



ACADEMIC CATALOG

GRADUATE STUDIES

2018-2019

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ABOUT THIS CATALOG

This catalog is an official publication of Dewey University, P.O. Box 19538, San Juan, Puerto Rico 00910-9538, available in English and Spanish. If there is any conflict of interpretation the Spanish version shall prevail.

Dewey University reserves the right to revise and change any academic or administrative regulation or policy, credits, hours, enrollment or services fees, as well as any other requirements that might affect students when it deems fair and necessary. There will be no retroactive changes.

Changes in information in this Catalog and new academic regulations will be published as applicable. It is the responsibility of each student to ascertain current information that pertains to the individual programs particularly with regard to satisfaction of degree requirements, through frequent reference to the Catalog and its addendum, enrollment agreement, the webpage <http://dewey.edu>, and by consultation with Counselors, Academic Directors, and other appropriate offices such as the Registrar or Financial Aid. In preparing this catalog, efforts are made to provide pertinent and accurate information.

It is the student's responsibility to be informed about all the rules and procedures established. Procedures and rules will not be discarded or invalidated due to an unawareness claim of students. If a student interrupts his studies or decides to change its curriculum, he/she will be responsible for complying with the requirements in effect at the time of readmitted or make the change.

The catalog is distributed free of cost in electronically and hard copy through the offices of admissions, academic affairs, student's services and the University's web site.

Changes or additional information will be included as an official catalog addendum.

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The rules of our institution prohibit discrimination for reasons of gender or sex, among others. Therefore, for the purpose of this document, all terminology used to refer to a person or position refers to both genders.

NOTICE OF NONDISCRIMINATION

DEWEY UNIVERSITY does not discriminate on the basis of sex in the education programs or activities it operates; and it is required by Title IX not to discriminate in such a manner.

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DEWEY
UNIVERSITY

JOHN DEWEY

(October 20, 1859 – June 1, 1952)

John Dewey was an American philosopher, psychologist, and educational reformer whose thoughts and ideas have been greatly influential in the United States and around the world.

Dewey is recognized as one of the founders of the philosophical school of Pragmatism. He is also one of the founders of functional psychology and was a leading representative of the progressive movement in U.S. schooling during the first half of the 20th century.

John Dewey was born in Burlington, Vermont, on October 20, 1859. He was a philosopher, teacher, and psychologist, graduated from John Hopkins University, in 1884.

He taught at Michigan and Minnesota universities between 1884 and 1894. In 1894 he became Director of the Philosophy, Psychology, and Pedagogy Departments at Chicago University.

Dewey's educational theories were presented in "My Pedagogic Creed" (1897), *The School and Society* (1900), *The Child and Curriculum* (1902), *Democracy and Education* (1916) and *Experience and Education* (1938).

His recurrent and intertwining themes of education, democracy and communication are effectively summed up in the following excerpt from the first chapter, "Education as a Necessity of Life", of his 1916 book, *Democracy and Education: An Introduction to the Philosophy of Education*:

"What nutrition and reproduction are to physiological life; education is to social life. This education consists primarily in transmission through communication. Communication is a process of sharing experience till it becomes a common possession."

Dewey sustained that education is a vital process of preparation for life. This process and its objectives are the same and the final goal is to improve democracy through an intelligent participation of all its members, in activities and interests of the community. For him, a democratic society geared toward the welfare of the collectivity puts individuals in whole possession of their faculties, attitudes and habits. This was interpreted as a collective point of view. This way, he raised a synthesis of education's psychological and sociological aspects.

Regarding the educational method, he emphasized the active aspect before the passive one, because he considered that knowledge must be the concomitant of action.

Dewey died on June 1, 1952, leaving other important contributions, such as: the conciliation of the interest doctrine with that of effort, and the achievement of a better understanding of education through his analysis of creative thinking.

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PRESIDENT'S MESSAGE

Since its foundation in 1992, Dewey University (DU) has contributed to the development of thousands of successful professionals that are part of Puerto Rico's labor force today.

Dewey University is an innovative educational institution which has been a forerunner by creating strategies and academic programs that will allow students to develop the necessary knowledge and skills to deal with the changes and challenges in the work environments.

The success of Dewey University is sustained from the support of the Board of Trustees; a highly qualified faculty committed to academic excellence, and an administrative staff equipped to offer the highest level of service, and to meet the standards established by our Mission.

By choosing Dewey University as their center for studying, they have become part of an educational project which will allow them to reach a first class academic preparation. Acquiring a solid technical knowledge in those professions they have chosen, they will develop a deep interpretation of their own personal reality and its relation to their surrounding environment. They will experience an intense capability and a profound education.

The continuous human interaction provided by the University is also beneficial. Through this process they will have personal interrelations of great present and probably future impact, they will build lifelong relationships.

They will also, at the same time, develop a group of skills which will play a very important role in their professional development, leadership, capability for working in groups, strategies for organizing, management of conflicts, interpersonal relationships, and ability for communicating. They will, therefore, have the opportunity for obtaining a number of tools for social interaction of incalculable value.

We welcome you to our house of study. We believe that the educational experience will open the doors to new opportunities in the personal and professional development.

We know you will feel great satisfaction and pride in your endeavors to achieve the completion of your studies and to be one of the thousands of successful graduates that have placed Dewey University as their institution of first choice.

Always remember, that education is the key to success, our slogan "**EDUCATION WITHOUT OBSTACLES**" is our commitment.

Carlos A. Quiñones Alfonso, Ph.D.

GENERAL INFORMATION

Dewey University (DU) is a nonprofit, private institution of higher education, founded in 1992. Originally under the name of John Dewey College, the institution has evolved from a one-campus institution offering only certificate programs into a four-campus system that offers certificates, academic associate degrees, bachelor degrees and master degrees.

All courses, except English classes, are delivered in Spanish.

On April 2002, the institution received authorization from the Puerto Rico Council of Higher Education to offer six associate degrees and three bachelor's degrees. Later, on May 22, 2011, the Hato Rey Main Campus received its first authorization to offer graduate programs; a natural progression from its well-established undergraduate nursing program.

All DU campuses, are open enrollment campus (for undergraduates) that service an underprivileged urban population, of which the overwhelming majority is first generation college students who have lack access to an education through traditional public and private institutions. Still, its graduate population includes students from all around the Island.

On August 2012, the Institution changed its name from John Dewey College to Dewey University. Still, this change did not modify the institution's commitment to endure its principle of accessibility to education to all people regardless of their social or economic circumstances.

Currently the system is comprised of the Hato Rey Main campus and three other non-main campuses; Carolina, Manatí, and Juana Diaz.

Mission

Dewey University is a postsecondary and higher education institution that creates and provides a learning environment suitable for intellectual and cultural development for our students bringing together technology, critical analysis, research, and communication skills. This, with the purpose of preparing our students to effectively integrate into a highly competitive and changing society, and instill in them the basis for their continuous personal, intellectual and professional development in a context of appreciation for knowledge and professional ethics.

Goals and Institutional Objectives

Goals

1. Offer each student the availability to an integral education which will ensure acquiring significant knowledge and the development of skills which will allow them to effectively become part of a highly competitive and changing society.
2. Offer remedial education to students with disadvantage in education so they may overcome their difficulties and deficiencies in the basic skills in mathematics, English, and Spanish.
3. Develop in each student a high grade of self-esteem, appreciation of knowledge, moral sense and ethics of life, positive attitudes in the work place and a social commitment with his/her community.
4. Form professionals skilled in their specialized area, but at the same time, with a high grade of general culture, professional ethic and a sense of their social responsibilities.
5. Develop in the student's skills in analysis and critical thoughts, investigation, communication, and technology.
6. Offer the students learning methods for controlling skills in mathematics, technology and human behavior for effectively becoming part of a highly competitive and changing society.
7. Develop in students the skills in oral and written communication in English and Spanish which are indispensable for carrying-out the profession they are working for.
8. Provide a relevant academic offer which will allow them to acquire significant knowledge consonant with the requirements of each professional field.
9. Provide the students with diverse experiences in investigation, laboratory and practicum so that they may be applied and developed in the skills required in their profession.
10. Innovation of strategies in the development of the teaching that promotes the model of integral education and its professional growth.
11. Develop structures that will guarantee the continuous diversification of the academic offer as a response to the needs and interest of the student community and the employment market.

Objectives

1. Develop a professional with an integral education that will allow his/her becoming part of a highly competitive and changing society.
2. Develop a professional that commands the basic skills in mathematics, English and Spanish

3. Develop a professional with a high degree of self-esteem, moral and ethical sense, and positive attitudes in his/her professional performance and personal life.
4. Develop a professional that will carry out his/her specialty with a cultural sense, professional ethics and social responsibilities.
5. Develop a professional with skills in investigation, critical thoughts, communication and technology for his/her effective performance in the working environment.
6. Develop a professional that will apply the skills acquired in mathematics, technology and human behavior in his/her professional performance.
7. Develop a professional that commands communications in oral and written English and Spanish for an outstanding performance in his/her profession.
8. Develop a professional with skills and relevant abilities consonant with the requirements of his/her profession.
9. Develop a professional that is secure and commanding in his/her work performance.
10. Develop the teaching that offers an integral education and that predominates in him/her a continuous professional growth.
11. Efficiently develop academic offer that will provide an impact in the demands and needs of a highly competitive and changing society.

Institutional Accreditations and Licenses

Dewey University is accredited and authorized by the following entities:

- **Consejo de Educación de Puerto Rico (CEPR)**
P.O. Box 19900, San Juan, PR 00910-1900
Telephone (787) 641-7100
- **Accrediting Bureau of Health Education School (ABHES)**
7777 Leesburg Pike, Suite 314 N
Falls Church, Virginia 22043
Telephone (703)917-9503
- **Authorized to offer benefits of the GI Bill program.**

Affiliations

The Institution is affiliated to the following organizations:

- **National Association of Student Financial Aid (NASFAA)**
- **Puerto Rico Association of Student Financial Aid Administrators (PRASFAA)**
- **Puerto Rican Association of Collegiate Registrars and Admission Officers (PRACRAO)**
- **Hispanic Association of Colleges and Universities (HACU)**

Publications

The Institution offers the following electronic publications:

- Dewey Today (Interdisciplinary Magazine)
- Dewey University Official Web Page (www.dewey.edu)

Disclosure of Language Used in Program Study

Dewey University delivers all its courses in Spanish, except the English ones.

GOVERNANCE

Dewey University has been incorporated as a nonprofit organization under the laws of the State Department of the Commonwealth of Puerto Rico. Its governance body is constituted by a Board of Trustees composed of the following members:

Dr. Carlos A Quiñones Alfonso
President

Carmelo Rodríguez
Vice-President

Mrs. Mayra Vilanova
Secretary

Mr. Arístides Hernández Alfonso

Mr. Edwin Rodríguez

Dr. Héctor Ortiz Valladares

Mr. Orlando Soto

Mr. Ángel Santiago

Mr. Carlos García

Mr. Alfredo López Jiménez

MAIN CAMPUS

Dewey University Hato Rey Main Campus
PO Box 19538, San Juan, PR 00910-9538
427 Barbosa Ave., Hato Rey, PR 00923
Telephone (787) 753-0039 Fax (787) 751-4622

The Hato Rey Main Campus comprehends a two story building with a total area of 26,000 square feet. The campus has administrative offices, a learning resources center, a multipurpose room, a graduate studies resource center, 15 smart classrooms, five information technology rooms. Also the campus is equipped with laboratories for pharmacy technology, physical therapy, nursing, preschool education, chemistry, biology, anatomy and microbiology.

MASTER DEGREE

Nursing Sciences

Science in Nursing with Specialty in Anesthesia
Science in Nursing with Specialty in Mental Health and Psychiatry
Science in Nursing with Specialization in Oncology
Science in Nursing with Specialization in Critical Care

ADMISSIONS

Open Door Institution

Dewey University is founded in the principle of providing an education which will facilitate the student to update his/her potential and increase his/her quality of life. The Institution offers access to postsecondary education all persons regardless of their social or economic circumstances.

The policy of Open Door of Dewey University represents an advantage to the traditional and non-traditional students who wish to continue their studies, but are intimidated by the traditional process of admission. Anyone interested in studying at DU only needs to complete the admission application and provide evidence that he/she obtained his/her high school diploma.

The simplicity of the application process makes applying easy and the enrolling admissions policy allows traditional and non-traditional learners to submit applications at any time, and begin their postsecondary educations almost immediately.

By keeping the doors open to postsecondary and higher education, DU has accepted the responsibility of educating a diversity of students, including those that are disadvantaged at the moment of start studying as undergraduates or graduates. As part of the University curriculum, the Institution offers remedial courses to those students who need to improve their knowledge-and-competence-based skills and acquire the necessary abilities to begin undergraduate or graduate studies.

Admission Procedure

The Institution will provide guidance on the academic programs, requisites and services the university provides to all applicants. This function will lie mainly in the Admissions Office. This Office will assist applicants in their application for admission; it will also create the student e-mail as part of the admission process, which includes instructions about the institutional policies that the applicants will be receiving by email.

Once those instructions were given, the Admission Staff will retain evidence of the orientation process and give the applicants the following documents: Institutional Academic Catalog, Student Consumer Manual, and Student Handbook. All applicants have to sign a written receipt stating that has received the documents.

Graduate Admission Requisite

The candidate for admission to the Master of Science in Nursing must be able to demonstrate integrity and ethical behavior in professional services rendered. Must demonstrate social responsibility in their professional conduct and technology skills, like managing computer systems or handling specialized equipment related to the profession.

In this sense, the candidate to enter the program must demonstrate excellent communication skills effectively both orally and written, master at least a basic level of English, and have the ability to develop effective interpersonal relationships.

In conclusion, the candidate for the degree of Master of Science in Nursing must be a highly competent student capable of develop research investigations, bearer of critical thinking, creative in making decisions to manage nursing services, and also capable to educate undergraduate students and serve as a clinician.

The candidate must meet the following requirements:

1. Complete and Provide to the Admissions Office Admissions Office an application for admission.
2. Provide an official transcript indicating the candidate had earned a Bachelor's Degree in Nursing with a minimum GPA of 2.50, with the exception of Anesthesia specialization which requires a minimum GPA of 3.00.
3. Have passed a basic course in Statistics of three (3) credits from an undergraduate level with a grade of C or higher. If the candidate does not meet this requirement, please refer to the Provisional Admission Policy for its consideration.
4. Provide evidence of current professional license to practice the nursing profession.
5. Provide a written essay related to the field of Master of Science in Nursing.
6. Provide three (3) letters of recommendation from recognized professionals in the nursing field, to support their personal career and employment. Preferably, one of the letters should be submitted by a supervisor (actual or past), and should describe the applicant's professional performance and evidence of work experience as a nurse.

7. The candidate must be interviewed by a member of the Master of Science in Nursing Program Admissions Committee. This Committee has the authorization to evaluate the criteria for each candidate and submit its recommendation in cases that manifest exceptional circumstances.
 - The committee consists of:
 - Program Coordinator
 - Faculty member (from program of interest)
8. Complete certification sheet for Special Requirements.

The admission criteria will be evaluated according to the following parameters:

• Essay	20%
• Letters of Recommendation	40%
▪ Personal	20%
▪ Supervisor	20%
• Interview Committee	40%
	100%

Additional Requirements for the Master of Science in Nursing with Specialty in Anesthesia

In addition to the above requirements, the candidate to enter the program of Master of Science in Nursing with Specialty in Anesthesia must comply with the following:

1. Have a minimum of one (1) year of experience working as a nurse in critical care unit, operations room or emergency room.
2. Have a course or certification on Critical Care.
3. Have a current ACLS certificate. (For newly admitted students that does not possess the ACLS course, must take it during the first academic term, after signing a commitment document.)

This program does not hold the professional accreditation required to allow students to take the national exam offered by the National Board of Certification & Recertification for Nurse Anesthetists to practice the profession outside of Puerto Rico.

Documents Needed to Start the Practicum at the Graduate Level

All students admitted to any graduate program of Master of Science in Nursing and want to continue enrolled, must submit the following documents before registering for practicum courses:

1. Current Health Certificate from the Health Department of Puerto Rico.
2. Criminal Record Certificate official and current.
3. Current CPR certificate.
4. Evidence of Hepatitis B vaccination.
5. Evidence of Influenza Vaccination.

All students must comply with all regulations imposed by the Department of Health of Puerto Rico, its hospital facilities and other health services.

Uniform Code

The use of a uniform established by the institution is compulsory in most health programs. Students are expected to wear it every day for the laboratory and practicum classes. Students who do not attend in uniforms and do not have their identification card will not be allowed to participate in the related academic activities.

Conditional Admission for Graduate Degree Programs

Every new student who meets the admission requirements for admission and have difficulty in presenting any of the official documents required by the Institution may be admitted conditionally. The student with conditional admission have up to thirty (30) calendar days from the date of commencement of term to submit all required official documents.

The conditionally admitted students will not be eligible for Title IV financial aid until they complete all requirements for admission. The student that does not meet the requirements at the end of the thirty (30) calendar days, will be given a total withdrawal.

Provisional Admission to a Graduate Degree Program

A student may be provisionally admitted to a Master's Degree Program without meeting the requirements of the basic statistics course, critical care course or certification, and current ACLS certificate, as long as he/she meets these requirements prior to the start of the next trimester.

If the student does not comply with those requirements at the end of the first trimester, he/she will be withdrawal from the program.

Conditional Enrollment of Recognized Courses

Every new-admission student that wants to transfer credits from another university which are pre-requisites for any course in Dewey University, must submit an official transcript, prior to the start of the term in which he/she must take the course. Student can register after presenting evidence of courses approval and official transcript requested. Conditional Enrollment cannot exceed thirty days (30) after the beginning of the academic term.

If the Institution does not receive the official transcript from the university of origin, the student will be drop from the courses for which the transcript was requested.

Admission of Transit Students

A student which is registered in another institution but wish to complete credits at DU and will later transfer to his/her original institution should obtain the "Permission for Registering" form from his/her institution, to ensure that the course/s taken at DU are the appropriate options and has the Pre-Requisite for each one.

Admission of Special Students

A special student is a student interested in taking courses for his/her professional or personal improvement or is interested in accumulating credits at a graduate level without being interested in completing a certificate or diploma.

A special student should present a credit transcript from the institution of origin certifying completion of Pre-Requisite to courses that need it.

Veterans Students Admission

Admission Requirements

- A veteran student must meet the admissions requirements and procedures established by the Institution.
- Veterans wanting to register and receive the available educational benefits must contact the Regional Veterans Office and report the Admissions Office the law (or law chapter) by which they have the benefit to study.
- Student must submit at the Registrar Office the Certificate of Eligibility for the program in which he/she wants to enroll, duly approved by the Veterans Administration.
- In case of any changes or reduction in the enrollment contract already certified, the student must inform it to the Institution's Certifying Officer.
- A student beneficiary of the Veterans Program must present an official transcript from each one of the educational institutions in which he/she has previously completed studies, in case of an evaluation of courses to be transferred to DU.
- In addition, the student must sign the document "Responsibilities of the Veterans Program Beneficiary of Veterans with Dewey University and Veterans".

Admission of Foreign Resident Students

Admissions of foreign student's residents of Puerto Rico must comply will all the requirements of admission. In addition, they must submit evidence of the academic credentials and of their status as permanent residents. They may be eligible for Title IV funds.

INTERRUPTION OF STUDIES

Students that interrupt studies for a term or more, must accept the changes undergone in the study program were previously enrolled. This includes potential closing or teach out.

READMISSION

Students, previously enrolled in Dewey University, not registered for two consecutive terms, must apply for readmission by submitting an application at the admission office.

Students that were subject to an administrative withdrawal for violation or infractions to the rules and regulations of the institution do not qualify for readmission.

Readmission as Consequence of Academic Progress Dismissal

Students requesting readmission, who did not comply with the required academic progress at the time of dismissal, if readmitted, will be classified in agreement with the Satisfactory Academic Progress Policy.

INSTITUTIONAL POLICIES

Enrollment Cancellation Policy

Students that submit cancellation notice of their enrollment within three (3) business days from signing his/her enrollment agreement will have it cancelled and will be entitled to receive a 100% refund of any payment made.

Students who do not cancel their enrollment agreement prior to the end of the “add/drop” period (census cutoff date) and does not attend classes, are entitled to receive a 100% refund of any payment made.

Institutional Refund Policy

Students that attend classes but withdraw prior to completing the academic term may be entitled to a refund in accordance to the percentage of completed days. Such reimbursement shall be rounded to the nearest decimal point.

Admission and readmission fees, cost of materials, equipment, and books are not part of the enrollment agreement and therefore are exempt from adjustment in the refund policy.

The Institution will consider last day of attendance to classes to determine the days completed in the term. In cases of voluntary or administrative withdrawals, the institution will consider the notification date as the last day of attendance. A withdrawal fee will be applied.

For unauthorized withdrawals (WF), and for purposes of reimbursement, the Institution will consider the latest academic activity registered as the last day of attendance. If the last academic activity cannot be determined, the Institution will use the midpoint of the academic term as the last day of attendance.

After the beginning of classes, refunds will be calculated as follows:

Percentage of days completed in the term	Percentage refunded by the Institution
.01 % to 10.0%	90%
10.01 % to 20.0%	80%
20.01 % to 30.0 %	70%
30.01 % to 40.0%	60%
40.01 % to 50.0%	50%
50.01 % to 60.0%	40%
60.01 % to 100%	0%

Students receiving financial aid from Title IV federal programs, must complete the minimum number of hours required by the financial assistance received.

Students that leave the Institution during the term, failing to attend classes, and do not officially withdraw, may be required to return the funds received.

Order in Funds Return

The order for funds return will be as follows:

1. Student Loan
2. Pell Grant
3. FSEOG
4. Other Federal Scholarships
5. State, Private and Institutional Scholarships
6. Payments made by students

Responsibility for the Return of Federal Funds for Title IV

Responsibility for the return of Title IV federal funds will be determined according to the guidelines outlined below:

- If from the amount to be repaid by the institution, there is a part that corresponds to a student, he/she will be notified that must pay his/her share in the DU bursar's office, 45 calendar days from the date of the determination of the financial aid office. These funds will be deposited in the corresponding federal program's account.
- Students that don't return the amount due within 45 calendars day period, will be reported to the United States Department of Education (DE) through the national database of student loans (NSLDS). When necessary, financial assistance will be returned to the appropriate federal programs in accordance with their particular regulations.

- If students owe money to a DU or financial aid program, either Financial Aid Office or the Bursar's Office will notify the student.

Deferred Payment Plans

Students may request a Deferred Payment Plan to cover costs not covered by financial aid. The Payment Plan will be established by the Office of the Bursar.

Returning Balances to Students

Any surplus balance from funds transfers will be paid to the student on or before 14 business days as established by the policies of the US Department of Education. However, students paying with checks from private funds, will be able to access this balance once the bank clears the check. In some cases, this can take approximately 30 days.

Debts to the Institution

The Institution will not provide grades, credit transcripts or any type of certification to a student that has an overdue debt.

Students with debts won't be able to participate in the graduation ceremony.

Dewey University reserves the right to suspend any student from his/her academic program, final exams or extracurricular activities until he/she complies with his/her economic obligations to the institution, subscribes to a payment agreement or pays the total of the balance owed.

Students that at the end of late registration period have not completed all Financial Aid requirements, will be identified as private students and should pay 25% of the total cost of the term. Reimbursement resulting from overpayment will be processed once the financial aid funds are received.

Students may not validate their programs until complying with the economic obligations contracted with the institution, subscribe to a payment agreement, or pay their debt in full.

Non-Discrimination Policy

Dewey University is committed to provide equal access and opportunity to employment, educational services, programs and activities to all persons and does not discriminate on the basis of sex, race, ethnicity, country of origin, political or religious preference, gender, gender identity, sexual orientation, physical or mental impairment, age, marital or family status, military status, veteran, domestic violence victim or any other condition considered as such under the Equal Opportunities Act, Title IX, of the Federal Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and Act No. 250 of September 15, 2012, Law of the Postsecondary Passport of Reasonable Accommodation.

Institutional Policy on Title IX Against Discrimination on the Basis of Sex

Dewey University promotes a healthy environment, free from intimidation, harassment and discrimination, and in an affirmative manner, prevent, discourage and attends any conduct that could be interpreted as discriminatory on the basis of sex in accordance with the amendments on Title IX which states that: "No person in the United States and territories shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." It is policy to ensure equal opportunities to their applicants for job and admissions, as well as students and employees, both in terms of educational opportunities and employment, as in the enjoyment of academic services and programs offered and on terms and conditions of employment. The institution does not exclude from participation, deny benefits, or discriminate against any person regardless of gender, sexual orientation, gender identity, status of full or part time studies, disability, race or national origin in its programs and educational activities.

Reasonable Accommodation

Disabled students, including those with learning disability that wants to apply for Reasonable Accommodations in a class, should notify the Student's Dean Services for the necessary arrangements. The request should be made the first week of class. In accordance with the ADA Law, students requesting reasonable accommodation must present documents certifying his/her disability.

Postsecondary Educational Passport of Reasonable Accommodation Law #250

Dewey University adjusts the individualized admissions and evaluation process in order to meet the needs of students and candidates with disabilities. The institution seeks to ensure specific reasonable accommodation consonant with the disability of the student or prospect, and once admitted that these can lead to perform successfully yet in accordance with their limitations during their course of study at the institution. All people with disabilities are entitled under Article 6

of Law No. 250 of 2012, the Postsecondary Educational Passport of Reasonable Accommodation to voluntarily claim an extended admissions process. Students shall be welcomed under the legal principles of the regulations, rules and procedures under this law. DU is committed to adapt, modify and properly adjust those that allow a person with disabilities to participate in all aspects; educational activities, curricular and extracurricular, educational settings, recreational, sports, and cultural as part of the formal learning process and perform in the educational environment in an inclusive, accessible and comparable manner.

Copyright Law

The Copyright Law of 1976 in Section 106 establishes that it is illegal to violate the rights provided by this Law to authors and owners of original works. There are specific exceptions like the doctrine of “just use,” based on Section 107 of The Copyright Law. This section allows reproduction for the purpose of criticism, comments, news, information, academic study and investigation. Violation of this law by a student of Dewey University is considered a felony in accordance with the Institution’s Students Manual and could result in sanction or fines that varies from a written complaint to suspension and dismissal from Dewey University.

Liability for infringement of the copyright laws includes actual and statutory damages, ranging from \$500 to \$150,000 per violation. Copyright protection subsists from the time the work is created in fixed form. The copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please the website of the U.S. Copyright Office at (www.copyright.gov.)

Gainful Employment Policy Disclosure

In compliance with the new federal regulation of October 2010 of Gainful Employment, Dewey University as of July 1, 2011, and no later than January 31 of each subsequent year, will publish information for each of its programs of studies related to the Gainful Employment Program Disclosure. These will contain data on the study programs such as related jobs, level of preparation, costs, rates of employability, rate of the students who complete the study programs, book costs and materials. For more information, please visit the institutional webpage: http://dewey.edu/main2015/?page_id=67

Student Right-to-Know Act

On December 1, 1995, the U.S. Department of Education published regulations to implement the “Student Right-to-Know Act.” This Act requires post-secondary educational institutions to compile, publish, and disclose information regarding percent of graduations, transfer rates and others.

Misrepresentation Policy

Dewey University recognizes the importance of developing, implementing and maintaining a policy against deliberate false representation. Therefore, to comply with this policy, the institution has developed procedures to ensure that no misrepresentation concerning the nature of the study programs offered, financial costs or on employability and retention of its graduates. The institution wants to offer its prospects, regular students, administrators, faculty and the community in general accurate and truthful information related to their licenses, accreditations, locations, costs of studies, financial aid and rates of employability and retention of their graduates, physical facilities, equipment, academic programs.

Campus Safety and Security Reporting Act

Public Law 101-542 of November 8, 1990 requires that Dewey University as an Institution of Higher Education in Puerto Rico develop and disseminate security policies; compile and report to the entire university community and the Department of Education, statistics on the occurrence of crimes such as, murders, sexual offenses, robbery, vehicle theft, burglary, assault, domestic violence, violations of the laws of drugs and alcohol abuse and weapons possession, among others. The institution must issue alerts and emergency notifications about crimes or other emergencies that constitute a threat to the security of the entire university community.

Dewey University complying with these provisions and with its commitment to provide adequate infrastructure and safe conditions for the entire community,

- Appoints the Director of Institutional Security, Campus Director of Operations, Office of Students Affairs and Vice-Presidency of Human Resources as Security Committee. This committee is responsible for developing, establishing and disseminating procedures and protocols necessary in the implementing of institutional security policies.
- Prepares and disseminates an Annual Safety Report
- Adopts normative rules, preventive measures and procedures to handle complaints and disciplinary measures and to deal effectively with domestic violence, sexual assault or abuse, illicit drug use and alcohol abuse, firearms or any other object of an explosive or incendiary nature.

- Develops, disseminates and implements plans and procedures to attend and alert the community about emergency situations that may affect some or all of the Campuses.

Dewey University recognizes as legitimate institutional interest to facilitate the protection of life and safety by keeping a safe environment for students, employees and visitors. State and federal law requires educational institutions that receive Title IV funds the responsibility of providing protection and security to the members of its academic community. The institution reaffirms its commitment to improve and expand security measures and protection in favor of the academic community and all external community that benefits from the services of the institution. Promoting healthy lifestyles prevention and security programs that help improve the quality of life of our community. This policy aims to promote and maintain a safe working and study environment, risk-free, violence and danger. It also recognizes the right of students, prospects, and academic community in general to be informed about any criminal act occurred on campus and on public property, also data is collected, information is disclosed and the community is kept informed throughout about criminal incidents occurred at Dewey University institutions. Anyone who by action or omission violates any state or federal statute shall be subject to disciplinary measures established by the institution or may be civil or criminally prosecuted by the laws that apply. Section 304 (SAVE ACT), of Sexual Campus Violence, Domestic Violence, Dating Violence and Stalking Education and Prevention of Violence Against Women Reauthorization Act (VAWA), approved on March 7, 2013, amended the Jeanne Clery Act which imposes educational institutions report criminal incidents that arise on Domestic Violence, Dating Violence, Stalking and Sexual Assault. In turn, they are required to develop policies and procedures in this regard.

School Vaccination Policy Law #25

The governance of Dewey University strongly supports the efforts of the Department of Health of the Government of Puerto Rico to immunize or vaccinate all students duly enrolled in educational institutions in Puerto Rico. Our strong belief in the overall health of our student's fosters compliance with School Vaccination Law #25. Any student under the age of twenty-one (21) must present the Vaccination Certificate, PVAC-3 (green document) as evidence of vaccination. It is the responsibility of the directors and administrators of educational institutions to annually submit a report to the Department of Health in relation to students' compliance with the Vaccination Law #25. Failure to comply with this requirement is a violation of Law #25 which can lead to penalties and sanctions to the authorities of our institution. The Registrar's Office will record the information in the PVAC-3 document in the electronic record of the Department of Health under the PRIR.salud.gov.pr. In addition, will coordinate with the designated officer of the Department of Health the registration of the PVAC-3 effective December 30th of each school year.

Registry of Fraternities, Sororities and Associations Law #179

Dewey University certifies compliance as required by the Law No. 179 of June 30, 1999 and the Regulations on Registration of Fraternities, Sororities and Associations, which the locations of the institution remain in effect and promulgate the current and updated institutional regulations on students' organizations. The institution is in compliance with Articles 10, 11 and 12 of the Regulation on Registration of Fraternities, Sororities and Associations established by the institutions and authorized by the Consejo de Educación de Puerto Rico.

Confidentiality of Student Educational Records

For purposes of this policy, the term "student" means any individual who is attending or has attended DU and for whom the Institution maintains educational records. The term "educational records" or "student educational records" refer to records that are directly related to a student and maintained by the Institution or its representative.

Student's educational records s are confidential and may only be released with consent of the student or as otherwise permitted by law. Each DU record-keeping office establishes and maintains procedures to handle Student educational records s in ways consistent with this policy.

Confidentiality Information Policy

The following explains Dewey University's policy for complying with the **Family Educational Rights and Privacy Act** of 1974 (FERPA). In compliance with this policy, students at Dewey University (DU) will have the following rights regarding their educational records s:

- Have access to their Academic Records.
- Have access to their Non-academic Records.
- May authorize access of his/her record to a third party.
- May request non-disclosure of Directory Information. (Also in compliance with the Solomon-Pombo Act.)
- May seek amendment of information in an educational record which the student demonstrates to be inaccurate.
- Will be notified of their privacy rights.
- May file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by Dewey University to comply with the Act.

Location and Types of Student educational records

DU does not maintain Student educational records in just one office. These are maintained in various DU units (departments, branches or learning sites). Students should contact the Registrar Office for information regarding his/her educational records.

The academic and non-academic Student educational records includes among other documents, the following:

Academic Records:

Permanent record of academic performance (e.g., transcript, including supporting documents) kept at the Registrar Office, Academic Advisor, Dean's Office, and Campus Director's Office; files of academic progress maintained by the individual branch Academic Office; admission files of students; Career Center files.

Non-Academic Records:

Files related to Financial Aid, International Students, Student Accounts, the Learning Center (Library); student discipline files; student's employment files (e.g. work-study program).

Information Excluded from Student Educational Records

Only information directly relevant to the educational processes of DU, or that is voluntarily offered by the student, will be included in the Student educational records.

Specifically excluded from the Student Educational Records are:

- Physical and mental health information generated, kept, or used by a physician, psychiatrist, psychologist, or other certified professional related with the student's treatment, will be disclosed exclusively to those providing the treatment. Such records are strictly confidential and not accessible unless provided by applicable laws.
- Private notes kept by a faculty member as supervisor or administrator for his/her own use and only accessible to those authorized by the student.
- Employment record of a student with information gathered during his/her working time and exclusively related to his/her employment.
- Alumni records which contain information about former DU students.

Student Access to their Educational Records

Students may go through their educational records subject to certain conditions. A student must submit a written request to review an Educational Record. The request will be granted no later than forty-five days from the date requested.

To have access to educational records, students must present the required identifications and must inspect the records in presence of a designated DU official. In lieu of inspection and at the request of the student, DU may provide a copy of the Educational Record. The student will be charged for the actual costs of printing.

DU reserves the right to deny copies of Educational Record if there is an administrative restriction on the individual's student account such as, student debts to the institution or disciplinary suspension.

Educational Record Not Accessible to Students

A student may not access the following information:

- Financial information submitted by parents.
- Confidential letters of recommendation for which a student has waived access (provided these are used only for their intended purpose). However, the student must know the names of the persons making the recommendations.

Disclosures of Student Educational Record

Disclosure of Directory Information

DU may release Directory Information at its discretion, unless the student requests to restrict it.

FERPA considers that the information present in the Student Directory is not harmful nor does it constitute an invasion of privacy if disclosed. In accordance with FERPA, DU includes student's name, telephone numbers, addresses, e-mail addresses, date of birth, attendance, major field of study, class, graduation date, degrees and honors received at the Institution, participation in officially recognized Institution activities, height and weight (when members of athletic teams), photographs, and similar information.

Directory Information cannot include student identification numbers, Social Security numbers, citizenship, gender, race, religious preference, grades, nor GPA.

DU does not provide Student Directory Information to third parties or vendors except when disclosure is necessary to provide a university-related service. In these unusual situations, DU will not disclose all Student Directory Information but only the specific information minimally necessary to provide the service.

Appropriate DU offices will review contracts that involve the use or disclosure of Directory Information to guarantee compliance with this policy and FERPA.

Students who object the disclosure of Directory Information must submit a written notification to the Registrar Office. Forms for this purpose are available at this office and should be filed within thirty days following the enrollment date of each academic term. In order to rescind this objection, the student must submit another written notification to the Registrar Office.

DU is committed to offering students effective choices concerning disclosure of Directory Information entrusted to it.

Access to Educational Records by DU Officials

It is understood that DU officials have a legitimate educational interest when the information requested is necessary for them to perform a task related to their job functions.

A "DU official" may be a faculty member, a staff, a member of the Board of Trustees, third-parties acting on behalf of DU, and individuals, including students serving on DU committees.

The determination as to whether a legitimate educational interest exists will be made by the custodian of the records on a case-by-case basis.

Third-Party Access to Educational Records

- A. **Prior Written Consent.** DU may disclose Student Educational Record with prior written consent from the student. A student may authorize third parties to review his/her Educational Record, by completing a written and dated authorization form specifying the information to be released, the reasons for the release, and to whom the information is to be released.
- B. **No Prior Written Consent Needed.** DU may disclose information in the following circumstances, without the prior written consent of the student:
 1. To comply with a judicial order or lawfully issued subpoena.
 2. Unless otherwise directed by the order or subpoena, DU will make a reasonable effort to notify the student in written of this order, prior to the date of disclosure of the information requested.
- C. To the parents of a dependent student, as defined in the Internal Revenue Code. The parent must sign and provide the Institution, a written statement confirming that the student is a dependent. The statement must be accompanied by a copy of the parent's most current tax return which reports the student as a dependent.
- D. To persons or organizations providing the student Financial Aid, or who determine financial decisions concerning eligibility, amount, conditions, and enforcement or terms of the Financial Aid.
- E. To organizations conducting studies for educational agencies to:
 1. Develop, validate, or administer diagnostic tests.
 2. Administer student aid programs.
 3. Improve instruction.

Disclosure under this paragraph shall be made if the study is conducted in a way that does not permit personal identification of students by third parties, with the exception of representatives of the organization; authorized representatives of the Comptroller General of the United States; the Secretary of Education; or state and local educational authorities, to audit or evaluate a federal or state supported education program, or follow-up the compliance with legal requirements of those programs.

Disclosure under this paragraph also shall only be made if personally identifiable data will be destroyed when no longer needed for the purpose for which it was collected by:

1. Credit Agencies or organizations of DU.
2. Health and security personnel in case of an emergency.
3. To victims of crimes of violence or sex offenses concerning the results of disciplinary proceedings about those incidents.
4. To appropriate parties as permitted by DU's Parental Notification of Disciplinary Violations Involving the Use or Possession of Alcohol or Controlled Substances.
5. To appropriate parties in other circumstances as required by law.

Educational Records will only be disclosed to third parties if they are advised not to re-disclose the information to others without the prior written consent of the student or as permitted by law.

Monitoring and Using Student Educational Records

Each DU office must maintain a list of all individuals or organizations who have obtained access to a Student Educational Record. The list must indicate the legitimate interest that each person or organization had in obtaining the information. This "Record of Access" is part of the Student's Educational Record.

A Record of Access does not register disclosures to the student, written authorizations from the student, DU officials' access, Directory Information, a response to a subpoena or court order specifying that the existence and/or contents of such documents may not be revealed.

Student's Right to Challenge Information in the Student Educational Record

Informal Resolution

If a student demonstrates that his/her Educational Record is inaccurate, misleading or otherwise in violation of his/her privacy rights, he may request in written that the record be changed. Request should be made directly to the custodian of the record. Any disagreement should be solved informally, if possible, and within a reasonable period of time.

Formal Hearing

If the request is denied, the student may file a written appeal within 30 days to DU's Registrar Office. The Registrar will appoint a hearing committee to review the complaint. The committee will provide the student fair opportunity to present evidence. The student may be assisted or represented by one or more individuals of the student's choice, including an attorney. After the committee completes the process and makes its decision, it will render a written decision and forward its implementation.

Explanatory Statement

Students, dissatisfied with the results of a hearing, may place in the relevant Educational Record, a statement setting forth the reasons for disagreeing with the Institutional decision about the issues in dispute but should not correct or amend the record. This statement will become part of the Student's Educational Record.

Inactivity of Student Educational Records

The Institution will destroy the Student's Educational Record five years after the student's graduation

Exceptions include, but are not limited to, the following:

- Permanent records of academic performance, including supporting documents.
- Financial records (when the student has financial obligation with the Institution)
- Disciplinary records that involve a permanent notation to the student's record.

Compliance with Federal and Local Laws

This policy provides a general framework for DU's compliance with FERPA. The policy does not cover all aspects and exceptions under FERPA and other laws. Unless specifically provided in the policy, DU does not intend to offer more protection than provided by FERPA. Any ambiguities in this document shall be solved in favor of a meaning that permits DU to comply with the relevant laws consistent with its policies.

Policy Compliance

DU's Registrar Office is responsible for:

- Overseeing implementation of the Student Educational Record Confidentiality policy and establishing procedures needed to facilitate implementation of it.
- Collaborating with the Management Information Systems office on the development and implementation of technological support.
- Interpreting the policy, resolving disputes, and responding to questions as they arise.
- Updating the policy as needed and recommending revisions to the President's Office.
- Overseeing orientation of this policy.

Each Registrar will also ensure that students are annually notified of their FERPA rights by publications in the Student Handbook, catalogs, and other appropriate venues.

Use of Social Security Policy (SSN)

According to Law Num. 186 of September 1, 2006, as approved by the Commonwealth of Puerto Rico, the Institution establishes that it will not show or display any Social Security Number (SSN) with the purpose of identification of students in any place or object visible to the general public.

This disposition will not apply to the use of the Social Security in cases required and authorized by the student, parents, federal law or regulation for internal purposes of identity verification, validation, employment, contribution or economic assistance and subject to the Institutions' warranty of confidentiality.

DU recognizes the importance of establishing a specific instruction to its faculty and staff for the protection and use of the student's Social Security Number (SSN). This policy broadens awareness about the confidential, protected nature of the student's SSN. Furthermore, it reduces reliance on the student's SSN for identification purposes and increases the student's confidence regarding the handling of his/her SSN.

DU is committed to ensure privacy and proper handling of confidential information, collects and maintains on the faculty, staff and students, including the SSN which is required for state and federal government purposes.

It is the policy of DU to protect the student's SSN privacy and place appropriate restrictions on its use throughout admission, financial aid, billing and registration processes. The collection, use, and dissemination of the student's Social Security Number, is strongly discouraged for other purposes.

This policy outlines acceptable use of the student's SSN; limits its use to business purposes only and establishes procedures to ensure that DU employees and students are aware of and comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), and other applicable state laws and regulations.

DU considers the student's SSN or any part thereof to be "personally identifiable information" under the Family Educational Rights and Privacy Act of 1974 (FERPA).

No part of a student's SSN may be publicly displayed or released (e.g., via e-mail to multiple students, student rosters, bulletin boards, etc.).

The student's SSN may be collected as part of the application process and required for registration at DU.

The student's SSN is also required for certain government reports, financial aid application, billing, and employment.

The risk of unauthorized disclosure of the student's SSN increases with each electronic or paper copy of the SSN. Each department director is responsible for ensuring that the number and scope of physical and electronic repositories of SSN are kept to the minimum.

DU recognizes the importance of establishing specific guidance to its faculty and staff for the protection and use of the student's Social Security Number (SSN) this policy aims to increase knowledge of the confidentiality and protection of the student's SSN. It also reduces the reliance on the use of the student's SSN for identification purposes and increases the student's confidence in the management of their SSN.

General Requirements

The following requirements apply to written and electronic records.

- A. Authorization. Only individuals with a "need to know" are authorized to access the student's SSN. These individuals are to receive appropriate privacy training and must sign a confidentiality statement prior to receiving the student's SSN.
- B. Document Handling and Storage. Documents containing the student's SSN are not to be distributed to or viewed by unauthorized individuals. These documents are to be stored in secured cabinets and locations. This documents are not to be left on desks or other visible areas.
- C. Disposal. The student's SSN stored in either document or electronic formats are to be destroyed (e.g., shredding papers, wiping electronic files, etc.) prior to disposal.
- D. Current and Future Records.
- E. DU inserts Student Educational Records in the information systems (JKG Systems; and Colleague) Historical Records. Historical Records and documents physically filed in the data base that contains the student's SSN. Such historical records cannot be altered. All records and files containing student's SSN data are to be considered sensitive information and must be handled and stored accordingly.
- F. Acceptable Release to Third Parties. DU may release a student's SSN to third parties as allowed by law, when authorization is granted by the individual student, when the Legal Office has approved the release (e.g. subpoenas) or when the authorized third party is acting as DU's agent and when appropriate security is guaranteed by the agreement (e.g., financial institutions providing student loans or other financial services to students, and student-designated entities receiving a student Educational Record).

Requirements for Electronic Data

"SSN Data" include any integration or collection of DU student SSN stored, processed or transmitted in an electronic format. Examples of these include: enterprise databases, small databases; such as: MS Access, Web pages, e-mail, including spreadsheets, tables and lists in Word processing documents.

Student SSN Transmission by E-Mail, FTP, Instant Messaging, Etc. SSN Data may not be transmitted (e.g., e-mail, FTP, instant messaging) to parties outside DU without appropriate security controls. Generally, such controls include encryption and authentication of recipients (e.g., password protection of files). Precautions should be taken to ensure that e-mails are sent only to the intended recipients.

Student SSN Transmission by Fax. A student's SSN may not be faxed except as required by law or as part of an essential administrative process (e.g., financial aid, tax reporting, and transcripts). In such cases, reasonable and appropriate security controls must be established and maintained to protect confidentiality (e.g., verifying fax numbers; cover sheets; marking documents as confidential; including sender's phone number).

Storage of Student SSN Data. DU student administration databases and data systems may not store or otherwise maintain a student's SSN, except as required for government reporting or other specific business purposes. Department directors are responsible for:

- Maintaining an up-to-date inventory of SSN databases or data systems.
- Minimizing the use of SSN (including use of substitutes such as partial SSN and the Dewey University ID Number).
- Documenting security controls and decreasing risks.

Academic Research with SSN Data. Research databases that include student's SSN as a data element must be disclosed by the investigator to the appropriate Institutional review board. Researchers are responsible for:

- Maintaining an up-to-date inventory of SSN databases and datasets.
- Minimizing the use of SSN (including use of substitutes such as partial SSN and the Dewey University ID Number).
- Documenting security controls and minimizing risks.

Drug and Alcohol-free Environment Institutional Policy

Dewey University is committed with promoting a Drug Free Environment, as defined by Law No. 4 of June 23, 1971, as amended, of the Commonwealth of Puerto Rico. The Institution pursues a vigorous policy in fighting the manufacture, distribution, supply, possession and illegal use of controlled substances (as well as the abuse of alcohol) within its grounds. No student or employee will be admitted at the Institution or its surroundings under narcotic or alcohol effects.

Sexual Harassment Policy

Sexual Harassment at the workplace and in the academic environment is illegal and will not be tolerated. Under no circumstances will anyone be allowed to contaminate work or study atmosphere by Sexual Harassment nor any of its manifestations. As defined by law Title VII of the Civil Rights Act of 1964, Sexual Harassment in the workplace consists of any type of undesired sexual advance or demand for sexual favors.

Prevention is the best tool to eliminate Sexual Harassment in the workplace. DU takes the necessary precautions to prevent Sexual Harassment. It clearly communicates to students and employees that Sexual Harassment will not be tolerated. DU provides Anti Sexual Harassment training and implements an effective complaint process that takes immediate action about these complains.

Smoking in Public and Private Places

Dewey University has established a complete and rigorous adherence to the purpose and disposition of the Law Num. 40 from 1993, the Law to Regulate the Smoking Practice in Public Places, and its later 1996 amendment Law 133, to regulate smoking in private and public places.

The most recent modification established in March 2, 2007, Law 66, amended articles 2, 3, 4, 5, 6, 9 and 11 of Law Num. 40, forbids this practice inside jails, pubs, restaurants (including open-air terraces with one or more employee), bars, casinos, workplaces, educational institutions, cars with children under age 13 and most public places. Smoking sections are not allowed.

Anti-bullying Policy

Dewey University, in accordance with the State and Federal Legislation, defines bullying as behavior by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Bullying falls into two main categories: emotionally harmful behavior, such as taunting, spreading hurtful rumors and excluding people from groups; and physically harmful behavior, such as kicking, hitting, pushing, or other forms of physical abuse.

DU uses the following three conditions to define incidences of harmful interpersonal behavior as bullying behavior:

- It is repetitive, willful or persistent.
- It is intentionally harmful, carried out by an individual or group.
- There is an imbalance of power leaving the person who is bullied feeling defenseless.

Bullying takes place through means which can be verbal (e.g. name-calling), indirect (e.g. exclusion) and physical (e.g. hitting). These are: racial and religious bullying; homophobic and transgender bullying; bullying related to special educational needs and disability; and cyber-bullying.

Cyber-bullying refers to the use of electronic equipment; such as, computers and mobile phones. It involves new and increasingly complex forms and types of bullying such as impersonation and exclusion from social networking.

Dewey University prohibits and will not tolerate any form of harassment, intimidation or bullying, among its students. The Institution understands that a secure and respectful environment will help and promote students to achieve their academic goals and success. Harassment and intimidation, seen as an antisocial behavior, affects the students' capacities to learn and the Institution's capacity to teach in a peaceful environment.

The Institution expects that every administrator, teacher and other personnel be aware of acts of bullying. They are also required and expected to be models of civism and respect through their actions and behavior.

Self-Medication for Asthma Policy

Notwithstanding any provision of this title or any other law or rule to the contrary, Dewey University in compliance to Right to Carry and Self-Administer Asthma Medication in Schools - Legislation will permit possession and self-administration of a prescribed, metered dosage, asthma-reliever inhaler by any asthmatic student if the student's parent or guardian:

- Provides to the Institution written authorization for student possession and self-administration of the inhaler; and provides a written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration of the prescribed, metered dosage, asthma-reliever inhaler. The statement must also contain the following information:
 - The name and purpose of the medication.
 - The prescribed dosage.
 - The time or times the prescribed inhaler is to be regularly administered as well as any additional special circumstances under which the inhaler is to be administered.
 - The length of time for which the inhaler is prescribed.

This information will be kept on file in the Registrar Office.

DU will inform the student's parent or guardian that the Institution or its employees and representatives will not incur any liability as a result of any injury sustained by the student or any other person from possession or self-administration of the inhaler.

The student's parent or guardian shall sign a statement acknowledging that DU will not incur in any liability and the parent or guardian shall indemnify and release the Institution and its employees against any claims relating to the possession or self-administration of the inhaler.

The permission for self-administration of the prescribed, metered dosage, asthma-reliever inhaler shall be effective for the school term in which it is granted and must be renewed each following school term upon fulfilling the requirements of this policy. Dewey University will suspend or revoke the student's possession and self-administration privileges if the student misuses the inhaler or makes the inhaler available for usage by any other person.

Once authorization has been granted by DU, an asthmatic student may possess and use the prescribed, metered dose asthma-reliever inhaler when at the Institution, at an Institution-sponsored activity, or before or after normal Institutional activities while on DU properties, including after-school activities.

Conduct/Behavior Policy

Respect towards students and other personnel constitutes the basic rule of a well-functioning Institution. This respect should be manifested in all relationships among individuals and should be part of his/her daily life.

The Policy concerning conduct has been established to guarantee a healthy environment that stimulates the students' growth in their educational and social surroundings. The primary function of this policy is to guarantee an appropriate educational environment at all times.

This policy includes the following:

- Preservation of institutional property.
- Courtesy and respect towards classmates and personnel.
- Prohibition of conduct that violates state and federal laws.
- Prohibition of Immoral acts
- Lack of honesty resulting in the alteration or falsification of the Educational Record and official documents, such as tests, projects portfolios, etc.

Violation of this policy may result in the temporary or permanent suspension of the student. When a student has been sanctioned for the violation of any part of this policy, he has the right to present his/her case before the disciplinary committee.

Student Complaint Policy

The Institution sorts the student complaints into two categories: complaints having to do with the academic programs, and complaints having to do with t administration ones.

Student Complaint Procedure

If a student has a complaint, he/she is encouraged to follow the DU Student Complaint Procedure.

First

The student should discuss his/her complaint with the person with immediate authority in the department or program.

Second

If the student feels that the complaint has not been fully addressed, a written statement should be submitted.

In the case of certificate and undergraduate students, the designated staff are the Dean of Student Services or the student service counselor. If related to non-academic issues, situations must be presented o to the Dean of Academic Affairs or to the Academic Director.

Written statement should indicate student's name, ID#, and contact numbers, with a synopsis of the facts of the issue in concern and the steps taken to deal with the situation.

Third

The appropriate Dewey University staff member or department will be notified of the complaint. A follow-up meeting between the student and either Dean or Director will be held within 10 class days from the date of the written complaint.

Fourth

If the student is not satisfied with the results, he/she may appeal to the Institution's Chancellor's or Campus Director's Office. The appeal should be in writing and contain student's name, ID#, and contact numbers. It should also include a synopsis of the facts in issue and the steps taken to deal with the situation. If results are not satisfactory there must be a fully exposed explanation.

The Chancellor or Campus Director will have 10 class days, from the date the appeal is received, to provide a response to the student.

Fifth

If the student is not satisfied with the results, the student will file an appeal with the Institution's President's Office. The President's Office will have 10 class days, from the date the appeal is received, to provide a response to the student. The appeal should be in writing and contain student's name, ID#, and contact numbers. It should also include a synopsis of the facts in issue and the steps taken to deal with the situation. If results are not satisfactory there must be a fully exposed explanation.

Sixth

If the student follows this complaint procedure and still feels dissatisfied with the results, he/she may send a written copy of complaint to:

Consejo de Educación de Puerto Rico (CEPR)
P.O. Box 19900, San Juan, PR 00910-1900
Telephone (787) 641-7100

Or

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N
Falls Church, Virginia 22043
(703)917-9503

Policy for Transfer of Credits

The purpose of this policy is to establish the rules and procedures that define course credits by recognizing courses from other postsecondary institutions and the accrediting of achievement tests or work experience.

Credit Transfer at Graduate Level

Students that have completed graduate courses with a grade point average A or B (80%-100%) may apply for credits validation for transfer purposes.

- A. Application for credits transfer is the student's responsibility.
- B. Transferred credits will be reflected in the student's Educational Record with a "T" identifying the transferred course.
- C. Although the transfer does not affect the GPA, this classification is added to the total of credits attempted and affect the percentage of credits attempted vs approved, according to the Satisfactory Academic Progress Policy of the institution.
- D. Approved credits in other educational institutions may not be accepted in Dewey University. Likewise, credits earned in Dewey University may not be transferred to other educational institutions.
- E. The number of credits that can be transferred will not exceed 25% of the total credits required for the selected degree.
- F. Courses previously transferred, will be considered provided that it is approved with "A" or "B".
- G. Only courses approved within the last 10 years will be accepted as transfer.
- H. The institution may accept credits earned at another institution accredited by an agency recognized by the US Secretary of Education or the Council for Higher Education Accreditation (CHEA) to satisfy specific requirements for completion of a program.
- I. Courses from foreign institutions duly authorized in their country, will be accepted after the student submits official evidence and evaluation from an agency which attests the qualitative and quantitative equivalency of the foreign education. (E.g. NACES).

Procedure

- A. Complete an Application for Credit Transfer showing that the courses to be transferred were approved with A or B (80% -100%).
- B. Submit an official credit transcript from the University of Origin. When necessary, students must provide the institution academic catalog.
- C. Students interested in transferring credits that are prerequisites for any course at Dewey University, must submit their application and official transcript, prior to the beginning of the term and must have the course validated.
 1. Students that shows evidence of approved courses and have evidence of having requested an official transcript, will be considered for Conditional Enrollment and may take the courses conditionally for a term of not more than thirty (30) calendar days from the beginning date of the academic term.
 2. If the institution does not receive the original transcript from the University of Origin, the student will be withdrawn from the courses.

Course Recognition Based on Experience Graduate Level

The Institution will approve transfer of the course or certification in Critical Care work experience (at least 5 years as nurse in of critical care area).

Institutional Policy on the Protection of Human Being Participating in Research Projects

Research has been and remains an essential skill on academic work. In occasions investigative management requires involvement of human beings. It is the objective of this policy, to protect the rights of these human being and guarantee they are not object of abuse.

This policy reflects consensus of civilized countries on the issue and federal regulations applicable to this particular case.

Legal Base

This document is promulgated in virtue of the authority of the President of Dewey University at institutional statutes and by the Board of Trustees.

Purpose

This policy has the objective of ensuring that all research projects involving human subjects are conducted in a

respectful and sensitive way, protecting human's rights in compliance with federal regulations and ethical standards.

Scope

This policy and the provisions contained in it, apply to every member of the faculty, students, staff or any person using the facilities of the institution as part of any research sponsored by or held at Dewey University.

Institutional Parameters

Any proposal and research project, involving human subjects and performed at the facilities of Dewey University or sponsored by the institution, must be reviewed and approved by the Institutional Research Board. The application to the board must include a detailed research protocol describing the research procedure, its benefits and possible risks. The informed consent form to be used should be in accordance with the provisions of 45 CFR sec. 46 or 21 CFR Section 50, if applicable. The protocol, among other things will protect the privacy of human subjects and their physical and psychological integrity.

If the research project extends beyond one year, approval must be renewed at the Institutional Research Board, no later than thirty (30) days before the end of the running year. The renewal authorization will be required to continue researching.

If some risk of unanticipated event arises during the investigation, it must be reported to the Institutional Research Board, for evaluation and action.

Any amendment or substantial change to an approved research project, must be submitted to the consideration of the Institutional Research Board for approval. The amendment or substantial change shall not be implemented until approved.

Responsible Entities

The Principal Researcher, the Institutional Research Board, the Chancellor, the Academic Dean and the Director of the department concerned will be primarily responsible for protecting the research.

The Principal Researcher

- Designs research
- Ensures that rights and welfare of human subjects involved are protected
- Ensures compliance with laws, regulations, ethical standards and policies applicable to the investigation
- Supervises and protects staff working in the research project
- Obtains approval and renewal of the research projects as well as its amendments or changes
- Maintain proper care of research documents

Institutional Research Board

- Evaluates research proposals involving human being, approves, renews, and makes amendments or changes
- Monitors and reviews research related to human being.

Chancellor, Academic Dean and Department Director

- Keeps faculty informed of the laws, regulations, ethical standards and policies applicable to the investigation involving human being
- Intervenes quickly and effectively at any situation involving risk to any human being participating in a research.

Definitions

Human being - a person from which a researcher can obtain data through intervention or interaction or by which private information can be identified.

Principal Researcher- person directly responsible for conducting research. Any person who participates in the management of the research in a research project.

Informed Consent - agreement that is obtained from the human being or his authorized representative, by which he/she voluntarily agrees to participate in a research project. Without this consent, the human subject may not participate in the research.

Interaction - contact or any form of communication between the human being and the researcher.

Intervention - use of physical procedures, including the manipulation or control of the environment, aimed to obtain information from a human being for research purposes.

Institutional Research Board - committee assigned to the Academic Dean's office designed to protect human beings that are subjects of research.

Violations

Any violation of this policy will be prosecuted according to the disciplinary procedures established by Dewey University. In addition, the President of the Institution, the Chancellor, the Academic Dean and Director of the department concerned, may take necessary measures, including suspension or termination of a research project to ensure protection of human beings and in compliance with this policy.

Reclassification Policy

Graduate students wanting to make an academic program change must present a written request at the Registrar's Office.

The candidate must be interviewed by a member of the Master of Science in Nursing Program Admissions Committee. This Committee has the authority to evaluate criteria for each candidate and submit its recommendations for reclassification.

Repetition of Courses Policy

The policy for repeating courses provides students that have performed inefficiently the opportunity of improving their academic performance and benefit from the highest grade average received. Students may repeat a course if they are not satisfied with the grade obtained in the course.

All courses must be repeated if a grade equivalent of F is obtained.

Students should repeat courses with the lowest grade when the GPA obtained in the program is not enough to comply with the minimum grade point average required for graduation.

All grades received should appear in the transcript, but only the highest grade will be used to calculate the general point average (GPA). The course repeated with the lowest grade will be kept in the transcript with the code "R". Every course repeated counts as intended credits.

Financial Aid

The financial aid eligibility for repeating courses applies to all schools whose students receive federal financial aid. As per this policy, students may only receive federal financial aid for one repetition of a course they have already taken and approved. For this federal policy, a passing grade is D or higher, regardless the program might require to pass a major field of study course with a higher grade.

Students who receive financial aid must repeat a course they have failed (F; UI) and can repeat it multiple times supported by federal funds. Each repetition will affect his/her academic progress (percentage of credits approved and attempted)

Institutional Policy for Withdrawal Process

Introduction

Federal Department of Education (DE) has regulated the process of withdrawal in the institutions that receive Title IV funds. This regulation provides that institutions are obligated to return, refund or recalculate the Title IV funds according to the type of withdrawal and the date when this happens. Dewey University, as required, sets this policy in a manner that complies with the regulations.

The withdrawal types which DE regulation applies may be total or partial.

The process of withdrawals requires participation of the institution's administration offices; Registrar, Financial Aid, Student Services, Collections Office, as well as any other unit assigned. The primary responsibility for students not attending classes falls upon the professor that submits attendance data.

The Institution shall ensure that all staff involved in the withdrawal process fully comply with the policies and rules established for these purposes.

Withdrawal Policy

Withdrawal will be considered when a student interrupts his/her academic activity. The institution recognizes four (4) categories to record withdrawals:

Voluntary Withdrawal (W), Unauthorized Withdrawal (WF), No Show (WN) and Administrative Withdrawal (WA).

Legal Base

This document is promulgated in virtue of the empowerment of the President of Dewey University for institutional statutes and the Board of Trustees and in compliance with the requirements of the Code of Federal Regulations, Title 34, Volume 3, and Section 668.22 (34CFR668.22).

Applicability

This policy applies to all students and staff who are directly or indirectly related with the withdrawal process.

Standards

Voluntary Withdrawal (W)

Voluntary withdrawal occurs when a student decides to officially discontinue studies. Students must request the withdrawal form at either the Counseling Office or the Student Services Office. The student will submit the withdrawal form to the Registrar's Office. This office will certify the reasons why the student wants to discontinue their studies.

Voluntary withdrawal, applies to all enrolled credits. The Institution will use the date indicated on the Withdrawal Form as the last day of academic activity for purposes of reimbursement.

If a student processes his/her withdrawal having passed more than 60% of the term, the Institution has the right to withhold or charge 100% of the determined costs.

This type of withdrawal will affect the percentage of attempted and approved credits but not the General Point Average (GPA).

Unauthorized Voluntary Withdrawal (WF)

Unauthorized Voluntary Withdrawal occurs when a student interrupts academic activity without authorization before the end of the term without certification from the Registrar Office. There are two general criteria for determining when an Unauthorized Voluntary Withdrawal will occur:

- Any student who is consecutively absent for 40% of the course without communicating with the professor or presenting a reasonable excuse. In these cases, the professors are not authorized to reinstate the students to class.
- The professor can give an unauthorized voluntary withdrawal to a student who at the end of the term has withdrawn from participation on and beyond the 60% of the class. Professors must identify these cases with a coding of "WF" as part of the official record of grades. The professor can reinstate any student who is reported any time after 60% of the class has transpired, provided that, in his/her opinion, the student can complete an academic experience similar to those already offered. This does not apply to those students who are absent consecutively for 40% of the course.

This type of withdrawal will affect the percentage of attempted and approved credits and not the general point average (GPA).

No Show Withdrawal (WN)

If the student does not attend classes during the first two weeks of the term, it will be considered a No Show Withdrawal (WN).

Administrative Withdrawal (WA)

If a student does not meet the Satisfactory Academic Progress requirements or infringes the rules and regulations of the institution that apply to students, the Institution will qualify this student as Administrative Withdrawal (WA).

This type of withdrawal will affect the percentage of attempted and approved credits and the general point average (GPA) and not the general point average (GPA).

Institutional Policy for Registering Grades

- A. The institution provides the faculty the list of students, student's data sheet and access to the electronic registry for each course.
- B. The list of students and grade registry as well as the information collected is exclusive property of Dewey University and will be delivered to the Registrar's Office.
- C. The professor is responsible of taking daily attendance and registering weekly the academic participation of the students for each of the courses offered.
- D. The registry of grades, on paper or digital or electronic is part of the Educational Record of the student. The professor is the only one responsible for the management and delivery of said document as this is a task pertaining to the faculty.

- E. The professor is also responsible for submitting electronically and delivering a paper copy of the registry of grades to the Registrar's Office, in two (2) calendar days beginning with the last day of the academic activity.
- F. The academic Calendar will indicate the due date to deliver the grades to the Registrar's Office. Only in special circumstances may the professor request a waiver to the academic director or academic dean to deliver the grades on a different date established. Said waiver should be requested in writing or electronically within the initial period of delivery and the same cannot exceed two (2) calendar days.
- G. The Registrar will issue a receipt to the Professor, certifying that he/she has fully complied with his/her responsibility and he/she does not owe any Registry of Grades.
- H. In cases in which the registry is delivered to the academic dean, department director or coordinator, these should issue a receipt to the Professor for the documents delivered. In these cases, the person receiving the documents should deliver the same on the following day to the Registrar's Office.
- I. The professor will provide a copy of the registry removal of an incomplete grade.
- J. In a case when the Registrar certifies that the Professor has not complied with his/her responsibility, he/she will not receive final payment of the term until he/she delivers all the required documents.

Institutional Policy for the Removal of Incomplete

Definition

If, for any valid reason, as evaluated by the professor, a student cannot complete the assessment requirements of the course they will receive an Incomplete (I) for the corresponding course. Each Incomplete notified to the Registrar Office must be accompanied with the provisional grade obtained in the course (ex. IB, IC). This will not affect the overall point average until the final grade is certified. It is the responsibility of the student to remove the incomplete during the period of time allocated for this in the Academic Calendar. If the student does not remove the incomplete in the set time, it will receive the provisional grade informed.

Granting of an Incomplete

- A. The professor awards a grade of "F" in the regular register or "RI" in the electronic record in the portion of the work that has been completed. The final grade will never be lower than the provisional grade.
- B. The professor shall provide the Department Director of Department/Coordinator or Academic Director the form of granting the Incomplete indicating the part or parts of the course requirements that must be completed by the student to remove the provisional grade. The partial work should be clearly defined by the professor to facilitate the monitoring and assessment of each case.
- C. The professor that awards an incomplete will be responsible for removing it. If the professor is no longer active, the Director of the Department/ Coordinator, the Academic Dean or the Associate Director will coordinate the removal of the incomplete with another professor.

Removal of an Incomplete

- A. The student will pay at the Bursar's Office the fee for the removal of an incomplete.
- B. The student will request in The Registrar's Office the form for the Removal of an Incomplete.
- C. The student will deliver the form to the professor or authorized professor, who is responsible for submitting the grade substitution to the registrar. The form includes the student's name, student number, course, section and grade.

Period to Remove an Incomplete

The time established for the removal of an incomplete cannot be extended. If the student does not complete the process of removal of incomplete in the set time, it will receive the provisional grade informed as final.

- A. The professor will replace the provisional grade with the final grade to the student that make up the work missed within the first 20 days from the beginning of the following term.
- B. If the course is a pre-requisite of another course, the incomplete will have to be removed within the period equivalent to the late enrollment.
- C. For practicum courses the professor will replace the provisional grade with the final grade to the student that make up the work missed before the beginning of the following term.

Official Record

The incomplete grade will be written in the official grade register through diagonal line dividing the space provided in the grade box. This will indicate the incomplete and the provisional grade (E.g.: I/B; I/C; I/D; I/F). If the professor does not report any change, the provisional grade will be permanent.

Institutional Policy for Grade Change or Review

Introduction

It is a fundamental academic principle, that student receives the grade corresponding to the work done in the courses, according to the established evaluation criteria. Therefore, it is necessary that students have a procedure that is fair, fast and effective to request a review of their qualifications.

Likewise, it is convenient for faculty to review the qualifications uniformly that allows correct errors and maintains properly conferred grades.

Filing Evaluation Materials

A. Undergraduate and Graduate

The faculty shall submit, along with the course closing sheet, the student's evaluation materials to the department's director or coordinator. Such evaluations shall be kept by the department's director or coordinator, until the end of next academic term.

B. Certificate

The faculty shall submit, along with course registry, the student's evaluation materials and the evidence for out of class activities by students. Such assessments and assignments shall be kept by the campus director or his/her authorized representative, for a period of one year, beginning on the last day of classes for the term in question.

C. Retention of Documents, until the process is resolved

1. For the Institution

- i. Copy of the application is retained by the Registrar
- ii. The original document is retained by the faculty, through the Department Director / Program Coordinator, Academic Director, once the review request is determined, original documents will be filed in the student's record.

2. For the student

- i. If the student request a copy of the application filed in the Registrar, it will be provided.

Grade Change by Faculty

If the professor realizes that he/she committed an error in granting of a final grade, the professor should amend it immediately so that the calcification reflects the correct grade that corresponds to the student.

Any grade changes must be documented clearly. The notification must include the assigned grade, the corrected grade and an explanation of the error. In addition, the student's name and number, course title, section and the corresponding academic term will be included. The professor will include a copy of the record with the evaluation criteria, indicating the partial grades in which the error occurred. He/she must submit the notification with any other document which may justify or clarify the request for change of grade.

Claim to Review Grades

A. Claim

1. The student has the right to ask the teacher a review of the final grade, whenever he/she understands that it does not meet the evaluation criteria set or agreed in the syllabus/thematic guide. Such request shall be filed in the Registrar Office.
2. The student will have 20 working days since the first day of classes, to file a request for review the grade from previous terms.
3. The professor, within the next 10 business days following the receiving of the request, shall submit to the Registrar Office evidence on how the final grade was awarded based on the evaluation criteria set out in class and the student's partial grades on each assigned work.

B. Procedure

1. The student will complete, sign and submit the Request for Review of Grade to the Registrar Office.
2. The Registrar Office shall retain a copy of the form and send the original to the professor through the department director or program coordinator, over a period not to exceed 3 business days.
3. The professor will sign an acknowledgment of receipt of the request and respond to it within the next 10 working days by submitting the form duly completed and signed, to the Registrar Office.
4. The Registrar Office will notify the student in writing on the determination of the professor, in a period not to exceed 3 business days. A copy of the written communication delivered or sent must be filed in the student's record.
5. If the professor does not respond to the request within a period of 10 days, the Registrar Office will notify the supervisor of the professor (department director, coordinator, academic director) to mediate.
6. The Registrar Office is responsible for keeping a clear track record of the applications filed by students and the results thereof. In addition, it will follow up the compliance of business day's deadlines to process them.

Appeal of Determination Grade Review

- A. In any case that the student does not receive a reply from the Registrar Office past 20 working days from the date he/she filed an application, he/she may file appeal, through the Registrar, before the department director responsible for the course in question or the coordinator.
- B. If the student is dissatisfied with the decision of the professor, he/she may file an appeal within 10 business days from the date of notification, through the Registrar, to the department director responsible for the course in question or the coordinator.
- C. The Department Director/Coordinator will organize a meeting with the student and the professor.
 1. The professor will have an opportunity to demonstrate how he/she used the evaluation criteria and individual student grades, to award the final grade.
 2. The Department Director/Coordinator and Professor will listen and respond to the student assertion and work to ensure the appeal process results in a fair and in accordance with the evaluation criteria set out in the syllabus/course thematic guide.
 3. The Department Director/Coordinator will keep a file copy of all documents relating to the appeal until this matter is resolved.
- D. If the student is not satisfied with the decision of the Department Director/Coordinator or, whether he/she proceeded within the set time period, the student may appeal in writing to the Dean of Academic Affairs, Hato Rey Main Campus or the Academic Director of the Non-Main Campus.
 1. The procedure is the same as provided in subsection A and B of this article, but now headed by the Dean of Academic Affairs or the Academic Director.
- E. The Dean of Academic Affairs or the Academic Director will report on the final decision to the student and university officials. If the decision requires changing grades, copies of this report will be sent back to the Registrar's Office that the course belongs to.
- F. When the students expect to complete their graduation requirements in the term in which the claim is filed, the steps A, B and C will be bypassed and the appeal will be handled directly by the Dean of Academic Affairs or the Academic Director.
- G. When the professor of the course is a department director or coordinator, the student will overlook the steps, steps A, B and C and the appeal will be handled directly by the Dean of Academic Affairs or the Academic Director.

Documentation

All documentation pertinent to determinations of the request for grade reviews will be notified to the student and will be kept in the student's Educational Record.

Institutional Policy for Participation of Academic Activities

Introduction

The purpose of the present document is to establish the institutional policy related to academic activity participation.

General Principle

Students will regularly participate in academic activities, so he/she should be prepared with all materials including textbooks. Student participation in the planned activities is considered important for their academic progress.

Definition

Participation in Academic Activities, including but not limited to:

Personal assistance to class, where there is a direct interaction between instructor and student, presentation of academic work by testing, interactive tutorial instruction, computer-assisted instruction; assigned work group, participation in an on-line discussion of the academic field, establishment of contact with the instructor to ask questions about an academic project, among others.

Specific Rules Related with the Academic Activity Participation

Students

Failure to participate in academic activities affects the final grade. Once a student is officially enrolled in a course, participation in academic activities is mandatory.

The student will be responsible for completing all requirements and assessments as required by the course syllabus. This will replace the assigned academic activities within the prescribed period.

Professors

The professor must register his/her student's participation regularly, from day one, and report it to the Registrar's Office, as discussed below.

The professor will make efforts to contact students who reflect problems with the participation of activities to determine the reasons for noncompliance and provide the necessary support.

The professor must inform the student's academic participation weekly to the Registrar Office. At the end of each term, the professor will submit the grades' record that includes everything related to academic activities of the course.

Satisfactory Academic Progress (SAP) Policy

Introduction

The United States Department of Education allows educational institutions to establish their own Satisfactory Academic Progress (SAP) policy. Nevertheless, it must contain the federally mandated elements. In addition, it must describe standards, monitoring processes, and steps to reestablish eligibility after failing the standards.

Legal Base

This document is promulgated in virtue of the empowerment of the President of Dewey University by the Board of Trustees, institutional statutes, and in compliance with the provisions of the "Code of Federal Regulations", §668.16(e) Program participation agreement Standards of administrative capability; §668.32(f) Student eligibility; §668.34 Satisfactory academic progress; §668.42(c) Financial assistance information.

Definitions

Voluntary Withdrawal (W)

When a student voluntarily interrupts his/her studies, he/she should begin the withdrawal process. The student will first submit a Withdrawal Request Form. This form must be received by the Office of Student Affairs or at the Office of the Registrar. This office will certify the reason(s) for which he/she would like to interrupt his/her studies. This type of withdrawal is counted as attempted, yet will not count as approved credit.

Unauthorized Voluntary Withdrawal (WF)

Registered students, who withdraw from the Institution before the end of the term without authorization and without the certification from the Office of the Registrar, shall receive a classification of Unauthorized Voluntary Withdraw (WF). This type of withdrawal is counted as attempted, yet will not count as approved credit.

Incomplete (I)

Incomplete is a temporary grade. This will not affect SAP until the final grade is certified. It is the responsibility of the student to remove the incomplete during the period assigned for it in the Academic Calendar. If the student does not remove the incomplete in the established time, will receive the provisional grade informed.

Extension in Progress (IE)

This code is used when a graduate student requests to remain active to complete a research course. The student will register the course with the coding that includes "E". This will not affect SAP until the final grade is certified.

Extension (E)

Coding that is included in the course code to which time extension is authorized. Example: ENFE603E for the extension of ENFE603. If the student does not complete the course in the maximum period of two consecutive extensions, the final grade obtained is NP. This will not affect SAP until the final grade is certified.

Unauthorized Incomplete (UI)

A classification of Unauthorized Incomplete (UI) is used when, in the opinion of the instructor, completed assignments or course activities or both are insufficient to complete normal evaluation of the student's academic performance. For purposes of grade point average (GPA) calculation, this classification is equivalent to a grade of F. Unauthorized incomplete does affect GPA, and is counted as attempted, yet will not count as approved credit

Repetition of Courses (R)

A student who obtains a grade of F in a course must repeat the course to meet graduation requirements. When repeating a course, the grade considered for the GPA is the one received in the course repetition. The course repetition grade will be accompanied by an R in the credit transcript (Ex: RB, RC, and RD). Repeated Courses are counted as attempted, yet will not count as approved credit.

Passed (P) or Not Passed (NP)

P - Indicates that the student approved (Passed) all the requirements established for the course. This classification does not affect the student's grade point average (GPA); however, it counts as approved credit and affects the completion rate of credits.

NP - Signifies that the student did not approve (NP) the requirements established for the course. This classification does not affect the student's grade point average (GPA); however, is counted as attempted, yet will not count as approved credit. NP grade may be removed upon successful completion of the course.

Preparatory Courses and Remedial Courses

Remedial and preparatory courses are excluded from the maximum time frame calculation; however, these courses affect the student's GPA and are considered for the completion rate of credits.

Transfer Credits

This classification does not affect the student's grade point average (GPA); however, it counts as approved credit and affects the completion rate of credits. Transfer credits are included in the maximum time frame calculation.

Policy

SAP will be reviewed prior to the awarding of any federal financial aid. It will also be reviewed and monitored at the end of each academic term and prior to the disbursement of financial aid for the following semester/trimester. Satisfactory Academic Progress is reviewed in three areas: GPA (qualitative); and maximum time frame and pace of progression (quantitative).

The Office of Academic Affairs (the Academic Dean or the Academic Director) thru the Office of the Registrar reviews each student's progress at the end of each academic term. The Academic Dean/Director will report any student not making SAP to the Dean of Student Services or student counselor for appropriate action and notification to the student and the Office of Financial Aid.

The Dean or the Academic Director will review each case and will notify the students that are not complying with SAP.

Initial Eligibility

To determine initial eligibility of the student, the student's transcript will be revised according to the following guidelines:

- Students who have never attended the institution will be considered in good standing with regard to minimum percentage rate of credits completed and minimum GPA requirements.
- Students who have previously attended DU will have their past academic transcripts reviewed regardless of whether financial aid was received for previous attendance.
- If any Dewey University student decides to change program or to seek to earn an additional credit, earned credits and grades of courses previously taken that are common to the new program, will be counted toward Satisfactory Academic Progress (SAP).
- Transfer credits from other institutions that apply to the current program will be considered in determining eligibility under the maximum time frame criteria.

Requirements to Maintain Qualitative Eligibility

Minimum grade point average (GPA) requirements (Qualitative): Students must meet a qualitative standard of academic progress measured through cumulative grade point average. Students must meet the minimum GPA based upon the total number of attempted credit hours according to their credential and program.

Pass grades (P) received for pass/not pass courses are considered attempted and earned credits (quantitative), but are not calculated in the grade point average.

The highest grades of repeated courses (R) are used to calculate the cumulative GPA. All repeated courses are counted as credits attempted.

Master Degree

Total Attempted Credits	Minimum GPA
1 – 12	2.75
13 - 24	2.90
25 or more attempted credits	3.00

Requirements to Maintain Quantitative Eligibility

Students must successfully complete a minimum percentage rate of approved hours or credits based upon the total

number of attempted credits or hours according to their credential and program. The calculation is made as follows:
 $\text{earned credits} / \text{attempted credits} = \text{completion rate}$.

When the completed rate of credits is calculated the following codifications are considered as non-approved courses: Incompletes (I), withdrawals (W/WF/WA), unauthorized incomplete (UI), repeated courses (R), not passed (NP) in-progress (IP), extension in progress (IE).

Master Degree

Total Attempted Credits	Minimum % Rate of Approved Credits
All attempted credits	67%

Maximum Time Frame

Only those courses that apply to the program in which the student is enrolled will be considered in the quantitative measure. All preparatory courses (remedial) are excluded from this policy.

The maximum time frame in which a student must complete his or her program cannot exceed 150% of the published length of the program. All credits attempted are used towards the maximum time frame allowance regardless of whether the student received financial aid during the time frame.

If the DU students decide to change a program, their academic records will be reviewed in order to determine their eligibility. The credits approved of the courses in common with the new program will be taken into consideration for SAP.

Classes taken as an observer (audit) will not be considered as credits attempted as part of the maximum time frame necessary to complete the program.

Master Degree

Total Credits	Maximum Time in Credits	Maximum Terms of Full Time Enrollment
42	63	16 terms
48	72	18 terms
66	99	26 terms

Determination and Notification of Lack of Satisfactory Academic Progress

Following the review and evaluation, the Registrar Office, will send a notification by electronic or regular mail to all students that have not complied with SAP standards. The notification shall indicate the nature of the deficiency and any consequences that have resulted or may result, such as probation or loss of financial aid.

SAP Status

Financial Aid Warning

If a student who does not comply with SAP standards in an academic term he/she started in good standing.

A student remains eligible to receive financial aid while on a warning status without any additional action. If both the minimum number of credits and GPA requirements are met at the end of the warning, the student will be removed from warning status.

Financial Aid Denial

If a student does not comply with SAP at the end of the academic term begun with a warning condition, denial or probation, payment will not be allowed for financial aid. Students that have met or exceeded the maximum time frame to complete the program will be placed in a position of refusal of financial aid immediately.

Financial Aid Probation

If a student does not comply with SAP standards and who has appealed and the appeal is approved, the student will be placed on probationary status. A student on financial aid "probation" may receive financial aid for one or more academic term as long as he/she meets SAP standards or the requirements of the individual academic plan developed in conjunction with an academic advisor. The probationary status is removed once the student regains satisfactory academic progress.

Appeal of Financial Aid Denial

It is a written petition for waiver of financial aid denial. A student who wishes to dispute a determination on unsatisfactory academic progress and financial aid eligibility must complete and submit a "Satisfactory Academic Progress Appeal Request Form" at the Registrar Office to the attention of SAP's Appeal Committee. The appeal shall be submitted within 20 business days since the date he/she was placed in financial aid denial. If a student's failure to meet SAP standards is due to mitigating circumstances, the student may request that the SAP Appeal Committee approve an exception of the requirements of the Satisfactory Academic Progress Policy. Mitigating circumstances warranting an exception include death of a relative, injury or illness of the student or other special circumstances.

The student will be notified in writing of the results of his/her appeal. If approved, the notice may include any condition required to grant the appeal. Upon approval the student will be reinstated under a probationary status.

Satisfactory Academic Progress (SAP) Appeal Committee

This committee is known as the Academic Achievement Committee and shall be composed in every DU Campus by the financial aid officer, the student counselor, the registrar, and chaired by the dean/academic director. The evaluation committee's decision is based on the information provided in the appeal form provided by the student and counselor. The student may be summoned to appear personally before the committee, if it is deemed necessary.

The committee will meet following the determination and notification of non-compliance with SAP as indicated in the academic calendar.

Appeal Request

"Satisfactory Academic Progress Appeal Petition" is the form that the student must complete and file with the Registrar's Office, to the attention of the Committee on Academic Performance. In the same, the student should provide detailed information on the circumstances that caused the noncompliance with the SAP. It should include specific dates or periods of any incident that the affected student understands affected the academic work during the period for which he was appointed in denial of financial assistance. In addition, the application must include a description of the measures that the student has taken or proposes to take to recover the SAP. All original documents will become part of the student's record. The offices for financial aid, student counseling and academic affairs will maintain a copy of the communications.

Financial Aid Academic Plan

The student submitting the appeal may be placed on an academic plan of financial aid authorized by the Academic Performance Committee as part of the conditions for approving the appeal. The "Agreement of Academic Plan" should be drafted and signed by the student and student counsel. The student will continue to be subject to evaluation at the end of each term during the term of the appeal. While the student meets the academic plan, he/she will maintain the condition of probation and will retain their eligibility for financial aid. If the student does not meet with what was agreed in the plan, their condition will revert to denial of financial aid.

Restoration of Financial Aid Eligibility

A student who has lost eligibility for financial aid, eligibility will not be recovered automatically. The student will have one additional term to regain eligibility. After having completed one academic term, without benefit of financial assistance and has achieved satisfactory academic progress, the student may be considered for financial aid once more. He/she must notify in writing to the financial aid office, his/her interest in re-assessing their eligibility for assistance.

Administrative Withdrawal Due to Lack of Academic Progress

A student who has lost eligibility for financial aid and failed to achieved satisfactory academic progress the next academic term, shall be administratively withdrawn from the university at the end of the term.

Students who wish to appeal administrative withdrawal, due to lack of academic progress, may do so in writing to the Registrar's office. Appeals must clearly state the reason the student failed to make academic progress and include an explanation of how the student will be academically successful if allowed to continue enrollment.

Documentation

All relevant documentation to the SAP determinations shall be notified to the affected students and will remain in the student's Educational Record.

Protection Policy of Students Active in the US Armed Forces and the National Guard of Puerto Rico

This policy applies to all students active in the US Armed Forces and the National Guard of Puerto Rico.

General Principle

Dewey University (DU) recognizes and respects the rights of the Constitution and the laws established in benefit of the students in general and in particular those directed to students active in the US Armed Forces and National Guard of Puerto Rico.

Devolution, Reimbursement of Payments or Credit for Withdrawal from Course

Every student activated by the Armed Forces Reserve of the US Armed Forces in Puerto Rico or the National Guard of Puerto Rico has the right to receive reimbursement from DU or devolution of the amount paid for registering and quotas. The reimbursement or devolution will be prorated in accordance with the time of the academic term when the student is activated.

The student should present original evidence or the activation orders to the Registrar's Office at least 15 (fifteen) days before the date of his/her activation, or if not possible, in a reasonable time.

Reimbursements, devolutions or credits for the courses will be at the request and discretion of the student in accordance with his convenience and will apply only at the time in which the activation document is submitted. If the student does not comply in presenting the activation orders to the Registrar Office in the time established in this policy, he/she will lose the right to receive reimbursement.

It is the duty of each student to notify the institution at the beginning of each academic term if he/she is a member of the Armed Forces Reserve of the US Armed Forces in Puerto Rico or the National Guard of Puerto Rico.

Priority and Reasonable Accommodation in Activated Cases

When a student is activated by the military branch in which he belongs, DU will ensure a place in all courses in which he/she has registered, in one of the following two (2) academic terms after he/she is no longer active.

DU guarantees to the activated student and once he/she has ended his/her activation and he/she wishes to continue his/her studies, a reasonable placement in the courses for which he/she had registered or its equivalent at the time of his/her activation. This will be in accordance with the availability of the courses during the academic term.

Activated students who are graduate candidates during the term of his/her activation, will have priority over other students in the placement of courses.

This priority and reasonable accommodation will be applied only when the program in which the student was originally enrolled, is still offered by DU.

Withdrawal or Incomplete Studies

DU will indicate in the official transcript of credits of activated students, that the reason of his/her withdrawal or incomplete studies during the academic term was due to the military activation order.

FINANCIAL AID

Financial Aid constitutes a privilege and not a right. For this reason, it is subject to the assignment and availability of the corresponding federal and state funds.

The Financial Aid's Office of DU is responsible for processing all the application for federal and state financial aid of the students enrolled in the institution.

It is the student's responsibility to follow all the necessary steps when applying for financial aid.

Eligibility Requisites for Financial Aid

A student interested in Financial Aid must:

- Be enrolled in a study program eligible for Financial Aid under Title IV.
- Be a US citizen or an eligible foreign citizen.
- Demonstrate financial need.
- Be free of debts from any Federal Aid Program under Title IV.
- Comply with the Satisfactory Academic Progress Policy stipulated within this catalog.
- Submit a Free Application for Federal Student Aid (FAFSA) with all required documents and within annually established dates.

Male students must provide evidence of registration with Selective Services. If the student is 26 years or older and has not registered, he automatically **will not** be eligible for Financial Aid.

Types of Financial Aid

Beca para Estudiantes con Talento Académico (BETA)

This program provides scholarships to fulltime postsecondary education students. The eligibility criteria include a minimum GPA of 3.00, and to demonstrate financial need according to the Council of Education of Puerto Rico (CEPR) criteria. Annually, through a certification of the CEPR, it will be determined if it covers undergraduate or graduate studies, or both levels, according to the availability of funds.

Federal Family Education Loan Program

This direct loan program is granted to a student who is enrolled at the University at least part time. The United States Department of Education is the entity that lends the money thru the University.

Unsubsidized Direct Loan

This loan is for a graduate student who is enrolled at the University at least part time (3 Credits). According to the federal regulations to grant this loan income necessity is not a determining factor.

Student Loan Program Policy

Introduction

Dewey University is an institution of Higher Education that uses federal, state and institutional economic assistance funds, with the purpose of helping their students to cover their costs of studies for them to reach their educational goals. The University administers scholarship, study-work programs based on economic need, merit and academic achievement.

Legal basis

This Policy is promulgated pursuant to the authority conferred upon the President of Dewey University by the institutional statutes, the Board of Trustees and in compliance with the requirements of the Code of Federal Regulations, Title 34, part. 685.

Purpose

To increase the types of financial aid available to students including students from the graduate programs which has limited alternatives of funds to cover their educational expenses

Applicability

This policy will apply to all eligible students who meet the requirements established in the administration of the program of Direct Student Loan, even if they are federal or institutional.

Norm

Dewey University prioritizes the offering of student loans to the following students:

- Graduate Students (Masters)
- Undergraduate students who have completed their second year of study (72 credits)
- Active students in the institution that have exceeded the 600% utilization of Pell grant

Any student interested in interested in the student loan program, he/she must perform the following application process.

Application Process:

- Completing FAFSA (Federal Application Federal Student Aid)
- Receive individual or group orientation on the lending programs.
- Participate in an entry interview.
- Sign of a Loan Promissory Note (LPN)
- Completing institutional document for additional information.
- The application process for loans shall be made annually.
- Any student who has been disbursed loan and graduated or interrupted his studies has to be subject to an exit interview.

Amount of loan

The amount of loan that the student will be awarded will depend on:

- Economic need
- Academic Load (to be eligible the student must be enrolled at least half-time)
- Maximum sum of money established
- Terms to be covered with these funds
- Program of Study (undergraduate or graduate)

PPOPHA-SAGE Scholarship

This scholarship is offered as part of the Federal Title-V Project, *Promoting Postbaccalaureate Opportunities for Hispanic Americans* (PPOHA). The purpose of this incentive is to help students in the Nursing Science graduate program achieve their professional goals and promote the research development. This represents a personal and social benefit, thus offering a better quality of life. To apply, it is required to complete the Application for Financial Aid for Graduate Students-PPOHA Program, through the Dewey University website (www.dewey.edu).

Financial Information

There are two types of expenses related with study programs:

- Direct costs (included in the enrollment contract); such as: enrollment, tuition, laboratory fees, among others);
- Books and material expenses (not included in the contract).

Both categories vary according to the nature of the programs.

Direct costs of the program are detailed on the Enrollment Contract signed by the Institution's representative and the student. (Refer to Appendix 2).

The Institution reserves the right to amend the costs of the programs and other miscellaneous fees.

Policy and Procedure for Verification

Financial Aid Offices of Dewey University will verify the information required only in those cases that are selected by the Department of Education.

All selected applications will be verified, which are identified with an (*) next to the EFC and all requests that the Financial Aid Officer understands may contain conflicting information. The Financial Aid Offices once they identify students selected for verification will notify the selected student, stating the documents needed to complete the process and deadline.

Verification requirements apply to most federal financial aid programs.

- Federal Student Loans
- Pell Grant Federal Program
- Campus Based Programs
 - Federal Supplemental Educational Opportunity Grant
 - Federal Work Study Program
- State Funding Programs

Dewey University will not credit financial aid funds to students who do not complete the verification process accordingly to the tracking groups as established by the U.S. Department of Education. Students who do not complete the verification process will be considered as a private student, and their information will be sent to the Bursar's Office to establish a payment plan.

There are four (4) verification groups. The data will be verified according to the corresponding group:

V1-Standard Verification Group.

Students, spouses, or parents who filed taxes must verify the following:

- Adjusted gross income
- Income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP) benefits
- Child support paid

Students, spouses, or parents who are not tax filers must verify the following:

Income earned from work

- Household size
- Number in college
- SNAP or PAN benefits

- Child support paid

V4-Custom Verification Group

Students must verify high school completion status and identity/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support.

V5-Aggregate Verification Group

Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group.

V6-Household Resources Group

Students must verify the items in the Standard Verification Group as well as certain other untaxed income on the 2016–2017 FAFSA:

- Payments to tax-deferred pension and retirement savings plans (Questions 45a and 94a);
- Child support received (Questions 45c and 94c);
- Housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g);
- Veterans' noneducation benefits (Questions 45h and 94h);
- Other untaxed income (Questions 45i and 94i);
- Money received or paid on the applicant's behalf (Question 45j); and
- Resources or benefits not appearing on the FAFSA, such as in-kind support from a relative or a government agency.

The Financial Aid Personnel has the prerogative to select and verify other data, according to their discretion and request other documents if necessary.

This process consists of the student having to show or document the information submitted on his "FAFSA". The documents to be used in the Verification Process are described below (as applicable):

- Income Tax forms
- Verification form
- Evidence of child support received

Other documents that may be necessary in case of conflicting information would be (as applicable) and are not limited to:

- Student or Parent Declaration Form
- Evidence of Alimony
- Official Letters from Public Agencies: Letter from the Department of Labor (Unemployment, Payment History), Letter from the State Insurance Fund (Disability)
- Veterans Administration Revenue Letter
- Evidence of Work Not Reported in Worksheet
- Form 499R-2 / W-2PR (W2) and / or 480.6b
- Payroll Check Stubs
- Employer Letters
- Letters of self-employment
- Copies of the Student's or Parent's Social Security Card (if applicable).
- Copies of the Birth Certificate of the Student, Child, or Parents (as applicable)
- Copy of Marriage Certificate
- Copy of Death Certificate
- Copy of the Permanent Resident Card
- Letter from (3) Persons of Profession that certify the state of dependence
- Application for Professional Trial
- Letter of resignation, dismissal or severance

Once the "SARs" or "ISIRs" selected for verification are identified, the staff of the Economic Assistance Office proceeds to notify the students, indicating the necessary documents to verify their information and the deadline to complete the Verification Process. If the student does not deliver the documents that were requested to complete the verification by the deadline (as established by the Federal Education Department), he will lose the right to the aids that may have been awarded.

Verification exclusions

There are times when there is no need to verify a student's application. Except in the case of the student's death, however, none of the exemptions excuse the staff from the requirement to resolve conflicting information. The staff should document the basis for exclusion. Other information not excluded must still be verified according to all other requirements. There is no need to verify FAFSA information of a student in the following situations:

- Death of the student. You don't have to continue verification if you made an interim disbursement and the student died before verification was completed. There won't be additional disbursements, except for FWS funds already earned, to any of the student's beneficiaries. You cannot originate or disburse his Direct Subsidized Loan or consider any interim disbursement you made of Pell, Perkins, or FSEOG funds or provisional FWS employment to be an overpayment.
- Not an aid recipient. The student won't receive Title IV aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.
- The applicant is eligible to receive only unsubsidized student financial assistance.
- Applicant verified by another school. The student completed verification for the current award year at another school before transferring. Her FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.
- Post enrollment. The student was selected for verification after ceasing to be enrolled at your school and all (including late) disbursements were made.

Unusual Enrollment History Policy (UEH)

Purpose

The Unusual Enrollment History (UEH) is a new rule established by the Federal Department of Education to prevent abuse in Title IV programs.

This policy is established for the purpose of complying with this federal rule and to notify students who are identified by the Federal Department of Education with unusual enrollment behavior in order to receive federal, state and institutional financial assistance.

Procedure

1. The staff of the Financial Aid office will receive the "ISIR's" answer of the Free Application for Federal Aid "FAFSA".
2. Verify codes in the comments of the "ISIR's" on the first page (# 359 or # 360) or on the fourth page the "NSLDS Unusual Enrollment History Flag" (# 2 or # 3).
 - a. If the comment code is # 359 or "NSLDS UEH Flag" is # 2, it will be verified if the student received disbursement of Federal Pell Grant in any of the following years of scholarship: 2013-2014, 2014-2015, 2015-2016 and 2016-2017 in our Institution. If the student received disbursements, he is eligible for Federal Pell Grant; unless the Institution has reason to believe that the student was enrolled only to receive the Pell Grant surplus. Otherwise, the student is considered as "UEH Flag" # 3.
 - b. If the comment code is # 360 or "NSLDS UEH Flag" is # 3, it will be verified if the student approved at least one (1) credit in each Institution that received Federal Pell Grant according to the COD or NSLDS report in each one of the years.

The student identified with an UEH code will be notified that their Federal Student Aid Application was selected for review. To carry out the review, the student must present a Report of Notes or a Transcript of Credits or Hours (original or copy).

1. Once the student submits a Report of Notes or a Transcript of Credits or Hours, it will be verified if he approved at least one (1) credit in each Institution in the corresponding 4 years. If so, the student is eligible for Federal Pell Grant.
2. If the student has NOT approved at least one (1) credit in one or more of the Institutions and understands that he has a valid reason why he did not approve credits, he must complete an Application for an Appeal to the Unusual Registration History.
3. Appeal requests will be evaluated by the Financial Aid Administrator, if approved the student is eligible for Federal Pell Grant.

STUDENT SERVICES

Admission Office

The Admission Office is responsible of offering a complete orientation to all new students of Dewey University's academic programs; will evaluate the applications of new candidates; as well as, offer student orientation with regarding the admission process, academic program requirements, Institutional policies and applicable rules.

Bursars Office

The Office of the Bursar is responsible for invoicing and collecting all institutional charges. Also notify students about the Institutional charges, tuition, fees, and other financial obligations. In this office the students receive the official class program, which represents the enrollment contract with the student in each academic term and this is validated with the student's signature.

This office maintains a record of transactions. It advises the students concerning payment plans, cost of enrollment, and Institutional policies and regulations.

Registrar Office

The Registrar Office is responsible for the custody and keeping up-to-date students' files. The students' file contains evidence of all academic transactions performed. It is responsible for emitting academic transcripts and evaluations, study certifications, and any other academic-related document.

The office certifies that every student has complied with all academic requirements of the program regarding the degree requirements, or certificate.

In each institutional unit there is a Registrar Office to serve students requiring transcripts, certifications, among other academic documents.

The Registrar's Office is responsible for certifying the student's participation during each academic term to the office of financial aid, as well as all withdrawals.

Student Services Office

The Office of Student Services provides support services to students in order to facilitate their adaptation to the academic environment and the learning process. This office provides to new and active students orientation, academic advising, and coordination for tutoring services.

Placement Office

Dewey University does not guarantee employment; nonetheless, the Placement Office staff will assist graduates with the process of securing a position according to their program of study. The Placement Office will retain a record for each graduate who made be available to any prospective employer or agency. It is the mission of the office to provide advice and workshops to active students and graduates to help them develop those skills needed in the job search.

Students or graduates interested in establishing their own business, they will receive support in preparing a business plan, guidelines for establishing an operational budget, and strategies to develop sales and a marketing plan.

Learning Resource Center

The center provides the students with the educational resources related to the academic programs offered by the Institution. It has audiovisual equipment, databases, publications, reference materials, textbooks, newspapers, computers and internet facilities, all in a favorable environment in which to study.

The hours of service are:

Mondays to Fridays	7:30 am to 10:00 pm
Saturdays	8:00 am to 6:00 pm
Sundays	8:00 am to 1:00pm
Holidays	7:30 am to 12:00m

The service hours for the Learning Resource Center could vary according to the DU campus.

Student Body Representation

The Student Body Representation's objective is to channel student expression, state the students' aspirations and promote communication, collaboration, and understanding between the students, faculty, and administration. The Student Body is welcomed to contribute ideas on necessary improvements that will benefit both the students and the Institution.

ACADEMIC AFFAIRS

Academic Affairs

The Office of Academic Affairs is the unit responsible for the quality, rigor and actualization of the academic offer, by promoting integral education as a process directed towards acquiring the significant knowledge and development of the students' capability.

It supervises the strengthening and learning in an academic environment favorable to the intellectual and cultural development of the students, tying technology, investigation, collaborative work and community initiatives.

The Deans of Academic Affairs are in charge of the graduate and undergraduate programs. The Academic Dean are responsible for the design, development, updating and modification of academic programs at the Main Campus level, ensuring that the same are of a high quality, efficient and with financial feasibility.

The Academic Directors are responsible of programming, implementation of academic programs at the Non-Main Campus level and supervision of the faculty.

All components of this office guarantee that the implementations of applicable policies to the academic program are consonant with the mission, vision and institutional objectives.

Graduate Academic Curriculum Components

Institutional Research Board

This is a committee assigned to the Academic Dean's office designed to protect human beings who are research subjects. The Board has the responsibility to approve any proposed research, monitor and review research in progress that is related to humans.

Core Courses Component

ESTA503	Statistics
ENFE502	Theories and Nursing Models in the Advanced Practice
ENFE504	Advanced Physical Assessment
ENFE505	Advanced Physiopathology
ENFE506	Research Methodologies in Nursing
ENFE603	Research Project in Nursing

Major Field of Study Component

ENFE	Nursing Sciences
NUAN	Anesthesia
MMHE	Mental Health and Psychiatry
ONCO	Oncology
	Critical Care

Practicum Component

This component permits the student to apply, confirm or re-define the skills learned in the classroom and in a working place. Under professional supervision and direction, the student will have the opportunity to perform their professional capabilities and abilities acquired to enrich learning through experience.

Elective Components

Directed Electives

Electives that are targeted provide the students with an opportunity to expand their skills on a particular way within a specific offer.

Evaluation of Program and Curriculum

The University periodically evaluates and reviews the curricular and academic content of the Academic Programs to maintain current and updated what is offered.

It also goes toward maintaining updated the advanced technologies and demands of the labor market. These considerations ensure that Dewey University may better serve the needs of its students.

Course Codification System

The Codification System of Dewey University consists of a four letter code which identifies the subject of the course. These letters are followed by the numbers which identify the course level. The initial number indicates the complexity of the course. This code number corresponds to the study level of the student.

<u>Code Numbers</u>	<u>Level of Studies</u>
500s	First level graduate
600s	Second level graduate

Courses with 600 codes should not be taken without first having completed the first level graduate courses.

Special Authorization to take Master Level Courses

Undergraduate students may request an authorization to take up to 9 first level graduate credits after they have approved at least 90 credits of their Bachelor Degree. After graduation, if the student applies and is admitted to the graduate program, those credits will apply to the graduate program, reducing time and cost in the master's program.

Norms to Request Authorization

- The student shall be enrolled in a Bachelor Degree.
- Must have completed at least 90 credits at the institution.
- Must have a minimum grade point average of 3.20
- Present a petition for the special authorization to the Academic Dean, with a letter of recommendation from the department's director, to take graduate courses.
- The student can take a maximum of 6 graduate credits per academic term.

The special authorization does not guarantee acceptance to the graduate program. The student who is authorized to take graduate courses, must eventually apply for admission to the graduate program according to the admission requirements under the program.

Definition of Academic Terminology

Academic Year

Dewey University applies the trimester system for the graduate academic degree programs. An academic year consists of three terms of 15 weeks. The academic terms are identified as *Fall*, *Winter*, and *Spring*.

Enrollment Period

Enrollment periods must take place as determined by the Registrar Office and as published in the Academic Calendar.

The student is officially enrolled when his/her class program has been certified by the Bursar's Office. Enrollment constitutes a contract between the parties for the duration of an academic term. To be able to attend classes, the student must present the official enrollment agreement to each professor.

Late Enrollment and Period of Time for Changes

All registration processes include a period for late registration. During this time, the student may register; make changes for adding or dropping courses and changing sections. The student should complete the required forms for each transaction.

A student that begins a period of late registration will be responsible of making up for the academic activity covered until the time of enrollment.

Last Day of Attendance

The last day a student participated in academic activities, including but not limited to: personal assistance to class, where there is a direct interaction between instructor and student, presentation of academic work by testing, interactive tutorial instruction, computer-assisted instruction; assigned work group, participation in an on-line discussion of the academic field, establishment of contact with the instructor to ask questions about an academic project, among others.

Class Periods

Class sessions are distributed in periods of 60-minutes each and include a 10-minute recess.

Credit Units

For Master Degree, each credit unit is equivalent to one of the following:

- 15 hours of theory;

- 30 hours of laboratory;
- 45 hours of Practicum.

Master of Science in Nursing with Specialty in Anesthesia, each credit unit is equivalent to one of the following:

- 15 hours of Theory.
- 30 hours of Laboratory.
- 90 hours of Practicum.

For each theory credit unit, a minimum of two (2) hours of outside preparation will be required from the student and for each laboratory credit unit a minimum of one (1) hour of outside preparation will be required from the student.

Class Schedule

The student will have the opportunity to attend classes within the following schedules:

- | | |
|----------------------|--------------------|
| • Monday to Thursday | 7:00 AM – 10:30 PM |
| • Friday | 7:00 AM – 10:00 PM |
| • Saturday | 7:00 AM – 6:30 PM |
| • Sunday | 7:00 AM – 1:00 PM |

Student Classification

Full-Time Student

A full-time student refers to a regular student who registers (enrolls) in at least 6 credit hours in any academic term.

Part-Time Student

A part-time student refers to a regular student who registers (enrolls) in 3 credit hours in any academic term.

Transit Student

A student, who is currently enrolled at another college or university but who wishes to earn credits at Dewey University and then transfer back to their original college or university, should obtain a "Permission to Register" form from that institution to ensure that the courses taken at DU are appropriate choices for him/her and has met the pre-requisite(s) for the intended course(s).

Special Student

A Special Student is one who is:

- Interested in taking courses for professional and personal improvement.
- Interested in accumulating credits at the undergraduate level, but not interested in completing the undergraduate level, certificate or diploma.
- A special student should present a transcript of his/her credits from the institution of origin, to prove that he/she completed the Pre-Requisite of each course.

Student Interested in audit

A student interested in attending courses as an observer must pay an application charge for registering during the period of the programmed registration.

- His/her registration is subject to a space being available.
- Tests or assignments are not required for a student who is an observer.

Leave of Absence (LA)

The definition for the Leave of Absence should read:

- A student may request a Leave of Absence for a maximum time period of 180 calendar days per year counting weekends, holidays and academic recess.
- The total days for the LOA will be added to the Maximum Time Frame (MTF) allowed for the student to complete his/her study program, once he/she returns.
- This Leave of Absence license will be awarded for specific reasons established by the Federal Department of Education. Among the acceptable reasons to ask for a Leave of Absence are:
 - Military Service
 - Illness or Medical Treatment (The student must submit a Medical Certificate justifying his/her absence).
 - High risk pregnancy (The student must submit a Medical Certificate justifying her absence).
 - Any other special circumstance (The student must present evidence to be evaluated by the institution to determine if the absence is justified).

If the student does not return on the date stipulated by the Leave of Absence, he/she shall be considered as Voluntary Withdrawal (W) beginning on the date it was requested.

If the student is on a Leave of Absence during the evaluation period of Satisfactory Academic Progress, the same will be affected as the period for Leave of Absence is not considered for purposes of Satisfactory Academic Progress.

Grading System

The grade point average (GPA) is a comprehensive evaluation of a student's academic standing. The grading system facilitates the process of determining the student's Satisfactory Academic Progress (SAP). At the end of each term, the Registrar Office will hand each student a grading report.

<u>Equivalent Percentage</u>	<u>Point Range</u>	<u>Grade</u>	<u>Grade Point</u>
100 - 95	4.00 - 3.90	A Excellent	4.00
94 - 90	3.89 - 3.75	A- Excellent	3.75
89 - 85	3.74 - 3.25	B+ Good	3.25
84 - 80	3.24 - 3.00	B Good	3.00
79 - 75	2.99 - 2.75	B- Average	2.75
74 - 0	0.00	F Fail	0.00

Other Codes

In addition to the grading system, DU also uses other codes to identify other academic conditions.

Voluntary Withdrawal (W)

When a student voluntarily interrupts his/her studies, he/she should begin the withdrawal process. The student will first submit a Withdrawal Request Form. This form must be received by the Office of Student Affairs or at the Registrar Office. This office will certify the reason(s) for which he/she would like to interrupt his/her studies. This type of withdrawal will affect the credit of attempted and approved credits.

Unauthorized Voluntary Withdrawal (WF)

Registered students, who withdraw from the Institution before the end of the term without authorization and without the certification from the Registrar Office, shall receive a classification of Unauthorized Voluntary Withdraw (WF). This type of withdrawal will affect the percentage of credits attempted and approved.

Withdrawal (WN) No Show

If the student does not attend class during the first two weeks of the term, he/she will be considered as a WN (No Show).

Administrative Withdrawal (WA)

If a student does not meet the Satisfactory Academic Progress requirements or does not comply with student regulations, the institution will proceed to classify this student as an Administrative Withdrawal (WA).

Incomplete (I)

If for a justified reason, as evaluated by the instructor, a student cannot complete one of the evaluation requirements of a course he/she will receive an Incomplete (I) for the corresponding course, but has proved to be in Satisfactory Progress (70% or more), he/she will receive an Incomplete (I) for the corresponding course.

Unauthorized Incomplete (UI)

A classification of Unauthorized Incomplete (UI) is used when, in the opinion of the instructor, completed assignments or course activities or both are insufficient to complete normal evaluation of the student's academic performance. For purposes of grade point average (GPA) calculation, this classification is equivalent to a grade of F. Unauthorized incomplete does affect GPA, and the percentage of approved and attempted credits

Courses Repetition (R)

A student who obtains a grade of F in a course must repeat the course to meet graduation requirements. When repeating a course, the grade considered for the GPA is the one received in the course repetition. The course repetition grade will be accompanied by an R in the credit transcript (Ex: RB, RC, and RD). Repeated Courses affect the percentage of approved and attempted credits.

Leave of Absence (LA)

When a student is authorized a Leave of Absence (LA); this will be reported in the student's transcript and will remain until he/she returns and continues the course. The LA does not affect the GPA or the amount of attempted credits.

Transfer Credit (T)

The student has the right to transfer previously approved courses. When the student requests a transfer and it is granted within the DU guidelines, the student's final grade will appear as T identifying the transferred course. Transferred credits do not affect GPA, but affect the percentage of approved and attempted credits.

Transfer Credit (TU)

The student has the right to validate their pre-approved courses at Dewey University. When the student requests a validation of a course and the same is granted within the rules of DU, the student's final grade will appear with a "TU" that identifies the validated course. Transferred credits do not affect GPA, but affect the percentage of approved and attempted credits.

Passed (P) or Not Passed (NP)

P - Means that the student approved (Passed) all the requirements established for the course. This classification does not affect the student's grade point average (GPA); however, it does affect the percentage total of credits approved.

NP - Means that the student did not approve (NP) the requirements established for the course. This classification does not affect the student's grade point average (GPA); however, it does affect the percentage of credits attempted. NP status may be removed upon successful completion of the course.

GRADUATION REQUIREMENTS

In order to be considered as a candidate for graduation, the student must comply with the following requirements:

- Must have an academic GPA of 3.00.
- Must have completed all courses required by the program.
- Must have met all their economic and financial obligations to the Institution.
- Must apply for graduation and pay the graduation fee at the Registrar's Office

CREDIT TRANSCRIPTS

The Registrar Office is responsible of preparing transcripts and preparing graduation certificates.

Once the student has completed the program of study, the first official transcript will be conferred to him/her without cost. Any additional transcript will be charged to the student.

Graduation certificates are conferred in response to a request from a student or for official use by authorized personnel. This is done free of charge for active students.

The Institution reserves the right to fulfill a request for a graduation certificate to any student who has not met his/her financial responsibilities with the Institution or has not returned borrowed Institutional equipment or materials.

GUARANTEE OF COMPLETION OF STUDIES IN CASE OF INSTITUTIONAL PROGRAM CLOSURE

Dewey University, guarantees the maintenance and continuity of the academic offer in accordance with the curriculum sequence so that the student may complete the study program within the established time.

Should the University decide to end a program offer, each student registered at that time may complete the offer in a traditional way or through specific courses targeted until the same complete the study program.

Dewey University maintains a signed agreement through a Financial Guarantee Bond as a backup that the students may complete their academic programs in case the Institution closes in accordance with the Council of Education of Puerto Rico (CEPR).

ACADEMIC OFFERINGS
Delivery: Residential

Master of Science in Nursing with Specialty in Anesthesia

Total Credits	66
Contact Hours	2,160
Total Weeks	135

Program Description

This program provides students with the skills necessary for anesthesia and surgical services required in the field. It develops in the students the knowledge, skills and attitudes needed to exercise as a clinical specialist offering nursing services. It also promotes the use of technology in the development of research that impacts the health of the individual, the family and community groups.

Program Objectives

- Protect patients from the iatrogenic complications.
- Participate in the positioning of patients to avoid injury.
- A review of full and proper equipment.
- Use standard precautions and infection control measures.
- Provide continuous attention throughout the Anesthesia.
- Use a variety of current anesthetic techniques, agents, medications, and equipment, while anesthesia.
- General anesthesia to patients of all ages and physical conditions for a variety of medical and surgical procedures.
- Provide anesthesia services to all patients, including the trauma and emergency cases.
- Administer and manage a variety of regional anesthetics.
- Serve as a resource for the management of the airway and ventilator status of the patients.
- Provide culturally competent care anesthetic during all your anesthesia services.
- Perform a pre-anesthetic assessment and formulate a plan of anesthesia care for patients who are assigned to administer anesthesia.
- Identify and take appropriate action when confronted with problems with their computers of anesthesia.
- Interpret and use the data obtained from the modalities of non-invasive and invasive monitoring.
- Calculate, initiate and manage fluids and blood component therapy.
- Recognize and respond appropriately to anesthetic complications that occur during the anesthetic.
- Communicate effectively with all the people that have an impact on patient care.
- Use appropriate communication - verbal, nonverbal, and written in the provision of anesthetic.
- Participate in activities to improve the care of anesthesia and their professional development.
- Operate within the relevant legal requirements to a nurse anesthetist, accepting responsibility for their services and decisions.
- Interact on a professional level with integrity.
- Participate in continuing education activities to acquire new knowledge and improve their practice.
- Understand the correct principles of management of risks of anesthesia including prevention strategies and strategic procedures.
- Submit evaluations and reviews current and organized research, articles and cases.

Master of Science in Nursing with Specialty in Anesthesia

This program provides students with the skills necessary for anesthesia and surgical services required in the field. It develops in the students the knowledge, skills and attitudes needed to exercise as a clinical specialist offering nursing services. It also promotes the use of technology in the development of research that impacts the health of the individual, the family and community groups.

Fundamentals (18 Credits)

Code	Course	Credits
ENFE504	Advanced Physical Assessment	3
ENFE505	Advanced Physiology and Pathology	3
ENFE506	Research Methodology for Nursing	3
ENFE510	Advanced Pharmacology	3
ENFE603	Research Project in Nursing	3
ESTA503	Statistics	3

Major Field of Study (48 Credits)

Code	Course	Credits
NUAN500	Introduction to Nurse Anesthesia	3
NUAN501	Applied Sciences and the Nurse Anesthesia	3
NUAN502	Anesthesia Pharmacology I	3
NUAN503	Anesthesia Pharmacology II	3
NUAN505	Basic Principles of Anesthesia	3
NUAN506	Pathophysiology for Nurse Anesthetists I	3
NUAN507	Pathophysiology for Nurse Anesthetists II	3
NUAN508	Advanced Principles of Anesthesia I	3
NUAN509	Advanced Principles of Anesthesia II	3
NUAN510	Advanced Principles of Anesthesia III	3
NUAN512	Pharmacotherapeutics	3
NUAN600	Clinical Anesthesia Practicum I	3
NUAN601	Clinical Anesthesia Practicum II	3
NUAN602	Clinical Anesthesia Practicum III	3
NUAN603	Clinical Anesthesia Practicum IV	3
NUAN604	Clinical Anesthesia Practicum V	3

* Students graduating from this program must pass the exam to obtain the license from the Puerto Rico Examining Board of Nursing Professionals as nurse specialist in Anesthesia to exercise their profession in Puerto Rico. This program does not hold the professional accreditation required to take the national exam offered by the National Board of Certification & Recertification for Nurse Anesthetists to practice the profession outside of Puerto Rico.

Master of Science in Nursing with Specialty in Mental Health and Psychiatry

Total Credits	42
Contact Hours	915
Total Weeks	90

Program Description

This program provides the necessary skills to qualify students as clinical specialists in mental health and psychiatry. Using a holistic perspective, the student will be prepared to apply knowledge related to research, critical analysis, and creative decision making and balancing of multifactorial circumstances. Students must complete one of the two role options from the Directed Electives alternatives; these are the role of education or the role of administration while studying or after completing their courses of their major field of study.

Program Objectives

- Integrate knowledge of the biopsychosocial sciences and nursing to perform advanced clinical practice.
- Apply the nursing process based on theories and empirical evidence to provide care to individuals, families and groups in the community.
- Assume legal responsibility and ethics in nursing care to promote the mental health of individuals, families and groups in the community.
- Assume leadership in therapeutic interventions with the individual, families and groups in the community.
- Conduct research to optimize the practice in the area of mental health and based on empirical evidence.
- Collaborate with the interdisciplinary team and weigh the interventions that are provided to clients with mental health problems.
- To promote effective communication strategies and interpersonal relations in therapeutic interventions to perform advanced clinical practice in coordination with the interdisciplinary team.
- Encourage and promote public policies that improve the quality of services in the area of mental health.
- Integrate the use of technology in advanced clinical practice by providing a holistic care to individuals, families and groups in the community.
- Develop skills of critical thinking in nursing interventions to promote the mental health of individuals, families and groups in the community.
- Take responsibility for personal and professional growth based on the needs and demands of the mental health industry.
- Evaluate the effectiveness of the programs that provide services to clients with deviations/alterations of mental health.

Master of Science in Nursing with Specialty in Mental Health and Psychiatry

Fundamentals (18 Credits)		
Code	Course	Credits
ENFE502	Theories and Nursing Models in the Advanced Practice	3
ENFE504	Advanced Physical Assessment	3
ENFE505	Advanced Physiology and Pathology	3
ENFE506	Research Methodology for Nursing	3
ENFE603	Research Project in Nursing	3
ESTA503	Statistics	3
Major Field of Study (18 Credits)		
Code	Course	Credits
MMHE501	Personality Theory	3
MMHE507	Advanced Physiopathology in Mental Health	3
MMHE508	Advanced Clinic Psych neuropharmacology in Mental Health	3
MMHE509	Advanced Modalities of Treatments in Mental Health	3
MMHE601	Advanced Clinical Practice of Nursing in Mental Health I	3
MMHE602	Advanced Clinic Practice in Mental Health Nursing II	3
Directed Electives (6 credits)		
Code	Course	Credits
ENFE 610	Theories and Models in Nursing Education	3
ENFE 611	Practicum in Nursing Education	3
ENFE 612	Theories and Models in Nursing Administration	3
ENFE 613	Practicum in Nursing Management	3

* Students graduating from this program must present evidence of completing the Master Degree in order to obtain the license from the Puerto Rico Examining Board of Nursing Professionals as nurse specialist in Mental Health and Psychiatry to exercise their profession.

Master of Science in Nursing with Specialty in Oncology

Total Credits	48
Contact Hours	1,185
Total Weeks	90

Program Description

This program provides the necessary abilities to educate the student in the advanced practice of science in nursing in oncology specialization. The student will acquire extensive knowledge in the area of oncology nursing discipline to be able to apply it in the nursing care of the patient with cancer. This care will start with developing competences to enhance prevention, treatment and ongoing monitoring of the patient diagnosed with cancer. The program is focused on the prevention of cancer and in all stages of growth and development during and after diagnosis.

Program Objectives

- Develop oncology service providers as clinical specialist in Advanced Nursing Practice.
- Develop the skills, knowledge, and attitudes that the Nursing Cancer Specialist in Advanced Practice in public and private service must exhibit.
- Develop leaders in advanced practice in the care, diagnosis, treatment of cancer with a high sense of ethics and social responsibility.
- Develop Specialist in Nursing Sciences care for the proper management of cancer patients.

Master of Science in Nursing with Specialty in Oncology

Fundamentals (21 Credits)		
Code	Course	Credits
ENFE502	Theories and Nursing Models in the Advanced Practice	3
ENFE504	Advanced Physical Assessment	3
ENFE505	Advanced Physiology and Pathology	3
ENFE506	Research Methodology for Nursing	3
ENFE510	Advanced Pharmacology	3
ENFE603	Research Project in Nursing	3
ESTA503	Statistics	3
Major Field of Study (21 Credits)		
Code	Course	Credits
ONCO 501	Advanced Pathophysiology and Intervention in Oncology	3
ONCO 502	Advanced Pharmacotherapy and Oncology Interventions	3
ONCO 601	Advanced Concepts in Oncology Nursing	3
ONCO 602	Advanced Clinical Practicum in Oncology Nursing I	4
ONCO 603	Advanced Clinical Practicum in Oncology Nursing II	4
ONCO 604	Advanced Clinical Practicum in Oncology Nursing in the Community III	4
Directed Electives (6 credits)		
Code	Course	Credits
ENFE 610	Theories and Models in Nursing Education	3
ENFE 611	Practicum in Nursing Education	3
ENFE 612	Theories and Models in Nursing Administration	3
ENFE 613	Practicum in Nursing Management	3

*Students graduating from this program must present evidence of completing the Master Degree in order to obtain the license from the Puerto Rico Examining Board of Nursing Professionals as nurse specialist in Oncology to exercise their profession.

Master of Science in Nursing with Specialty in Critical Care

Total Credits: 45
Total Contact Hours: 975
Total Weeks: 90

Program Description

The Master of Science in Nursing with Specialty in Critical Care prepares the nursing specialist with the latest substantial knowledge of advanced nursing practice in complex, acute and critical attention environments. It trains to provide care service in a sufficient manner to neonatal, children, adults and seniors that are critically ill or unstable after an injury, surgery or a potentially terminal disease. It trains for an advanced proactive practice in the recovery of critically ill patients in an integral way and in collaboration with the medics and interdisciplinary health team.

The program is directed to develop the nursing specialist that is compromised, sensible, ethical; one that exercises leadership, thinks in a critical manner, is able to work in a team, be an effective communicator, integrates theoretical and practical knowledge, uses technology and contributes to the advancement of knowledge in the nursing profession during the realization of their investigation and the integration of their findings during the nursing practice in critical care patients.

The graduates from this program are eligible to request a license in advanced practice with specialty in critical care. This professional will be able to function independently and exercise private practice in Puerto Rico, offering their services through contracts with agencies or individuals. The critical care specialist will also be able to work in the following areas:

1. Neonatal Critical Care
2. Pediatric Critical Care
3. Coronary Intensive Care
4. Multidisciplinary Intensive Care
5. Critical Burn Unit

Program Objectives

1. To form specialists with the fundamental knowledge in critical care.
2. To prepare critical care service professionals in the advanced nursing science practice.
3. To form critical care specialists in the prevention, direct care in the handling of the patient with ethical principles and social responsibility.
4. To develop leaders in the application of the advanced practice as managers of critical care within intensive scenarios in the restoration of the patient's health.

Master of Science in Nursing with Specialty in Critical Care

Fundamentals (21)

Course Number	Course Titles	Credits
ENFE502	Theories and Nursing Models in the Advanced Practice	3
ENFE504	Advanced Physical Assessment	3
ENFE505	Advanced Physiology and Pathology	3
ENFE506	Research Methodology for Nursing	3
ENFE510	Advanced Pharmacology	3
ENFE603	Research Project in Nursing	3
ESTA503	Statistics	3

Major Field of Study (18)

Course Number	Course Titles	Credits
CCIN601	Foundations of Critical Care	3
CCIN605	Advanced Application and Interpretation of EKG	3
CCIN606	Advanced Critical Care in Adult Patients	3
CCIN607	Advanced Clinical Practicum in Critical Care I	3
CCIN609	Advanced Clinical Care in Neonatal and Pediatric Patients	3
CCIN610	Advanced Clinical Practicum in Critical Care II	3

Directed Electives (6)

(The student will select six credits of the Role of their interest: Nursing Education Role or Nursing Management)

Nursing Education Role

Course Number	Course Titles	Credits
ENFE610	Theories and Models in Nursing Education	3
ENFE611	Practice in Nursing Education	3

Nursing Management Role

Course Number	Course Titles	Credits
ENFE612	Theories and Models in Nursing Management	3
ENFE613	Practice in Nursing Management	3

COURSE DESCRIPTION

CCIN601

Foundations of Critical Care

3 Credits

Prerequisite: None

This course studies the etiology and pathophysiology of the alterations or disorders within the most common diseases in patients of critical care. The course discusses the ethical and legal aspects behind the decision making process of an advanced Clinical Specialist in critical care nursing. Additionally, it examines the surrounding and environmental factors of critical care.

CCIN605

Advanced Application and Interpretation of EKG

3 Credits

Prerequisite: None

This course prepares the student to obtain knowledge of anatomical and physiological concepts within the electrical conduction system of the heart for the interpretation of electrocardiogram of critically sick patients. It discusses the advanced electrophysiological, ischemic and structural concepts within electrocardiography. It studies the detection of health problems, the application of knowledge in diagnostics, treatment and nursing care. It provides the student the opportunity to enhance their knowledge, skills and attitudes towards electrocardiography with children, teens, and adults with health deviations. It includes laboratory.

CCIN606

Advanced Critical Care in Adults Patients

3 Credits

Co-requisite: CCIN607

This course provides knowledge in advanced care for adult patients with critical health conditions. It studies the pathophysiology and etiology of the alterations and disorders from diseases in patients of critical care. It synthesizes the knowledge of advanced nursing care to patients with critical conditions due to complications in the respiratory, cardiovascular, neurological, gastrointestinal, renal, endocrine and multisystemic system. It integrates the concept of critical state as the nursing process, holistic in the growth and development of the pathophysiology and functional patterns of patients with critical health conditions. It establishes the etiological factors in a direct care environment for patients with critical health conditions.

CIN607

Advanced Clinical Practicum in Critical Care I

3 Credits

Co-requisite: CCIN606

Clinical critical care practicum in centers with agreements established by the institution. This course consists of the application of care handling for adults with critical health status and clinical processes. It studies health problems and advanced nursing care for critically ill adults.

CCIN609

Advanced Clinical Care in Neonatal and Pediatric Patients

3 Credits

Co-requisite: CCIN610

This course prepares the Clinical Nurse Specialist for the critical care of neonatal and pediatric patients with critical health conditions. It studies the pharmacological therapy used for neonatal and pediatric patients according to their condition. It integrates the analysis of situations in ethical-legal situations with neonatal and pediatric patients with critical health conditions. It studies the Clinical Specialist handling in the pathophysiological process of the neonatal and pediatric patient.

CCIN610

Advanced Clinical Practicum in Critical Care II

3 Credits

Co-requisite: CCIN609

This course allows students to apply the acquired knowledge and competencies while using critical thinking in the critical care process as a Clinical Specialist according to the expected results. It allows experience in the clinical area with the interdisciplinary health team. Additionally, it allows the student clinical experiences in the prevention of different critical health conditions in neonatal and pediatric patients.

ENFE502**Theories and Nursing Models in the Advanced Practice****3 credits**

In this course the student has the opportunity to discuss the different theories in nursing that guide the advanced practice of the profession. The student develops, relates and contrasts the tenets of the different theorists, in advanced clinical practice. He/she selects a theory and develops an instrument of estimated using the skills of critical thinking to a simulated situation.

ENFE504**Advanced Physical Assessment****3 credits**

This course will provide skills in advanced physical assessment in the actualization of individuals with different physical conditions. The course will expand the knowledge, skills and attitudes about physical examination with children, adolescents, adults and the elderly with health deviations. It will emphasize in the interview techniques as indispensable tools in the collection of data to identify different health deviations. It allows Students to extend the techniques of communication and interview to collect the data of the client's needs and to interpret the same to provide a holistic care to children, adolescents, adults and the elderly with health deviations. Also, the course includes the health history, the estimated of vital signs in advanced practice, skill for advance physical examination and integration of critical thinking through the analysis of the data of the estimated health.

ENFE505**Advanced Physiology and Pathology****3 credits**

This course is designed to expand the student knowledge in the various and more common physiological disorders. The course discusses the physiological changes produced by disease, epidemiology, etiology, clinical manifestations, diagnosis, and treatment for water-borne diseases. The student will be able to exercise clinical judgment on physical illnesses and their relationship with other health deviations. The knowledge will allow the student develop care plans in advanced practice.

ENFE506**Research Methodology for Nursing****3 credits****Pre-requisite: ESTA503**

In this course the student will increase his/her acquired knowledge in the process of scientific inquiry in nursing. Through critical analysis, the student will identify the need for investigation in nursing practice based on scientific existence. Using the scientific method, the student develops a practical research proposal on a topic related to area of specialization.

ENFE510**Advanced Pharmacology****3 credits**

This course is designed to prepare students to accurately describe, administer, and counsel patients regarding appropriate and safe medication regimens. Pharmacologic principles and the pharmacologic actions of the major drug classes are discussed in relation to physiologic systems, with emphasis on the application of these agents.

ENFE603**Research Project in Nursing****3 credits****Pre-requisites: ENFE506**

In this course the student has the opportunity to apply the research proposal in the area of specialty. During this course, the student will submit the same research for approval. Each student will be guided and supervised by a professor preceptor determined by the Institution.

ENFE610**Theories and Models in Nursing Education****3 credits****Co-requisites: ENFE611**

The course is designed to develop the understanding and skills in the participants related to the teaching–learning process. The course discusses the fundamentals and the elements that determine the nature of the curriculum development in nursing education. It covers strategies and methodologies to efficiently work with students, for curriculum development, for the development of learning evaluation methods and for the development of the teaching plan. The construction of an instructional design is required from students in this course.

ENFE611**Practice in Nursing Education****3 credits****Co-requisites: ENFE610**

The course is designed to develop the participant's knowledge and skills required through the Practice in the role of a teacher in nursing. The student carries out his/her Practice in an undergraduate nursing program. The student applies the knowledge acquired in the course ENFE610. Through these experiences, the student observes other teachers of the Nursing Faculty in their role as educators. Teaching plans are developed and classes are offered with the supervision of the mentor Professor. The student applies teaching strategies and evaluates learning. The student also has the opportunity to develop curricula in nursing and curricular changes in the practice program. The student will be able to analyze modern trends in education for nursing.

ENFE612**Theories and Models in Nursing Administration****3 credits****Co-requisites: ENFE613**

This course provides the student the opportunity to develop knowledge and skills in clinical practice based on scientific evidence. During the course, the student consistently integrates the concepts of leadership and management, management planning in nursing, and organizational design. Students will be able to perform various management roles in nursing services.

ENFE613**Practice in Nursing Management****3 credits****Co-requisites: ENFE612**

This course will provide students with the opportunity to develop knowledge and skills in clinical practice based on scientific evidence. During the course, the student will consistently integrate the concepts of leadership and management, planning in nursing management and organizational design. Students will be able to perform various management roles in nursing services.

ESTA503**Statistics****3 credits****Prerequisite: Statistics Course at the Undergraduate Level**

The course consists of the use of statistical methods and the application of the scientific method as an essential element in the field of health sciences. The course discusses topics of descriptive and inferential statistics, such as: measures of central tendency and variation, principles of the correlation and regression analysis, distribution probability theory and significance testing.

MMHE501**Personality Theory****3 credits**

This course provides students the opportunity to deepen their knowledge on the theory of personality and how does it applies in the development of the mental health of an individual. Throughout the course, students will expand their knowledge about the historical perspective of mental health. It offers students the opportunity to develop a critical thinking of the individual's development of personality according to different scholars. Nurses in mental health and psychiatry uses theories of personality for the development of a theoretical framework on which their advanced clinical practice is based.

MMHE507**Advanced Physiopathology in Mental Health****3 credits****Pre-requisite: ENFE504**

This course is designed to train graduate students with a body of expertise required for the advanced and specialized practice in the field of psychiatric nursing. It allows the students to analyze, classify, observe and develop critical thinking through evaluation of patients with mental health and psychiatry disorders.

MMHE508**Advanced Clinic Psych neuropharmacology in Mental Health**

3 credits**Prerequisite: ENFE504; ENFE505**

This course offers graduate students the skills needed to explain the anatomy of the brain, its functions and different processes that occur at the cerebral level. It will offer the opportunity to know about the different medications, its adverse effects, side effects and the expected effects of the medications commonly used in the area of psychiatry. It also offers students the opportunity to classify medications and their indications according to disorders presented by patients.

MMHE509**Advanced Modalities of Treatments in Mental Health****3 credits****Prerequisite: ENFE504**

In this course the students will have the opportunity to expand their knowledge on the different advanced therapeutic modalities used in patients with mental health disorders. In their role as clinical specialists they will apply each of the treatment modalities in future interventions with patients with mental health disorders.

MMHE601**Advanced Clinical Practice of Nursing in Mental Health I****3 credits****Pre-requisites: MMHE507; MMHE508; MMHE509**

This course focuses on the implementation of the holistic care of nursing to individuals and families that present mental health disorders. The course creates the advanced skills mastery that a clinical specialist in mental health must have. The advanced clinical practice develops in mental health agencies with pediatric patients, adolescents, adults and hospitalized elderly patients. Advanced clinical skills promote primary, secondary, and tertiary prevention.

MMHE602**Advanced Clinic Practice in Mental Health Nursing II****3 credits****Pre-requisites: MMHE507; MMHE508; MMHE509**

This course focuses on the implementation of the nursing care to individuals and groups with mental health disorders in the community. The course develops the advanced clinical skills that a clinical specialist in primary and secondary mental disorders prevention of must have. Clinical practice takes place in community programs that focus on services to the general population. The graduate student acquires skills in handling patients, families and groups. Advanced clinical skills promote the primary, secondary and tertiary prevention in the community.

NUAN500**Introduction to Nurse Anesthesia****3 credits**

This course guides the student through the history of the profession of Nurse Anesthesia in the world and in Puerto Rico. The student becomes familiar with regulations, laws, and the Code of Ethics that guides the practice of Nurse Anesthesia.

NUAN501**Applied Sciences and the Nurse Anesthesia****3 credits**

This is an applied sciences course that introduces the student to the basic principles of Chemistry, Physics and Neuroscience and the integration of these principles into the practice of Nurse Anesthesia. The student summarizes the physical principles and their relationship with the practice of anesthesia. In addition, the student analyzes and integrates selected principles of organic and inorganic chemistry practice of anesthesia.

NUAN502**Anesthesia Pharmacology I****3 credits****Prerequisites: ENFE510**

The course provides the student with the tools needed to understand the concept of drugs, how anesthetic, pharmacodynamics, pharmacokinetics and the concept of drug-receptor work. It addresses inhalants anesthetic issues, intravenous induction drugs, and Benzodiazepines. Other classifications of anesthetic drugs will be discussed.

NUAN503**Anesthesia Pharmacology II**

3 credits**Pre-requisites: NUAN502**

The course continues the theme of pharmacological effects of various anesthetic agents and discusses the action mechanism by which local anesthetics, opioids, muscle relaxants, reversal agents, autonomic and cardiac pharmacology and adjuvant drugs. It also discusses the monitoring of neuromuscular blockade and the factors that can prolong paralysis.

NUAN505**Basic Principles of Anesthesia****3 credits**

This course prepares the student with basic principles of preoperative patient assessment, anesthesia planning, operating room preparation, interpretation of pertinent patient findings, and required documentation for safe anesthesia management.

NUAN506**Pathophysiology for Nurse Anesthetists I****3 credits****Pre-requisites: ENFE505**

This course guides the student through the physiology of the cardiovascular, respiratory, neurological, renal, musculoskeletal, endocrine, hematological, and immunological system with particular emphasis on how these systems relate to anesthesia management. It also presents to the student the pathophysiologic disorders of the systems with emphasis on the surgical patient and implications for safe anesthesia management.

NUAN507**Pathophysiology for Nurse Anesthetists II****3 credits****Pre-requisites: NUAN506**

This course guides the student through the physiology of the hepatic, musculoskeletal, renal, respiratory, immune, and other systems or areas with particular emphasis on how these systems relate to anesthesia management. It also presents to the student with the pathophysiologic disorders of these and other systems or areas with emphasis on the surgical patient and implications for safe anesthesia management.

NUAN508**Advanced Principles of Anesthesia I****3 credits****Pre-requisites: NUAN501; ENFE505; NUAN507; NUAN512**

This course prepares the student in anesthetic management associated with specific specialty: Heart surgery, vascular surgery, gastrointestinal surgery, genitourinary surgery, and head/neck surgery. The management of identified patient groups, and patients with special problems are discussed.

NUAN509**Advanced Principles of Anesthesia II****3 credits****Pre-requisites: NUAN501; NUAN505; NUAN507; NUAN508; NUAN512**

Anesthetic principles associated with specific specialty Intrathoracic, extra thoracic, neurologic, neuro-skeletal, obstetrics, gynecology and neonatal surgical procedures; management of identified patient groups and patients with special problems.

NUAN510**Advanced Principles of Anesthesia III****3 credits****Pre-requisites: NUAN501; NUAN505; NUAN507; NUAN509**

The course continues with the principles of anesthetics associated with specific specialty pediatrics, geriatrics, orthopedics, podiatry, burns, trauma, obesity, and endocrine surgical procedures. The student also Works with the management of patient groups and patients identified with special problems. The student will also work with the post anesthesia recovery process and anesthesia complications.

NUAN512**Pharmacotherapeutics**

3 credits**Pre-requisites: NUAN503**

The course continues with the principles of anesthesia management associated with outpatient and remote locations considering the procedures with the patient's comorbidities, cost effectiveness and management of complications within and outside the operating room.

NUAN600**Clinical Anesthesia Practicum I****3 credits****Pre-requisite: NUAN501; NUAN505; NUAN507; NUAN512**

This Clinical Anesthesia Practicum will be performed in simulation laboratory, hospital, or outpatient surgical sites with graduated, guided instruction in the clinical management of patients receiving various types of anesthesia. Each Clinical Practicum builds on previously developed skills progressing from basic operating room orientation to the administration of anesthesia for patients exhibiting complicated pathophysiology.

Focus is on monitoring equipment; physical laws of electricity, elements of chemistry and physics as they apply to safe anesthesia practice; organize and set up equipment and supplies prior to the induction of anesthesia; perform a pre-anesthetic evaluation, assigning the appropriate physical status classification; basic communication skills, both verbal and non-verbal; significant pathology that impacts on the anesthetic management of the patient; pharmacologic agents that may influence the choice and course of anesthesia; abnormal and normal laboratory data and its importance with respect to the Anesthesia Plan.

It also emphasizes the formulation of an appropriate the Anesthesia Care Plan for an ASA Class I and ASA Class II patient; appropriate administering of an intravenous and/or inhalation anesthetic to a Class I and II patient; air management; uncomplicated oral and nasal intubations: anesthetic agents and adjunctive drugs including signs of anesthetic depth, Minimal Alveolar Concentration (MAC), mechanism of action, side effects, dosage and elimination. In addition, the student will practice calculation of the fluid requirements of an ASA Class I or II patient; record all pertinent information accurately and legibly on anesthesia records; transportation of the patient to the recovery room; conduct a post anesthesia visit; and accept responsibility for his/her behavior and performance.

NUAN601**Clinical Anesthesia Practicum II****3 credits****Pre-requisites: NUAN501; NUAN505; NUAN507; NUAN512; NUAN600**

Practicum in simulation laboratory, hospital, or outpatient surgical sites with graduated, guided instruction in the clinical management of patients receiving various types of anesthesia. Each practicum builds on previously developed skills progressing from basic operating room orientation to the administration of anesthesia for patients exhibiting complicated pathophysiology. Focus is on preparation, planning, and implementation of a safe anesthetic, and application of prior classroom learning.

Practice will induce the student to obtain understanding of all monitoring equipment; provide anesthesia nursing care to an ASA Class I, II, III patient during the perioperative period; administer an intravenous and/or inhalation anesthetic to an ASA Class I, II, or III patient; administration of general anesthesia exercising sound clinical judgment in adjusting the anesthetic to meet the patient's needs and surgical requirements. The student will practice to demonstrate beginning competency in the administration and management of regional anesthesia, including but not limited to: brachial plexus block, and IV regional techniques; cooperation with medical and nursing staff. A Clinical Coordinator at each site will coordinate and monitor the student's progress.

NUAN602**Clinical Anesthesia Practicum III****3 credits****Pre-requisites: NUAN501; NUAN505; NUAN507; NUAN512, NUAN601**

This Practicum will occur in hospital or outpatient surgical sites in the clinical management of patients receiving various types of anesthesia. As the other Practicum, this Practicum reviews previously developed skills progressing from basic operating room orientation to the administration of anesthesia for patients exhibiting complicated pathophysiology. Focus is on preparation, planning, and implementation of a safe anesthetic, and application of prior classroom learning.

The Practicum will improve in the student, his/her competence and confidence in the synthesis of didactic instruction with clinical application; discussion of the anatomic and physiologic principles during case reviews identifying situations in which anesthesia care must be modified for the following types of clinical problems in both adult and pediatric clients. In addition, he/she will recognize advantages and disadvantages of specific methods and techniques as they apply to the patient's physical status and proposed surgical procedure; demonstrate increasing proficiency in the administration

and management of regional anesthesia; administer anesthesia for ASA Category I, II, III, IV patients, utilizing techniques that are compatible with the condition of the patient; formulate and initiate a plan to terminate anesthesia and safely emerge the patient with minimal assistance and perform complicated oral and nasal intubations with minimal assistance. A clinical coordinator at each clinical site will coordinate and monitor the student's progress.

NUAN603

Clinical Anesthesia Practicum IV

3 credits

Pre-requisites: NUAN501; NUAN505; NUAN507; NUAN512, NUAN602

This Practicum will be in a hospital or outpatient surgical sites. This practicum builds skills and competencies developed in Practicum I, II, and III. Focus will be on a thorough and complete pre-anesthesia assessment; self-confidence in providing anesthesia care; acceptance of constructive criticism from instructors, peers and other members of the health care team; and the administration of a safe, physiologically sound anesthetic utilizing a wide variety of general and regional techniques. The student will strengthen his/her skills related to the administration of physiologically sound anesthesia for all ASA Classification patients, utilizing techniques that are compatible with the patient's condition; justification and provision of rationale for selection of anesthetic techniques, methods, and procedures; application of advanced principles and knowledge of pharmacology in the anesthetic practice; and the use of pulmonary function tests and blood gas analysis in the anesthetic management of patients. The student will develop an Anesthetic Care Plan that reflects an understanding of anatomy, physiology, and pathology as it relates to the underlying disease state and identify implications for anesthetic management.

NUAN604

Clinical Anesthesia Practicum V

3 credits

Pre-requisites: NUAN501; NUAN502; NUAN505; NUAN507; NUAN512; NUAN603

This Practicum will be in a hospital or outpatient surgical sites. This practicum builds skills and competencies developed in Practicum I, II, III, and IV. Focus will be on a thorough and complete pre-anesthesia assessment; self-confidence in providing anesthesia care; acceptance of constructive criticism from instructors, peers and other members of the health care team; and the administration of a safe, physiologically sound anesthetic utilizing a wide variety of general and regional techniques. The student will strengthen his/her skills related to the administration of physiologically sound anesthesia for all ASA Classification patients, utilizing techniques that are compatible with the patient's condition; justification and provision of rationale for selection of anesthetic techniques, methods, and procedures; application of advanced principles and knowledge of pharmacology in the anesthetic practice; and the use of pulmonary function tests and blood gas analysis in the anesthetic management of patients. The student will develop an Anesthetic Care Plan that reflects an understanding of anatomy, physiology, and pathology as it relates to the underlying disease state and identify implications for anesthetic management.

ONCO501

Advanced Pathophysiology and Interventions in Oncology

3 credits

Pre-requisites: ENFE505

This course focuses on the analysis of the processes of Cancer Pathophysiology as part of the advanced practice in nursing. The course will serve as a primary component in the clinical evaluation, decision-making and management in advanced practice nursing in Oncology. It interprets the natural history and manifests itself in specific diseases based on its etiology and pathology. Describes the relationship between changes in the pathophysiological mechanisms of defense of the body and the carcinogenesis as the process by which normal cells are transformed into cancer. Examines aspects of pathological process reflected in the reactions of the body to damage, infections, immune responses, circulatory disturbances and abnormalities in cell growth. Describes the relationship between the pathological processes and the alteration of body fluids, and analyzes the effects of the concepts and pathophysiology therapeutic interventions associated with these clinical disorders.

ONCO502

Advanced Pharmacotherapy and Oncological Interventions

3 credits

Pre-requisite: ENFE510

The course analyzes pharmacotherapy for nursing practice in advanced Oncology, and emphasizes on the comprehensive study of the actions and effects of drugs on human beings through its life cycle. The course also analyzes the legal scope of the responsibilities of nurses in advanced practice and specialty in Oncology. Describes and identifies actions, effects, uses and potential interpretation between the different drugs and explains the process of absorption, distribution, metabolism and elimination and factors that influence these. Examine the factors that influence the patient's response to therapeutic agents, adverse reactions to drugs and appropriate interventions. Describes the disputes related to the bioequivalence of medicines. The course allows you to expand the role related to

the decision-making process of drug therapy. Emphasis is placed on the pharmacotherapy in the cancer patient in the role of the clinical specialist.

ONCO601

Advanced Concepts in Oncology Nursing

3 credits

The course is designed to develop advanced practice in the field of oncology. It discusses the standards of Oncology Nursing practice, in addition to the standards of professional performance in Oncology Nursing. Emphasis is placed on the areas of promotion and prevention of cancer, treatments and modalities of cancer. The role of Clinical Specialist and their implications or contributions in health in patients diagnosed with cancer are discussed. The student has the opportunity to develop an instrument for estimating oncology patient's well-being and be able to apply it in their clinical practice.

ONCO602

Advanced Clinical Practicum in Oncology Nursing I

4 credits

Prerequisite: ONCO601

This course is intended to deepen in the acquisition of knowledge, the development of psychomotor skills and abilities to ensure an efficient, safe, and compassionate and focused on the patient diagnosed with cancer and in the Clinical Practicum of Advanced Nursing with the role in Clinical Oncology. By using the nursing process to teach the skills and procedures, as well as the decision making and solution of problems related to the direct care of culturally sensitive nursing. This ensures the quality and safety in the implementation of the procedures that are required in the courses that contain clinical practicum. In this practicum includes the practicum of each procedure as well as care in advanced practicum and specific treatments to patients with cancer. Provide learning experiences through demonstrations, specialized teams of high technology and other materials. In this way we acquire knowledge and clinical skills of nursing, essential to perform the practicums in the different scenarios of health and to form a competent professional to provide safe care and excellence.

ONCO603

Advanced Clinical Practicum in Oncology Nursing II

4 credits

Pre-requisites: ONCO602

This course focuses on the care of adults and elderly with altered states of health, its emphasis takes place in the implementation of the clinical processes and nursing diagnosis in cancer patients in a variety of scenarios. The course discusses problems of health and disease specific to cancer by systems in addition to the role of the clinical specialist in medical oncology. The cardiovascular system, the sensory, the integumentary, the gastrointestinal tract and the genitourinary system are also covered. Clinical practicum is aimed at the integration of theoretical concepts and research related to advanced practicum nursing; in addition, refine skills complex in the detection and treatment of cancer. Emphasis is placed on the role of nursing as clinical specialist and as this serves as primary supplier, through the presentation of case studies by system discussed.

ONCO604

Advanced Clinical Practicum in Oncology Nursing in the Community III

4 credits

The purpose of the advanced practicum is to prepare the clinical specialist, which will work independently and in collaboration with health care providers as an educator, consultant, researcher and expert clinical. Emphasis will be placed on relevant strategies in the implementation of sub-clinical specialist roles, including case manager, administration and supervision of the nursing practicum in the management of the prevention of cancer, its diagnosis, and treatment. In addition, it gives importance to the role of the clinical specialist in the process of seizing the patient-family of its health. It fosters collegial relationships and collaboration with the health care team and the promotion of change within the health system.

ACADEMIC CALENDAR
Graduate and Undergraduate
2018-2019

Aug. 13 - Dec. 02 (2018 FALL)

AUGUST 2018

- 06-12 Enrollment period and Enrollment validation for next Period
- 13 Classes begin (day / night)**
- 17 Classes begin (weekend college)**
- 13-23 Late Registration or changes to the program of classes
- 27-02 *ago @ sep* - No Shows evaluation list

SEPTEMBER 2018

- 03 Holiday: Labor Day. Convene Friday, September 7, 2018
- 11 Deadline: The removal of incompletes and grades revisions of the previous term
- 13 Deadline: Conditional Admission
- 14 Official certification of registration of the term
- 17 Deadline: First partial examination
- 17 Constitution of United States of America
- 17 Begins: Apply for Graduation –

OCTOBER 2018

- 01 Begins pre -enrollment for the next trimester - **2019WI**
- 08 Holiday: Columbus day. - There will be academic activity
- 17 Deadline: Second partial examination
- 12 Mid-Term period 60%
- 15-21 SMS Delivery with academic participation (WF)
- 15 Deadline: Partial or total withdrawal

NOVEMBER 2018

- 11 Holiday: Veteran's day - Offer additional meeting or additional time
- 15 Last day of classes (day / night)
- 16-17 Last day of classes (weekend college)
- 19 Holiday: Discovery of Puerto Rico - Additional time or additional meeting
- 19-25 Academic Recess: Thanksgiving - Offer additional meeting or additional time
- 26-02 *Dec.* Week of Final Exams
- 28-03 *Dec* SMS delivery with the final grades to the Registry Office

Repositions 2018-2019

September 2018

Labor day - Friday 07

Dec. 10 – April - 07 (2019 WINTER)

DECEMBER 2018

10 Classes begin (day / night)

14 Classes begin (weekend college)

10-20 *Jan-* Late Registration or changes to the program of classes

23-13 *Jan-* Academic Recess: Christmas vacation

25 Holiday: Christmas Day - Within the recess

JANUARY 2019

01 Holiday: New Year's Day -

06 Holiday: Three Kings day - Offer additional meeting or additional time

14 Return to Classes

21-26 No Shows evaluation list

21 Martin Luther King Day - There will be academic activity

25 Deadline: First partial examination

28 Deadline: Conditional Admission

28 Official certification of registration of the term

28 Deadline: The removal of incompletes and grades revisions of the previous term

28 Begins: Apply for Graduation – 2019WI

FEBRUARY 2019

01 Begins pre-enrollment for the next trimester

18 President's Day - Offer additional meeting or additional time

24 Deadline: Second partial examination

22 Mid-Term period 60%

25 Deadline: Partial or total withdrawal

25-03 *Mar* SMS Delivery with academic participation (WF)

MARCH 2019

22 Emancipation Day - There will be academic activity

APRIL 2019

04 Last day of classes (day / night)

07 Last day of classes (weekend college)

03-17 Enrollment period and Enrollment validation for next Period – 2019SP

08-13 Week of Final Exams

10-16 SMS delivery with the final grades to the Registry Office

17 Grades are available in student portal

17 SAP evaluation report / send SAP notifications

Repositions 2018-2019

Feb-2019

President's Day - Friday 22

Apr. 22 – Ago. 18 – 2019 (2019 SPRING)

APRIL 2019

22 Classes begin (day / night)

26 Classes begin (weekend college)

03 *May* Late Registration or changes to the program of classes

06-11 *May*. No Show evaluation list

MAY 2019

07 Deadline: The removal of incompletes and grades revision of the previous term

12 Holiday: Mother's Day - Offer additional meeting or additional time

22 Deadline: Conditional Admission

22 Official certification of registration of the term

13 Begins pre-enrollment for the next trimester

19 Deadline: First partial examination

27 Holiday - Memorial Day - Convene Friday, May 31, 2018

31 Deadline: Partial or total withdrawal

JUNE 2019

06 Begins pre-enrollment for the next trimester

16 Holiday: Parents' Day - Offer additional meeting or additional time

21 Mid-Term period 60%

24-30 SMS Delivery with academic participation (WF)

23 Deadline: Second partial examination

JULY 2019

04 National Holiday: Independence Day in the United States
Convene Friday, July 12, 2018

22-04 *Aug.* Academic Recess – summer

08 Last day of regular classes (day/night)

9-11 Last day of regular classes (“weekend college”)

12-18 Final Exams

14-20 SMS delivery with the final grades to the Registry Office

23 Grades are available in student portal

23 SAP evaluation report / send SAP notifications

May 2019

Mother's day - Additional time or additional meeting

Memorial day – Friday 31

June 2019

Father's day - Additional time or additional meeting

July 2019

Independence day - Friday 12

APPENDIX-1

Central Administration

Dr. Carlos A. Quiñones-Alfonso, President. Doctorate Degree in Philosophy in Business Administration. Lasalle University – Mandeville, LA

Yelitza Feliciano, Executive Vice-President, and Acting Chancellor. BBA / Education, University of Puerto Rico, MA / Education, Administration and Supervision, Phoenix University.

Jaime Martir-Santiago, Comptroller. Bachelor Degree Business Administration. University of Puerto Rico, Bayamón, PR

Glenis Velez-Olivencia, Vice-President of Human Resources. Juris Doctor. Pontifical Catholic University. Ponce, PR

María D. Martinez-Rivera, Institutional Curriculum Developer. Master Degree in Instructional Systems and Educational Technology. Sacred Heart University Puerto Rico. Santurce, PR

Mayra Vilanova-Alfonso, Institutional Director of Financial Aid. República de Colombia High School, San Juan PR

Dr. William Ubiñas-Taylor, Vice-President of External Resources. Doctorate Degree Philosophy in Educational Administration. Adam Smith University of America – Saipan, MP

Dr. Amarilys Espada, Director of Compliance and Accreditation. Doctorate Degree in Philosophy in Industrial Organizational Psychology, Carlos Albizu University – San Juan, PR. Master of Science in Industrial Organizational Psychology, Carlos Albizu University – San Juan, PR. American University, Washington, DC. Master Degree in Criminal Justice, Inter American University, San Juan, PR. Bachelor Degree in Political Science, University of Puerto Rico, Rio Piedras. PR

Hato Rey Main Campus Administration and Faculty

Administrative Staff

Feliciano Sánchez Yelitza, Executive Vice President and Acting Chancellor - Master's Degree in Administration and Supervision, Phoenix University, San Juan, PR; Bachelor's Degree in Education, University of Puerto Rico, San Juan, Puerto Rico

Dr. Nereida Nales Perez, Dean of Academic Affairs, Doctor's Degree Education - Curriculum Instruction Inter American University San Juan, PR, Master's Degree Arts of Religion Puerto Rico Evangelic Seminar Hato Rey, PR Bachelor's Degree Secretarial Sciences University of Puerto Rico Bayamon, PR, Associate's Degree Secretarial Sciences University of Puerto Rico Bayamon, PR

Maria de L Soto Simonetti, Dean of Administrative and Student's affairs; Master's Degree Education | Educational Organization Leadership Metropolitan University San Juan PR, Bachelor's Degree Business Administration - Accounting Metropolitan University San Juan PR

Abrams Lizzette - Business Development Center Coordinator – Master's Degree in Business Administration-Human Resources, Inter American University of PUERTO RICO, San Juan, Puerto Rico; Bachelor's Degree in Arts-business Administration, Inter American University of Puerto Rico, San Juan, Puerto Rico

Acevedo, Gabriel - Recruitment, Admissions and Enrollment Officer – Bachelor's Degree in Journalism, University of Sacred Heart, San Juan, Puerto Rico

Aponte Alba – Registrar - Master's Degree in Management, Turabo University, Caguas, PR; Bachelor's Degree in Business Administration, University of Puerto Rico, San Juan, Puerto Rico

Aponte Carlos, Science Laboratory Technician – Bachelor's Degree Chemical Engineering, Polytechnic University, San Juan, Puerto Rico

Benítez Cirino, Myriam - Coordinator for the Graduate Program Mental Health - Doctor's Degree in Clinical Psychology, Catholic University of Puerto Rico, Ponce, Puerto Rico; Master of Science in Nursing with a major in Psychology and Mental Health, Catholic University of Puerto Rico, Ponce, Puerto Rico; BSN Catholic University of Puerto Rico, Ponce, Puerto Rico

Carmona Carrasquillo, Mary Ann, Library Assistant - Degree in Computer Programming, Universal Education Institute, Hato Rey, Puerto Rico

Castro, Magdiel, Receptionist - Bachelor's Degree in Office Systems Administration, Dewey University, San Juan, Puerto Rico; Associate Degree in Office Systems Administration, Dewey University, San Juan, Puerto Rico.

Conde, Alvin - Nightshift Librarian - Master's Degree in Science in Library and Information, Inter American University, San German, Puerto Rico; Master's Degree in Instructions System and Technological Education, Sacred Heart University, Santurce, Puerto Rico; Bachelor's Degree in Arts-Plastic Arts, University of Puerto Rico, San Juan, Puerto Rico.

Cruz Hamilton, SAGE Project Director - DBA Management in Turabo University; M.A Economy, University of Puerto Rico; B.B.A Accounting, University of Puerto Rico, San Juan, Puerto Rico.

Cuevas Myriam, Finance Official - Associate Degree in Criminal Justice, University Inter Americana of Puerto Rico, Metropolitan Campus. Associate in Accounting Administration, International Junior College of Puerto Rico.

De León Fuentes, Anndoris - Library Assistant, Diploma Micro Operator Course, John Dewey College, Hato Rey, Puerto Rico

Figueroa, Artemio, Physical Facilities Maintenance and Security Supervisor, Diploma General Course, Columbia Republic High School, San Juan, Puerto Rico - Part Time

González, Carmen, Registrar's Office Assistant, Bachelor Degree in Business Administration with a major in Management Computer Systems Analysis, Inter American University - Barranquitas Campus, Barranquitas, Puerto Rico. Associate Degree of Science in Accounting; Inter American University - Barranquitas Campus, Barranquitas, Puerto Rico.

González, Pedro - Security Guard, Diploma High School, Juan Ponce de Leon High School, San Juan, Puerto Rico – (Full Time)

Jiménez Beatriz - Administrative Assistant - Bachelor's Degree in Secretarial, Inter American University of Puerto Rico – (Full Time)

Lopez Jeanette- Institutional Coordinator for Economic Assistance - Bachelor's Degree in Public Accounting, Pontifical Catholic University of Ponce, Puerto Rico – (Full Time)

Márquez Alejandro - Infrastructure. Diploma Plumbing, Dewey University, Diploma Electricity with PCL Industrial Electronic, Liceo de Arte y Tecnología. Hato Rey, Puerto Rico – (Part Time)

Marrero, Luz Nereida - Recruitment, Admissions and Enrollment Coordinator, Diploma Clerk Stenographer in Spanish Course, Tomas C. Ongay Vocational School, Bayamón, Puerto Rico.

Medina Keishla - Skills Laboratory Coordinator- Master's Degree Nursing Science with Specialty in Mental Health and Psychiatry - Dewey University San Juan, Puerto Rico. Bachelor's Degree in Science in Nursing, Metropolitan University, San Juan, Puerto Rico

Medina, Marangelie - Recruitment, Admissions and Enrollment Officer - Master's Degree Marketing, Metropolitan University, San Juan, Puerto Rico. Bachelor's Degree in Publishing and Mass Communications, University Of Puerto Rico, Carolina, Puerto Rico – (Part Time)

Medina Wilnelia – Skills Laboratory Coordinator- Bachelor in Science in Nursing, Dewey University, San Juan, Puerto Rico; Associate in Science in Nursing, Dewey University, San Juan, Puerto Rico

Mojica Magaly – Dean of Graduate Academic Affairs. Doctorate Degree - Nova Southeastern University San Juan, PR / Master's Degree in Business Administration Human Resources, Turabo University, Gurabo, PR, Master's Degree in Science in Nursing, University of Puerto Rico- Medical Science Campus, Río Piedras, PR; Bachelor's

Degree in Science in Nursing, University of Puerto Rico- Medical Science Campus, Río Piedras PR, Associate's Degree in Nursing, Technical Institute of Puerto Rico, San Juan, Puerto Rico

Moreno, Raysa - Enrollment Officer- Associate's Degree in Office Systems Administration, Dewey University, Hato Rey, Puerto Rico – (Part Time)

Nieves Colon, Cecilio - Coordinator for the Graduate Program Anesthesia, Master's Degree in Business Administration-Healthcare & Management, University of Phoenix Guaynabo, Puerto Rico; Professional Certificate Anesthetist Nurse , Inter American University of Puerto Rico, Arecibo, Puerto Rico. Bachelor's Degree Nursing Science, Caribbean University, Bayamón, Puerto Rico. Associate's Degree Nursing - San Juan University College San Juan, Puerto Rico - (Part Time)

Rivera Vega Mirielis F - SAGE Project Graduate Center, MBA/ Management and Strategic Leadership, University of East, Carolina, Puerto Rico. Bachelor's Degree in Management, University of East, Carolina, Puerto Rico – (Full Time)

Rodríguez Reyes, María De Los A. - Coordinator for the Graduate Program Oncology - Medicine-US Equivalency Degree- Doctor of Medicine - Josef Silny & Associates, Inc.- Equivalency Degree Evaluation from the Higher Institute of Medical Sciences of Camagüey Cuba. Bachelor's Degree Science in Nursing - Sacred Heart University of Puerto Rico, San Juan, Puerto Rico; Associate's Degree Science in Nursing - Sacred Heart University of Puerto Rico, San Juan, Puerto Rico - (Part Time)

Vázquez Rey A. - Infrastructure, High School Diploma, Rio Grande's Vocational School

Graduate Faculty

Alvarado Reyes, Mary C. - Master's Degree in Nursing Sciences Gerontology, Caribbean University, Bayamón, Puerto Rico. Bachelor's Degree in Science in Nursing, University of Puerto Rico, Arecibo, Puerto Rico; Associate's Degree in Nursing, University of Puerto Rico, Arecibo, Puerto Rico - (Part Time)

Benítez Cirino, Myriam - Coordinator for the Graduate Program Mental Health, Doctor's Degree in of Clinical Psychology, Catholic University of Puerto Rico, Ponce, Puerto Rico; Master of Science in Nursing with a major in Psychology and Mental Health, Catholic University of Puerto Rico, Ponce, Puerto Rico; BSN Catholic University of Puerto Rico, Ponce, Puerto Rico - (Part Time)

Brañas Ortega, Teresa - Doctor's Degree in Education, Inter American University, Cupey, PR; Master's Degree in Science in Nursing, Columbia College University, Caguas, PR; Bachelor's Degree in Science in Nursing, University of Puerto Rico Medical Science Campus, Río Piedras, Puerto Rico

Cartagena Castillo, Lucila – Mentor of Graduate Student - Master's Degree Science in Nursing – Anesthesia - University of PUERTO RICO – Medical Science Campus San Juan, Puerto Rico. Bachelor's Degree Science in Nursing - University of Puerto Rico – Medical Science Campus San Juan, Puerto Rico - (Part Time)

Concepcion, Gladymar - Master's Degree Science in Anesthesia, Inter American University Arecibo, Puerto Rico. Bachelor's Degree Nursing - Science in Nursing - Caribbean University Bayamon, Puerto Rico - (Part Time)

Flores Rodríguez Mildred - Doctor's Degree Philosophy Clinical and Industrial Psychology - Walden University Baltimore; MD Master's Degree Science of Nursing – Intervention of Nursing Adult and Old Age Persons – Administration - University of Puerto Rico, Medical Science Campus, San Juan Puerto Rico. Bachelor's Degree Science in Nursing, University of Puerto Rico, Medical Science Campus, San Juan, Puerto Rico - (Part Time)

Matos Castro, Lylyvette - Doctor of Medicine-US Equivalency Degree- First Professional Degree of Medicine, World Education Services- Equivalency Degree Evaluation from the “Guadalajara's Autonomous University”, Mexico. Bachelor's Degree in Science General Program of Natural Sciences, University of Puerto Rico, Río Piedras, Puerto Rico

Meléndez Burgos, Adelicia - Master's Degree Science in Nursing – Anesthesia - University of PUERTO RICO – Medical Science Campus San Juan, Puerto Rico. Bachelor's Degree Science in Nursing - University of Puerto Rico, Humacao, Puerto Rico - (Part Time)

Mojica Magaly - Doctorate's Degree - Nova Southeastern University San Juan, PR / Master's Degree in Business Administration Human Resources, Turabo University, Gurabo, PR, Master's Degree in Science in Nursing, University of Puerto Rico- Medical Science Campus, Río Piedras, PR; Bachelor's Degree in Science in Nursing,

University of Puerto Rico- Medical Science Campus, Río Piedras PR, Associate's Degree in Nursing, Technical Institute of Puerto Rico, San Juan, Puerto Rico

Moreno Mattos, Rafael - Master's Degree in Nursing Science in Anesthesia, University of Puerto Rico, Medical Sciences Campus, San Juan, Puerto Rico. Bachelor's Degree in Nursing Science, University of Puerto Rico, Medical Sciences Campus, San Juan, Puerto Rico - (Part Time)

Navarro Candelaria, Lourdes - Master's Degree Administration of Health Systems, University of Phoenix Guaynabo, Puerto Rico. Bachelor's Degree Science Nursing, Inter American University Arecibo, Puerto Rico - (Part Time)

Nieves Colon, Cecilio - **Coordinator for the Graduate Program Anesthesia**, Master's Degree in Business Administration-Healthcare & Management, University of Phoenix Guaynabo, Puerto Rico; Professional Certificate Anesthetist Nurse, Inter American University of Puerto Rico, Arecibo, Puerto Rico. Bachelor's Degree Nursing Science, Caribbean University, Bayamón, Puerto Rico. Associate's Degree Nursing - San Juan University College San Juan, Puerto Rico - (Part Time)

Pacheco Castillo, Josue - Doctor's Degree Education in Administration and Supervision, Inter American University San Juan, Puerto Rico. Master's Degree Science in Nursing, University of Puerto Rico, Medical Science Campus San Juan, Puerto Rico. Bachelor's Degree Science in Nursing, University of Puerto Rico, Medical Science Campus San Juan, Puerto Rico - (Part Time)

Pagan Hernández, Catalino - Master's Degree Arts: Educational Supervision and Administration,- Metropolitan University, San Juan, Puerto Rico, Certification Anesthetist - Hospital de Damas Ponce, Puerto Rico. Bachelor's Degree Science in Nursing, University of Puerto Rico, Medical Science Campus San Juan, Puerto Rico – (Part Time)

Plata Bacenet, Grisel - Doctor's Degree in Psychology, Inter American University, Cupey, PR; Master's Degree in Science in Nursing with a major in Psychology and Mental Health, Pontifical Catholic University of Puerto Rico, Ponce, PR; Bachelor's Degree in Nursing, Pontifical Catholic University of Puerto Rico, Ponce, Puerto Rico – (Full Time)

Rivera Sosa, Carmen Z. - Master's Degree in Science in Nursing, Metropolitan University, San Juan, Puerto Rico, Bachelor's Degree in Science Nursing, San Juan University College, San Juan, Puerto Rico; Associate's Degree in Nursing, San Juan University College, San Juan, Puerto Rico - (Part Time)

Rodríguez Reyes, María De Los A. - Medicine-US Equivalency Degree- Doctor of Medicine - Josef Silny & Associates, Inc.- Equivalency Degree Evaluation from the Higher Institute of Medical Sciences of Camagüey Mexico. Bachelor's Degree Science in Nursing - Sacred Heart University of Puerto Rico, San Juan, Puerto Rico; Associate's Degree Science in Nursing - Sacred Heart University of Puerto Rico, San Juan, Puerto Rico - (Part Time)

Torres Cadiz, Idelisa - Doctor's Degree Education – Instructional Design and Distance Education - Nova Southeastern University San Juan, Puerto Rico. Master's Degree Nursing Science with a Specialization in Adults and the Elderly, Columbia Central University Caguas, Puerto Rico; Bachelor's Degree Science Nursing, Inter American University Guayama, Puerto Rico; Associate's Degree Applied Science – Nursing, Inter American University Guayama, Puerto Rico - (Part Time)

Valderas Rodríguez, Lorahimis - Doctor of Medicine-US Equivalency Degree, Josef Silny & Associates, Inc. Equivalency Degree Evaluation from the of Dr. Serafín Ruiz de Zarate Ruiz High Institute Medical Sciences of Villa Clara, Cuba. Bachelor's Degree in Science Nursing, Sacred Heart University, Santurce, Puerto Rico; Associate's Degree in Science Nursing, Sacred Heart University, Santurce, Puerto Rico - (Part Time)

TUITION COSTS

General Fees (per Academic Term) (Fees may vary by program)

Cost per Credits	\$190.00
Registration Fee	\$530.00
Late Registration (Does not apply to new students)	\$ 20.00
Clinical Laboratories	\$ 50.00
Clinical Externship	\$ 20.00
Course Extension	\$200.00

The first period for differed enrollment payment includes all general fees plus half of the credit hours and laboratories costs.

Miscellaneous Fees (Fees may vary by program)

Readmission Fee	\$ 25.00
Incomplete Removal	\$ 5.00
Audit Student per Credit	\$100.00
Total Withdrawal	\$200.00
Records Analysis	\$ 10.00
Official Transcripts	\$ 5.00
ID Fee	\$ 5.00
ID Duplicates	\$ 5.00
Graduation Fee	\$100.00
Copy of Class Programs	\$ 1.00
Reissue Check Stop payment	\$ 20.00
Check Returned Non-Sufficient Fund	\$ 25.00
Change of Program	\$ 10.00

Changes

Dewey University reserves the right to revise and change any academic or administrative regulation or policy, credits, hours, enrollment or services fees, as well as any other requirements that might affect students when it deems fair and necessary. There will be no retroactive changes.

Cost Revised August 1, 2018