



Institutional Catalog



ANTILLES
College of Health

| 2022 -2023



NON-DISCRIMINATORY POLICY

Antilles College of Health maintains a non-discriminatory policy toward educational programs regarding admission regulations, activities, and employment practices, in compliance with Title IV Amendments of the Public Law of Education PL92-318 dispositions, approved by the United States Congress on July 23, 1972.

Antilles College of Health does not discriminate on grounds of race, color, gender, age, citizenship, national origin, social status, political or religious beliefs, sexual orientation, marital status, veterans, and gender in our educational programs or any other factor protected by law.

CERTIFICATION

This Institutional Catalog 2022 - 2023, is the result of the revision of our 2021 – 2022 catalog and its appendices.

I hereby certify that all the information contained in this Catalog is correct both in its content as well as its policies.

Antilles College of Health reserves the right to modify, when considered convenient, study programs, admission requirements, academic and administrative standards, costs, or any other matters deemed necessary. The Institution reserves its right to cancel, not offer or discontinue any program when its registration is not considered justified.

It is the student's responsibility to keep informed of all Institutional disciplinary, academic, administrative, and financial regulations.

This Catalog cancels any other catalog or students' guide issued previously.

Lupe Milán

President

Catalog Revision: JULY 2022

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PRESIDENT'S MESSAGE

Dear Student:

¡Greetings from ACH!

You have made an important decision in your life to continue postsecondary studies in the health field, one that is in great demand in our Puerto Rican society. By choosing Antilles College of Health, you will have the opportunity to acquire new knowledge and skills which will contribute to your personal and vocational development.

Our Institution has been committed since its establishment to provide quality education in various branches within the health field. We have a highly qualified faculty, who with their experience and dedication will guide you to achieve your goals. The laboratory equipment and classroom complementary activities have been designed to provide you with enriching experiences. The various student affairs officers are available to guide and support you as you adjust to the post-secondary level.

We encourage you to work hard and remain consistent, keeping your eyes on the goals you have set for yourself. Success is close at hand, always go for it!

Sincerely, Lupe

Milán President

GENERAL INFORMATION

PHILOSOPHY AND INSTITUTIONAL OBJECTIVES

The philosophy and objectives of an educational institution is the basis that founded the curriculum and educational services offered to a student population. This philosophy includes Institutional concepts and beliefs of the human being, his/her place in society, education and other factors related to the well-being, and establishes the Institution's purpose. The objectives clarify the areas or aspects the institution will emphasize on to fulfill its purpose.

Antilles College of Health considers the human being as the center of every educational management effort. This is a complex being, with physical, emotional, psychological, spiritual, and social needs. He/she is a person with aspirations and values that influence his/her beliefs and behavior. These aspirations generally revolve around the search for happiness and well-being.

The human is by nature a sociable being. He/she cannot operate indefinitely in a void, relating and depending on other human beings to survive and grow in a society created in common efforts and common interests.

At the beginning of the XXI century, humans face a changing and dynamic world. The explosion of knowledge has transformed lifestyles and the nature of society, creating new structures in the work environment. The health services field has had extraordinary developments in this contemporary society that has created new demands for properly qualified human resources to work in areas of promoting, preventing, maintenance and health rehabilitation.

The training of health professionals and technicians is a continuous process which involves the acquisition of knowledge, skills, study, and work habits that allow them to face changes and challenges that take place in the health area. This training is generally obtained by formal education in post-secondary and university level institutions, and the active participation of health professionals and technicians in post-graduate activities or continued education.

Antilles College of Health has been established to provide educational opportunities to people who aspire to receive training in different technical occupations in health-related fields.

To achieve this goal, the Institution has formulated the following objectives:

1. Provide a variety of postsecondary technical courses within the health field that offer excellent academic preparation, ensuring that graduates can occupy high demand positions in a working environment.
2. Provide complementary services for the teaching staff to assist the student adapting to the school environment, and aid achieving their educational and personal goals.

The Institution recognizes that to achieve these objectives, the teaching and administrative personnel must keep up with the development of new perspectives and required knowledge in this changing world. Therefore, the Institution will strive to keep a team of professionals fully trained in the various disciplines.

The Institution also recognizes that as a social organization, achieving its objectives depends on effective communication and participation of its constituent's: students, faculty, administration, and community representatives. For this reason, the Institution will promote active participation of its members in the creation and review of its programs and services.

INSTITUTIONAL MISSION

Antilles College of Health is an educational Institution whose mission is to empower young people and adults to responsibly occupy professions within the field of health, thus contributing to the overall health improvement and preservation of our Puerto Rican society.

INSTITUTIONAL VISION

Antilles College of Health vision for the next five years is to be the only Institution specialized in health technical programs; with personnel, equipment, experience, and cutting-edge service in line with new and advanced technology requirements within areas of health and education, meeting the demand for employment in this field. To be recognized by the health and general community as the best educational alternative, proactive and forger of excellence.

HISTORICAL OVERVIEW

In the year 1970, there was a nursing personnel demand in Puerto Rico at all academic levels. The need for practical nursing services was not the exception. Antilles School of Practical Nursing emerged to fulfill this need, becoming Nursing the first academic program established in July, 1970.

The Institution was originally located at 104 De Diego Street in Rio Piedras. At this location, the Institution began to grow and gain recognition from the community, as well as governmental and accrediting agencies. In 1972, Antilles obtained its first accreditations from the Department of Public Education and "the National League for Nursing".

The physical facilities in Rio Piedras were moved to 107 Domenech Street, in Hato Rey in 1980, initiating the expansion of educational programs and student services in this new location. In 1983, Antilles received authorization from the Federal Education Department to participate in the Federal Financial Aid Programs, under Title IV, of the Higher Education Act. The Gerontology Assistant program was developed the same year. In 1985, Antilles obtained licenses from the Education Department to offer the Pharmacy Assistant and Dental Assistant programs; and acquired accreditation from the national agency, Accrediting Bureau of Health Education Schools.

At the end of 1986, Antilles School of Practical Nursing was acquired by the Antilles School of Technical Careers Corporation, owned by Ignacio Acevedo Sáenz and José Enrique Jiménez

Gándara. The name of the Institution was changed to Antilles School of Technical Careers, so that it would be in tune with the educational mission of the Institution, as a training in various areas within the health field.

In 1990, the Institution began offering the Mortuary Science program, authorized by the Puerto Rico Department of Education. New academic courses were added in 1991: the Operating Room Technician (ORT) and the Expanded Functions for Dental Assistant programs. In 1992, authorization was obtained from the Department of Education to offer the Medical Secretary and Medical Record Assistant courses.

In January 1993, Mrs. Marta Luz Acevedo assumed the Presidency of the Institution, after the sudden death of her husband, Mr. Ignacio Acevedo Sáenz. In 1994, the Board of Directors appointed Mr. Alex A. de Jorge as Chairman of the Board. Mrs. Carmen T. Ramírez de Jaime was nominated to the Board of Directors. In October 1996, Mr. De Jorge acquired all the shares of the corporation, becoming the owner of the Institution.

After a careful evaluation of the job market demands, the Institution reorganized the Dental Assistant and Expanded Functions programs, combining both programs into one. From 1996-97, the Respiratory Care Technician Program began available.

In January 2000, Mr. Alexis R. De Jorge was appointed Executive Director and Antilles School of Technical Careers moved its location from 107 Domenech Street in Hato Rey, to 1851/1905 Fernández Juncos Avenue in Santurce.

As part of its continuous growth and expansion, Antilles School inaugurated in May 2004 the Therapeutic Massage Program in order to meet the present needs.

In 2005, Mrs. Elsa Betancourt was named Executive Director.

In 2006, the Dental Assistant with Expanded Functions, Expanded Functions in Dental Assistant and Respiratory Care Technician Programs were eliminated from the Institution.

Expanding its academic proposal, in September 2007, Antilles began offering the Esthetics Program. In 2007, Mrs. Lupe Milán was nominated Executive Director, entrusting her with the day-to-day operations of the institutions.

In August 2010, the physical facilities were moved from 1851 Fernández Juncos Avenue, in Santurce, to 1911 Cayey Street, William Jones Corner, in Santurce. Through this new facility, the administration, faculty, and students were offered better facilities.

On December 15, 2010, Mrs. Lupe Milán was appointed President of Antilles School of Technical Careers. Mr. Alex A. de Jorge remains as Chairman of the Board of Directors.

In April 2012, the Cardiovascular Sonographer Program was approved, but due to changes in the regulations, it wasn't available until September 2013.

As of July 2013, the Embalming Technician and Funeral Assistant programs changed its name to Embalming Technician and Funeral Director.

In January 2015, the name Antilles School of Technical Careers changed to Antilles College of Health, in addition the Operating Room Technician Program was replaced in our academic offerings, by Operating Room Technician with Orthopedics.

In August 2018, the academic courses were updated by adding the Clinical and Cosmetic Aesthetics program to it. The Therapeutic Massage program was modified to Therapeutic Massage and Oriental Techniques with Artisanal Aromatherapy.

In January 2019, the Medical Office Administration with Electronic Billing and Record Keeping program were added to our academic courses

In January 2022, the Office Administration program is eliminated from the academic offer Medical with Billing and Electronic Record.

LANGUAGE AND TEACHING MODALITY

Antilles College of Health offers academic Spanish courses in the classroom and blended modality, in the following study programs:

- Practical Nursing
- Pharmacy Technician
- Therapeutic Massage
- Clinical and Cosmetic Aesthetics
- Embalming Technician and Funeral Director
- Operating Room Technician with Orthopedics
- Medical Billing with Office Administration

DELIVERY METHOD

Antilles College of Health offers its blended studies in a synchronous and asynchronous manner in its Programs of Studies. The blended courses require the student to participate in face-to-face and/or virtual classes as established by the Institution. Programs with Clinical Practices and laboratories will be offered face-to-face, if necessary, there may be study programs where some laboratories will be blended.

1. The synchronous study system offers learning in real time that allows immediate and simultaneous interaction between the professor and students allowing active participation between the parties.
2. The asynchronous study system does not require simultaneous or real time participation.

DISTANCE LEARNING PLATFORM

Antilles College of Health uses Moodle as its educational platform for blended studies

IDENTITY VERIFICATION

The form of identity validation for students under the blended mode is through a secure and encrypted authentication process. The student will be able to access our systems in a protected way through a unique username and password, thus guaranteeing the privacy and security of the information.

TECHNOLOGY REQUIREMENTS

At Antilles College of Health, we use the Moodle educational platform to offer our blended courses. Therefore, students must have electronic devices (hardware) and applications (software) to be able to access the different systems used in the courses. The requirements are shown below:

Hardware:

- Stable Internet
- Electronic device (Hardware)
- Computers
- Laptop
- Tablet
- Webcam (in case of a Desktop computer)
- Microphone (in case of a Desktop computer)
- Speakers (in case of a Desktop computer)

Applications (Software)

- Windows 7, 8 or 10
- Microsoft Office Word, PowerPoint, Excel, Publisher
- Adobe Reader PD
- Google Chrome, Firefox, Safari, Internet Explorer
- Zoom (Free)

STUDENT ORIENTATION FOR BLENDED MODALITY

Students enrolled in Antilles College of Health receive training on how to use the Moodle study platform. In addition, as part of the student services, the Technology Support Office provides technical support services and guidance on using the educational platforms.

ACCREDITATIONS AND AUTHORIZATIONS

Antilles College of Health has the following accreditations and authorizations:

- **Accrediting Bureau of Health Education Schools (ABHES)**

Institutional Accreditation until February 27, 2023)
7777 Leesburg Pike, Suite 314 N.
Falls Church, Virginia 22043 TEL: (703) 917-9503
<http://www.abhes.org>



- **Board of Postsecondary Institutions of Puerto Rico (JIP)
(Puerto Rico Board of Education)**

Operating License
Until June 23, 2023
PPO Box 1900
San Juan, PR 00910-1900

Physical Address

Calle San José Esq. San Francisco
Viejo San Juan,
San Juan PR 00902-3271
Tel.: (787) 722-2121
<http://www.ce.pr.gov>



The Institution maintains in force an authorization issued by the Federal Department of Education to participate in the Federal Financial Aid programs administered by said agency for students. The Institution keeps in continued effect an authorization issued by the Federal Department of Education to participate in Federal Economic Aid programs administered the agency for students.

ACH has the recognition of the following agencies that sponsor students in various study programs:

- Vocational Rehabilitation Administration, ARV

The Institution is a member of the following professional organizations:

- Puerto Rico Private Education Association, AEPPR
- Administrators Association for Student Financial Aid of Puerto Rico, PRASFEE
- Association of Preoperative Registered Nurses, AORN
- PRACRAO Association, Association for Registrars and Admissions Officers in Puerto Rico.

PHYSICAL FACILITIES

Antilles College of Health facilities located in Santurce, Calle Cayey #1911, Esquina William Jones in San Juan, Puerto Rico. Our facilities have four floors.

On the first floor are located the following areas: Reception, Admissions, Financial Aid, Treasurer's Office, Compliance and Title IX and President's Office. In addition, we can find classrooms, the student cafeteria, elevator, and restrooms.

Administrative and student services offices are located on the second floor. The Learning Resource Center, faculty lounge, elevator, restrooms and the laboratory of the Embalming Technician and Funeral Director Program are also located on the second floor.

The following staff offices are found on the third floor: Operating Room Technician with Orthopedics, Practical Nursing, Pharmacy Technician, Embalming Technician and Funeral Director, and Medical Office Administration with Electronic Billing and Record Keeping. In addition to classrooms and laboratories for the following programs: Operating Room Technician with Orthopedics, Pharmacy Technician, Medical Office Administration with Electronic Billing and Record Keeping, restrooms and the elevator.

On the fourth floor are located the classrooms and laboratories for the following programs: Therapeutic Massage and Clinical Esthetics and Cosmetic Laboratories, Therapeutic Massage Internship, elevator, and bathrooms.

There are limited parking facilities for faculty, administration, and students.

The Institution has a rear entrance with ramps, classrooms (Annexes) on the outside of the building, two handicapped parking spaces (reasonable accommodations are offered, as requested, if medical certification is presented).

ORGANIZATION

ADMINISTRATION

President: Lupe Milán

Academic Director: Diana López

Accountant: Betty Flores

Academic and Institucional Coordinator: MARIANGELY LOPEZ

Compliance Coordinator: Génesis Díaz

Admissions and Marketing Director: Axel Alvarado

Admissions Officers: Sheilyn, Acevedo, Emily Hernández and Meliza Fontánez

Clinical Area Coordinator: Yolanda Hernández

Financial Aid Director: Luz Eneida Rivera

Financial Aid Analyst: Loyda Rondón

Financial Aid Officer: Leonardo Cintrón

Register: Magaly Martínez

Assistant Registrar: Evelyn Sánchez

Labor Development Coordinator: Myricelis Monge

Treasury Officer: Adorys Ureña

Integrated Services Officer: Amanda Rojas

Distance Learning and Educational Technology Specialist: Luis Nieves

Professional Counselor and IX Title: Alan Gierbolini

Retention Officer: Cecilia Rivera

Academic and Distance Learning Training Resources Center Assistant: Brenda Maldonado

Integrated Services Officer: Marielis Miranda

Service and Maintenance Officer: Jose Duran and Christian Merced

Security officers: Edgar Lazú and Hector Guadalupe

Continuing Education Division Coordinator: Yamin Matos

FACULTY

PRACTICAL NURSING PROGRAM

Jessica Figueroa: Bachelor of Sciences Nursing (BSN)- John Dewey College, Program Director

Mariseli Alicea López: Bachelor of Sciences Nursing (BSB) - National University College, Professor

Yecenia Hernandez: Bachelor of Sciences Nursing (BSB) - National University College, Professor

PHARMACY TECHNICIAN PROGRAM

Blanca Arzuaga: Associate Degree (AD) Pharmacy Technician, - Huertas College – Bachelor of Arts (B.A.) General Science - Universidad del Turabo, Program Director

Keishla M. Cruz Oquendo: Pharmacy Technician Certificate – Antilles College of Health, Professor

THERAPEUTIC MASSAGE PROGRAM

Freddie Y. Fontáñez: BA Periodism – Universidad del Sagrado Corazón, San Juan,PR;
Massage Therapy Technician Certificate- Antilles College of Health; Program Director

Héctor Mercucci- BA Exercise Science and Health Promotion with Elemental and Secondary Physical Education- “Universidad de Sagrado Corazón”, Massage Therapy Technician Certificate, The Art of Massage Holistic Institute, Professor

Francisco López Pérez – N.D. PhD on Naturopathy Science – Paladi University, BA in Secondary Education Arts – Interamerican University, Professor

ESTHETICS PROGRAM

Laura Serrano Santana: Esthetic Certificate - Academia Maison D’Esthetic, Program Director

Johanna López: Esthetic Certificate - Antilles College of Health; Laboratory Technician

EMBALMING TECHNICIAN AND FUNERAL HOME DIRECTOR

Hannya Ralat González: Certificate Funeral Home Management and Embalming – Ponce Paramedical College, P.H.D. in Medicine – Universidad Autónoma de Guadalajara, Program Director

José Padín: Mortuary Sciences Certificate – Antilles School of Technical Careers, Professor

Julio Rodríguez: Embalming Technician and Funeral Assistant Certificate – Antilles College of Health, part time Professor

OPERATIONS ROOM TECHNICIAN PROGRAM with Orthopedics

Yolanda Hernández Iglesias: Operating Room Technician with Orthopedic Certificate, Antilles College of Health, Professor

Meadly Cruz Montes: Operating Room Technician Certificate - Atenas College, Bachelor Biology Sciences (BA) Universidad Interamericana, Professor

Schumastvechara Medina: Operating Room Technician Certificate – Vocational School Carlos J. Daniels, Professor

Katira M. Cruz Barbosa: Surgical Technician Certificate – Antilles School of Technical Careers, Professor

Student Services Department

Admissions
Economic assistance
Registry
Treasury
Student affairs
Labor Development
Learning Resource Center



ANTILLES
College of Health

STUDENT SERVICES DEPARTMENT

SERVICE HOURS

Antilles College of Health offers student services for the following administrative departments: Admissions, Financial Aid, Registrar, Treasury, Student Affairs, Counseling, Labor Development, Distance Learning and Educational Technology and the Learning Resources Center in the following schedule:

Admissions	Labor Development	Distance Learning and Educational Technology	Learning Resources Center
Monday thru Thursday 8:00 AM – 7:00 PM Friday 8:00 AM – 3:30 PM	Monday and Wednesday 9:00 AM – 6:00 PM Tuesday and Thursday 10:00 AM – 7:00 PM	Monday thru Thursday 9:00 AM – 6:00 PM Friday 8:00 AM – 5:00 PM	Monday thru Thursday 10:00 AM – 7:00 PM
Registrar	Treasury	Financial Aid	Student Affairs
Monday thru Thursday 8:00 AM – 7:00 PM	Monday thru Thursday 8:00 AM – 7:00 PM	Monday thru Thursday 9:00 AM – 7:00 PM	Monday thru Thursday 8:00 AM – 7:00 PM
Reception	Computer Station		
Monday thru Thursday 7:30 AM – 10:00 PM	Monday thru Thursday 7:30 AM – 10:00 PM		

EDUCATIONAL PROGRAM CLASS HOURS

Educational Program Hour Schedules are defined according to the session:

Session	Daytime	Evening
Days	Monday to Thursday	Monday to Thursday
Schedule	8:00 a.m. - 2:00 p.m.	5:00 p.m. - 10:00 p.m.

The clinical area hours may be different than the schedule set for the theory phase, depending on the available schedule in the clinical centers. The Institution reserves its right to modify the classes and services schedules.

ADMISSIONS OFFICE

The Admissions Office has the primary function of providing guidance to anyone requesting information about our programs of study for new admission or to change to a new program. In addition, this office receives, processes, and evaluates the admission documents of each candidate and, with the assistance of designated officers, determines the acceptance or denial of applications for admission to the Institution.

ADMISSIONS PROCESS

Anyone interested in applying for admission may visit the Antilles Admissions Office to receive personal guidance from an Admissions Officer. If need be, they may apply virtually. Anyone interested in one of our academic programs will receive information about:

- Program of interest and institutional
- Student Services
- Admission requirements
- Costs and payments
- Technical requirements to take the course under the blended modality
- Student responsibilities under the in classroom/blended modality
- Among others

The orientation process will be performed in person. However, if orientation and admissions need to be virtual, the Department of Admissions is available to do so. The physical facilities will be toured in person and will offer a virtual tour of the facilities to anyone who wishes to do so. Prospects will receive complete information about their studies. They will also be referred to the Financial Aid Office so they can be guided about available aid and the application process.

Once initial counseling is offered, the Admissions Officer will maintain communication with the applicant through telephone, texts, or email to guide him in the process for proper follow-up. If the person is interested in applying for admission, The Official will provide the required documents for submission. All applicants applying virtually, will be able to do so through the web page antillespr.edu. The Admissions Official will follow up to guide the applicant through the submission process and make an appointment for the admission interview. This interview will review the orientation received in Admissions and will provide additional information related to the career, academic compliance, schedules, attendance, tutorials, etc.

GENERAL ADMISSION REQUIREMENTS

When requesting admission, every applicant must comply with the following general requirements to be admitted:

1. File the Institution's admission form, properly completed and signed. If the applicant is less than 21 years old, the application must also be signed by his/her father, mother, or legal guardian.
2. Submit High School graduation proof or its equivalent. Documents to submit are the following:
 - Official Transcript of High School credits, or High School Equivalence Exam (GED) or 188 Law.
 - Graduation Certificate
 - Official post-secondary level transcript (Bachelor's degree or highest level completed).
3. Original Immunization Certificate (if less than 21 years old).
4. Original Health Certificate (institution will provide document to be completed by the student).
5. Admission interview with Program Director or Designated Official.
6. Pay a \$25.00 dollars admission fee. (The admissions fee will be reimbursed to applicants rejected by the Institution, or those who cancel enrollment in or before 3 days of having signed the enrollment contract.)
7. Negative Criminal Record Certificate (only for applicants of the Pharmacy Technician program)

Foreign applicants must submit evidence of citizenship or legal residence, such as a copy of the legal resident card (Allied Registration Receipt Card I-551 or I-151, student visa, or passport).

The document verification process for students from Accelerated Schools:

ACH will verify the high school documents in the admission process for graduate students in accelerated schools, as part of its admission policy. The policy of Document Verification for students from Accelerated Schools will apply to all new students, who come from high school or transfer and whose high school diploma is from an accelerated school.

The established ACH procedure will verify:

1. The validity of the accelerated school license from which the student comes at the time of the studies taken.
2. The validity of the documents of the accelerated school. (Credit Transcript and Diploma)
3. That according to Law 212 of 2018 of the Board of Education of Puerto Rico (Board of Postsecondary Institutions of Puerto Rico), the studies completed in said school comply with the requirements.

The documents submitted by the applicant will be verified, as well as their validity to determine their admission to the Institution.

The Institution reserves the right of admission to those applicants who do not meet the admission requirements and / or do not demonstrate the ability to benefit from the requested training.

The Institution reserves the right to cancel or postpone the group of new students, at the completion of late enrollment, due to lack of quorum.

In the case of those students who have been admitted, the original documents submitted will not be returned. Any false or fraudulent information submitted by an applicant will be sufficient cause for its rejection or cancellation of registration, once initiated its studies, by the institution.

LATE ADMISSION

Candidates who apply for admission to the Institution, after the beginning of classes, may be admitted during the late enrollment period. The student will be responsible for replacing the study material covered during this period in agreement with the professor.

UNIFORMS

The use of the uniform established by the institution is mandatory, so all students are required to wear it from the beginning of the program, as well as in their internship and practice center, as applicable.

Students not wearing their uniform and failing to show their identification card, will not be allowed in the classroom, and the institution reserves the right to suspend or cancel the student's enrollment for those who do not comply with this rule. (See dress code of each program).

FINANCIAL AID OFFICE

The Financial Aid Office provides orientation and service to students who receive Federal Financial aid. Services are given to eligible students for the following financial aid programs:

- Federal Pell Grant (subject to eligibility)
- Federal Work Study (FWS) - (subject to funds availability and financial need)
- Federal Supplemental Educational Opportunity Grant (FSEOG)-(subject to availability of funds and financial need)
- Board of Postsecondary Institutions of Puerto Rico (JIP) Grant Program for Students with Talent (subject to funds availability, financial need, and established requirements)

FINANCIAL AID REQUIREMENTS

Students who wish to obtain financial aid must comply with the following requirements:

1. Be a United States citizen, permanent resident, or eligible foreigner, according to Title IV from HEA Act of 1965.
2. Demonstrate through a financial analysis the need for the scholarship.
3. Be enrolled at least part-time. Comply with Antilles College of Health Satisfactory Academic Progress Policy.
4. Not be delinquent under any Title IV Program, Federal Pell Grant included.
5. Comply with Federal policies that regulate the use and abuse of drugs and alcohol, or distribution of any controlled substance.

The Financial Aid Office requires all applicants to submit the following documents and comply with the procedure indicated below:

1. Every student who files a Free Application for Federal Student Aid (FAFSA) application and it comes in for verification, must submit documentation required by the Financial Aid Office (fill out verification form, submit evidence of income and/or any necessary documents).
2. Submit birth certificate, citizenship evidence, social security card and/or any other document in case of conflicting information.

The financial need of each student is determined from the difference between the educational cost, the family contribution (the amount that the parent and/or student contributes to the cost of study) and the Federal Pell Grant. The Expected Family Contribution (EFC) is determined through a formula established by the Federal Government which informs the Institution and the student of the approval of the Federal Pell Grant.

Available supplemental aid funds are distributed among applicants with priority given to those with the greatest financial need. All students receiving financial aid are required to sign the financial aid award letter in which he/she accepts or rejects the financial aid awarded, and/or may receive the award letter via e-mail, which will be considered accepted unless the student indicates otherwise.

VERIFICATION PROCESS

Antilles College of Health reviews one hundred percent (100%) of the selected applications by CPS for verification and requires that such verification items be properly documented. Those applicants who are not selected for verification will not be required to additional documentation, unless the institution determines to request additional documents.

For the year 2022-23 the verification process is an individualized one according to the selection of the USDE (United State Department of Education) through CPS (Central Processing System); For year 2022-2023 the 2 verification categories continue; Institutions are not required to verify selected students under Verification Tracking Mark "V1" to from July 13, 2021.

- V4 (Personalized Verification Group High School Evidence, Identity and statement of educational purposes)
- V5 (Aggregate Verification Group includes all of the above)

The student selected for verification will receive guidance on this procedure and possible reasons for verification.

TITLE IV GRANT FUNDS POLICY

The Financial Aid Office, before granting federal funds, verifies the student's Expected Family Contribution (EFC), and if it is a valid ISIR (Institutional Student Information Report), performs an analysis of necessity, according to the status (dependent or independent), and then delivers a letter to the student, which he/she will sign as acceptance of the same and/or will receive one via email, the same will be considered accepted, unless the student indicates otherwise.

Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work & Study (FWS) "Campus Based Programs"

These programs are designated with this name because the responsibility for administering them rests with the Institution's Director of Financial Aid. The Federal SEOG and the Federal Work Study are among these programs.

FSEOG (FEDERAL SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANT)

The federal aid program provides financial aid to enrolled students with exceptional needs. The Financial Aid Office prepares a list of students with special needs, referred by professors, Pro-

gram Directors, and/or Student Affairs and Counseling. The scholarship will be awarded to incoming and continuing students taking into consideration the **Expected Family Contribution** (EFC)

- The total amount of aid to be awarded from these funds will be determined once the student's enrollment and financial need are established.
- This assistance is given first to students with the lowest Expected Family Contribution (EFC 0), the following students with an EFC greater than zero are considered, as well.
- Antilles College of Health FSEOG awards could normally range from \$100 to \$800 per fiscal year (based on availability of funds).
- Students to be selected must have a in satisfactory academic progress. They will also have all their documents up to date at the Registrar's Office, Bursar's Office, and Financial Aid.
- All students who are awarded FSEOG funds will receive a letter indicating the amount granted in the term.

FEDERAL WORK STUDY: STUDY AND WORK PROGRAM

This program provides employment to enrolled students who need financial aid and have completed the FAFSA. This program offers the opportunity to earn money to help defray college expenses. In addition, it encourages community service work and tasks related to the student's academic program, whenever possible. The economic compensation for the work performed is based on the current federal minimum wage. The total amount that can be received during the year will depend on the economic need and the Institution available funds.

Participants in this program usually work at the Institution. However, 7% of the funding budget is earmarked to place students outside the Institution, in private for-profit and non-profit companies. This includes public agencies, state, and federal government, if the work performed is in the public interest, thus providing service to the community.

Students participating in community service could be placed in senior centers, family literacy programs, tutoring programs for pre-school and elementary age children and programs, as well as community service programs in senior centers, civic guidance programs and guidance for disaster management, among others.

Once the students have been selected, the Office will notify the student, verbally or in writing. The student receives orientation about the work schedule to be followed, the description of the tasks, the name of the supervisor and the amount of funds to be received. The student will sign a Work-Study contract and will be responsible for completing and signing the daily attendance sheet.

SCHOLARSHIP PROGRAM FOR ACADEMICALLY TALENTED STUDENTS OF THE DEPARTMENT OF STATE'S BOARD OF POSTSECONDARY INSTITUTIONS

The state provides supplemental aid for postsecondary education. The aid is distributed in accordance with the eligibility criteria of the Regulations for the Administration of State Financial Aid Programs. The purpose of this program is to grant supplemental aid to eligible students with a cumulative GPA of 3.00 or higher and financial need who are enrolled in eligible institutions. It will supplement financial aid received by students through federal programs, and other state or private financial aid programs. Part of the requirements is to have a family income no greater than the equivalent of eighty percent (80%) of the median income in Puerto Rico.

EVALUATION PERIODS AND GRANT PAYMENTS

The Institution has established evaluation periods, in which the student's academic progress is determined. These periods correspond to the Federal Pell Grant payment dates. Once the Registrar determines that the student meets all the requirements, the Director of Financial Aid certifies the student's compliance, and as soon as he/she receives the approval of the federal funds, he/she prepares the payroll with the amounts granted to these students (Federal Pell Grant Recipients). (Federal Pell Grant Recipients). The Treasurer's Office credits each student's account with the assigned amount and sends the payroll to the Finance Office, which orders the corresponding funds for the certified students. The academic progress of private students is also determined at the established evaluation periods. New students are certified once the Registrar's Office verifies that the file complies.

CANCELLATION POLICY AND REFUND OF TITLE IV FUNDS (R2T4)

This Cancellation and Refund Policy is effective July 1, 2000, for all students who receive funds from the Title IV Student Financial Assistance programs of the Federal Department of Education and who cease to attend their courses during the academic term in which they were enrolled (are processed with a withdrawal).

The Student Affairs Office will inform the Registrar of the student's status 14 days after providing follow-up. The Registrar's Office will complete the form and deliver it to the Financial Aid Office to complete the withdrawal process within the term established by the Federal Department of Education.

If a student receiving Title IV funds withdraws from his/her studies during the period for which he/she was enrolled, Antilles College of Health shall calculate the percent (%) and the amount of aid from Title IV funds that the student will not be entitled to receive. It is the responsibility of the Institution and/or the student to return such funds to the respective Title IV programs, according to the result of such calculation. This entire process is completed on or before 45 days.

TERMINATION DATE

The academic year consists of two semesters of fifteen weeks each. For purposes of calculating the amount to be refunded, the official date for the refund calculation will be when the student notifies the Registrar's Office, and submits a withdrawal request, or when the student stops attending classes, or ends his/her academic activity.

SPECIAL CASES

If the Institution determines that a student did not initiate the withdrawal process or did not notify the Institution of his/her intent to withdraw due to illness, accident, death in the family or other similar circumstance beyond the student's control; it will be the responsibility of ACH to determine an appropriate, fair, and reasonable date of termination considering the last date of attendance, as determined according to electronic attendance records.

CALCULATION OF AMOUNT OF TITLE IV FUNDS EARNED

1. Effective July 1, 2021, the students who successfully complete the first module and moves to the second one, completes 49% or more of the days in the payment period, does not involve an R2T4 calculation, they will have the right to 100% of the payment.
2. If the student's last day of attendance occurs on or before the student completes 49% of the payment period for which he received Title IV funds, the amount accrued by the student will be calculated as follows: we will multiply the total amount of Title IV funds disbursed (or could have been disbursed) for the period in which the student enrolled until the day he/she withdrew from that enrolled period.
3. The percentage and nonaccrual amount are a complement of the percentage of accrued Title IV Funds, multiplied by the total amount of Title IV funds disbursed (or pending disbursement) to the student for the payment period and from the day he withdrew.

After classes begin in a period of study, and a student proves that he has not attended one of the classes registered in, the Institution will be obligated to discount the courses to which the student did not assist and adjust his academic load for the purpose of the R2T4 calculation. (Recalculate)

PAYMENT PERIOD PERCENTAGE OR COMPLETED REGISTRATION PERIOD

Since the study programs are measured in credit hours, it is required that the number of natural days of the registration period for which Title IV funds are disbursed, be divided by the number of natural days completed until the last day of student attendance, minus any recess of five days or more in said period.

DIFFERENCE BETWEEN TOTAL MONEY EARNED AND RECEIVED AMOUNT

If a student receives less Title IV Funds benefits than what he is entitled to, we will proceed to comply with the late disbursement procedure. If the student received more Title IV Funds benefits, than the amount he is entitled to, the Institution, the student, or both will be obligated to return the funds, as established (no more than 45 days).

RETURN OF UNEARNED TITLE IV FUNDS

The Institution is required to return:

- The amount of funds from the Title IV funds program to which the student has no right, or the total institutional charges incurred by the student for the period of enrollment multiplied by the percentage of unearned funds.
- The student (or family, in case of PLUS loans) is obligated to return or pay, whichever applies, Title IV funds and unearned Loans minus the number of unearned benefits that must be returned by the Institution to scholarship programs and loans.

These funds will be credited to the outstanding balance in the following order:

The required return of funds credited to outstanding loan balances from the period of enrollment will be in the following order:

1. Pell Grant Federal Scholarship for the payment period for which the refund is required.
2. Federal Supplemental Educational Opportunity Grant (FSEOG), for the payment period for which repayment is required.
3. Other aid authorized by Title IV Student Financial Assistance of the Federal Department of Education.

DISCLOSURE STATEMENT:

The following certifications are required to work in the United States of America:

- Practical Nursing Program: “National Council Licensure Examination (NCLEX-PN) and National Council of State Boards of Nursing (NCSBN)”
- Embalming Technician and Funeral Director: “American Board of Funeral Service Education (ABFSE)”

The aforementioned certifications are not required in Puerto Rico to practice these professions. Graduates of the Practical Nursing Program interested in working in the U.S. should contact both boards (NCLEX-PN and NCSBN) for the necessary arrangements. Embalming Technician and Funeral Director graduates interested in working in the U.S. should contact the board (ABFSE) for guidance on the requirements necessary to obtain this certification.

POLICY ON THE DEFINITION OF CREDIT HOURS

The credit hour is the basic unit used by the federal government to determine the eligibility of the student for financial assistance. With the purpose of avoiding fraud and abuse in the use of financial aid, the United States Department of Education establishes, effective on the 1st of July of 2011, that a federal definition for credit hours should exist, to serve as a standard for all educational institutions to develop their own definition and use in all the courses they offer. To that effect and in compliance with the 34CFR 600.2 of October 29, 2010, Regulation, Antilles creates its policy on the definition of Credit Hours.

CREDIT HOURS DEFINITION

(Applies to programs before July 2018)

Antilles College of Health uses the standard academic conversion methodology that is applied to calculate and award credit. Continuous term: a non-traditional term that allows for enrollment at various times during the fiscal year.

Semester (each semester includes two modules):

- Daytime - minimum of 15 weeks duration
- Evening and Weekend - minimum of 18 weeks duration

Conversion:

- 15 hours of theory / 1 academic credit
- 30 laboratory hours / 1 academic credit
- 45 hours of practice / clinic / 1 academic credit

The partial credits of a course are rounded to the next lower half or to the whole number.

A course may be composed of any combination of theory, laboratory and/or clinical practice. A contact hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period. Care is taken in scheduling breaks.

The definition of conversion and calculation is for recognition of external (student preparation) hours. The Institution and the programs adhere to the following formula for the preparation of external coursework hours on a course-by-course basis.

Formula of external work hours per semester:

- The student must perform 7.5 hours of external work for each academic credit in theory and laboratory.
- External work in clinical experiences will be reviewed and evaluated on a case-by-case basis. In general, however, clinical experiences may not require externship hours. If outside hours are granted, the institution or program must provide justification and rationale for these hours.

CREDIT HOURS DEFINITION

(Applies to new and revised effective programs from July 2018 on)

Antilles College of Health uses the standard academic conversion methodology applied to calculate and grant credits. Continuous term: a non-traditional term that allows registration at various times of the fiscal year.

Semester (each semester includes two modules):

- Daytime - minimum of 15 weeks duration
- Evening and Weekend - minimum of 18 weeks duration

Conversion:

- 30 hours of theory / 1 academic credit
- 30 laboratory hours / 1 academic credit
- 45 hours of practice / clinic / 1 academic credit

The partial credits of a course are rounded to the next lower half or to the whole number.

A course can be made up of any combination of theory, laboratory and / or clinical practice. A contact time is defined as a minimum of 50 minutes of supervised or directed instruction in any 60 minutes period. Care is taken in the programming breaks.

The definition, conversion, and calculation for the recognition of external hours (student preparation). The institution and programs adhere to the following formula for the preparation of external work hours from course to course.

Formula of external work hours per semester:

- The student must do 7.5 hours of external work for each academic credit in theory and laboratory.
- External work in the clinical practices will be reviewed and evaluated on a case-by-case basis. In general, however, clinical experiences may not require hours of external work. If hours are granted outside, the institution or program must provide the justification and the basis for

these hours.

POLICY PROVISIONS

1. The definition of contact hours will be used to develop new programs and create the courses programming.
2. The institution reinforced its study programs adding courses that promote critical thinking, investigation and reading.
3. The guidelines for courses offered contain topics to be covered during contact hours established for each of them.
4. The syllabus for all courses contains the specific assignments the student must complete. It also establishes the values contained in each evaluation for the total of the final grade.

The professor will calculate the final grade and document it in the grades register.

UNUSUAL ENROLLMENT HISTORY (UEH)

PURPOSE:

To establish policies and procedures to prevent fraud and abuse in the Federal Pell Grant Program and identify those students with an unusual enrollment history.

POLICY:

It is the responsibility of the Financial Aid office to inform the appropriate people when a student is identified as having been enrolled at multiple institutions, and their ISIR or SAR is identified with code 359 or 360 in the "Unusual Enrollment" field, the Institution is required to do a review to determine if there are valid reasons for this unusual history. The Institution must resolve the problem before the student can receive Title IV funds.

REGISTRAR OFFICE

The Registrar Office has the responsibility to safeguard the students' academic records. This academic record contains information provided by the student and information about their performance in the academic program in which they registered. In addition, it helps in the evaluation of academic work of each student collecting and disseminating information related to the student's academic achievement.

The Registrar and her assistant oversee this office and follow up on the student's academic progress. This office issues the academic calendar, prepares class schedules, groups official lists, academic progress reports, incompletes, failures, and other related aspects. The Registrar evaluates the graduation candidates' files, issues the official graduates list, processes certificates, graduation certifications, credit transcripts and other.

ACADEMIC CALENDAR

The academic calendar (pages [145-149](#)) points out the holidays established by the government, recess periods granted by the institution, and beginning and end dates for each class session. It is the responsibility of each student, educational and administrative personnel to verify this calendar for reference.

ACADEMIC UNIT

Antilles College of Health measures the student's academic load based on credit hours, according to the nature of the program. A conference, laboratory or clinical experience lasting 60 minutes is equivalent to 50 minutes of class and 10 minutes recess. A credit is equal to 15 hours of theory, 30 lab hours or 45 practice hours. The academic credit is a measurement of the student's work time to reach the learning goals. Once the goals are reached, credits are granted.

The academic semester is one term. All semesters are at least 15 calendar weeks in duration (daytime) and at least 18 calendar weeks (nighttime and Weekend College). Each semester consists of two modules.

CLASS ATTENDANCE AND PUNCTUALITY

Antilles College of Health has dedicated great effort to discipline as it is crucial in students learning. Good time management is an important factor to reach the objectives of the study programs. In addition, attendance and punctuality to class is basic for the student's academic development and reinforces the necessary habits for a future work life such as responsibility and commitment. Antilles establishes that attendance is mandatory. In Antilles it is required to take assistance in all courses. It is the responsibility of the faculty and Program Directors to accomplish this process.

REPLACEMENT OF ABSENCES

Make-up work, due to excused absences, will be the sole responsibility of the student and will be arranged with the professor.

Make-ups will be attended strictly during tutoring hours. The tutoring schedule should be reviewed with the Director of each program.

ATTENDANCE AND PUNCTUALITY RECORD KEEPING POLICY

Antilles College of Health created this policy to establish institutional rules on managing attendance student records and establish conditions and purposes for keeping a log of attendance, with the objective of being able to establish fast and effective procedures to determine the student's attendance and absence to their academic activities. The students must comply faithfully with dispositions set in this attendance policy.

I. LEGAL BASIS

This Policy is promulgated pursuant to the authority vested in the President of Antilles College of Health by its Board of Trustees in accordance with its Bylaws. The institution, through its legal authorization to operate in the Commonwealth of Puerto Rico and by the provisions of its governing body adopts this Policy.

II. SCOPE

The scope and implementation of this Policy corresponds to every person with supervising responsibilities and academic administration such as: Instructors, professor, teaching staff, registrars and any person in the Institution that has a direct intervention with taking, registering and follow-up of attendance of enrolled students. In the same manner, compliance with this Policy corresponds to all students enrolled in Antilles College of Health.

III. JUSTIFICATION

The Federal Department of Education requires institutions to establish a process for determining the last day of attendance at a recognized academic activity as set forth in 34 CFR 668.22, for the purpose of establishing a cohort date and determining the portion of funds earned by the student when the student withdraws from the program of study.

IV. POLICY

The Attendance and Punctuality Policy aims to maintain a record of student attendance and punctuality to classes with the idea of promoting discipline and punctuality as an element of training for the work conduct expected of graduates in their workplaces.

In accordance with this policy, students are required to attend the academic activities corresponding to the courses they enroll in during the semester and, consequently, academic administrators will keep a record of the frequency of student attendance and will be guided by the **Roll Call Procedure** established by the Institution.

This policy will strengthen the student's teaching and learning process while allowing the institution to maintain a verifiable record in order to determine effective cohorts and to calculate the student's earned portion of the Title IV programs in the event that the student withdrawal from the program is processed, whether is due to administrative processes or voluntary withdrawal.

V. AMENDMENTS

This Policy can only be amended by the President, and Executive Committee, composed by the Academic Director and the Registrar. The amendments must be presented in writing in the President's office and Executive Committee who establishes institutional policies. They must be documented in reason and purpose, including when the amendment results due to the outcome of changes in regulations from the administration of Title IV programs.

After a period of analysis and interpretation of effect, should not exceed 30 days after submitting the written amendment, a final determination will be reached for the adaptation of the proposed changes, and the amended policy will be published no later than 15 days after it is amended.

VI. VALIDTY AND REPEAL

This Policy shall be effective immediately at the date of signature by the President's Office and the Executive Committee who establishes institutional policies.

If this Policy repeals a previous active Policy, its effect will be prospective to the date of the signed annulment and the same will come into effect until it is repealed, unless it is established for a fixed period of time.

VII. STUDENT ATTENDANCE PROCEDURE

The Institution establishes that the teacher must register the daily attendance of the students for each course that it teaches through the Antilles System (SISAS) in order to comply with the monitoring of absent students for retention purposes. Students who are absent from the second day, should be immediately referred to the Counselor, Program Director and Student Affairs Officer for follow-up.

POLICY REPLACEMENT OF CLASS AND WORK MATERIAL (LATE REGISTRATION)

At Antilles College of Health, we offer the student who enters late enrollment the opportunity to replace the class material and assigned assignments. The late enrollment dates are set in the Academic Calendar. Teachers have several alternatives to offer the student support. The following is a breakdown of the services provided according to the student's needs:

1. The work delivery period is established
2. Tutoring Offer
3. Assignment of work after school hours

Procedure:

1. The teacher will guide the student on the alternatives to replenish the material and assigned work.
2. The teacher and the student will reach an agreement on the form of replacement.

Once the teacher has oriented the student about the reinstatement alternatives, and the student does not accept them, his/her academic progress will be affected.

Student's duties:

The student will be responsible for replacing the study material covered during this period in common agreement with the teacher.

LEAVE OF ABSENCE

The student has the right to apply for a leave of absence in emergency extraordinary cases for maternity leave, for activation in the United States military, and special cases that the Institution consider commendable.

The leave of absence application will be submitted in the Registrar's Office with required medical documentation, or what is applicable. The license cannot exceed 180 days or more than the half of the duration of the program (for programs whose academic term is one year or less) whichever is less.

Leave of absence beyond the end date of the current semester of classes will not be authorized unless the case warrants it. It must be approved by the Registrar Office. If the student does not attend classes at the end of the leave of absence, follow-up will be made to guide the student to continue his or her studies. If these efforts are unsuccessful, an administrative leave will be processed.

The Procedure to request a Study Leave is as follows :

1. The student must complete and submit the application provided by the Registrar's Office.
2. The student must submit evidence to support the reason for requesting the Study Leave and that it relates to the provided information in the application.
3. The date in which the student should return will be determined.
4. The application will be evaluated by the Registrar, Program Director (in absence of the Program Director the Academic Director) and the student will be notified of the decision.
5. The student is then referred to the Financial Aid and Treasury Offices for a personalized orientation.
6. There are no financial consequences for students during a Study Leave.

If a student receives notice that he has been activated by the Armed Forces of the United States and/or the National Guard of Puerto Rico, he must notify this to the Registrar's Office at least fifteen days prior to the activation date, submitting necessary evidence. The official in charge will give information on enrollment cancelation, academic progress, enrollment costs and reasonable accommodation, among others. The student will be responsible of notifying, at the beginning of each academic term, that he is a member of the mentioned agencies.

STUDENT CLASSIFICATIONS

Students are classified as follows:

1. **Regular Student in progress** - Every student that has begun a study program in a regular schedule (12 credits or more) with the Institution and has accumulated the required average or credits in certain period of evaluation.
2. **Regular student with Notice of Default (warning)** - Student that has not accumulated the number of credits and/or average required in a certain period of evaluation.
3. **Student in Suspension** - Student with an extended probation period who did not comply with academic expectations.
4. **Student in Disciplinary Probation** – Student in a probation period due to undisciplined behavior.
5. **Special Student** - Student who wants to take a particular class for his own benefit.

6. **Student on Special Program** – Student who failed or interrupted his studies for a particular situation or license.
7. **Auditing Student** - Student who attends a course of particular interest as a listener.

ACADEMIC PROGRESS POLICY

INTRODUCTION

Provisions for the Title IV Program Regulations require that every eligible student comply with Satisfactory Academic Progress Regulations, established by the Institution.

The purpose of the Standards of Satisfactory Academic Progress is to encourage students participating for Title IV Financial Aid to make good use of it and to demonstrate academic achievement in the process of completing their program of study.

Those students who are in unsatisfactory academic progress after the review and evaluation, will be notified by regular and/or electronic mail, and personal appointment by Counseling Office respectively.

Students who are failing, are referred to counseling or tutoring for the design of an academic plan. It is the responsibility of each student to know their status or academic condition.

I. EVALUATION ELEMENTS

The evaluation consists of the following elements:

- **Qualitative Element** – The qualitative element measures the academic improvement of the student. The student will be evaluated using his grade point average in accordance with Academic Progress Tables, developed for each program.
- **Quantitative Element** – This element shows the gradual progress toward achieving the grade, by way of approval of a minimum 67% of credits per semester, in accordance with Academic Progress Tables developed for each program.
- **Maximum time for Completion of the Program** – Under this policy, the student can depend on up to one and a half more time than the norm, to complete his study program, in accordance with Academic Progress Tables designed for each program. The qualitative and quantitative elements will be measured at the end of each semester as detailed as detailed in the following segments.

II. DEFINITIONS

- a. **Semester** – A period of studies not less than 15 weeks, where at least one week corresponds to final exams.
- b. **Attempted Credits** – Total credits the student enrolls per semester.
- c. **Approved Credits** – The total credits the student approves each semester, or the accumulated total of credits acquired in all semesters.
- d. **Maximum time for Program Completion** – Maximum amount of time provided for each student to complete his/her study program by participating in the benefits of the Title IV Program.
- e. **Academic Load** – Number of credits enrolled in each study period. This can be as follows:

Academic Load	Total Credits enrolled
Complete	12 credits or more
Three Quarters of the time	9 to 11 credits
Half time	6 to 8 credits
Less than Half time	5 credit or less

- f. **Accumulated Credits** – The sum of all credits.
- g. **Re-enrolled Student** – Students who return to the institution in a period of less than six months.
- h. **Re-admitted Student** - Students who return to the Institution after interrupting their studies for six months or more.

III. SATISFACTORY ACADEMIC PROGRESS REGULATIONS FOR STUDENTS

A. Qualitative Element

1. The qualitative element requires that a student accumulate a minimum grade average in relation with the total accumulated credits at the end of each semester.
2. Compliance with this regulation will be evaluated at the end of each semester or study period using the last available average. In case of re admissions, the qualitative element will be evaluated, using accumulated academic data at the end of each semester.

GRADE SYSTEM

Grade	Description	Value	Effect in academic progress
A	100-90	4	account for attempted credits vs. approved credits and for average
B	89-80	3	account for attempted credits vs. approved credits and for average
C	79-70	2	account for attempted credits vs. approved credits and for average
D	69-60	1	account for attempted credits vs. approved credits and for average
F	59-0	0	account for attempted credits vs. approved credits and for average
I	Incomplete	0	account for attempted credits vs approved credits and the letter that accompanies the letter I for average effect is taken into consideration
I/N	Leave of absence	0	does not count for credits attempted vs. credits approved or for average
NA	Never attended	0	does not count for credits attempted vs. credits approved or for average
WT	Official Withdrawal	0	Account for attempted credits vs. approved credits and not for average
WA	Administrative Withdrawal	0	Account for attempted credits vs. approved credits and not for average
WS	Summary Withdrawal	0	Account for attempted credits vs. approved credits and not for average
P	Approved	0	Account for attempted credits vs. approved credits and not for average
T	Transfer	0	Account for attempted credits vs. approved credits and not for average

B. Quantitative Element

The quantitative element will be evaluated at the end of each academic semester. In case of re-admissions, the quantitative element will be evaluated using the accumulated academic information at the end of the last semester.

FULL TIME STUDENTS

At the end of each semester the student needs to comply with the following minimum percentage of accumulated credits.

SATISFACTORY ACADEMIC PROGRESS CHARTS BY PROGRAM

PROGRAM	Evaluation Base	Tried Credits	Minimum approved credits	Required Minimum Average
Practical Nursing 51 Credits 3 Semesters	1 Semester	22	15	1.50
	2 Semester	43	29	1.75
	3 Semester	51	34	2.00
	150%	76	51	2.00

Pharmacy Technician 48 Credits 4 Semesters	1 Semester	12	8	1.50
	2 Semester	24	16	1.75
	3 Semester	36	24	2.00
	4 Semester	48	32	2.00
	150%	72	48	2.00

Therapeutic Massage 42 Credits 3.5 Semesters	1 Semester	12	8	1.50
	2 Semester	24	16	1.75
	3 Semester	36	24	2.00
	4 Semester	42	28	2.00
	150%	63	42	2.00

Clinical Esthetics and Cosmetics 36 Credits 3 Semesters	1 Semester	12	8	1.50
	2 Semester	24	16	1.75
	3 Semester	36	24	2.00
	150%	54	36	2.00

Embalming Technician and Funeral Director 48 Credits 4 Semesters	1 Semester	12	8	1.50
	2 Semester	24	16	1.75
	3 Semester	36	24	2.00
	4 Semester	48	32	2.00
	150%	72	48	2.00

Operating Room Techni- cian with Orthopedics 36 Credits 3 Semesters	1 Semester	12	8	1.50
	2 Semester	24	16	1.75
	3 Semester	36	24	2.00
	150%	54	36	2.00

Operating Room Techni- cian with Orthopedics 48 Credits 4 Semesters	1 Semester	12	8	1.50
	2 Semester	24	16	1.75
	3 Semester	36	24	2.00
	4 Semester	48	32	2.00
	150%	72	48	2.00

*Students finish this revision on May
2022

The satisfactory academic progress regulations apply to all time fulltime, part-time, or less than half time (special programs) students.

POLICY FOR TRANSFERRED STUDENT

A. Transferred Students

1. To determine eligibility of the first semester, students must comply with Satisfactory Academic Progress at the moment of admission.
2. Grades obtained in other institutions will not be considered in determining Satisfactory Academic Progress.
3. Except for the previous requirements, Satisfactory Academic Progress of transfer students will be evaluated in accordance with regulations that apply to students within the same classification.

POLICY FOR COURSE REPETITION

Students eligible to receive Financial Aid from different programs have a right to repeat courses not approved.

- The student may repeat a course as long as the institution has established the minimum qualification policy that the course requires to be approved with a grade higher than that obtained.
- The student may repeat failed courses until approved (as long as it does not affect his/her Satisfactory Academic Progress).

PROBATION, SUSPENSION, RESTITUTION AND PROCESS OF APPEALS

Any student who does not comply with one of more of the Academic Progress Policies, and is classified as suspended, will be ineligible to receive Financial Aid. However, the student's eligibility can be restored to a probation status.

A. Notice of Noncompliance

1. A student can be given a **Notice of Noncompliance** during an academic period, the first time he fails to comply with one or more of the minimum requirements of the Satisfactory Academic Progress Policies. During this period, the student will be eligible to receive Financial Aid. At the end of this warning period, the student must have corrected deficiencies and comply with the qualitative and quantitative minimum criteria, in accordance with set policies.
2. The student who receives a **Notice of Noncompliance** will have to attend the Counseling Office regularly to receive relevant guidance.

3. Re-admitted students can receive financial aid as long as they comply with federal requirements of eligibility, and not have been on a **suspended** status the semester they ceased their studies.

B. Suspension

1. If a student fails to comply with minimum requirements established within the Satisfactory Academic Progress policies for a second time, he will be ineligible to receive financial aid.
2. Any student who receives financial aid during the maximum time allotted by this policy, and has not completed the grade, will fail to achieve Satisfactory Academic Progress, and will not qualify to receive benefits.

A student who ceased studies, with a suspension status, does not comply with academic progress. This student can appeal his case to determine his eligibility to receive financial aid funds, in case or applying for readmission.

C. Appeal process

1. When a student has been **suspended** from receiving financial aid, due to failure to comply with Satisfactory Academic Progress policies, he has the right to appeal the case by proving the circumstances that affected his academic progress, with documented evidence.
2. There are circumstances considered critical and mitigating; these are as follows:
 - Prolonged illness of the student (certified by a doctor)
 - Student Accident
 - Death of a close relative (mother, father, spouse, child)
 - Military service or work-related trips
 - Loss of job (student or parents)
 - Changes in the family unit like divorce of student or parents, death of a father, mother, or spouse, among others.
 - Illness of the head of the family for a long period of time that created a real financial need.
 - Any other mayor situation, with the proper documented evidence.

Subject to the discretion of the Evaluation Committee, composed by Financial Aid Coordinator, Professional Counselor, Registrar and Program Director, and in very special circumstances as an academic program change. It might be considered a mitigating circumstance.

1. The student cannot appeal the same condition of mitigating circumstances twice consecutively.
2. The appeals applications, due to academic progress, must be filed in the Registrar's Office in a period within five (5) business days after receiving notice of his status.
3. The Academic Director will review the case and notify the student of the decision on or before 5 business days, after receipt of the appeal.
4. Those students who submit their Request for Appeal after the file date will be evaluated during the course of the semester.
5. Until the Request for Appeals is not approved, the student will not be eligible for Federal Financial Aid. The student must make payment arrangements with the Treasury Department for payment of tuition costs.

The acceptance of a Request for Appeals does not constitute an agreement that it will be resolved favorably.

D. Restitution of Financial Aid

The benefits of Financial Aid will be restored when the student complies with all requirements within the Satisfactory Academic Progress policies that apply, or at the moment the Academic Progress Evaluation Committee has considered the appeal favorably.

E. Notification

The Registrar's Office will notify the student Notice of Noncompliance and suspension. The Financial Aid Office will notify the restitution of financial aid benefits.

MANAGING UNFORESEEN SITUATIONS

Unforeseen situations not considered in the Academic Progress Policies will be evaluated directly by the Financial Aid Coordinator, in consultation with and prior authorization by the Academic Director. The final decision will be final.

AMENDMENTS

The Satisfactory Academic Progress standards may be amended upon request to the Chief Academic Officer of the Institution. Any request for amendment to these standards must be supported by sufficiently convincing information, not only because of the social benefit to be achieved, but also because of the laws governing financial aid programs.

The amendments, once approved by the approved, will be effective immediately.

INCOMPLETES

The incomplete classification is given when the student fails to comply with any course requirement. Normally every incomplete course must be removed in continuation courses within (7) seven days.

If an incomplete is not removed within the allotted time by the Registrar's Office, we will proceed to assign the provisional grade reported by the professor at the moment of the incomplete. Students enrolled in continuation courses with a provisional grade of "F", and do not remove the incomplete of the initial course, can be withdrawn from the continuation course. The academic load for the students and the duration of their program will be affected, and in case of having Title IV Fund benefits of the federal financial aid. Every incomplete removal entails a cost of \$10.00, according to the current table of costs.

GRADE REVIEW

In case the student does not agree with the research undertaken for the note revision, he/she will deliver to the Registrar Office a written note, requesting a meeting with the Program Director and Professor. The Registrar Office must have three days.

WITHDRAWALS

Antilles College of Health classifies the student withdrawals in three types: official withdrawal, administrative withdrawal, and summary withdrawal. There are no partial withdrawals.

OFFICIAL WITHDRAWAL

The official withdrawal is voluntarily requested by the student at any moment. This withdrawal form is filed in person, via telephone and/or by mail to the Registrar's Office. The determination date is when the student submits the withdrawal form. The Registrar can also receive third party notices or communications, in particular when the student is handicapped, not available, or in any way unable to contact the Institution, as long as an authorization signed by the students is delivered.

A student intending to withdraw from the program must notify the Program Director, the Student Affairs and or the Counseling Office to file a withdrawal request.

ADMINISTRATIVE WITHDRAWAL

The administrative withdrawal is processed by the Institution for lack of satisfactory academic progress, according to Institution rules and policy, studies abandonment (14 days calendars), non-compliance with agreements established between the student and the Institution regarding the studies contract, and those students who do not report to the Institution after leave of absence. The withdrawal termination date is the day when the Registrar enters into knowledge.

SUMMARY WITHDRAWAL

This withdrawal is done as a disciplinary action or due to low academic progress.

RE-ADMISSIONS

Every student that requests re-admission will be subject to the Institution curriculum, applying the validation criteria.

Students requesting re-admission who have been in academic probation at the moment of withdrawal, may be reinstated after analyzing the case, and under the same category or conditions they were before withdrawal.

Re-admitted students must comply with all changes in costs, program duration, curriculum change and any others that might have occurred in the Institution, and during the period after withdrawal.

Re-admission candidates should complete the institutional application, which will be evaluated by the Registrar Office and Program Director. If necessary, the case will be evaluated by the Academic Director.

The following evaluation criteria will be considered for re-admission applicants:

1. Academic grade point at withdrawal or re-admission.
2. Behavior observed during the course.
3. Withdrawal reasons
4. Institution Pending Debts (financial and/or documents, should be paid or resolved on re-enrollment or re-admission).

Re-admission candidates should pay a non-refundable \$25.00 dollars fee, except if the application is rejected by the Institution. The student must comply with application requirements. Students' requesting re-admission for the fourth time will not be considered.

Re-admission candidates graduated from our Institution do not pay the re-admission fee or the certification fee for those who completed the Operating Room Technician program and wish to obtain the certification in Orthopedics. Candidates graduated from other institutions do pay the admission and certification fee to obtain the degree.

RE-ENROLLMENT

Students that have interrupted their studies at ACH, will have a maximum period of six months after the withdrawal date to request re-enrollment, and be exempt of the fee payment. Re-admission applicants will be subject to the same admission requirements. Students who request re-enrollment for a fourth time, (in the same program), will not be considered.

CREDIT VALIDATION FOR TECHNICAL PROGRAMS

Any student graduated from our Institution, who wishes to enroll in another program we offer, will be honored for the courses or laboratories similar to those of the new program, regardless of whether they were taken in clock hours or credits.

We note that to be validated, courses must be approved with a grade of 70% or higher and/or “P” (pass). Candidates who have studied at another post-secondary vocational technical institution or university with similar accreditations to those of the Antilles College of Health may request validation of classes or courses if they are approved with 70% or higher and/or “P”. A maximum of 30% of the courses in the concentration may be validated. Courses accepted for transfer will be indicated with a “T”.

Antilles College of Health does not establish a specific period for the expiration of previous studies because it is understood that not all knowledge has expiration, since it is possible that the person has strengthened their knowledge through their work or in other ways. The Institution will evaluate each case individually.

CREDIT VALIDATION POLICY

A new student may apply for credits previously approved in an Accredited Institution recognized by the State, and by presenting an official transcript of credits from the institution of origin. Their credits may be considered for study at Antilles College of Health if they comply with the stipulations of this policy.

To validate the accreditation, the official transcription(s) of the original institution(s) must be received in Antilles College of Health by regular mail. The host institution may request of the original(s) institution a copy of its Institutional Catalog; and it must include the description and objectives of each course.

COURSE VALIDATIONS BY CHALLENGE EXAM

These tests are prepared by the Program Director in conjunction with Antilles College of Health Faculty, in accordance with our curriculum and are designed with the purpose of evaluating the student's knowledge in that area. The student who requests validation of courses must request the challenge review exam and pay the corresponding fee. The exam must be approved with a minimum of 75%. A maximum of 9 credits may be validated. Specialized classes will not be considered for course validation through challenge exams. No grades will be applied for classes approved through validation of credits; they will be recognized as approved with the letter "P".

POLICY ON CHALLENGE EXAMS

Any student interested in taking a Challenge Examination must file an application indicating the course he/she wishes to challenge. The application can be obtained at the Registrar's Office, where it must be filed. There is a fee for the exam, which must be paid before taking the exam at the Bursar's Office, see the current fee schedule.

The student must keep in mind that he/she can take the Challenge Exam only once for a given course.

Eligibility Requirements:

- Not having previously enrolled in the course.
- Have met all requirements established for the course to be challenged.
- Have passed his/her status under the conditional enrollment classification before applying for a Challenge Review Exam. (Not be under conditional enrollment).
- Obtain a minimum of 75% to be considered for a passing exam. Challenge Exams can only be taken for basic courses, with authorization from the Academic Director, who will make an evaluation on this regard.

PROGRAM TRANSFER

If a student transfers from one program to another or has finished a program and continues studying in another, he/she can receive credit toward the new course for those credits or units similar in content and requirements for those studied and approved with a minimum of 70%.

PROCESS FOR APPEALING A DENIAL OF CREDITS TRANSFER

If the requested credit transfer is denied, the student has the right to appeal the decision. The student will appeal to an Admissions Office Official, who will coordinate an interview with the corresponding Program Director and will discuss the reason for denial and the possibility of a reconsideration of the decision.

GRADUATION REQUIREMENTS

Every graduation candidate must have paid off any tuition debt and certification fee two (2) weeks before concluding their study program.

Students must comply with the following requirements to obtain graduation certification:

1. Submit graduation application.
2. Have completed every program requirement (approved credits and required academic index).
3. Have fulfilled all obligations with the Institution, including financial ones.

HONORABLE MENTIONS

Students whose academic index fluctuates between 3.50 and 3.84 will be considered Honor students. Students whose academic index fluctuates between 3.85 a 4.00 will be recognized as High Honors.

DIPLOMAS DELIVERY AND/OR CREDIT TRANSCRIPTIONS AND OTHER RELATED DOCUMENTS

The Institution reserves the right to deliver these official documents to students that have any pending financial debt or required forms.

TREASURY OFFICE

The Treasury Office is responsible for the collection of enrollment fees billed to the student, and related services. After case evaluation, can provide the student with payment settlement options where the student agrees to a monthly payment toward their balance.

FINANCIAL POLICY

Antilles College of Health has developed tuition fees, and its Refunds and Collections Policy in accordance with the United States Department of Education rules and regulations. This policy applies to all private students, as well as student benefiting from Federal Funds or other sponsoring agency.

ENROLLMENT AGREEMENT

The Institution prepares an annual enrollment agreement for each student, requiring their signature. Students under 21 years old must have their parents sign the agreement, as well as the Institution's representative at the moment of enrollment. The tuition fees, according to the program selected by the student, are detailed in this document. The basic fees cover tuition and laboratory costs. These may be covered by federal fund or by financial aid from sponsoring agencies. The non-funded difference is considered a debt and is the responsibility of the student. In the case of a private student, he/she is responsible for the total tuition fees and additional study costs.

The student who is not up to date with their financial commitments with the Institution, as previously stated, risks losing the opportunity to:

1. Enroll in the following academic term.
2. Process any document request or others.
3. Continue attending classes.
4. Receive his/her academic certificate credential.

In view of different situations, where the students must cover all or part of the tuition from their own funds, each one of these categories will have a particular treatment within the limits of the established policy. More specifically, the following categories of cases will be treated as follows:

PRIVATE STUDENT

Private students do not have the benefit of receiving Title IV federal funds such as Pell Federal Grant and FSEOG, or any other financial aid from sponsoring agencies. The Institution considers them private students.

The student must visit the Treasury Office to establish a payment arrangement. This agreement will proceed as follows:

- a. The total amount payable will be divided by four payments (days), and five payments (evening and weekends) due monthly on the date established by the Treasury Office.

SEMI-PRIVATE STUDENT

These students have benefits from Title IV federal funds, but don't have the maximum scholarship or the sponsoring agency.

The student must visit the Treasury Office to reach a payment agreement for the amount not covered by the scholarship or sponsoring agency. We will proceed as follows:

The portion not covered by the federal grant will be divided by four monthly payments (day-time), and five monthly payments (evening and weekend), which must be paid monthly on the indicated date by the Treasury Office.

The students must comply with the established payment agreement. An authorized Treasury Officer will personally deliver up-to-date statements to each active student. Invoices and account statements will be mailed to the students address that appear appears in the Registrar's Office. It is the student responsibility to provide the Institution the current address and telephone number. Any changes must be notified. We can also deliver information via the student's institutional email.

PAYMENT METHODS

Antilles College of Health accepts payments in cash, check (except in the last semester), money order, debit, or credit card charges and ATH Mobile. Payment can be made in person with the assigned officer. Graduate and students enrolled in the last module can pay with a certified or cashier's check.

For check payments not honored by the bank because of insufficient funds, the student will pay a \$15.00 surcharge on a first occurrence and \$20.00 on a second occurrence. If the bank returns the check a second time, the student will be required to make payment in cash including the surcharge.

RESPONSIBILITIES AND WARNINGS

The student is responsible of being aware of the Antilles College of Health payment rules by studying this policy and any other pertinent information. Antilles reserves the right to change or modify its payment policy at any moment

TUITION AND FEES (Effective July 2022)

The basic fees for study programs offered to students by the Institution are as follows:

Practical Nursing	\$ 11,565
Pharmacy Technician	\$ 15,460
Therapeutic Massage	\$ 13,492
Clinical Esthetic and Cosmetics	\$ 11,565
Embalming Technician and Funeral Director	\$ 15,780
Operating Room Technician with Orthopedics	\$ 11,595

Practical Nursing Program			
Total Cost: \$11,565.00			
		Admission	Certification
1 Term	\$3,855.00	\$25.00	
2 Term	\$3,855.00		
3 Term	\$3,855.00	_____	<u>\$50.00</u>

Pharmacy Technician Program			
Total Cost: \$15,460.00			
		Admission	Certification
1 Term	\$3,865.00	\$25.00	
2 Term	\$3,865.00		
3 Term	\$3,865.00		
4 Term	\$3,865.00	_____	<u>\$50.00</u>

Program of Therapeutic Mas- sage			
Total Cost: \$13,492.00			
		Admission	Certification
1 Term	\$3,855.00	\$25.00	
2 Term	\$3,855.00		
3 Term	\$3,855.00		
4 Term	\$1,927.00	_____	<u>\$50.00</u>

Clinical Esthetic and Cosmetics			
Total Cost: \$11,565.00			
		Admission	Certification

1 Term	\$3,855.00	\$25.00
2 Term	\$3,855.00	
3 Term	\$3,855.00	<u>\$50.00</u>

Embalming Technician and Funeral Director Program		
Total Cost: \$15,780.00		
	Admission	Certification
1 Term	\$3,945.00	\$25.00
2 Term	\$3,945.00	
3 Term	\$3,945.00	
4 Term	\$3,945.00	<u>\$50.00</u>

Operating Room Technician with Orthopedics Program		
Total Cost: \$11,595.00		
	Admission	Certification
1 Term	\$3,865.00	\$25.00
2 Term	\$3,865.00	
3 Term	\$3,865.00	\$50.00

CHANGES IN STUDY COSTS

Antilles College of Health reserves the right to establish changes in the costs of studies and fees, or any other service when deemed necessary.

The Institution has established some additional charges related to the curriculum, which are the sole the responsibility of the student.

ADDITIONAL CHARGES

1. **Enrollment Fee:** \$25.00: Must be paid prior to beginning studies. Refundable to rejected applicants or written cancellations on or within three days of signing the enrollment contract.
2. **Reinstatement Fee:** \$25.00: Refundable to rejected applicants or written cancellations on or within three days of signing the enrollment contract.
3. **Certification Fee:** \$50.00: Will be charged during the student's last semester of studies. Must be settled at the moment of completing graduation application.
4. **Credit Transcription Fee:** \$5.00: Will be charged for each credit transcription. The student must be current with all payments to be eligible to receive this official document.

5. **Identification Card and Parking:** The first will be free of charge. Additional identification cards or parking permits will have a cost of \$5.00 and \$3.00 respectively. Both are to be used during studies. Students who do not have the parking permit are not allowed to use the limited parking facilities offered by Antilles College of health.
6. **Withdrawal Fee:** \$100.00: Will only be charged to the student who withdraws.
7. **Removal of “Incomplete”:** \$10.00 per course.
8. **Diploma Duplicate:** \$25.00.
9. **Charge repeating Research Courses:** \$25.00
10. **Challenge Exam:** \$150.00

Other study costs incurred by the student are the cost of books, supplies, and uniforms for theory and/or practice. These costs will vary depending on the source of supplies chosen by the student. The Admissions Officer provides applicants with a list of textbooks for the study program of interest. The approximate cost of reference books and materials ranges from \$383.00 to \$1,171.00 according to the study program.

PAYMENT ARRANGEMENTS

Prior or at the beginning of each semester, the Treasury Office Representative provides the student information regarding the tuition cost, contract, and payment arrangements. In ACH, the Federal Pell Grant scholarship does not cover all tuition cost in the Institution. Management has established a payment arrangement that allows the students to fulfill their financial responsibility in an organized and programmed manner. The payment arrangement also applies to private students.

PAST DUE PAYMENTS

Students who fall behind on payments may be subject to sanctions by the Institution that may include partial or total suspensions. The Institution reserves the right to decline delivery of student documents, for lack of payment, related with academic evaluations such as, grade reports, graduation certifications and or certificates.

CANCELLATION AND INSTITUTIONAL REFUND POLICY

Once the enrollment contract is signed with Antilles College of health, the student will have three days to file a written cancellation of enrollment. If payment has been made, the student will receive a refund of the amount paid at the moment of cancellation, according to the following provisions:

The fees for admissions, readmission, and certifications are non-refundable, except for denied admission or readmissions or made a cancelation as stipulated above.

The student who withdraws from the Institution after the established refund periods are not entitled to reimbursement of the cost of the study program.

The student who withdraws from the Institution will have the right for a refund that results as a consequence of applying the Institution's policy in the following manner: (unearned cost)

Day Semester (15 weeks)		Night/ Weekend (20 weeks)	
Weeks Attended	Refund Percent	Weeks Attended	Refund Percent
1	90%	1	90%
2 - 3	50%	2 - 4	50%
4- 7	25%	5 - 9	25%
8 o more	0%	10 o more	0%

* From the start date

The cost for supplies and references books are the responsibility of the student, regardless of the contract, and therefore are not included in the refund.

The student will be responsible for the balance that the refund or the scholarship adjustment does not cover.

STUDENT AFFAIRS OFFICE

The main function of Student Affairs Offices is to offer a personalized service to the student to ensure that any need that hinders the achievement of their goal of completing their academic certificate is channeled. The objective is early identification and continuous intervention contributing to the development and integral well-being of the student in the personal, social, and vocational fields, to facilitate their academic achievement. The main function of the staff of the Office of Student Affairs is to orient individuals and / or groups and channel the situations presented by the students. To achieve this goal, the staff plans and facilitates various activities, meetings, workshops or talks that seek to ensure that students are effectively integrated into student life and achieve their academic goals.

The Department of Student Affairs will consist of the Retention, Counseling offices.

RETENTION

The Student Affairs Office's mission is to provide the students with academic and personal support services to respond to their needs in an expeditious, responsible, and effective way. The objective is to help the students in his adjustment and integration to university life, to encourage them in the progress of their studies and to reach their goals. Likewise, the student is expected to acquire experiences that strengthen their academic, personal, social, and professional development and growth.

SERVICES OFFERED BY THE RETENTION OFFICE

- Provides individual or group orientation in personal, occupational, and academic situations.
- Retain student population
- Coordination and orientation of University Life
- Provides follow-up to student absences
- Reinforces the orientation of the prevention of the use and abuse of drugs, alcohol, and smoking program.
- Develops in person or virtual workshops and lectures to help students develop social and personal skills.
- Develop strategies to attain academic achievement by the students.
 - Referrals to internal and external services
- Coordination and development of academic, cultural, personal, and professional growth and community work activities that foster a sense of belonging to the institution in the students.

PROFESSIONAL COUNSELING

The Counseling Office aims to assist students to develop as integral human beings, capable of reaching their maximum potential within an academic environment that fosters the development of knowledge, attitudes and skills that will allow them to achieve their personal, social, academic, and occupational goals.

To achieve this objective, the licensed professional counselors carry out individual and group interventions on a personal, academic, and vocational level. The services that the student receives from professional counselors are offered within the framework of confidentiality. The student may request services personally or may be referred by a member of the faculty or administration.

SERVICES OFFERED BY THE COUNSELING OFFICE:

- Provides individual and group counseling services in personal, occupational, and academic situations.
- Offers academic advice with the objective that students meet the requirements of the Satisfactory Academic Progress Policy.
- Provides follow-up of students who do not comply with the Satisfactory Academic Progress Policy.
- Coordinate requested reasonable accommodations.
- Offers crisis intervention services to students so they can develop skills that help them achieve emotional stability.
- Develops in person or virtual workshops and lectures to students to help them acquire or develop social and personal skills.
- Provides consulting services, counseling, and preventive strategies to the student community.
- Make referrals for psychological services in those cases that require it.
- Make referrals to external services in cases that require it.
- Maintains a close relationship with the teaching staff and administration to guarantee a better student service.

LABOR DEVELOPMENT OFFICE (PLACEMENT)

The Labor Development Office provides students guidance on the job search process and serves as a link between hiring companies and the Institution, offering job opportunities to our graduates.

GRADUATE SERVICES

- Work development workshops in order to manage a successful job interview and maintain ethical and professional conduct.
- We offer follow-up to graduates on their job search process

ORIENTATION OF THE PROCESS OF REVALIDATION OR PROVISIONAL LICENSE

- The student is given the application from the Board of Health Professionals.
- The student is provided with guidance and follow-up on the search for needed documentation for provisional license request.
- Counseling on how to seek for employment.

RESUME PREPARATION

- Guidance on how to prepare a professional resume.
- Send resume to various companies with open positions related to their profession.
- Orientation and Assistance on the preparation of a professional portfolio.
- Guidance and assistance in the preparation of a cover letter.

EMPLOYEE RESOURCE BANK

- Hospitals
- Medical Offices
- Senior Centers and hospices
- Pharmacies
- Funeral Homes and Cremation centers
- Spa Salons
- Companies related to their profession
- Health employment agencies
- Among other

The Labor Development Office makes contacts and alliances with different employers to supply graduates with interview opportunities to achieve employment in their area of study.

- We focus on companies interested in hiring our graduates.
- We coordinate interviews with different interested employers.
- We follow-up with employers to verify the candidate's status.

- We analyze candidates that were rejected in the interview process and offer tools and support to improve the candidate's weaknesses, as well as conducting a simulated interview.
- Graduates are able to prepare for a professional interview by having simulated interviews.

NO EMPLOYMENT GUARANTEE CLAUSE

Antilles College of Health does not guarantee employment to the student but offers assessment and counseling in this area. For Antilles College of Health, it is crucial that their graduates achieve their goals and professional objectives.

LEARNING RESOURCES CENTER

The Learning Resources Center is a fundamental part of our institution. It is a study center that offers services to all students. It provides a variety of resources for information research such as internet, photocopier, printer, books, pamphlets, professional magazines, newspapers, audiovisual equipment, among others.

Our Resource Center collects, organizes, and puts into circulation teaching resources and bibliographic material, promoting good study habits, reading and research using technology. This center has skilled and qualified professionals who offer guidance, support and encouragement in the teaching and learning process, to supplement knowledge acquired in their academic programs. Those students, who wish to request these services, must comply with regulations set for its use. These rules appear in the service guide, which is distributed throughout the school community.

IDENTIFICATION CARDS

As a security rule, it is required that students always carry their identification cards during their study and practice hours. Identification cards are provided by the Institution. Entrance will not be allowed to the building, classrooms or practice centers to any student who does not carry their identification card. The Institution reserves the right to suspend or to cancel the student's registration.

ADDITIONAL EDUCATION SERVICES

1. Orientation on the requirements of the Examining Boards - The Institution provides through the Program Directors and/or the Labor Development Officer, the application for revalidation once the student has completed all the requirements.
2. Revalidation Review - is offered to graduates of the Institution and persons from the community if there is enough enrollment.

SERVICES FOR STUDENTS WITH DISABILITIES

Antilles College of Health has access to wheelchairs and service for students with disabilities. We have an elevator accessible to classrooms and service departments.

Antilles College of Health provides services and reasonable accommodation so that students with disabilities enjoy the same opportunities as their peers with the highest degree of independence.

STUDY PROGRAMS

Antilles College of Health offers the following blended study programs specialized in the health field that lead to certificates:

- PHARMACY TECHNICIAN
- THERAPEUTIC MASSAGE
- CLINICAL ESTHETICS AND COSMETICS
- EMBALMING TECHNICIAN AND FUNERAL DIRECTOR
- OPERATING ROOM TECHNICIAN WITH ORTHOPEDICS
- PRACTICAL NURSING

These programs are offered during the day, evening, night and/or weekends, depending on student's enrollment. The start date of new courses for students will be established by Registrar's Office.

The study programs have been structured by academic sessions, with an approximate duration of no less than 16 weeks for semester for day sessions, and no less than 18 weeks approximately for nocturnal and weekend sessions. Holidays and academic recess periods are excluded.

All study programs have skill laboratories. These labs have the material and equipment necessary to develop required skills for the profession. A laboratory technician is assigned to assist the student as long as enrollment is greater than 20 students to guarantee an optimum teaching- learning process.

Antilles has health agencies where students can put into practice the acquired theory knowledge and laboratory skills. In the case of Clinical Esthetics and Cosmetics and Therapeutic Massage programs, they carry out their practice in Antilles and will be evaluated by the internship supervisor or program professor.

An alliance is established between Antilles and the practice center, by way of contract, ensuring the use of the clinical facilities. The students of Operating Room Technician with Orthopedics, and Practical Nursing programs are accompanied by a professor. The students of the Pharmacy Technician and Embalming Technician and Funeral Director programs are supervised by a tutor. Students are evaluated through their clinic practice period. The Program Directors and Assistants will keep up to date on students' performance.

The student must approve the clinical laboratory with a minimum of 70%, if not he/she must repeat it.

PRACTICE ORIENTATION

The Director of the Pharmacy Technician Program and the Clinic Coordinator will establish links with representatives of community, chain, hospital, and specialized pharmacies to coordinate these experiences.

The Director of the Embalming Technician and Funeral Director Programs oversees establishing alliances with funeral homes, to coordinate experiences in which the students of this program can participate.

In case of the Operating Room Technician with Orthopedics, Practical Nursing, and Medical Office Administration with Billing programs, the Program Director and Clinic Coordinator establish contact with hospital representatives, health centers, medical offices, and senior community centers to coordinate experiences according to the study program

PRACTICE REQUIREMENTS

To be able to start the official practice, every student will have to complete the following requirements:

1. **Academic Requirements:** The student must have approved all assignments from the theoretical phase before the start of the practice. Those students that have failed any one of the subjects will have to repeat them before starting their practice.

2. **Documentation Requirements** – Submit to the Program Director the following documents:

- Current Health Certificate
- Negative Criminal Record Certificate

Additional requirements for Hospital Clinical Area students:

- Chicken Pox Vaccines
- Evidence of Hepatitis B Vaccination
- CPR
- Particles Test
- Nose and Throat Culture
- AH1N1 Vaccine
- Other

Additional requirements for Pharmacy Technician students:

- Drug Test (required by some pharmacies)

Practice centers require that every practitioner, except for those in the Pharmacy Technician and Therapeutic Massage Programs, be vaccinated against Hepatitis B before beginning this study phase of the program. The Institution will make arrangements to administer the vaccine with the Program Director for the Operating Room Technician (ORT) and Practical Nursing Programs. If the student is interested in this vaccine through the Institution, he/she should request it two weeks in advance to the vaccination date.

3. Financial requirements – Students must be current on their payments

Every student who participates on the clinical must fulfill the assigned programming.

Students of the following programs must submit attendance evidence using the established forms required by the Examination Board for each Program.

- Pharmacy Technician
- Embalming Technician and Funeral Director

The following programs have the supervision of the professor or Practice Supervisor, who is responsible for registering the attendance of each student through the system.

- Practical Nursing
- Esthetics and Cosmetic Clinic
- Operating Room Technician with Orthopedics

Students of Pharmacy Technician Program have additional requirements established by the Pharmacy Examining Board.

The Program Director and/or the Clinical Area Coordinator designated communicates details about the nature of the clinical practicum to the students prior to the start of this phase.

PHARMACY TECHNICAL PROGRAM

Delivery: Residential/Blended

OBJECTIVES

Pharmacy Sciences play a significant role in the field of health in modern society, contributing to the areas of health prevention, promotion, and maintenance, as well as public safety and well-being. The pharmacy of today is a liaison center between doctor and patient, where the main objective is the patient's therapeutic care.

The new focus on counseling and health care has produced new demands in the nature and structure of the pharmacy. Some decades ago, the traditional pharmacy role consisted primarily of the dispensation of medical prescriptions by a registered pharmacist, who mixed formulas specified by a doctor, as well as remedies for simple conditions. In recent years, the pharmacist has become a medications specialist, adviser, and health educator. The pharmacist, in coordination with the doctor and other health professionals, has increased his/her responsibility in relation to pharmacotherapy results in conditions that affect health.

With the technological and scientific advances of the last decade, the pharmacist's role has also extended to the industrial market, functioning in areas such as supervision, evaluation, promotion, and sale of medications, as well as actively participating in their manufacturing, thus ensuring a high level of effectiveness and quality control.

These changes in the role of the pharmacist have created the need to train professionals with the required skills and abilities to assist the pharmacist in performing his/her duties, especially in the technical area of the services they provide.

Antilles College of Health has structured the Pharmacy Technician Program to fulfill its purpose of providing educational opportunities in technical careers of great demand in our society. This program is based on the following objectives:

1. To ensure all students are qualified and possess the required skills and knowledge to assist the pharmacist within a community, chain, institutional or specialized pharmacy establishment and to perform in the pharmaceutical industry.
2. To provide students with the basic knowledge that qualifies them to take the Puerto Rico Board of Pharmacy certification exam to obtain the Pharmacy Technician Certification.
3. To provide Pharmacy Technician students with a well-rounded education that prepares them for a basic level of competence in that role.

GRADUATE PROFILE

Upon completing the Pharmacy Technician Program, graduates will possess the following skills, according to the areas identified below:

AREA: Communication and Human Relations

1. Will assist the pharmacist in the process of helping consumers in the search and selecting medical products.
2. Will establish communication with doctors and other pharmacists according to instructions given by the licensed pharmacist.
3. Will demonstrate good habits and work ethics that promote a healthy environment in the pharmacy and the pharmaceutical industry, which are conducive to the establishment of quality health services.

AREA: Handling Medications

1. Will assist in prescription preparation under the pharmacist's instructions and supervision.
2. Will keep medication preparation equipment, bottling, packing supplies and pharmaceutical products in order and the necessary quantities.
3. Will prepare simple formulas and solutions, as well as label and identify them properly for their appropriate sale and distribution.
4. Will apply computer knowledge and skills in medical records preparation, dispensing medications and performing administrative tasks.
5. Will apply knowledge and skills of storage, conservation, labeling and bottling of finished pharmaceutical products.

AREA: Pharmacy Administration

1. Will assist the pharmacist with inventory maintenance and with the requisition of necessary articles and medications for the proper operation of the establishment.
2. Will receive merchandise and verify it against invoices.
3. Will calculate the selling prices of articles and medications according to the pricing policies established by the pharmacy and Puerto Rico regulations.

4. Will place received articles and medications in shelves according to product specifications.
5. Will identify expired products and dispose of them according to established pharmacy procedure and current pharmacy laws in Puerto Rico.
6. Will assist with health plans registration and payments processing.

AREA: Billing System Administration

1. Will demonstrate knowledge in the handling of the billing systems most used in pharmacy.
2. Will identify health plans and their requirements to accept and process a prescription.
3. Will assist in the gathering and collecting the signatures needed for the delivery of a prescription processed by the health plan.

AREA: Occupational Development

1. Will demonstrate ethical and legal knowledge in the practice of the occupation.
2. Will participate in activities related to pharmacy practice.
3. Will comply with the requirements for continued education to keep their knowledge and skills up to date, for their personal improvement and license renovation.

Note: The minimum % to approve clinical and skill labs is 70%; otherwise, the student will have to repeat the course.

PHARMACY TECHNICIAN PROGRAM
MODALITY: RESIDENTIAL/BLENDED

48 credits / Hours of Instruction = 1,785 / External Work = 187.5

Total Program Hours = 1,972.50 / Weeks = 68D / 77N / 77WC

CODE	COURSES	CREDITS
PHAR-220	Introduction to Pharmacy	1
PHAR-221	Pharmaceutical Legislation	2
PHAR-222	Basic mathematics	2
PHAR-223	Pharmacy Mathematics	2
PHAR-224	Posology	2
PHAR-225	Pharmacognosy	2
PHAR-226	Pharmacotherapy	6
PHAR-227	Dispensing Techniques	2
PHAR-228	Dispensing Techniques Laboratory	3
PHAR-229	Systems Administration and Pharmacy Electronic Billing	1
PHAR-230	Clinical Practice I	12
PHAR-231	Clinical Practice II	11
PHAR-232	Revalidation review	1
Total Credits		48

PHARMACY TECHNICIAN PROGRAM

MODULE PROGRAM

COURSE	CODE	CREDITS	HOURS
Student Life Seminar and Occupational Development	SEM-I	1	30
Introduction to Pharmacy	PHAR-220	1	30
Pharmaceutical Legislation	PHAR-221	2	60
Basic mathematics	PHAR-222	2	60

COURSE	CODE	CREDITS	HOURS
Pharmacy Mathematics	PHAR-223	2	60
Posology	PHAR-224	2	60
Pharmacognosy	PHAR-225	2	60

COURSE	CODE	CREDITS	HOURS
Pharmacotherapy	PHAR-226	6	180

COURSE	CODE	CREDITS	HOURS
Dispensing Techniques	PHAR-227	2	60
Dispensing Techniques Laboratory	PHAR-228	3	90
Pharmacy Electronic Billing and Systems Administration	PHAR-229	1	30

COURSE	CODE	CREDITS	HOURS
Clinical Practice I	PHAR-230	12	540
COURSE	CODE	CREDITS	HOURS
Clinical Practice II	PHAR-231	11	495
Revalidation review	PHAR-232	1	30

COURSES DESCRIPTION

PHARMACY TECHNICIAN PROGRAM

SEM-I

STUDENT LIFE SEMINAR AND OCCUPATIONAL DEVELOPMENT

1 CREDITS, 30 HOURS

The Student Life and Professional Development Seminar course focuses on student services, support mechanisms and guidance services provided by the educational institution. It provides tools to join a group, develop teamwork and resolve conflicts through self-restraint and dialogue. It emphasizes personal appearance and grooming, time management and understanding the environment and their future goals. Students will be performing 7.5 hours of external work related to course topics.

PHAR-220

INTRODUCTION TO PHARMACY

1 CREDITS, 30 HOURS

This course is designed to provide students the knowledge of basic pharmacy concepts ranging from historical data on pharmacy evolution since its origin up to modern times, pharmaceutical abbreviations, the different kinds of pharmacies, merchandise cost and sale, general marketing concepts, customer service and human relations. Students will know the basic processes involved in dispensing a prescription and everything related to their tasks as Pharmacy Technicians. In addition, they will focus on the administrative part of the pharmacy, centering on employee selection and types of clients, to ensure the competencies necessary to fulfill the service standards of quality while being in a professional scene. Students will be performing 7.5 hours of external work related to course topics.

PHAR-221

PHARMACEUTICAL LEGISLATION

2 CREDITS 60 HOURS

In this course the student learns how to identify different laws and rules that regulate the practice of pharmacy in Puerto Rico, their responsibilities, and limitations according to the Pharmacy Law # 247. They will learn other laws such as Controlled Substances Law, Continuing Education Law, HIPAA Regulation and HIPAA Law, among others. In addition to covering several of the administrative orders that regulate the pharmacy profession. Students will be performing a total of 15 hours of external work related to the course material.

PHAR-222

BASIC MATHEMATICS

2 CREDITS 60 HOURS

The purpose of the Basic Mathematics course is to generate a favorable attitude among all students towards mathematics and to stimulate their interest towards the study of mathematics by means of a review of basic sum, subtraction, multiplication, and division operations using whole numbers, fractions, and decimals, as well as provide an introduction to basic pharmaceutical calculations. Students will be performing 15 hours of external work related to the material of the course.

PHAR-223

PHARMACEUTICAL MATHEMATICS

2 CREDITS 60 HOURS

The Pharmaceutical Mathematics course is designed so that students can learn the common pharmaceutical calculations. The course begins with a discussion of the numbering system, which includes Roman and Arabic numerals. Proportions and percentages are discussed, including verbal problems. The course also allows students to learn and familiarize themselves with the different measuring systems used in a pharmaceutical establishment, as well as perform the calculations necessary for the dispensation of prescriptions and the preparation of simple dosage formulas. Students will learn how to calculate the quantities of active ingredients needed to prepare specific quantities of the medication. Students will be performing 15 hours of external work related to the material of the course.

PHAR-224

POSOLOGY

2 CREDITS 60 HOURS

In its content, this course describes posology, the different types of dosage, potency, concentration, overdose, self-medication, drug addiction, and others. The different routes and forms of dosage in the administration of medicines and the considerations in the determination of the doses will be discussed. Students will identify the most common interactions between some medications and be able to relate to the corresponding uses and dose of the antidotes. Students will also be able to provide general information regarding the most common medications sold in the United States and Puerto Rico. Students will be performing 15 hours of external work related to the material of the course.

PHAR-225

PHARMACOGNOSY

2 CREDITS 60 HOURS

In this course, students will learn about the history and the evolution of pharmacognosy, from ancient to modern times. Students will learn drug classifications according to their origin and description by considering their physical, chemical, and organoleptic characteristics. In addition, they will learn the most common medicinal plants used in Puerto Rico. Students will be performing 15 hours of external work related to the material of the course.

PHAR-226

PHARMACOTHERAPY

6 CREDITS 180 HOURS

The Pharmacotherapy course allows students to learn the scientific basis for the therapeutic use of drugs and contributes to the acquisition of knowledge of the functions of the organism. Students will learn the biochemical and physiological effects, mechanisms of action, absorption, distribution, biotransformation, excretion, and therapeutic uses of drugs. In addition, the course presents the components of the human body and their functions. The course also teaches the normal functions of the body, in order to later understand the pathology and deviations associated with illnesses. Students will be performing a total of 45 hours of external work related to the course material.

PHAR-227

DISPENSING TECHNIQUES

2 CREDITS 60 HOURS

This course is designed to train students to recognize the correct use of the necessary equipment minimally required by law for dispensing prescriptions at a pharmacy. Students will have the opportunity to work with the most commonly used medical abbreviations and learn how to interpret these on prescriptions with a minimum percentage error. Students will be able to identify the factors to consider when packing and storing medications. Students will also be exposed to the different resources available to research information related to the profession. They will learn the basic concepts of institutional and specialized pharmacies, sterile preparations, and the correct use of the various laminar flow hoods, as well as learn about the pharmaceutical industry to help in the establishment of quality health services based on OSHA regulations. Students will be performing a total of 15 hours of external work related to the course material.

PHAR-228

DISPENSING TECHNIQUES LABORATORY

3 CREDITS 90 HOURS

This course is designed for students to be trained on the proper use and handling of pharmaceutical equipment and materials through realistic laboratories. Students will be able to identify the use and handling of chemical reagents. Through practical exercises, students will learn to correctly label prescriptions and identify necessary auxiliary labels to provide the appropriate guidance to the patient. Students will identify the factors to consider when packaging and storing medications and will prepare simple liquid and solid formulations. Students will be performing a total of 22.5 hours of

external work related to the course material.

PHAR-229

PHARMACY SYSTEMS MANAGEMENT AND ELECTRONIC BILLING

1 CREDIT 30 HOURS

This course has the intention of showing, from a contemporary perspective, the basic foundations of the computer and their adapted language to data processing. Students will recognize the several software used in the process of dispensing a prescription. They will be able to determine the operating systems most commonly used in the pharmacy for optimal performance in the administrative area. Students will learn the process of data entry through a fast and effective handling of the keyboard. They will also learn to recognize the positive impact of the use of electronic equipment in the pharmacy, such as: codes reading equipment, Parata Max, digital balance, among others, besides enabling the identification of the necessary information for prescription processing with health plans. Students will be performing a total of 7.5 hours of external work related to the course material.

PHAR-230

CLINICAL PRACTICE I

12 CREDITS 540 HOURS

This Internship phase is carried out in different types of pharmacies, such as: community, chain, institutional and specialized pharmacies. Students are supervised by licensed pharmacists who are authorized to exercise the profession in Puerto Rico. Students apply the theoretical knowledge and skills needed to perform in the Pharmacy Technician profession and to achieve successful approval of the Board exam.

PHAR-231

CLINICAL PRACTICE II

11 CREDITS 495 HOURS

This is a continuation of the Pharmacy Technician Internship in different types of pharmacies. Students reinforce the skills and knowledge acquired in the classroom by means of repetition. It promotes the expert performance of their tasks and responsibilities, as well as attain a better preparation to successfully approve the Board exam.

PHAR-232

REVALIDATION REVIEW

1 CREDIT 30 HOURS

This course is designed to analyze and emphasize basic skills, themes and concepts that will be evaluated in the exam to attain the certification of Pharmacy Technician in Puerto Rico, as provided for by Act No. 247, the Puerto Rico Pharmacy Act of 3 September 2004. Students will be performing a total of 7.5 hours of external work related to the course material.

THERAPEUTIC MASSAGE PROGRAM

Modality: Residential/Blended

The Therapeutic Massage program is based and consistent with our institutional philosophy which conceives the human being as unique by nature, sociable and center of all educational management. Exposed to a changing and dynamic world in which everyday responsibilities and events increasingly alter their physical and emotional state and where health services have been developed in an extraordinary way creating new demands for services and alternative treatments to prevent, maintain and rehabilitate health.

That's why we focus on a training of excellence for massage therapists; this allows them to assist a public affected by the great pressures of daily life or suffering from stress and/or some muscle-skeletal conditions, offering specific massage treatments that release, to some degree, the accumulation of tension and promotes prevention or facilitate rehabilitation and restoration of health. This is the philosophy of the Therapeutic Massage program.

The Therapeutic Massage program, trains students in one of the fastest growing careers today. It is also one of the modalities permitted by law, in part, to other health professionals. The program will also help and be essential for those who practice massage professionally and want to accumulate contact hours at a government-recognized institution to meet the academic requirements established by law.

Learning experiences comprise three phases: Theory, practical laboratory, and external and internal clinics. The theoretical courses and laboratories are aimed at training the student with the basic knowledge, technical skills, and attitudes inherent in this occupation. The clinical experiences provide a scenario for executing the techniques learned as preventive or rehabilitation treatments, reinforcing their training, and ensuring better occupational performance.

Theoretical studies and learning experiences train the student to take the Credentialing exams required by state and federal laws.

The Therapeutic Massage program also motivate the student to participate in continuous education and community programs, thus showing responsibility for his personal development and Professional and community well-being.

The education of Therapeutic Massage prepares for a basic level of competence for the position.

PROGRAM OBJECTIVES

2. To train the student with the knowledge, techniques, practices, and skills necessary to perform as a massage therapist in different work scenarios.
3. To apply different techniques of therapeutic massage in different regions of the body and its therapeutic effects.
4. To develop in the students a professional attitude, ethical and humanist training required in the field of massage therapist.
5. To achieve the student's integral and cultural development as the central concept for the effective and successful practice of massage therapy.
6. To promote a multidisciplinary and continuing education.

GRADUATE PROFILE

The graduate will show mastery in the following competencies:

AREA: GENERAL

1. Know and apply Law No. 254- Massage Therapist in Puerto Rico.
2. Perform a professional, ethical, and humanistic practice with clients and employers.
3. Will be highly competitive in the labor field.
4. Apply different manipulations according to the client's needs.

AREA: SPECIFICS

1. Analyze Law No. 254 and the regulations that apply to the procedure of their work.
2. Practice and apply hygienic techniques for the prevention of infections.
3. Apply preventive and/or rehabilitation treatments to improve the client's occupational performance.
4. Apply different modalities of therapeutic massage.
5. Actively participate in the integration of new modalities in their technical repertoire with the purpose of keeping up to date in their profession.

Note: The minimum to approve the labs and clinics must be at least 70%; therefore, the student will have to repeat the class.

**THERAPEUTIC MASSAGE PROGRAM
MODALITY: RESIDENTIAL/BLENDED**

**42 credits / Hours of Instruction = 1,260 / External Work = 315
Total Program Hours = 1,575 / Weeks = 60D / 70N**

PROGRAM COMPONENTS

CODE	COURSES	CREDITS
MAS-301	Pathology	2
MAS-302	Reflexology	1/1
MAS-303	Massage for Special Populations	1/1
MAS-304	Swedish Massage Techniques, Chiromassage, and Lymphatic Drainage	1/3
MAS-305	Entrepreneurship and Artisanal Aromatherapy	1/1
MAS-306	Shiatsu	1/3
MAS-307	Trigger Point	1/1
MAS-308	Oriental Clinical Therapy and AMMA	3/1
MAS-309	Craniosacral	1/1
MAS-310	Polarity	1/1
MAS-311	Structural Kinesiology	1/1
MAS-312	Thai massage	1/1
MAS-313	Spa Techniques and Clinical Hydrotherapy	1/3
MAS-314	Sport massage	1/1
MAS-317	Credentialing Review	1
MAS-318	Laboratory of Internal Practice	5
TOTAL CREDITS		42

**THERAPEUTIC MASSAGE
MODULE PROGRAM**

Course	Code	Credits	Hours	External work hours
Pathology	MAS-301	2	60	15
Reflexology	MAS-302	1/1	30/30	15
Special Population Massage	MAS-303	1/1	30/30	15
TOTAL		6	180	45

Course	Code	Credits	Hours	External work hours
Swedish Massage Techniques, Chiro- massage and Lymphatic Drainage Techniques	MAS-304	1/3	30/90	30
Entrepreneurship and Artisanal Aroma- therapy	MAS-305	1/1	30/30	15
TOTAL		6	180	45

Course	Code	Credits	Hours	External work hours
Shiatsu	MAS-306	1/3	30/90	30
Trigger Point	MAS-307	1/1	30/30	15
TOTAL		6	180	45

Course	Code	Credits	Hours	External work hours
Clinical Oriental Therapy and AMMA	MAS-308	3/1	90/30	30
Craniosacral	MAS-309	1/1	30/30	15
TOTAL		6	180	45

Course	Code	Credits	Hours	External work. hours
Polarity	MAS-310	1/1	30/30	15
Structural Kinesiology	MAS-311	1/1	30/30	15
Thai Massage	MAS-312	1/1	30/30	15
TOTAL		6	180	45

Course	Code	Credits	Hours	External work hours
SPA Techniques and Clinical Hydro-therapy	MAS-313	1/3	30/90	30
Sport Massage	MAS-314	1/1	30/30	15
TOTAL		6	180	45

Course	Code	Credits	Hours	External work hours
Revalidation Review	MAS-317	1	30	7.5
Internal Practical Lab	MAS-318	5	150	37.5
TOTAL		6	180	45

THERAPEUTIC MASSAGE PROGRAM COURSE DESCRIPTIONS

PATHOLOGY

2 CREDITS, 60 HOURS

MAS-301

Pathology is the study (lodge) of suffering (pathos). More specifically, it is the discipline that unites the basic sciences and clinical practice in the study of the structural and functional changes of the cells, tissues, and organs in the disease. With the use of varied techniques, the pathology tries to explain the reason for the manifestation of the disease, the symptoms, and the basis for clinical care of effective therapies. The student will learn to identify the most common conditions for their own and their client protection. Students will be performing 15 hours of external work related to the course topics.

REFLEXOLOGY

2 CREDITS, 30/30 HOURS

MAS-302

Foot Reflexology is the study and practice of pressing specific points in the microsystem of the foot that correspond to other parts of the body. This practice is more than 4,000 years old and has been widely used in India, China, Thailand, Japan, and Korea to mention healing systems of some cultures. Contrary to generalized concepts, Reflexology stimulates about 7,000 nerve endings in the feet, and does not floss or relax the system. Remember that Reflexology should not be confused with Foot Relaxation Massage. However, the combination of both is not contraindicated. Students will be performing 15 hours of external work related to course topics.

MASSAGE IN SPECIAL POPULATIONS.

2 CREDITS, 30/30 HOURS

MAS-303

This course seeks to provide students with an understanding of massage for special groups. Different areas such as prenatal massage, infant massage, massage for children, and massage for the elderly and individuals with disabilities are covered. Each special group has techniques and protocols that apply to the client's needs. Massage for people with critical illnesses and infectious diseases are taken into consideration. Students will be doing 15 hours of outside work related to course topics.

SWEDISH MASSAGE, CHIROMASSAGE AND DRAINAGE TECHNIQUES

4 CREDITS, 30/90 HOURS

MAS-304

This is the most well-known massage in the western world, in fact, most massage schools teach this therapy. European massages use Western systems of anatomy and physiology, this massage was developed in 1830 by the Swedish Peter Henrik Ling and at the end of the last century his massage was introduced in the USA and since then, it has been enormously popularized. Swedish massage uses oil to prevent friction with the skin. In addition, this oil should be heated slightly before use. It has several movements, active and passive, which combine, but these must always be against the circulation to stimulate it, that is, in a centripetal direction towards the heart. Students will be performing 30 hours of external work related to course topics.

ENTREPRENEURSHIP AND ARTISANAL AROMATHERAPY

2 CREDITS, 30/30 HOURS

MAS-305

Students will learn in detail their role as an entrepreneur and how customer service is integrated into a mission of social responsibility. They will also learn how to apply the code of ethics of the therapist as indicated in the official regulation of the Board of Massage attached to the Department of Health. They will study the concepts of Aromatherapy where history is analyzed, essential oils, their uses, properties, benefits, contraindications, recommended doses and how it affects the different anatomical systems of the body. Students will be performing 15 hours of external work related to course topics.

SHIATSU

4 CREDITS, 30/90 HOURS

MAS-306

The founder of Shiatsu Therapy, Tokujiro Namikoshi-sensei, was seven years old when he completely healed his mother suffering from rheumatism. He only used his thumbs, fingers, and palm to press his body. This is how Shiatsu began in 1912. As an adult he established his College in Japan and in 1964 the Japanese Minister of Health recognized Shiatsu as a truly Japanese treatment. The word "Shiatsu" was believed to have been used by Tempeki Tamai in the 1900s. Namikoshi - sensei was influenced by and gave the name of Shiatsu Ryoho to his treatment. Then the name and teaching system was modified. They will learn the art of the digital pressure according to the technique of Namikoshi. Students will be performing 30 hours of external work related to course topics.

TRIGGER POINT**2 CREDITS, 30/30 HOURS****MAS-307**

We use the modality developed by Bonnie Prudenn, which locates the root of muscular pain and sensitive satellite areas and neutralizes the irritated points relieving acute and chronic conditions. It is considered a deep therapy that helps eliminate trigger points that initiate a chain of reactions that cause pain. Students will be performing 15 hours of external work related to course topics.

ORIENTAL CLINICAL THERAPY AND AMMA**4 CREDITS, 30/90 HOURS****MAS-308**

The Eastern Clinical Therapy (TCO) is defined as a combined, organized, and systematic modality of therapeutic techniques of east and west, practiced in a natural professional environment, as part of the Natural Health Model and with the purpose of contributing to the patient's homeostasis. Quick and effective combinations of existing treatments and others developed by experts are used to balance the energies, thus raising the Qi, or vital energy. This treatment system was the result of years of study, observation and practice of Prof. Jaime Rivera Lehman, founder of the Antilles College Massage Program, Columbia Central University and consultant for the study and writing of the Puerto Rico Massage Act. AMMA therapy, including Tui-Na manipulations will be studied. It consists of the application of manual techniques to stimulate and mobilize stagnant energy and blood in the meridians, muscles, and joints for therapeutic and prevention purposes. The technique includes kneading, pressure, mobilization and manual stimulation of acupuncture points and meridians as well as therapeutic exercises. Students will be performing 30 hours of external work related to course topics.

CRANIOSACRAL**2 CREDITS, 30/30 HOURS****MAS-309**

Craniosacral Therapy is a modality in which the hands are placed in specific areas of the client's body and through the fingers and hands the body rhythms are heard to detect the imbalances of the body. The therapy is used to work the tissues surrounding the brain, spinal cord, sacrum, and central nervous system. Craniosacral Therapy has been successfully used by physicians, osteopaths, neuropaths, physical therapists, and massage therapists, among others. Students will be performing 15 hours of external work related to course topics.

POLARITY**2 CREDITS, 30/30 HOURS****MAS-310**

The Polarity Paradigm offers a model that embraces the theory and practical application of the fundamental principle that energy influences the healing process. This knowledge empowers the therapist to unravel and synthesize the complex diversity of effects that arise from a multitude of causal facts, through rational and intuitive observation of the patient's attitude and behavior, self-image, personal beliefs, and even how it energetically expresses these modeling forces through the body to understand how energy organizes the vital and psychological processes of the human form through five phases. It is an intense and enriching therapy. Students will be performing 15 hours of external work related to course topics.

STRUCTURAL KINESIOLOGY**2 CREDITS, 30/30 HOURS****MAS-311**

Kinesiology begins as a study of human movement that has as an ideal to analyze the components that participate in such skill as the muscular, skeletal, and nervous system among others. It is a scientific method that studies the anatomy with agonistic and antagonistic zones to understand the strengths and weaknesses of the angulations of the human body. Most of the muscles of the human body are small muscles located in the hands, feet, and spine. Biomechanics is an area of interdisciplinary knowledge that study the kinematic and mechanical phenomena that living beings present, considered as complex systems formed by tissues, solids, and mechanical bodies. This area of knowledge relies on several biomedical sciences, using the knowledge of mechanics, engineering, anatomy, physiology, and other disciplines, to study the behavior of the human body and solve the problems arising from the various conditions that can be subdued. Students will be performing 15 hours of external work related to course topics.

THAI MASSAGE**2 CREDITS, 30/30 HOURS****MAS-312**

The traditional Thai massage, known as Nuad Bo Rarn, offers a complete and effective training in the unlocking of the meridians Sen. It is an intense therapy that requires much energy and concentration from both the therapist and the client. This modality does not require the use of stretchers. Students will be performing 15 hours of external work related to course topics.

SPA AND CLINICAL HYDROTHERAPY TECHNIQUES

4 CREDITS, 30/90 HOURS

MAS-313

SPAs are dedicated to strengthening the well-being through a variety of body and facial treatments which promote the renewal of mind, body, spirit and in many cases strengthen the emotional plane. It is the space that the client has to pamper, release stress, and nourish the skin by health professionals. Students will be doing 15 hours of external work related to course topics. The student will learn to analyze the healing power of water and how to use temperature changes in specific injury and health conditions. They will study the history of hydrotherapy including the contribution made by Priessnitz, Sebastián Kneipp and Manuel Lezaeta Acharán, whose theory summarizes the main contributions of the great masters of contemporary hydrotherapy, and how to complement with other therapies. Students will be doing 30 hours of external work related to course topics.

SPORTS MASSAGE

2 CREDITS, 30/30 HOURS

MAS-314

Sports massage is basically a form of therapy that is applied to healthy people who practice sports. It demands more effort from the therapist than other types of massage, but, above all, it obliges him/her to know the specific muscle groups involved in the sports discipline, which will be, together with the corresponding joints, the most demanding regions due to the innumerable demands of competition and the repetition of the same movements typical of each sport. The therapist who chooses this specialty will also know the typical injuries of each sport, their signs, and symptoms, and will rigorously respect the limitations of his professional practice. CPR is included because it is a useful tool in strong sports events and by requirement of the Massage Examining Board. Students will be doing 15 hours of external work related to course topics.

CREDENTIALING REVIEW

1 CREDITS, 30 HOURS

MAS-317

This course is a review of all the subjects studied during the delivery of the Therapeutic Massage program focusing on topics that can be touched upon in the revalidation of the profession as a massage therapist. The student will study the history and modalities, anatomy and physiology, pathology, precautions, contraindications and special populations, manipulations in soft tissues, treatment planning and client evaluations, law and ethics and professional practice in massage. These topics are studied with the purpose of reinforcing areas and the student can perform better when taking the Credentialing exam. Students will be doing 7.5 hours of external work related to course topics.

INTERNAL PRACTICE LABORATORY**5 CREDITS, 150 HOURS****MAS-318**

The internship was designed for the student to put into practice all the knowledge and manipulations as a massage therapist. This exposes the student to diverse communities and job markets by providing professional experience and confidence. A total of 37.5 hours of external work related.

CLINICAL ESTHETICS AND COSMETICS PROGRAM

MODALITY: RESIDENTIAL/BLENDED

PROGRAM DESCRIPTION

This program was created to develop students' knowledge and psychomotor skills in the art and science of skin care. It promotes the development of disciplines of the profession such as anatomy and physiology, nutrition, facial and body treatments, makeup application, manicure and pedicure, laser knowledge and applications, as well as medical terminology, vital signs, and basic skills such as identification, management of equipment and surgical instrumentation and the use of aseptic techniques in the practice of the profession, all focused on integrating beauty and health into skin care. It includes knowledge in the management of the profession according to the laws that apply and the service to the client. Graduates will be capable and competitive and will be able to practice basic and clinical esthetics in esthetic clinics, dermatologists' offices, plastic surgeons' offices, esthetics schools as instructors, cosmetics distributors, makeup artists, and beauty salons among others.

The Esthetic Clinic and Cosmetic education prepare the student for a basic level of competence to practice the profession of Clinical Esthetics.

PROGRAM OBJECTIVES

According to the educational philosophy of Antilles College of Health, the Clinical and Cosmetic Esthetics Program has been developed to serve the following objectives:

1. To train the student with the knowledge, techniques, practices, and skills necessary to perform as clinical estheticians in different work scenarios that require the care, maintenance, and beautification of the skin of the whole body.
2. To train the student in medical terminology, the management of basic surgical equipment and instruments and the use of aseptic techniques to assist in the care and management of patients in medical and esthetic treatments.
3. To train the student in the knowledge of the parameters, indications, and contraindications of the use of the laser technology and light therapies to apply it in the practice of his/her profession.
4. To develop the scientific knowledge in students that serves as a basis to develop the necessary criteria to determine the treatments and services to be offered depending on the needs of each client, based on an analysis of both the skin, habits and conditions of each client.
5. To develop the attitude and ethical behavior in students required in the field of esthetics, emphasizing professional, legal, and personal responsibilities regarding the privacy, confidentiality, and mental and physical integrity of the client.

6. Provide the students the opportunity to investigate, analyze and self-evaluate to improve their technique and bear personal and educational limitations that lead them to complete their studies and exercise their career with skills, confidence, and knowledge.
7. Prepare a multifaceted esthetic professional who is trained at a basic level of competencies to meet the demands of their occupation.
8. Motivate students to continue their professional growth, given the innovative and changing nature of the skin care industry in line with advances in technology and science.

GRADUATE PROFILE

At the end of Clinical Esthetics and Cosmetics course, the graduate will demonstrate domain of the following competencies, according to the areas identified below:

AREA: Communication, Compliance and Human Relations

1. Graduates will know and apply the corresponding law of their occupation.
2. Graduates will be able to perform a professional ethical and legal practice that demonstrates good relationships with partners, clients, and their employers.
3. Graduates will be able to identify illegal or unethical behavior and their possible sanctions.
4. Graduates will be highly competitive in their field of work; their customers and employers will be satisfied.
5. Graduates will feel a lot of pride in the work done and will provide a care service to their client, they will also feel satisfied and be aware of and appreciate their influence on the physical and emotional health, and self-esteem of their clients.

AREA: Occupational Development

1. Graduates will perform skin tests, as well as determine the appropriate treatment to apply.
2. The graduates will understand the physics of the laser and will determine its application, according to the parameters and the condition of the skin, following the necessary safety to protect him/herself, and the client.
3. Graduates will perform facial and body treatments with different types of light therapies as part of procedures to improve the different conditions that affect the appearance and health of the skin.

4. Graduates will apply the skills knowledge developed in the esthetic clinical environment, identify, and manage the equipment, basic surgical instruments, and medical terminology to assist in minor surgical-esthetic care.
5. Graduates will effectively perform a variety of facial and body esthetic treatments that will benefit the skin of their client.
6. Graduates will effectively perform the basic protocols of facial, body, manicure, pedicure, hair removal treatments using the indicated appliances and cosmetics.
7. The graduates will apply knowledge in makeup and its application in the different scenarios.
8. Graduates will apply the acquired knowledge in nutrition to recommend their clients a balanced nutrition for their well-being that is reflected in the health of their skin.
9. Graduates will apply the knowledge acquired in aromatherapy to make soaps, creams, candles, and oils with beneficial properties to treat conditions.
10. Graduates will always observe hygiene and aseptic procedures in their practice.

Note: The minimum % required to approve the clinical and skill labs is 70; otherwise, the student will have to repeat the course.

CLINICAL ESTHETICS AND COSMETICS PROGRAM
MODALITY: RESIDENTIAL/BLENDED

36 credits / Hours of Instruction = 1,080 / External Work = 270
Total Program Hours = 1,350 / Weeks = 52D / 62N

PROGRAM COMPONENTS

CODE	COURSES	CREDITS
BIOL-I	Anatomy and Physiology	2
COM-I	Introduction to Computer Technology	1
SEM-I	Seminar on Student Life and Occupational Development	1
ESTH-400	Basic Concepts of Esthetics	2
ESTH-401	Facial Esthetics	1/4
ESTH-402	Nutrition and health	1
ESTH-403	Professional makeup	1/1
ESTH-404	Manicure and pedicure	1/1
ESTH-405	Entrepreneurship and Artisanal Aromatherapy	1/1
ESTH-406	Body Esthetics and SPA Techniques	1/3
ESTH-407	Hair Removal	1/1
ESTH-408	Understanding Cosmetic Laser and Light Therapies	1/2
ESTH-409	Aseptic, Medical and Surgical Techniques	1/2
ESTH-410	Internal Practice Laboratory	6
TOTAL CREDITS		36

CLINICAL ESTHETICS AND COSMETIC PROGRAM

PROGRAM MODULE

COURSE	CODE	CREDITS	HOURS
Anatomy and Physiology	BIOL-I	2	60
Introduction to Computer Technology	COM-I	1	30
Seminar on Student Life and Occupational Development	SEM-I	1	30
Basic Concepts of Esthetics	ESTH-400	2	60

COURSE	CODE	CREDITS	HOURS
Facial Esthetics	ESTH-401	¼	30/120
Nutrition and health	ESTH-402	1	30

COURSE	CODE	CREDITS	HOURS
Professional makeup	ESTH-403	1/1	30/30
Manicure and pedicure	ESTH-404	1/1	30/30
Entrepreneurship and Artistic Aromatherapy	ESTH-405	1/1	30/30

COURSE	CODE	CREDITS	HOURS
Body Esthetics and SPA Techniques	ESTH-406	1/3	30/90
Hair Removal	ESTH-407	1/1	30/30

COURSES	CODE	CREDITS	HOURS
Understanding Cosmetic Laser and Light Therapies	ESTH-408	½	30/60
Aseptic, Medical and Surgical Techniques	ESTH-409	½	30/60

COURSE	CODE	CREDITS	HOURS
Clinical Aesthetics Internship	ESTH-410	6	180

COURSE DESCRIPTION

CLINICAL ESTHETICS AND COSMETICS PROGRAM

COM-1

INTRODUCTION TO COMPUTER TECHNOLOGY

1 CREDIT, 30 HOURS

Introduce students to the computer world, its composition, flexibility, and application. Offer knowledge on electronic equipment used to process data, their interrelation with computers and the way of communicating with it using integrated systems. Students will acquire knowledge of the Operating System. Use of the lab is required. Students will be performing 7.5 hours of external work related to course topics.

SEM-I

STUDENT LIFE AND PROFESSIONAL DEVELOPMENT SEMINAR

1 CREDIT, 30 HOURS

The Student Life and Professional Development Seminar course focuses on student services, support mechanisms and guidance services provided by the educational institution. It provides tools to join a group, develop teamwork and resolve conflicts through self-restraint and dialogue. It emphasizes personal appearance and grooming, time management and understanding the environment and their future goals. Students will be performing 7.5 hours of external work related to course topics.

BIOL-I

ANATOMY AND PHYSIOLOGY

2 CREDITS, 60 HOURS

This course provides the students knowledge of the structures and functions of the normal human body to understand deviations associated with diseases. Students will be performing 15 hours of external work related to course topics.

ESTH-400

FUNDAMENTAL CONCEPTS OF ESTHETICS

2 CREDITS, 60 HOURS

This course presents the foundations on which the profession of Aesthetics is developed. It starts with the history of skin care and the SPA origins. It presents microorganisms and the relationship they have with our life and specifically with esthetics. It also presents the harmful effects that can cause diseases and the principles and practices of an aseptic procedure for the control of infections. In addition, it includes basic chemistry knowledge and chemistry applied to cosmetics, matter, their properties, and their physical and chemical changes. It also includes the potential of hydrogen (pH), the preparation and uses of cosmetics that clean and beautify the skin as solutions, suspensions, and emulsions. Students will be performing 15 hours of external work related to course topics.

ESTH-401

FACIAL ESTHETICS

5 CREDITS 30/120 HOURS

This course presents a comprehensive theoretical and practical study of the main facial treatments, their benefits and techniques, skin analysis and extraction methods. It also presents the different types of skin and techniques of facial massage as well as its benefits and contraindications, diseases and disorders of the skin and a technical knowledge of electricity to understand the fundamental properties and their role in skin care in conjunction with the esthetics apparatus. It will allow the student to apply techniques for the diagnosis and care of the skin; will use the correct protocols and techniques for treatments and facial massages. Students will be performing 37.5 hours of external work related to course topics.

ESTH-402

NUTRITION AND HEALTH

1 CREDIT, 30 HOURS

This course introduces the nutrition and importance of water intake as the basis for overall skin health and good appearance. It summarizes macro and micro-nutrients, vitamins, minerals, and dietary resources important for a healthy metabolism in the human body. It presents balance and nutritional control and signs of poor nutrition. It also presents eating and weight disorders. Students will be performing 7.5 hours of external work related to course topics.

ESTH-403

PROFESSIONAL MAKEUP

2 CREDITS 30/30 HOURS

This course presents the history and application of cosmetics, its components, and active principles. It presents the different theories of makeup and related topics such as color theory, head-to-face proportions, shadow techniques, as well as subtle, light, and dramatic makeup. The student will practice the makeup for special different occasions and environments, makeup for TV, for men, among others. Students will be performing 15 hours of external work related to course topics.

ESTH-404

MANICURE AND PEDICURE

2 CREDITS 30/30 HOURS

This course presents the nail's structure and function, next to the appropriate protocol for manicure and pedicure. The nail pathologies are discussed, and it emphasizes the use of the equipment for cleaning and disinfecting the feet. It also presents the appropriate way to manipulate and apply nail polish as well as massage and cabin treatments for the hands, feet, and legs. This practice is designed to apply, evaluate, and improve the correct manicure and pedicure skills, procedures, and different cabin treatments. They will also perform massage procedures on the hands and feet. Students will be performing 15 hours of external work related to course topics.

ESTH 405

ENTREPRENEURSHIP AND ARTISANAL AROMATHERAPY

2 CREDITS 30/30 HOURS

This course familiarizes the student with the necessary basic concepts and tools to understand and capture the nature of the business. It also identifies existing business opportunities in the market and helps determine the legal structures and permits that are required to establish a business and how to manage it. It promotes the attitude and ethical behavior required in the field of esthetics. It emphasizes the professional, legal, and personal responsibilities of the esthetician regarding the privacy, confidentiality, and mental and physical integrity of the client. Integrates Artisanal Aromatherapy as a business project, as it presents the origin of essential oils, their uses, properties, benefits, and service precautions. Students will prepare recipes for soaps, creams, candles, among others, that can be developed as a craft company. Students will be performing 15 hours of external work related to course topics.

ESTH-406

BODY ESTHETICS AND SPA TECHNIQUES

4 CREDITS 30/90 HOURS

This course presents a broad theoretical and practical study of the different conditions most treated such as: cellulite, overweight, stretch marks and flaccidity, as well as the main treatments and body therapies most requested in the esthetic centers or spas. It also presents the different types and techniques of body massages, their benefits and contraindications, and diseases and disorders of the body. Students will practice the intensity, rhythm, pressure, direction, and duration of the manipulations, as well as the posture around the gurney. The relaxation and anti-stress therapies will be applied as well as body treatments to nourish and moisturize the skin, along with the indicated equipment. Students will be performing 30 hours of external work related to course topics.

ESTH-407

HAIR REMOVAL

2 CREDITS 30/30 HOURS

This course will provide the student with the relevant theoretical knowledge and practical skills required for hair removal, the differences between epilation and hair removal, the different methods of removal: tweezers, electric machines, adhesive films, and wax in all its varieties. They will perform processes of preparation of the skin, application of the product and contraindication for the hair removal; they will use products for after the hair removal and hair growth retarders. Students will be performing 15 hours of external work related to course topics.

ESTH-408

UNDERSTANDING COSMETIC LASER AND LIGHT THERAPIES

3 CREDITS 30/60 HOURS

This course provides basic theoretical and practical instruction in the most necessary aspects of the cosmetic laser industry and light therapy. It will enable students to understand the basic physics of their functioning, the current technology, and the treatments available for the different conditions, based on the analysis and the physiology of the skin. They will know the parameters, indications, and contraindications of the use of the laser technology and light therapies. It will allow the student to practice techniques and protocols for different laser and light therapies, applying skin analysis, client consultation, indications, and contraindications, as well as safety in handling the equipment. Students

will be performing 22.5 hours of external work related to course topics.

ESTH-409

ASEPTIC, MEDICAL AND SURGICAL TECHNIQUES 3 CREDITS 30/60 HOURS

This course is designed to provide the student of Clinical Esthetics with the theoretical and practical knowledge related to assistance in minor surgical esthetic interventions, so that he/she can apply it in his/her profession. It is aimed at presenting knowledge in the principles of microbiology, vital signs, basic identification skills, basic equipment and instrument management and use of aseptic techniques in the practice of this occupation. In the same way, the course covers wound care and hemostasis for knowledge in pre- and post-operative care. Students will be performing 22.5 hours of external work related to course topics.

ESTH-410

INTERNAL PRACTICE LABORATORY 6 CREDITS 180 HOURS

The practice was designed to give the student the opportunity to apply and demonstrate his/her knowledge and acquired skills in the clinical esthetic scenario in a real working environment. It exposes them to the community and the job market. This course will provide professional experience and confidence in the student. He/she will apply all the techniques studied and the diagnosis of skin care using equipment. They will practice assistance in esthetic clinical procedures and in pre- and post-operative treatments, facial and body treatments, choice of means and techniques according to the needs of the skin, applying all the safety and hygiene measures required by law. Students will be performing 45 hours of external work related to course topics.

EMBALMING TECHNICIAN AND FUNERAL DIRECTOR PROGRAM MODALITY: RESIDENTIAL/BLENDED

PROGRAM DESCRIPTION:

The embalming and funeral director program is designed to prepare the student to perform effectively in the field of embalming, administration, and funeral management, complying with all applicable laws established by the Puerto Rico Health Department and state and federal regulatory agencies.

PROGRAM JUSTIFICATION:

It is necessary to prepare people in the field so they can perform their work responsibly and according to the demand in our island and the established laws and regulations. Our purpose is to prepare the student in the field of mortuary science, administration, management, and marketing of funeral homes to provide support to the families of the deceased in difficult times. Our institutional mission is aligned to provide to all students the competencies and appropriate responsibilities to enable them to offer high quality ethical services and procedures with the tools aligned to the current market.

OBJETIVE OF THE PROGRAMS:

General:

Train students with the highest standards of education so they can properly perform the profession of embalmer and funeral director, thus complying with state and federal policies and regulations. Our students can assist the deceased's family and the community with dignity and respect for the loss of a loved one.

Specifics:

1. Provide knowledge of the laws and regulations of funeral services established in our country.
2. Train the students in the administrative and management processes that correspond to the administration and funeral services.
3. Provide students with the basic principles of OSHA regulation and biomedical waste in general applying to the mortuary sciences and the embalming process, emphasizing in the study of OSHA Government Regulations.

4. Recognize the most common conditions and diseases in our country to provide our students with the necessary tools to safeguard the health of our people.
5. Develop in the students the reasoning so that they can understand and effectively execute the chemical reactions, identify substances, and make up an arterial solution.
6. Recognize the fundamental principles of the profession, its history and how it has changed through time.
7. Provide students with the basic process of cremation, its regulations, and legal aspects.
8. Provide the student with the necessary tools to recognize the importance of microbiology and bacteriology in embalming.
9. Provide students with the necessary strategies so that they can identify communicable diseases and diseases so that they can be protected from them. Besides knowing what the most frequent conditions in Puerto Rico are.
10. Provide students with the knowledge so that they can understand the process of death and mourning by providing the relatives of the deceased support in the moment of crisis.
11. Develop analysis and reflection skills to determine embalming procedures based on the cause of death and the condition of the body at the time of clinical embalming. Know the 25 steps to perform a proper embalming.
12. Reinforce knowledge in anatomy, especially the circulatory system and various possible arterial injection sites.
13. Identify the conditions of each case in order to be able to determine the procedure of embalming according to the cause of death.
14. Provide the student the knowledge so that he can explain all the elements present in the restorative art during the stages before, during and after the embalming process.
15. Apply all knowledge learned in class to be able to administer a funeral home and properly submit a death certificate and request a burial, relocation and / or cremation permit.
16. Provide the student the knowledge and skills to disinfect, preserve and rebuild a deceased human body applying all the theoretical knowledge acquired and learned in the course. Other familiarize yourself, know and explain all the necessary equipment used in the embalming room.

GRADUATE PROFILE (Embalmer)

Prepare and fix the corpse. Read the death certificate to know the cause of death and make a case analysis. Always use protective equipment and personal safety. Disinfect, preserve, and rebuild a human body. This involves the following tasks: Wash and dry the body, close your eyes and lips, cover the body orifices with cotton, remove blood and other body fluids, prepare a suitable arterial solution for each case, select and raise injection site and drainage Suitable for each case, to suture wounds and incisions, to reconstruct and shape mutilated parts of the body if necessary, to apply cosmetics to the corpse to impart the appearance of life, to dress and place the corpse in the coffin, to keep names of embalmed corpses and the belongings delivered with the body, prepare solutions to clean and disinfect equipment and materials used in the embalming laboratory. Pack and label all biomedical material.

Graduate Profile (Funeral Director)

Apply the principles of management and marketing in the administration of a funeral home, know the requirements to establish a funeral home in Puerto Rico, be familiar with the procedures and documents of the Social Security and Veterans Administration Affair, comply with the regulations of the Department of Health, comply With the FTC regulations (Federal Trade Commission), organize funeral details, such as the type of coffin, dress, burial place, and others. Know protocols, customs, and religious rites applicable to the case.

EMBALMING TECHNICIAN AND FUNERAL DIRECTOR PROGRAM
MODALITY: RESIDENTIAL/BLENDED

48 credits / Hours of Instruction = 1,560 / External Work = 300

Total Program Hours = 1,860 / Weeks = 68D / 77N

PROGRAM COMPONENTS

CODE	COURSES	CREDITS
ANA-001	Mortuary Anatomy	2
TOX-001	Toxicology Fundamentals	2
MOR-500	Laws and Regulations of Funeral Services	2
MOR-501	Funeral Administration	4
MOR-502	OSHA Regulations and Biomedical Waste Disposal	1
MOR-503	Fundamentals of Public Health	1
MOR-504	Applied Chemistry	2/1
MOR-505	Fundamentals of Embalming	2
MOR-506	Principles of Cremation	1
MOR-507	Microbiology and Bacteriology Fundamentals	3
MOR-508	Fundamentals of Pathology and Transmissible Diseases	3
MOR-509	Fundamentals of Thanatology and Mourning	1
MOR-510	Clinical Embalming	3/1
MOR-511	Anatomical Considerations	1
MOR-512	Special Cases – Embalming	2
MOR-513	Restorative Art and Basic Cosmetology	2/2
MOR-517	Pre-practice Seminar and Certification Review	2
MOR-518	Professional Ethics and Interpersonal Relations	2
MOR-515	Practicum - Funeral Administration and Embalming	8
TOTAL		48

EMBALMING TECHNICIAN AND FUNERAL DIRECTOR PROGRAM

MODULE PROGRAM

Course	Code	Credits	Hours	External Work
Mortuary Anatomy	ANA-001	2	60	15
Funeral Services Laws and Regulations	MOR-500	2	60	15
Fundamentals of Toxicology	TOX-001	2	60	15
TOTAL		6	180	45

Course	Code	Credits	Hours	External work
Funeral Administration	MOR-501	4	120	30
OSHA Regulations and Biomedical Waste	MOR-502	1	30	7.5
Fundamentals of Public Health	MOR-503	1	30	7.5
TOTAL		6	180	45

Course	Code	Credits	Hours	External work
Applied Chemistry	MOR-504	2/1	60/30	22.5
Fundamentals of Embalming	MOR-505	2	60	15
Principles of Cremation	MOR-506	1	30	7.5
TOTAL		6	180	45

Course	Code	Credits	Hours	External work
Fundamentals of Microbiology and Bacteriology	MOR-507	3	90	22.5
Fundamentals of Pathology and Transmissible Diseases	MOR-508	3	90	22.5

TOTAL		6	180	45
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Course	Code	Credits	Hours	External work
Fundamentals of Thanatology and Bereavement	MOR-509	1	30	7.5
Clinical Embalming	MOR-510	3/1	90/30	30
Anatomical Considerations	MOR-511	1	30	7.5
TOTAL		6	180	45

Course	Code	Credits	Hours	External work
Embalming Special Cases	MOR-512	2	60	15
Restorative Art and Basic Makeup	MOR-513	2/2	60/60	30
TOTALES		6	180	45

Course	Code	Credits	Hours	External work
Pre practicum Seminary and Revalidation Review	MOR-517	2	60	15
Professional ethics and Interpersonal Relations	MOR-518	2	60	15
Funeral Home Administration and Embalming Practicum	MOR-515	8	360	
TOTAL		12	480	30

EMBALMING TECHNICIAN AND FUNERAL DIRECTOR PROGRAM

COURSES DESCRIPTION

ANA-001 MORTUARY ANATOMY 2 CREDITS, 60 HOURS

This course provides the student the knowledge of all the normal structures of the human body, so that they can identify them in a deceased body. Students will be doing 15 hours of outside work related to course topics.

MOR-500 FUNERAL SERVICES LAWS AND REGULATIONS 2 CREDITS 60 HOURS

The importance of the Puerto Rico Funeral Services Law, the General Regulation of Environmental Health and the oath in this occupation are discussed. In addition, it is mentioned the importance of the Professional Code of Ethics of Embalmers in P.R. The intervention of justice and the legal aspects in case of sudden, violent, or criminal deaths are discussed. Students will be performing 15 hours of external work related to course topics.

TOX-001 FUNDAMENTS OF TOXICOLOGY 2 CREDITS 60 HOURS

This course provides the student the basic knowledge about the toxic substances that can be the cause of death of a human being, in addition to some of the postmortem tests that can be performed. The students will be doing 15 hours of external work related to course topics.

MOR-501 FUNERAL ADMINISTRATION 4 CREDITS 120 HOURS

The course includes the principles of Funeral Administration and its establishment as a business. We focus on communication skills, the correct way to answer the phone, office procedures, official documents, obituaries notice and religious protocols. The managerial approach with the relatives of the deceased, the duties and responsibilities of the administrator or director of the funeral home and other administrative personnel are discussed in the course. Students will be performing 30 hours of external work related to course topics.

MOR-502
OSHA REGULATIONS AND BIOMEDICAL WASTE DISPOSAL
1 CREDIT, 30. HOURS

This course includes an orientation about the most important aspects of OSHA regulation and its purpose. The biomedical waste laws in Puerto Rico are discussed with emphasis on the importance of compliance. Students will be performing 7.5 hours of external work related to course topics.

MOR-503
FUNDAMENTS OF PUBLIC HEALTH
1 CREDIT, 30 HOURS

The principles and definitions of community health are studied, with emphasis on environmental factors and prevention of transmissible diseases. Puerto Rico vital statistics are discussed. The community involvement in the finding of decomposed corpses is discussed. Students will be performing 7.5 hours of external work related to course topics.

MOR-504
APPLIED CHEMISTRY
3 CREDITS 60 (T)/30 (L) HOURS

The student learns about the fundamental concepts of Inorganic Chemistry, Organic Chemistry, including structure, state and types of matter and the changes. Elements and representative compounds are studied as well as the chemical reactions confronting the embalmer. This course provides knowledge about fluids and chemical products most used in the embalming room and their effects on tissue. It includes chemicals to sanitizing, preserve, and restore among others. It also includes equipment and instruments and other inventory of the funeral home. Students will be performing 22.5 hours of external work related to course topics.

MOR-505
FUNDAMENTS OF EMBALMING
2 CREDITS 60 HOURS

This course is about the historical development of the art of embalming. Ancient superstitions are discussed, as well as the medieval and modern period. We cover Jewish, Greek, and Roman customs; and how scientific advancements have influenced modern embalming. In addition, the student compares ancient services with modern funeral services, and scientific concepts of death are covered. Physical and chemical corpse changes, as well as ante-mortem and post-mortem changes are discussed. Students will be performing 15 hours of external work related to course topics.

MOR-506
PRINCIPLES OF CREMATION
1 CREDIT, 30 HOURS

Cremation is a procedure for disposing human remains that has been used since ancient times and today has become more popular due to the economic situation that many of us are facing. It is important that our students are prepared for any type of scenario that may arise. This course describes what cremation is, some legal aspects, its procedure and equipment used. Students will be doing 7.5 hours of outside work related to course topics.

MOR-507
MICROBIOLOGY AND BACTERIOLOGY
3 CREDITS, 90 HOURS

This course provides the student basic knowledge about microorganisms, immunological methods, application of asepsis principles, prevention, and control of diseases. It also includes the relationship between hygiene and collective health. The importance of microbiology and bacteriology in the profession will be discussed, as well as the most common bacteria, viruses, parasites, and protozoa in Puerto Rico. Students will be doing 22.5 hours of external work related to course topics.

MOR-508
FUNDAMENTS OF PATHOLOGY AND TRANSMISSIBLE DISEASES
3 CREDITS 90 HOURS

This course provides a brief description and relevance of some pathological conditions that affect the embalming process, with emphasis on the most common diseases in Puerto Rico. The different causes of death and the treatment of embalming used in each cause are studied, such as: carcinomas and sarcomas, diabetes, fever, jaundice, poliomyelitis, among others.

Other causes of death such as vascular diseases, pneumonia, leukemia, cerebral hemorrhage, etc. are also studied. In addition, transmissible and infectious diseases such as HIV/AIDS, hepatitis, gonorrhea, herpes, and human papilloma virus and how the embalmer can protect himself/herself from them. Students will be doing 22.5 hours of outside work related to course topics.

MOR-509
FUNDAMENTS OF THANATOLOGY AND MOURNING
1 CREDIT 30 HOURS

This course emphasizes the concept of death, types of death, and characteristics of the corpse. Social and psychological aspects, such as dignified treatment of the corpse, social and psychological intervention with family members, and confidentiality of the case are highly emphasized. In addition, this course establishes some general considerations for people who are grieving the death and loss of a loved one. Students will be doing 7.5 hours of outside work related to course topics.

MOR-510
CLINICAL EMBALMING
4 CREDITS 90 (T)/30 (L) HOURS

In this course, we study the corpse analysis prior to embalming, procedures for treating cavities, whether clinical and autopsied cases. Methods for injecting and draining, fluid dynamics, and the final presentation of the corpse. Students will be performing 30 hours of external work related to course topics.

MOR-511
ANATOMIC CONSIDERATIONS
1 CREDIT 30 HOURS

In this course, the students will be able to know in detail what the vascular system is. It is fundamental that the embalmer has the knowledge, comprehension and to know the human body to deliberate and to effectively solve problems in the process of embalming. This course emphasizes those areas of anatomy most relevant to the process of embalming, such as the vascular system. Students will be performing 7.5 hours of external work related to course topics.

MOR-512
EMBALMING SPECIAL CASES
2 CREDITS 60 HOURS

A brief description of some pathological conditions that affect the process of embalming are discussed. We study the different causes of death and the treatment of the embalming used in each case such as: purging, cranial wounds, decomposed cases, cases for shipment, cases of children, radiation. Other causes of death are studied; to include problematic cases. Different techniques of embalming and restorative art are applied, such as: burns, deformities and malformations, distention cases, drowned, obesity, and others. The seven most common causes of failure in embalming are emphasized. It also discusses the procedure for the preparation of bodies to be moved out of the country. Students will be performing 15 hours of external work related to course topics.

MOR-513
RESTORATIVE ART AND BASIC COSMETOLOGY
4 CREDITS 60 (T)/60 (L) HOURS

Restoration is essentially the third part of the process of embalming. Restorative art is the care given to the deceased to recreate their natural color and form. None of the distressed family member asks the embalmer if the body has been disinfected. They are only interested in a natural physical appearance of the corpse. This course emphasizes the superficial restoration of the tissues, the appearance of the skin color, and the principles of pigmentation, enlightening and others, to achieve an image for the memorial scene that will be acceptable to the family. In addition, a laboratory is offered for the students to apply the knowledge acquired in exercises where they mold parts of the face, such as ear, nose, eyes, and mouth. Sutures, dress, makeup, and hairstyle of the deceased are practiced. Students will be performing 30 hours of external work related to course topics.

MOR-517
PRACTICE SEMINAR
1 CREDIT 60 HOURS

In this course, the student will have the opportunity to be instructed about everything related to the Clinical Practice. Practice requirements such as Hepatitis B vaccination, criminal record certificate, license plates, current payments, and health certificate. The student will be oriented about the rules and regulations in the practice center, attendance sheets and evaluations. They will be doing 15 hours of external work related to course topics.

MOR-518
PROFESSIONAL ETHIC AND INTERPERSONAL RELATIONS
2 CREDITS 60 HOURS

This course provides the tools to integrate into a group, teamwork, and solve conflicts through self-control and dialogue. Emphasis is placed on appearance and grooming, time management, and understanding the environment and the student future goals. The expected behavior and mental hygiene required to develop a good embalmer is discussed, as well as their role in this field, and how to keep up with this profession.

MOR-515
FUNERAL AND EMBALMING ADMINISTRATION PRACTICE
8 CREDITS 360 HOURS

The student is assigned to a Puerto Rico Demographic Registry Office to acquire vast experience in customer service, processing and issuance of burial permits and death certificates. Subsequently, the student will be appointed to a funeral home, previously approved by Antilles, where they will be exposed to real scenarios that reflect the operational procedures and policies of this establishment... In the area of embalming, the student will have the opportunity to work with a licensed embalmer, applying the knowledge acquired during the theoretical phase of the process of embalming, asepsis, preservation, and restoration of a corpse avoiding putrefaction. In addition, knowledge on the disposal of biomedical waste, the importance of keeping all instruments and equipment cleaned, disinfected and in order are reinforced.

OPERATING ROOM TECHNICIAN WITH ORTHOPEDIC PROGRAM MODALITY: RESIDENTIAL/BLENDED

PROGRAM DESCRIPTION

At Antilles College of Health, we prepare students to perform their duties responsibly in the field of health at a basic level of the competencies required. Therefore, graduates of our Operating Room Technician with Orthopedics Program acquire the skills required to perform surgical and orthopedic procedures.

The program provides students with knowledge in the following areas: Communication, Interpersonal Relations, Medical Terminology, Anatomy, Physiology, Principles of Microbiology, Aseptic Techniques, Pathology, Surgical and Orthopedic Techniques and Instrumentation, Principles of Radiology, Orthopedic Rehabilitation Techniques, and the Taking of Vital Signs.

Operating Room Technician with Orthopedics Program graduates perform functions such as the care of patients before, during and after each surgical procedure. In addition, they assist the surgeon or orthopedist, manage instruments and equipment, apply aseptic, sterilization and disinfection techniques, and immobilizations.

The following are among other tasks performed by the Operating Room Technician with Orthopedics: apply bandages and wash wounds, tissue sutures, dry fluids and blood from surgical wounds and consider the health of patients with musculoskeletal system alterations and disorders.

PROGRAM OBJECTIVES

1. Apply knowledge pertaining to the components of the human body, anesthesia, and principles of pharmacology.
2. Identify the laws that apply to the profession and occupational safety regulations.
3. Basic knowledge of electronic equipment used for data processing.
4. Demonstrate knowledge regarding the titles, duties, and functions of the operating room team.
5. Apply aseptic techniques skills required in the profession.
6. Know general surgery and sub-specialties and identify the different equipment and instruments applied to them.
7. Demonstrate knowledge around orthopedics instrumentation.
8. Demonstrate domain of the different prostheses used in the orthopedic surgery.
9. Recognize the different types of immobilizations most used in orthopedics.
10. Execute procedures and skills in the sterile supply area.

11. Apply the different procedures such as minor surgery, manipulations, immobilizations, application of casts and management of pre- and post-operative patients.
12. Demonstrate proficiency in the area of orthopedic instrumentation.
13. Demonstrate dominion of the different prostheses used in orthopedic surgery.

PROFILE OF THE GRADUATE

The graduate will be trained according to the areas identified below:

AREA: Communication and Human Relations

1. Apply knowledge of human relations to intervene with surgical and orthopedic patients, their families and the health team staff.
2. Maintain confidentiality in everything related to the patient.
3. Demonstrate good hygiene habits and personal appearance.

AREA: Management of Surgical Equipment

1. Assist in the preparation of equipment, instruments, and materials for surgery.
2. Verify the good condition of the equipment and instruments required for different surgical procedures.
3. Use disinfection, sterilization techniques and methods in the preparation of instruments, equipment, and materials of the operating room, including the management of autoclaves.
4. Prepare the sterile instrument table or tray correctly.
5. Use the correct procedure for counting sterile instruments and material.
6. Demonstrate proficiency in orthopedic instrumentation.
7. Demonstrate domain of the different prosthesis used in orthopedic surgery.
8. Use the correct procedure in the management and disposal of solid and liquid waste once the surgery is completed.

AREA: Management of Orthopedic Instruments

1. Handle the minor and major orthopedic instrumentation tray.
2. Classify the different orthopedic instruments.
3. Manipulate the different orthopedic instruments pre- and post-surgery.
4. Demonstrate aseptic techniques in orthopedic surgical materials.

AREA: Surgical Intervention

1. Demonstrate the proper aseptic techniques while placing sterile clothing and other tasks.
2. Demonstrate the correct techniques in the preparation of different surgical areas according to the type of surgery.
3. Use the correct instrumentation skills as they assist the surgical team during surgery.
4. Use the correct procedure in the handling of specimens and laboratory samples of the surgical patient.
5. Help maintain the environment free from contamination, risks of accidents, noise, etc.
6. Demonstrate skill around patient immobilization.
7. Demonstrate skills around patient rehabilitation

AREA: Orthopedic Intervention

1. Exercise ethical, legal, and moral values related to patients of orthopedic surgical interventions.
2. Demonstrate knowledge of orthopedic terminology.
3. Identify orthopedic pathologies.
4. Analyze radiographic images.
5. Apply knowledge in rehabilitation and orthopedic treatment.
6. Master patient immobilization in orthopedic interventions.

7. Demonstrate knowledge in orthopedic technology.
8. Execute procedures and skills in the use of orthopedic instrumentation and equipment.

AREA: Professional Development

1. Show interest in keeping up-with new knowledge and skills of the profession.
2. Demonstrate knowledge and interest regarding surgical and orthopedic advances.
3. Demonstrate ethical and legal expertise in the practice of the profession.

Note: The minimum to pass the skills and clinical laboratories is 70%, otherwise, students will need to repeat the course.

**OPERATING ROOM TECHNICIAN WITH ORTHOPEDIC PROGRAM
MODALITY: RESIDENTIAL / BLENDED**

**36 Credits / Hours Instructions = 1,260 / External Work= 180 Hours
Total program hours = 1,440 / Weeks 52 D 62 N**

PROGRAM COMPONENTS

CODE	COURSES	CREDITS
MCRO-I	Microbiology Fundamentals	2
BIOL-I	Anatomy and Physiology	2
TSOO-600	Law and ethics with occupational safety	1
TSOO-601	Anesthesia and Pharmacology	1
TSOO-602	Surgical Fundamentals and Supplies	3
TSOO-603	Surgical Fundamentals and Supplies Laboratory	3
TSOO-604	General Surgery and Sub-Specialties	3
TSOO-605	Instrumentation, General Surgery and Sub-Specialties Laboratory	2
TSOO-606	Surgical Fields and Orthopedic Instrumentation	1
TSOO-616	Physiology and Orthopedic Anatomy and Introduction to Radiology	2
TSOO-617	Orthopedic Physiopathology	1
TSOO-618	Orthopedic Rehabilitation Techniques	3
TSOO-619	Clinical Practice I - ORT	8
TSOO-620	Clinical Practice II – Orthopedic	3
TSOO-621	Clinical Practice III – Orthopedic Office	1
	TOTAL	36

**OPERATING ROOM TECHNICIAN WITH ORTHOPEDIC
MODULE PROGRAM**

Course	Code	Credits	Hours	External work hours
Anatomy and Physiology	BIOL-I	2	60	15
Law and Ethics with Occupational Safety	TSOO-600	1	30	7.5
Anesthesia and Pharmacology	TSOO -601	1	30	7.5
Fundaments of Microbiology	MICRO-I	2	60	15
TOTAL		6	180	45

Course	Code	Credits	Hours	External work hours
Fundaments of Surgical and Sterile Supplies	TSOO -602	3	90	22.5
Surgical and Sterile Supplies Fundaments Lab	TSOO - 603	3	90	22.5
TOTAL		6	180	45

Course	Code	Credits	Hours	External work hours
General Surgery and Sub-Specialties	TSOO -604	3	90	22.5
Instrumentation lab, General Surgery and Sub-specialties	TSOO -605	2	60	15
Surgical Fields and orthopedic instrumentation	TSOO -606	1	30	7.5
TOTAL	6		180	45

Course	Code	Credits	Hours	External work hours
Orthopedic Anatomy and Physiology and Introduction to Radiology	TSOO- 616	2	60	15
Orthopedic Physiopathology	TSOO-617	1	30	7.5
Laboratory in Orthopedic. Techniques	TSOO -618	3	90	22.5
TOTAL		6	180	45

Course	Code	Credits	Hours	External Work Hours
Clinical Practice I - ORT	TSOO -619	8	360	0
Clinical Practice II – Orthopedical Surgery	TSOO -620	3	135	0
Clinical Practice III – Medical Office	TSOO-621	1	45	0
TOTAL		12	540	0

OPERATING ROOM TECHNICIAN WITH ORTHOPEDICS PROGRAM

COURSE DESCRIPTIONS

FUNDAMENTALS OF MICROBIOLOGY

2 CREDITS, 60 HOURS

MICRO-1

This course is designed to provide students an introduction to microbiology. They will learn the fundamentals of microbiology, study the world of microbial organisms and the interactions between microbes, their hosts, and their effects on the environment. Students will be doing 15 hours of external work related to course topics.

ANATOMY AND PHYSIOLOGY

2 CREDITS, 60 HOURS

BIOL-1

This course provides knowledge of the structures and functions of a normal body to understand the deviations associated with diseases. Students will be performing 15 hours of external work related to course topics.

LAW AND ETHICS WITH OCCUPATIONAL SAFETY

1 CREDIT, 30 HOURS

TSOO-600

This course will discuss all ethical-legal concepts in detail concerning the program of study. Existing laws in Puerto Rico that govern Operating Room Technicians with Orthopedics and professionals in the field of health will be analyzed. The legal limitations in relation to its function will be established, and the necessary tools will be provided so that students may express a correct judgement based on objectivity and ethics. The importance of correctly documenting and the use and management of legal forms, such as: informed consent, surgical report, incidents reports, among others, will be discussed.

Likewise, the course is designed for students to recognize the more common risks of accidents in their profession and expose them to basic security and health concepts and techniques indicated by O.S.H.A. for the safe and effective performance of their work. Topics, such as: security and management in cases of fires, burns, spills, emergencies and the use of electricity and radiation applied to the surgery room, will be emphasized. The topic of blood pathogens is also covered. Students will be performing 7.5 hours of external work related to course topics.

ANESTHESIA AND PHARMACOLOGY**1 CREDIT, 30 HOURS****TSOO-601**

This course covers basic concepts of Anesthesia and Pharmacology Principles applied to surgery. The knowledge extends from induction until the reversion of the anesthesia, strengthening the skills in taking the vital signs. Math skills focused on conversion of measures and formulas for different pharmaceutical calculations are used in this course. Students will become familiar with drugs by category and solutions used in surgery, and the more common adverse effects and contraindications will be discussed. Students will be performing 7.5 hours of external work related with course topics.

SURGICAL FUNDAMENTALS AND STERILE SUPPLIES 3 CREDITS, 90 HOURS**TSOO-602**

This course provides students the knowledge related to the requirements of the occupation, duties, and functions of the operating room members. It focuses on teaching introduction to sanitation, aseptic techniques, transfer and positioning of the patient in the practice of this profession. It provides an understanding of microbiology concepts, and their importance within an operating room. Students will be performing 22.5 hours of external work related to course topics.

SURGICAL FUNDAMENTALS AND STERILE SUPPLIES LABORATORY**3 CREDITS, 90 HOURS****TSOO-603**

Through this course, students will develop skills in the various aseptic techniques required in this profession. They will also acquire competencies in patient handling and basic care in each surgical procedure, applying the basic concepts of microbiology, and ensuring the patient safety. They will learn about the instrumentation and equipment related to the profession. The course provides the theme of the hospital and physical organizational chart. Students will be performing 22.5 hours of external work related to course topics.

GENERAL SURGERY AND SUB-SPECIALTIES

3 CREDITS, 90 HOURS

TSOO-604

The material of this course covers knowledge that ranges from diagnosis through pre- and post-operative in general, gynecological, obstetric, urogenital, ophthalmic, otorhinolaryngology, oral and maxillofacial, plastic and restorative, orthopedic and trauma, peripheral vascular, thoracic, and pulmonary, cardiac, pediatric, and neurological surgeries, emphasizing the anatomy and physiology of the human body and related pathologies. It explains the pre-, intra-, and post-operative preparation corresponding to basic procedures and surgical specialties. This course covers in detail the concepts and methods, such as surgical positions, preparation of the surgical field, incisions, surgical fields, anesthesia, and terminology related to each specialty. Students will be performing 22.5 hours of external work related to course topics.

INSTRUMENTATION LABORATORY, GENERAL SURGERY AND SUB-SPECIALTIES

2 CREDITS, 60 HOURS

TSOO-605

In this course, students will acquire knowledge of the different equipment and instruments applied in every surgery and sub-specialties. They will have the opportunity to practice techniques and skills in the management of specimens, surgical positions, surgical fields, and different types of anesthesia used on each process. Similarly, students will be exposed to learning the classifications and functions of instruments to be used in surgery. Students will be performing 15 hours of external work related to course topics.

SURGICAL FIELDS AND INSTRUMENTATION IN ORTHOPEDICS

1 CREDIT, 30 HOURS

TSOO-606

This course offers knowledge directed at the surgical fields and instrumentation used in the different surgical procedures around orthopedics. Students will learn and classify the different instruments of the surgical tray. This course emphasizes the different surgical bindings used in orthopedic surgeries, as well as table assembly, assistance to the orthopedist and coordination of functions. Students will be performing 7.5 hours of external work related to course topics.

ORTHOPEDIC ANATOMY AND PHYSIOLOGY AND INTRODUCTION TO RADIOLOGY

2 CREDITS, 60 HOURS

TSOO-616

Through this course, the student will learn the basic concepts of orthopedic radiography. Knowledge about topographic anatomy, exposing the student to identify anatomical regions, fractures, degenerative alterations, pathologies, and most common injuries. Students will be doing 15 hours of external work related to course topics.

ORTHOPEDIC PHYSIOPATHOLOGY

1 CREDIT, 30 HOURS

TSOO-617

This course covers the basic knowledge of orthopedic pathologies, particularly disorders, conditions, traumas, and fractures. In addition, it covers rehabilitation techniques and patient management, developing critical analysis to work with diverse injuries and the appropriate procedures in each intervention. The etiology or mechanisms that produce them, their classification, topographic anatomy, radiographic alteration, and many other details are discussed. In addition, aspects related to muscular and bone anatomy and physiology will be discussed for a better understanding of the associated pathologies. Students will be doing 7.5 hours of external work related to course topics.

LABORATORY IN ORTHOPEDIC TECHNIQUES

3 CREDITS, 90 HOURS

TSOO-618

This course discusses and analyzes the concepts of rehabilitation of the patient with orthopedic conditions, its objectives, and the different techniques. The student will learn about the elaboration of a care plan for each orthopedic patient. Instruction is given on the correct techniques for intervention in patients with disabilities, musculoskeletal conditions, and complications. The different mechanisms and techniques used in patients with orthopedic surgeries are discussed: in upper and lower extremities, reconstructions, joint replacements, and traumas. Students will be performing 22.5 hours of external work related to course topics.

CLINICAL PRACTICE 1 – ORT

8 CREDITS, 360 HOURS

TSOO-619

This course is developed in the operating room of a hospital where the student will be able to perform all the knowledge and skills around sterile supplies and in each surgical procedure in general and specialized surgery, using instruments, equipment and materials used in the field.

CLINICAL PRACTICE II – ORTHOPEDIC SURGERY

5 CREDITS, 135 HOURS

TSO-620

This clinical practice is carried out in the operating room of a hospital. This will allow the student to apply the knowledge and the skills development in orthopedic surgery procedures. Students will have the opportunity to execute their knowledge in instrumentation and patient orientation in the different orthopedic surgical cases, preparation of the sterile field and adequate positioning of the surgical patient. He/she will become familiar with the sequence of a surgical procedure from the preparation and sterilization of the equipment to the development and completion of the procedure.

CLINICAL PRACTICE III – ORTHOPEDIC OFFICE

1 CREDIT, 45 HOURS

TSO-621

This clinical practice is designed for the student to apply the knowledge acquired in orthopedics. The student will have the opportunity to perform different procedures, such as minor surgery, manipulation, immobilization, cast application and pre- and post-operative patient management. In addition, the student will apply the knowledge acquired in basic radiography readings and in the rehabilitation of the orthopedic patient.

PRACTICAL NURSING PROGRAM MODALITY: RESIDENTIAL/BLENDED

PHILOSOPHY:

Antilles College of Health Practical Nursing Program is based on the beliefs of the administration and faculty around the nature of the human being, environment, society, nursing profession, profession's practice, teaching-learning process, nursing education, and especially in education as a lifelong process. These concepts are expressed in the following ways:

1. The human being is conceived as a bio-psychological entity with physical, psychologic, spiritual, and social needs, which influence their daily life, in their family circle interactions, and as a society member in search of total well-being and total balance during his/her life cycle.
2. The human being possesses socio-cultural values and is entitled to equal opportunities in life to study, develop interests, show motivation and abilities during the teaching- learning process, without being subject of discrimination due to race, color, creed, religion, politics, social economic condition, or disability.
3. Society is composed by groups of individuals that pursue common interests. One of these interests is directed toward achieving well-being through prevention practices, promotion, health maintenance, and rehabilitation.
4. Nursing is conceived as an art and science, based on derived scientific concepts of bio-psychological and social sciences, whose fundamental purpose is to offer a healthcare and quality practice during patient intervention processes.
5. Nursing includes executing tasks and responsibilities carefully chosen for patient's care, under the direction of professional nurse, doctor, or legally authorized dentist.
6. Practical Nursing is an essential component in general healthcare services.
7. Practical Nursing entails the realization of selected works that do not require specialized techniques or intensive knowledge, to share responsibilities with other professionals in the health team.
8. The teaching-learning strategies are developed from simple to complex, from known to unknown, and normal to abnormal. Learning is evidenced by an effort or habit modification, skills, beliefs, attitudes, and knowledge. The study environment should be favorable, so that the students can assume responsibility for their own learning, and use critical thinking skills in decision making, applying relevant information through the nursing practice.
9. Nursing education develops individuals who can acquire knowledge, intellectual abilities,

values, self-discipline skills and responsible participation within the healthcare team.

10. Practical Nursing education provides the student a basic level of competence for the job. It also provides integral comprehensive care according to patient needs.

11. Education is a lifelong process; it's the development of a wide range of learning activities that gradually and continually increases and prepares the practical nurse to be able to adapt to tendencies and changes in health technology. Continuous education promotes the individual's intellectual, social, and vocational progress.

Antilles College of Health philosophical frame provides the foundation for developing a practical nurse capable of helping people deal with basic health problems and understand family and society contributions for community well-being. In addition, science is integrated to professional courses such as: the Study and Functioning of the Human Body, Medical Terminology and Microbiology Principals. As an expanded function, graduates are trained in Electrocardiography.

The program aims to qualify individuals of both sexes by offering direct nursing care at practical nurse level, with electro-cardiograph. Similarly, inside the clinical laboratories, we integrate community service designed for the prevention of illnesses and promoting health.

After finishing the program, the student will be prepared to take the final exam, offered by Puerto Rico Examining Board, and in this way, the Practical Nurse License will be granted.

The Institution's faculty and administration must keep informed and up to date on contemporary health education, occupational changes, technology advances and employment demands for Practical Nursing personnel.

GENERAL PROGRAM OBJECTIVES:

The Antilles College of Health nursing program is designed to provide a quality Practical Nursing education to those who want to give comprehensive nursing care to patients in diverse health scenarios in Puerto Rico.

Faculty and administration members have formulated the following program objectives to reach our goal and keep a quality education.

1. To provide a study program that enhances the student cognitive development, affective and psychomotor skills, by approving all academic training with 70% or higher
2. Practical Nursing Education prepares a basic level of competency for this role.
3. Provide clinical experiences in structured scenarios such as: hospitals and community healthcare centers, that allow at least 70% of students to show their knowledge and nursing techniques, while providing comprehensive care to clients.

4. Provide a range of support services to help overcome personal or academic limitations, so that a minimum of 70% of the students complete their training.

Students that have completed program requirements will have developed the following skills, according to the five (5) identified areas required for the practice entrance level. These will be identified by the faculty, due to job demands, accreditation agencies guidelines, and the Puerto Rico Nurse Examination Board, under the law that regulates the practice of this profession.

GRADUATE PROFILE

AREA: Nursing Estimated-Diagnostic

1. Use of correct objective and subjective symptoms observation techniques to estimate the patient's condition. This includes physical, emotional, and socio-cultural needs.
2. Collection and documentation of data from patient observations.
3. Use of scientific knowledge and rationale to identify changes in patient's health condition.
4. Communicating the results of this nursing process to the corresponding health staff.

AREA: Planning

1. Health team professional's collaboration in designing the patient's nursing care plan.
2. Establishing priorities for patient care.

AREA: Intervention

1. Implementing the appropriate Nursing Care Plan for the patient, as designed by the health team.
2. Application of effective communication and interpersonal skills evidenced through:
 - Appropriate patient's condition data documentation.
 - Clear patient orientation toward health maintenance and preservation.
 - The establishment of effective relationships with patients, their families, and members of the health team.

AREA: Evaluation

1. Collaboration with health team professionals in the review and evaluation of Nursing Care

Plans.

2. Make changes and procedure modifications, based on the Nursing Care Plan evaluation.

AREA: Participation in the profession at the Practical Nursing level

1. Active participation in continuing education programs and community activities, by showing their personal and vocational development.
2. Compliance with ethical and medical standards, of the nursing discipline, according to current Nursing Law and School of Practical Nursing bylaws.
3. Compliance with legal requirements, by acquiring and maintaining the Puerto Rico Nursing Examination Board License as specified by nursing practicing regulations.
4. To be able to go to the corresponding clinical area, the student must approve the theory and skills laboratory.

AREA: Intervention

1. Implementing the appropriate Nursing Care Plan for the patient, as designed by the health team.
2. Application of effective communication and interpersonal skills evidenced through:
 - Appropriate patient's condition data documentation.
 - Clear patient orientation toward health maintenance and preservation.
 - The establishment of effective relationships with patients, their families, and members of the health team.

AREA: Evaluation

1. Collaboration with health team professionals in the review and evaluation of Nursing Care Plans.
2. Make changes and modification of procedures, based on the Nursing Care Plan evaluation.

AREA: Participation in the profession at the Practical Nursing level

1. Active participation in continuing education programs and community activities, by showing their personal and vocational development.

2. Compliance with ethical and medical standards, of the nursing discipline, according to current Nursing Law and College of Practical Nursing bylaws.
3. Compliance with legal requirements, by acquiring and maintaining the Puerto Rico Nursing Examination Board License as specified by nursing practicing regulations.
4. To be able to attend to the corresponding clinical area, the student must approve the theory and skills laboratory

Note: To approve the clinical and skills labs the student must obtain a 70% minimum grade.

**PRACTICAL NURSING PROGRAM
MODALITY: RESIDENTIAL/BLENDED**

**51 Credit / Hours 1,080 / Outside Works – 412.5 hours
Total Program Hours: 1,492.5 / 52 Weeks D / 62 N / 62 WC**

PROGRAM COMPONENTS

CODES	COURSES	CREDITS
C-TERM-120	Medical Terminology and the Human Body	6
C-NURS-130	Ethical & Legal Aspects and Occupational Safety	3
C-NURS-131	Principles of Prescription Delivery	3
C-NURS-132	Fundamental Concepts of Nursing	4
C-NURS-133	Basic Nursing Fundamental Skills Laboratory	1
C-NURS-134	Electrocardiography	4
C-NURS-135	Electrocardiography Laboratory	1
C-NURS-136	Aging and Adult Nursing Process	4
C-NURS-137	Aging and Adults Skills Laboratory	1
C-NURS-138	Mother and Newborn Nursing Process	4
C-NURS-139	OB/GYN Skills Laboratory	1
C-NURS-140	Children and Adolescent Nursing Process	4
C-NURS-141	Children and Adolescent Skills Laboratory	1
C-NURS-142	Mental Health Nursing Process	6
C-NURS-150	Adults and Aging Clinical Laboratory (Medicine, Surgery, Emergency Room)	4
C-NURS-151	OB/GYN Clinical Laboratory	1
C-NURS-152	Pediatrics Clinical Laboratory	1
C-NURS-153	Mental Health Clinical Laboratory	2
Total Credits		51

PRACTICAL NURSING PROGRAM BY MODULES

COURSE	CODE	CREDITS	HOURS
Medical Terminology and the Human Body	C-TERM-120	6	90
Ethical & Legal Aspects. Occupational Safety	C-NURS-130	3	45
Principles of Prescription Delivery	C-NURS-131	3	45

COURSE	CODE	CREDITS	HOURS
Fundamental Concepts of Nursing	C-NURS-132	4	60
Basic Nursing Skills Laboratory	C-NURS-133	1	30

Electrocardiography	C-NURS-134	4	60
Electrocardiography Laboratory	C-NURS-135	1	30

COURSE	CODE	CREDITS	HOURS
Nursing Process in the Aging and Adults	C-NURS-136	4	60
Aging and Adults Skills Laboratory	C-NURS-137	1	30
Nursing Process Mother and Newborn	C-NURS-138	4	60
OB/GYN Skills Laboratory	C-NURS-139	1	30

COURSE	CODE	CREDITS	HOURS
Nursing Processes in Children and Adolescent	C-NURS-140	4	60
Children and Adolescent Skills Laboratory	C-NURS-141	1	30
Nursing Process with Mental Health	C-NURS-142	6	90

COURSE	CODE	CREDITS	HOURS
Adults and Aging Clinical Laboratory (Medicine, Surgery, Emergency Room and Intensive)	C-NURS-150	4	180

COURSE	CODE	CREDITS	HOURS
OB/GYN Clinical Laboratory	C-NURS-151	1	45

COURSE	CODE	CREDITS	HOURS
Pediatrics Clinical Laboratory	C-NURS-152	1	45

COURSE	CODE	CREDITS	HOURS
Mental Health Clinical Laboratory	C-NURS-153	2	90

COURSE DESCRIPTIONS

PRACTICAL NURSING PROGRAM

C-TERM-120

MEDICAL TERMINOLOGY AND THE HUMAN BODY

6 CREDITS 90 HOURS

PRE-REQUIREMENT: NONE

This course has been designed with the purpose of preparing students within the Health field, including areas of direct patient care and support services. In this course we also incorporate computer use to offer knowledge on the electronic equipment used to process data, its interaction with the computer and the means of communicating with them through the use of integrated systems. We discuss topics on anatomy, physiology and pathology for each body system, introduction to medical terminology, appropriate use of technical language, in addition the use of roots, words, prefix and suffix of medical terminology abbreviations. This course has a total of 45 hours of external work for students to perform tasks related with course topics.

C-NURS-130

ETHICAL & LEGAL ASPECTS. OCCUPATIONAL SAFETY

3 CREDITS 45 HOURS

PRE-REQUIREMENT: NONE

This course has been designed for the student to learn the history, evolution and trends of nursing, the ethical moral responsibilities of the practical nursing profession, and its role within the health care team. Similarly it has been designed to enable the student to recognize the most common accident risks of the profession and be exposed to concepts and basic safety and health techniques indicated by O.S.H.A. for safe and effective work performance. We emphasize on topics like safety and management in case of fires, burns, spills, emergencies and the use of electricity and radiation applied to the surgery room. The topic of blood pathogens is also covered. This course has a total of 22.5 hours of external work for students to perform tasks related with course topics.

C-NURS-131

PRINCIPLES OF PRESCRIPTION DELIVERY

3 CREDITS 45 HOURS

PRE-REQUIREMENT: NONE

This course offers the students basic knowledge about medications, legal aspects of administration of medication, administration routes, dosage and allergic reactions caused by the drugs. This course has a total of 22.5 hours of external work for students to perform tasks related with course topics.

C-NURS-132

FUNDAMENTAL CONCEPTS OF NURSING

4 CREDITS 60 HOURS

PRE-REQUIREMENT: NONE

This course introduces students to patient care procedures. The student becomes familiar with the nursing-patient environment. Integrates the nursing process to estimate health conditions in patients based on Maslow's hierarchy of needs and the Dorothea Orem self care deficit theory. Focuses the student on preventing illnesses, health maintenance and patient rehabilitation applying principles of education in patients and family. Emphasizes the communication process and interpersonal relations with the patient, family and health team. This course has a total of 30 hours of external work for students to perform tasks related with course topics.

C-NURS-133

BASIC NURSING SKILLS LABORATORY

1 CREDIT 30 HOURS

PRE-REQUIREMENT: NONE

This course introduces the student to patient care procedures. The student will become familiar with the patient nursing environment. Integrates the nursing process to estimate health conditions in patients based on Maslow's hierarchy of needs and the self-care deficit theory by Dorothea Orem. Focuses students on illness prevention, health maintenance and patient rehabilitation applying education principles on patients and family. On the communication process and interpersonal relations with the patient, family and staff. This course has a total of 7.5 hours of external work for students to perform tasks related with course topics.

C-NURS-134

ELECTROCARDIOGRAPHY

4 CREDITS 60 HOURS

PRE-REQUIREMENT: NONE

This course is designed to develop in the student the knowledge and techniques needed in the process of performing an electrocardiogram. Related terminology is included as well as anatomy and physiology of the cardiovascular system. We teach reading and interpretation of an ECG in patients with heart associated clinical disorders. This course has a total of 30 hours of external work for the student to perform tasks related with course topics.

C-NURS-135

ELECTROCARDIOGRAPHY LABORATORY

1 CREDIT 30 HOURS

PRE-REQUIREMENT: NONE

This laboratory offers simulated experiences for students to develop skills and correct techniques when making an electrocardiogram. The laboratory is offered concurrently with the Electrocardiography course. The course has a total of 7.5 hours of external work for student to form tasks related with course topics.

C-NURS-136

NURSING PROCESS WITH THE AGING AND ADULTS

4 CREDITS 60 HOURS

PRE-REQUIREMENT: NONE

In this course we study surgical medical conditions or emergencies for adults and the elderly; we integrate learning and teaching principles with the patient and family. Emphasis is given to the nursing process for conditions and disorders of different body systems, and the signs and symptoms of these patients. Also provide a general overview of the anatomy and physiology of the different systems, drug administration, take blood samples. Use the nursing process to assist individuals with neoplasm, neurological alterations, and musculoskeletal, gastrointestinal, urinary, reproductive, integumentary, and sensorineural conditions. This course has a total of 30 hours of external work for the student to perform tasks related with course topics.

C-NURS-137

AGING AND ADULTS SKILLS LABORATORY

1 CREDIT 30 HOURS

PRE-REQUIREMENT: NONE

These laboratory experiences are performed concurrently with the Adult and Elderly Nursing process course. The students develop skills and techniques for direct care to adults and elderly patients in simulated experiences. They get complex skills in procedures offered to individuals with surgical conditions. This course has a total of 7.5 hours of external work for the student to perform tasks related with course topics.

C-NURS-138

NURSING PROCESS WITH MOTHER AND NEWBORN

4 CREDITS 60 HOURS

PRE-REQUIREMENT:

NONE

This course includes the nursing care process of the mother and newborn. It emphasizes the stages of puberty, pregnancy, birth and post-partum, and newborn care. It provides an overview of the anatomy and physiology of the female reproductive system, the role of the father in this process, and the

nurse relationship with the patient's family. Similarly we study the nursing care and newborn congenital conditions. This course has a total of 30 hours of external work for the student to perform tasks related with course topics.

C-NURS-139

OB/GYN SKILLS LABORATORY

1 CREDIT 30 HOURS

PRE-REQUIREMENT: NONE

This laboratory is given concurrently with the Practical Nursing Process Mother and Newborn course. The student has the opportunity to develop skills for mother and newborn care in simulated laboratory experiences. This course has a total of 7.5 hours of external work for students to perform tasks related with course topics.

C-NURS-140

NURSING PROCESSES OF CHILDREN AND ADOLESCENT

4 CREDITS 60 HOURS

PRE-REQUIREMENT: NONE

In this course we study the characteristics and different stages of growth and development of a child and adolescent. We introduce the student to development theories of Piaget and Ericsson. We discuss the most common medical-surgical conditions that interfere in the growth and development of children and adolescents. Emphasis is placed in the pediatric nursing process. This course has a total of 30 hours of external work for the student to perform tasks related with course topics.

C-NURS-141

CHILDREN AND ADOLESCENT SKILLS LABORATORY

1 CREDIT 30 HOURS

PRE-REQUIREMENT: NONE

This laboratory provides simulated experiences for students to develop skills and correct techniques for child and adolescent care. The laboratory is offered concurrently with the Child and Adolescent nursing Process course. This course has a total of 7.5 hours of external work, for students to perform tasks related with course topics.

C-NURS-142

NURSING PROCESS WITH MENTAL HEALTH

6 CREDITS 90 HOURS

PRE-REQUIREMENT: NONE

This course introduces the students to health and mental hygiene concepts, personality development and factors that influence the development of mental illness. The mental health problems in Puerto Rico, community health services and the nursing role or intervention process are broadly discussed. This course has a total of 45 hours of external work for the students to perform tasks related with course topics.

C-NURS-150
**ADULTS AND AGING CLINICAL LABORATORY (MEDICINE, SURGERY, EMER-
GENCY ROOM AND INTENSIVE)**

4 CREDITS 180 HOURS

PRE-REQUIREMENT: C-TERM-120, C-NURS-130, C-NURS-131, C-NURS-132, C-NURS-133, C-NURS-134, C-NURS-135, C-NURS-136, C-NURS-137, C-NURS-138, C-NURS-139, C-NURS-140, C-NURS-141, C-NURS-142

This course is a laboratory of supervised clinical experiences to care for patients with medical and surgical conditions. In this supervised clinical experience the student has the opportunity to intervene with health care for adults and the elderly. Students practice basic as well as more complex procedures in selected clinical areas such as medicine, surgery, intensive coronary, community service, and in hospice with medical surgical patients. This course has a total of 37.5 hours of external work for students to perform tasks related with course topics.

C-NURS-151

OB/GYN CLINICAL LABORATORY

1 CREDIT 45 HOURS

PRE-REQUIREMENT: C-TERM-120, C-NURS-130, C-NURS-131, C-NURS-132, C-NURS-133, C-NURS-134, C-NURS-135, C-NURS-136, C-NURS-137, C-NURS-138, C-NURS-139, C-NURS-140, C-NURS-141, C-NURS-142

In this clinical experience the student is involved with caring for the mother in the stages of pregnancy, child birth and post-partum, with care for the newborn. Care services are offered to patients with gynecological conditions. During the process we emphasize the role of the father and the family relationship during these stages. The student acquires experience through supervised practice in the areas of maternity, delivery room, nursery, gynecology department, observations in neonatal care unit, and service to the community by visiting prenatal clinics and offering educational talks. This course has the amount of 15 hours of external work for the student to perform tasks related to course topics.

C-NURS-152

PEDIATRICS CLINICAL LABORATORY

1 CREDIT 45 HOURS

PRE-REQUIREMENT: C-TERM-120, C-NURS-130, C-NURS-131, C-NURS-132, C-NURS-133, C-NURS-134, C-NURS-135, C-NURS-136, C-NURS-137, C-NURS-138, C-NURS-139, C-NURS-140, C-NURS-141, C-NURS-142

This supervised practice provides students the opportunity to offer a child and adolescents proper nursing care. The student will relate to children and adolescents who are in good health condition within the community, as well as provide nursing care to those with common and congenital illnesses that occur in this cycle. Supervised practice experiences area in areas of pediatrics and community agencies such as, Head Start program, nursery and schools. This course has a total of 15 hours of external work for the students to perform tasks related with course topics.

C-NURS-153

MENTAL HEALTH CLINICAL LABORATORY

2 CREDITS 90 HOURS

PRE-REQUIREMENT: C-TERM-120, C-NURS-130, C-NURS-131, C-NURS-132, C-NURS-133, C-NURS-134, C-NURS-135, C-NURS-136, C-NURS-137, C-NURS-138, C-NURS-139, C-NURS-140, C-NURS-141, C-NURS-142

This course introduces students to concepts of health and mental hygiene, personality development, and factors that influence the development of mental illness. At the same time experience and mental illness, also supervised clinical experience. In turn the student will offer basic care to patients with mental illness, behavioral observations, group and individual therapy, and effective and therapeutic communication techniques. Participates in activities with the patient and family. The student acquires these experiences in mental institutions. This course has a total of 22.5 hours of external work, students will be performing tasks related to course topics.

ACADEMIC CALENDAR 2022-2023*
DAYTIME SESSION

JULY 2022	
<i>JULY 4, 2022</i>	<i>Holiday Independence Day (no classes) Celebrated Monday, July 5</i>
<i>JULY 6, 2022</i>	<i>End of daytime classes</i>
<i>JULY 7, 2022</i>	<i>Start of daytime classes</i>
<i>JULY 9, 2022</i>	<i>Deadline for faculty to enter daytime grades in the system</i>
<i>JULY 13, 2022</i>	<i>Deadline for daytime students to pay and remove incompletes</i>
<i>JULY 14, 2022</i>	<i>Last day for daytime late registration</i>
<i>JULY 23 – JULY 31, 2022</i>	<i>Academic recess daytime classes</i>
<i>JULY 25, 2022</i>	<i>Holiday Constitution Day (NO classes)</i>
<i>JULY 27, 2022</i>	<i>Holiday Jose Celso Barbosa (no classes)</i>

AUGUST 2022	
<i>AUGUST 1, 2022</i>	<i>Resume daytime classes</i>
<i>AUGUST 30, 2022</i>	<i>End of classes</i>
<i>AUGUST 31, 2022</i>	<i>Start of daytime classes</i>

SEPTEMBER 2022	
<i>SEPTEMBER 2, 2022</i>	<i>Deadline for teachers to enter grades in system</i>
<i>SEPTEMBER 5, 2022</i>	<i>Holiday Labor Day (no classes)</i>
<i>SEPTEMBER 7, 2022</i>	<i>Deadline for daytime students to pay and remove incompletes</i>
<i>SEPTEMBER 14, 2022</i>	<i>Last day for daytime late registration</i>
<i>SEPTEMBER 17, 2022</i>	<i>Day of the constitution of the U.S.A. (not a holiday)</i>

OCTOBER 2022	
<i>OCTOBER 10, 2022</i>	<i>Holiday Columbus Day (no classes)</i>
<i>OCTOBER 25, 2022</i>	<i>End of classes</i>
<i>OCTOBER 26, 2022</i>	<i>Start of daytime classes</i>
<i>OCTOBER 28, 2022</i>	<i>Deadline for faculty to enter daytime grades in system</i>

NOVEMBER 2022	
<i>NOVEMBER 1, 2022</i>	<i>Deadline for daytime students to pay and remove incompletes.</i>
<i>NOVEMBER 2, 2022</i>	<i>Last day for daytime late registration</i>
<i>NOVEMBER 11, 2022</i>	<i>Veterans Day Holiday (no classes)</i>

NOVEMBER 19, 2022	<i>Holiday Discovery of Puerto Rico</i>
NOVEMBER 18 to 27, 2022	<i>Academic Recess Holiday Thanksgiving Daytime (no classes)</i>
NOVEMBER 24, 2022	<i>Holiday Thanksgiving (no classes)</i>
NOVEMBER 28, 2022	<i>Resume daytime classes</i>

DECEMBER 2022

DECEMBER 20-31, 2022	<i>Academic recess Christmas holidays daytime classes</i>
DECEMBER 25, 2022	<i>Holiday Christmas Day (no classes)</i>

JANUARY 2023

JANUARY 1-16, 2023	<i>Academic recess Christmas holidays daytime classes</i>
JANUARY 1, 2023	<i>Holiday New Year (no classes)</i>
JANUARY 6, 2023	<i>Holiday Three Kings Day (no classes)</i>
JANUARY 16, 2023	<i>Holiday Martin Luther king</i>
JANUARY 17, 2023	<i>Resume of daytime classes</i>
JANUARY 19, 2023	<i>End of daytime classes</i>
JANUARY 22, 2023	<i>Deadline faculty to enter daytime grades in the system</i>
JANUARY 23, 2023	<i>Start of daytime classes</i>
JANUARY 26, 2023	<i>Deadline for daytime students to pay and remove incompletes</i>

FEBRUARY 2023

FEBRUARY 3, 2023	<i>Last day for daytime late registration</i>
FEBRUARY 20, 2023	<i>Holiday Presidents Day (no classes)</i>

MARCH 2023

MARCH 2, 2023	<i>Celebration of American Citizenship</i>
MARCH 14, 2023	<i>End of daytime classes</i>
MARCH 17, 2023	<i>Deadline for faculty to enter daytime grades in the system</i>
MARCH 15, 2023	<i>Start of daytime classes</i>
MARCH 21, 2023	<i>Deadline for daytime students to pay and remove incompletes</i>
MARCH 23, 2023	<i>Last day for daytime late registration</i>
MARCH 22, 2023	<i>Holiday End of Slavery (no classes)</i>
MARCH 31 – APRIL 9 2023	<i>Recess Holy Week Daytime</i>

APRIL 2023

<i>APRIL 7, 2023</i>	<i>Holiday Good Friday (no classes)</i>
<i>APRIL 10, 2023</i>	<i>Resume daytime classes</i>

MAY 2023	
<i>MAY 14, 2022</i>	<i>Mother's Day</i>
<i>MAY 11, 2022</i>	<i>End of daytime classes</i>
<i>MAY 15, 2022</i>	<i>Start of daytime classes</i>
<i>MAY 15, 2022</i>	<i>Deadline for faculty to enter daytime grades in the system</i>
<i>MAY 18, 2022</i>	<i>Deadline for daytime students to pay and remove incomplete</i>
<i>MAY 22, 2022</i>	<i>Last day for daytime late registration</i>
<i>MAY 29, 2022</i>	<i>Holiday Memorial Day (no classes)</i>

JUNE 2023	
<i>JUNE 18, 2023</i>	<i>Father's Day (no classes)</i>
<i>JUNE 19, 2023</i>	<i>JUNETEENTH- CONMEMORACION FIN DE LA ESCLAVITUD EN EEUU (NO CLASES)</i>

** Dates may be subject to change*

ACADEMIC CALENDAR 2022-2023* **EVENING SESSION**

JULY 2022	
<i>JULY 4, 2022</i>	<i>Holiday Independence Day (no classes) Celebrated Monday, July 5</i>
<i>JULY 6, 2022</i>	<i>End of daytime classes</i>
<i>JULY 7, 2022</i>	<i>Start of daytime classes</i>
<i>JULY 9, 2022</i>	<i>Deadline for faculty to enter daytime grades in the system</i>
<i>JULY 13, 2022</i>	<i>Deadline for daytime students to pay and remove incompletes</i>
<i>JULY 14, 2022</i>	<i>Last day for daytime late registration</i>
<i>JULY 23 – JULY 31, 2022</i>	<i>Academic recess daytime classes</i>
<i>JULY 25, 2022</i>	<i>Holiday Constitution Day (NO classes)</i>
<i>JULY 27, 2022</i>	<i>Holiday Jose Celso Barbosa (no classes)</i>

AUGUST 2022	
<i>AUGUST 1, 2022</i>	<i>Resume daytime classes</i>
<i>AUGUST 30, 2022</i>	<i>End of classes</i>
<i>AUGUST 31, 2022</i>	<i>Start of daytime classes</i>

SEPTEMBER 2022	
SEPTEMBER 2, 2022	<i>Deadline for teachers to enter grades in system</i>
SEPTEMBER 5, 2022	<i>Holiday Labor Day (no classes)</i>
SEPTEMBER 7, 2022	<i>Deadline for daytime students to pay and remove incompletes</i>
SEPTEMBER 14, 2022	<i>Last day for daytime late registration</i>
SEPTEMBER 17, 2022	<i>Day of the constitution of the U.S.A. (not a holiday)</i>

OCTOBER 2022	
OCTOBER 10, 2022	<i>Holiday Columbus Day (no classes)</i>
OCTOBER 25, 2022	<i>End of classes</i>
OCTOBER 26, 2022	<i>Start of daytime classes</i>
OCTOBER 28, 2022	<i>Deadline for faculty to enter daytime grades in system</i>

NOVEMBER 2022	
NOVEMBER 1, 2022	<i>Deadline for daytime students to pay and remove incompletes.</i>
NOVEMBER 2, 2022	<i>Last day for daytime late registration</i>
NOVEMBER 11, 2022	<i>Veterans Day Holiday (no classes)</i>
NOVEMBER 19, 2022	<i>Holiday Discovery of Puerto Rico</i>
NOVEMBER 18 to 27, 2022	<i>Academic Recess Holiday Thanksgiving Daytime (no classes)</i>
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<i>FEBRUARY 3, 2023</i>	<i>Last day for daytime late registration</i>
<i>FEBRUARY 20, 2023</i>	<i>Holiday Presidents Day (no classes)</i>

MARCH 2023

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<i>MARCH 31 – APRIL 9 2023</i>	<i>Recess Holy Week Daytime</i>

APRIL 2023

<i>APRIL 7, 2023</i>	<i>Holiday Good Friday (no classes)</i>
<i>APRIL 10, 2023</i>	<i>Resume daytime classes</i>

MAY 2023

<i>MAY 14, 2022</i>	<i>Mother's Day</i>
<i>MAY 11, 2022</i>	<i>End of daytime classes</i>
<i>MAY 15, 2022</i>	<i>Start of daytime classes</i>
<i>MAY 15, 2022</i>	<i>Deadline for faculty to enter daytime grades in the system</i>
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<i>MAY 22, 2022</i>	<i>Last day for daytime late registration</i>
<i>MAY 29, 2022</i>	<i>Holiday Memorial Day (no classes)</i>

JUNE 2023

<i>JUNE 18, 2023</i>	<i>Father's Day (no classes)</i>
<i>JUNE 19, 2023</i>	<i>JUNETEENTH- CONMEMORACION FIN DE LA ESCLAVITUD EN EEUU (NO CLASES)</i>

** Dates may be subject to change*

Student Regulations

Student Rights
Student Duties



ANTILLES
College of Health

STUDENT REGULATIONS

STUDENT RIGHTS

1. Every student has the right to be educated and to learn. This right transcends the classroom and encompasses the totality of possible relationships and learning experiences with their teachers, classmates, and other employees of the Institution.
2. The student has the right to receive and enjoy the education for which he has enrolled and attends.
3. The student has the right to be informed of Institution accrediting agencies, its academic programs, faculty credentials and available facilities.
4. The student has the right to be informed about available financial aid, the costs and Refund Policy that applies upon withdrawal, as well as all the information related with his/her rights and duties in the financial aspect.
5. The student has the right to know and enjoy all the physical and human resources available within the Institution, for the student to achieve his/her educational objectives.
6. The student has the right to participate in academic, social and sports activities, among others developed by the Institution.
7. At the beginning of classes, the student has the right to receive proper guidance from his/her professors; an adequate orientation about the purpose and objectives of the course, the syllabus, study topics, lectures, any required work, a list of textbooks and educational material needed; evaluation criteria to be used, and other aspects directly related to the development and course approval.
8. The student has the right to know, within a reasonable amount of time the result of his/her tests, oral and written work submitted, the score and grade awarded, as well as the achievements and failures incurred .
9. The student has the right to meet with the professor at a designated time, outside school hours to clarify doubts, and receive guidance about his/her work and academic program.
10. The student has the right to express his/her opinions, beliefs, doubts, and differences of criteria. It may submit complaints, provided that all communication is done in an orderly fashion, using the petitions and claim his/her rights; provided he communicates his intent in an order, using the official established channels.
11. The student has the right to have his /her academic grade report under strict confidentiality. Only third parties, or those who have been authorized in writing by the student, as prescribed by law will receive any information about the student.

12. The student has the right to be informed of the reason for any action against him and the evidence that sustains it; and be provided with the opportunity of defense and show evidence of facts.
13. The student has the right to request and obtain certifications and transcriptions related to studies once he complies with institutional requirements.
14. Received friendly treatment, free of discrimination, in accordance with the philosophy of the Institution.

STUDENT DUTIES AND RESPONSIBILITIES UNDER THE MODALITY IN CLASS-ROOM/BLENDED

Antilles College of Health has regulations for registered students. Below we detail the duties and responsibilities that our students must demonstrate, to guarantee an effective educational process in a conducive learning environment.

General Information:

1. The students have the responsibility of reviewing and considering all information about the Institution and its programs before enrollment. Once enrolled the students have the responsibility to know, study, familiarize themselves and comply with regulations, requirements, conditions, and policies of the Institution as it appears in this document or any other that is considered an official document of the Institution.
2. The student must comply with all requirements of his study program and the responsibility of following instructions and direction of his professor during the teaching-learning experience, for the proper achievement of his grade.
3. Request authorization for the distribution of magazines or literature not related to studies.
4. Carry the student identification card at all times.
5. Properly represent the Institution, when requested.
6. Perform honest academic work free of plagiarism or fraud.
7. Attend classes and practice centers in uniform and/or proper attire, as established in each study program.
8. Every student who wishes to use the Antilles parking facilities must place a parking permit in the windshield of the car.

Students under the Modality in Classroom and Blended:

The student responsibilities under the modality in classroom or blended are as follow:

3. Comply with the internal regulation to not share information regarding access to emails, virtual classroom (Moodle), video conferences and/or any other ACH system, maintaining the confidentiality of that information.
4. Participate in the educational platform (Virtual Classroom, Moodle) in compliance with participation and attendance requirements stated by the institution and disclosed in the Institutional Catalog.
5. Comply with the Copyright policy established by ACH and stipulated in the Institutional Catalog to avoid plagiarism or any other violation related to intellectual property.
6. Comply with the student regulation established in the Institutional Catalog by ACH.

Attendance and Punctuality:

1. It is the student's duty to attend classes regularly and on time and to commit to his/her studies and other academic duties with a great sense of responsibility. If the excuse is not justified, the student will be responsible for obtaining the material discussed in class during his/her absence.
2. Attend classes without the company of children or people outside the Institution.

All students registered under the modality in classroom/blended must comply with the following:

1. Daily participation in all courses in the program.
2. Perform and meet the work stipulated by the professors in the educational platform within the required timeframe and not impinge academic progress.
3. Access and participate the educational platform in the schedule established by the professor.
4. Immediately notify the Technical Support Office of any issue requiring their assistance.
5. Work submitted must be original. If the student submits or performs work that violates Copyrights or Intellectual Property, he/she could be sent to the disciplinary committee.
6. Dress appropriately if required to participate in a video conference or virtual meeting.
7. Avoid making fun or inappropriate or obscene comments in social activities such as forums, chats, wikis, among other. If the student behaves inappropriately, he/she could be sent to the disciplinary committee.

Personal Conduct:

1. The fundamental duty of the student is to exercise his right to study and behave in such a manner that does not impede other members of the academic community, when exercising their rights or in fulfilling their responsibilities.

2. The student must observe good conduct, showing respect and consideration to all members of the institutional community during class hours and recess, as in any other institutional activity. It will also be the responsibility of the student to help maintain a pleasant and efficient study environment, for him/her fellow students and personnel of the Institution.
3. Make good use of classrooms and other facilities of the Institution with the proper authorization.
4. Abstain from smoking.
5. Maintain disciplined and correct behavior in all school and practice areas, free of arguments, violent discussions or use of profanities that alter a healthy study and work environment.
6. Abstain from using or distributing alcoholic beverages, drugs or narcotics inside the institution premises, practice centers and any institutional activity outside the school.
7. Abstain from using firearms or explosives inside the Institution, practice centers or surrounding areas to the Institution Facilities or in activities held outside the Institution.
8. Respect other people's property.

STUDENT ACTIVITIES

1. Antilles College of Health recognizes the student's right to express themselves, formulate petitions and carry out activities as long as they are done according to law and established regulations by the Institution.
2. Any activity done outside the classrooms or outside the Institution must have the written approval of the Program Director or Academic Director at least one (1) week in advance.
3. Any activity done by students and personnel of this Institution outside its facilities, when not done under the name or in representation of the Institution, will be the responsibility of its organizers and assistants.
4. Activities that violate the rules, order, and established institutional climate or that interfere with the educational tasks and the proper functioning of the academic life of the Institution will not be allowed.
5. The distribution of flyers, brochures, leaflets, magazines, or any other publication will require prior written authorization from the Academic Director or the President.
6. It is prohibited to carry and/or use any type of weapon inside the facilities, its premises, and places considered official extensions of the Institution or where any official acts are held. This includes practice centers and institutional activities.

INAPPROPRIATE STUDENT BEHAVIOR

A violation to the disciplinary rules and procedures of this institution will be considered as follows:

1. Any violation to the Student Policy, the regulations contained in the Catalog, or any other official document published by this Institution.
2. Improper or disrespectful conduct toward any member of the institutional community; or the refusal to comply with instructions given by an official for the benefit of the Institutional order.
3. The non-appearance before an authorized Institution official after and official citation.
4. Offer incorrect and incomplete information in any document required by the Institution with intent to benefit.
5. Not submit documents required by the Registrar Office or Financial Aid.
6. The violation of any established State or Federal law.
7. Lack of honesty in the realization of his/her academic work and illegal possession of other people's property, belonging to the Institution or related person, inside the premises.
8. The malicious tampering or falsification of qualifications, academic records, grade cards or other official Institution document.
9. Organize, assist, and support unauthorized activities, as well as the distribution or publication of unauthorized material inside the Institution.
10. It is prohibited to carry and/or use any type of weapon inside the facilities, its premises, and places considered official extensions of the Institution or where any official acts are held. This includes practice centers and institutional activities.
11. Non-compliance or violation of any probation condition or disciplinary sanction imposed in accordance with this Policy.
12. Antilles College of Health prohibits the use, distribution and possession of drugs, narcotics, and alcoholic beverages in the facilities or Institution premises. Students who give a positive result in a drug test will be referred by Student Affairs to a Rehabilitation Center, and if this takes place during internship, enrollment will be cancelled until evidence of rehabilitation is submitted.
13. Paint, print, or cause damage to the structure, facilities, surroundings, equipment, materials, etc. belonging to the Institution.

14. Dress appropriately for a study and work environment. (Students must use closed shoes, according to the security dress code in laboratories and classrooms. Students are not allowed to use shorts nor t-shirts. Women are not permitted to use mini-skirts, hot pants, or deep necklines.)
15. Park in areas not designated for this purpose or block another vehicle.
16. Failure to comply with payments or required scholarship applications.
17. Assume the representation of Antilles School of Health without previous authorization.

DISCIPLINARY PROCEDURES

Violations of disciplinary rules will give way to enforcement of one or more of the following sanctions:

- a. Verbal warning
- b. Written reprimand with a copy to the student record.
- c. Place in probation status for a defined time.
 - For one module
 - For one semester
 - Permanently
- d. Financial reparation for damages caused.
- e. Suspension for a defined time.
- f. Expulsion
- g. Report to the relevant authorities.

In case of violation of any regulation established by the Institution, depending on the severity of the situation, the affected person can refer the case or make a written complaint to Student Affairs. The procedure will be as follows:

1. A professor or any administrative personnel can refer any student to the Office of Student Affairs for violation of conduct regulations related to his/her academic work, which have been established in this policy, to begin behavior modification strategies.
2. A professor or any administrative personnel can make a complaint and must complete a complaint form and hand it to Student Affairs, recounting events occurred, and the people involved.

- a. The affected person will fill out the complaint and submit it to Student Affairs, recounting facts of the event and the people involved.
- b. The Office of Student Affairs will evaluate the situation and meet with the Disciplinary Committee.

DISCIPLINARY COMMITTEE

The Discipline Committee will comprise of the following people:

- a. The Compliance Director and Title IX is responsible for managing the processes of the Disciplinary Committee.
- b. An administrative staff member designated by Compliance Director and Title IX whose role will be that of the Secretary.
- c. Two regular professors of the Institution from a different program than the defendants.
- d. Two students on behalf of the student community.

The Disciplinary Committee will interview all parties involved and reach a resolution in or before five school days from the date of the complaint. The decision will be one of the following:

1. **No probable cause:** In case the Disciplinary Committee determines no cause, the complaint will be filed.
2. **Less severe offense:** In cases determined as less severe, according to the nature of the offense and mitigating circumstances, will proceed in the following manner:
 - a. The Disciplinary Committee sends a written notice to the student on the alleged violation, the classification of the infraction, and the date and time he/she is being summoned for a hearing.
 - b. During the hearing the student will be granted an opportunity to show evidence in his/her favor and his/her version of the events; as well as confront the complainants and witnesses.
3. **Severe infraction:** In cases considered severe, due to the nature of the violation and its mitigating circumstances, we will proceed as follows:
 - a. The Disciplinary Committee will notify in writing and the student will have the opportunity to defend himself.
 - b. The student will be sanctioned according to penalties established in student Regulations.

- c. Every decision will be notified in writing to the student with a copy to the Registrar and relevant personnel.

Any student, who considers having been unjustly sanctioned, will have the opportunity to appeal the decision, in the next fifteen (15) days following the notification date. Every appeal will be in writing to the Academic Director.

The Committee will adopt the applicable norms necessary for the highest performance of its duties ensuring, in every case, the students' right to be heard and to submit necessary evidence in his defense.

STANDING COMMITTEES

The Institution will establish various committees that will have a representation of all institutional sectors.

GENERAL DISPOSITIONS

1. The Office of Student Affairs and/or its designated representatives will have the responsibility for the application and compliance with this Policy.
2. Nothing in this Policy should be understood as limiting to the authority of the Compliance Director and Title IX or its designated representatives to take immediate initiative and adopt necessary measures to guarantee discipline and order in the Institution.
3. The Office of Student Affairs and/or its designated representatives may, when deemed necessary to protect order and normal functioning of the Institution, summarily suspend any student, while the Disciplinary Committee proceeds with the corresponding investigation.
4. The Office of Student Affairs and/or its designated representatives have the authority to handle and take action in unforeseen situations not contemplated in this Policy.
5. Nothing mentioned before will impede the right of the Institution to withdraw any student, for any amount of time necessary, when for his/her physical or mental health considerations it is recommended by a counselor or competent official.
6. The non-constitutionality or lack of execution of any of its parts, does not affect the validity of the rest.

Policies



ANTILLES
College of Health

INSTITUTIONAL POLICIES

MISREPRESENTATION AND CONSUMER PROTECTION POLICY

The Federal Department of Education is responsible for auditing and overseeing those educational institutions that receive federal funds protect consumers and provide integrity. Therefore, regulations have been established to avoid practices that could be interpreted as misrepresentation or distorted information provided to consumers. This Institutional policy applies to Antilles College administrative and teaching personnel who work both full time and part time.

This policy is intended to inform the scope of federal regulation and the responsibility of the Institution. The Department of Education regulations seeks to ensure that educational institutions show integrity in the information provided to students, prospects and public related to the nature of academic programs, nature of enrollment charges, available financial aid, available equipment and facilities, employability, qualifications of the administration and faculty, among others.

It is considered a violation of the policy when any representative of the Institution offers incorrect, misrepresented information or omits relevant information to mislead, confuse or influence the decision making of students, prospects, or the community in general, whether orally, in writing, on the Internet or through advertising media. If a complaint is received that any employee has violated the provisions described above in reference to offering misleading or misrepresentative information to students, prospects or the public, the complaint will be investigated. If it is found that the person has violated this policy, the severity of the violation will be evaluated, and the corresponding disciplinary procedure described in the Employee and Faculty Handbook will be applied. The sanction to be imposed may range from a written memo to termination of employment and salary, depending on the violation.

COPYRIGHT POLICY

Antilles College of Health does not endorse or promote the distribution of unauthorized copyright material by network users in the Institution. Our information network includes the use of the Internet and teaching material by the institution – books, service manuals, magazines, etc., for investigative and educational purposes.

Our administrative personnel, and faculty has been oriented on the appropriate and inappropriate use of copyrighted material. Penalties for copyright infringement could result in a reprimand, suspension or termination, and referral to the appropriate authorities for civil or criminal prosecution.

Copyright infringement carries out without permission or lawful authority, one or more of the exclusive rights reserved by the copyright owner under section 106 of the Copyright Act (Copyright Act).

106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

Sharing files, downloading, or uploading substantial part of a copyrighted work without authorization constitutes a violation. Penalties for violating copyright laws include civil and criminal penalties. In general, anyone found guilty of copyright violations can be ordered to pay current and statutory damages predisposed by infringed acts. Voluntarily violating, that is, with awareness and malice copyrighted material can result in sanctions, including imprisonment up to five years and fines of up to \$250,000.00 per offense.

Antilles College of Health reaffirms strict compliance with any and all legal provisions applicable to this matter, both Federal and State, and is committed to take all necessary steps to keep employees and students from violating these laws. For more information regarding this matter, visit www.copyright.gov, especially the frequently asked questions section in www.copyright.gov/help/faq.

SOCIAL SECURITY USE POLICY

The law prohibits the use of the social security number as a routine identification method in public and private educational institutions, from elementary level up to post-graduate. None of the public or private institution, university, college or technical school or authorized entity, licensed or accredited as an educational institution will be allowed to public the social security number of the students. Puerto Rico Superior Educational Counsel cannot show or of publish the Social Security number of any student in an area visible to the general public with the purpose of identifying, place or publish list of grades, list of students enrolled in courses, or any other list handed by teachers, student directories or any similar lists, unless it is for internal confidential purposes.

The Social Security number will only be used for identity, contracts, and financial aid purposes. Every student will be provided with his/her identification number, which will be used for any service request during his/her stay in the Institution, and as a graduate.

INSTITUTIONAL POLICY FOR INTIMIDATION AND HARRASSMENT (BULLYING)

Antilles College of Health promotes a safe environment focusing on a positive teaching and learning process for the student and work relations. We understand that both, the students, and employees have the right to work and study in harmony, without intimidation or physical and/or mental abuse provoked by others.

It is the responsibility of every member of the Institution to ensure that situations of intimidation or harassment don't occur at any level within the Institution. The academic community

should be aware of such conduct, and its effect in human dignity, which is unacceptable and requires disciplinary measures for correction. To that effect, the Institution has adopted the Policy on intimidation or harassment (bullying) to create awareness in the academic community about nonacceptable behavior, its consequences, and to provide management tools for handling these cases.

ASTHMA POLICY AND MEDICATION ADMINISTRATION

Any student who is younger than 21 years must have a signed authorization to administer medication by the father or legal guardian. It must be completed and signed by the doctor certifying the asthma condition. The professor must allow the student during class hours, the self-administration of the treatment and/or medications as ordered by the doctor.

All students must submit a medical certification that they have this condition. No one may interfere with a student's right to use the educational facilities for the treatment of his/her asthmatic condition.

VACCINATION POLICY

This policy is developed to comply with the provisions of Act 25 of the Commonwealth of Puerto Rico, which establishes the age requirement for immunization and regulatory provisions for the educational institutions concerned within the scope of the Act. In compliance with this provision, Antilles College of Health establishes the rules for compliance with this Law through this policy.

The Commonwealth of Puerto Rico by means of Law 25 of Immunization approved on September 25, 1983, establishes everything related to the compulsory immunizations of students. A student is considered properly vaccinated at the moment he/she complies with the minimum requirements of the Health Department of the Commonwealth of Puerto Rico. This Policy applies to all students under the age of 21 year at Antilles College of Health.

This policy is intended to comply with the vaccination provisions established by the Puerto Rico Department of Health for students under 21 years of age. Its objective is to minimize preventable diseases and to be an integral part of the efforts to preserve the health of the institutional community.

In accordance with the provisions of the Health Department, regarding the Testing of Students for Transmissible Diseases and Vaccination, students who are admitted to Antilles College of Health and up to the age of 21 years, are required to have the following vaccination requirements:

- A reinforcement dosage of the vaccine against tetanus, diphtheria and Pertusis Acelular (Tdap) and/or reinforcement of the vaccine against tetanus and diphtheria (Td) within the last **10** years.
- Two dosages of the vaccine against common measles, German measles y mumps (MMR).
- Three doses of the vaccine against Hepatitis B

- Three doses of the vaccine against Polio (OPV/TPV), if the last one was administered in or before four years of age.
- It is recommended a dose of the vaccine against chicken pox (VAR) for adolescents between the ages of 11 to 18 years, and to complete a second dose according to current regulations, or a declaration signed by the doctor stating that the student has had the illness.

These vaccines must be registered on the form PVAC-3 form (green document). The students, who for religious reasons, are not vaccinated must present a notarized declaration or a certification from his doctor; however, the exemptions for religious reasons will be null in any case of a declared epidemic by the Health Department Secretary.

This policy can only be amended by the President of the Institution. Amendments shall be documented in reason and purpose, including when the amendment results from changes to Title IV program administration regulations.

This policy will be effective immediately upon signature by the president of the Institution. If this Policy repeals a Policy previously in effect, its effect shall be prospective to the date of signature of the repeal and shall remain in effect until the Policy is repealed, unless it is established for a set period of time.

FERPA POLICY (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

The “Family Educational Right and Privacy Act” (FERPA) allows students certain rights with respect to their Institutional records. These rights include:

1. The right to inspect the student's education records within 45 days of the day the Institution receives a request for access to the records.
 - A student must submit to the Registrar, a written notice identifying the record the student wishes to inspect. The Institution official will make arrangements for access to the records and notify the student of the time and place where the records will be inspected. If the records are not maintained by the school official to whom the request was submitted, that official must notify the student of the official to whom the request should be directed.
 - The right to request the amendment of the student's education records when the student believes the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - A student who wishes to ask the Institution to amend his or her record should submit a request in writing to the official responsible for the record and clearly identify the part of the record he/she wants changed and specify the reason for the change.
 - If the Institution refuses to amend the student record as requested, the Institution will notify him/her the reason in writing, and the student's right to a hearing. Additional

information regarding the hearing procedure will be provided to the student when notified.

2. The student has the right to provide written consent before the Institution discloses personally identifiable information from the student's education records , except to the extent when FERPA authorizes disclosure without consent.

The Institution will be able to disclose the educational records without consent under the FERPA exception when the disclosure is to officials of the Institution with legitimate educational interests.

An official with legitimate educational interests is:

- A person employed by the Institution in an administrative, supervisory, academic, or support position (including law enforcement and health personnel).
- A person or company with whom the Institution has contracted as an agent to provide a service in lieu of using employees or officers of the Institution (such as an attorney, auditor, or collector).
- A person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another officer of the Institution in the performance of his or her duties.
- Accrediting agencies, federal and/or state government for audit and evaluation purposes.

An Official with a Legitimate Interest is defined as an official of the Institution if that official needs to review a record to fulfill his or her duties and responsibilities to the Institution.

Upon formal request, the Institution discloses records without consent to officials of another Institution to which the student intends to enroll. (NOTE: FERPA requires the Institution to make a reasonable attempt to notify each student of these disclosures unless the Institution indicates in its annual notification that it intends to return the records as requested.)

3. The student has the right to file a complaint with the U.S. Department of Education concerning failures by the Institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202-5901**

INSTITUTIONAL POLICY ON CAMPUS SECURITY (Campus Security Disclosure Policy and Campus Crime Statistics - Jeanne Clery)

Current state and federal law impose on educational institutions the responsibility to offer protection and security to the members of the educational community. Antilles College of Health is aware of the problem of the high incidence of crime, recognizing as a legitimate institutional interest, to facilitate the protection of life, property and safety of its employees, students and to prevent the occurrence of criminal acts in its facilities.

Legal Base

This public policy statement is enacted pursuant to Public Law 101-542 known as "DISCLOSURE OF CAMPUS SECURITY AND CRIME STATISTICS," Section 304, Campus Sexual Violence, Domestic Violence, Dating Violence and Stalking Education and Prevention of Violence Against Women Reauthorization Act (VAWA), passed on March 7, 2013, amended the Jeanne Clery Act (Clery Act), and imposed new responsibilities on universities and educational institutions covered under this law. Among these is reporting criminal incidents arising out of domestic violence, dating violence, stalking, and sexual assault. As well as other federal and state laws that require the adoption of clear institutional standards, to promote an environment that facilitates the prevention of criminal acts and attention to the personal safety of our institution.

INSTITUTIONAL POLICY

This policy is intended to promote and keep a safe study and work environment, free of risks, acts of violence, and danger. We recognize, as a legitimate institutional interest, the protection of life and safety of its internal and external members that make use of our services and physical facilities, and the prevention of occurrence of criminal acts inside its jurisdiction.

In addition, we recognize the right of students, potential students, and general community to be informed of any delinquent act that occurred within campus grounds. Antilles College of Health will collect data annually, report and keep the academic community informed of any criminal incident in the premises. This information is posted in bulletin boards, web page and the institution's promotional information.

Criminality Statistical Report

Below we include a statistical overview of activities related to the safety of the Institute pertaining to committed offenses in the last three years.

Criminal Offenses

Offenses	Year	On Campus	Public Property
Murder/non – negligent manslaughter	2020	0	0
	2019	0	0
	2018	0	0
Rape	2020	0	0
	2019	0	0
	2018	0	0
Fondling	2020	0	0
	2019	0	0
	2018	0	0
Incest	2020	0	0
	2019	0	0
	2018	0	0
Statutory rape	2020	0	0
	2019	0	0
	2018	0	0
Robbery	2020	0	0
	2019	0	0
	2018	0	0
Aggravated Assault	2020	0	0
	2019	0	0
	2018	0	0
Burglary	2020	0	0
	2019	0	0
	2018	0	0
	2020	0	0

Motor vehicle theft	2021	0	00
	2020	0	0
	2019	0	0
	2018	0	0
Arson	2020	0	0
	2019	0	0
	2018	0	0
Simple assault	2020	0	0
	2019	0	0
	2018	0	0
Larceny-theft	2020	0	0
	2019	0	0
	2018	0	0
Intimidation	2020	0	0
	2019	0	0
	2018	0	0
Destruction/ damage/ vandalism of property	2020	0	0
	2019	0	0
	2018	0	0

Violence Against Women Act (VAWA)

Offenses	Year	On Campus	Public Property
	2021	0	0
Dating Violence	2020	0	0
	2019	0	0
	2018	0	0
Domestic Violence	2020	0	0
	2019	0	0
	2018	0	0
Stalking	2020	0	0
	2019	0	0
	2018	0	0

Arrests and Disciplinary Referrals

Arrests	Year	On Campus	Public Property
Weapons: carrying/	2020	0	0
	2019	0	0

possessing	2018	0	0
Drug Abuse/ Violations	2020	0	0
	2019	0	0
	2018	0	0
Liquor Law Viola- tions	2020	0	0
	2019	0	0
	2018	0	0

Hate Crimes

Offenses	Year	On Campus	Public Property
Murder/non – negligent manslaughter	2020	0	0
	2019	0	0
	2018	0	0
Rape	2020	0	0
	2019	0	0
	2018	0	0
Fondling	2020	0	0
	2019	0	0
	2018	0	0
Incest	2020	0	0
	2019	0	0
	2018	0	0
Statutory rape	2020	0	0
	2019	0	0
	2018	0	0
Robbery	2020	0	0
	2019	0	0
	2018	0	0
Aggravated Assault	2020	0	0
	2019	0	0
	2018	0	0
Burglary	2020	0	0
	2019	0	0
	2018	0	0
Motor vehicle theft	2020	0	0
	2019	0	0
	2018	0	0
Arson	2020	0	0
	2019	0	0
	2018	0	0
Simple assault	2020	0	0
	2019	0	0
	2018	0	0
Larceny-theft	2020	0	0
	2019	0	0

	2018	0	0
Intimidation	2020	0	0
	2019	0	0
	2018	0	0
	2020	0	0
Destruction/ damage/ vandalism of property	2019	0	0
	2018	0	0

* Every year is officially reported to the Institution Community.

Antilles College of Health is not responsible for damage, loss or burglary that might occur in the classrooms and parking area of the Institution. Unauthorized persons will be denied entrance to our facilities, in accordance with the Puerto Rico Law 30. You can obtain a copy of the Antilles College of Health Manual on Campus Security in the Library and Reception.

PREVENTION POLICY – DRUGS AND ALCOHOL

Antilles College of Health understands that the illicit use of drugs, alcohol and tobacco abuse are the problems that most affect our society. That is why we are committed to fight against them by maintaining a drug, alcohol and tobacco free work and study environment. We have established a drug and alcohol prevention program for students, faculty, and administration.

This program includes lectures offered by public and private sectors, distribution of informative brochures and movies. For years, ACH has expressed its zero tolerance to drugs. Our Institutional Regulations allow for immediate expulsion of any student who possesses, uses, distributes, or sells drugs in the institution's campus, its facilities, surrounding areas or anywhere there is a curricular or extracurricular activity, sponsored by Antilles College of Health.

STUDY AND WORK AREA FREE OF DRUGS AND ALCOHOL POLICY

Antilles College of Health establishes the following policy for all employees and students, understanding the need to keep a safe study and work environment conducive to the development of a suitable teaching and learning experience. The Antilles College of Health goal is to fight, with every available means, the manufacture, use, distribution, transportation, possession or sale of controlled substances and alcoholic beverages inside and outside the work areas of the Institution. These are mentioned below:

- Classrooms
- Reception area
- Common areas like hallways, stair, and elevators
- Student restrooms
- Conference rooms
- Library
- Facility Entrance and Exits
- Parking area

- Official student activity anywhere in Puerto Rico

All students of the Institution are hereby notified that the rules on drug and alcohol use and abuse set forth in this Policy shall be applicable and must be observed and complied with by students. Antilles College of Health will establish and put into effect a drug and alcohol use and abuse prevention program by which it will keep students informed on the following aspects:

- Health related risks on the use and abuse of drugs and alcohol.
- Importance and need to keep work and study areas free of drugs and alcohol.
- Rehabilitation, Assistance and Counseling Programs available for those cases that may require them.
- Sanctions imposed on employees and students who violate any of the regulations established in the Policy on Study and Work Area Free of Drugs and Alcohol.

SEXUAL HARASSMENT POLICY

Antilles College of Health wants to ensure a learning environment free from discrimination, particularly sexual harassment. This is an illegal and discriminatory practice, which is not in the best interests of the institution and should not be permitted regardless of who may be involved. Sexual harassment is a prohibited conduct that may have legal implications.

Antilles College of Health is concerned that all members of the student community study in safe and dignified conditions. Any person who believes that he/she has been subjected to harm by actions constituting sexual harassment at Antilles College of Health by a student or someone outside the Institutional community, may complain to the appropriate offices.

If the complainant is a student, the case should be referred to the Office of the Chief Academic Officer. A Committee will be appointed, composed of: Academic and Student Affairs or a representative; Orientation and Counseling.

INSTITUTIONAL POLICY ON PROHIBITION OF WEAPONS AND FIREARMS

As part of Antilles College of Health's zero tolerance for violence, abuse and/or aggressive behavior, employees, students, and visitors are strictly prohibited from carrying weapons, including those for which they are licensed to carry:

- Within the Antilles College of Health premises, including the parking facility
- While performing any job-related duties for Antilles College of Health
- At any Antilles College of Health-sponsored event on or off Antilles College of Health premises

A weapon is defined as a device, instrument, material, or substance, animate or inanimate, that is used, or is capable of causing death or serious bodily injury. This includes, but is not limited to firearms, knives, razors, clubs, chemical and/or explosive devices.

DOMESTIC VIOLENCE POLICY

ACH is committed to the welfare of its students reaffirms through this policy.

- Support and take actions against acts of domestic violence at school as a criminal act against the person of our institutional community , and that domestic violence is a manifestation of gender-based discrimination.
- Established guidelines for handling domestic violence situations.
- Provide an orientation to students about examples of domestic violence acts and training on this matter.
- Commit to take steps to provide a safe place to work and study.
- Provide help and support to domestic violence victims by guiding them about available resources in the community, legal resources, and available licenses
- Motivate the students to report any situation or incident that takes place as soon as possible.

Therefore, Antilles College of Health assumes the legal and moral responsibility to educate staff and students, and present options for preventive measures to handle domestic violence situations. The Institution will establish the protocol for handling domestic violence situations by offering guidance and support to the victims.

The purpose of the protocol in this policy is to provide uniformity of measures and procedures to be followed when a student is a victim of domestic violence.

In terms of the student who is considered a victim of domestic violence, will be oriented on his/her rights, and means to effectively handle such situation. Guidelines for the effective handling of domestic violence situations will be offered and students will be oriented on these strategies.

All students within the Institution must know that domestic violence is prohibited; therefore, action will be taken against those who attempt against the safety of others, violating the established policies.

STUDENT RESPONSABILITIES

Students of the Institution who believe they are victims of domestic violence or who have information that a student is a victim or perpetrator, must inform the Psychologist of Professional Counselor, in order to put the protocol into effect.

AVAILABLE RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE

1. Emergency Line 911
2. Office of the Procurator of Women Telephones:
787-722-2977 or 1-800-981-7676
3. “Casa Protegida Julia de Burgos” (San Juan) Telephones: 787-723-3500, 787-723-2814 Fax:
787-725-8580
4. “Hogar Ruth” (Vega Alta)
Telephones: 787-883-1805, 787-883-1884
5. “Hogar Nueva Mujer Santa María de la Merced” (Cayey) Telephones: 787-263-6473 and 787- 263-8980
6. “La Casa de Todos” (Juncos)
Telephones: 787-734-3132, 787-734-5511

Project to help survivors of sexual and domestic violence oriented to women's health (PASOS). (San Juan)

INSTITUTIONAL POLICY ON PEOPLE WITH DISABILITIES

1. INTRODUCTION

Antilles College of Health is an institution of technical and superior education, committed with academic excellence and the wellbeing of the university community. As such, it has the responsibility to promote healthy living and harmonious exchange between students, faculty, and members of the administration. The Institutional Policy for People with Disabilities was established for this purpose. Discrimination threatens human dignity and conflicts with the mission, philosophy, and objectives of the Institution.

Antilles College of Health in compliance with current a legislation establishes, as a policy, to eradicate and prohibit any discriminatory action that prevents, hinders, limits, or excludes any of its employees or students with physical or mental impairments qualified to participate and enjoy its programs or organized activities, sponsored, operated, administrated, or carried out by the Institution. It is also institutional policy to provide reasonable accommodation to employees and students eligible under the current statutory provisions.

As part of this policy, the Institution will not allow or tolerate methods or discriminatory practices in the recruitment, compensation, fringe benefits, installations of reasonable accommodation or access, participation in training programs, promotion or any other condition or privilege in the workplace against people with physical or mental impairment and ensure equal opportunity for these.

In the same way, the Institution will not tolerate methods or discriminatory practices in the process of admission, re-admission, access, reasonable accommodation, program participation, classes, activities, or educational needs against students with any type of physical, mental, emotional, or sensory impairment that limits them to equal opportunities enjoyed by people without disabilities.

A. LEGAL BASIS

PUERTO RICO LEGISLATION

LAW NUM. 44 OF JULY 2, 1985

This law prohibits, within the Commonwealth jurisdiction, discrimination against people with physical and mental disabilities and establishes that any person qualified for the basic functions of an employment or study area which he/she aspires or works cannot be hindered or limited to begin work or studies.

LAW NUM. 53 OF AUGUST 30, 1990

Amend Law 44, adding Article 13, provides that the Puerto Rico Secretary of Labor and the Procurator of People with Disabilities must ensure compliance with this law.

LAW NUM. 105 OF DECEMBER 20, 1991

Amendment to Law 44, which extends the employment opportunities for people with disabilities and brings the Puerto Rican statute in line with the federal legislation *American with Disabilities Act* of 1990 (ADA) and imposes the responsibility of its implementation to the Procurator for People with Disabilities.

UNITED STATES LEGISLATION

SECTION 504 OF THE 1973 REHABILITATION ACT OF 1973

This section prohibits discrimination against people with physical and mental disabilities and applies to elementary and secondary educational institutions, colleges, universities, hospitals, and others that in some way benefit from assistance or federal funds.

The definition of disability in this law is similar to ADA, and its protection extends only to people with disabilities qualified to work in essential functions for the position they occupy or aspire, as the terms are subsequently defined.

SECTION 101-336 OF AMERICAN WITH DISABILITIES ACT OF 1990 (ADA LAW)

The purpose of this United States Congress Law is to ensure people with disabilities; as defined by law are entitled equal opportunities, full participation, and ability to work independently and achieve financial self-sufficiency, by prohibiting discrimination against people with disabilities, establishing clear standards to enforce the purposes of the law.

This law imposes on educational institutions the responsibility to provide reasonable accommodation for people with disabilities; within the Institution to make necessary adjustments or changes so the employees or students with disabilities can perform their work or studies.

Facilities and services for students with disabilities

Antilles College of Health is committed to providing qualified applicants with disability an equal opportunity to access the benefits, rights and privileges of school services, programs, and activities in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who need accommodations for facilities and services should contact the Counselor once they are in the orientation process with enrollment interest. The Counselor will be in charge of orienting the applicant about the services offered by Antilles College of Health for this population. Academic accommodations for students with disabilities are provided and evaluated on an individual basis.

Antilles College of Health is committed to providing ethical service to applicants of this population throughout their application process, and if approved for reasonable accommodation as part of our policy, the Institution will not permit or tolerate discriminatory methods or practices against people with any type of physical or mental impairment and will ensure equal opportunity for them. Disability-related information will be shared only with the student's written permission.

At the evaluation stage of the application, Antilles College of Health reserves the right to decide whether to approve an applicant with a disability if it involves institutional expense. ACH will protect the privacy rights of the applicant with a disability by maintaining the confidentiality of the applicant during this process.

Physical Installations Available

Antilles College of Health has restroom facilities, lounges, chairs, and study stations designed to allow people with disabilities to enroll and benefit from education. Handicapped parking provides convenient access to the building entrances and elevator service is available for access to each floor of the Institution.

Services for students with intellectual Disabilities

- An interpreter service if necessary is available, with the collaboration of governmental agencies such as Vocational Rehabilitation.
- Service of pointers by the Institution through the Study and Work Aid.

Services for students with disabilities

- Antilles College of Health has wheelchair access and service for students with disabilities. Elevator access to classrooms and service departments are available.
- Antilles College of Health facilitates services and reasonable accommodations so that students with disabilities enjoy the same opportunities as their peers with the greatest degree of independence possible.

I. PROCEDURE TO REQUEST REASONABLE ACCOMMODATIONS

- The student will request reasonable accommodation in the Counselors Office of the Student Affairs Department using form Application for Reasonable Accommodation and Authorization to Disclose the Information. Through this signed form, the Counselor is authorized to manage the information with the sole purpose of coordinating the services for the student.
- The student must present a certification signed by his doctor or an official document that indicates his diagnosis and the specific type of reasonable accommodation required. It is recommended that the certification's issue date does not exceed a year. Once the certification is delivered, the Counselor will inform the student about the services offered to disabled individuals in and outside the institution. The Certification or Reasonable Accommodation Certification sheet will be completed.
- The Counselor will start a file with the student's personal and medical information and all documentation (evidence of the condition, reasonable accommodation application or any student related action). The file will be confidential and will be used only to coordinate the services for the student by the Counseling Office.
- A notification letter regarding reasonable accommodation and measures applicable to the case, will be delivered to the student's professors and Program Director for their signature. The letter must be confidential. Any doubt or situation related to the reasonable accommodation must be discussed with the Counselor.

DEFINITIONS

- A. People with Disabilities:** Any person that (1) has a physical, mental, cognitive, developmental condition that impairs, or limits a person's ability to engage in one or more major life functions. (2) has a record of such disability or (3) is treated as if disabled. Understand that for these purposes: Vital Main Functions refers to take care of themselves, perform manual tasks, walk, vision, hearing, speech, breathe, learn, and work.

To have a disability record means to have a history of the physical or mental disability that impairs or limits one or more major life activities or the person has been misclassified.

To treat them as if disabled means (a) has a physical or mental disability that does not significantly limit the main vital functions but has been treated as such by the institution (b) has physical or mental disabilities that significantly impair their main vital functions, only because of attitudes of others towards their condition (c) does not show disabilities but has been treated by the institution as if they were disabled.

B. People with qualified disabilities

1. Regarding employees, a person with a disability who with reasonable accommodation can perform the essential functions of their position.
2. Regarding students, a person with disability that meets the academic requirements and technical admission standards or participation in the programs, in other words, that with or without reasonable accommodation, meets the essential requirements to be eligible for those educational services.

C. Reasonable Accommodation – must be applied for and can include:

1. Ensure that the existing facilities used by employees and students are accessible to persons with disabilities.
2. Logical and reasonable adjustments that allow people with disabilities perform their assigned work as defined in the requirements of their job description or study program.
3. Modification or adjustments to schedules and type of tests, construction of physical facilities, acquisition of specialized equipment, provide readers, assistants, drivers or interpreters and any other reasonable action that help the person with disabilities adjust if it is not an onerous condition for the institution.
4. **Onerous Condition** means for these purposes, an action that requires a difficult or significant expenditure, in comparison to the size, resources and school budget; or changes in the structure of the institution not allowed by law or construction policies, those applicable to buildings of a historical heritage, as in the case of the school facilities. It is understood as any action or expense that may cause an overall negative impact on the institution.

POLICY

Antilles College of Health promotes the following policy about persons with disabilities

- No persons with a qualified disability will be denied the right to participate in any program, activity or work for said reason, nor denied benefits or be subject to discrimination due to a disability.
- Antilles College of Health will provide reasonable accommodation, as previously defined, to give people with disabilities the same opportunity to achieve educational goals and have equal opportunities in the work environment.
- Antilles College of Health ensures compliance of this policy against discrimination of people with disabilities, for these reasons, and publishes necessary procedures to request remedies, reasonable accommodations, and complaint procedures.

REMEDIES

The interpretation of the law must always be in favor of reasonable accommodation. Anyone who believes has been discriminated against (student or employee) due to physical or mental disability, or who needs any type of accommodation, can file an application or complaint to the Office of Student Affairs.

PROCEDURE TO PLACE A COMPLAINT FOR DISCRIMINATION

Any person, member or not of the institutional community, who believes has been the object of discrimination for reasons of his disability by an employee or student at Antilles School of Technical Careers, can file a complaint, request an investigation, and have the corresponding Institutional authorities take appropriate action.

In all cases, the complaint procedures established in the Student Policy or Harassment Policy will be followed. In the case of an employee, the person must preferably contact the immediate supervisor. This official must immediately refer the case to the President of the Institution. The complaint may be initially formulated verbally or in writing, as preferred by the complainant.

If the complainant is a student, the matter must be referred to the Academic Director.

If the complainant is not a part of the Institutional community, the claim must be directed to the President of the Institution.

This Policy will be interpreted in accordance with the dispositions and purposes of the laws, rules and regulations that confer authority, as referred to in the previous paragraph Section II. It is adopted to facilitate a fair and fast solution to the complaint, in harmony with the interest of the wronged person, and the guarantees that apply to the defendant.

DISCRIMINATION DUE TO MENTAL OR PHYSICAL DISABILITIES INSTITUTIONAL POLICY

Introduction

Rehabilitation Law from 1973, Section 504 and Public Law 101-336 “Americans with Disabilities Act” (ADA) from 1990 prohibit discrimination for reasons of physical or mental impairment. The Law offers people with disabilities the same rights and opportunities that other citizens enjoy. It establishes that all public and private entities, who receive federal funds, would not be able to discriminate for disability reasons against people, to limit or exclude their participation in any program or activity that these entities carry out.

Institutional Policy on Discriminatory Prohibition due to Mental or Physical Disability Reasons

In Accordance with Section 504 of the Rehabilitation Act and ADA Law, Antilles College of Health has developed and established an Institutional Policy directed to provide and maintain an accessible academic community conducive to ensuring people with disabilities an equal opportunity environment, this way achieving complete integration in the student community.

Responsibility

It is important to recognize the equal employment opportunity, access to public services, and to promote full participation, an independent life, and the financial self-sufficiency of people with impediments. To such effect, no person will be able to discriminate against people with disabilities.

This policy is managed by the Office of Student Affairs. The Counselor is responsible for planning, organizing, and evaluating all the services for people with disabilities. In addition, processes complaints related to these services. The President's Office, in coordination with the Academic Director and the Advisory Board for Affairs of People with Disabilities will ensure compliance with this policy.

Applicability

This policy applies to all the people that make up the institutional community, employees, students, visitors, potential employees, salesmen and people who provide any service to the Institution. It also applies to all the people that make use of the Institution facilities, for any given reason.

It corresponds to all: students, university staff and visitors, as a requirement to exercise their rights, to fulfill their duties and to observe the legal and administrative provisions to that effect.

Procedure to notify discriminatory acts due to physical or mental disabilities

The legislation requires that educational Institutions establish procedures for handling complaints, appeals and reconsiderations. In addition, it recommends that people not satisfied with the results of the mentioned procedures, submit their cases to the Office of the Procurator for People with Disabilities (Law 2, September 27, 1985).

The Institution counts with trained officials, as part of its team, to assist any person who believes has been the object of discrimination or has witnessed discrimination against someone else due to physical or mental disability.

Steps to follow:

1. The first step is to submit a written complaint to the Counseling and Retention Office. The Counselor will initiate an investigation of actions around the discrimination. Upon receipt of the claim, the Counselor must instruct the claimant regarding the policy and their rights.
2. If the claim can be handled by the Institution, the Counselor will try to mediate between the parties to reach an acceptable solution for all concerned parties. As a general rule, the information and evidence submitted by the affected persons or witnesses will not be shared with third parties during the adjudicative process.
3. If the Counselor believes a violation to the Policy has occurred, the Board for Ventilating Acts of Discrimination for Disability Reasons (JVADI) must convene immediately. This board will be composed of three members: the Counselor, the Registrar and a student representative, administration, or faculty, depending on each case. Each JVADI will exist only to air the issues pertaining to that specific case.

Board Process:

1. The Board to Ventilate Discrimination Acts for Disability Reasons (JVADI in Spanish), should elect a President and Secretary in their first meeting. The Counselor will present the facts that motivated the call for meeting. The JVADI will draw minutes of all its meetings, and at the end of all proceedings the documents will be handed to the President or Academic Director for his/her consideration, filing and custody. As a general rule, information or evidence submitted by witnesses will not be disclosed to third parties during the adjudicative process.
2. The JVADI must conduct a prompt and detailed investigation of the alleged discrimination. The investigation will include:
 - a. An interview with the plaintiff to establish the alleged discriminatory act and to identify witnesses or physical evidence, if any.
 - b. An interview with the alleged offender to allow him the opportunity to admit, deny

or explain each allegation made on the plaintiff's declaration and to identify witnesses or physical evidence, if any.

c. Interview of any witness. Witnesses will be informed that all matters discussed must be kept confidential.

3. The JVADI must review the investigation results and decide in which way the Institutional Policy has been violated.
4. The JVADI must issue its resolution within thirty (30) working days from the onset of the investigation. Said resolution will specify the conclusions reached by the Board and its ruling in accordance with the conclusions.
5. The JVADI must inform the plaintiff and other parties involved the results of the investigation. The institution will take necessary corrective measures in those cases which prove there was cause with alleged discrimination.

Process to follow when plaintiff disagrees with investigation results:

1. When the plaintiff disagrees with the investigation results, he/she can submit a resolution review before the President of the Institution within a term of five (5) working days, after having received the JVADI resolution. The request for review will be submitted when the plaintiff, submits a written Review Document to the Institution's President where he/she expresses the basis for her/his petition.
2. The President must revise the Review Document and determine if it is substantiated. If it is not, there will be no effect, and the JVADI decision will become final and binding. As a result of the revision, the President can accept, reject, or modify the decision of the JVADI within a term of fifteen (15) working days. The President will draw special records of all the procedures and when emitting her/his resolution will expose the reasons that support her/his determination.

A person unsatisfied with the results of the above-mentioned procedures can submit a complaint to the Procurator's Office for People with Disabilities (Law number 2, September 27, 1985).

Policy Violation Sanctions

When JVADI has determined that discrimination has occurred, the following action can be taken:

1. When the offender is an employee or a student, the disciplinary action can be taken in accordance with established Institution procedures. The disciplinary action must correspond to the discrimination, and the same can fluctuates between a written warning to employment termination or expulsion from the Institution.

COMPLIANCE OF TITLE IX-EQUAL RIGHTS

Purpose:

Protect people of discrimination based on sex in educational programs and activities that receive federal financial aid.

The U.S. 1972 Education Amendments, known as Title XI, is a federal law that guarantees equal rights; prohibits gender discrimination in the education field. Basically, this amendment establishes that any school or educational program that receives federal funds cannot exclude anyone from activities based on the gender, to ensure that all employees and students, women, and men alike, in educational environments are treated with equality and justice.

The language used in Title IX specifies that “No person in the United States will, on the basis of sex, be excluded to participate or will be denied benefits, or be subject to discrimination by any educational program or educational activity that receives Federal funds.”

Antilles College of Health, in compliance with the dispositions under Title IX law, has designated an officer as the main contact to ensure compliance with the law, and is responsible for the management and dissemination of the policy, including claim investigations. It is responsible to instruct the members of the Institution, make the law available to the community, including students, employees, faculty, admission and employment candidates and the public who might have questions regarding the law.

The Civil Rights Office:

The Civil Rights office of the Department of Education (known by OCR) has the responsibility to enforce Title IX, and guarantee that all institutions that are beneficiary of DE funds carry out a strict compliance posture and record. Their main activity is investigation and resolution of claims submitted by people who allege having been subjected to sexual prejudice.

Legal Citation:

Department of Education Amendments of 1972, Title IX, and the implementation of its regulation contained in CFR 34, part 106 of Title IX.

Additional information can be requested by calling 1-800-421-3481. This office provides orientation about equal rights, the regulations that details Title IX requirements.

Any person who believes a sexual discrimination act has been committed against another person or group, can submit a claim in accordance with Title IX. The claim must be submitted within 180 days from the date of the alleged violation. Antilles College of Health does not discriminate against anyone on the basis of race, sex, age, nationality, color, physical disabilities, religion, or political ideology.

Contact Name: Alan Gierbolini
Professional Counselor and Title IX
P.O. Box 191536
San Juan, PR 00919-1536
Tel. 787-268-2244 ext. 241
Email: nancy.lebron@antillespr.edu

Note: If you think you have been discriminated due to gender, you can report to the office of the Academic Director of the Institution. Antilles College of Health does not discriminate against any person on the basis race, sex, age, nationality, color physical disabilities, religion, political ideology, sexual orientation, and gender identification.

SUGGESTION BOX PROCEDURES

Suggestion Box

The Office of Student Affairs (retention and counseling) is the channel used to measure the service, receive suggestions and/or complaints. This process is confidential.

One of the means used to measure the service, receive suggestions and/or complaints is the suggestion box, which is located on the first floor on the left side of the lobby.

The suggestion box has a lock, the key is guarded by the Student Affairs Coordinator and the process is as follow:

Process:

1. The box is checked on Mondays and Fridays. If any suggestion, complaint, or compliment is found, the information is read, referred to the corresponding personnel, using email and/or a case discussion sheet.
2. Then the suggestion, complaint or commendation is discussed with the corresponding office or department.
3. If the person making the claim, etc., provides his/her information, they will receive an immediate receipt acknowledgment and notification that the appropriate area is working on it. They will be informed of the result as soon as it is determined.
4. If it is necessary to interview the person, the sheet "Notes of Addressed Situation" is used. If the matter is of a serious nature, it can be handled as a complaint.
5. If any ACH student, teacher or staff wishes to visit the office and present any suggestions, situations, complaints, or compliments, they should:
 - A. Sign the Visitors Register of the Office of Student Affairs.
 - B. Complete the sheet: Situation Submission kept by the Office of Student Affairs.
 - C. The appropriate staff meets with the consent of the person who exposed the situation to determine the action or recommendation.

STUDENT COMPLAINT PROCEDURES

Objective

Antilles College of Health has the responsibility and commitment to keep an environment that allows learning and fellowship among our students.

It is the policy of Antilles College of Health to try and resolve any complaint or dissatisfaction that a student may have regarding a procedure, practice, or decision of any process or ACH staff member or classmate in a way that will maintain an atmosphere of harmony and respect.

Any student who is not satisfied with any service within campus has the right to submit a written complaint. The necessary documentation to file a complaint will depend on the type of claim.

The policy on complaint procedure for students at Antilles College of Health is as follow:

Antilles College of Health process to facilitate filing of complaints

Student

The student who wishes to submit a complaint must include a concise account of the alleged events, situation or conduct that occurred, as well as the required remedy requested by the complainant. The student must submit the complaint at the Office of Student Affairs (Retention and Counseling) for referral to study Program Director and/or Academic Director. Each of these officials have the responsibility to listen, receive or pick up the complaint as follows:

- Personally submit the complaint in writing. The same must include a brief description of events, date, and time of occurrence.
- Personally submit the complaint verbally. The officer in charge will write an institutional minutes sheet which include facts, persons involved, witnesses, date of complaint submittal or any other relevant data.
- Deposit the written complaint in a sealed envelope in the suggestion box located on the first floor. The complaint must contain a brief version of the facts, date, and place where the situation took place.

It is expected that every complaint be handled immediately, however it will need a period of time for evaluation not to exceed two weeks after being filed. Special cases might require additional time. The assigned officer will notify the parties involved on the course of action to follow and the result of the efforts achieved.

STATE COMPLAINTS PROCEDURES

Article 39 - Who can present them

Any person affected by an action of a post-secondary education institution that constitutes a violation of Law 212-2018, these Regulations or the terms of a license granted by the Board, may file a complaint with the Office. This must be presented in writing, in original and copy, signed by the complainant or complainants under oath before a notary public.

This complaint procedure does not apply to disputes of a labor nature between the teaching or non-teaching staff and the institution, between parents, students and teachers for issues, such as evaluation of academic work, disagreement with grades, disputes between institutions, financial aid to students. or conflicts over contractual aspects.

Prior to filing a complaint under these Regulations, the complainant must have exhausted the processes available for the resolution of disputes, complaints or grievances established in the regulations and norms of the accused institution.

Article 40 - Form and content requirements

to. Every complaint must indicate the name and surname, postal and residential address, email and telephone number of the complainant. If there is more than one complainant, you must include the information of each one, as appropriate.

b. It must also contain a clear and concise statement of the facts on which it is based, as well as the provisions of the law or regulation, or terms of the license whose violation is alleged. It may include evidence to support the allegations of the complainant.

c. The complainant must indicate the measures or steps that he has taken before the accused institution related to the facts on which the complaint is based, including actions before officials and internal forums of the institution and other administrative and judicial forums.

Article 41 - Procedures

Section 41.1- Notification to the accused party

Upon receiving a complaint, the Office will notify the complainant institution by sending a copy of the complaint. The accused party will answer within thirty (30) days of being notified of the complaint. It is the duty of the parties to notify the Board and the other parties involved of any communication or document that occurs during the process.

If they do not answer within the term granted, the allegations raised in the notified complaint will be understood to be accepted by the institution and will proceed in accordance with Article 42 of these Regulations.

Section 41.2 - Investigation

If the Office deems it necessary, it may conduct its own investigation and request additional information.

Article 42 - Determination of the Office

Section 421.1- File of the complaint

If, in the Office's opinion, the complaint has no merit, it will notify the parties and proceed to file it.

Section 42.2 - Mediation between the parties

If, in the Office's opinion, the complaint proceeds, but does not constitute sufficient cause to affect the status of the license of the accused party or to take any other action contemplated in the Reorganization Plan No. 6, Act 212-2018 or by this Regulations, the Office may act as a mediating agent between the parties to try to remedy the situation that gave rise to the complaint.

Section 42.3 -Action against the institution

If, in the opinion of the Office, the complaint proceeds and there is probable cause to impose a fine or for the suspension or cancellation of the license held by the institution, or if it does not respond within the term established in Section 41.1, the established procedures shall apply. for said sanctions in this Regulation.

Complaint Form

Student who files the complaint: _____

Mark type of complaint:

☐ Academic

☐ Administrative

☐ Sexual Harassment

Address: _____

Telephone: _____ **Cellular:** _____

Date and Time: _____

Place:

Location/Classroom: _____

Name(s) of the person(s) involved

Witness(s) Involved:

DESCRIPTION Reason for Complaint: (Please describe the nature of the incident, chronological account of the incident, and names)

(USE REVERSE OF SHEET IF NECESSARY)

STUDENT SIGNATURE: _____ **DATE:** _____

EXTERNAL WORK POLICY

Introduction

As part of Antilles College of Health's commitment to ensure the quality of academic and administrative processes within the operational component of the programs offered, its goal is to maintain and promote quality education. Within this context, the following policy regulates the external work processes, according to the demands of our accreditation agencies and in compliance with current federal and state regulations.

This policy has been designed with the main purpose of providing the students a guide of the requirements to successfully complete their external projects.

External academic work is the result of an investigation, which will demonstrate the student's ability to research, deeply reflect on a subject, structure it, present it, and show interest in the study material.

Scope

This policy was issued in accordance with the Federal Accreditation Agency, who demand that students meet a certain number of established hours of academic external work as appropriate.

Description:

External work is a requirement of the Federal Accreditation Agency. It requires students to complete a number of hours of external work per course and thus measure the student's knowledge and skills through critical analysis that focuses on high quality information and aligns most with the assigned subject to finally obtain a grade.

Objectives:

1. Promote and develop critical thinking skills in the student (an evaluation or personal interpretation of logical development of ideas, approach, or proposal of one or several authors on a particular subject).
2. Expose the student to research of a subject and learn to structure and present such external work research properly.
3. Students must meet the established amount of external work hours.
4. Encourage students to complete external work.
5. Provide the corresponding content of external work to the students.

Responsibilities:

1. Program directors will be responsible for providing the educational contents (external work) to the professors so that they can distribute to the students. (If applicable, professors will complete this step, if the educational contents are not in the Virtual Classroom (platform)).

2. Professors will provide the content corresponding to the external work to the students.
3. Professors who dictate courses must ensure that students complete the external hours.
4. Program directors will ensure that professors follow-up with of students, so they complete their external work.
5. Professors will file the external work so that the program Director can secure them.
6. Professors will assign a grade to students related to the external work based on points.

INSTITUTIONAL DISTANCE LEARNING POLICY

INTRODUCTION

The goal of Antilles College of Health is to provide the student population the appropriate educational resources under the distance objectives of each study program. Through a virtual learning setting, the proper technical tools and learning strategies, ACH seeks to provide educational content to develop and support the required career competencies in the student.

The Office of Distance Learning, Program Directors and Academic Personnel will be part of the ACH distance learning, therefore, we have qualified personnel to direct and manage the distance learning process of each study program.

RESPONSABILITIES

A. ADMINISTRATION

ACH's responsibilities with distance learning are as follow:

1. Ensure the faculty and students have a virtual environment conducive to the learning and teaching process.
2. Provide students with well-planned and structured learning content.
3. Offer technical support to students within a period of no more than 24 working hours.
4. Provide students with support services through ACH services offices.
5. Point students and appropriate personnel to the procedures used to apply for support services from the student services offices.

B. STUDENTS

The student responsibilities under the distance learning or blended modalities are as follow:

1. Comply with the norm to not share information to access the ACH learning systems used for distance learning.
2. Participate in the platform in compliance with the participation and attendance requirements indicated and stipulated in the Institutional Catalog.
3. Comply with the copyright policy established by ACH and stipulated in the Institutional Catalog.

4. Comply with the student regulation established in the ACH Institutional Catalog.

B. STUDENTS REGISTERED UNDER DISTANCE LEARNING OR BLENDED MODALITY

Students who register under distance learning or blended modality must comply with the following:

1. The student must not be absent from accessing and participating in the activities established by the professor in the virtual platform more than 14 calendar days per registered program, as established in the Institutional Catalog.
2. If a student encounters any access issues to his/her distance learning course, he/she must call the office of distance learning immediately to receive assistance.

AUTHENTICATION POLICIES

INTRODUCTION

Antilles College of Health guarantees a safe authentication method for students and employees in our school. Our main objective is to have a user access validation process to the established systems in the Institution. This policy covers the way to authenticate our students and employees in the different electronic systems of the Institution. Detailed below are the most important processes for the management of data access for personnel.

RESPONSIBILITIES

It is important that each student and employee knows their responsibilities regarding the authentication policy, detailed below:

1. Each student and employee must be instructed once they obtain their access information to the Institution's computer systems.
2. It is not allowed, under any circumstance to share access information with third parties.
3. Access data provided by the Institution must be kept in the strictest confidentiality.
4. In case of technical issues, contact technical support personnel.
5. To offer technical support, the Institution will use processes to validate the information of the person requesting the service.

PROCEDURE

To ensure that passwords are safe the following steps must be taken:

1. The password must be at least 8 characters long.
2. They should have a mix of numbers, upper and lower-case letters, and special characters.

3. The password must not be the same or similar to the word “password.” Ex. Include a number or a letter.
4. Must not be similar to the user id or name.
5. Do not share the password with others, including people who claim to be system administrator.
6. Never have your password visible to anyone.
7. Never leave your computer unattended. If needed, end the session.

The password to access the systems will be temporary and can be changed anytime. In addition, the system will require a password change at predetermined times.

The technical support services will be offered under Technical Support and the Learning Resources Center.

AUTHENTICATION METHOD FOR STUDENTS UNDER DISTANCE LEARNING AND/OR BLENDED MODALITIES

The Distance Learning Office will provide registered remote students access data to the educational platform to take the courses. The URL that will be used for the virtual platform is: <https://aulavirtual.antilesspr.edu/> (The students will be able to access directly and enter their access information.)

The password to access the platform will be temporary and the student can change it at any time, in addition, the system will require password changes at predetermined times.

The Office of Distance Learning will provide service to any student who requires technical support regarding access data or to navigate the educational platform, so they can conduct their studies effectively.

The guides to access the platform were established for the students as well as the teacher. These guides explain the step-by-step process to manage the platform Moodle, allowing the student to learn to navigate the course, send the homework and perform the learning activities in the platform.

PRIVACY POLICY – BLENDED STUDIES

The information generated in our institution might include in some cases confidential data that require identity theft protection, etc. All content generated must have a data protection process to protect the Institution’s confidential information.

As an educational institution and in compliance with computer safety requirements, our systems have a high degree of security against viruses, trojan, and harmful attacks.

The security in our institution is strong as we have the following protections:

- Firewall (against software piracy and others)
- Antivirus
- Control of external attacks that might put the information generated by the institution

at risk. (Hackers and/or Crackers)

It is most important to ACH to protect the information of the following: Registrar, Treasury, and Financial Aid. Our technical infrastructure has an adequate protection system so that the information is properly stored and backed up.

The network has the pertinent security to ensure confidentiality of student's financial records or financial aid and other related areas.

Each employee, faculty, and student count with access controls to the systems they use. The student community will be able to access their courses through authentication that will ask their secret data to validate their identity. Our systems are designed this way to protect the information of our students, faculty, and employees.



DISCLOSURES

I accept that I have received the Institutional Catalog, including the following information:

1. Misrepresentation and Consumer Protection Policy
2. Copyright Policy
3. Social Security Policy
4. Intimidation and Harassment (Bullying) Institutional Policy
5. Students with Asthma Protocol
6. Vaccination Policy
7. Ferpa Policy (Family Educational Rights and Privacy Act)
8. Prevention Policy – Drugs and Alcohol
9. Study Area Free of Drugs and Alcohol Policy
10. Sexual Harassment Policy
11. Domestic Violence Policy
12. Student Responsibility
13. Available Resources for Victims of Domestic Violence
14. People with Disabilities Institutional Policy
15. Discrimination due to Mental or Physical Disabilities Institutional Policy
16. Title IX Compliance – Equal Rights
17. Student Claim Procedure
18. Claim Form
19. External Work Policy
20. Distance Learning Institutional Policy
21. Authentication Policy
22. Privacy Policy – Blended Studies

Name (Print)

Date

Signature

Study Program/Section