



**Student Handbook**  
EDP University of Puerto Rico

2015

Dear Student

We congratulate you for being admitted to EDP University, an institution of a technological and social humanistic character, leader in the education of professionals in arts, sciences and technology. We form a learning community that offers academic sub graduate and graduate programs through various methods and formative experiences that promote active learning and the integral development of the student as the center of the educational process.

It's part of our philosophy to promote the integral development in our students. It's for that reason that I invite you to reflect on the demands and opportunities that involves achieving university degree. These will demand from you the development, not only of knowledge, but also the sufficient character to face the challenges of the modern world. Our commitment is to provide you with the tools necessary to achieve it.

There are many demands of university life, but we are here to help you and work with you to achieve your goals. You have already taken the first step. From now on, your achievements will also be ours.

I exhort you to take the most advantage of this educational opportunity, and to let us help you whenever necessary.

You friend,

Eng. Gladys T. Nieves Vázquez

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## First Part: Institutional Information

### Introduction

The Student Handbooks basic purpose is to collect all those informative details that can be of assistance to guide you in your life as a student at EDP University of Puerto Rico, Inc.

We want you to familiarize yourself with the historical context of our institution, its goals, objectives and philosophy; and for you to know the rules and regulations governing our institution. We believe that in this manner you will be in a better attuned to meet our academic offerings and to make the best possible use of them. We hope your stay will be a pleasant experience that we will be able to assist you in the formation and development of your capabilities and in this manner we will be able to contribute to the urgent demands for qualified personnel of our industrial and technological society.

Study it carefully and keep it at hand. In this way it will be easier for you to know and integrate yourself to this you Academic Institution.

### History of the Institution

EDP University of Puerto Rico, Inc. is a higher education institution that was organized in 1968 in response to the great demand that exist for skilled personnel in the data processing field.

Originally it offered a twelve month technical course, but the needs of our industry have us moved it to expand the curriculum to achieve the various academic programs offered today. Our curriculum and professional quality of graduate's students have earned us the recognition and acceptance of the Puerto Rican business community. At present, EDP University of Hato Rey offers programs of study leading to: Master's Degree in Information Technology for Education (MAED); Professional Certificate in Information Systems Auditing, Information Technology for Education and Relational Database Administration; Bachelor's Degree in Information Technology Major in Programming, Networks and Digital Imaging, Business Administration Major in Accounting y Management, Technological Office Administration. Associate Degree in Computer Programming, Business Administration, Medical Emergencies Technology, Office Administration, Digital Fashion Design and Physical Therapy Technology.

The San Sebastian Campus was founded in 1978 and offers: Master's Degree in Science of Nursing, Major in Emergency/Trauma Care (MSN) and Major in Acute/Critical Care; (MSN) Bachelor's Degree in Science Major in Nursing,

Information Technology Major in Programming and Networks; Associate Degree in Computer Programming, Nursing, Pharmacy Technician, Physical Therapy Technology and Digital Fashion Design.

## Philosophy

We are an Institution that reaffirms a commitment to technology and social and humanistic values with excellence and integrity. We are grounded in values, such as: tolerance, respect for diversity, and social and ethical responsibilities in all dimensions.

We reaffirm our commitment with Puerto Rican and worldwide cultures. We believe in the capacity of the human being to be self-directed, in the integration and collaboration of our Institution with the community, and in the contributions of our alumni to the social and economic development, environmental protection, healthy lifestyles, and cultural enrichment of our surrounding community.

## Mission

EDP is a technological and social and humanistic higher education Institution, leader in the education of professionals in the Arts, Sciences and Technology. We constitute a learning community that offers graduate and undergraduate academic programs that promote active learning and the integral development of students, as they are the center of the educational process.

## Vision

EDP University aspires to be an institution that achieves recognition in and outside of Puerto Rico, due to its innovate nature and flexible, non-traditional design, in which optimal use is made of information technology at the academic and administrative levels, integrating the Institution in the information society and adding value for its constituents.

## Student Affairs Dean

The Dean of Student Affairs University EDP is responsible for coordinating, directing and providing services during student activities. These services complement the integral development of the university's student life.

The Dean ensures the students' rights and that student's comply with the regulations. The Dean offers the following services: admissions (CASA) and student financial aid, counseling and guidance, career services and placement, sports and recreation, social and cultural activities, and student organizations.

Institutions are distinguished by their symbols. The fox, EDP University mascot, was chosen by our founder Dr. Anibal Nieves Nieves, for being representative of the characteristics of our students and graduates, their curiosity, intelligence, agility, cunning and discretion. The sum of these qualities together with the educational experiences to which EDP students are exposed, contribute to the development of the student and, contribute to the development of the student and, therefore, the fulfillment of our mission.

#### Admissions Center and Support Service (CASA)

EDP University's policy is to provide admission and services to qualified students independently of their race, sex, age, religion, political affiliation and ethnicity. (See Addendum at the end of the Student Handbook).

EDP University is governed by the provisions established by the Family Educational Rights and Privacy Act (FERPA) of 1974, better known as the Buckley Amendment.

The admissions policy has two basic purposes. These are:

1. Admit all applicants who meet the admission requirements and that our facilities permit.
2. provide all students with opportunities that contribute to their college success

Candidates with special classifications that do not meet the minimum average established in the Institutional Catalog, shall be evaluated by the Admissions Committee.

The Admission Committee is led by the Dean of Student Affairs and has representation from different areas: Academic Progress, guidance, Faculty Member, Registrar. After the corresponding evaluation of the candidate, it is decided if the student will be admitted or not and if he/she meets two or more of the following conditions:

1. 18 years or alder
2. Has work experience
3. Head of a family
4. Had continuing education after high school
5. Demonstrates special interest during the interview with the committee
6. Present a letter of recommendation of the Guidance Counselor of the school.

If the candidate meets two or more of the mentioned criteria, He/she will qualify for the conditional admission with the recommendation of the Admissions Committee for one academic year, after signing the agreement he/she must achieve satisfactory academic progress be years end. The professional counselor will provide monitoring and assistance needed to help students achieve their academic goals in their first year.

The university offers placement tests to all students who have not taken the College Board Entrance Examination and that are not transfers from another post-secondary institution.

To be eligible the applicant is required to comply with the following requirement:

1. Fill an admissions application and pay the admission quota of \$15.00\* (nonrefundable).
2. Have graduated from high school or approved the equivalency exam of the Department of Education with a C average.
3. College Board results or EDP entrance exam (younger than 23 years)
4. Official High School transcript
5. Copy of the Social Security card
6. Immunization certificate (younger than 21 years)
7. Evidence of age: 23 years or more (only adult modality)

*\*Admissions quota subject to revision be the Board of Directors*

#### Transfer Applicants

1. Fill an admissions application and pay the admission quota of \$15.00\* (nonrefundable)
2. Official High School transcript (If they have not completed a college degree)
3. Official credit transcription of each post-secondary institution and accredited college level you have attended.
4. Copy of the Social Security card
5. Immunization certificate (younger than 21 years)
6. Evidence of age: 23 years or more (only adult modality)

#### Graduate Program Applicants:

1. Fill an admissions application and pay the admission quota of \$15.00\* (nonrefundable)
2. Official credit transcription of the university/college where the bachelor's degree was completed.
3. Updated Resume
4. Three letters of recommendation that should be written by people who have evaluated their work at a professional or academic level. Each letter must be delivered in a sealed envelope.
5. Interview with the Program Director or Committee Member.

*\*Admissions quota subject to revision be the Board of Directors*

## Counseling and Guidance Office

The office's main objective is to facilitate and provide students with experiences that stimulate human development holistically. Guidance and counseling is a process that assists the student to understand the environment that surrounds him and himself; as a result, this process helps the establishment and achievement of personal, academic and occupational goals.

Students that face difficulty in establishing personal relationships or as couples, have an inadequate concept of themselves or negative thoughts about their persona, have poor study skills, don't know how to manage their time or have family problems, among others, are the ones who most often benefit from this service. The service consists of: orientation and individual or group counseling, workshops, consulting, mediation, referrals, monitoring and coordination of activities with public and private agencies.

Guidance and counseling are not an immediate process solution to problems. However, the counselor is a sensitive person and respectful of individual differences, trained to help you explore your feelings and thoughts, examine your options and help you reach your goals.

The following are recommendations so you benefit from the full process of orientation or counseling:

1. Attend appointments regularly.
2. Be specific about what motivates you to visit the office.
3. Set goals and desired outcomes of the orientation process or counseling.
4. Be as honest as possible.
5. Complete or at least try any exercise or activity that is assigned during the counseling process.
6. Express to the counselor if you think the process is not being effective.

Some benefits that can be obtained from this service:

1. Strengthen your self-esteem
2. Expand your knowledge about yourself
3. Develop decision-making skills and conflict resolution
4. Establish and maintain healthy personal relationships

## Policy and Procedure Services for Students with Disability

Policy and Procedures Services for students with disabilities main purpose is to ensure that the programs offered, including extracurricular activities are accessible to students with disabilities in a way that we may contribute to their academic success.

If you're a student with disabilities and need reasonable accommodation (Any modification or adjustment to the educational environment or the way the work is

done) that allows you to enjoy equal conditions, you must visit the Guidance and Counseling Office for more information about the application process.

\* Note: A copy of the Policy is available at the Guidance and Counseling Office.

## Student Organizations

Different organizations and associations offer the students the opportunity of developing their leadership skills.

## Cultural and Humanistic Activities

Our student activities provide the opportunity for the student's integral development.

The main objectives of the activities:

1. Create activities in collaboration with the Academic Dean to integrate socio-cultural components.
2. To promote more effective communication channels between students, faculty and administration.
3. Encourage students to generate activities that respond to their interests.
4. To help students to be able to recognize and develop their strengths in a global society.
5. To promote good relations between the institution and the community.

## Career Services and Placement Office

The Career Services Office keeps track of part-time and / or full-time opportunities for students who request the service. Workshops and seminars are coordinated with regard to job search, resume and interviews. It also keeps up to date students on how the labor market fluctuates in relation to the academic offerings of the institution.

## Academic Affairs

### Information Resource Center

The Information Resources Center (HR) or Juan S. Robles Library (SS) EDP University supplies the campus community with the necessary educational resources needed to achieve academic success. It offers a variety of services and collections that we briefly describe.

#### Mission:

Support and strengthen the academic program of EDP University ensuring access to relevant and timely information that contributes to academic, social, cultural and personal development of our students.

#### Goals:

Develop a collection that meets the curriculum requirements of our institution and provide effective and immediate to access resources in any format.  
Automate processes and library services.

#### Values:

User/client focus  
Offer fast and effective information services  
Respect for equality  
Provide an environment conducive to study  
Direction be objectives  
Creativity and simplicity

#### Library Collection

##### Reference

Consists of encyclopedias, dictionaries, manuals and reference works for use within the library.

##### Circulation or General Collection

Composed of specialized or general themes that loaned for fifteen (15) calendar days.

##### Journals Room (Serials)

Collection of magazines and local newspapers, specialized and of general interest.

##### Reserve Area

Materials directly related to the courses that, at the request of the teacher are reserved for students. In this area are textbooks copies.

## Authors Rights

EDP University Library supports the Law of Copyright and does not encourage the use and inappropriate abuse of photocopying material in non-permitted amounts.

## Educational Technology

It provides audio-visual resources and electronic equipment.

## Computer workstations

Several computers are available to access the Internet and student portal where you will find databases of magazines and educational resources in digital format.

## Data Bases

The EBSCO data base contains articles of abbreviated serials and full texts on health, medicine, business administration, and accounting, computers, programming and general interest, among other topics.

To access the database from the library or any computer elsewhere:

1. Visit the EDP website at [www.edpuniversity.edu](http://www.edpuniversity.edu).
  - a. Enter Services
  - b. Enter Information Resource Center
  - c. Scroll down to available Library Services
  - d. Choose the EBSCO data base.
    - User Id is: *studenthr*
    - Password is: *edp*

The Ocenet data base is in Spanish and contains general management issues, history, health, geography, among other topics.

1. Visit the EDP website at [www.edpuniversity.edu](http://www.edpuniversity.edu).
  - a. Select Enter
  - b. Enter at EDPenlinea (EDPonline)
  - c. Press Ocenet
    - User: *edp*
    - Password: *edp1407*
  - d. Search according to the instructions provided

## SIRS Mandarin

You can access the electronic catalog for available bibliographic resources:

1. Visit the EDP website at [www.edpuniversity.edu](http://www.edpuniversity.edu).
  - a. Select Mandarin

You may search by title, author themes or others.

The Library provides group and individual orientations for using the databases and searching the electronic catalog. You must coordinate in advance or directly visit the service counter.

## Loan Policies

1. Reserve Area resources are loaned for use within the library.
2. The circulation collection is loaned to students for 15 days and for 30 days to faculty, graduate students and the administration.
3. The study halls must be reserved in advances to guarantee their availability.
4. The audiovisual or technological equipment should be separated at least 3 days in advance. It is required to present the institutional photo ID card in order to request any services and loans. These will be retained when resources are loaned.
  - a. It is advisable to return the resources on the due date of the loan. Failure to do so carries a fine of .15 cents per day. The recurring bad debt will be grounds for suspension of loans. The university community has priority for our services. However, the Library provides services and resources within our facilities, to neighboring communities.

## Guidelines for use of resources and services:

1. It is not allowed to ingest food or drinks
2. It is not allowed to smoke
3. Maintain and collaborate with the tranquility and study environment:
  - a. Avoiding the use of cell phones
  - b. Avoiding meetings or group discussions outside group study rooms.
4. Fill and sign all the required forms when asking for resources and services.
5. Leave on the tables the resources used from the collections.
6. Assume responsibility for the equipment and resources loaned.
7. Hand in the loaned resources on time or ask for an extension to the loan.
8. Pay late charge penalties within the 60 days of notification.

## Tutoring Services

The Academic Affairs Dean, aware that the time teachers can devote to teaching in and out of the classroom is not enough to meet the needs of knowledge and developmental skills of students, has implemented a tutoring service, especially in the

areas of Spanish, English and mathematics. Tutorials for various other materials are also available. The tutoring service are free of cost, available to all students, and offered by their peers and faculty as part of their office hours.

Among the CAA goals are:

1. Help students of EDP University achieve a better adjustment to university life
2. That students may acquire the knowledge and skills need to perform their jobs successfully.

## Registrar's Office

### A. General Information

1. **Mission:** The Registrar's Office is responsible for guarding the student's records and to ensure the confidentiality and integrity of the documents contained therein, according to the rules established in the Family Educational Rights and Privacy Act (FERPA) of 1974, better known as Buckley Law. It also manages and applies criteria and procedures for compliance with academic standards.
2. **Organization:** The Registrar's Office responds directly to the Academic Affairs Deans Office.
3. **Services offered to students:**
  - a. Academic Calendar
  - b. Registration Process
  - c. Orientation and certification for Veterans
  - d. Certifications such as: study, degree, notes, bank (deferrals), payroll, etc.
  - e. Requests and processing of:
    - i. Registration
    - ii. Credit transcriptions
    - iii. Credit Validation
    - iv. Readmission
    - v. Program changes
    - vi. Information updating such as: address, telephone number and electronic email address.
    - vii. Independent study
    - viii. Cancellations, adding or removing courses and reinstallation of courses.
    - ix. Removal of Incompletes
    - x. Graduation

### B. FERPA

1. The Family Educational Rights and Privacy Act (FERPA) of 1974, better known as the Buckley Act, is a Federal statute that establishes the rights of students, parents and institutions to obtain and divulge information contained in the students records.

2. Rights:
  - a. The right to inspect and review a student's education records within 45 days of the day the University receives a request for access to them.
  - b. The right to request amendments of those student records that the student understands are inaccurate.
  - c. The right to consent to the disclosure of identifiable personal information contained in the student record, except for that which FERPA authorizes disclose without consent.
  - d. The right to file a complaint with the United States Department of Education based on alleged failures of the University in noncompliance with the requirements of FERPA.

### C. Students Classification

Students are classified in different ways according to the status in they are being tested:

1. By registered credits
  - a. Full Time
    - i. Sub-graduate: 12 credits minimum
    - ii. Graduate: 6 credits minimum
  - b. Three quarters time:
    - i. Sub-graduate: 9 - 11 credits minimum
  - c. Part time:
    - i. Sub-graduate: 12 credits minimum
    - ii. Graduate: 6 credits minimum
2. Amount of credits approved leading to an academic degree:
  - a. Sub-graduate level

<u>Year</u>	<u>Approximate Credits</u>
First	0 – 30
Second	31 – 60
Third	61 – 90
Fourth	91 or more

- b. Graduate level

<u>Year</u>	<u>Approximate Credits</u>
First	0 – 30
Second	31 – 60
Third	61 – 90
Fourth	91 or more

## D. Academic Year

The academic year consists of three academic sessions

1. Regular:
  - September – December
  - January – May
  - May – July\*
  
2. Modalities:
  - August – December
  - August – October
  - October - December
  - January – June
  - January – March
  - March - June
  - June – August\*

\*Optional for sub-graduate students

## E. Registration

The dates for the registration period are published annually in the Academic Calendar. Students will receive notification of the date for registration through correspondence sent by the Registrar's Office.

Students who do not have confirmation of the Federal Pell Grant will have a payment plan assigned covering the total cost of tuition, until confirmation is received. Those students who don't qualify for the Federal Pell Grant or that it does not cover the full cost of tuition, must pay the difference before the end of the period in which they are enrolled.

1. Changes or alterations in the enrollment
  - a. The period allowed for changes expires at the end the first week of school. The exact date will be indicated in the academic calendar.
  - b. Changes to the enrollment process of comes after the student completes his initial enrollment process. It can include the addition or elimination of courses, either because it has been removed, for failing prerequisite course, by choosing wrong, conflicts, sections changes and / or drops, among others.
  - c. Exceptional cases require Academic Deans signature.

## F. Assistance

1. Residential:

Class attendance is compulsory. In case of absence, the student is responsible for the material discussed and assignments. The student who

is absent from a course the same amount of course credits (three consecutive times) unexcused may be administratively discharged. Similarly, the student who never attends class, the teacher will inform the Registrar's Office and the student will be removed therefrom and thus proceed to make adjustments to the financial aid and student account.

2. On Line:

The online course attendance, although it is more flexible is equally important and constant that the residential course. Online course attendance is considered by the activity or weekly participation by the student. Accessing the course and not working, does not count as assistance. There must be some activity or weekly participation.

G. Academic Load

By academic load, we understand the total number of credits a student takes a semester. The normal load for a regular student is 12 to 18 credits per semester. In cases of 19 credits or more authorization by the Academic Dean is required. The student must have an average of 3.00.

Satisfactory Academic Progress Policy

To remain eligible for Title IV funds (Pell Grants, Student Loans, and others), our enrollment must reach, by halftime or prior, the average or graduated credits (2.00 average or 67% approval of registered credits). The ideal would be to obtain it from the first semester. However, at least they should reach a 1.25 average and a 50% approval since the first semester, and stagger up to the average and credits required for graduation in the stipulated time.

The student will be evaluated on different occasions. In each of these evaluations, he/she must comply with a minimum amount of approved credits and a minimum average (academic index). The details of the maximum and minimum credits, as well as the required indexes and the evaluation process by the Academic Progress Committee are published on the EDP University web page.

Financial Affairs

Financial Aid

Financial Aid programs of EDP University of Puerto Rico, Inc. are designed to serve the students from a variety of economic and social backgrounds. In the determination of the economic need of the student, the university is governed by principles and following certain procedures.

First, the institution waits for the student's family, for as long as possible, to have the primary responsibility to pay for their college education.

Second, the institution expects the student contribute from their resources to pay for their education, usually through a full or part time job

The economic aids are classified in three categories:

1. Grants – economic aid that is offered to the students that need funds for their educational needs. A grant is not a loan and therefore the contribution does not have to be repaid.
2. Loans - financial aid that entails the commitment of its return with interest at an established rate, six months after you have completed your studies or stopped attending college.
3. Work study – This program aims to provide opportunity for the participant to gain experience, if possible, in areas related to their curriculum. The student receives financial aid for their services.

#### Federal Pell Grant

This program was designed to provide financial assistance to low-income students who start or continue university studies. To qualify, the student must complete the relevant application in our office, where it will be processed and sent to the Department of Education, or through the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To receive the Federal Pell Grant, the student could not have obtained a college degree (Bachelor).

#### Federal Supplemental Grant FSEOG

This scholarship is awarded on a financial need basis and the available funds in the institution. To be eligible, students must be taking at least six credits.

#### State Financial Aid Program (PAE)

The government of Puerto Rico provides funds annually to undergraduate and graduate students, such as an Assistance Program for Students with Merit (High school students with 3.00 average or more).

Supplemental Educational Assistance Program undergraduate and graduate. These are awarded according to financial need of the student and/or academic load and/or academic performance.

High Honor Student Program (PROGRESAH) and it is intended to provide additional financial assistance to students with financial need and exceptional academic merit who are enrolled full-time in their third or fourth year of their bachelor's degree, with a cumulative grade point average (GPA) of 3.75 or more and are natives.

## Direct Loans

Loans granted by the Department of Education to students who demonstrate financial need to cover education expenses. The application is available at the Support center, Services and Economic Aid Office.

## Federal Work Study Program (FWS)

This program provides assistance to students through the compensation directly related to the rendered work. Its aims is to contribute to the costs of studies.

The requirements for eligibility of financial aid can be found at the Economic Aid Offices:

1. Have a valid Social Security number
2. Be a US Citizen or eligible non-citizen
3. If male, Register for Selective Services (18 – 25)
4. Be a regular student enrolled to obtain degree.
5. Be registered in an eligible program (Approved by Title IV)
6. Poses a high school diploma or its equivalent
7. Not be convicted of any offense under federal or state laws that relate to the possession or sale of controlled substances.
8. Not have a loan debit or overpayment from financial aid.
9. Not to be in default for lack of payment of a Title IV loan.
10. Not to exceed the amount of money in loans
11. Maintain a satisfactory academic progress

## Documents that should be presented

Income evidence.

Depending on the source of income the following documents will be accepted:

1. Income Tax Return
2. W2 Form
3. Letter from Social Security or Veterans Affairs
4. ASUME Certification
5. Nutritional Assistance Certification
6. Plan 8 Certification
7. Others

Student responsibilities to be able to receive financial aid:

1. Submit the free financial aid application (FAFSA)
2. The student must provide correct information. Intentionally giving incorrect information may be grounds for criminal penalties under federal and/or state laws governing these programs.

3. Promptly provide those documents, verifications, corrections or other information that is required by the Financial Aid Office.
4. The applicant is required to report all income received.
5. The beneficiary student must inform the Financial Aid Office any change in its status as a student. That is, partial or total withdrawal of the academic program.
6. Meet all eligibility requirements that are required by the Federal and State Economic Aid Programs.
7. Learn about the refund policy.
8. Perform the work accepted under the Work Study Program, adjusting themselves to the rules and procedures that apply.
9. Maintain a satisfactory academic progress in college courses.
10. Comply with the debt obligation.

### Reimbursement Policies

1. All EDP University student who files for a partial or total withdrawal on or before 60 percent of the academic term, will be applied to the formula \* governing this policy, which provides for reimbursement as applicable. Finalizing this period, the student will be responsible for 100 percent of costs.
2. The economic aid from federal, state or institutional programs credited to the students account, will be reimbursed to the original program or the student, as appropriate. The amount depends on the date of withdrawal.
3. Any student that has a general withdrawal within this period his/her reimbursement will be calculated based on:

Total transpired days up to the date of general withdrawal, divided by the total days in the term, times the total cost of studies.

\*Formula:

$\text{Total transpired days} = \% \times \text{total cost} = \text{Owed balance}$

Total days in the term

4. All institutional reses of five or more days will be discounted from the calculation of total days in the study period.
5. This reimbursement is established according to the provisions of Title IV aid programs contained in the Reauthorization of the Higher Education Act of 1998.

### Note:

EDP University establishes as the withdrawal date as the last date of attendance (LDA)

Any student that tenders a partial withdrawal during the first two weeks of class of each semester and during the first two days of class of the summer terms, will be reimbursed 90% of the cost of the class. Finalizing this period, EDP University charges 100% of the cost of the course.

Any student who does not attend the enrolled courses, be identified by the teacher as

N/S (No Show), he/she will be administratively discharged and will be reimbursed 100% of the cost of the course. The student will be charged \$ 100.00 for administrative costs.

Costs and Institutional fees are available in the Bursars Office and our internet page <http://www.edpuniversity.edu>.

## Parking Permit

Any student that has a motor vehicle and need access to the EDP University parking, is required to have a parking permit. \* Does not apply to the San Sebastian Campus. The Hato Rey Campus parking permit has a coast of \$40.00 per academic term.

### Procedure for student parking permit

1. Visit the Bursars Office and fill in all parts of the parking permit form.
2. Submit the form and make the payment or fill out the authorization form to have the cost deduced from the grant reimbursement.
3. The staff of the bursar's Office will deliver the Seal. The permit is valid for one academic term. (Ex. September to December).

## Second Part: Student Regulations

### Chapter I - Exposition of Purposes

This regulation is intended to point out the rights and duties of students as members of the educational community of EDP University of Puerto Rico Inc.; establish appropriate structures to these regulations for a more effective participation in the same; have rules that allow the best daily coexistence and healthier relationships among students, faculty and administration to formulate rules and procedures regarding the administration of student discipline.

### Chapter II – Student's Fundamental Rights

The fundamental right of the student in the academic community is the right to an education. To this end, the free examination of ideas is needed, enabling the expression of criteria's and divergent views on the same subject to the limitations set by the need to protect the harmonious coexistence of human components that make up the institution's regulation. That is, students, teachers and administration.

The student body will exert to the maximum, the right to an education, always behaving in a manner in which he/she will not be an obstacle for the other members of the campus community to exert their own rights and responsibilities.

- General Dispositions

The effort to attain knowledge, should be chaired by the highest integrity and intellectual purity.

The professor will encourage creative dialogue in an atmosphere of free discussion, expression and research.

The student will present reasonable objections to the data and views expressed by the professor when deemed necessary.

The right to disagree with the opinion of a professor does not relieve the student's responsibility to meet the specific requirements of the course, or the expression of resentment with due consideration and respect for institutional coexistence and the rights of the professor.

Both the student and the professor will examine any aspect of the academic matter being studied with the intellectual seriousness that should characterize the academic work.

Neither the professor nor the student will use the classroom to present sectorial doctrines of political, religious or other nature besides teaching.

A student's grade is based on considerations of academic achievement and the fulfillment of the requirements to pass the course.

The student may appeal to the relevant university authorities when they believe their rights have been violated by a member of the faculty or administration. This right may be exercised personally or through Student Council, raising their complaint with the Dean of Students or a competent appointed person and if they deems it necessary may appeal to the Board of Directors of the institution. (Refer to chapter appeals)

The student may participate in the evaluation of the faculty and administration, according to the rules and procedures established for this purpose.

### Chapter III – Co-curricular Activities

#### A. Types of Activities permitted

Every student of the institution shall have the right to express themselves, associate and assemble freely; to make requests, to sponsor and celebrate authorized activities, provided it does not conflict with other equally authorized activities and are subject to the following conditions:

1. The celebration of activities and/or use of educational facilities shall be by written request submitted to the Dean of Students, according and in accordance with what is expressed later in this Regulation.

2. The celebration of educational activities and meetings or events of cultural, recreational, social, religious, political and/or sports events, will be authorized as is conditioned further on, provided that it does not conflict with other duly authorized activities, and as long as it does not interrupt the institution's working or violates existing regulations and/or standards to safeguard the order, security and the normality of the institution's workings.
3. The student organizations officially recognized by the institution must coordinate their activities with the Students Affairs Dean.
4. Political activities such as the following are permitted: panels, conferences or series of conferences, debates, forums, provided they are programmed by the petitioners and/or coordinated with other recognized student organizations or students or the institution, the presentation of all political criteria and/or possibilities with the same time, facilities and concessions and will also comply with the indicated. Presenters in these forums, debates, panels or conferences may not be officials of the university.
5. In regards to the people invited to the institution to offer lectures, forums and conferences, or participate in panels, will comply with the provisions of the letter "B" which is further below, regarding the request for allowing the attendance of such a person within the institution for such purposes.

#### B. Rules and Procedures that Govern Co-curricular Activities

1. The authorization or denial will be notified writing.
2. The organizations recognized by the institution have the right to use the physical facilities and/or grounds for the celebration of educative, cultural, recreational, social sports, religious or political activities, as condition in Chapter III of this Regulation.
3. To use the physical facilities for the celebration of co-curricular activities, the representatives of the student organizations are required to request permission in writing to the Dean of Students or appointed person ten days prior to the holding of the activity. The sponsors of such acts will be responsible that the means used to advertise does not violate this Regulation and to take the necessary steps to maintain order and security. The authorization or denial will be notified writing.

#### C. Rules for activities outside the Institution

1. When a recognized organization wishing to sponsor an activity in which the name of the institution will be used, outside the campus, shall inform it in writing ten days before to the Students Affairs Dean.
2. Student organizations, officially recognized by the institution, should coordinate these activities with the Students Affairs Dean.
3. The soliciting student organization will be responsible that the activity is held in the right place and does not damage the reputation or injures the dignity of the institution, or exposes it to any kind of legal action.

## Chapter IV – Publications

Circulars, fliers, posters and other printed or written material, other than newspapers of general circulation, may be distributed within the grounds of the institution and / or be fixed in the bulletin boards, only by permission of the Dean of Students or designee and in designated areas. If such authorization is denied, the applicant may appeal to the President, Dean - Director or appointed person within a period not exceeding three working days. The decision of the President, Dean-Director or appointed person will be final.

## Chapter V – Student Organizations

1. Any student may constitute a student organization and ask for official recognition of the Students Affairs Dean. The organization may be of an academic, professional, cultural, recreational, social, religious and/or sports related. Organizations oriented towards a political party and/or of a proselytizing purpose will not be allowed, although, those aimed at the political process will be allowed. Any student organization, of any kind that promotes, encourage or otherwise sponsors discrimination on grounds of sex, race, national origin, political or religious affiliation, social or economic status, or disability of student will be denied official recognition.
2. Each student or group of students interested in forming a student organization (within the parameters set forth in paragraph 1 of this chapter V) must request in writing permission from the Dean of Students. This office is responsible for evaluating the application and submitting its recommendation to the President, Chancellor, Director, Dean or designated person. Then the decision will be notified to the student or group of student. (The Dean of Students office has forms for accreditation of organizations).

## Chapter VI – Student Counsel

- A. Students may form an Institutional Student Council as long as they express their desire through regulatory involvement.

Students interested in joining the Student Council should:

1. Be a regular student, registered in 12 credits or more.
2. Have a satisfactory grade point average (2.50 or more)
3. Have the approval of two professors who know their academic performance and level of responsibility.

- B. This council will have the following responsibilities and functions:

1. Officially represent the student body before the other institutional bodies.
2. Freely submit to the appropriate university authorities their opinions and recommendations on issues affecting students.
3. Help create an environment that encourages the student's intellectual development.

4. Identify the problems and needs of the campus community.
5. Select student representation in the different bodies in which students participate, when other means of selection is not provided.
6. To meet whenever the Dean convenes a meeting or is solicited by the president of the student body, with prior authorization from the Dean.
7. Invite students who present initiatives on the development of student life to deliberate on such matters.
8. Participate in the activities proposed by the Student Council.
9. Be link between the directors and other students.
10. Listen and analyze any initiative presented by the students regarding student development.
11. Be discreet regarding student counsel issues and other participating committees.
12. Keep a detailed written record of all its meetings. Whenever the Student Council files a petition to the administration of any kind or nature, preached in an agreement from the petitioning organization or its directive, it must be accompanied by a certified copy of the certificate of approval of the request.
13. Prepare a detailed monthly report of all expenses incurred, as well as all income received during this period. A copy of such report shall be sent to the Dean of Students, within the first five working days of each month.
14. The President of the Student Council will prepare a detailed report of the fiscal operations of the Council regarding their business. A copy of the report will be sent to the President, Director, Dean or appointed person for intervention, at least fifteen working days before the last day of the current school semester, excluding the period of study and exams.

C. The Student Counsels will be elected in elections for this purpose:

1. During the beginning of each academic year.
2. The directive of the student counsel (President, Vice-president, Secretary and Treasurer) will act in name of such counsel in occasions in which, given the urgency of the situation, it proves impossible to call the Student Council as a whole.

D. The Student Council shall consist of a President, Vice President, Treasurer, Secretary and Members. The members will not be more than five.

1. Candidates for the positions of President, Vice President, Treasurer and Secretary shall be nominated.
2. Students nominated for the positions indicated in paragraph 1 above and unelected, will become part of the vocals according to their score, establishing priority by majority vote. Will become part of the vocals according to their score, establishing priority by majority vote. No more than five vocals shall be elected.

E. Elections

1. All students enrolled in a regular program (meaning 12 credits or more) and at the time of voting have all the necessary credits to credit them as regular students, will have the right to participate in the voting to elect the members of the student

counsel.

2. Voting shall be by secret ballot and independent candidates.
3. The responsibility for organizing and supervising the elections and certify the new Student Council and other student elective office, will rest with a Board of Elections. The Board of Elections (appointed by the Dean of Students) perform its duties during the academic year in which it has been appointed and will be composed as follows:
  - a. A president, a member of the faculty or administration, appointed by the President or designated competent person.
  - b. A faculty member.
  - c. A student who does not have or is competing for any elective office, selected by the Student Council.

The Board of Elections establishes the procedure of the elections for the nomination of candidates and to conduct and supervise elections.

For the elections to be considered valid, at least the following must participate:

1. 50% of the regular student population enrolled in the institution.
2. If the minimum participation required by this regulation is not achieved, the Election Board may recommend to the Dean of Students or a designated person to extend the period of elections for a reasonable time, no greater than three days, if in the opinion of the Board there are chances that by such an extension the minimum required participation will be achieved. The decision issued by the President, Director-Dean or designated person will be final, binding and without appeal.
3. If 50% of the student population does not participate, the Dean of Students or appointed person, will appoint a Student Advisory Council. The Student Advisory Council will be solely advisory, that is, they will have none of the attributes that correspond to the Student Council, but will be consulted on the use of student funds. The vacancy must be filled by a secret majority vote among all members of the Student Council and supervised by the Dean of Students or designated person.

#### Terms of Incumbency

1. Members of the Student Council shall not under any circumstances, serve a period longer than one year for which they have been elected.
2. The Presidency of the Council shall not be occupied by the same person for more than one year.
3. No member may hold elective office for more than two years.

#### Chapter VII – Student Representation before Institutional Organizations

Students may participate in the Institutional Bodies so provided.

1. Representatives or candidates for representatives before the Institutional Bodies,

must be regular students with a minimum grade point average of 2.50, also, have completed at least 12 credits in the institution.

2. The election of student representatives to that body may be held at the same time and following the procedures provided in this regulation for the election of members of the Student Council.
3. Elected students will begin to participate in the activities of each agency during the first meeting.
4. Any vacancy that occurs will be covered in accordance with the regulations of each body.

## Chapter VIII – Specific punishable acts and Disciplinary Procedures

Specific actions related to the violation or disobedience of the rules of this Regulation, verbal or written orders, laws and institutional policies, qualify as "minor" or "serious" punishable mode. For severe sanctions this Regulation provides a more extensive procedure.

The institution recognizes and guarantees the right to dissent and protest in an orderly manner according to the rules of conduct and university lifestyle, and in a manner that does not conflict, interfere or harm, in any way, the course of activities of EDP University.

### Minor Sanctions

#### A. Disciplinary Committee Actions

1. Verbal or written reprimand
2. Suspension of participation in nonacademic activities. For purposes of this section, class, laboratory and library attendance will be considered academic activities.
3. Probation for a definite time. This probation may include the disposition that during the period of validity of the same, the violation of any of the conditions imposed could result in the suspension for an indefinite period or permanent expulsion.
4. Suspension of the institution for a definite period no longer than one week.

#### B. Student actions that may lead to minor sanctions

The following actions constitute violations of the basic rules of order and institutional coexistence and involve disciplinary sanctions.

1. Student organizations celebrations or acts within the institution, not authorized by the Dean of Student Affairs or his authorized representative.
2. Publication or dissemination within the institution of libelous, scandalous, anonymous material, or that disrupts the institutional order.
3. Distribution of fliers or leaflets within the campus or set on the bulletin boards

- of the institution, without the permission of the Student Affairs Dean.
4. Disturbance of the peace and tranquility in the classroom or anywhere Institution with shouting, tumultuous or offensive behavior, and the use of rude, profane and indecent language.
  5. Carrying a pager (beeper), cell or electronic appliance in the classroom that produce noises and interferes with the educational process. If kept on, must be programmed to silent mode and with the professor's permission.
  6. Using digital cameras of any kind in the classroom and in the library that undermine the integrity and privacy of the learning process.
  7. Enter the classroom and library rooms accompanied by children or minors that may interfere with educational activities or leave the child without adult supervision in hallways or the premises of the institution that might pose risks to their security.
  8. Throwing papers to the floor, putting your feet on the walls, sitting on the tables owned by the institution, writing on walls, in the bathrooms, on the doors and other places.
  9. Not following the professor's instructions while performing procedures that the nursing students have to perform in the different clinical areas.
  10. Smoking inside the building (Law no. 40). Using the institution's parking area without a parking permit.

## Major Sanctions

### A. Disciplinary Committee Actions

1. Suspension from the University for a defined period of time no longer than two weeks.
2. Permanent suspension from institution. One or more of the sanctions listed below may imposed

### B. Students actions that are considered to carry higher penalties

A mayor sanction is that committed by a student that adversely affects the order imposed by this Regulation, institutional policy and may require a mayor sanction than the one provided by a reprimand or corrective measure.

The application of these sanctions will not necessarily follow in the specific order mentioned below, but at the discretion of the Discipliner Committee in accordance the severity of the infraction committed. The act or conspiracy to act or attempt to act as follows are considered serious offenses:

1. Causing malicious damage to the institutions property, or conspiring to do so.
2. Engaging in dishonest, fraudulent acts, gambling or accessing pornographic material through the Internet on the institutions premises and buildings.

3. Use, possession or distribution of alcoholic beverages, tobacco or controlled substances in any manner on the institutions premises and buildings in violation of the Federal Law PL 101-226 Drug-Free Schools and Communities Act of 1986
4. Disrespect, insult, humiliation, threats, assault or attempted assault, brawls;
5. Challenging institutional officials, faculty, staff and students;
6. Disobeying a policy or rule previously published to students;
7. Conduct that may disrupt the peace and tranquility as defined in Article 9 Subpart D, outside the institution when acting in name of the institution represent the student body or in activities officially sponsored by the institution, or when such conduct adversely affects in any manner the good name of the institution.
8. Weapons possession, as defined by the Weapons Law of Puerto Rico, on campus or on any college property or at the conclusion of any activity sponsored by the Institution. This prohibition extends even to students who have permits to carry weapons and possession of weapons under the laws of Puerto Rico, except in cases where such students are agents in charge of public order and security, duly authorized by the government of Puerto Rico or by the federal government to bear arms.
9. Refusal to comply with instructions given by administrative personnel acting in the performance of their duties.
10. Fraud or irregularities in the management of student funds
11. Disobedience or violation of any of the conditions of probation or disciplinary sanctions imposed in accordance with stipulated procedures in this regulation.
12. Dishonesty, including fraud, related to academic work or any action to that end.
13. Fraud in the management of funds product of student organization activities.
14. Fraud or any action to that end, while completing admissions applications, financial aid and other similar documents and forging signatures or altering of documents where EDP University is involved.

### C. Special Conditions

1. In the case of complaints from the administration, teachers or students about the undesirable behavior of a member of the student community, the Institution reserves the right to carry out a study and preliminary assessment of the case by the Dean of Students or designated person. In this case the complaint from the administration may be expressed informally. This process includes the possibility of achieving changes in student behavior, evidenced by the officer, for a period not exceeding one academic period.
2. If from the study and preliminary evaluation there is a possibility that the student may needs professional and specialized assessment, the student and his/her family will be informed with the pertinent recommendations.

While they make a decision about the case, the institution will reserve their right of an administrative withdrawal of the student according to the circumstances.

#### D. Major Sanctions Procedures

##### Disciplinary Committee

In a case that may be considered a mayor section, a Disciplinary committee will be designated by the Student Affairs Dean or designated person. This comity will be composed of the Student Affairs Dean, a member of the faculty, Director of the Academic Area of Study where the student to be sanctioned is registered, a student and a representative of the Orientation and Counseling Office. The committee will determine the type of fault and the disciplinary action.

In the universities centers, the Disciplinary Committee will be composed by the Director of the Centre, one (1) person from the academic area (professor) and one (1) Student from the Center. This Committee shall be ratified by the Dean of Students of the Hato Rey Campus.

The committee will notify the student and other pertinent parties involved in the complaint within ten (10) calendar days, informing the following:

1. Place, date and time of the hearing will be held.
2. Notification of the regulation their accused of violating: (1) the act that is being imputed; (2) quotation of the section or sections of the Regulations may be imposed; (3) the nature of the evidence which the Institution has; and (4) the date on which the alleged violations occurred.

The complaint will be considered by the Committee when:

1. A written response from the defendant is received;
2. An oral response made by the defendant at the Committee hearing even though they did not submit a written response;
3. The accused party did not respond to the complaint in any way and was not present at the Committee hearing, but the interested part was duly counter interrogated by members of the Committee;
4. When an analysis arises information reasonably corroborating the complaint.

#### E. The oral hearing will be conducted according to the following principles:

1. The student may be accompanied by an advisor, who may be a lawyer, who will be warned that this is an administrative hearing and will not be governed by procedures or rules of evidence applicable to judicial hearings.
2. The student and his advisor will be allowed to hear the testimony of the

- witnesses, and see and study the documentary evidence against him.
3. Written statements by witnesses will be allowed when, such evidence is of a corroborative or cumulative character.
  4. Witnesses may be cross-examined when they do not object to it. However, when the witness does not allow to be cross-examined, his testimony will require corroborating evidence to be taken into consideration.
  5. The affected student will be allowed to present all defenses and evidence in his favor, both oral and documentary or tangible, that they wish to present. If he refuses to be cross examined, it will not be taken into account against him.
  6. All the evidence will be admitted freely. The rules of evidence governing judicial and ordinary procedures will not apply. However, the findings of the facts reached by the Disciplinary Committee and that give the basis to its findings, should be based on evidence admitted at the hearing.
  7. The Disciplinary Committee may grant private or public hearing, governing its discretion by what is most convenient to the best interests of the institution, and consideration of witnesses, but if the affected student requests that the hearing be private, he shall be obliged to hold it in that way.
  8. If a lawyer participates on behalf of the institution to present the charges before the Disciplinary Committee, the affected student will be allowed to be represented by counsel, with the same rights that are granted to the lawyer appearing for the institution, which may not violate the provisions of this regulation.
  9. When there is more than one affected student and the charges, facts and events are similar, the examiner may hold a single joint hearing. Those who object to the joint hearing will be granted separate hearing.
  10. When the charges are identical and for the same facts and events, a single hearing may be held jointly for all concerned.
  11. No student will be sanctioned in more than one occasion for the same violation.
  12. No student shall be subject to any disciplinary process for events that occurred more than one year prior to the date that such acts are officially informed to the institutions authorities.
  13. The Disciplinary Committee shall take appropriate and reliable recordings of the hearings and its findings and conclusions.
  14. The Disciplinary Committee imposes the punishment they consider fair in light of the established facts.

### Suspension Summaries

In those cases where the Disciplinary Committee considers that the presence of the student on campus represents a danger for the security of the of the property and life; and for maintaining institutional order, has the authorization to suspend such student summarily for a term no greater than twenty (20) days or until the corresponding investigation is conducted. The institutions administration will file the charges and will

order the corresponding hearing within a reasonable time in appropriate with the facts. When concluded the hearing and the student results not guilty, the university will provide all the necessary assistance so that student is not adversely affected in his/her academic studies caused by the suspension. In any case where the student, during the period of summary suspension, incurs in additional violations to the rules and such violations are sustained by written statements, the summary suspension may be extended until the hearing and resolution of disciplinary charges.

## Appeals

### A. Minor Sanctions

The students affected by the minor sanctions will have the right to appeal in writing to the Disciplinary Committee within five working days of receiving notice of the sanction. The determination of the Disciplinary Committee will be final.

### B. Mayor Sanctions

Any student who has received a suspension as a sanction, for a determined period no greater than a week, without being granted the privileged of availing to any procedure of a probationary admission, will have the right to appeal to the Board of Directors, who shall act for themselves or by an official designated for that purpose. The appeal will be documented before the Board by a written text, which will contain the fundamentals and allegations that the student or his/her legal representative deem necessary or convenient for the consideration of their case, the document will be filed within ten (10) days working days of being served with the penalty or within the extension time granted by the Board.

No student who had pending disciplinary charges without such student being suspended, pursuant to the provisions of these regulations, will receive any disrepute for approved subjects while such charges are pending, except that in such a case, the student so affected is entitled to request that their charges are vented as a priority and the institution will take the necessary steps so that these charges are clarified and resolved as soon as possible. If there are exams, the student may take them, subject to the results of the pending charges.

## Chapter IX – Procedures for amending this Rule

1. The Student Council of each academic unit may recommend to the President, amendments to this regulation. Likewise, any student may recommend to the President amendments to these regulations, provided that their request is accompanied by at least one hundred signatures of regular students of the unit where the petitioner studies.
2. Any recommended amendment shall be filed in writing, specifying the exact section you want to amend and the exact text of the suggested amendment.
3. It should also include an explanation of how this amendment will improve the

regulations, whether in speech, style or in operation.

4. The President shall appoint a committee consisting of one student, who may be the President of the Student Council, a representative of the Board of Directors, a representative of the faculty and a representative of the administration. The committee will be called the Rules Committee and will be chaired by the President or a representative.
5. No information contained in this document will limit the inherent power of the Board of Directors to amend, replace, suspend or revoke all or part of these regulations.
6. The President may also suspend this regulation in its entirety at any institutional unit or for all the institution, as long as there is an emergency situation declared.

#### Chapter X – Invalid Clauses, Hermeneutics and Effectiveness

1. The invalidity of any chapter, article, section or subsection of this regulation, shall not invalidate the remainder.
2. Hermeneutics Clause: In any case where a discrepancy arises between the interpretation of the text of this regulation in Spanish and the same text in English, It will adhere to the interpretation of the text in Spanish.
3. This regulation shall enter into effect on 2 September 2002.

#### Certification

I hereby certify that this General Student Regulation was approved by the President of EDP University and put into effect on July 1, 2008, as subsequently amended.

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Ing. Gladys T. Nieves Vázquez

President

ADDENDUM: STUDENT MANUAL

INSERTED: JANUARY 2016

## EQUAL STUDIES OPPORTUNITIES STATEMENT

EDP University is committed to providing equal educational opportunities to all people without regard to race, color, religion, creed, nationality, physical or mental disability, age, sex, marital status, political affiliation or status or social origin, sexual orientation, gender identity, or veteran status or being perceived as a victim or being a victim of domestic violence, sexual assault or stalking. As a corollary of this, EDP University has established a program to ensure fair, equitable and discrimination-free treatment in all matters relating to student enrollment. Our students are assessed objectively and fairly, in other words, based on their qualifications.

Harassment at our university because of race, color, religion, creed, nationality, physical or mental disability, age, sex, marital status, political affiliation or status or social origin, sexual orientation, gender identity, or being veteran or victim or being perceived as a victim of domestic violence, sexual assault or stalking is strictly prohibited at EDP UNIVERSITY. Harassment is any verbal or physical conduct that denigrates or shows hostility or antipathy toward any individual because of their race, color, religion, creed, national origin, physical or mental disability, age, sex, marital status, political affiliation or condition or social origin, sexual orientation or veteran status or being perceived as a victim or being a victim of domestic violence, sexual assault or stalking, or any other characteristic protected by law that: (i) somehow creates an uncomfortable, hostile and offensive study environment; (ii) that interferes with a student performance; or adversely affects study opportunities of an individual. Harassment also includes, but is not limited to: abusive words, nicknames or inappropriate names, disparage, taunting, threatening, intimidating, disparaging jokes and displaying any graphic or written material in the study area showing antipathy toward any individual.

If you are unsure whether your conduct would be considered a violation of policies of EDP UNIVERSITY, ask yourself the following:

1. Would my behavior be the same if my professor were present?
2. Would my behavior be the same if a loved one were present (wife, daughter, son, mother, father, brother or sister)?
3. Would my conduct be the same if it was being recorded with a video camera?
4. Would I accept this kind of behavior if it were addressed to my spouse, daughter, son, mother, father, brother or sister?
5. Would I like it if my conduct appeared in the memorandum of the company or in a

local newspaper?

If you answer "No" to any of these questions this means that your behavior is not acceptable and may be considered as harassment, which is prohibited by our Company. Therefore, you should not act that way while studying with EDP UNIVERSITY.

UNIVERSITY EDP expects all students to be treated with due respect and courtesy in the study area. If you have been the victim of discrimination on any of the above causes, you should immediately notify the Student Affairs Dean or any other person designated by EDP UNIVERSITY to handle this type of situation.