school graduate students from among the participating institutions.

The student is required to have an academic average of no less than 2.50 GPA, once the student is recommended by the principal or school counselor, the scholarship application is sent to ICPR Junior College, who will award the scholarship, subject to the availability of funds and the date of processing. The \$1000.00 scholarship will be awarded to a two-year Associate Degree program. It will be distributed equally during the second and fifth trimesters of studies, if the student is enrolled full-time (12 credits or more per semester or academic term) and complies with all institutional rules.

### **Honor Scholarship**

Institutional funds awarded to the student in recognition of their academic effort. To receive this scholarship the student must maintain a minimum cumulative GPA of 3.50 at ICPR Junior College. The amount of the scholarship depends on the availability of funds and the academic load at the time of award.

### **Academic Achievement Scholarship**

Institutional funds awarded to the student who is not eligible for an Honor Scholarship but has an average of 3.49-3.00 in recognition of his or her academic effort. The amount of the scholarship depends on the availability of funds and the academic load at the time of award.

### **Federal Loans**

Our Institution does NOT offer federal loans.

## **How do I apply for Financial Assistance?**

Visiting or calling your Campus or Outreach Center's Financial Assistance Office to begin the orientation process.

## **What do I need to do to apply for the Federal PELL Grant?**

Access the <https://studentaid.gov/h/apply-for-aid/fafsa>. In it you must create an account (FSA ID), if you do not have one. With these credentials, you will electronically sign the Free Application for Federal Student Aid (FAFSA)® form. The federal institutional code for ICPR Junior College is 011940. If you have any questions or concerns about completing such an application, please do not hesitate to contact your Campus Financial Assistance Officer.

## **What documents do I need to have to complete the FPELL Application (FAFSA)?**

You must have on hand the evidence of income for the last two years that precedes the application, such as: Copy of the parent's or student's Income Tax Return and/or W2, as applicable. The Financial Aid Office reserves the right to request any information necessary to substantiate your eligibility. If necessary, such evidence may be requested to complete the Federal Government's verification process.

## **Eligibility Requirements to Receive Federal PELL Grant**

- Be a graduate of High School or its equivalent.
- File the Free Application for Federal Aid (FAFSA)® online.
- Meet eligibility requirements as set forth by the U.S. Department of Education.
- Enroll in a program of study leading to an associate degree or certificate.
- Maintain Satisfactory Academic Progress (as established in the General Catalogue).
- Not be in default (Delinquency) on a Student Loan.
- Comply with the verification process (if applicable).
- Be a U.S. citizen or resident with the right to participate.
- Not be in debt for a Federal PELL Grant or FSEOG refund at any institution.
- Not have graduated from high school or be simultaneously enrolled in any other postsecondary institution.
- Not have exceeded 600% (LEU) of the lifetime use of the FPELL scholarship.

## COUNSELING OFFICE

The Counseling Office offers the student community comprehensive academic, personal, and vocational guidance services, as well as channels situations or needs presented by them or referred by the faculty. Students are guided in the first week of class about the services offered by the Office and in the same way, these are disseminated through the Student Handbook, Institutional Catalogue, the boards and common areas of each Campus throughout the academic term.

The ICPR Junior College's counseling program has as its main objective the integral development of the student. Work together with the students on their intellectual growth and their individual development as a professional. The program seeks to work directly with the student on needs such as integration and adjustment to university life, academic achievement and that they make institutional values their own.

The Counseling Office offers the student general counseling services. The fundamental purpose of the services is to help the student raise awareness about the importance of educational growth for their self-realization.

To achieve this overall goal, this office has set itself the following objectives:

- Help the student to conceptualize their perception of personal values and goals so that they can get to know themselves better.
- To contribute to students' development of a more comprehensive understanding of the nature and purposes of higher education.
- To provide a broad knowledge of institutional policy: rules, internal procedures and guidelines for coexistence.
- Contribute to the planning of educational programs based on the abilities, interests and needs discovered in students.
- To keep the students informed about their academic progress and at the same time establish a follow-up that allows them to self-evaluate.
- To discover and integrate as effectively as possible the needs and aspirations of the student.
- Disclose information related to security in the Campus and the informative and preventive program on the use, possession, sale, manufacture, distribution of drugs and abuse of alcohol.

The primary services of this Office are described below:

SERVICE AREA	DESCRIPTION OF SERVICES
Academic	To provide an excellent service to the student.
	Orient the student on the academic sequencing of the student's Program so that the student knows the courses and requirements to complete their program.
	Attention to academic difficulties presented by the student or referred to by the professor.

SERVICE AREA	DESCRIPTION OF SERVICES
	Provide educational options available for program changes or pursue studies at other programs.
	To guide the student on satisfactory academic progress to outline action plans that will help them continue to receive economic benefits to carry out their studies.
	Coordinate workshops or internal and external activities related to the academic area.
	Coordinate tutoring services which are offered through students of the Work-Study program who are previously evaluated and authorized to perform this function. Tutoring is coordinated by the counselor and supervised by a faculty member.
Personal	Identify and dialogue with the student about areas required for personal improvement.
	Coordinate appointments to receive psychological services with the Institution's Psychologist
	To guide the student requesting reasonable accommodation services on the procedures established for these purposes.
	Coordinate workshops or activities related to the personal area
	Provide guidance on available sick leave or other leave.
	Provide guidance on specific careers and occupations according to the interests, values, characteristics and abilities of the student.
Institutional	Support the student in matters of protective orders and other matters protected by law.
	Provide guidance on institutional rules, policies and procedures
	Explain the procedures for filing complaints and the processes for dealing with them.
	Coordination of internal and external activities of an educational, social, vocational and sports nature.
	Attention and channeling of academic, personal and vocational situations in accordance with established institutional procedures.

## OFFICE OF PLACEMENTS AND PRACTICE CENTERS

The Office of Internship and Placements offers student services for placement at an Internship Center and to assist students in completing all documentation and process required as a requirement to complete their certificate or academic degree. Likewise, it supports the student in the search and preparation to place themselves in a direct job or related to the career they complete at the Institution. All services and activities related to the Internship and Placement in employment are disseminated in person in the classrooms or in the Office and published on the boards and common areas of each Campus. The services offered by this Office are detailed below:

SERVICE AREA	DESCRIPTION OF SERVICES
PRACTICE	To provide an excellent service to the student.
	To guide students on the processes and documentation of Practice to be completed.
	Identify and visit Practice Centers either on their own or suggested by students.
	Prepare documents for hiring Internship Centers to deliver them to students and renew them if required.
	Have a bank of Practice Centers to offer them to students.
	Manage insurance endorsements for internship centers.

SERVICE AREA	DESCRIPTION OF SERVICES
	Establish communication with students, faculty who offer Practice courses, and health coordinators to follow up on the process of locating Practice students and completing and submitting documentation.
PLACEMENTS	To guide students, graduate candidates, and alumni on employment opportunities and how to prepare for them.
	Provide support in the preparation of Resume and preparation for interview.
	Carry out job fairs and activities related to job search and placement.
	Conduct simulated and individualized interviews by programs and in conjunction with professors who offer Practice courses.
	Post weekly job opportunities on bulletin boards, Facebook page, and faculty mailboxes so students are informed.
	Refer graduates to companies that solicit job candidates.
	Visit, call and email job sources to offer ICPR as a talent bank for employment opportunities
	Coordinate workshops for students with internal and external resources on topics such as job search, appropriate dress for interviews, preparation of resumes and job interviews, among others.
	Provide guidance on processes and documentation required to take revalidation exams.
	Make calls and follow up with graduates by program to inform them about job offers.
	Offer preparation and sending service to Resume employers of students or graduates by email, mail or fax.
	Identify potential nonprofit agencies to place students in temporary employment under the <i>Community Service and American Reads</i> program.

## TRANSFER AGREEMENTS WITH OTHER ACADEMIC INSTITUTIONS (ARTICULATION AGREEMENTS)

In accordance with the goals of the Institution, it has formalized Credit Transfer Agreements with several university institutions with the purpose of motivating the student to continue studies towards Baccalaureate degrees. Agreements have been formalized with the following educational institutions:

- **NUC University**

- This institution agrees to validate in its entirety the Associate of Science Degree in Nursing of ICPR Junior College to those students who have completed it with a minimum graduation average of 2.25, who have a permanent and current license of associate nurse by the Nursing Examining Board of Puerto Rico and who are willing to complete all the courses that are required in the curricular sequential of the Bachelor of Science in Nursing (RN or BSN) of NUC University, without exception.
- It also agrees to validate courses of the Associate Degree in Criminal Investigation and Forensic Sciences of ICPR Junior College by making a



year-by-course comparison and developing the tables of validations required to facilitate the transfer process.

- **Atenas College**

- This institution will facilitate the transfer of up to 60 credits from ICPR Junior College's Associate Degree in Nursing program for those students who wish to study the Bachelor of Science in Nursing.

- **Pontificia Universidad Católica de Arecibo**

- This institution agrees to admit ICPR Junior College students graduating from the Associate Degree program who meet admission requirements to its Bachelor of Administration and Office Systems program subject to validation in accordance with established standards. Students will receive academic credit up to a maximum of 64 credits graded with grades of C or better, subject to the transfer rules of the Pontifical Catholic University of Arecibo.

## **INSTITUTIONAL POLICIES AND STANDARDS**

### **Complaint Handling Policy (CUM04-0512):**

ICPR Junior College has a Complaints Policy to provide students, administrative staff and faculty with the mechanism to file complaints about any matter and to have them dealt with quickly and fairly.

ICPR Junior College recognizes the right of the university community to have a place of study and employment where various situations that may undermine the service and the environment, both study and work, can be addressed. Based on this, the Complaints Management policy has been established to file complaints on any matter related to the ICPR Junior College.

This policy establishes that complaints from faculty and administrative employees will be addressed by the Director of the Campus. Student complaints will be addressed by the Campus Counselor who will report them to the Campus Director. If a student is not satisfied with the attention given, it will be addressed by the Director of Student Affairs, for students, or by the Director of Human Resources if the complaint comes from a faculty member or administrative employee. If you continue to be dissatisfied with the attention given to the complaint filed, anyone may send the complaint to the President/CEO. If the President/CEO believes that after going through the appropriate channels the complaint has not been adequately addressed, she will assign an investigator from the Central Office who will collect, review and analyze the existing facts and evidence in relation to the complaint made. The Investigator will send a report with its recommendations to the President/CEO who will make a final decision based on the report submitted by the researcher.

This policy states that the final decision made regarding the complaint will be sent in writing no later than 30 days after receipt of the complaint. If the complainant is not satisfied with the complaint resolution process, the complainant may contact:

**Accrediting Agency**

Middle States Commission on Higher Education  
1007 North Orange Street, 4th Floor, MB #166  
Wilmington, DE, 19801,  
Phone (267) 662-5606

**Licensing Agency**

Board of Postsecondary Institutions  
PO Box 19900  
San Juan PR 00910-1900  
Phone: (787) 722-2121  
<https://agencias.pr.gov/agencias/cepr/inicio/Pages/default.aspx>

**Procedure for Filing Complaints:**

This procedure offers the opportunity and openness to students to formally express complaints about situations that may impact their satisfaction, expectations or the favorable study environment that should prevail in the Institution.

The procedure for dealing with student complaints begins at the Counseling Office:

- The student will visit the Counselor's office on their campus to formally file a complaint.
- The Counselor will listen to the situation presented by the student and give the student the Grievance Form (FICPR-149). In this document, the student will write in detail the facts that lead him to file the complaint, identify the person or the reason why he or she presents the situation and must indicate what is requested to resolve it. The students will indicate whether they have tried to resolve the situation and what the outcome has been.
- Before the student leaves the office, the Counselor will guide them on the steps that will be followed to address the complaint, will inform them how the process of attention to it will be carried out together with the Director and will provide them with an upcoming date in which they will contact them to provide information on the status or solution to it. which shall not exceed 30 days from the date on which it was filed.
- After the Councilor reads the information received, he will proceed to carry out the corresponding procedures to attend to it urgently and will report the complaint to the Director of the locality. If the complaint

relates to another student, the student who is indicated to be causing the situation will be summoned, providing an opportunity to listen to him or her and respond to the arguments presented.

- When the complaint filed by the student is related to a professor, the Counselor will present the written complaint to the Academic Coordinator to summon the professor with him or her and be able to discuss the situation presented.
- If the student's complaint involves any administrative staff or is due to a situation with the physical plant, policies or established procedures, the Counselor will present it to the Director of the Campus for due process.
- A disciplinary committee will be constituted to investigate and evaluate the complaint submitted. It will be composed of the Director of the campus, the Counselor, a faculty member, a student representative who will be selected by the Director of the campus and any other person who is required to join said committee.
- The Counselor will keep the student notified of the process being undertaken to address the complaint. If necessary, you will be summoned to clarify doubts, answer questions or request additional information that has arisen during the process of dealing with the complaint.
- The final decision of the complaint heard by the disciplinary committee shall be sent in writing to the person who submitted it no later than thirty days after it has been submitted. In this way, the process will be concluded.

### ***Appeal or reconsideration process on resolution of the complaint filed:***

- The student may appeal to the Counselor's office against the decision of the Disciplinary Committee regarding the complaint filed. The Committee will meet to evaluate this appeal.
- If, however, the student is not satisfied with the decision made regarding the complaint, the Committee will bring it to the attention of the Director of Student Affairs and the Director of Student Affairs will contact the student to summon and address the complaint.
- If dissatisfied with the intervention of the Director of Student Affairs, the Counselor may submit the complaint to the President/CEO for assignment to a Central Office investigator who can analyze the existing facts and evidence, and the latter will send the President/CEO a report with his or her recommendations for final decision.
- If the student does not agree with the results of the attention to the complaint on the Campus and the intervention at the Central Office level and the President, he or she may submit it to the accrediting agencies *Middle States Commission on Higher Education* and the Board of Postsecondary Institutions at the address or telephone numbers indicated above.

## **Student Dress Policy (AES04-0200)**

ICPR Junior College recognizes dressing as a form of individual expression. Throughout history, human beings have been dressed to demonstrate their position in the social group, to announce their trade or profession, to express pain or joy or to display their attractiveness in the best light.

As an educational institution we are, however, obliged by our mission and philosophy to direct and develop students for the world of work. Part of this professional development includes the commitment to limits of prudence in dress, within the premises of the Campus and in the activities sponsored by them. Everyone is expected to dress decorously, keeping the image of a university student and future professional.

## **Non-Discrimination Policy (CUM04-0504)**

ICPR Junior College, in compliance with the provisions of the law, protects the civil rights of all components of the university community and prohibits discrimination in the Institution.

We are an inclusive educational institution and do not discriminate directly or circumstantially on the basis of race, color, national origin, sex, disability, age, social status, political status, or religious beliefs in compliance with civil rights laws. Discriminatory acts will not be tolerated.

## **Title IX**

Title IX of the Education Amendments of 1972 is the federal civil rights law that prohibits discrimination based on sex in educational institutions that receive federal funds. This law provides that no person in the United States, based on sex, may be excluded from participation in, be denied benefits, or be subjected to discrimination under any educational program or activity that receives federal financial aid. (Legal basis: 34CFR Part 106- Nondiscrimination based on sex in education programs of activities receiving federal financial assistance).

In compliance with the provisions of the law under Title IX, ICPR Junior College designates a Title IX Coordinator as the primary contact at the Central level and the Professional Counselors of each of the Campuses as responsible for handling gender-based complaints.

For additional information on the Non-Discrimination and Title IX Policy (CUM04-0504) you can go to page [www.icprjc.edu](http://www.icprjc.edu) in the Disclosure of Information section.

## **Institutional Security Policy (CUM04-0508)**

ICPR Junior College recognizes that every student, faculty and administration member, as well as the public, deserves an environment free from risks to their safety. All criminal activity, actual or potential, is investigated, documented, and reported in order to keep the entire community alert and provide them with critical information for prudent and sound decision-making.

The Institution maintains statistics and annually publishes the security report of criminal acts on its [www.icprjc.edu](http://www.icprjc.edu) website, its Intranet page and on the notice boards of the Campuses. In addition, a daily record of criminal activities is kept for the knowledge of the entire university community. Any person who violates any state or federal statute is subject to disciplinary action by the Institution or legal action if applicable.

Additional information can be found in the Manual of Security Procedures and Management of Criminal Activities (MANICPR-19).

## **Equal Opportunity and Reasonable Accommodation Policy (CUM04-0503)**

ICPR Junior College has established an institutional policy to care for people with disabilities, which is governed and based on State and Federal Laws. This policy is intended to ensure equal educational opportunities for our disabled population.

In 1990, the U.S. Congress passed Public Law 101-336: *American with Disabilities Act (ADA)*, which aims to eliminate discrimination against people with disabilities, ensure equal employment opportunity, access to public services, and promote full participation, independent living, and economic self-sufficiency for people with disabilities.

To meet the requirements of state and federal laws, the ICPR Junior College Office of Counseling is responsible for coordinating and providing necessary services to individuals with disabilities throughout the college community. This office is in the facilities of each Campus. Each Campus will be governed by this policy, and in coordination with the Director of the Campus, the Academic Coordinator and the Professional Counselor will ensure compliance with it. The Professional Counselor will be responsible for planning, organizing, and evaluating all services for individuals with disabilities who request them. (Copy of the Public Policy and Manual is available at the offices of the Professional Counselors.)

## **Policy for Prevention and Intervention Against Sexual Harassment, Bullying and Cyberbullying (CUM04-0502 and AES04-0200)**

Sexual harassment is defined as unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- The conduct is carried out as a term or condition for an individual's employment, education, living condition, or participation in the university community.

- Accepting or denying such behavior is used as a basis or as a factor in decisions that affect an individual's employment, education, living condition, or participation in the University Community.
- Unreasonable conduct impacts employment, academic performance, or creates a hostile or offensive environment for an individual or participation in their university community.

Sexual harassment is defined by law and includes requests for sexual favors, advances, and other sexual conduct when (1) submitting is explicitly or implicitly a condition that affects academic or employment decisions; (2) the behavior is sufficiently severe or intimidating to create an intimidating, hostile, or repugnant environment; or, (3) the behavior is persistent regardless of the objection of the person to whom the behavior is directed.

ICPR will not allow any type of harassment, intimidation or cyberbullying in its Campuses as established by Law #37 of 2008. These rules and regulations have the purpose of providing the student with an adequate study climate, where respect and consideration for other classmates, professors and administrative employees will prevail, correct use of language in tune with the image of a university student and future professional. employment, education, living conditions

The consequences of violating this policy are found in the Student Handbook. Any kind of punishment against a person who files a complaint or witnesses in a sexual harassment case is prohibited. ICPR Junior will carry out the necessary preventive measures to prevent sexual harassment, bullying and cyberbullying and will apply all necessary disciplinary measures.

### **Drug and Alcohol Use and Abuse Policy (CUM04-0510)**

ICPR Junior College, in compliance with the provisions of the law and with the objective of providing a healthy and safe environment to the university community, prohibits the possession, purchase, sale, manufacture, distribution and use of drugs declared illegal or the use of alcoholic beverages on its campuses. For additional information, you may refer to the Informational and Preventive Manual on the Use, Possession, Sale, Manufacture, Distribution of Drugs, and Alcohol Misuse (MANICPR-8).

### **Workplace Non-Violence Policy (CUM04-0506)**

Based on Law 156 of August 5, 1975, "Occupational Safety and Health Law", as amended and Law 217 of September 29, 2006, "Domestic Violence in the Workplace Law" and with the objective of providing a healthy and safe environment to the ICPR Junior College university community, Violence in the workplace or school is prohibited. Any type of violence, whether verbal, physical by written or electronic means, will not be tolerated in the

workplace or studies. This policy applies to all members of the university community, in all its Campuses and activities sponsored by the Institution.

### **Firearm Possession Policy (CUM04-0507)**

To provide a healthy and safe environment to the ICPR Junior College university community, the possession and carrying of weapons within the Campuses is prohibited. We recognize the need to provide a safe environment on our campuses, so during working hours and during academic or external activities of the Institution, the possession or carrying of firearms is prohibited. This policy allows for an exception when it comes to Law Enforcement Officers, as defined by Law 404 of September 11, 2000, and related amendments, and holds a license to possess and carry weapons. The individual may not carry the weapon without a cowhide, and it must be hidden from public view. Any other exception requires written authorization from the President of the Institution.

Any individual who does not comply with this policy will be considered in violation of this policy and will carry disciplinary sanctions, as provided in the Institution's Code of Ethics.

### **Social Security Number Confidentiality Policy (AES04-0202)**

To protect the confidentiality of students' personal information and based on Law 186 of September 1, 2006, "Law to prohibit the use of the Social Security number as routine identification in public and private educational institutions from elementary to postgraduate level", ICPR Junior College, restricts the use of the Social Security number. A student's social security number shall not be displayed or displayed on identification card, in a place or object visible to the general public, in a report card document, on a list of enrolled students or any other list given to faculty or administrative staff, in a student directory, or similar lists, nor will it be available to people who do not have the authority or need for access. Exceptions will be considered when, by law, the use of the social security number is specifically mandatory or for confidential internal use for identity verification.

### **Workplace Cell Phone Policy (CUM04-0509)**

To protect the quality of teaching to students and the productivity of employees, rules are established for the proper use of cell phones by employees and students on the Campuses of the Institution.

We recognize that the cell phone has become the primary communication instrument for students and employees. To ensure that the use of this valuable communication tool is appropriate and that interruptions in the teaching-learning and work processes are minimized, the following rules are established:

- The use of the cell phone includes, among others, calls, text messages, emails, access



to social networks, games and videos, so in the classroom both students and the teacher must put the phone in vibration mode to avoid interruptions during the class, however, it can be used as a tool in the teaching-learning process.

- In the workplace, all employees, even those with a telephone from the Institution, must demonstrate prudence in the use of it during working hours. It is important to avoid distractions so that the work of the employee or their partner is not affected.
- It is prohibited, during work or study hours, to access social networks, games and videos, unless they are for the teaching-learning process. It is also forbidden to record confidential information or take photos without proper authorization.
- It is forbidden to use a cell phone while driving a vehicle of the Institution.

## **Technology Safety Policy (CUM04-0511)**

To protect the security of the university community, technological equipment, information systems and confidential information of the Institution, ICPR Junior College establishes rules to be followed in the correct use of the Internet, computers and e-mail.

Based on Law 267 of August 31, 2000, known as the "Law for the Protection of Children and Young People in the Use and Management of the *Internet*", ICPR Junior College understands that access to the Internet is a vital part of academic and administrative activities and must therefore be available to the entire university community. The correct use of the Internet network must be in accordance with the institutional rules and applicable regulations. The Internet must be used exclusively for the teaching-learning process or to carry out authorized work related to institutional processes. Downloading, viewing, or searching for non-educational or non-work-related material, including material of a pornographic or obscene nature, is strictly prohibited. Violators of this policy will be subject to disciplinary action up to and including separation or expulsion from the Institution.

All information created and stored in computer files is the exclusive property of ICPR Junior College and may only be used for institutional purposes. Authorized users have no expectation of privacy. The Institution reserves the right to inspect and inspect computers and systems at any time to ensure their correct use.

For additional information on rules, regulations and disciplinary measures, you can access the Policy Manual on Safety (MANICPR-27).

## **Asthma Student Policy (AES04-0203)**

ICPR recognizes the right of students who suffer from asthma or any related condition to be able to administer medications on their own in educational institutions, as established by Law #46 of 2006.

## **Accommodation Policy for Pregnant Students of the Diagnostic Radiologic Technology Program (REG04-0601)**

ICPR Junior College establishes that a student of the Diagnostic Radiological Technology Program has the option of reporting or not her suspicion or certainty that she is pregnant before starting her Clinical Practice. The Institution, upon learning of the condition, assures the student of the necessary accommodation to meet the requirements of the program, offering her several available options, as long as the Clinical Institution authorizes it. Additional information can be found in the General Catalogue.

## **No Smoking Policy (CUM04-0505)**

In order to protect the health of the university community, ICPR Junior College established the No Smoking Policy, based on Law 40 of 1993 of the ELA, known as the "Law to regulate the Practice of Not Smoking in Certain Public and Private Places". It is our policy that no employee, student, or visitor should NOT smoke on the ICPR Junior College Campuses or its premises. In addition, it prohibits the sale and distribution of tobacco or the promotion of its use in the Institution's Campuses and premises, including electronic cigarettes.

## **Copyright Policy (CUM04-0500)**

ICPR Junior College, with the aim of protecting, recognizing and disseminating the rights and responsibilities of the Intellectual Property of the members of the student community, establishes an Institutional Copyright Policy. This Policy offers support and guidance necessary for the protection of the rights of professors, non-teaching employees and students, or those who are the right holders of the Institution.

The Institutional Policy on Copyright meets the following objectives:

1. To provide a procedure to make accessible to the public protected intellectual work, which is the product of institutional intellectual doing.
2. To encourage research and development of ideas, as well as the publication of research, through appropriate guidance and advice on how to protect and register Copyright.
3. To define the institutional interpretation of the applicability of the jurisprudence and regulations in force, both in the jurisdictional sphere of the United States and in that of the Commonwealth of Puerto Rico, on the intellectual product subject to copyright protection.
4. To protect the interests of the Institution and guide its employees and students on how to protect their Copyright.

## Copyright Restrictions

The Copyright Act (Title 17 *United States Code*) controls photocopying or other forms of reproduction of copyrighted resources. Under certain specific conditions in the Act, libraries and archives are authorized to provide photocopying or reproduction. One of those conditions is that Photocopying or reproduction "will only be used for private, academic or research purposes" or "Fair Use".

If the user uses a photocopy or reproduction for other purposes that exceed "Fair Use", he may be prosecuted for copyright infringement.

Determining what constitutes "fair use" depends on subjective factors. Here are several guidelines or recommendations to help us determine the "fair use" of a book or work.

Below you will find a table setting out what is considered Fair Use and What is Not Considered Fair Use for Copyright purposes.

CONSIDERED FAIR USE	NOT CONSIDERED FAIR USE
<ul style="list-style-type: none"><li><input type="checkbox"/> Educational purposes (including multiple copies for classroom use)</li><li><input type="checkbox"/> Research and academic purposes</li><li><input type="checkbox"/> Use of nonprofit-non-educational institutions</li><li><input type="checkbox"/> For criticism and comment</li><li><input type="checkbox"/> For news reporting and parodies</li><li><input type="checkbox"/> That it is a published work</li><li><input type="checkbox"/> That the work is based on true facts</li><li><input type="checkbox"/> Necessary to achieve academic goals</li><li><input type="checkbox"/> A small amount in relation to the entire work</li><li><input type="checkbox"/> The portion that is used is not central or significant, in relation to the rest of the work</li><li><input type="checkbox"/> The amount is adequate to favor an educational purpose</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Commercial activity</li><li><input type="checkbox"/> To make a profit from the use</li><li><input type="checkbox"/> For entertainment purposes</li><li><input type="checkbox"/> If it is used in bad faith</li><li><input type="checkbox"/> If credit is not offered to the original author</li><li><input type="checkbox"/> That it is unpublished work</li><li><input type="checkbox"/> Works of fiction</li><li><input type="checkbox"/> That it is a work of high creative content</li><li><input type="checkbox"/> A large portion or all of the work</li><li><input type="checkbox"/> The part that is used is central to the work</li><li><input type="checkbox"/> It can replace the purchase of the original artwork</li><li><input type="checkbox"/> It significantly affects the real market and its derivative works</li><li><input type="checkbox"/> Numerous copies of the work are made</li><li><input type="checkbox"/> It was made accessible through the Internet or other public forums.</li><li><input type="checkbox"/> Repeated or long-term use of the work</li><li><input type="checkbox"/> Lack of licensing procedures</li></ul>

CONSIDERED FAIR USE	NOT CONSIDERED FAIR USE
<ul style="list-style-type: none"> <li><input type="checkbox"/> The user acquired or has purchased the rights to the original work</li> <li><input type="checkbox"/> It does not have a significant effect on the actual or potential market for the work being produced</li> <li><input type="checkbox"/> There is a reasonable procedure for obtaining a license for the use of the work.</li> </ul>	

All these guides help us determine the fair use of work. However, it is advisable at all times to obtain authorization from the author of the work or notify the intended use of the work. Information taken from: Certification No. 140, 1992-1993 of the Council of Higher Education (currently the Council of Education of PR) – Institutional Policy on copyright.

## Health and Safety Standard (CUM04-0501N)

ICPR Junior College understands that health and safety in all facilities is everyone's responsibility. The individual and collective safety and health of all employees and students is of utmost importance to the Institution. It is the responsibility of the administration, faculty, students, and outsourced staff to maintain a safe environment. Based on the federal law known as the *Occupational Safety and Health Act of 1970*, we always promote safety and health in our institutions.

The Director of each Campus must ensure that the facilities provide a safe environment. Problems or risk situations observed by any member of the university community or subcontracted staff, which may affect health or safety, must be immediately reported to the Campus Director or person designated to attend.

Lessons or accidents must be reported as soon as they occur to the Director of the Campus or designee, who will attend to them and report them to the Office of Compliance and Office of Human Resources. Suggestions and recommendations from all members of the university community are welcome and essential to maintaining and promoting a safe environment.

## Standard for the Purchase, Sale and Distribution of Printed Articles or Material (CUM04-0500N)

We promote a productive and distraction-free study and work environment, so any type of purchase, sale or distribution of items, services or printed material not related to the

Institution, within its Campuses during working hours is prohibited. This rule applies to both students and employees. The only exception to this rule is some activity promoted by the Institution and authorized by its President. Any type of activity related to the sale, purchase or distribution of items, services or printed material not related to ICPR Junior College in its Campuses or premises, by persons outside our university community, is strictly prohibited.

## **Visitors Standard (CUM04-0502N)**

ICPR Junior College establishes that visitors to the Institution's facilities must comply with the policies established for the safety of the entire university community. These policies include:

- ❖ No Smoking Policy
- ❖ Drug and Alcohol Use and Abuse Policy
- ❖ Sexual Harassment Policy
- ❖ No Firearm Policy
- ❖ Non-Violence Policy in the Workplace
- ❖ Domestic Violence Policy in the Workplace

Visitors must present themselves to the facility's Security Officer to be directed to the reception area to check in. The presence of the visitor is limited to the administrative area. If you need access to another area, you must be accompanied by an employee of the Institution. The visitor must be accompanied at all times by the employee who will attend to him. Any strangers observed within the Institution must be reported to Security, Front Desk or Administration immediately.

Taking photos of the Institution is not allowed without written authorization from the Director of the Campus. Visitors who do not adhere to the established rules will be asked to leave the facilities or will be escorted out of the facilities.

## **Institutional Policies focused on service and Student well-being**

<b>Policy Number</b>	<b>Policy Name</b>
CUM04-5202 AES04-0200	Policy for the prevention and intervention against Sexual Harassment, Bullying and Cyberbullying
CUM04-0503	Policy on Equal Opportunities for Persons with Disabilities and the Need for Reasonable Accommodation
CUM04-0504	Non-Discrimination and Title IX Policy
CUM04-0505	No Smoking Policy
CUM04-0506	Non-Violence Policy in the Workplace or Study
CUM04-0507	Firearm Possession Policy
CUM04-0508	Institutional security policy.
CUM04-0509	Cell Phone Use Policy in the Workplace
CUM04-0510	Drug and Alcohol Use and Abuse Policy
CUM04-0511	Technology Management Security Policy (Internet, Computer, Email)
CUM04-0512	Policy on Handling Complaints and/or Grievances
CUM04-0513	Policy on Management of Social Networks and Digital Media

<b>Policy Number</b>	<b>Policy Name</b>
REG04-0609	Leave of Absence Policy (LOA)
AES04-0203	Policy for Students with Asthma
(AES04-0202)	Social Security Number Confidentiality Policy
REG04-0600	School Immunization Policy
AES04-0200	Dress Policy
REG04-0601	Reasonable Accommodation Policy for pregnant students in the Diagnostic Radiologic Technology program.
REG04-0611	Principles of Excellence Policy: Guidance to prospective members of the armed forces, Veterans and their beneficiaries.
REG04-0612	Student Record Privacy Policy

## **NORM TO ACCESS AND SERVICES FOR ON CAMPUS AND ONLINE STUDENT**

The purpose to this norm is to establish the institutional commitment to ensure that all students, whether enrolled in on campus or online modalities, receive comprehensive services at any of the ICPR Junior College campuses, as well as full access to the My ICPR portal and the Moodle platform, in order to support their academic and administrative processes in an equitable and efficient manner.

All students may use enrollment, library, tutoring, academic advising, laboratory, counseling, financial aid, and registrar services, as well as other available resources at any campus, regardless of their modality. Staff at each campus must receive, guide, and assist students from all modalities with the same quality standards and response times.

All students must obtain their photo student ID at the time of enrollment or before classes begin.

### **Access to the My ICPR Portal:**

All students must receive login credentials for the My ICPR portal at the time of enrollment.

The Technology Department ensures the maintenance of the portal, as well as technical support for on campus, hybrid, and online students.

### **Access to the Moodle Platform:**

Moodle user accounts will be assigned from the first day of classes, regardless of modality.

The Innovation Department ensures that the platform is available 24/7 and will provide training and support for the proper use of virtual tools.

This standard applies to all students enrolled in on campus, hybrid, and 100% online programs, as well as to administrative employees at all campuses.

## **POLICY FOR RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE TECHNOLOGIES IN ADMINISTRATIVE AND ACADEMIC MATTERS**

At ICPR Junior College, we recognize the growing role of artificial intelligence (AI) as a facilitator of improvements in our internal processes and experience of our students. With this policy, we aim to establish a clear and coherent framework to guide the incorporation of AI tools- not only to optimize the efficiency of our operations, but also to protect the integrity of information, safeguard the privacy of our community, and ensure compliance with applicable laws.

Promote and implement AI solutions that enhance operational efficiency and academic quality, while ensuring transparency, data integrity, and the protection of our community's privacy. In this way, we leverage algorithms and intelligent tools-from enrollment and finance analysis systems to virtual assistants for student support-to automate routine tasks, improve data-driven decision-making, and provide personalized learning experiences.

This document applies to all personnel at ICPR Junior College, including both administrative and teaching staff, as well as external providers who develop or supply AI solutions for the institution. It is applicable across areas such as Operations, where enrollment processes are monitored, and academic settings where automated assessment systems or performance data analysis tools are used. It also covers both internal platforms and cloud services or third-party applications that incorporate artificial intelligence modules.

The "Policy on the Responsible Use of AI Technologies in Administrative and Academic Matters" at ICPR Junior College is based on a legal framework that, although it does not directly regulate artificial intelligence, establishes minimum standards for privacy, security, and information protection.

## **PARTICIPATION IN ACADEMIC ACTIVITIES AND PUNCTUALITY**

### **Participation in Academic Activities**

Academic participation in classes is required. The responsibility for carrying out all course tasks lies with the student. Any student who does not show academic participation in all their courses will be responsible for catching up on their work, as established by their professor. Lack of participation in academic activities or little participation may affect the student's academic progress and may be sufficient cause for administrative discharge.

The student is responsible for staying current on all their courses and constantly communicating with their professors to meet academic progress. Follow-up will be provided by the professor and the Counseling Office to keep the student focused on their courses.



**Punctuality**

The student will be responsible for complying with the class schedule designated for their courses, maintaining a constant pattern in which they do not comply with this, the teacher will discuss the situation and/or make a referral to be worked on by the designated officer to follow up.

## **OTHER STUDENT SERVICES**

**Vocational Rehabilitation:**

The student must inform you that he or she is a beneficiary of the program. The representative of the Administration for Vocational Rehabilitation (the Counselor) sends the signed authorization of studies to the Registrar. The Registrar verifies that the student has met the requirements for admission and academic activities within 30 days from the beginning of each term. After signing the document, he will send it to the Counselor of the Vocational Rehabilitation student with a copy to the Receiver. Finally, the Recipient processes the invoice with the Vocational Rehabilitation Administration.

**Beneficiaries de Work Investment Opportunity Act (WIOA):**

A prospect who wishes to know his or her eligibility to receive educational benefits with support from the WIOA (Work Investment Opportunity ACT) agency must initially visit the agency and establish contact with the designated official in the agency to initiate the process. The Agency will notify the institution of information and program of interest to the interested prospect and will submit documentation and forms to complete them. These documents then go through a signature and approval process by the Agency. The prospectus will not be able to enroll in the institution until he receives authorization from the Agency to proceed with it, which is indicative that the Agency's process and requirements to make the prospect eligible to receive benefits have been completed in full. Once enrolled, the student and the institution are required to comply with required documents and processes during the time the student is studying and receiving benefits. The communication of the WIOA student beneficiary and the Institution with the Agency is of vital importance.

**Hearing students:**

The student can take up to a maximum of two courses as an Auditor, either a course they have taken and want to reinforce skills or a course they have not taken. The student will

assume the cost of the course, which is stipulated by the credits of the course to be taken. For information on costs, please refer to the area of costs and fees in the Receivership section. These costs may be changed for future terms and submitted to this Manual and the General Catalogue as *an addendum* . It is important to inform that the student enrolled as an Auditor will not participate in the course nor will he receive a grade in them.

## **Psychological Services:**

ICPR Junior College offers free psychological services through a psychologist who visits the campuses monthly each academic term to meet the needs of students or requests from them to work with their personal situations or needs. At the beginning of each term, the counselors of the campuses establish a calendar of the monthly visits that will be made and coordinate it with the company where the Psychologist comes from. The Psychologist's interventions can be face-to-face or virtual. The licensed professional counselor at each campus is in charge of coordinating these services and handles these matters in strict confidence.

As an additional benefit to the students, ICPR Junior College offers other free psychological services through Carlos Albizu University where doctoral student interns of the Clinical Psychology program carry out their professional internship at ICPR Junior College providing psychological services to students who require it. At the beginning of each term, the director who coordinates the students' internships communicates with the ICPR counselors to find out times and dates when the student interns can come to the campuses or intervene virtually with the students. From this communication, an itinerary of visits is generated and disseminated to ICPR students. Similarly, if any emergency or special need arises, the counselor contacts the practitioners' supervisor to coordinate their visit or intervention. This service is free for the institution as well as for students.

## **Student life**

In principle, the Institution is based on fraternization free of hierarchical limitations. An atmosphere of cordiality is fostered between the administration, faculty, students and employees in general.

Every day you can appreciate the family character that guides the university community towards the goals it has set. The belief in democratic and effective coexistence within a real context is the basis for institutional growth. The Introduction to Student Development course complements the growth function.

## **Information Access Center (CAI) and Learning Resources Library**

The role of the Information Access Center (CAI) of the ICPR Junior College is to support the educational philosophy and mission of the Institution. It provides the materials, resources, facilities, and library services that sustain and enrich the curriculum of educational programs and facilitate the learning process. In addition, it serves as an information center for all members of the university community.

The CAI in each Campus is located in accessible areas. It contains collections of printed and non-printed materials organized and updated to meet the academic, social, and cultural needs of users. To promote greater and faster information services, the Catalogues have been automated and there are trained librarians who guide and instruct users in the search and location of information.

Each IAQ has a Periodicals Section, which gives users access to the latest educational resources including the Internet. The collection of works of Puerto Rican authorship is made up of valuable books, magazines and manuscripts. The ICPR Junior College libraries process interlibrary loans, circulate study and research materials, and other recreational purposes. These have a scheduled schedule, according to the needs of their users.

Each CAI has a Library User's Manual (MANICPR-03) available, so that the user can benefit as much as possible from the resources and services offered by these centers.

### **MYICPR Student Portal**

The Institution has a portal for students that can be accessed through MyICPR (<https://myicpr.icprjc.edu>). Through it, the student can access information on calendars, activities, messages and access documents or academic and financial information.

### ***Audiovisual Services***

The ICPR Junior College's Audiovisual Resource Center has as its basic function to enrich the curricular offerings of the Institution using audiovisual materials and equipment, while responding to the educational and social objectives of the Institution in a more effective way.

### ***Computer Labs***

Computer Labs provide services to our university community for curricular enrichment. Its function is to complement the institutional curriculum by providing information, material, Internet access and equipment necessary for word processing, data processing and other courses. It is also a center for computer processes. In addition, each Campus and Extension Center have areas to access *the Internet* wirelessly (*WIFI*). The Center is open during the day and part of the night and has a laboratory technician trained to meet the concerns of users and provide the necessary help to them, on a flexible schedule.

### **Virtual Library**

ICPR Junior College has an electronic library where we have a basic collection of documents in digital format such as: EBSCO Host, Lex Juris and Digital Ocean accessible remotely, e-

books. Access to it is located in our icprjc.edu portal and then we select the Library link, only exceptionally do they require a username and password, our users can access the resources from outside the institution's network.

- **Databases:** Many of them, in addition to the bibliographic reference, offer or link to the full text of the document.
- **Electronic journals:** These include those to which the institution is subscribed or are on the web with free access. Most of them offer their articles in full text.
- **Electronic Books, Dictionaries and Encyclopedias** made up of individual books or sets of books that can be consulted online in full text.

## **Student Development Center (CDE)**

The CDE serves and supports students in the learning processes. The administration of diagnostic tests can be coordinated through the CDE, its correction and tabulation. Students also receive tutoring services, such as peer tutoring that supports them in their classes, such as guidance on written content, document production, and the use of technological tools to complete assignments and projects.

## **ID Card**

All students are required to have their identification card, which they generally obtain during the enrollment process or on the specific date established for this purpose. The presentation of this card is a requirement for the use of the facilities and services of the Information Access Center, as well as to participate in student activities in general.

## **Café**

The Enclosures have coin-operated machines that serve soft drinks and light snacks. In addition, adjacent to the Campuses there are cafeteria facilities accessible to students. The Arecibo Campus has Hashtag Café, a restaurant that offers food sales service for students, faculty and administration as well as for the general public.

## **Remote Services**

Some student services are available remotely through the MYICPR Portal and the MOODLE Platform. Students can receive help remotely through Technical Support with the system administrators of each Campus and on the MOODLE Platform through the *Intercom* tool with the Innovation Coordinators.

Students have access to face-to-face, hybrid, or distance education (in some programs).

## **STUDENT ACTIVITIES**

The Institution sponsors different activities to promote the personal, cultural and social growth of students. These activities may vary from one venue to another.

### **Recognition of Achievement**

This is a socio-educational activity that is held once a year in each Campus. The main objective is to recognize students with a cumulative academic average of 3.50 or more points and who have completed 12 or more credits at the ICPR Junior College. Through this activity, fraternization is encouraged between students, faculty, administration and distinguished members of the community.

### **Education Week**

During this week, each Campus coordinates activities related to educational issues.

### **Athletic Activities**

Students interested in sports activities participate in intramural and extramural tournaments. The sports facilities of the community are used in coordination with their administrators.

### **Other Activities:**

Various activities are carried out commemorating different dates, such as: Holy Week, Thanksgiving, Education Week, Administrative Assistant Week, Teacher's Day, Women's Day, Library Week, Puerto Rican Week, among others.

### **Student Associations**

The Institution sponsors the formation of student associations whose purpose is to enrich and complement the curricular offerings while providing the opportunity to develop leadership and grow socially and culturally. The type and number of associations varies by Campus. Student Associations are recognized and accredited annually. Students interested in establishing a student association should notify the local counselor and principal to receive the orientation process. They will then need to complete the Application to Form or Renew Student Organizations and submit it to the Director of Student Affairs along with a letter of intent. The letter will evaluate the applications in accordance with the provisions of the Institution's Student Regulations.

## **COMPETENCIES OF THE GRADUATE STUDENT**

Competencies is all those aptitudes and skills that will be developed by the student during the period of study and that are distributed in seven (7) particular areas to be successful in their area of study.

### **1. Professional Competence**

They are all those skills and aptitudes that people have that allow them to carry out a job successfully, within a particular context.

### **2. Communication Skills**

Verbal communication skills. They are thinking about skills to devise, select and organize a language in order to produce understandable and coherent messages. It is the ability to use the Spanish language properly and possess command of the English language.

### **3. Critical and Creative Thinking**

It is the ability to question, to inquire, to ask questions and to seek answers. The student must be participative and interested in his or her training. They achieve skills, intellectual abilities, and their purpose is to learn to interpret, analyze, synthesize, and evaluate the information received from observation to communication. Critical thinking is used in mathematical, historical, anthropological, scientific, economic, and philosophical thinking. Creativity is the ability to go beyond what is given and to create new ideas and solutions for adaptation and generation of changes while properly handling a situation.

### **4. Logical-mathematical reasoning**

It is the ability to use quantitative and qualitative information to solve problems.

### **5. Digital Competence**

It involves the creative, critical and safe use of information and communication technologies to achieve objectives related to work, employability, learning, the use of free time and participation in society.

### **6. Ethical and Moral Behavior**

It is the ability to reason ethically and morally when facing complex situations, making decisions and solving problems according to honesty, laws, social responsibility, moral judgments, respect for life and conservation.

### **7. Mutual respect**

It is the ability to respect, recognize and value others and to be able to learn from them.

## **INSTITUTE OF CONTINUING EDUCATION**

Continuing education is an alternative for professionals who need to update their knowledge, improve their skills in a certain area of training and retrain in another career with greater occupational demand. The program is aimed at adults who have achieved formal academic preparation or have specific knowledge in a particular area and are motivated to improve their performance not only from the perspective of complying with a legal requirement, but

also to keep up with their profession. Its principles are based on lifelong learning and continuous learning.

Universities include continuing education programs to contribute to the training of employees of public and private companies or the community in general. Continuing education is an instrument to generate change, both for individuals and for the institutions for which they work. Through planned learning experiences, competencies are developed according to learning styles. ICPR Junior College is an institution committed to community service. The academic offerings respond to the needs of the company and the community in general, which have arisen because of the economic and technological changes consequent on globalization. Educational activities are based on the andragogical foundations of adult learning and pragmatism. New academic offerings are designed, responding not only to the needs of the community or companies and/or in accordance with the requirements established by the Continuing Education Regulations of the various Examination Boards or organizations that regulate the various professions. The training courses are designed by experts in the fields and with updated information. The Institute of Continuing Education receives academic proposals from specialists; a committee of experts evaluates their content and makes the pertinent recommendations in such a way as to guarantee their effectiveness.

### **Mission**

To offer a wide range of Continuing Education for professionals in Puerto Rico, aimed at updating specialized knowledge to make them competitive in the world of work.

### **Vision**

To become the best educational offer for professionals and the general public, promoting a constant desire for improvement and improvement in different areas of knowledge.

### **Goal**

The Institute of Continuing Education aims to provide training and training to individuals to contribute to their professional development and Puerto Rican society.

### **Objectives**

- Provide courses with or without college credit leading to certifications or professional improvement of the individual.
- To offer an academic offer that responds to the needs of society and business.
- To prepare professional development plans for public or private companies and to identify the training needs of their personnel.
- Design personal and professional development training tailored to the client (company, government or industry).
- Establish alliances with organizations and professional associations to expand the offer and strengthen our services as educational providers for their members.
- Promote the updating of ICPR Junior College staff in their administrative functions, mastery of technology and student service.
- Develop conferences, workshops, seminars, symposia, conventions, congresses that

provide training to the professional on current issues.

The Institute of Continuing Education offers its services in the Campuses of Hato Rey, Arecibo, Manatí, Mayagüez, Bayamón Extension Center and adjacent geographical areas. It also coordinates training at the facilities of government agencies, companies or the community that require it.

### **Institute of Continuing Education Admission Requirements**

1. Complete the Enrollment Application (FICPR-096).
2. Make the required payment.

### **Continuing Education Tuition Payment Reimbursement Policy (REC04-0700N)**

The Institution reserves the right to cancel courses due to lack of minimum enrolment and will refund in full the payments made. In case the participant processes a cancellation of enrollment of the course with a duration of only one day, he/she is entitled to the following: Seven (7) days before starting, 100% of the total amount paid will be refunded. If you request one day before the workshop, you will be refunded 50%. Once the course has started, there will be no refund. If the course lasts more than one day, you will be refunded 100% of the total amount paid if it is within seven (7) days of starting the workshop. If you request one day before the workshop, you will be refunded 80%. If you request cancellation on the same day of the workshop, you will be refunded 50%. If the course is not cancelled under any of the aforementioned terms, there will be no refund. Enrolment is not transferable or delegable. The refund will be made by cheque and will be received by the participant or the entity in charge of the account by mail.

### **Discount for Graduates in Continuing Education**

ICPR Junior College has an Institute of Continuing Education which coordinates workshops and seminars at all campuses for the professional development of the entire community. Active students and alumni can be part of this opportunity. The costs of continuing education courses are varied and depend on the course to be offered. Active and graduate students can benefit from a reduction in the cost of tuition for these courses, subject to the provisions of the courses.



The revision of this Student Handbook was completed on  
January 30, 2025

This Student Handbook is the property of ICPR Junior  
College®. All rights reserved.