



# General Catalog

2021-2024

September 2021 Revision

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## CEM COLLEGE DIRECTORY

### **CENTRAL ADMINISTRATION**

CEM College  
Ave. 65 de Infantería, Km. 2  
Río Piedras, PR  
PO Box 191317  
San Juan, PR 00919-1317  
Telephone: (787) 765-4210

### **SAN JUAN BRANCH**

CEM College  
Urb. Extensión San Agustín  
Calle 13 #1206  
Río Piedras, PR 00926  
Telephone: (787) 765-4210; (787) 765-4233; (787) 765-4236

### **HUMACAO BRANCH**

CEM College  
Calle Dr. Vidal #8  
Humacao, PR 00791  
Telephone: (787) 850-8333; (787) 850-3760; (787) 850-3561

### **BAYAMÓN BRANCH**

CEM College  
Calle Degetau #25  
Bayamón, PR 00961  
Telephone: (787) 780-8900; (787) 780-8935; (787) 780-2214; (787) 787-6000

### **MAYAGÜEZ BRANCH**

CEM College  
Calle Cristy #56  
Mayagüez, PR 00680  
PO Box 2982  
Marina Station  
Mayagüez, PR 00681-2982  
Telephone: (787) 986-7440

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## BOARD OF DIRECTORS

**Lcdo. Juan F. Pagani Rodríguez, L.L.B.**

Universidad de Puerto Rico, Ed. D. (ABD)

President

**Dr. Vidal Vélez Sierra**

University of Connecticut

Member

**Prof. Juan C. Pagani Soto**

University of Phoenix

Member

**Prof. Juan J. Pagani Soto**

University of Phoenix

Member/Secretary

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## MAIN OFFICIALS

**Prof. Juan C. Pagani Soto**  
University of Phoenix  
**President**

**Prof. Juan J. Pagani Soto**  
University of Phoenix  
**Vice President and Dean of Student Affairs**

**Prof. Janice Acevedo Santiago**  
Universidad Metropolitana  
**Dean of Academic Affairs**

**Prof. Lilliana M. López Medero**  
Universidad Metropolitana  
**Human Resources Director**

**Prof. Héctor M. Dávila Rivera**  
University of Phoenix  
**San Juan Branch Director**

**Prof. Gerardo González Del Valle**  
Universidad del Turabo  
**Humacao Branch Director**

**Prof. María R. Feliciano Colón**  
Universidad de Puerto Rico  
Medical Sciences Branch  
**Bayamón Branch Director**

**Prof. Cristina Rosado Silva**  
Universidad Metropolitana  
**Mayagüez Branch Director**

## LETTER FROM THE PRESIDENT

Dear students:

Welcome to CEM College. We are confident that your stay in our institution will provide an exciting and rewarding experience. CEM College offers students the opportunity to develop skills and abilities to complete a degree or technical career and is committed to starting the process to fully develop individuals. In order to achieve our ideals, we have carefully selected our faculty and administration to ensure the quality of our programs and services.

This Catalog is designed to provide general information regarding our curriculum, admission requirements, graduation, as well as institutional policies and procedures. Reading and understanding the information in this catalog is essential for students who expect to complete their studies in a program and enter the workforce as qualified technicians and professionals. In this Catalog, all graduation requirements and criteria for each of the programs are included. There is also a description of the academic and administrative services that are available for our students.

The student is responsible for reading this catalog and complying with the policies, including the academic, disciplinary and administrative regulations set out therein. Graduation requirements and curricula of academic offerings could be changed while the student is enrolled in CEM College. These changes shall be made to new enrollment students, not retroactive. However, if the licensing agencies require some change for obtaining such licenses, the necessary changes to the curriculum will be implemented immediately. It will be the sole responsibility students to determine whether they will take the new courses.

As members of the CEM College Family, you will find an atmosphere of cooperation and support among students, faculty and administration. In our institution, we care about the welfare of each student. By selecting CEM College, you chose an institution dedicated to education of excellence. We are sure you will be proud of your selection. Let us trust that we can open avenues to a new and promising future.

Cordially,

*Juan C. Pagani Soto*  
President



## **ACADEMIC AND ADMINISTRATIVE CALENDARS**

This section includes academic and administrative calendars for each period or semester of the 2021-2024 academic years. Copies of these calendars are available in the Branch.

## 2020-2021 ACADEMIC AND ADMINISTRATIVE CALENDAR

JANUARY - APRIL 2021

2021	SECOND SEMESTER
January 8	Start of the academic process only for academic and administrative affairs. There will be no classes.
January 11	Day and evening classes start.
January 11 - 22	Late enrollment and class changes.
January 22	Deadline for tuition payment.
March 1 <sup>st</sup>	Last day for the student to remove an Incomplete (I) from the previous semester.
March 8	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
March 23	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
March 29 -April 2	Pre-enrollment for next semester.
April 9	Last day to submit the Graduation Application.
April 12 – 16	Enrollment for next semester.
April 26	Last day of classes.
April 26	Last day for partial or total withdrawal.
April 26	Last day to submit any claims about grades during the previous semester.
April 27, 28 & 29	Exams Period
April 30	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.

## 2020-2021 ACADEMIC AND ADMINISTRATIVE CALENDAR

MAY - AUGUST 2021

2021	THIRD SEMESTER
May 7	Start of the academic process only for academic and administrative affairs. There will be no classes.
May 10	Day and evening classes start.
May 10 – 21	Late enrollment and class changes.
May 21	Deadline for tuition payment.
June 25	Last day for the student to remove an Incomplete (I) from the previous semester.
July 2	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
July 19	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
July 20 – 23	Pre-enrollment for next semester.
July 23	Last day to submit the Graduation Application.
August 16 – 20	Enrollment for next semester.
August 23	Last day of classes.
August 23	Last day for partial or total withdrawal.
August 23	Last day to submit any claims about grades during the previous semester.
August 24, 25 & 26	Exams Period
August 27	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.

## 2021-2022 ACADEMIC AND ADMINISTRATIVE CALENDAR

SEPTEMBER – DECEMBER 2021

2021	FIRST SEMESTER
September 3	Start of the academic process only for academic and administrative affairs. There will be no classes.
September 7	Day and evening classes start.
September 7 – 17	Late enrollment and class changes.
September 17	Deadline for tuition payment.
October 22	Last day for the student to remove an Incomplete (I) from the previous semester.
October 29	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
November 16	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
November 17 – 24	Pre-enrollment for next semester.
November 24	Last day to submit the Graduation Application.
December 6 – 10	Enrollment for next semester.
December 16	Last day of classes.
December 16	Last day for partial or total withdrawal.
December 16	Last day to submit any claims about grades during the previous semester.
Dec. 17, 20 & 21	Exams Period
December 22	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.

## 2021-2022 ACADEMIC AND ADMINISTRATIVE CALENDAR

JANUARY - APRIL 2022

2022	SECOND SEMESTER
January 7	Start of the academic process only for academic and administrative affairs. There will be no classes.
January 10	Day and evening classes start.
January 10 21	Late enrollment and class changes.
January 21	Deadline for tuition payment.
February 25	Last day for the student to remove an Incomplete (I) from the previous semester.
March 4	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
March 21	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
March 22 – 28	Pre-enrollment for next semester.
April 4 – 8	Enrollment for next semester
April 20	Last day to submit the Graduation Application.
April 20	Last day of classes.
April 20	Last day for partial or total withdrawal.
April 20	Last day to submit any claims about grades during the previous semester.
April 25 – 27	Exams Period
April 28	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.

## 2021-2022 ACADEMIC AND ADMINISTRATIVE CALENDAR

MAY – AUGUST 2022

2022	THIRD SEMESTER
April 29	Start of the academic process only for academic and administrative affairs. There will be no classes.
May 2	Day and evening classes start.
May 2 – 13	Late enrollment and class changes.
May 13	Deadline for tuition payment.
June 17	Last day for the student to remove an Incomplete (I) from the previous semester.
June 24	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
July 11	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
July 12 – 18	Pre-enrollment for next semester.
July 26 – August 2	Enrollment for next semester.
August 2	Last day to submit the Graduation Application.
August 12	Last day of classes.
August 12	Last day for partial or total withdrawal.
August 12	Last day to submit any claims about grades during the previous semester.
August 17 – 19	Exams Period
August 22	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.

## 2022-2023 ACADEMIC AND ADMINISTRATIVE CALENDAR

SEPTEMBER – DECEMBER 2022

2022	FIRST SEMESTER
September 2	Start of the academic process only for academic and administrative affairs. There will be no classes.
September 6	Day and evening classes start.
September 6 – 15	Late enrollment and class changes.
September 16	Deadline for tuition payment.
October 21	Last day for the student to remove an Incomplete (I) from the previous semester.
October 28	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
November 15	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
November 16 – 23	Pre-enrollment for next semester.
November 23	Last day to submit the Graduation Application.
December 5 – 9	Enrollment for next semester.
December 16	Last day of classes.
December 16	Last day for partial or total withdrawal.
December 16	Last day to submit any claims about grades during the previous semester.
Dec. 19 – 21	Exams Period
December 22	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.

## 2022-2023 ACADEMIC AND ADMINISTRATIVE CALENDAR

JANUARY - APRIL 2023

2023	SECOND SEMESTER
January 5	Start of the academic process only for academic and administrative affairs. There will be no classes.
January 9	Day and evening classes start.
January 9 – 20	Late enrollment and class changes.
January 20	Deadline for tuition payment.
February 24	Last day for the student to remove an Incomplete (I) from the previous semester.
March 1 <sup>st</sup>	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
March 20	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
March 21 – 28	Pre-enrollment for next semester.
April 3 – 11	Enrollment for next semester
April 11	Last day to submit the Graduation Application.
April 21	Last day of classes.
April 21	Last day for partial or total withdrawal.
April 21	Last day to submit any claims about grades during the previous semester.
April 25 – 27	Exams Period
April 28	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.



## 2022-2023 ACADEMIC AND ADMINISTRATIVE CALENDAR

MAY – AUGUST 2023

2023	THIRD SEMESTER
May 5	Start of the academic process only for academic and administrative affairs. There will be no classes.
May 8	Day and evening classes start.
May 8 – 19	Late enrollment and class changes.
May 19	Deadline for tuition payment.
June 23	Last day for the student to remove an Incomplete (I) from the previous semester.
June 30	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
July 17	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
July 18 – 28	Pre-enrollment for next semester.
August 1 <sup>st</sup> – 7	Enrollment for next semester.
August 7	Last day to submit the Graduation Application.
August 21	Last day of classes.
August 21	Last day for partial or total withdrawal.
August 21	Last day to submit any claims about grades during the previous semester.
August 23 – 25	Exams Period
August 28	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.

## 2023-2024 ACADEMIC AND ADMINISTRATIVE CALENDAR

SEPTEMBER – DECEMBER 2023

2023	FIRST SEMESTER
September 1 <sup>st</sup>	Start of the academic process only for academic and administrative affairs. There will be no classes.
September 5	Day and evening classes start.
September 5 – 15	Late enrollment and class changes.
September 15	Deadline for tuition payment.
October 27	Last day for the student to remove an Incomplete (I) from the previous semester.
November 3	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
November 13	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
November 17 – 27	Pre-enrollment for next semester.
December 1 <sup>st</sup> – 8	Enrollment for next semester.
December 8	Last day to submit the Graduation Application.
December 15	Last day of classes.
December 15	Last day for partial or total withdrawal.
December 15	Last day to submit any claims about grades during the previous semester.
Dec. 18 – 20	Exams Period
December 21	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.

## 2023-2024 ACADEMIC AND ADMINISTRATIVE CALENDAR

JANUARY - APRIL 2024

2024	SECOND SEMESTER
January 5	Start of the academic process only for academic and administrative affairs. There will be no classes.
January 8	Day and evening classes start.
January 8 – 19	Late enrollment and class changes.
January 19	Deadline for tuition payment.
February 23	Last day for the student to remove an Incomplete (I) from the previous semester.
March 1 <sup>st</sup>	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
March 18	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
March 21 – 27	Pre-enrollment for next semester.
April 1 – 5	Enrollment for next semester
April 5	Last day to submit the Graduation Application.
April 19	Last day of classes.
April 19	Last day for partial or total withdrawal.
April 19	Last day to submit any claims about grades during the previous semester.
April 22 – 24	Exams Period
April 26	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.

## 2023-2024 ACADEMIC AND ADMINISTRATIVE CALENDAR

MAY – AUGUST 2024

2024	THIRD SEMESTER
May 3	Start of the academic process only for academic and administrative affairs. There will be no classes.
May 6	Day and evening classes start.
May 6 – 17	Late enrollment and class changes.
May 17	Deadline for tuition payment.
June 21	Last day for the student to remove an Incomplete (I) from the previous semester.
June 28	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
July 15	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
July 17 – 23	Pre-enrollment for next semester.
July 29 - August 2	Enrollment for next semester.
August 2	Last day to submit the Graduation Application.
August 16	Last day of classes.
August 16	Last day for partial or total withdrawal.
August 16	Last day to submit any claims about grades during the previous semester.
August 19 – 21	Exams Period
August 22	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.

## 2024-2025 ACADEMIC AND ADMINISTRATIVE CALENDAR

SEPTEMBER – DECEMBER 2024

2024	FIRST SEMESTER
August 30	Start of the academic process only for academic and administrative affairs. There will be no classes.
September 3	Day and evening classes start.
September 3 – 13	Late enrollment and class changes.
September 13	Deadline for tuition payment.
October 18	Last day for the student to remove an Incomplete (I) from the previous semester.
October 25	Last day for the faculty to inform the Registrar on the removal of an Incomplete (I) from the previous semester.
November 12	Last day for the faculty to deliver the 10 weeks Academic Progress Report to the Coordinator. The Coordinator shall deliver this report to the Registrar no later than the second business day after the due date.
November 13 – 20	Pre-enrollment for next semester.
December 2 – 6	Enrollment for next semester.
December 6	Last day to submit the Graduation Application.
December 12	Last day of classes.
December 12	Last day for partial or total withdrawal.
December 12	Last day to submit any claims about grades during the previous semester.
Dec. 16 – 18	Exams Period
December 19	Last day for the faculty to deliver the <i>Final Grade Report</i> to the Registrar.

**NOTICE:** CEM College reserves the right to have classes during holidays to complete the required class hours. Each Branch Director should make the appropriate arrangements.

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## OFFICIAL HOLIDAYS

This section includes the days that CEM College shall consider as holidays. CEM College reserves the right to have classes or perform other activities on holidays to meet the requirements of its academic calendars.

<b>MONTH</b>	<b>CELEBRATION</b>
January	New Year's Day Three Kings Day Martin Luther King's Birthday
February	Presidents' Day and Puerto Rican National Heroes' Day
March	American Citizenship Day Emancipation Day
March/April	Holy Thursday Good Friday
May	Memorial Day
July	U.S.A. Independence Day Puerto Rico Constitution Day José Celso Barbosa's Birthday
September	Labor Day
October	Columbus Day
November	Veteran's Day Puerto Rican Culture Day and the Discovery of Puerto Rico Thanksgiving Day
December	Christmas Day

## PROGRAMS COSTS AND SERVICE CHARGES

The program cost means all students must pay directly to cover the study program tuition. The charges include additional services the student may request. Charges vary according to the academic program and are included in the Enrollment Agreement. Charges and fees may be reviewed annually. The following fees apply to all students:

### BACCALAUREATE DEGREE, ASSOCIATE DEGREE, AND DIPLOMA PROGRAMS

1. Admission Fee.....	\$30.00
2. Readmission Fee (Non-Refundable) .....	\$50.00
3. Late Enrollment .....	\$50.00
4. Removal of Incomplete .....	\$30.00
5. Course Change .....	\$15.00 per course
6. Program Change .....	\$30.00
7. Credit Transcripts .....	\$10.00
8. Studies Certification.....	\$10.00
9. Graduation Certification .....	\$10.00
10. Withdrawal Fee.....	\$10.00
11. Tax Return Certification .....	\$10.00
12. Academic period cost per semester .....	\$3,880.00

### EQUIPMENT, BOOKS, MATERIALS, AND UNIFORMS

These expenses are not included in the study program cost. These are described in the Enrollment Agreement.

**DEGREE PROGRAMS**

<b>Program Title</b>	<b>Approximate Cost Equipment, Materials, Books and Uniforms</b>
1. Nursing (BSN)	\$3,775.00
2. Nursing Sciences (AS)	\$2,112.50
3. Respiratory Therapy (AS)	\$1,577.50
4. Medical Emergencies (AS)	\$1,400.00
5. Pharmacy Technician (AS)	\$1,577.50

**DIPLOMA PROGRAMS**

<b>Program Title</b>	<b>Approximate Cost Equipment, Materials, Books and Uniforms</b>
1. Practical Nursing (Diploma)	\$1,257.00
2. Respiratory Therapy Technician (Diploma)	\$807.50
3. Veterinary Assistant (Diploma)	\$886.00

**Notice:** Other Charges: Health programs costs do not include hospitals or other practice center payment requirements, such as vaccines, health certificates, nose and throat cultures, among others, which will be paid by the student. Charges and fees may be reviewed annually.



## GENERAL INFORMATION

### Administration and Government

CEM College is a postsecondary educational institution dedicated to teaching Diploma, Associate Degree, and Baccalaureate programs with high demand in the employment market. CEM College is operated by the Centro de Educación Multidisciplinaria, Inc., a for-profit corporation registered under the laws of the Commonwealth of Puerto Rico. CEM College central administration is located in San Juan, PR. The branches are located in the cities of San Juan, Humacao, Bayamón and Mayagüez. These are managed by a Director, who together with an administrative working group, serve as the official liaison with the central administration. CEM College main officers are comprised of educators and administrators, who answer directly to the President of the Institution. The President has two deaneries: Academic Affairs and Student Affairs. The President responds, alternately, to the Board of Directors for the overall operation of the Institution.

The governing body of CEM College is the Board of Directors perpetuating themselves and whose members are selected without any intervention by outside authorities. CEM College affairs management and the disposition of its assets and properties are governed by the Board of Directors, which has all the authority of a for-profit educational organization pursuant to the laws of the government of Puerto Rico and the government of the United States of America. The Board of Directors, as the highest governing body, has final authority to develop the necessary activities in order to achieve the objectives. It is also comprised of the management, regulation and control of its affairs and assets, the selection of its members and officials, including other inherent issues to achieve its mission.

### History

CEM College is the product of the combined effort of a group of Puerto Rican educators who pursued the interest of providing educational services of excellence and decided in 1979 to establish an institution for the training of nurses and practical nurses.

In 1980, CEM College started its academic offerings as a Practical Nursing School with sixty-five (65) students, in Avenida Domenech in Hato Rey. In 1983, CEM College opened its second branch located in the city of Humacao, Puerto Rico, offering the Practical Nursing (Diploma) program. In its second year of operations, CEM College was accredited by the *National League for Nursing*, prestigious accrediting agency in the field of nursing. This program was reaccredited by such agency in 1991.

In 1986, CEM College was accredited in its two branches by the *National Association of Trade and Technical Schools* (NATTS), and then by the *Accrediting Commission of Career Schools and Colleges of Technology* (ACCSCT), one of the most recognized accrediting agencies in the United States and in Puerto Rico. In the years 1991, 1995, 2001 and 2006, CEM College was reaccredited by the same agency.

In 1987, CEM College relocated its physical facilities at 602 Avenida Barbosa in Río Piedras, Puerto Rico. In early 1997, CEM College inaugurated its new physical facilities at Calle 13 #1206, Extensión Urbanización San Agustín, in Río Piedras, Puerto Rico. These facilities include spacious classrooms, fully equipped laboratories, workshops, seating areas and a modern Learning Resource Center (LRC), a collection comprised of printed and unprinted library resources, audiovisual, and technological resources.

In the year 1999, the Council of Higher Education in Puerto Rico (CESPR, by its Spanish acronym) authorized CEM College (San Juan Branch) to offer the Nursing Sciences AS program. In 2002, CEM College San Juan Branch was authorized by CESPR to offer the Pharmacy Technician and Respiratory Therapy AS programs. In 2003, CESPR authorizes the Humacao Extension Center to provide the Nursing Sciences and Pharmacy Technician AS programs. In the year 2008, CEM College was authorized to offer the Respiratory Therapy AS program. These Programs were evaluated and approved by the ACCSCT, currently called the *Accrediting Commission of Career Schools and Colleges* (ACCSC).

In the year 2005, CEM College inaugurated its third branch located on Calle Degetau #19, and #25 in Bayamón, Puerto Rico. The General Education Council granted the license to provide the following Diploma Programs: Practical Nursing, Emergency Medical Technician and Medical Office Administration with Invoicing and Collection. Later, the Technical Respiratory Therapy program was added to its academic offerings. In the year 2007, the building #23 was added to its facilities and was authorized by CESPR to create an Extension Center in the city of Bayamón and offer the Nursing Sciences and Pharmacy Technician AS programs. These were evaluated and approved by the ACCSCT, currently called the *Accrediting Commission of Career Schools and Colleges* (ACCSC).

In the year 2009, CEM College was authorized to offer Office Systems and Accounting AS programs in the branches located in San Juan and Humacao. In 2010, CEM College was authorized to offer the Nursing BSN in three branches: San Juan, Humacao and Bayamón.

In the year 2011, CEM College inaugurated its fourth branch located on Calle Cristy #56, Mayagüez, Puerto Rico. The General Education Council granted the license to provide the following Diploma programs: Practical Nursing, Emergency Medical Technician, Respiratory Therapy and Medical Office Administration with Invoicing and Collection. In the year 2012, CEM College was authorized by the Board of Education of Puerto Rico to establish a Branch and offer the following academic programs: Nursing BSN, Nursing Sciences AS, Pharmacy Technician AS, Respiratory Therapy AS and Office Systems AS. These programs were approved by the ACCSC in 2013.

In the year 2012, the Council of Education of Puerto Rico approved the name change of the Extension Centers of Humacao and Bayamón to branches.

In 2018, the Veterinary Assistant (Diploma) program became a part of the academic offering of CEM College with the approval of the corresponding agencies. This Diploma program was initially established at the Mayagüez branch.

CEM College is authorized to administer Title IV federal financial aid programs and has an excellent faculty compromised in providing an education of excellence and ensuring the greatest success of its students. The acceptance of the Institution by the community is the greatest testimony in the fulfillment of our commitment to Puerto Rican society.

CEM College is accredited by the *Accrediting Commission for Career Schools and Colleges* (ACCSC). It is an institution authorized by the Board of Education of Puerto Rico, formerly the General Education Council<sup>1</sup> and the Higher Education Council of Puerto Rico<sup>2</sup>.

## **Vision**

CEM College is a for-profit institution dedicated to serving the needs of those students who aspire to become productive members of society in Puerto Rico. The institution will be a leader and active participant in the development of human resources with the required technical skills, knowledge and attitudes to meet the demands of contemporary society. CEM College shall effectively use its resources to provide quality educational programs in areas related to health and other related human services at diploma, associate and baccalaureate programs to meet both the individual needs of their students and the communities in Puerto Rico, the United States, and other external jurisdictions.

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<sup>1</sup> Diploma Programs, Postsecondary Level with non-University Character (Basic Education)—License Renewal.

<sup>2</sup> Associate and Baccalaureate degree Programs (Higher Education)—License Renewal.

## **Mission**

The mission of CEM College is to provide postsecondary and higher education in high demand occupational areas through programs aimed at the full integration of the individual in the productive sectors of society. The institution will organize and provide occupational education programs to help students integrate and successfully compete in the labor market.

## **Goals**

1. Provide the student occupational and professional education, aimed at providing the necessary skills to favorably compete in the job market.
2. Encourage students to discover, develop and harness their abilities and skills for the benefit of themselves and the society.
3. Provide students the opportunity to develop a sense of security and self-confidence with their chosen occupation.
4. Provide students with the necessary services to facilitate the teaching-learning process.
5. Encourage students on the principle that the personal, professional and educational development is a continuous learning process which depends solely on the desire, interest and the will of the individual.
6. Emphasize moral, ethical and humanistic values in the student, necessary to achieve productive integration of graduates in society.

## **Branches**

CEM College offers study programs in its four branches, located in the cities of San Juan, Humacao, Bayamón, and Mayagüez. The classrooms can accommodate up to 25 students. However, the average number per section is of 20 students for better effectiveness in the teaching-learning process. The laboratory capacity depends on enrollment and offered courses. If the number of students exceeds the established capacity, the group will be divided into a new section. The classrooms, the Learning Resource Center (LRC), the laboratories and other dependencies of the branches are provided with adequate technological equipment to facilitate the teaching-learning

process and to meet curriculum objectives. All branches are located in central and easily accessible areas and have air conditioner.

### ***San Juan Branch***

San Juan Branch is the main branch in the city of San Juan. It is located in 13<sup>th</sup> Street #1206, #1207 and #1208, Extension San Agustín and in the Concordia Shopping Center, both in San Juan, Puerto Rico. The physical facilities have classrooms, laboratories, a Learning Resource Center, administrative offices, student service offices, a faculty room, a conference room and a seating area for students. Also, it has free parking for its students.

### ***Humacao Branch***

The Humacao branch is located in the center of Humacao city. It has two locations: Dr. Vidal Street #8 and #52 (corner of Masferrer Street); and Noya and Hernández Street #11, Humacao, Puerto Rico. The physical facilities have classrooms, laboratories, a Learning Resource Center, a faculty room, student service offices, administrative offices and seating areas for students.

### ***Bayamón Branch***

The Bayamón branch is located in the center of Bayamón city. It has three locations: Degetau Street #19, #25, and Maceo Street #7 (corner of Marti Street), Bayamón, Puerto Rico. The physical facilities have classrooms, laboratories, a Learning Resource Center, faculty room, administrative and student service offices, and seating areas for students.

### ***Mayagüez Branch***

The Mayagüez branch is located in the center of Mayagüez city. It has a 3 story building in Cristy Street #56, Mayagüez, Puerto Rico. The physical facilities have classrooms, laboratories, a Learning Resource Center, faculty room, administrative and student service offices, and seating areas for students.

## **Academic Offerings**

CEM College offers various postsecondary studies programs, diploma, associate and baccalaureate programs in four branches: San Juan, Humacao, Bayamón, and Mayagüez.

All programs are committed in training students to meet community and employment needs. Its curriculum content includes academic activities which translate into contact hours to didactic teaching, the laboratory and practice. Didactic teaching is theory, laboratory is skills development, and the practice is the experience in a work setting to integrate what the students have learned, which offers the opportunity to adapt and expand knowledge. It also promotes student engagement with their learning, recognizing the academic work done outside the classroom.

Below, the authorized academic offerings in each branch are identified.

## **BACCALAUREATE PROGRAM**

### **San Juan – Humacao – Bayamón – Mayagüez**

- *Nursing (BSN)*

## **ASSOCIATE DEGREE PROGRAMS**

### **San Juan – Humacao**

- *Nursing Sciences (AS)*
- *Pharmacy Technician (AS)*
- *Respiratory Therapy (AS)*
- *Medical Emergencies (AS)*

### **Bayamón**

- *Nursing Sciences (AS)*
- *Pharmacy Technician (AS)*
- *Medical Emergencies (AS)*

### **Mayagüez**

- *Nursing Sciences (AS)*
- *Pharmacy Technician (AS)*
- *Respiratory Therapy (AS)*

## **DIPLOMA PROGRAMS**

### **San Juan**

- *Practical Nursing (Diploma)*
- *Veterinary Assistant (Diploma)*

**Humacao**

- *Practical Nursing (Diploma)*

**Bayamón**

- *Practical Nursing (Diploma)*
- *Veterinary Assistant (Diploma)*

**Mayagüez**

- *Practical Nursing (Diploma)*
- *Veterinary Assistant (Diploma)*

**Learning Resource Center (LRC)**

The Learning Resource Center (LRC) of CEM College is an integral part of the institutional educational work. The LRC directly helps the fulfillment of the institutional mission through accumulation, selection, acquisition and circulation of information, printed and unprinted material which meets the requirements of educational programs offered by CEM College. The LRC collection is grouped in the following areas: Reference, Reserve, Circulation, Periodical Publications, Puerto Rican Publications, and Audiovisual Resources.

CEM College recognizes the importance with sufficient, necessary and updated educational resources to support the different academic offerings of the institution in achieving its objectives. Therefore, each branch has a qualified LRC with administrative and technical personnel to adequately provide for the offered services to the academic community. CEM College has a cooperation agreement between their branches which allow interlibrary loans. The LRC offers Internet service, an area for independent study, group study and the use of audiovisual equipment. It has audiovisual resources and provides such services to facilitate teaching.

LRC services are aimed at meeting its objectives: (1) Develop and maintain an educational resources collection which supports academic programs and the teaching-learning process. (2) Provide adequate physical facilities aimed at providing full service access to information with a suitable environment to study. (3) Contribute to academic growth and cultural enrichment. (4) Perform activities aimed at developing information literacy for the effective use of educational resources. (5) Provide technological and audiovisual services to support the teaching-learning process. (6) Make good use of fiscal resources allocated to the LRC. In addition, each study program includes the Student Life course, in which the student participates in a training on educational resources in the LRC.

The LRC works with both daytime and evening schedules. All information resources are easily accessible to the academic community, from any computer with Internet access.

The online catalog is accessed through the website: [www.cemcollege.edu](http://www.cemcollege.edu). EBSCO data bases are accessed through: [www.cemcollege.edu](http://www.cemcollege.edu).

## **Laboratories and Equipment**

All CEM College academic programs have different laboratories and appropriate technological equipment to offer the courses. Moreover, these are supplied with the necessary materials to achieve the course objectives.

### **Computer Laboratory**

Computer laboratories are equipped with units, operating systems and key programs to meet the course objectives. These technological resources facilitate the teaching-learning process and the development of relevant skills. This preparation will enable our graduates an easier integration into the labor market.

### **Science Laboratory**

The science laboratory is an educational resource where learned theory in science courses and their applied experiences are combined. The main objective of the science laboratory is for students to develop the identified skills in the course syllabus through experimentation. This laboratory was designed for experimentation in the contents of microbiology, chemistry, physics, anatomy and physiology. It has adequate equipment and relevant materials to facilitate the teaching-learning process of the identified subject matters.

### **Laboratories for the development of skills in health programs**

The laboratories for skills development in health programs simulate different treatment rooms in hospitals, prescription and dispatching in pharmacies, and modules to attend medical emergencies and the respiratory therapy room. Each laboratory has the equipment and materials needed to facilitate skills development in compliance with the academic program objectives.



## ACADEMIC INFORMATION

### Admission Requisites<sup>3</sup>

1. Admission Application completed<sup>4</sup>.
2. High School Diploma and/or High School Transcript, or equivalence<sup>5</sup>.
3. The person seeking a college degree should have no less than a 2.00 grade point average.<sup>6</sup>
4. Recent vaccination certificate (if under 21 years of age).
5. Enrollment Agreement signed by students if they are of legal age or by their parents or legal guardians.
6. Payment of admission fee.

All submitted documents will become property of CEM College. The documents will not be returned to the applicant, except for the High School Diploma.

Having met all admission requirements and a favorable evaluation, the applicant will be formally admitted. During the orientation period and enrollment, there will be academic counselors to assist students in selecting programs and class schedules.

### IMPORTANT NOTICE:

Other documents are required for the practical phase of the study programs. Also, in some study programs, a license issued by the corresponding Board of Examiners is required to exercise the occupation. The Examining Board may establish other requirements for admitting a student to the bar examination.

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<sup>3</sup> Hospitals, pharmacies, offices and other Practice centers may require a minimum of 18 years of age, and information or documents as a requirement for the practice phase of the curriculum.

<sup>4</sup> Prospects can be enrolled as long as they reach the phase of courses which include practice, when they have turned 18 years of age.

<sup>5</sup> Transcripts of credits of a conferred Associated Degree or transcripts of credits with a minimum of 60 credits leading to a Bachelor can be taken into consideration as evidence of schooling.

<sup>6</sup> This requirement will not be applicable to those graduates of a technical degree at CEM College who wish to apply for admission to a higher degree program.

## Admission Procedure

1. The applicant shall file their application for admission with the required accompanying documents.
2. The applicant shall attend the Financial Aid Office for guidance and complete the application for federal student aid or deferred payment request in the Finance Office.
3. The applicant shall be notified in writing of their acceptance or non-acceptance.
4. The student shall be notified of the enrollment date and the start of the study program.

## Transfer of Credits

### A. Transfer of students from other Institutions

1. CEM College shall accept the transfer of other postsecondary institutions, accredited by an agency recognized by the United States Department of Education (USDE).
2. Any candidate from another postsecondary institution or duly accredited university who requests transfer of credits must meet the following requirements:
  - a. Request an official credit transcript of the postsecondary institution or the university of origin to be delivered directly to the Office of Admissions where the student will study.<sup>7</sup>
  - b. Request and complete the form for course validation in the Admissions Office.
  - c. The course to be validated should be consistent in description, content and duration (credit-hours), approaches and practices with those offered in CEM College.
  - d. The concentration courses must demonstrate a minimum grade of "C" in order to be validated by CEM College.

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<sup>7</sup> Copy and/or a student copy of a credit Transcript is NOT valid for the validation of credits. Students will be responsible for CEM College to officially receive the transcript from the Institution where they studied.

- e. The General Education courses must demonstrate a minimum grade of "D" in order to be validated by CEM College.
  - f. Previously validated courses are not taken into account in determining the overall grade point average of the student and will be shown in the transcript as transferred (AT).
  - g. Only courses and number of credits shall be recognized, not grades, for the academic record.
  - h. If a course from an institution of origin has a higher credit value, it shall be validated with the number of credits of the program which is offered at CEM College.
  - i. The Registrar of the Branch where the student wants to study shall analyze the transcript to determine the final transfer of courses.
  - j. Courses shall be validated up to a maximum of 40% from the total of credits on the requested program.
  - k. The courses to be transferred shall be valid for no more than ten (10) years, both for concentration courses and for general courses.
  - l. The Student Life course from another institution shall not be transferred.
3. CEM College offers the option of the **Nursing (BSN)**. The student must apply from the postsecondary institution or university of origin—where the **Nursing Sciences (AS)** was granted—with an official transcript to be sent directly to the Office of Admissions of the Branch where the student will study.<sup>8</sup> This must be a higher education institution accredited by any agency recognized by the USDE.
- Students will be responsible that CEM College officially receives the transcript from the Institution where they studied.
  - The student must present evidence of their current professional license issued by the Board of Nursing of Puerto Rico.
  - The Nursing Coordinator will perform the Credit Transfer process using the *Validation of Credits Application* form.

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<sup>8</sup> Copy and/or a student copy of a credit Transcript is NOT valid for the validation of credits. Students will be responsible that CEM College officially receives the transcript from the Institution where they studied.

4. If in addition to completing the Associate Degree, the applicant began a Baccalaureate, the applicant may request the transfer of such credits.
  - The student must complete the *Transfer of Credits Application* form. Courses may be validated up to a total of 25% of the required credits. The course to be validated should be similar in content and duration (credit-hours). The courses which can be validated are those with a "C" grade or higher and approved within the last ten years.

### **CREDIT TRANSFER FOR CEM COLLEGE STUDENTS**

- a. The student who wishes to make a program change must complete the *Request for Program Change Form*. The change must be completed within the established time frame (see Academic and Administrative Calendar).
- b. Request and complete the Transfer of Credits Application form in the Office of the Program Coordinator.
- c. The courses the student should take shall be determined through an academic record analysis between the curriculum of the requested program and the already approved courses in the student record.
- d. The similar courses in content and duration could be transferred (credit-hours).
- e. The concentration courses must demonstrate a minimum grade of "C" in order to be validated by CEM College.
- f. The General Education courses must demonstrate a minimum grade of "D" in order to be validated by CEM College.

### **TRANSFER OF COURSES OF DIPLOMA PROGRAMS TO AN ASSOCIATE DEGREE**

CEM College shall transfer non-university postsecondary level graduates to those identified courses in the Equivalence Tables of each program.

## **TRANSFER OF COURSES FROM ASSOCIATE DEGREE TO BACCALAUREATE PROGRAMS**

CEM College will transfer their **Nursing Sciences (AS)** graduates:

1. These cases will be analyzed by credit validation.
2. CEM College shall transfer the Associate Degree courses of their graduates coincident in description, content and duration (credit-hours), approaches, and practices with the offered courses in the baccalaureate.
3. The graduate must approve the identified credits in curricular sequence of the **Nursing (BSN)**.

### **Procedure:**

1. The Admissions Officer who makes the enrollment process must send the student to the Office of the Program Coordinator with the official transcript of credits to complete the transfer process.
2. The Program Coordinator will approve the transfer of credits.
3. After the student's request is approved, the student will be referred to Academic Assessment.

### **Readmissions**

Readmitted students will graduate according to the program and the current Catalog rules at the time of readmission. Any student requesting readmission must complete and submit the required forms, pay the reinstatement fee, and be evaluated by the curriculum coordinator, who will recommend the Branch Director. The Branch Director will determine readmission eligibility.

Students suspended for disciplinary reasons have to meet the suspension terms before being considered for readmission.

### **Registrar**

The Registrar's Office is responsible for maintaining and securing the academic record of each student. In addition, the Registrar's Office is responsible that every file meets the requirements for admission and satisfactory academic progress. The Registrar will

issue official credits transcripts, certifications of studies, graduation certificates, and diplomas. The Registrar will also issue letters to students who do not meet satisfactory academic progress.

At the end of each semester, the Registrar's Office will inform the Grades Report to students. If students do not receive this Report, they should contact this Office.

## **Enrollment Rules**

In order for students to be officially registered at CEM College they must:

1. Have paid admission fees and charges per courses and services from each study period. In addition, the student must have paid all previous debts, have completed all the required documents and obtain the stamp and signature of the Finance Office and the Registrar.
2. Have a class schedule indicating the courses taken and basic information related to the courses. This program must be approved by the Finance Office and the Registrar.

The student must inform the Registrar's Office of any change in their name, citizen status, address, or telephone number.

## **Pre-enrollment**

Every student must visit the Office of the Program Coordinator to complete the pre-enrollment on the established date in the Academic and Administrative Calendar. In this process, students shall receive individual Academic Assessment, taking into account their academic achievement and compliance with the curricular sequence. The counselor shall inform students about their status and recommend courses to be taken in the next semester. The Program Coordinator shall inform who is the Academic Advisor of each student.

## **Enrollment and Class Changes**

The students shall be enrolled on the established date for this purpose in the *Academic and Administrative Calendar*. Every student can make changes to their class program with permission. The change must be completed within the established time (see

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*Academic and Administrative Calendar*). All students must meet the requirements related to the change request and the applicable charges.

### **Change of Study Program**

Students who wish to make a change in their study program must complete the *Program Change Request* form in the Registrar's Office. The request must be done within the established time (see *Academic and Administrative Calendar*) and meet the requirements related to this application and the applicable charges.

The process starts after completion of the application and ends with the recommendation or non-recommendation response received at the Registrar's Office.

### **Transfer within the Institution**

Students wishing to transfer from one CEM College branch to another must complete the *Branch Transfer Request* on the branch where they study. The *Transfer Request* form is available at the Registrar's Office. The student must pay the applicable charges.

The student must meet the requested study program admission standards. The transfer process should be completed within the established time, in compliance with the start of classes (see *Academic and Administrative Calendar*).

### **Class Attendance**

CEM College is an institution not required to take attendance. However, it believes that class attendance is essential in all courses to develop the skills and knowledge necessary to be successful students in their programs of study. It is the student's responsibility to complete all course requirements, programmed activities and comply with assigned homework inside and out of the classroom, including exams, quizzes, laboratories and externships as stipulated in the syllabus.

During the Third week of each academic period, the Registrar shall develop a list of active students. Faculty is required to keep complete and accurate records of students for all classes taught. If a student misses two (2) consecutive academic related activities or evidence academic/personal problems, Faculty will refer the student to the Professional Counselor for immediate intervention and assistance. If any student does not show any academic related activities by the tenth week of the academic period, the school will proceed to process an administrative withdrawal.

## Learning Evaluation

The main purpose of the learning evaluation is to demonstrate that the student met the course objectives.

The faculty shall evaluate student learning using various teaching strategies according to the needs and abilities of their students. The faculty shall comply with the evaluation strategy established in the Syllabus, identifying a minimum of one evaluation for each course credit and assignment, according to the Recognition of Work Outside of Class Policy.

## Withdrawal

Partial or total withdrawals may be made in any enrollment semester within the term established in the *Academic and Administrative Calendar*. If students decide to have a total or partial withdrawal from the Institution, they should visit the Professional Counselor's Office to notify the decision. The student must complete a *Withdrawal Form* and look for all authorization signatures required for it to be official. The *Form* is available at the Registrar's Office.

Students who cannot visit the institution to complete the partial or total withdrawal, may inform their decision by sending a written communication or by telephoning the Registrar of the branch.

## Repetition of Courses

Every student has the right to repeat courses. However, the repetition is pursuant to course availability and the payment of applicable fees.<sup>9</sup> In the event that the course has been removed due to curricular review, it may be replaced by an equivalent course, approved by the Dean of Academic Affairs. The highest grade and corresponding credits shall prevail in the record of the student.

## Special Permits

A student may request special permission to take a maximum of two (2) courses at another postsecondary institution, accredited by some agency recognized by the United

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<sup>9</sup> The Financial Aid Program pays for repeated courses which have been previously unsuccessful, provided that they comply with the Standard of Academic Progress. Students may receive Title IV funds in the repetition of a previously approved course in order to improve their score. However, a failed repeated course shall not be paid at a future repetition if it was previously approved.



States Department of Education. The courses taken by students should be equivalent to those offered in CEM College and should be approved with a "C" or higher grade. The course will appear in the Credits Transcript as a transfer (T) from another institution.

CEM College will authorize special permits when necessary for the student's academic progress when the course is not being offered during that academic period.

## Student Categories

### Classification:

- |                       |                                                                                                                                                                                                                                                                                                                                   |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular student    | A student pursuing studies leading to a Diploma or Degree.                                                                                                                                                                                                                                                                        |
| a. Full time student  | A student enrolled in a program and enrolled in a minimum of 12 credits per academic session.                                                                                                                                                                                                                                     |
| b. Part time student  | A student enrolled in a program taking less than 12 credits per academic session.                                                                                                                                                                                                                                                 |
| 2. Transitory student | A student attending the institution for a session of courses to take a required course and obtain a degree at another institution. This student shall pay the corresponding admission fee and bring a special permit from the institution of origin. This student will not be eligible for Financial Aid Programs at CEM College. |

### Academic Average:

- |                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Honor student                  | A student enrolled in a program that maintains a grade point average of 3.50 or more.                                                                                                               |
| 2. Student in progress            | A student enrolled in a program whose grade point average is equal to or greater than the Standard Academic Progress of the Institution.                                                            |
| 3. Student on academic probation  | A student enrolled in a program which does not meet the Standard Academic Progress established by the institution and, after an academic evaluation, is allowed to enroll under special conditions. |
| 4. Student on academic suspension | An enrolled student who did not meet institutional standards and was separated for a period of time.                                                                                                |

## Access to Student Records

All students have the right to request information in their academic record, which can be found in the custody of the Registrar's Office in its branch. By means of a student authorization and payment of the applicable fee, the Registrar's Office will issue study certifications, credits transcripts, and any other official documents. No documents shall be delivered to third parties without written permission of the student or a competent judge.

At the request a student, certifications, official credits transcripts and other documents shall be sent directly to other institutions, universities, public or private agencies or potential employers in a confidential manner.

Certifications and credit transcripts shall not be valid without the official seal of the Registrar's Office and the signature of the Registrar or their authorized representative. Any request for documents from the record of the student shall be handled by the Registrar's Office, according to the rules established by the Family Educational Rights and Privacy Act of 1974.

## Confidentiality

The confidentiality to protect the information of the student in their record is regulated by the Federal Law known as the Privacy Act of 1974. This law guarantees the student's right to access their academic record. The law also requires, that any information contained in the student record requested by a third party requires the expressed written consent of the student.

Any request for information contained in the record of a student without their written consent, shall have an order from a competent judge.

## Grading System

The grade obtained in each course indicates the academic achievement of the student. The grade is assigned according to the following grading system, which establishes an equivalence in scoring (honor points per credit) for the purpose of obtaining the grade point average (GPA) of the student:

<b>A</b>	<b>=</b>	<b>Excellent</b>	4 honor points by credit
<b>B</b>	<b>=</b>	<b>Good</b>	3 honor points by credit
<b>C</b>	<b>=</b>	<b>Satisfactory</b>	2 honor points by credit
<b>D</b>	<b>=</b>	<b>Deficient</b>	1 honor points by credit
<b>F</b>	<b>=</b>	<b>Failed</b>	0 honor points by credit

Each course requires a learning evaluation of the student content during the course, including a final exam or an equivalent evaluation. The student must have knowledge about their academic progress. The Professors shall inform how they determined the final score in the record of the student and in the reports required by the institution.

There are special conditions for the grades: **D** and **F**:

- D** Indicates that subject requirements were poorly met. Students who receive this grade may repeat the course to improve their academic index. The student must repeat the concentration course or related course to the occupation for which this grade was received<sup>10</sup>.
  
- F** Indicates that the student attended the course but did not meet the requirements or failed it. If students obtain an "F" grade in a prerequisite course for another course, they cannot enroll in the course needed for this prerequisite. The student who receives this grade must repeat the course. The most recent grade will be used to determine the grade point average and will be written down on the credit transcript of the student.

Students who identify any error in their grades should visit the Registrar's Office to complete the form *Student's Letter Requesting a Grade Change*. The application must meet the grade change deadline, according to the Academic and Administrative Calendar.

### **Administrative Annotations System**

- W Official Withdrawal.** When students decide to withdraw from their curriculum and complete the corresponding form. Those students who do so will be considered as voluntary withdrawals. Courses with a **W** annotation are not applied toward the grade point average index or their total approved credits. The **W** annotation shall be considered in the number of attempted credits.
  
- UW Administrative Withdrawal.** If students did not meet the minimum required evaluations and their average is F. The Institution may also grant administrative leave to a student who was unable to withdraw officially for justifiable reasons (illness, accident, etc.); be a safety or health threat for themselves, for another student or an institutional official's safety; does not comply with the rules and regulations or has behavioral problems which

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<sup>10</sup> Applies to Degree Programs (associate and baccalaureate) and Diploma Programs.

affect the institutional order; or does not comply with the Satisfactory Academic Progress. Courses with a **UW** annotation are not counted for the grade point average index or total approved credits but are considered in the number of attempted credits.

- I Incomplete.** This entry must be requested by students before the end of the academic year, if they failed to meet a course requirement. The reason for not complying must be justified. The student must have successfully completed at least two thirds of the course requirements. The student must complete the *Process Incomplete Grade Form*, pay the applicable fees, and deliver it to the professor.

This grade shall be issued together with the grade obtained by the student when calculating the average with the requirement that was not met, which is equivalent to a zero. The professor will write down the letter "I" followed by the provisional grade obtained in the calculation, for example **I-C**.

The responsibility to remove an incomplete rests with the student. To remove the incomplete, the student must submit the pending work, accompanied by the Incomplete Removal Form (I). If students do not remove the incomplete within the established time assigned in the Academic and Administrative Calendar, they shall receive the previously informed provisional grade by the professor. This norm will apply whether or not the student is enrolled in the Institution for the due date for removal of Incomplete. Courses with this entry are considered in the number of attempted credits.

- \* **Repeated course.** If the student repeats a course, an asterisk will be written (\*) next to the lower grade to identify it as a repeated course. When a student repeats a course and the grade obtained in the new period is equal to the previous one, the asterisk will be written next to the previously obtained score. Courses with this entry are considered in the number of attempted credits. For purposes of academic index, the highest grade is used, and credits are counted only once in the compliance evaluation with the graduation requirements.

- T Transfer of approved credits.** Validated course of another institution whose credits are considered approved.

- AT Transfer of attempted and approved credits.** Validated course of another institution whose credits are considered attempted and approved.

## **Grade Point Average (GPA)**

The grade point average is a numerical expression representative of the academic achievement accomplished by the student in the Institution. It is calculated dividing the total number of honor points by credit between the total earned credits earned with a grade of A, B, C, D, F.

## **Satisfactory Academic Progress**

CEM College, in keeping with its academic standards and federal regulations, pursuant to the regulations published in the Federal Register, promulgates and adopts this Standard of Satisfactory Academic Progress, which applies to all students of the institution who are enrolled in regular programs. The Standard for Satisfactory Academic Progress requires students to maintain their overall academic index accumulated in compliance with the retention index of the study program. All students must meet the Standard to continue their studies and graduate. If students do not meet satisfactory academic progress, they may lose eligibility for federal and state financial aids.

The Satisfactory Academic Progress is the Standard which must be achieved by all students in terms of knowledge and skills. The time spent acquiring these skills is also considered.

Students must achieve a minimum grade point average until they complete the program or degree within an established time and approve the number of required hours or credits.

## **Satisfactory Academic Progress Requirements**

The Standard for Satisfactory Academic Progress requires students to maintain their overall academic index accumulated in compliance with the retention index of the study program. All students must meet the Standard to continue their studies and graduate. If students do not meet satisfactory academic progress, they may lose eligibility for federal and state financial aids.

Compliance with the Standard is determined by the evaluation of the following:

1. Cumulative grade point average in compliance with Grade Point Average (GPA).
2. Relationship between the number of attempted and approved credits.
3. Maximum time to complete the study program.

### *Grade Point Average (GPA)*

Required minimum grade point average in their study program to meet the Standard Satisfactory Academic Progress.

### *Completed Credits in Relation with Attempted Credits*

The students must complete the sixty-seven percent (67%) of the attempted credits at of the program normal time frame.

### *Related Administrative Annotations:*

- **W Official Withdrawal.** When students decide to withdraw from their curriculum and complete the corresponding form. Those students who do so will be considered as voluntary withdrawals. Courses with a W annotation are not applied toward the grade point average index or their total approved credits. The W annotation shall be considered in the number of attempted credits.
- **UW Administrative Withdrawal.** If students did not meet the minimum required evaluations and their average is F. The Institution may also grant administrative leave to a student who was unable to withdraw officially for justifiable reasons (illness, accident, etc.); be a safety or health threat for themselves, for another student or an institutional official's safety; does not comply with the rules and regulations or has behavioral problems which affect the institutional order; or does not comply with the Satisfactory Academic Progress. Courses with a UW annotation are not counted for the grade point average index or total approved credits but are considered in the number of attempted credits.
- **I Incomplete.** Courses with this entry are considered in the number of attempted credits.
- **\*** Repeated course. Courses with this entry are considered in the number of attempted credits. For purposes of academic index, the highest grade is used, and credits are counted only once in the compliance evaluation with the graduation requirements. The student can repeat a course that they passed up to one time. The student can repeat courses where he failed until he passes it.

### *Definitions of related concepts*

*Completed Credits.* All completed credits will be considered from the courses which obtain the following grades: A, B, C, D, T, or AT. If the grade D on a concentration or occupation related course is received, these credits will not be considered approved for graduation purposes, but for the calculation of this Standard.

*Credits attempted.* Number of credits a student enrolls for the semester of studies.

*Transfer credits.* Only the repeated courses will be considered for the GPA. However, all coursed will be accounted in the attempted credits.

*Qualitative element.* The qualitative element measures the academic achievement of the student. It will be evaluated using the average or cumulative academic index in the tables of Satisfactory Academic Progress, according to its study program.

*Qualitative element.* This element determines the gradual progress towards obtaining the diploma or academic degree, through the semester approval of a minimum percentage of credits, as indicated in the Satisfactory Academic Progress tables.

### *Maximum Time Frame*

Students must complete the total credits required in their study program up to time and a half (150%) of the program length. This percent is calculates by dividing the total number of hours successfully completed by the number of hours attempted.

In the case the student changes study program, the attempted credits in the previous study program to be validated for the degree of the current program shall be taken into account when determining the balance of the maximum period of eligibility for financial aid.

The Standard for Satisfactory Academic Progress is presented in the following Tables, identified by the academic program.

**Table 1**

<b>Satisfactory Academic Progress Baccalaureate Program</b>		
<b>Attempted Credits</b>	<b>Approved Credits</b>	<b>GPA</b>
1-45	30	1.50
46-88	59	2.00
89-131	88	2.00
132-167	112	2.00
168-196	131	2.00

**Table 2**

<b>Satisfactory Academic Progress Associate Degree in Nursing</b>		
<b>Attempted Credits</b>	<b>Approved Credits</b>	<b>GPA</b>
1-39	26	1.50
40-80	54	2.00
81-114	76	2.00
115-120	80	2.00

**Table 3**

<b>Satisfactory Academic Progress Associate Degree in Medical Emergencies</b>		
<b>Attempted Credits</b>	<b>Approved Credits</b>	<b>GPA</b>
1-37	25	1.50
38-75	50	2.00
76-94	63	2.00
95-113	75	2.00

**Table 4**

<b>Satisfactory Academic Progress Associate Degree in Pharmacy Technician</b>		
<b>Attempted Credits</b>	<b>Approved Credits</b>	<b>GPA</b>
1-41	27	1.50
42-79	53	2.00
80-99	66	2.00
100-119	79	2.00



**Table 5**

<b>Satisfactory Academic Progress Associate Degree in Respiratory Therapy</b>		
<b>Attempted Credits</b>	<b>Approved Credits</b>	<b>GPA</b>
1-41	27	1.50
42-79	53	2.00
80-99	66	2.00
100-119	79	2.00

**Table 6**

<b>Satisfactory Academic Progress Veterinary Assistant</b>		
<b>Attempted Credits</b>	<b>Approved Credits</b>	<b>GPA</b>
1-20	13	1.25
21-40	27	1.50
41-55	37	2.00
56-64	43	2.00
65-73	49	2.00
74-82	55	2.00

**Table 7**

<b>Satisfactory Academic Progress Practical Nursing</b>		
<b>Attempted Credits</b>	<b>Approved Credits</b>	<b>GPA</b>
1-19	13	1.25
20-37	25	1.50
38-49	33	2.00
50-58	39	2.00
59-67	45	2.00
68-74	49	2.00

## **Eligibility Determination**

The eligibility to meet this standard is determined by a periodic assessment by the Registrar, depending on the level of the curriculum. The student from the Associate Degree and Baccalaureate programs shall be evaluated every two semesters. The student of a Diploma Program shall be evaluated at the end of each semester. If the Registrar requires an eligibility determination before the established time, an assessment can be performed to determine it.

## **Registrar responsibility**

The Registrar's Office is responsible for maintaining and securing satisfactory academic progress. The Registrar will also issue letters to students who do not meet satisfactory academic progress. At the end of each semester, the Registrar's Office will inform the Grades Report to students. If students do not receive this Report, they should contact this Office.

## **Responsibility of the Financial Aid Office**

The Financial Aid Office will notify and guide the student on the status of their financial aid.

## **Notification of non-compliance**

The Registrar's Office will assess each student's satisfactory academic progress. If the student does not meet the standard, the office of the Registrar will send a *Notification of non-compliance* by letter or email.

The student of a Diploma program shall receive a warning and continue to be eligible to financial aid programs for one semester. The student should visit the Coordinator of their study program within a period of 5 days from the Notification to receive an academic assessment.

The student of the degree program shall receive a Notification of non-compliance and should make an appeal within a period of 5 days from the notification. If the appeal is approved, the student shall be on probation status and could remain eligible for Financial Aid programs. This period is an opportunity to improve their GPA and/or approve the minimum required credits.

The Appeal Form will be sent to the degree student along with the Notification of non-compliance.

## Appeal

The appeal process should be initiated and completed by the student within a period of 5 days from the Notification of non-compliance.

The student of a degree program must complete their part in the *Appeal Form*. All students should state their reasons and provide documentary evidence, such as a recommendation from a doctor or professional counselor, legal or obituary documents, among others. Acceptable reasons for approving the appeals are death of a family member, serious illness or injury of the student, serious illness or injury to a family member, medical advice for withdrawal, extreme change in financial, legal circumstances, or a compulsory military service call.

The student shall take the Appeal Form to the Financial Aid Office to determine their eligibility for federal and state financial aid. Then they shall take the *Appeal Form* to the Program Coordinator, who will assess their academic situation. The student shall sign the Academic Plan Agreement. The Coordinator shall make its recommendation to the Branch Director.

If the Appeal is approved by the Institutional Evaluation Committee, the grade student shall be on probation status and must comply with the Academic Plan Agreement. If it is determined that the student has no possibility to be out of probation, the appeal will have no effect.

The student may not appeal two consecutive times for the same mitigating circumstance condition.

As long as the appeal is not approved favorably, the student is not eligible to participate in federal financial assistance programs and must make payment agreements with the finance office for the payment of tuition costs.

The acceptance of an appeal request does not constitute an agreement that it will be resolved favorably.

## Suspension

In the case of associate degree and bachelor students who will be evaluated each academic year, if they do not meet satisfactory academic progress, they will be suspended.

The second time a student does not meet the minimum requirements established in the satisfactory academic progress standards, they will be ineligible to receive financial aid.

Any student who has received financial aid for the maximum time established by this rule and has not completed his or her degree will not be making satisfactory academic progress will be ineligible to receive financial aid.

### **Appeal for suspension**

The appeal process should be initiated and completed by the student. The student must complete their part in the *Appeal Form*. The appeal process should be initiated and completed by the student within a period of 5 days from the Notification of suspension. All students should state their reasons and provide documentary evidence, such as a recommendation from a doctor or professional counselor, legal or obituary documents, among others. Acceptable reasons for approving the appeals are death of a family member, serious illness or injury of the student, serious illness or injury to a family member, medical advice for withdrawal, extreme change in financial, legal circumstances, or a compulsory military service call.

If the Appeal is approved by the Institutional Evaluation Committee, the grade student shall be on probation status and must comply with the Academic Plan Agreement. If it is determined that the student has no possibility to be out of probation, the appeal will have no effect.

The student may not appeal two consecutive times for the same mitigating circumstance condition.

As long as the appeal is not approved favorably, the student is not eligible to participate in federal financial assistance programs and must make payment agreements with the finance office for the payment of tuition costs.

The acceptance of an appeal request does not constitute an agreement that it will be resolved favorably.

### *Restitution of Financial Assistance*

The financial assistance will be restored to the student, as soon as he or she satisfies again all the requirements of the Academic Progress Standards that apply, or when the Institutional Evaluation Committee Progress has favorably considered the appeal.

## Graduation Requirements

Candidates for graduation are students who have met the following requirements:

1. Having approved all required courses in their curriculum.
2. Having approved with a grade of "C" or better in all academic or occupation related courses.
3. Have a cumulative grade point average (GPA) of not less than 2.00.
4. Complete the *Graduation Application Form* and accompany it with the payment of the graduation fee.

The *Graduation Application Form* is available at the Registrar's Office. Once the student has met all graduation requirements, CEM College will award the diploma. Students must claim it at the Registrar's Office.

Students who have debts to the institution are not going to be issued official documents.

## Academic Excellence Recognition

Students will be recognized for their achievements. Students with academic excellence will receive honorable mentions, according to the following criteria for Degree and Diploma Programs.

### *Degree Programs: Associate Degree and Baccalaureate*

1. Students who graduate with a cumulative index of 3.90 to 4.00 will receive Summa Cum Laude honors.
2. Students who graduate with a cumulative index of 3.70 to 3.89 will receive Magna Cum Laude honors.
3. Students who graduate with a cumulative index of 3.50 to 3.69 will receive Cum Laude honors.

*Diploma Programs*

1. Students who graduate with a cumulative index of 3.70 to 4.00 will receive High Honors.
2. Students who graduate with a cumulative index of 3.50 to 3.69 will receive Honors.

**Awards per Program<sup>11</sup>***Associate Degree Programs*

1. Nursing: Florence Nightingale
2. Pharmacy Technician: Copa Egea
3. Respiratory Therapy: Barry A. Shapiro

*Diploma Programs*

1. Practical Nursing: Florence Nightingale
2. Veterinary Assistant: Claude Bourgelat

**Scholarship Program**

CEM College fosters partnerships with institutions, keeping with the offered academic programs. These alliances can result in the provision of student scholarships, for financial purposes or educational resources. The availability, outreach and granting of scholarships shall be done through the branch Director.

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<sup>11</sup> CEM College reserves the right to continue the granting of these awards.

## Course and Programs Coding Policy

Its purpose is to offer an alphanumeric coding system which shall be used to identify courses and study programs.

### Courses

The course code consists of two sections: (1) alphabetical and (2) numerical.

#### Alphabetical Section

The alphabetical section consists of four letters to identify the course material. In the Degree programs, the letters for the concentration courses correspond to the abbreviation of the program name. The letters of general education courses correspond to the subject.

In the case of the Diploma Programs, letters of fundamental courses, which are requirements for all students, correspond to the subject. The letters of occupational courses correspond to the program abbreviation name.

#### Numerical Section

The numerical section consists of four digits which identify the course level, the course and its sequence, in those cases where it exists.

**First digit.** Identifies the course level, as presented below:

0	—	Postsecondary, Non-university Level (Diploma)
1 and 2	—	Associate Degree Level
3 and 4	—	Baccalaureate Level

**Second and Third digit.** Identifies the course. It is assigned an even number, providing space for future related courses.

**Fourth.** Identifies the sequence of courses; for example, using 1 and 2. It is also used to identify if the course is a laboratory, seminar or practice.

7	—	Laboratory
8	—	Seminar
9	—	Practice

Table 1 presents the alphabetical section for Degree programs. Table 2 presents an alphabetical section for Diploma Programs.

**Table 1**

<b>Concentration Courses</b>	
<b>Program Name</b>	<b>Letters</b>
Nursing	ENFE
Respiratory Therapy	RESP
Pharmacy Technician	FARM
Medical Emergencies	TEMP
<b>General Education Courses</b>	
<b>Subject</b>	<b>Letters</b>
Spanish	ESPA
English	INGL
Mathematics	MATE
Human Relations	RELH
Information Technology—Computer Science	INFO
Student Life	VIES
Human Anatomy and Physiology	ANAT
Principles of Microbiology and Epidemiology	MICR
General Chemistry	QUIM
Social Sciences	CISO
History of Puerto Rico	HIST
General Psychology	SICO
Fundamentals of Statistical Reasoning	ESTA
Writing in Spanish	ESPA

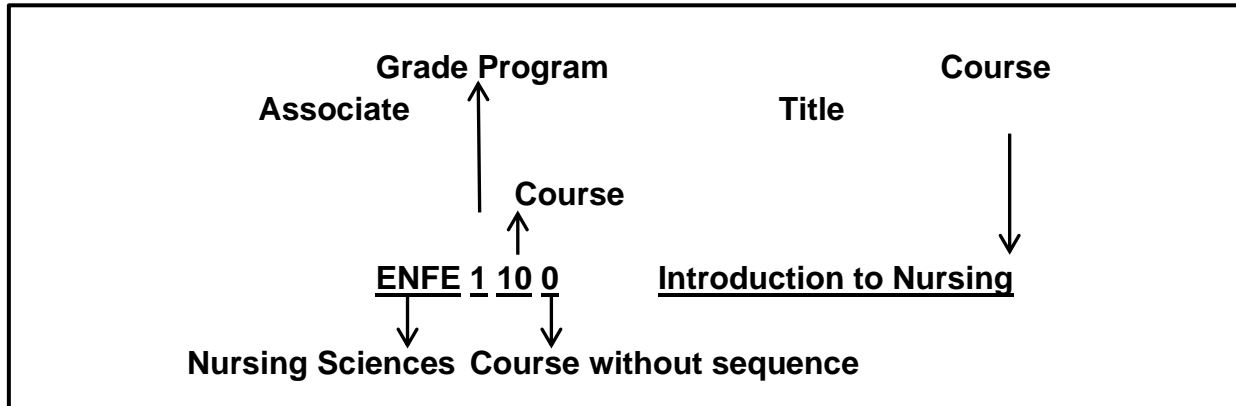
**Table 2**

<b>Occupational Courses</b>	
<b>Program Name</b>	<b>Letters</b>
Practical Nursing	ENPR
Veterinary Assistant	AVET
<b>Fundamental Courses</b>	
Student Life	VIES
Introduction to Computers	INFO

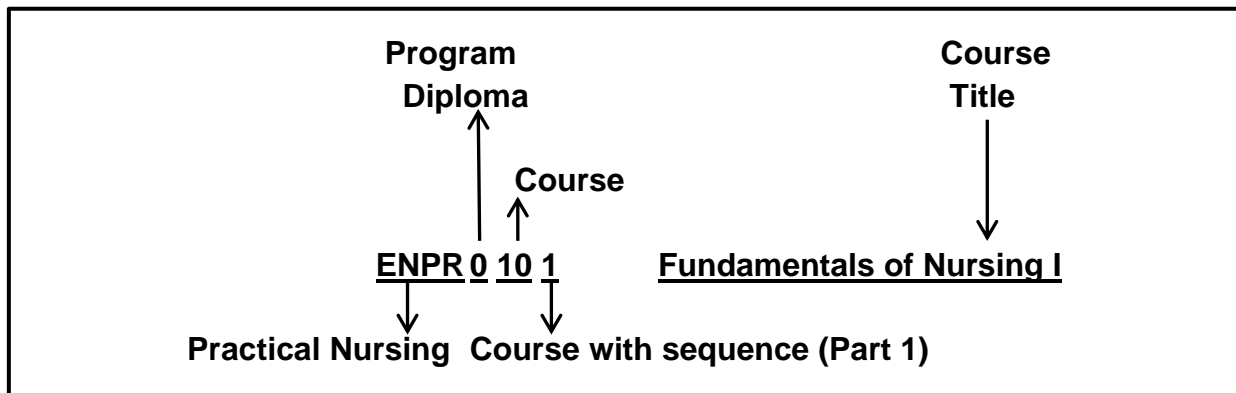


Figure 1 and Figure 2 are presented below to demonstrate the courses coding system.

**Figure 1: Grade Code**



**Figure 2: Diploma Code**



## Program Code

The program code consists of two sections: (1) alphabetical and (2) numerical.

### Alphabetical Section

Each program has a code consisting of four letters to identify it. On Degree Programs, the first two letters identify the level—Associate (GA) and Baccalaureate (BA). The last two letters correspond to the abbreviation of the program name. On Diploma Programs, it corresponds to the abbreviation of the program name. Table 3 presents the codes of each Program.

**Table 3**

<b>Level</b>	<b>Name</b>	<b>Code</b>
Baccalaureate	Nursing	BACE
Associate Degree	Nursing Sciences	GACE
Associate Degree	Pharmacy Technician	GATF
Associate Degree	Respiratory Therapy	GATR
Associate Degree	Medical Emergencies	GAEM
Diploma	Practical Nursing	ENPR
Diploma	Emergency Medical Technician	TEMP
Diploma	Veterinary Assistant	AVET

### Numerical Section

This section is comprised of four numerical digits to identify the following information:

**First and Second digit.** Identifies if the program is complete (e.g. 00).

**Second and Third digit.** Identifies the last two digits of the year of curriculum approval (e.g.12 for the year 2012).

Figure 3 and Figure 4 are shown below. These demonstrate the coding system for courses.

Figure 3: Grade Code

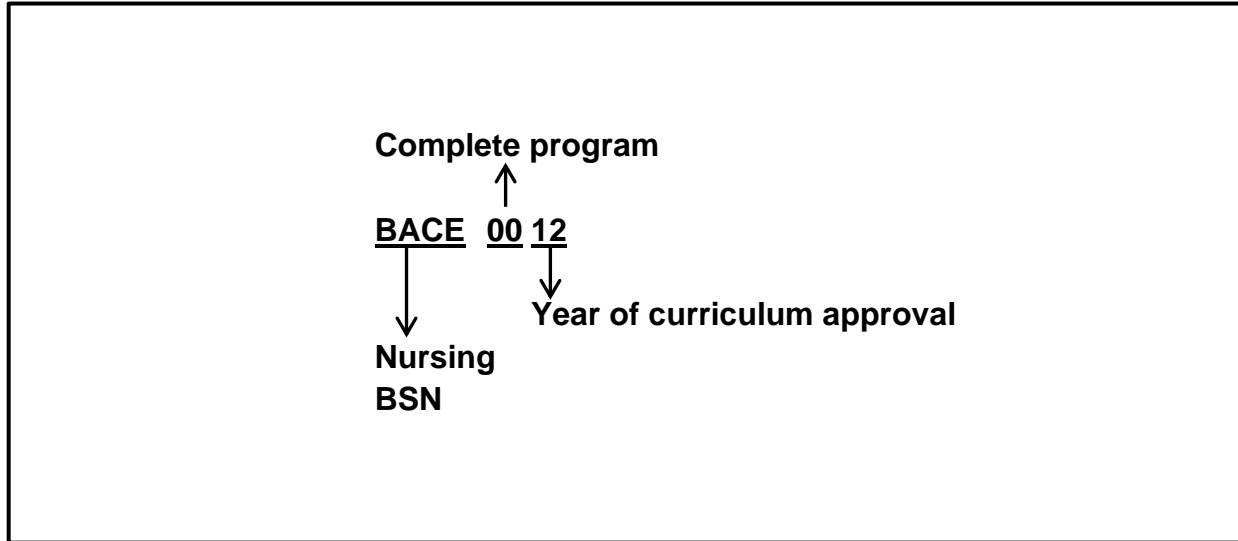
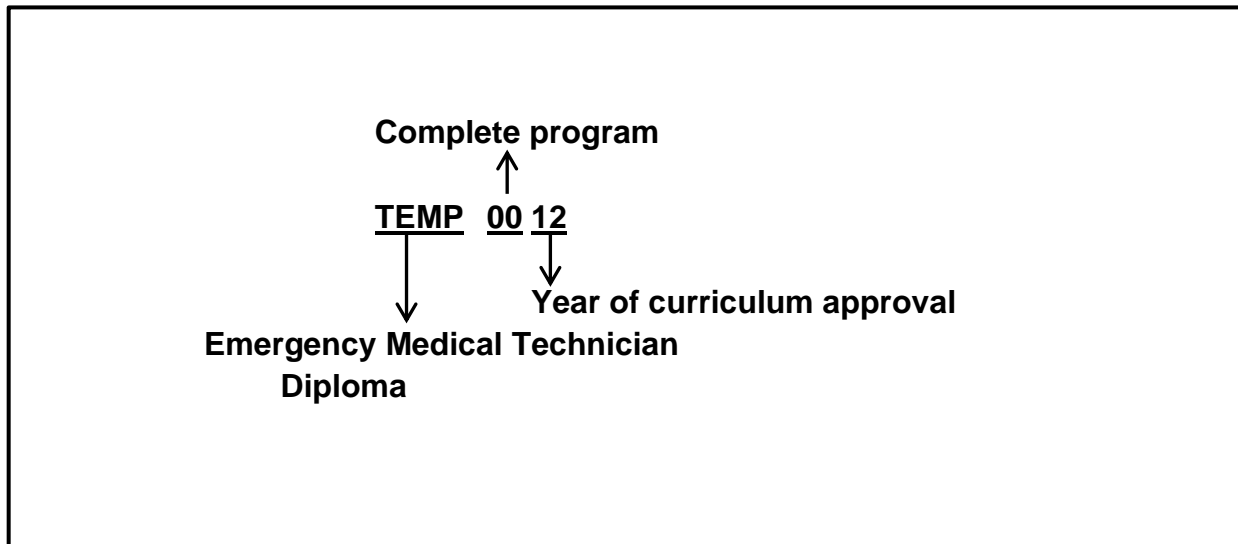


Figure 4: Diploma Code



## Diploma Programs with Equivalence for Associate Degree Programs and Associate Degree to Baccalaureate Programs

The program code consists of two sections: (1) alphabetical and (2) numerical.

### Alphabetical Section

Each program has a code consisting of four letters to identify it. On Degree Programs, the first two letters identify the level—Associate (GA) and Baccalaureate (BA). The last two letters correspond to the abbreviation of the program name. On Diploma Programs, it corresponds to the abbreviation of the program name. Table 4 presents the codes of each Program.

**Table 4**

Level	Name	Code
Baccalaureate	Nursing	BACE
Associate Degree	Nursing Sciences	GACE
Associate Degree	Pharmacy Technician	GATF
Associate Degree	Respiratory Therapy	GATR
Associate Degree	Medical Emergencies	GAEM
Diploma	Practical Nursing	ENPR
Diploma	Veterinary Assistant	AVET

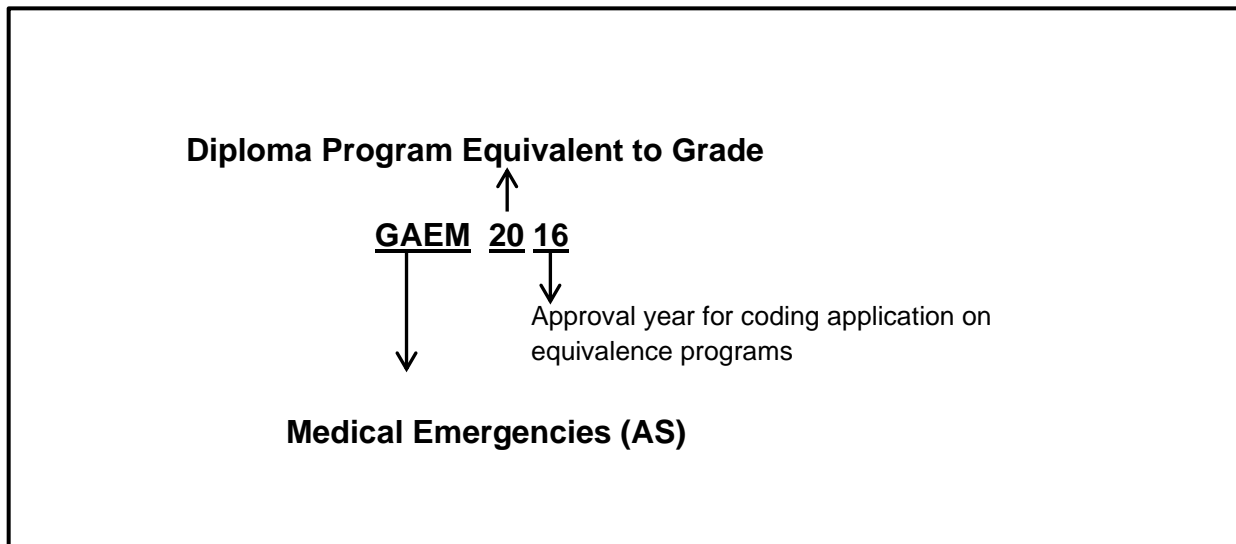
## Numerical Section

The section consists of four numerical digits to identify the following information:

**First and Second digit.** Identify the completion of a Diploma to an Associate Degree (e.g. 20) for an equivalent of an Associate Degree to a Baccalaureate program (e.g. 30)

**Third and Fourth digit.** Identify the last two digits of the approval year for coding application on programs with high school equivalence and continuation of the Baccalaureate (e.g.16 for the year 2016). From Associate Degree to Baccalaureate for validation of credits (e.g. for the year 2017).

**Figure 5: Diploma to Associate Degree Code (Equivalence)**



## DEGREE PROGRAMS: BACCALAUREATE AND ASSOCIATE

Degree Programs are composed of General Education and Concentration courses. To obtain a degree program, the student is required to approve the courses identified in the academic program curriculum.

The General Education component contributes to the formation of the individual with a comprehensive education, regardless of the selected academic program. Its content responds to institutional goals. This emphasizes the development of basic academic skills which promote continuous learning and improvement for their professional lives. The General Education courses enable students to communicate properly in the Spanish language and use the English language at an appropriate level; establish effective interpersonal relationships, apply mathematical knowledge to different situations; use the contribution of the natural and physical sciences, using technology to access information resources; besides, being able to analyze, evaluate and make decisions keeping with the situations faced by students in their personal and professional lives.

The number of credits required in General Education may vary among academic programs. In addition, the baccalaureate level has more requirements for such courses than the Associate Degree level. See the section of each academic program to identify the General Education requirements. Each program requires a few work out-of-class hours.

### **General Education Course Descriptions:**

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#### **ANAT 1100 Course available as blended learning Human Anatomy and Physiology I**

**4 credits**

Presents the human body components and its functions. Provides teaching of normal body functioning in order to understand the pathology and deviations associated with disease, during all stages of the life cycle. The course is comprised of 45 theory hours, 30 laboratory hours, and 90 out-of-class work hours. Prerequisite: None.

#### **ANAT 3102 Course available as blended learning Human Anatomy and Physiology II**

**4 credits**

Analysis of endocrine, reproductive, cardiovascular, lymphatic, immune, excretory, respiratory, and digestive human body system concepts. The course is comprised of 45 theory hours, 30 laboratory hours, and 90 out-of-class work hours. Prerequisite: ANAT 1100.

**CISO 3100 Course available online**  
**Social Sciences****3 credits**

Guides a deeper understanding of the social forces which have produced the world we live in. Presents the basic problems of the human being and contemporary society. Introduces the incorporation of the individual in society, population pressures, health, and freedom. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: None.

**ESPA 1101 Course available online**  
**Spanish I****3 credits**

Studies and analyzes the different language arts—listening, speaking, reading, and writing. Discusses and integrates different language arts to present solutions for communication problems. Promotes the development of basic skills in oral and written communication. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: None.

**ESPA 1102 Course available online**  
**Spanish II****3 credits**

Reading and discussion of contemporary anthology of texts to stimulate the development of basic skills in oral and written communication. Promotes creative writing and a deeper comprehension of Hispanic culture through research. Emphasizes reading, interpretation, and analysis of texts. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: ESPA 1101.

**ESPA 3120 Course available online**  
**Writing in Spanish****3 credits**

Study of different strategies to enable an effective written communication. Elaborate construction of paragraphs and logical structuring of various writings, using grammar correctly. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: ESPA 1102.

**ESTA 4100 Course available online**  
**Fundamentals of Statistical Reasoning****3 credits**

Presents the statistical reasoning fundamentals which include elementary statistics, parameters, and variables. It also includes frequency distribution, graphical methods, probability elements, central tendency methods, and data analysis. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: MATE 1100.

**HIST 3100 Course available online**  
**History of Puerto Rico****3 credits**

Analysis of a historic process through the study of economic, political, social and cultural transformations of Puerto Rico. Examines the nineteenth century until the present. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: None.

**INFO 1100 Course available as blended learning**  
**Information Technology—Computer Science****3 credits**

Study of general concepts, terminology and history related to computers. Presents the physical components and its functions. Development of management skills and use of the computer keyboard (alphanumeric, symbolic, functions and keyboard calculator). Introducing application and most currently used programs. The course is comprised of 30 theory hours, 30 laboratory hours and 60 out-of-class work hours. Prerequisite: None.

**INGL 1101 Course available online**  
**English I****3 credits**

Learning English as a second language for professional life preparation. Emphasizes vocabulary acquisition, grammar study, and essential sentence structure. Introduction to oral and written communication as well as reading comprehension and literature analysis. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: None.

**INGL 1102 Course available online**  
**English II****3 credits**

Development of the following basic skills—listening, speaking, reading and writing—in the English language. Emphasizes the development of academic reading and writing skills using short stories. Includes reading comprehension and literary analysis. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: INGL 1101.

**MATE 1100 Course available online**  
**Mathematics****3 credits**

Study of the set of whole numbers, fractions and decimals, ratios and proportions, percent, and weights and measures systems. Discusses algebra subject matters, as exponents, polynomials, and linear equations. Explores principles of geometry such as



perimeter, area, and volume. Includes statistics examined as central tendency measures, dispersion measures, and reading and drawing graphs. Presents an approach toward analysis, reasoning, and problem solving. The course is comprised of 45 theory hours and 90 of research and/or out-of-class work hours. Prerequisite: None.

**MICR 1100 Course available as blended learning**

**Principles of Microbiology and Epidemiology**

**4 credits**

Discusses the basic knowledge of microorganisms, immunology, and immunological methods. The application of asepsis principles is studied as a method for the prevention and control of diseases. Evaluates the major communicable diseases as well as each etiological agent causing it, examining each input mode to the host organism and its virulence factors. The course is comprised of 45 theory hours, 30 laboratory hours, and 90 out-of-class work hours. Prerequisite: None.

**QUIM 1100 Course available as blended learning**

**General Chemistry**

**4 credits**

Encompasses the fundamental aspects of general, organic, and biological chemistry. Studies the structure and composition of matter and the basic principles which relate to energy. Discusses the structure of atoms, the nature of chemical bonds, the periodic table, and the present elements in living organisms. The course is comprised of 45 theory hours, 30 laboratory hours, and 90 out-of-class work hours. Prerequisite: None.

**QUIM 2101 Course available as blended learning**

**General Chemistry I**

**4 credits**

Studies the fundamental concepts of general chemistry for students in health-related professions. Considers the structure and composition of matter and the basic principles relating to energy. Discusses the structure of atoms, the nature of chemical bonds, the periodic table, and the present elements in living organisms. The course is comprised of 45 theory hours, 30 laboratory hours, and 90 out-of-class work hours. Prerequisite: None.

**QUIM 3102 Course available as blended learning**

**General Chemistry II**

**4 credits**

Studies the fundamentals of organic chemistry and biochemistry. Includes the nomenclature, structure, properties and important reactions of the different families of hydrocarbons, alcohols, ethers, aldehydes, ketones, carboxylic acid, esters, amines,

and amides. Biochemical principles include carbohydrates, lipids, and proteins. It is aimed at students of health science related professions. The course is comprised of 45 theory hours, 30 laboratory hours, and 90 out-of-class work hours course. Prerequisite: QUIM 2101.

**RELH 1100 Course available online****Human Relations****3 credits**

Personality study and its importance to maintaining healthy relationships in the workplace and everyday life. Defines communication and its different means. Discusses and analyzes communication in the workplace and its effectiveness. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: None.

**RELH 1101 Course available online****Human Relations<sup>12</sup>****2 credits**

Personality study and its importance to maintaining healthy relationships in the workplace and everyday life. Defines communication and its different means. Discusses and analyzes communication in the workplace and its effectiveness. The course is comprised of 30 theory hours and 60 out-of-class work hours. Prerequisite: None.

**SICO 3100 Course available online****General Psychology****3 credits**

Presents an overview of the field of psychology as a science. Discusses various psychological theories and schools. Studies mental processes and how to understand and predict behavior. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: None.

**VIES 1100 Course available online****Student Life****3 credits**

Guidance on personal and academic skills which facilitate the transition to the postsecondary education environment. Discusses study habits, information search, decision making, self-esteem, self-awareness, professional development, and encouragement to complete their studies. Examines the essential academic skills which promote lifelong learning. The course is comprised of 15 theory hours and 30 out-of-class work hours. Prerequisite: None

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<sup>12</sup> The students of the Nursing Sciences (AS) do not have to take this course. Instead, they take the *Humanistic Principles—Nursing Care* course, which is a concentration course. It is not a requirement for students of the Respiratory Therapy (AS) Program, since the academic course in *Administration and Supervision in Respiratory Therapy* includes such content..

## **Nursing BSN**

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### **Program Description**

The goal of the Nursing (BSN) program is to prepare students in providing direct nursing care to individuals, families, and communities in different health scenarios.

The curriculum lasts three years and includes theoretical content, developing skills, and clinical experience required for the nursing practice. The integration course reviews the occupation course content in preparation for the exam required by the Board of Nurse Examiners to practice nursing in Puerto Rico.

Graduates from this program will serve as a generalist nurse, who directs and supervises the nursing care offered by nurses in associated and practical categories. Works in coordination with the nurse or nurse specialist and other members of the interdisciplinary team in direct nursing care offered to clients.

### **General Objectives**

1. Provide knowledge, skills, and development in competencies to provide a direct and comprehensive care to the individual, family, and community.
2. Direct the development of basic academic skills in the Spanish and English language and general skills which contribute to the professional life and promote lifelong learning.
3. Facilitate the development of a person with an ethical and humanistic awareness and holistic customer care.
4. Encourage the development of effective interpersonal skills which contribute to the work that the customer is offered in coordination with the nurse or nurse specialist, and other members of the interdisciplinary team.
5. Provide clinical experiences in different health scenarios where the student can practice therapeutic measures in accordance with the Commonwealth of Puerto Rico laws.
6. Encourage students to take responsibility in their continuing professional and personal development.

## Graduate Profile

1. Graduates shall be able to communicate properly and to adequately relate. They shall use critical thinking and problem-solving skills.
2. Graduates shall comply with the ethical and legal standards of the nursing practice and the current laws of the Commonwealth of Puerto Rico.
3. Graduates shall be responsible for estimating, making a nursing diagnosis, planning, implementing, and evaluating actions in the nursing practice.
4. They shall work in coordination with the nurse or nurse specialist and other members of the interdisciplinary team in the direct nursing care offered to clients.
5. They shall direct and supervise the offered nursing care by nurses, AS nurses, and practical nurses.
6. Exercise their critical judgment to function independently in the nursing practice, by means of a contract with agencies or individuals at any stage in the health or practice area.
7. They shall provide a direct and comprehensive care to the individual, family, and community in different health scenarios.

## Program Length

The Nursing (BSN) program lasts 3 academic years or 36 months. Each academic year consists of 3 semesters.

## Program Requirements

To obtain the Nursing (BSN) a total of 131 credits are required. The General Education requirements are 54 credits and concentration credits are 77 credits.

**General Education Requirements: 54 credits**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
ANAT 1100	Human Anatomy and Physiology I***	4
ANAT 3102	Human Anatomy and Physiology II***	4
CISO 3100	Social Sciences**	3
ESPA 1101	Spanish I**	3
ESPA 1102	Spanish II**	3
ESPA 3120	Writing in Spanish**	3
ESTA 4100	Fundamentals of Statistical Reasoning**	3
HIST 3100	History of Puerto Rico**	3
INFO 1100	Information Technology—Computer Science***	3
INGL 1101	English I**	3
INGL 1102	English II**	3
MATE 1100	Mathematics**	3
MICR 1100	Principles of Microbiology and Epidemiology***	4
QUIM 2101	General Chemistry I***	4
QUIM 3102	General Chemistry II***	4
SICO 3100	General Psychology**	3
VIES 1100	Student Life**	1

**Concentration Requirements: 77 credits**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
ENFE 1100	Introduction to Nursing**	3
ENFE 1120	Humanistic Principles—Nursing Care**	2

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
ENFE 1140	Fundamentals of Nursing***	4
ENFE 1149	Clinical Experience—Fundamentals of Nursing	2
ENFE 1160	Basic Pharmacology***	3
ENFE 2120	Nursing Process: Mother, Newborn, Family and Community***	2
ENFE 2129	Clinical Experience—Nursing Process: Mother, Newborn, Family and Community	2
ENFE 2140	Nursing Process: Mental Health, Family and Community***	4
ENFE 2149	Clinical Experience—Nursing Process: Mental Health, Family and Community	2
ENFE 2160	Nursing Process: Child, Adolescent, Family and Community***	4
ENFE 2169	Clinical Experience—Nursing Process: Child, Adolescent, Family and Community	2
ENFE 2181	Nursing Process: Adult, Elderly, Family and Community I***	3
ENFE 2182	Nursing Process: Adult, Elderly, Family and Community II***	3
ENFE 2189	Clinical Experience—Nursing Process: Adult, Elderly, Family and Community I	2
ENFE 3100	History and Physical Estimate***	4
ENFE 3120	Physiopathology**	3
ENFE 3140	Family Health Nursing**	3
ENFE 3160	Nursing and Preoperative Patient Management***	3
ENFE 3180*	Introduction to Electrocardiography***	3
ENFE 3200*	Phlebotomy	3

Course Code	Course Title	Credits
ENFE 4100	Critical Care***	3
ENFE 4120	Emergency Room***	3
ENFE 4140	Tendencies in Nursing Practice**	3
ENFE 4160	The Role of Leadership in Nursing**	3
ENFE 4180	Research in Health Sciences**	3
ENFE 4208	Integration Seminar**	3
ENFE 4229	Practice	4

\* **Directed Elective.** Directed electives are defined as three equivalent courses in credit and contact hours. The student must choose only two.

\*\* **Course available in online modality**

\*\*\* **Course available in blended learning modality**

### Description of Concentration Courses

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#### **ENFE 1100 Course available online**

##### **Introduction to Nursing**

**3 credits**

Presents the historical evolution of the profession through the eras and the contribution of several theorists in the development of the profession. Explains the health care models. Studies the laws and agencies in relation with the regulation and certification of the nursing practice in Puerto Rico. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: None.

#### **ENFE 1120 Course available online**

##### **Humanistic Principles—Nursing Care**

**3 credits**

Presents the profession's ethical, legal, and moral responsibilities. Analyzes human relationships with the client, family, community, and health team. Discusses the importance of effective communication and how it speeds up the care intervention. The course is comprised of 30 theory hours and/or 60 out-of-class work hours. Prerequisite: ENFE 1100.

**ENFE 1140 Course available as blended learning  
Fundamentals of Nursing****4 credits**

Examines the Nursing Process as a tool in adult care using functional health patterns. Presents the health prevention, promotion, maintenance, and rehabilitation principles applied to the patient, family, and community. The course is comprised of 30 theory hours, 60 laboratory hours and/or 60 out-of-class work hours. Prerequisite: None.

**ENFE 1149  
Clinical Experience—Fundamentals of Nursing****2 credits**

Nursing process application in adult care with alterations in functional health patterns. Initial development of clinical skills with selected experiences in different health scenarios. The course is comprised of 90 practice hours. Prerequisite: ENFE 1120 and 1140.

**ENFE 1160 Course available as blended learning  
Basic Pharmacology****3 credits**

Presents the general principles which analyze the mechanisms of action in medicine. Discusses how medicines act on the various systems. The immunological pharmacology is defined as essential in community health problems. The nursing process is applied in medication administration. The course is comprised of 30 theory hours, 30 laboratory hours and/or 60 out-of-class work hours. Prerequisite: None:

**ENFE 2120 Course available as blended learning  
Nursing Process: Mother, Newborn, Family and Community****4 credits**

Studies the household interaction during the stages of pregnancy, childbirth, postpartum, and newborn care. Discusses how these stages affect the mother, family, and community. Analyzes gynecological conditions and congenital malformations in the newborn. The course is comprised of 45 theory hours, 30 laboratory hours, and/or 90 out-of-class work hours. Prerequisite: ENFE 1149 and 1160.

**ENFE 2129  
Clinical Experience—Nursing Process: Mother, Newborn, Family and Community****2 credits**

Clinical experience on the nursing process examining mother care at different stages with attention to newborn care. This is done in different health scenarios. It emphasizes the communication and interaction of family and community during these stages. Provides care to mothers with gynecologic conditions. It includes community prenatal



clinics, community nutrition programs for pregnant and nursing newborns with birth defects and disabilities. The course is comprised of 90 practice hours. Prerequisite: ENFE 1149, ENFE 1160 and concurring with ENFE 2120.

**ENFE 2140 Course available as blended learning**

**Nursing Process: Mental Health, Family and Community**

**4 credits**

Discusses the concepts of mental health and psychiatric conditions in individuals at various stages of the life cycle. Presents the necessary tools to meet the needs of individuals, groups, family and community with deviations or threats to their mental health. The course is comprised of 45 theory hours, 30 laboratory hours and/or 90 out-of-class work hours. Prerequisites: ENFE 1149 and 1160.

**ENFE 2149**

**Clinical Experience—Nursing Process: Mental Health,  
Family and Community**

**2 credits**

Application of the nursing process in patients' care with psychiatric disorders. Therapeutic communication skills are practiced in nursing interventions. Participates in the prevention, promotion and rehabilitation of the individual, family and community on the areas of mental health and psychiatry. The course is comprised of 90 practice hours. Prerequisites: ENFE 1149, ENFE 1160 and concurring with ENFE 2140.

**ENFE 2160 Course available as blended learning**

**Nursing Process: Child, Adolescent, Family and Community**

**4 credits**

Studies the essential aspects of childcare from the neonatal period through adolescence. Integrates the processes of prevention and promotion of the physical, emotional and social health of the child. Teaches dysfunctions in functional health patterns using the nursing process. Evaluates pathophysiological and environmental concepts, nursing intervention in scenarios of home, family, and community. The course is comprised of 45 theory hours, 30 laboratory hours and/or 90 out-of-class work. Prerequisite: ENFE 1149.

**ENFE 2169**

**Clinical Experience—Nursing Process: Child, Adolescent  
Family and Community**

**2 credits**

Interprets the nursing process in the care of children and adolescents with dysfunctions affecting the functional health patterns occurring during the life cycle. Clinical experience for students with the opportunity to provide nursing care to children and

adolescents in different health scenarios. The course is comprised of 90 practice hours. Prerequisites: ENFE 1149 and concurring with ENFE 2160.

**ENFE 2181 Course available as blended learning**  
**Nursing Process: Adult, Elderly, Family and Community I** **3 credits**

Analyzes acute and chronic health related disorders linked to functional health patterns. Includes perception patterns in nutritional metabolic health and the elimination pattern. Includes pathophysiological concepts which affect human functioning. Integrates communication skills, care management, and the nursing process in customer care. The course is comprised of 30 theory hours, 30 laboratory hours, and/or 60 out-of-class work hours. Prerequisite: ENFE 1149.

**ENFE 2182 Course available as blended learning**  
**Nursing Process: Adult, Elderly, Family and Community II** **3 credits**

Discusses nursing care offered during the adult and elderly stages of the patient. Analyzes how these two stages affect the family environment and the community. Examines alterations in functional health patterns. Includes the analysis of the following patterns: activity-exercise, cognitive-perceptual and sexuality-reproduction patterns. The course is comprised of 30 theory hours, 30 laboratory hours, and/or 60 out-of-class work hours. Prerequisite: ENFE 2181.

**ENFE 2189**  
**Clinical Experience—Nursing Process: Adult, Elderly,**  
**Family and Community I** **2 credits**

Application of the nursing process for the care of adults and elderly people with acute and chronic alterations in functional health patterns. Clinical experience in various health care settings. Emphasizes the altered patterns, perception and health management, nutritional, metabolic, and elimination patterns. The course is comprised of 90 practice hours. Prerequisite: ENFE 1149 and concurring with ENFE 2181.

**ENFE 3100 Course available as blended learning**  
**History and Physical Estimate** **3 credits**

Application of knowledge and skills for a comprehensive health estimate on the client's health through the life cycle. Emphasis on data collection with the physical examination and on diagnostic reasoning. The course is comprised of 30 theory hours, 30 laboratory hours and/or 60 out-of-class work hours. Prerequisite: None.

**ENFE 3120 Course available online  
Physiopathology****3 credits**

Provides an understanding of the disease mechanisms, why they originate and how the normal functioning is disturbed. Explains the disease etiology from the cellular, molecular, immunological, biological, and genetic changes. Describes the changes in various systems of the human body—neurological, endocrine, hematologic, cardiovascular, respiratory, renal, reproductive, digestive, skeletal muscle, and integumentary. The course is comprised of 45 theory hours and/or 90 out-of-class work hours. Prerequisite: None.

**ENFE 3140 Course available online  
Nursing in Family Health****3 credits**

Analysis of the theories and concepts for an analysis of the family as an integral part of the patient in the community. Includes a review of the principles and concepts of epidemiology, biostatistics, and public health demography. Discusses the process of nursing care of the family and community with emphasis on health promotion and wellness. The course is comprised of 45 theory hours and/or 90 out-of-class work hours. Prerequisite: None.

**ENFE 3160 Course available as blended learning  
Nursing and Preoperative Patient Management****3 credits**

Prepares students with the necessary knowledge, skills, and attitudes for patient management in the operating room. Studies holistic nursing care for the patient through all phases of the surgical experience. Emphasis on cognitive and psychomotor skills which facilitate the application of the nursing process before, during, and after surgery. The course is comprised of 30 theory hours, 30 laboratory hours, and/or 60 out-of-class work hours. Prerequisite: ENFE 3140, ENFE 4100.

**ENFE 3180 Course available as blended learning  
Introduction to Electrocardiography****3 credits**

Provides students with the opportunity to provide direct care in specialized areas such as intensive care for adults, children, infants, emergency rooms, and telemetry. Applies the basic techniques when interpreting normal rhythms and various disturbances in cardiac conductivity focusing on its pathophysiology. The course is comprised of 30 theory hours, 30 laboratory hours, and/or 60 out-of-class work hours. Prerequisite: ENFE 3140, ENFE 4100.

**ENFE 3200 Course available as blended learning****Phlebotomy****3 credits**

Analyzes blood sampling by means of various methods, techniques and procedures including vacuum, devices for venipuncture, syringe, skin capillary puncture, angiography and butterfly needles. Includes taking blood cultures in adults, children and elderly people, and intravenous therapy. The course is comprised of 30 theory hours, 30 laboratory hours, and/or 60 out-of-class work hours course. Prerequisite: ENFE 2181.

**ENFE 4100 Course available as blended learning****Critical Care****3 credits**

Examines nursing care for clients in critical care, including observations from childhood to adulthood. Emphasizes care for clients with alterations affecting the respiratory, cardiovascular, neurological, renal, endocrine, hematologic, immune, and gastrointestinal systems. It also includes problems in body systems, accessory organs, in addition to multi-system problems. Analyzes the death process. The course is comprised of 30 theory hours, 30 laboratory hours, and/or 60 out-of-class work hours. Prerequisite: ENFE 2129, ENFE 2149, ENFE 2169, ENFE 2189.

**ENFE 4120 Course available as blended learning****Emergency Room****3 credits**

Studies the nursing process and customer care in the Emergency Room with acute chronic health dysfunctions. Integrates communication skills in care management. Emphasizes the management functions in cardiovascular, neurological, renal, endocrine, hematologic, immune, and gastrointestinal functional health patterns. The course is comprised of 30 theory hours, 30 laboratory hours, and/or 60 out-of-class work hours. Prerequisite: ENFE 3120.

**ENFE 4140 Course available online****Tendencies in Nursing Practice****3 credits**

Analysis of the provider and care coordinator competence areas. Examines the members of the discipline from a professional dimension. Emphasizes clinical aspects on nursing professional roles. Provides evaluation on diagnostic and therapeutic reasoning, health education, leadership and management. These elements deal with changes in health care systems and nursing practice. The course is comprised of 45 theory hours and/or 90 out-of-class work hours. Prerequisite: ENFE 3140.

**ENFE 4160 Course available online****The Role of Leadership in Nursing****3 credits**

Examines the theories and leadership styles. Studies the use of power, empowerment, and the leadership role. Discusses formal aspects of an organizational structure and nursing management. Integrates the concepts of Administration, Leadership, and Quality in a comprehensive manner with regard to clinical management. The course is comprised of 30 theory hours and 90 hours of preparation and/or work outside the classroom. Prerequisite: ENFE 3140, ENFE 4100.

**ENFE 4180 Course available online****Research in Health Sciences****3 credits**

Presents the fundamental aspects of health sciences research. Studies how to access updated information contributing to the development of nursing as a profession, discipline, and science. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: None.

**ENFE 4208 Course available online****Integration Seminar****3 credits**

Examines the course content related to the occupation for learning integration. Evaluates the minimum skills required to practice safely and effectively in a variety of situations. The course is comprised of 45 theory hours and 90 out-of-class work hours. Prerequisite: All concentration courses.

**ENFE 4229****Practice****4 credits**

Clinical experience. Application of knowledge and skills from the profession and the role of leadership in nursing. A faculty member will accompany and evaluate this clinical experience. The course is comprised of 180 practice hours. Prerequisite: All concentration courses.

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## **Nursing Sciences (AS)**

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### **Program Description**

The objective of the Nursing Sciences (AS) program is to train individuals with scientific, professional and humanistic knowledge related to the nursing discipline. The aim is to collaborate and participate in the planning and execution of direct nursing care to inpatients and outpatients under the direction and supervision of a generalist or specialist nurse.

The graduate from the Nursing Sciences (AS) program will join the health field in a greatly technological age however, motivated by a human sentiment and with a wealth of professional skills ensuring success in their performance. This will be reflected in the care of preventive, curative, and rehabilitative nursing offered to the society in this new millennium thus filling the health needs of a dynamic and changing community where they continuously interact.

### **General Objectives**

1. Provide knowledge, skills and abilities needed to collaborate and participate, under the supervision of a generalist nurse in the planning and execution of direct customer care.
2. Direct the development of basic academic skills in the Spanish and English language and skills which contribute to the professional life and promote lifelong learning.
3. Provide clinical experiences in various stages of health care to provide preventive, curative, and rehabilitative health.
4. Provide the student with services helping them to overcome and achieve their goals successfully as nurses at the Associate Degree level.
5. Promote the human, moral, and ethical values of the profession for professional projection when providing health care services in the community.
6. Encourage the willingness to continue a personal and professional development by participating in community life and in the solution of health problems for the community.

## Graduate Profile

1. Use the correct observation techniques for objective and subjective symptoms of the client, including their physical, emotional, sociocultural and spiritual states.
2. Use all communication techniques and humanistic principles effective with the client, family, and community, and the health staff.
3. Graduates shall offer clients and their families the necessary documentation and accurate and clear guidance related to the condition, maintenance, and preservation of health and rehabilitation measures to keep the client able and healthy within their family environment and community.
4. Graduates shall be able to communicate properly and to adequately relate. They will use the critical thinking and problem-solving skills.
5. Graduates shall execute the designed care plan according to the level of preparation, skills, competences and alterations in the patient's functional health patterns.
6. Shall evaluate the effectiveness of nursing interventions according to functional health patterns.
7. Shall identify and make changes and modifications on the care procedures, when necessary, in collaboration with the nursing and health staff.
8. Graduates shall comply with the ethical and legal standards of the nursing practice and the current laws of the Commonwealth of Puerto Rico.
9. Shall demonstrate appreciation for the personal and professional development, by acquiring and maintaining the license.

## Program Length

The Nursing Sciences (AS) program lasts for 2 academic years or 24 months. Each academic year consists of 3 semesters.

## Program Requirements

A total of 80 credits are required to obtain the Nursing Sciences (AS). The General Education requirements are 31 credits and Concentration are 49 credits.

**General Education Requirements: 31 credits**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
ANAT 1100	Human Anatomy and Physiology***	4
ESPA 1101	Spanish I**	3
ESPA 1102	Spanish II**	3
INFO 1100	Information Technology—Computer Science***	3
INGL 1101	English I**	3
INGL 1102	English II**	3
MATE 1100	Mathematics**	3
MICR 1100	Principles of Microbiology and Epidemiology***	4
QUIM 2101	General Chemistry***	4
VIES 1100	Student Life**	1

**Concentration Requirements: 49 credits**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
ENFE 1100	Introduction to Nursing**	3
ENFE 1120	Humanistic Principles—Nursing Care**	2
ENFE 1140	Fundamentals of Nursing***	4
ENFE 1149	Clinical Experience—Fundamentals of Nursing	2
ENFE 1160	Basic Pharmacology***	3
ENFE 2100	Nursing Process: Community Health***	3
ENFE 2120	Nursing Process: Mother, Newborn, Family and Community***	2
ENFE 2129	Clinical Experience—Nursing Process: Mother, Newborn, Family and Community	2



Course Code	Course Title	Credits
ENFE 2140	Nursing Process: Mental Health, Family and Community***	4
ENFE 2149	Clinical Experience-Nursing Process: Mental Health, Family and Community	2
ENFE 2160	Nursing Process: Child, Adolescent, Family and Community***	4
ENFE 2169	Clinical Experience-Nursing Process: Child, Adolescent, Family and Community	2
ENFE 2181	Nursing Process: Adult, Elderly, Family and Community I***	3
ENFE 2182	Nursing Process: Adult, Elderly, Family and Community II***	3
ENFE 2189	Clinical Experience-Nursing Process: Adult, Elderly, Family and Community I	2
ENFE 2200	Intensive and Coronary Care**	2
ENFE 2228	Seminar**	2
ENFE 2249	Externship	2

\*\* Course available in online modality

\*\*\* Course available in blended learning modality

### Description of Concentration Courses

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#### **ENFE 1100 Course available online Introduction to Nursing**

**3 credits**

Presents the historical evolution of the profession through the eras and the contribution of several theorists in the development of the profession. Explains the health care models. Studies the laws and agencies which have to do with the regulation and certification of the nursing practice in Puerto Rico. The course is comprised of 45 theory hours and/or 90 out-of-class work hours. Prerequisite: None.

**ENFE 1120 Course available online  
Humanistic Principles–Nursing Care****3 credits**

Analyzes the profession's ethical, legal and moral responsibilities. Studies human relationships with the client, family, community, and health staff. Emphasizes the importance of effective communication and how it speeds up the care intervention. The course is comprised of 30 theory hours and/or 60 out-of-class work hours. Prerequisite: ENFE 1100.

**ENFE 1140 Course available as blended learning  
Fundamentals of Nursing****4 credits**

Evaluates the Nursing Process as a tool in adult care using functional health patterns. Explores the health prevention, promotion, maintenance, and rehabilitation principles applied to the patient, family and community. The course is comprised of 30 theory hours, 60 laboratory hours and/or 60 out-of-class work hours. Prerequisite: None.

**ENFE 1149  
Clinical Experience–Fundamentals of Nursing****2 credits**

Nursing process application in adult care with alterations in functional health patterns. Initial development of clinical skills with selected experiences in different health scenarios. The course is comprised of 90 practice hours. Prerequisites: ENFE 1120 and 1140.

**ENFE 1160 Course available as blended learning  
Basic Pharmacology****3 credits**

Explores the general principles of medicine action mechanisms. Analyzes how medicines act within various systems. The immunological pharmacology is treated as essential in community health problems. The nursing process is applied in medication administration. The course is comprised of 30 theory hours, 30 laboratory hours and/or 60 out-of-class work hours. Prerequisite: None.

**ENFE 2100 Course available as blended learning  
Nursing Process: Community Health****3 credits**

Analyzes social problems, cultural, political, religious, and other problems existing in the family and community which affect the individual, family, and community welfare. Evaluates the various community health programs designed for disease prevention, promotion, health maintenance, and rehabilitation of individuals. The course is

comprised of 30 theory hours, 30 laboratory hours and/or 60 out-of-class work hours. Prerequisites: ENFE 1120 and 1140.

**ENFE 2120 Course available as blended learning**

**Nursing Process: Mother, Newborn, Family and Community**

**4 credits**

Analyzes the interaction of the household during the stages of pregnancy, childbirth, postpartum and newborn care. Explores how these stages affect the mother, the family, and the community. Investigates gynecological conditions and congenital malformations in the newborn child. The course is comprised of 45 theory hours, 30 laboratory hours and/or 90 out-of-class work hours course. Prerequisites: ENFE 1149 and 1160.

**ENFE 2129**

**Clinical Experience—Nursing Process: Mother, Newborn, Family and Community**

**2 credits**

The clinical experience within the nursing process regarding the care of the mother at different stages, with newborn care. This is done in different health scenarios. It emphasizes the communication and interaction of family and community during these stages. Provides care to mothers with gynecologic conditions. It includes community prenatal clinics, community nutrition programs for pregnant women, and nursing newborns with birth defects and/or disabilities. The course is comprised of 90 practice hours. Prerequisites: ENFE 1149, ENFE 1160 and concurring with ENFE 2120.

**ENFE 2140 Course available as blended learning**

**Nursing Process: Mental Health, Family and Community**

**4 credits**

Discusses the concepts of mental health and psychiatric conditions in individuals at various stages of the life cycle. Introduces the necessary tools for meeting the needs of individuals, groups, family, and community with deviations or threats to their mental health. The course is comprised of 45 theory hours, 30 laboratory hours and/or 90 out-of-class work hours. Prerequisites: ENFE 1149 and 1160.

**ENFE 2149**

**Clinical Experience—Nursing Process: Mental Health, Family and Community**

**2 credits**

Application of the nursing process in patients' care with psychiatric disorders. Therapeutic communication skills are practiced in nursing interventions. Participates in the prevention, promotion, and rehabilitation of the individual, family, and community

within the mental health and psychiatry areas. The course is comprised of 90 practice hours. Prerequisites: ENFE 1149, ENFE 1160 and concurring with ENFE 2140.

**ENFE 2160 Course available as blended learning**  
**Nursing Process: Child, Adolescent, Family and Community** **4 credits**

Studies the essential aspects of childcare from the neonatal period through adolescence. Integrates the processes of prevention and promotion of the physical, emotional, and social health of the child. Analyzes dysfunctions within functional health patterns using the nursing process. Uses the pathophysiological and environmental concepts, nursing intervention in home, family, and community scenarios. The course is comprised of 45 theory hours, 30 laboratory hours, and 90 out-of-class work hours. Prerequisite: ENFE 1149.

**ENFE 2169**  
**Clinical Experience—Nursing Process: Child, Adolescent**  
**Family and Community** **2 credits**

Uses the nursing process in the care of children and adolescents with dysfunctions affecting the functional health patterns which occur during the life cycle. Clinical experience for students with the opportunity to provide nursing care to children and adolescents in different health scenarios. The course is comprised of 90 practice hours. Prerequisites: ENFE 1149 and concurring with ENFE 2160.

**ENFE 2181 Course available as blended learning**  
**Nursing Process: Adult, Elderly, Family and Community I** **3 credits**

Analyzes acute and chronic health related disorders linked to functional health patterns. Includes perception patterns in nutritional metabolic health and the elimination pattern. Includes pathophysiological concepts which affect human functioning. Integrates communication skills, care management, and the nursing process in customer care. The course is comprised of 30 theory hours, 30 laboratory hours, and/or 60 out-of-class work hours. Prerequisite: ENFE 1149.

**ENFE 2182 Course available as blended learning**  
**Nursing Process: Adult, Elderly, Family and Community II** **3 credits**

Discusses nursing care offered during the adult and elderly stages of the patient. Analyzes how these two stages affect the family environment and the community. Examines alterations in functional health patterns. Includes the analysis of the following patterns: activity-exercise, cognitive-perceptual and sexuality-reproduction patterns. The

course is comprised of 30 theory hours, 30 laboratory hours, and/or 60 out-of-class work hours. Prerequisite: ENFE 2181.

**ENFE 2189****Clinical Experience—Nursing Process: Adult, Elderly, Family and Community I****2 credits**

Application of the nursing process for the care of adults and elderly people with acute and chronic alterations in functional health patterns. Clinical experience in various health care settings. Emphasizes the altered patterns, perception and health management, nutritional, metabolic, and elimination patterns. The course is comprised of 90 practice hours. Prerequisite: ENFE 1149 and concurring with ENFE 2181.

**ENFE 2200 Course available online  
Intensive and Coronary Care****2 credits**

Analyzes client nursing care in the area of multidisciplinary critical care, including observations in children and adults. Emphasizes care of patients with common conditions which affect gas exchange, cardiovascular, neurological, renal, endocrine, hematologic and immune system, gastrointestinal, accessory organs, and multi-system problems. Evaluates the death process. The course is comprised of 30 theory hours, 30 laboratory hours and/or 60 out-of-class work hours course. Prerequisites: ENFE 2100, 2120, 2129, 2140, 2149, 2160, 2169, 2181, and 2189.

**ENFE 2228 Course available online  
Seminar****2 credits**

Discussion topics included in the licensure exam. Reviews the course content of occupational courses for integration in the learning process. The course is comprised of 30 theory hours and/or 60 out-of-class work hours.

**ENFE 2249  
Externship****2 credits**

Clinical practice. Application of knowledge and skills learned in the profession. A faculty member will accompany and evaluate this clinical experience. The course is comprised of 90 practice hours. Prerequisites: Concurring with ENFE 2228.

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## Pharmacy Technician (AS)

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### Program Description

The objective of the Pharmacy Technician (AS) is to provide training and experience to practice the Pharmacy Technician profession. The graduate can work as a Pharmacy Technician in the following areas: community pharmacy, institutional pharmacy, health insurance, specialized industry, pharmaceutical wholesaler, and/or pharmacy.

The graduates from the Pharmacy Technician (AS) program shall perform under the direct supervision of a licensed pharmacist authorized in technical or administrative functions related to the dispensing of medications and devices by prescription delegated by the pharmacist, as stipulated in Law #247 of the year 2004 (Pharmacy Act of Puerto Rico).

### General Objectives

1. Advance the knowledge and skills needed to function as a competent professional in the pharmacy technician occupation, under the direct supervision of a licensed pharmacist.
2. Encourage the development of a learning community to facilitate the acquisition of the necessary skills for professional performance.
3. Ensure experiences in various settings, within the community pharmacy or the institutional pharmacy.
4. Further the development of human, moral, ethical, social, and legal values of the profession.
5. Direct the development of basic academic skills in the Spanish and English language and general skills which contribute to the professional life and promote lifelong learning.
6. Encourage the willingness to continue to develop personally and professionally by participating in community life.
7. Contribute to Puerto Rican society by preparing high quality staff, in accordance with the standards of the Board of Pharmacy and the Department of Health of Puerto Rico.

## Graduate Profile

1. Shall recognize medical terminology and abbreviations to interpret and correctly transmit medical prescriptions.
2. Shall perform mathematical exercises related to the clearance process for prescriptions.
3. Shall distinguish commercial and generic medication names dispatched in a pharmacy.
4. Shall learn the correct use of medicines, indications, and contraindications.
5. Shall master the procedures performed by dispatching a prescription, including the use and management of information systems.
6. Shall use different methods of marking, receiving, sorting and storing the received merchandise correctly.
7. Shall establish effective communication with pharmacists, pharmacy technicians, and customers.
8. Shall distinguish the general operation of a pharmacy, whether it is a community or institutional pharmacy.
9. Shall maintain confidentiality in handling patient information.
10. Shall practice the Pharmacy Technician profession in compliance with its ethics.
11. The graduate shall be able to communicate properly and to adequately relate. Shall use critical thinking and problem-solving skills.
12. Shall demonstrate appreciation for personal and professional development, participating in continuing education.
13. Correctly uses the different pharmacy equipment.
14. Shall comply with the laws governing the Pharmacy Profession.

## Program Length

The Pharmacy Technician (AS) program lasts 2 academic years or 24 months. Each academic year consists of 3 semesters.

## Program Requirements

To obtain the Pharmacy Technician (AS) program, a total of 79 credits are required. The General Education requirements are 33 credits and concentration are 46 credits<sup>13</sup>.

### General Education Requirements: 33 credits

Course Code	Course Title	Credits
ANAT 1100	Human Anatomy and Physiology***Spanish I**	4
ESPA 1101	Spanish I**	3
ESPA 1102	Spanish II**	3
INFO 1100	Information Technology—Computer Science***	3
INGL 1101	English I**	3
INGL 1102	English II**	3
MATE 1100	Mathematics**	3
MICR 1100	Principles of Microbiology and Epidemiology***	4
QUIM 1100	General Chemistry***	4
RELH 1101	Human Relations**	2
VIES 1100	Student Life**	1

<sup>13</sup> Effective in September 2018 the Pharmacy Technician (AS) will be 79 credits and 1,945 contact hours.



**Concentration Requirements: 46 credits**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
FARM 1100	Principles of Pharmacy and Marketing**	1
FARM 1120	Pharmaceutical Mathematics**	3
FARM 1140	Posology**	2
FARM 1161	Pharmacology I**	3
FARM 1181	Pharmacy Techniques I***	3
FARM 2100	Ethics and Pharmaceutical Legislation**	1
FARM 2120	Alternative Medicine**	2
FARM 2140	Hospital Pharmacy**	1
FARM 2162	Pharmacology II**	3
FARM 2182	Pharmacy Techniques II***	3
FARM 2209	Practical Experience I	11
FARM 2228	Seminar I**	1
FARM 2229	Seminar II**	1
FARM 2249	Practical Experience II	11

\*\* **Course available in online modality**

\*\*\* **Course available in blended learning modality**

### **Description of Concentration Courses**

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**FARM 1100 Course available online**  
**Principles of Pharmacy and Marketing**

**1 credit**

Familiarize the student with the historical background of the pharmacy, its principles and evolution throughout the years. Provide the student with basic skills in managing a business. The laws and regulations which apply to the operational aspects of a pharmacy, including purchase, merchandise management, and maintenance are

analyzed. The use of the computer program for pharmacy Rx30 is introduced. The course is comprised of 15 theory hours and/or 30 out-of-class work hours. Prerequisite: None.

**FARM 1120 Course available online**  
**Pharmaceutical Mathematics**

**3 credits**

Examines measurement systems used at the pharmacy— the metric system, the apothecary system, the home system, and conversions between systems. Analyzes the abbreviations and symbols used when interpreting prescriptions and dose calculation. The course is comprised of 45 theory hours and/or 90 out-of-class work hours. Prerequisite: MATE 1100.

**FARM 1140 Course available online**  
**Posology**

**2 credits**

Includes the examination of all activities related to the dispatching of prescriptions. Analysis of dose related concepts means of administration, concentration and potency of drugs. Emphasizes interpretation of prescriptions, correct labeling, and instructions to the patient. The Rx30 computer program is used. The course is comprised of 30 theory hours and/or 60 out-of-class work hours. Prerequisite: FARM 1120.

**FARM 1161 Course available online**  
**Pharmacology I**

**3 credits**

Assesses the study of drugs. Includes its classification, therapeutic use, action mechanisms, adverse effects, toxicology, contraindications, interactions, and dosage. Relates the student with the generic and brand names of the different pharmaceutical products. The course is comprised of 45 theory hours and/or 90 out-of-class work hours. Prerequisite: None.

**FARM 1181 Course available as blended learning**  
**Pharmacy Techniques I**

**3 credits**

Introduces the student to different dosage forms and drug delivery systems. It is designed for students to acquire technical knowledge about the preparation of different dosage forms and to apply them in the laboratory. The student becomes familiar with the equipment used in pharmacy, such as torsion balance, weights, mortars, and graduated measures. The course is comprised of 30 theory hours, 30 laboratory hours and/or 60 out-of-class work hours. Prerequisite: FARM 1120.

**FARM 2100 Course available online  
Ethics and Pharmaceutical Legislation****1 credit**

Knowledge of laws and regulations affecting the pharmacy profession in the Commonwealth of Puerto Rico. Includes Federal and State regulations relating to production, distribution, possession and sale of pharmaceutical products. Discusses the requirements to practice as a Pharmacy Technician Intern, Pharmacy Technician and Pharmacist. The course is comprised of 15 theory hours and 30 of research hours and/or out-of-class work hours. Prerequisite: None.

**FARM 2120 Course available online  
Alternative Medicine****2 credits**

Presents the drugs obtained from the animal and plant kingdoms. Examines drugs derived from natural products and by means of modifications in the extraction processes and purification which are currently synthesized in laboratories. Analyzes the drugs derived from medicinal plants of PR, its uses and dosage. The course is comprised of 30 theory hours and/or 60 out-of-class work hours. Prerequisite: None.

**FARM 2140 Course available online  
Hospital Pharmacy****1 credit**

Emphasizes procedures and services provided by a pharmacy in a hospital institution. Analyzes the different drug distribution systems, procedures on the handling of drugs, biological products, as in intravenous systems additives and hyperalimentation. The course is comprised of 15 theory hours and/or 30 out-of-class work hours. Prerequisite: FARM 1120.

**FARM 2162 Course available online  
Pharmacology II****3 credits**

Continuation of the study of drugs. Includes its classification, therapeutic use, action mechanisms, adverse effects, toxicology, contraindications, interactions, and dosage. Relates the student with the generic and brand names of the different pharmaceutical products. The course is comprised of 45 theory hours and/or 90 out-of-class work. Prerequisite: FARM 1161.

**FARM 2182 Course available as blended learning  
Pharmacy Techniques II****3 credits**

Continuation for the study of different dosage forms and drug delivery systems. It is designed for students to acquire technical knowledge about the preparation of different dosage forms and then apply them in the laboratory. The student becomes familiar with the equipment used in the pharmacy, such as torsion balance, weights, mortars, graduated measures, Rx30 system and electronic prescriptions. The course is comprised of 30 theory hours and/or 60 out-of-class work hours. Prerequisite: FARM 1161.

**FARM 2209  
Practical Experience I****11 credits**

Integrates the acquired knowledge. Develops the required skills for dispensing medical prescriptions and all profession tasks. The student shall have experience in a chain or hospital community pharmacy. This practice will be supervised by a licensed pharmacist. The course is comprised of 500 practice hours. Prerequisites: FARM 1140, FARM 2162, and FARM 2182.

**FARM 2228 Course available online  
Seminar I****1 credit**

Guiding the student in reviewing the knowledge and basic competencies required by a Pharmacy Technician. Examines the content of the items regarding the licensure examination. The course is comprised of 15 theory hours and 30 out-of-class work hours. Prerequisites: FARM 2209 and concurring with FARM 2209.

**FARM 2249  
Practical Experience II****7 credits**

Completes the practical experience hours, required to obtain the degree. Develops the required skills for dispensing medical prescriptions and all profession tasks. The student shall have experience in a chain or hospital community pharmacy. This practice will be supervised by a licensed pharmacist. The course is comprised of 500 practice hours. Prerequisite: FARM 2209.

**FARM 2229 Course available online  
Seminar II****1 credit**

Guiding the student in reviewing the knowledge and basic competencies required by a Pharmacy Technician. Examines the content of the items on the bar examination. 15 theory hours and 30 out-of-class work hours. Prerequisites: FARM 2209 and concurring with FARM 2249.

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## **Respiratory Therapy (AS)**

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### **Program Description**

The objective of the Respiratory Therapy (AS) program is to train students in the discipline of medical sciences using specialized techniques for handling, control, evaluation, monitoring, and care of patients with deficiencies or abnormalities of the cardiopulmonary system and use of special equipment designed for this purpose. Training in the administration and supervision of the respiratory therapy area, including the general education component and clinical experiences in health centers.

The graduate shall be qualified to work as respiratory care technician, assisting the health team in the diagnosis, treatment, management, rehabilitation, and preventive care for patients with cardiopulmonary problems in public and private hospitals, medical offices, and health centers. Shall work under the medical direction of a pulmonologist, anesthesiologist or any other duly qualified medical respiratory care practitioner, pursuant to Law No. 24 which regulates the practice of Respiratory Care in Puerto Rico.

### **General Objectives**

1. Provide the knowledge and skills needed to function as competent professionals in the field of Respiratory Therapy.
2. Direct the development of basic academic skills in the Spanish and English language and those contributing to professional life and promote lifelong learning.
3. Provide the knowledge and skills which allow students to develop strategies to maintain and implement effective interpersonal and professional relationships in the field.
4. Foster interest in medical readings and educational information which promote the personal and professional development of the student.
5. Provide the knowledge and skills necessary to enable students to apply the principles of psychology, communication, and ethics by offering cardiopulmonary patient care services.
6. Promote the development of human, moral, ethical, social, and legal values of the profession.

7. Encourage participation in continuing education programs in the areas of clinical medicine and patient management.

### **Graduate Profile**

1. Shall provide regular and specialized respiratory therapy services to patients, according to the written medical orders and service regulations within the respiratory therapy service.
2. Shall carry out lung function measures, such as: vital capacity, maximum airflow capacity, residual lung volume, and pulmonary diffusing capacity.
3. Shall perform arterial gas analysis in the blood, following the measures, procedures, and monitoring their status in relation to the equipment being used by the patient.
4. Calculate, assess, interpret procedures and report test results, measures, progress, and therapeutic modalities conducted to the patient.
5. Shall answer questions and present recommendations based on the results of the tests and procedures performed on the patient when needed.
6. Performs diagnostic lung function tests, such as: oximetry, SVC, FVC, diffusion measures, and dead space.
7. Shall administer gases and gas mixtures with equipment such as: cannulas, oxygen tents, masks, nebulizers, and ventilators in the manner prescribed in the medical order.
8. Shall administer pressure assisted ventilation equipment using intermittent positive pressure (IPPB) and respiratory pressure masks.
9. Shall properly set and handle ventilation equipment for support, treatment, prevention, and improvement of cardiopulmonary disorders.
10. Shall assemble and properly handle equipment of positive or negative pressure such as ventilators, resuscitation bags, pressure valves, with the purpose of holding and preserving cardiopulmonary stability in the patient.

11. Executes CPR measures as an active member of any emergency resuscitation equipment.
12. Shall properly assemble and handle humidity equipment and aerosol in the administration of drugs or prescribed modalities for effective patient tolerance.
13. Shall perform tests obtaining secretions for bacteriological and cytological cultures successfully.
14. Shall perform chest physiotherapy and postural drainage procedures correctly according to the medical order.
15. Shall successfully perform measures and care procedures in airways such as: tracheotomies and endotracheal tubes, in order to keep a patent airway.
16. Shall document evaluation findings and treatment done to the patient, reviewing and analyzing the treatment provided with the patient's response to it.
17. Graduates shall be able to communicate properly and to adequately relate. They shall use the critical thinking and problem-solving skills.
18. Shall collaborate with staff.
19. Maintain a respectful attitude and courtesy towards colleagues and supervisors.
20. Exhibit a professional attitude and conduct.
21. Shall effectively communicate their guidance to the patient.
22. Shall maintain confidentiality in handling patient information.
23. Shall comply with the regulations and practice of the profession, acquiring and maintaining the license pursuant to Law 24 of June 4, 1987.

### **Program Length**

The Respiratory Therapy (AS) program lasts 2 academic years or 24 months. Each academic year consists of 3 semesters.



## Program Requirements

To obtain the Respiratory Therapy (AS), a total of 79 credits are required. The General Education requirements are 31 credits and concentration are 48 credits.

### General Education Requirements: 31 credits

Course Code	Course Title	Credits
ANAT 1100	Human Anatomy and Physiology***	4
ESPA 1101	Spanish I**	3
ESPA 1102	Spanish II**	3
INFO 1100	Information Technology—Computer Science***	3
INGL 1101	English I**	3
INGL 1102	English II**	3
MATE 1100	Mathematics**	3
MICR 1100	Principles of Microbiology and Epidemiology***	4
QUIM 1100	General Chemistry***	4
VIES 1100	Student Life**	1

### Concentration Requirements: 48 credits

Course Code	Course Title	Credits
RESP 1100	Introduction to Respiratory Therapy***	4
RESP 1120	Physics Applied to Respiratory Therapy***	4
RESP 1140	Cardiopulmonary Anatomy and Physiology**	3
RESP 1160	Pharmacology Applied to Respiratory Therapy**	3
RESP 1180	Cardiopulmonary Pathophysiology**	3
RESP 2100	Evaluation and Management of Airways***	6

Course Code	Course Title	Credits
RESP 2120	Special Procedures Related to Respiratory Therapy***	3
RESP 2140	Arterial Gases and Mechanical Ventilation***	6
RESP 2160	Pulmonary Function and Home Care***	5
RESP 2180	Neonatal and Pediatric Respiratory Therapy***	6
RESP 2200	Administration and Supervision in Respiratory Therapy**	3
RESP 2228	Seminar**	2

\*\* Course available in online modality

\*\*\* Course available in blended learning modality

### Description of Concentration Courses

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#### **RESP 1100 Course available as blended learning Introduction to Respiratory Therapy**

**4 credits**

Studies the basic concepts of the profession. Emphasizes the medical-legal, ethical, and moral aspects. Analyzes the history of the profession, early patient evaluation principles, and infection control. Develops knowledge and skills related to oxygen administration, gas management, aerosol therapy, and moisture therapy. The course is comprised of 45 theory hours, 30 laboratory hours, and/or 90 out-of-class work hours. Prerequisite: None.

#### **RESP 1120 Course available as blended learning Physics Applied to Respiratory Therapy**

**4 credits**

Studies the concepts and descriptions relating to physics and its relationship with the practice of respiratory care. Analyzes subject matters based on Newtonian mechanics, kinematics, speed, energy, thermodynamics, and behavior of gases, among others. As a course for the implementation of respiratory care, applications and exercises have a focus on situations where the therapist must apply physical knowledge. The course is comprised of 45 theory hours, 30 laboratory hours and/or 90 out-of-class work hours. Prerequisite: None.

**RESP 1140 Course available online**  
**Cardiopulmonary Anatomy and Physiology****3 credits**

Introduces the student to the concepts and descriptions concerning the anatomy and physiology of the respiratory and cardiac systems. Discusses the ventilation mechanisms, blood gas transport, regulation, and ventilation control. In addition, the physiology of the cardiovascular system and its relationship to the respiratory system is presented. The course is comprised of 45 theory hours and/or 90 out-of-class work hours. Prerequisite: None.

**RESP 1160 Course available as online**  
**Pharmacology Applied to Respiratory Therapy****3 credits**

Comprehends the study of the Pharmacology field with emphasis on the use of drugs related to the cardiopulmonary system. Discusses the importance and effects of drugs to the cardiorespiratory system. Includes the calculation for drug doses and the methods of administration during cardiopulmonary emergencies. The course is comprised of 45 theory hours and/or 90 out-of-class work hours. Prerequisite: None.

**RESP 1180 Course available as online**  
**Cardiopulmonary Pathophysiology****3 credits**

Introduces the concepts and descriptions regarding conditions and diseases affecting the cardiopulmonary system. Studies the signs, symptoms, impacts on laboratory tests, diagnostic methods, and treatment for these conditions. Prepares the student to actively participate in making decisions and recommendations to evaluate the clinical status of the patient. The course is comprised of 45 theory hours and/or 90 out-of-class work hours. Prerequisite: RESP 1140.

**RESP 2100 Course available as blended learning**  
**Evaluation and Management of Airways****6 credits**

Studies those aspects related to the evaluation and management of the airways. Includes the identification of respiratory anatomical areas, suction, physical chest therapy, breathing by intermittent positive pressure, cardiopulmonary resuscitation and use, insertion and management of artificial airways. The course is comprised of 45 theory hours, 30 laboratory hours and 90 out-of-class work hours. Prerequisites: RESP 1100, 1120, 1160 and 1180.

**RESP 2120 Course available as blended learning  
Special Procedures Related to Respiratory Therapy****3 credits**

Examines the issues and concepts related to procedures and special processes which relate to and impact the functions of the respiratory therapist. The following subject matters are analyzed: basic electrocardiography, hemodynamics, hyperbaric medicine, insertion, and chest tubes evaluation, chest plates, among others. The course is comprised of 30 theory hours, 30 laboratory hours and/or 60 out-of-class work hours. Prerequisite: RESP 2100.

**RESP 2140 Course available as blended learning  
Arterial Gases and Mechanical Ventilation****6 credits**

Discusses issues related to arterial gas analysis in blood and control and management of mechanical ventilation. Studies the technique in taking blood sample, effects, dangers, and complications when taking the sample. Includes the analysis, interpretation, and recommendations based on samples of arterial gases. Presents the handling of mechanical ventilation, its effects, dangers, complications, and adequate control in the critical care of the patient. The course is comprised of 45 theory hours, 30 laboratory hours and 90 out-of-class work hours. Prerequisite: RESP 2100.

**RESP 2160 Course available as blended learning  
Pulmonary Function and Home Care****5 credits**

Discusses issues related to lung function and pulmonary rehabilitation at home. Includes techniques and interpretation for lung function tests. Studies concepts, techniques, equipment, and maneuvers used when completing a rehabilitation program at home. The course is comprised of 30 theory hours, 30 laboratory hours and/or 60 out-of-class work hours. Prerequisites: RESP 2120 and 2140; concurrent with RESP 2200 and 2228.

**RESP 2180 Course available as blended learning  
Neonatal and Pediatric Respiratory Therapy****6 credits**

Discusses aspects related to respiratory therapy in the neonatal and pediatric population. Examines the psychological and physiological principles in neonatal and pediatric care. Presents genetic, anatomical, and developmental aspects of the cardiopulmonary system in the neonatal and pediatric patient. Identifies the evaluation, diagnosis, and management of the various anomalies which occur in these patients. Presents the handling of mechanical ventilation, its effects, dangers, complications, and adequate control in the neonatal and pediatric care of the patient. The course is

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comprised of 45 theory hours, 30 laboratory hours and/or 90 out-of-class work hours. Prerequisites: RESP 2120 and 2140; concurrent with RESP 2200 and 2228.

**RESP 2200 Course available online**

**Administration and Supervision in Respiratory Therapy**

**3 credits**

Discusses issues and concepts related to management and supervision in the respiratory therapy field. Explores the personality and its importance to maintaining good relationships in the workplace and everyday life. Examines and analyzes communication in the workplace and its effectiveness. Includes modern concepts of management, motivation techniques, organizational structure in health institutions, employment conflicts, roles and functions implementation, and quality control services. The course is comprised of 45 theory hours and/or 90 out-of-class work hours. Prerequisites: RESP 2160 and RESP 2180.

**RESP 2228 Course available online**

**Seminar**

**2 credits**

Directs the student to review the contents of the disciplines and basic sciences of respiratory care which are included in the licensure examination in Puerto Rico. The course is comprised of 30 theory hours and 60/or out-of-class work hours. Prerequisites: Concentration courses; concurrent with RESP 2160 and 2180.

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## Medical Emergencies (AS)

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### Program Description

The Medical Emergencies (AS) program trains students to provide medical assistance or first aid, in order to preserve health or reduce injury or disability which may arise as a result of an accident or illness.

After obtaining their license, graduates can work as Emergency Medical Technician at the Paramedic level (with the direct support of a Director or Medical Control): hospitals, health centers, ambulance companies, Puerto Rico Police, private companies, firefighters, rescue units, Puerto Rico Medical Emergencies Corps, municipal medical emergencies, Emergency Management Municipal Office (OMME), air unit, and 911 dispatch.

### General Objectives

1. Provide knowledge, skills and the development of basic and advanced skills to control a medical emergencies scene, coordinate services, and collaborate with other members of the health staff.
2. Facilitate the development of the required skills for the application of appropriate treatment and the correct use of medications during a medical emergency.
3. Train to establish effective communication with the director or medical control by radio or any other medium of communication.
4. Training in the use of appropriate procedures and the right techniques to manage respiratory, cardiac, gynecological and obstetric, pediatric, psychiatric, surgical, and trauma emergencies.
5. Training for handling various emergencies caused by natural or human disasters and professional rescue.
6. Direct the development of basic academic skills in the Spanish and English language and those that contribute to the professional life and promote lifelong learning.

7. Encourage the development of a person with an ethical conscience who respects the dignity of human beings and their rights in their intervention with the patient and family.
8. Provide clinical practice in medical institutions or ambulance services.
9. Motivate students and once they graduate, they can obtain their license and continue their professional growth through continuing education.

### **Graduate Profile**

1. Shall appropriately evaluate the patient to determine assistance in medical emergencies.
2. Shall administer emergency medications via intravenous, intramuscular, endotracheal, oral, and sublingual means.
3. Shall effectively communicate the medical emergency to collaborate with medical care.
4. Shall use the proper procedures and proper techniques for emergency management of the patient.
5. Graduates shall be a knowledgeable person of universal values. They shall appreciate effective communication.
6. Graduates shall be able to communicate properly and to adequately relate. They shall use critical thinking and problem-solving skills.
7. Shall use proper procedures and proper techniques for handling emergencies caused by natural or human disasters, and professional rescue.
8. Demonstrate mastery of basic and advanced skills in the emergency management of the patient.
9. Shall obtain and maintain their license to practice the profession.

### **Program Length**

The Medical Emergencies (AS) program lasts for 2 academic years or 24 months. Each academic year consists of 3 semesters.

## Program Requirements

To obtain the Medical Emergencies (AS) a total of 75 credits are required. The General Education requirements are 30 credits and concentration are 45 credits.

### General Education Requirements: 30 credits

Course Code	Course Title	Credits
ANAT 1100	Human Anatomy and Physiology***	4
ESPA 1101	Spanish I**	3
ESPA 1102	Spanish II**	3
INFO 1100	Information Technology—Computer Science***	3
INGL 1101	English I**	3
INGL 1102	English II**	3
MATE 1100	Mathematics**	3
MICR 1100	Principles of Microbiology and Epidemiology***	4
RELH 1100	Human Relations**	3
VIES 1100	Student Life**	1

### Concentration Requirements: 45 credits

Course Code	Course Title	Credits
TEMP 1100	Medical Emergencies Fundamentals**	2
TEMP 1105	Emergencies Pharmacology***	3
TEMP 1110	Shock and Fluid Therapy***	3
TEMP 1115	Respiratory System Emergencies***	3
TEMP 2000	Sign Language***	2
TEMP 2100	Cardiovascular Emergencies**	4



Course Code	Course Title	Credits
TEMP 2107	Cardiovascular Emergencies Laboratory***	2
TEMP 2110	Trauma Emergencies**	4
TEMP 2117	Trauma Laboratory Emergencies***	2
TEMP 2120	Pediatric Emergencies***	2
TEMP 2125	Gynecological and Obstetric Emergencies***	2
TEMP 2210	Critical Care***	4
TEMP 2220	Internal Medicine**	3
TEMP 2239	Practice	9

\*\* Course available in online modality

\*\*\* Course available in blended learning modality

### Description of Concentration Courses

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#### **TEMP 1100 Course available online Fundamentals in Medical Emergencies**

**2 credits**

Presents the historical background of medical emergencies. Discusses ethical and medical-legal aspects. Studies the relationship between medical emergencies systems, laws, functions and duties that regulate the practice of Medical Emergencies Technician. Demonstrates the communication process via radio phone with medical control for immediate emergency care and transportation. The course is comprised 30 theory hours and 60 out-of-class work hours. Prerequisite: None.

#### **TEMP 1105 Course available as blended learning Emergency Pharmacology**

**3 credits**

Analyze law concepts on basic pharmacology. Studies indications, contraindications, side effects, dosage and metabolism of the medications in emergencies. Emphasizes the major divisions of the autonomic and somatic nervous system. Presents situations for calculating dosages and concentrations with legal implications. The course is comprised of 30 theory hours, 30 laboratory hours and/or 60 out-of-class work hours. Prerequisite: TEMP 1100.

**TEMP 1110 Course available as blended learning  
Shock and Fluid Therapy****3 credits**

Presents the different types of shock, its pathophysiology, signs and symptoms, management, evaluation, and treatment of the patient. Discusses different types of hemorrhages and the hypo-perfusion concept. Includes the laboratory where the student shall have the opportunity to demonstrate their skills, venous cannulation procedures, and the management of intravenous fluids. The course is comprised of 30 theory hours, 30 laboratory hours and/or 60 out-of-class work hours. Prerequisite: TEMP 1105.

**TEMP 1115 Course available as blended learning  
Emergency Respiratory System****3 credits**

Discusses the anatomy, pathophysiology, and evaluation of the respiratory system. Analyzes the management and treatment in respiratory emergencies cases. Examine the basic steps of cardiovascular resuscitation. Demonstrates basic and advanced procedures for airway management. The course is comprised of 30 theory hours, 30 laboratory hours and/or 60 out-of-class work hours course. Prerequisite: TEMP 1105.

**TEMP 2000 Course available as blended learning  
Sign Language****2 credits**

Trains in sign language at a basic level as a means of communication. Develops communication skills in sign language to adequately provide first aid to people with hearing or speech impairments who are in an emergency situation. The course is comprised of 15 theory hours, 30 laboratory hours and/or 30 out-of-class work hours. Prerequisite: None.

**TEMP 2100 Course available online  
Cardiovascular Emergencies****4 credits**

Discusses the components of the cardiovascular system and its functioning. Studies the pathophysiology, signs and symptoms, management and treatment of patients with heart problems, such as: angina pectoris, acute myocardial infarction, congestive heart failure and other conditions. Emphasizes on different algorithms for its management and pharmacological treatment. The course is comprised of 60 theory hours and/or 120 out-of-class work hours. Prerequisite: TEMP 1115.

**TEMP 2107 Course available as blended learning  
Cardiovascular Emergencies Laboratory****2 credits**

Develop evaluation skills to determine the cardiac patient treatment. Uses the heart rate monitor to observe the development of dangerous dysrhythmias and implement algorithms established by the American Heart Association in advanced cardiac resuscitation measures. Uses and handles cardiac monitoring equipment, manual and automatic defibrillator, electrocardiography and pulse oximetry, among others. The course is comprised of 60 practice hours. Prerequisite: Concurring with TEMP 2100.

**TEMP 2110 Course available online  
Trauma Emergencies****4 credits**

Integration of the pathophysiological principles and evaluation of findings to implement appropriate patient management. Identify lesions in bones, muscles, ligaments, tendons, and related structures. Explores the most common injuries and trauma mechanisms affecting muscles and bones. Describes open wounds, external and internal bleeding, and closed injuries. Analyzes the different types of burns, the degree and the extent of the injury. Guides the student on blood pathogens, source of diseases such as: Hepatitis B (HBV), Human Immunodeficiency Virus (HIV) and other pathogens. Discusses the use of Universal Precaution Measures and management of soft tissue injuries. The course is comprised of 60 theory hours and/or 120 out-of-class work. Prerequisites: TEMP 1105, 1110 and 1115.

**TEMP 2117 Course available as blended learning  
Trauma Laboratory Emergencies****2 credits**

The development of skills in the evaluation of the patient with trauma, management techniques for head, neck and spinal cord traumas, spinal immobilization, immobilization of musculoskeletal injuries, thorax decompression, and hemorrhage control. Practices the proper use of immobilization equipment and trauma patient management. The course is comprised of 60 practice hours. Prerequisite: Concurring with ENFE 2110.

**TEMP 2120 Course available as blended learning  
Pediatric Emergencies****2 credits**

Studies the different neonatal, child and adolescent emergency situations. Emphasizes the pathophysiology, evaluation and management of pediatric patients in respiratory, neurological, cardiovascular, and gastrointestinal emergencies. Basic and advanced skills development in techniques for pediatric cardiovascular resuscitation. Management

of the airway and insertion of attachment, endotracheal intubation, and intraosseous skills. The course is comprised of 15 theory hours, 30 laboratory hours and/or 30 out-of-class work hours course. Prerequisites: TEMP 2107 and 2117.

**TEMP 2125 Course available as blended learning**  
**Gynecological and Obstetric Emergencies**

**2 credits**

Analyzes women's diseases, the different pregnancy stages, and normal labor. Discusses birth complications, management, trauma situations in pregnancy, sexual assault, and psychological and lethal implications. Developing skills to lead the process of a normal childbirth and management of emergency complications. The course is comprised of 15 theory hours, 30 laboratory hours and/or 30 out-of-class work hours course. Prerequisites: TEMP 2107 and 2117.

**TEMP 2200 Course available online**  
**Emergency Management Disaster and Professional Rescue**

**3 credits**

Explores different situations where disasters or environmental phenomena occur. Provides basic knowledge to work in the disaster relief team with State, Municipal, and Federal Agencies. Analyzes the incident command system, response and disaster recovery, disaster mitigation, management of incidents with hazardous materials and *Triage*. Studies the different access techniques to a trapped patient, rescue victims in heights, vertical drop, immobilization, and transfer of victims, rescue in mountains, caves and multi-story buildings. Professional skills development in rescue techniques. The course is comprised of 15 theory hours and 60 laboratory hours. Prerequisites: TEMP 2110 and 2117.

**TEMP 2210 Course available as blended learning**  
**Critical Care**

**4 credits**

Analyzes the Emergency Medical Technician care to clients in the critical care area, including observations in children and adults. Emphasizes critical care and alterations which affect the cardiovascular, respiratory, neurological, renal, gastrointestinal, and traumatic conditions. The course is comprised of 30 theory hours, 60 laboratory hours and/or 60 out-of-class work hours course. Prerequisite: Concurring with TEMP 2239.

**TEMP 2220 Course available online**  
**Internal Medicine**

**3 credits**

Studies different medical situations, such as acute abdomen, neurology, endocrinology, gastroenterology, urology, toxicology, psychiatry, and hematology. Integrates

pathophysiology, toxicology, and evaluation findings to provide the prescribed treatment. Emphasizes the use of different evaluation methods, auscultation, palpation, history, vital signs, basic infectious diseases, and treatment of common diseases. The course is comprised of 45 theory hours and/or 90 out-of-class work hours. Prerequisites: concurrent with RESP 2120 and 2125.

**TEMP 2239****Practice****9 credits**

Studies different situations where disasters or environmental phenomena occur. Presents the basic knowledge to work in a team together with state, municipal, and federal agencies. Analyzes the incident command system, the response, the mitigation and the recovery from a disaster, the handling of incidents with hazardous materials and the *Triage*. Explores the different techniques of access to the trapped patient. Includes the techniques related to vertical descent, immobilization, the rescue of victims (in mountains, confined spaces, and buildings) and the transfer of victims. Clinical practice to apply all medical emergency management knowledge and skills. Emphasizes the effective evaluation of adult and pediatric patients. Demonstration in the basic and advanced competences in ambulance patient management. The course is comprised of 15 theory hours, 60 laboratory hours, 30 hours of preparation and/or out-of-class work and 270 hours of practice. Prerequisites: All concentration courses.

## DIPLOMA PROGRAMS

Diploma Programs are in the postsecondary level in a non-university character. Each program contains two fundamental courses and courses related to the occupation. The fundamental courses are *Student Life* and *Introduction to Computers*. These prepare the students for the transition to the environment of postsecondary education and basic knowledge in the use and function of the computer. All other courses are related to the occupation.

CEM College maintains a close relationship with the field of occupation of each offered program, in order to ensure that the student's training and equipment is current and relevant to the occupational practice. Each program requires a few work out-of-class hours.

### Practical Nursing (Diploma)

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#### Program Description

The objective of the program is to provide Practical Nursing knowledge and skills needed to play an important role in patient care and disease prevention in people of all ages. Provides clinical experiences in real situations which train the student to be a contributing member in the health staff.

Graduates from the Practical Nursing program will begin working at an income level as nurses' assistants under the supervision of a nurse, doctor or dentist, in hospitals, diagnostic and treatment centers, convalescent homes, home health agencies, and mental health institutions. They may also work in private doctors' offices or be self-employed, seeing patients in private homes.

#### General Objectives

1. Training to effectively perform the basic skills of a practical nurse under the supervision of the corresponding health professional.
2. Show respect for the rights and dignity of the human being, accepting individual differences.
3. Participate in disease prevention and in the promotion and rehabilitation of health.

4. Identify their role and functions within the health staff.
5. Apply theoretical and practical concepts to direct patient care, family, and community situations.
6. Apply basic communication skills in their relationships with the health staff, patient, family, and community.
7. Apply the nursing process as a systematic method to intervene with patients, family, and community.
8. Apply theoretical and practical concepts to direct patient care, family, and community situations.
9. Encourage self-evaluation to identify strengths and weaknesses in order to improve their skills.
10. Encourage students to obtain their license and continue professional growth after graduation.

### **Graduate Profile**

1. Use the correct observation techniques of objective and subjective symptoms of the client, including their physical, emotional, socio-cultural, and spiritual state.
2. Use all communication techniques and humanistic principles effective with the client, family, and community and health staff.
3. Graduates shall comply with the ethical and legal standards of the nursing practice and the laws of the Commonwealth of Puerto Rico.
4. Shall perform nurse or practical nurse duties under the supervision of nurses, doctors, or dentists with authorization to practice in Puerto Rico.
5. Shall participate in the nursing care plan implementation.
6. Use nursing knowledge and skills to assist in bio-psycho-social and spiritual needs of the client.

7. Shall demonstrate appreciation for the personal and professional development, participating in continuing education.
8. Shall obtain and maintain their license to practice the profession.

### Program Length

This program has a duration of 12 months to be completed in 3 semesters.

### Program Requirements

To obtain the Practical Nursing diploma, a total of 49 credits are required.

#### First Semester

Course Code	Course Title	Credits
ENPR 0100	Human Anatomy and Physiology***	4
ENPR 0120	Microbiology**	3
ENPR 0140	Introduction to Nursing**	3
ENPR 0160	Fundamentals of Nursing***	8
VIES 0100	Student Life <sup>14</sup> **	1

#### Second Semester

Course Code	Course Title	Credits
INFO 0100	Introduction to Computers <sup>12</sup> ***	2
ENPR 0180	Humanistic Principles-Nursing Care**	2
ENPR 0200	Mental Health Principles**	3
ENPR 0220	Mother and Newborn Nursing Care***	4
ENPR 0240	Child and Adolescent Nursing Care***	4

<sup>14</sup> Fundamental Course



**Second Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
ENPR 0169	Clinical Practice of Fundamentals in Nursing	2

**Third Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
ENPR 0229	Mother and Newborn Nursing Care Clinical Practice	1
ENPR 0249	Child and Adolescent Nursing Care Clinical Practice	2
ENPR 0260	Adult and Elderly Nursing Care**	4
ENPR 0269	Adult and Elderly Nursing Care Clinical Practice	2
ENPR 0288	Seminar**	3

\*\* Course available in online modality

\*\*\* Course available in blended learning modality

**Course Description**

**ENPR 0100 Course available as blended learning  
Anatomy and Physiology**

**4 credits**

Presents the human body components and its functions. Provides teaching of normal body functioning in order to understand the pathology and deviations associated with disease, during all stages of the life cycle. The course is comprised of 45 theory hours, 30 laboratory hours and/or 18.75 out-of-class work hours. Prerequisite: None.

**ENPR 0120 Course available online  
Microbiology**

**3 credits**

Explores general concepts related to the basic principles of microbiology and its impact on the health area. Analyzes issues related to aseptic techniques and infection control methods in handling equipment and nursing care of the patient. The course is comprised of 45 theory hours and/or 11.25 out-of-class work hours. Prerequisite: None.

**ENPR 0140 Course available online**  
**Introduction to Nursing****3 credits**

Studies the history, evolution, and legislation in line with the nursing profession. Examines ethical and moral responsibilities of the profession, their role in the health team and trends in nursing practice. The course is comprised of 45 theory hours and/or 11.25 out-of-class work hours. Prerequisite: None.

**ENPR 0160 Course available as blended learning**  
**Fundamentals of Nursing****8 credits**

Study of the techniques and procedures in the patient and family intervention. Imparts emphasis on scientific principles and the development of procedural skills related to infection control, activity, rest, nutrition, hygiene, oxygenation, preoperative and postoperative care, care of the dying patient and the corpse, among others. Investigates the concepts for the application of the nursing process and the patient education plan. The course is comprised of 60 theory hours, 120 laboratory hours and/or 45 out-of-class work hours. Prerequisite: None.

**ENFE 0169**  
**Clinical Practice of Fundamentals in Nursing****2 credits**

Develops direct patient care skills. Covers everything from promotion, prevention, maintenance, and rehabilitation of the patient and family, regardless of the development and growth stage in which the patient and/or family are found. The student acquires experience of selected and supervised practice. The course is comprised of 90 practice hours. Prerequisite: ENPR 0160.

**ENPR 0180 Course available online**  
**Humanistic Principles—Nursing Care****2 credits**

Presents the profession's ethical, legal, and moral responsibilities. Analyzes human relationships with the client, family, community, and health team. Examines the importance of effective communication and how it speeds up the care intervention. The course is comprised of 30 theory hours and/or 7.5 out-of-class work hours. Prerequisite: ENPR 0140.

**ENPR 0200 Course available online**  
**Principles of Mental Health****3 credits**

Analyzes the basics of mental health and its role in the health team. Emphasizes the development and valuation of effective and therapeutic communication techniques to establish and maintain the relationship with the client, family, and groups. The course is comprised of 45 theory hours and/or 11.25 out-of-class work hours. Prerequisite: None.

**ENPR 0220 Course available as blended learning**  
**Mother and Newborn Nursing Care****4 credits**

Studies the mother's care during the stages of pregnancy, childbirth, postpartum, and newborn care. Trains the student for application of procedures and skills related to nursing care to the mother and newborn. The course is comprised of 30 theory hours, 60 laboratory hours and/or 22.5 out-of-class work hours. Prerequisite: ENPR 0160.

**ENFE 0229****Mother and Newborn Nursing Care Clinical Practice****2 credits**

Application of the principles learned in the theoretical stage, using the nursing process as a tool for intervention. The student will develop skills in the mother and newborn care to help identify potential problems during, and after delivery and in the most common gynecological conditions. All of these activities shall be selected and supervised by the student's mentor or clinical supervisor. The course is comprised of 90 practice hours. Prerequisites: ENFE 0169 and ENFE 0220.

**ENPR 0240 Course available as blended learning**  
**Child and Adolescent Nursing Care****4 credits**

Analyzes the essential aspects of childcare from the neonatal period through adolescence. Provides care to children and adolescents with congenital common diseases. Skills development care to intervene with children and adolescents in selected and supervised practice. The course is comprised of 30 theory hours, 60 laboratory hours and/or 22.5 out-of-class work hours. Prerequisite: ENPR 0160.

**ENPR 0249****Child and Adolescent Nursing Care Clinical Practice****2 credits**

Develop skills related to direct care of children and adolescents. Examines congenital conditions and common diseases of childhood and adolescence. Selected and

supervised experiences. The course is comprised of 90 practice hours. Prerequisites: ENPR 0169 and ENPR 0240.

**ENPR 0260 Course available online**

**Adult and Elderly Nursing Care**

**4 credits**

Studies the techniques and the simplest procedures related to the care in adults and elderly people. Imparts emphasis on the care elderly people taking into consideration the most common physical, emotional, and spiritual changes. Includes pathophysiological concepts which affect human functioning. The course is comprised of 60 theory hours and 15 research hours and/or out-of-class work hours. Prerequisite: ENPR 0160.

**ENPR 0269**

**Adult and Elderly Nursing Care Clinical Practice**

**2 credits**

Practice nursing interventions to provide care to adults and elderly people. Includes estimation and evaluation of the most common problems of these stages, taking into consideration the physical, social, psychological, and spiritual aspects. Intervenes with patients in critical and terminal conditions. The course is comprised of 90 practice hours. Prerequisite: ENPR 0169 and concurring with ENPR 0260.

**ENPR 0288 Course available online**

**Seminar**

**3 credits**

Discusses the various community health programs designed for disease prevention, health promotion, and rehabilitation of patient, family, and community. Integrates basic skills in patient management in emergency situations such as injury or trauma to the musculoskeletal system, poisoning, hemorrhage, and others. Overview of the theoretical and practical content offered in the program. The course is comprised of 45 theory hours and/or 11.25 out-of-class work hours. Prerequisite: second semester courses and concurring with third semester courses.

**INFO 0100 Course available as blended learning**

**Introduction to Computers**

**2 credits**

Presents the basic concepts of the computer. Explores the functions of the central processing unit and the entire set of programs used in it. Skills development to produce basic documents related to the areas of their study program. The course is comprised of 15 theory hours, 30 laboratory hours and/or 11.25 out-of-class work hours. Prerequisite: None.

**VIÉS 0100 Course available online****Student Life****1 credits**

Guidance on personal and academic skills which facilitate the transition to the postsecondary education environment. Examines study habits, information search, decision making, self-esteem, self-awareness, professional development, and motivation to complete their studies. Analyzes the essential academic skills that promote lifelong learning. The course is comprised of 15 theory hours and/or 3.75 out-of-class work hours. Prerequisite: None.

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## **Veterinary Assistant (Diploma)**

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### **Program Description**

The Veterinary Assistant program provides and strengthens the scientific knowledge and necessary health skills to provide a high quality veterinary professional support thereby contributing to the total welfare of pets and farm.

### **General Objectives**

1. Effectively develop methods and practices for an effective and safe management of animals in the student.
2. Train the student in the management of a veterinary office, the related laws, techniques and procedures vis à vis current medicine.
3. Train the student in veterinary nursing techniques and other clinical services aimed at domestic animals.
4. Facilitate the development of academic skills and those contributing to continuous learning in their professional life.
5. Provide clinical experiences which allow the student to apply the acquired academic preparation and provide them with the opportunity to obtain new training experiences.

### **Graduate Profile**

1. Shall provide the safe care and welfare of birds, reptiles, fish and other domestic and farm animals, in accordance with the laws of the profession and the code of ethics.
2. The student shall participate in the management of a veterinary hospital, exercising monitoring techniques, therapy, prophylaxis, lodging, and nutrition.
3. The student shall take laboratory samples, assist in the intervention, manage the required equipment, administer prescription drugs and advise on them.
4. The student shall be able to appropriately relate, use critical thinking skills, and solve problems.

5. Assist the licensed veterinarian and other professionals in the field of biological sciences in the provision of veterinary services in Puerto Rico.

### Program Length

This program has a duration of 12 months to be completed in 3 semesters.

### Program Requirements

To obtain the Veterinary Assistant diploma, a total of 55 credits are required.

#### First Semester

Course Code	Course Title	Credits
AVET 0101	Veterinary Anatomy and Physiology***	5
AVET 0110	Veterinary Mathematics**	3
AVET 0120	Introduction to Veterinary Medicine**	3
AVET 0130	Veterinary Nursing**	5
NFO 0110	Information Technology–Computer Science***	3
VIES 0100	Student life**	1

#### Second Semester

Course Code	Course Title	Credits
AVET 0140	Infectious diseases***	4
AVET 0150	Techniques and Procedures Veterinary Assistant ***	4
AVET 0160	Nutrition**	3
AVET 0170	Veterinary Pharmacology**	3
AVET 0180	Surgical Support***	3
AVET 0190	Veterinary Radiology***	3

**Third Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
AVET 0200	Introduction to basic grooming***	4
AVET 0210	Methods and practice in the management of farm animals***	3
AVET 0220	Veterinary Microbiology***	3
AVET 0229	Veterinary Clinical Practice	5

\*\* **Course available in online modality**

\*\*\* **Course available in blended learning modality**

**Description of Courses****AVET 0101 Course available as blended learning****Anatomy and Veterinary Physiology****5 credits**

Studies animal anatomy and physiology. Analyzes the following systems: integumentary, skeletal, cardiovascular, respiratory, muscular, lymphatic, immunological and their interactions for the maintenance of homeostasis in the animal body. Explores the anatomy of domestic animals and refers to the particularities of other species. Analyzes the acquired knowledge about animal anatomy and physiology from the perspective of situations related to the profession. The course is comprised of 60 theory hours, 30 laboratory hours and 22.50 out-of-class work hours. Prerequisite: None.

**AVET 0110 Course available online****Veterinary Mathematics****3 credits**

Analyzes the sets of whole numbers, fractions, decimals, ratios and proportions, percent, and systems of weights and measures. Examines the basic concepts of mathematics which are carried out daily in the practice of the veterinary assistant profession. Explores the fundamentals of mathematics and dosing, concentration levels, and medication administration. The estimation and significant figures, as well as, the method for the increase and reduction of formulas, and preparations expressed in percentage are analyzed. Includes the basic mathematical operations and their application in the solution of quantitative problems which are part of the professional



functions of the veterinary assistant. Emphasizes the International System of Units, English System and equivalences for conversion. Presents a methodology aimed at analysis, reasoning, and problem solving. The course is comprised of 45 theory hours and/or 11.25 out-of-class work hours. Prerequisite: None.

**AVET 0120 Course available online**  
**Introduction to Veterinary Medicine**

**3 credits**

Explores the differences between a veterinary assistant, a veterinary technician, and a veterinarian, as well as the laws and the code of ethics that govern their professional performance. Analyzes issues related to the restriction and effective management of the different species during a physical examination, the performance of a comprehensive physical examination, the taking of samples for diagnostic purposes, and the routes of administration of medications. The course is comprised of 45 theory hours and/or 11.25 out-of-class work hours. Prerequisite: None.

**AVET 0130 Course available as blended learning**  
**Veterinary Nursing**

**5 credits**

Analyzes the provided care to animals of smaller and older species, of all ages, sick or healthy, and in all contexts. Includes the promotion of health, the prevention of disease, and the care of sick animals. Subject matters related to the medical nursing of small pets, equines, and pet animals. Explores concepts related to nursing and alternative veterinary medicine. The course is comprised of 60 theory hours, 30 laboratory hours and 22.50 out-of-class work hours. Prerequisite: None.

**AVET 0140 Course available as blended learning**  
**Infectious diseases**

**4 credits**

It analyzes the anatomical and physiological alterations that occur in the animal's organism as a result of a disease. It studies the causes of injuries of a certain pathological process in all body systems that this includes: joints, skin, hormonal diseases, systematic diseases, brachycephalic complications, eye problems, ears, mites, among others. The course consists of 45 hours of theory, 30 hours of laboratory and 18.75 hours of preparation or work outside the classroom. Prerequisite: AVET 0101, 0120, 0130

**AVET 0150 Course available as blended learning**  
**Techniques and Procedures of the Veterinary Assistant** **4 credits**

It presents the techniques and procedures of clinical laboratory commonly used in hematology, urinalysis, clinical chemistry and veterinary cytology. Emphasizes techniques and methods, rather than their interpretation. Also, the quality control system and the laboratory instrumentation necessary for the analysis of the chemical and hematology clinics are reviewed and summarized. Discusses possible errors in the taking and handling of samples that can complicate the interpretation of data from a laboratory. In addition, a broad perspective of clinical microbiology and procedures for diagnosis in parasitology is presented. The course is comprised of 45 theory hours, 30 laboratory hours and 18.75 out-of-class work hours. Prerequisite: AVET 0101, 0120, 0130

**AVET 0160 Course available online**  
**Nutrition** **3 credits**

General study of the basics of feline and canine nutrition. Analyze the nutritional requirements of dogs and cats specified by body composition using Body Score Condition. Discuss the nutritional processes in the stages: pediatric, adult, pregnancy, geriatric and diseases that are caused by poor diet. In addition, it includes the main concepts of the characteristics of food composition, stories such as: types of food, consumption, use of ingested nutrients, nutritional characteristics and nutritional requirements (stage, condition, age and quality of food). Explains the aspects related to nutrition: digestibility, intoxication, intolerance, toxic foods and plants. The course consists of 45 hours of theory and 11.25 hours of preparation or work outside the classroom. Prerequisite: AVET 0101, 0120, 0130

**AVET 0170 Course available online**  
**Veterinary Pharmacology** **3 credits**

Presents the most important pharmacological concepts applied to veterinary sciences. Discusses the topics related to pharmacotherapy, pharmacokinetics and pharmacodynamics for the most commonly used drugs in the field of veterinary medicine, as well as topics related to the routes and techniques for the administration of these drugs. The course is comprised of 45 theory hours and 11.25 out-of-class work hours. Prerequisite: AVET 0101, 0120, 0130

**AVET 0180 Course available online**  
**Surgical Support****3 credits**

Presents and discusses the pre-surgical, intra-surgical, and postsurgical assistance the veterinary assistant can provide. Enables the student to assist in the preparation of the animal undergoing surgery, patient care, cleaning, packaging and sterilization of the instruments. Explores issues regarding the identification of surgical instrumentation, aseptic techniques, assistance in surgery, suture materials and common surgical procedures. The course is comprised of 30 theory hours, 30 laboratory hours and 15 out-of-class work hours course. Prerequisite: AVET 0101, 0110, 0120, 0130

**AVET 0190 Course available online**  
**Veterinary Radiology****3 credits**

Examines the basic radiological concepts and their application in veterinary sciences to obtain a radiographic image of diagnostic quality. Examines topics related to radiological theory and equipment, as well as issues related to the obtaining of radiographic images for the different anatomical areas of a patient. The course is comprised of 30 theory hours, 30 laboratory hours and 15 out-of-class work hours. Prerequisite: AVET 0150.

**AVET 0200 Course available as blended learning**  
**Introduction to basic grooming****4 credits**

Presents the techniques, procedures, and basic concepts of dog and cat grooming, bathing, drying, trimming, and cleaning ears. The course is comprised of 45 theory hours, 30 laboratory hours and 18.75 out-of-class work hours. Prerequisite: None.

**AVET 0210 Course available as blended learning**  
**Methods and Practices in the Management of Farm Animals****3 credits**

Examines the study of breeds and characteristics of domestic animals, including pigs, sheep, goats, horses, cattle, and common birds. Analyzes the fundamental concepts of animal nutrition, selection and breeding of these species. This course offers students the opportunity to become familiar with the most important farm animals. The course is comprised of 30 theory hours, 30 laboratory hours and 15 out-of-class work hours. Prerequisites: None.

**AVET 0220 Course available as blended learning  
Veterinary Microbiology****3 credits**

Examines the basic knowledge of microorganisms, immunology, and immunological methods. Studies the background, classification and nomenclature of bacteria, fungi and viruses. Integrates aspects related to veterinary assistance in the collection, handling and preparation of samples. Analyzes the characteristics, the life cycle and the signs of the most common parasites found in domestic and farm animals. Encompasses the role of the veterinary assistant in the collection, preparation and evaluation of samples for the parasitological examination. The course is comprised of 30 theory hours, 30 laboratory hours and/or 15 out-of-class work hours course. Prerequisite: None.

**AVET 0229  
Veterinary Clinical Practice****3 credits**

This clinical experience integrates the learned knowledge and skills to be applied in real situations, with patients and real clients in a veterinary clinic or other similar environment. The student shall be supervised at all times by a licensed veterinarian or veterinary technologist to practice their profession in Puerto Rico, who will also serve as mentor, counselor and advisor to the student. The course is comprised of 405 practice hours. Prerequisite: All concentration courses.

**INFO 0110 Course available as blended learning  
Information Technology–Computer Science****3 credits**

Study of general concepts, terminology and history related to the computer. Presents the physical components and their functions. Development of management skills and use of the computer keyboard (alphanumeric, symbolic, functions and keyboard calculator). Introducing the most currently used application programs. The course is comprised of 30 theory hours, 30 laboratory hours and/or 15 out-of-class work hours. Prerequisite: None.

**VIES 0100 Course available online  
Student Life****1 credit**

Guidance on personal and academic skills which facilitate the transition to the postsecondary education environment. Examines study habits, information search, decision making, self-esteem, self-awareness, professional development, and motivation to complete their studies. Analyzes the essential academic skills which promote lifelong learning. The course is comprised of 15 theory hours and/or 3.75 out-of-class work hours. Prerequisite: None.

## STUDENT SERVICES

### Federal Financial Aid Programs

The Financial Aid Office provides guidance to students regarding the available financial aid to enable defrayed costs for their postsecondary studies. CEM College is authorized to participate in federal student aid programs. There are grants available in all study programs, for those who qualify under the Pell Grant Program, the Federal Supplemental Educational Opportunity Grant (SEOG), and the Federal Work Study Program (FWSP). These grants are awarded in accordance with the economic needs of each student.

Any student who participates in federal financial assistance must maintain satisfactory academic progress in compliance with the definition included in this Catalog. For more information on available financial aid, the student must go to the Financial Aid Office and request a copy of the *Consumer Manual*.

### Refund Policy

The student shall have the right to a total refund if they cancel their educational contract within three days of having signed said contract. Applicants, who have not visited the school prior to registration, have the right to cancel their contract without penalty if the cancellation was done within 3 working days, after having attended the orientation process or having visited the institution. If the student cancels their educational contract after 3 days of having signed but prior to the start of classes, they shall have the right to a full refund, except the amount of \$150.00 for administrative fees.

If the student requests a withdrawal or discontinues attending classes before fulfilling 60% of the registration term, they shall be reimbursed a proportional amount with regard to the total cost of enrollment. This shall be calculated according to the elapsed days in relation to the total days included in said enrollment term.

If a student withdraws or is expelled from CEM College, a refund amount pertaining to federal funds awarded to the student may be required of the institution or the student. The student may be eligible for a refund amount in tuition and fees paid to CEM College for the enrolled term. If a student receives external financial aid from federal programs, a portion may be returned to the program source from where the funds were awarded.

If a student requests a withdrawal, they should visit the Registrar's Office of the branch in order to complete a withdrawal form and follow the instructions of said office. This procedure allows CEM College to reimburse the maximum possible for institutional charges within the required time to the corresponding funds.

The institutional refund policy for the student is established in order to calculate the corresponding refunds on institutional fees. The institutional policy for student refund requires that, once a credit balance is in favor of the student, the institution shall reimburse the student said balance on or before ninety (90) days of the voluntary or involuntary withdrawal. Federal regulations for returning Title IV funds determine the amount which must be returned to federal programs within a period of forty-five (45) days as of the date of the student's withdrawal notification or as determined by CEM College. This policy shall apply to a student receiving Title IV funds and whose total withdrawal date has elapsed up to 60% of the enrollment term. The student may receive a refund for the fees through the application of the adopted institutional policy.

CEM College policy establishes that the student who withdraws totally (voluntarily or involuntarily) receives a prorated refund of tuition and fees for the period of enrollment, based on the elapsed time and according to the following table:

PERCENTAGE ELAPSED	10% or less	15% or less	20% or less	25% or less	30% or less	35% or less	40% or less	45% or less	50% or less	55% or less	60% or less	Greater than 60%
REFUND PERCENTAGE	90%	85%	80%	75%	70%	65%	60%	55%	50%	45%	40%	0%

The federal refund policy requires the return of funds from the federal financial aid programs when a total withdrawal is before or until 60% of the billing period. The percentage of federal aid to be returned shall be the same as the number of calendar days remaining in the enrollment period divided by the number of days included in said period. The scheduled vacation periods which exceed (4) days are excluded from the calculation.

If there are additional funds to return, after all federal aids have been refunded, it may be returned to all state or external sources in the event that no outstanding charges are due from the students at the time of withdrawal. If outstanding charges are due from the student, all credits or financial aid awarded from different sources will be credited before

refunding the student. Under the CEM College Refund Policy, the refund must be made within the next ninety (90) days from the date of voluntary or involuntary withdrawal.

If a refund check is made to a student due to a credit balance in the student's account, it may be required to return all or part of these funds, in the case of the student who voluntarily or involuntarily withdraws.

The worksheets used to determine the amount of refund of federal Title IV funds will be available upon student request.

### **Applicable Rules**

1. The enrollment and billing period for the student will not be less than (15) fifteen weeks in advance, meaning that the student shall only be responsible for the proportional part of the cost of the academic program related to each billing period.
2. If students request a withdrawal or discontinue attending classes before or until 60% of the enrollment term, they shall be reimbursed a proportional part of the billing period based on the attended calendar days or elapsed days in relation to the calendar days of said period.
3. If the withdrawal request date, or, in the case of an involuntary withdrawal, the date of determination by CEM College, has elapsed more than 60% of the calendar days comprised in the enrollment term, the student shall forfeit any refund in accordance to current federal regulations.
4. If the request date for withdrawal or last day attended by the student is before or until 60% has elapsed, the following shall be determined:
  - a. The elapsed calendar days at the time of the withdrawal date.
  - b. The calendar days in the enrollment term,
  - c. The official withdrawal date requested by the student, or the date registered by the institution as the involuntary withdrawal.
5. The percent of elapsed days in relation to the days in the enrollment term.
6. The refund shall be made to the origin of funds pursuant to the applicable laws and regulations.

7. The refund policy shall be subject to required changes by the federal government and applicable during the current contract.
8. CEM College shall honor the official course schedule as in all classes the student attended for at least one day.
9. If the student does not request a withdrawal according to the official procedure adopted by the institution, an involuntary withdrawal date shall be determined, within thirty (30) days after the end of the term. The student who cannot or does not want to continue the academic program should officially withdraw using the withdrawal form. This form can be found in the Registrar's Office. After completing all parts and signing the form, the student should return the form to the Registrar's Office where the withdrawal shall be made official.
10. If the student has the right to a refund, it shall be made effective within a ninety (90) day period of the voluntary or involuntary date of withdrawal.

This policy is subject to changes or modifications which may be required by the Federal Department of Education, the Accrediting Agencies or other regulatory entities.

### **Student Life and Student Services**

CEM College is committed in providing services which facilitate and encourage educational progress. The CEM College administration continuously develops activities aimed at achieving an interesting and pleasant cohabitation, while at the same time; help the personal, social and cultural development of students.

### **Duties and Reciprocal Rights**

CEM College is committed in providing training to students in their selected program. CEM College also commits to provide the necessary services aiming to facilitate the teaching-learning process.

This right goes beyond the classroom and covers all possible relationships and experiences with their peers, professors and directors of CEM College and with their fellow citizens in the community in general. Similarly, its fundamental duty to exercise their right to study, attend regularly and on time to class and behave in such a way that their conduct does not hinder the other members of the academic community in the exercise of their rights or fulfilling their duties. Students agree to meet their academic and economic obligations with the Institution.



The main and basic right of all students is the right to be educated, to learn. The rights and duties of the student as well as the Institution's appear recorded in the study contract signed by both parties.

### **Orientation and Counseling**

This Office coordinates the general orientation for new students, related to all services offered by the Institution.

It also provides professional assistance related to the problems and needs of students in terms of the academic and personal areas of their lives. The Counseling Professionals help students in clarifying values, attitudes, interests, skills, study habits, personal, and family problems. Special attention is offered to students who face difficulty in achieving satisfactory academic progress.

The orientation and assessment services are provided individually and/or in group. The Counseling Office provides and coordinates conferences and lectures on important issues which accommodate the student in their study environment, as well as for their personal and social development.

### **Placement Office**

This Office provides assistance to students on employment opportunities, preparing resumes, and job interviewing techniques. They also offer services to graduates including referrals to possible jobs and following up on their performance in the workplace. Although the CEM College does not guarantee employment of its graduates, it does provide help for them to be employed in the shortest possible time.

### **Student Organizations**

CEM College recognizes the importance of social and cultural activities in the educational process and encourages student participation in activities which complement their academic work. CEM College has a program of activities for this nature, such as conferences, exhibitions, community service activities, student talent events, among others.

CEM College encourages student participation in various areas of academic life. Participation in organizations are encouraged which are in tune with the student's artistic, literary, sports, professional, and religious interests.

Any group of ten or more students with a regular program may constitute a student organization and apply for official recognition. Those interested should complete the *Student Organization Information* form and submit it to the branch Director. The branch Director shall evaluate the information, appoint a representative of the Institution as a counselor and submit the recommendations to the Dean of Student Affairs for final determination.

Any student organization must submit a work plan, with an importance on planned activities which contribute to achieve objectives and purposes of the institution. CEM College is not responsible for handling any fee established for the operation of the organization. This will be handled by members of the organization.

CEM College may revoke the recognition of any organization in breach of the established norms. The decision of CEM College shall be subject to the decision of the branch Director.

No student organization shall be recognized if it establishes or practices racial, social, economic or origin requirements to admit students or if the organization discriminates based on such differences.

Any students, who consider themselves infringed upon their right to join student organizations, may complain to the Dean of Student Affairs of CEM College.

Authorized student organizations shall be entitled to the use of institutional facilities in accordance with the regulations. In addition, they shall be responsible for the actions of its members in the events held under its patronage, regardless of the responsibility falling on the members by their individual characters.

### **Student Participation in Committees**

CEM College students, as part of our academic community, have rights and duties which appear forth in the Enrollment Agreement, the Catalog and Student Regulations.

The President of CEM College, with the Dean of Student Affairs and the branch Director, may create functional committees working with the governing bodies of the institution. These committees shall be composed of faculty members, administration members, and students and shall address important issues to the institution.

Student participation in institutional committees is established based on inherent principles which contribute to decision making standards regarding issues of their own.

## **STATEMENTS AND CERTIFICATIONS**

### **Complaint Procedure**

Any person, organization or individual who wishes to file a complaint against CEM College may do so. The student shall fulfill the complaint procedure on the *General Student Regulations*. Students must exhaust all available remedies in order to resolve their complaint at the institutional level.

Students may file their complaint with the Office of the branch Director as applicable:

Prof. Héctor M. Dávila Rivera	Director of the San Juan Branch
Prof. Gerardo González Del Valle	Director of the Humacao Branch
Prof. María R. Feliciano Colón	Director of the Bayamón Branch
Prof. Cristina Rosado Silva	Director of the Mayagüez Branch

If the student was unsatisfied with the processing of the Institution concerning their complaint, the student may contact the Accrediting Agency. To this effect, the required notice by the accrediting agency is replicated for these purposes.

### **Student Complaints**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
**[www.accsc.org](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the school Director or online at [www.accsc.org](http://www.accsc.org).

Schools licensed by the Board of Postsecondary Institutions must have a procedure and operational plan to deal with complaints from their students. If the student exhausts all administrative procedures and still understands that the school has not adequately addressed his/her complaint, the student may consider contacting the Office of Records and Licensing of Educational Institutions. Please direct all inquiries to:

**Government of Puerto Rico**  
**Office of Registration and Licensing of Educational Institutions**  
**PO Box 9023271 San Juan, P.R. 00902-3271**  
**(787)722-2121**  
[www.ce.pr.gov](http://www.ce.pr.gov)

### **Make-up Time and/or Work Replacements**

Students shall be responsible for replacing the hours they have been absent from classes or practice. The agreement for work replacement shall be authorized by the professor and/or the program coordinator. The replacement of practice hours must be authorized by the supervisor of the practice center and the professor.

### **Contact-Hour**

The contact hour is equivalent to sixty minutes. Each hour may include a recess of up to ten minutes if provided by the Institution.

### **Credit-Hour**

The credit-hour corresponds to a 15-week semester. This is equivalent to 45 units which are constituted by the following academic activities:

<b>Equivalence between 45 Hours and Credit</b>	
<b>Academic Activity</b>	<b>Credit</b>
Teaching	2.0
Laboratory	1.5
Practice	1.0
Assignment	0.5

## Rules of Conduct

The main and basic right of all students is the right to be educated, to learn. This right transcends the classroom and covers all their possible relationships and experiences with their colleagues, professors and directors of CEM College and with their fellow citizens in such a way that their behavior does not hinder the other members of the academic community in the exercise of their rights or in the fulfillment of their duties.

CEM College reserves the right to initiate disciplinary proceedings against any student who violates the rules of conduct included in the General Student Regulations.

### Student Suspension or Termination

CEM College reserves the right to initiate disciplinary proceedings against any student who violates the rules of conduct included in the General Student Regulations.

CEM College may separate and/or withdraw from the Institution any student due to the following reasons:

- a. Low academic index
- b. Default in payment
- c. Health problems
- d. Undisciplined behavior
- e. Noncompliance with the rules and regulations of the CEM College

## Attendance Policy

CEM College believes that class attendance is essential in university courses. Regular and timely assistance are recommended to successfully complete the curriculum. The student shall be responsible for compliance with the requirements of the course, as stipulated in the syllabus. Prolonged absences may be subject to discipline as established in the *Study Contract* and in the *General Student Regulations*.

## Start and Completion of Diploma Programs

The institution shall determine the starting dates of the Diploma Programs. These are notified to applicants during the enrollment process and in their school programs.

The Institution reserves the right to postpone or cancel the start of the Diploma Programs with prior notification to students.

## **Policy of Nondiscrimination and Equal Opportunities**

CEM College does not discriminate against anyone based on age, sex, race, nationality, ethnic origin, color, marital status, social status, creed, religion, political ideas, or impediments which do not interfere with the achievement of the study program and/or the performance of the functions related to work.

### **Student Right to Review File**

In accordance with the provisions of the Family Educational Rights and Privacy Act, as amended, our students have the right to inspect all of their records and official records maintained by the Institution, upon written notification to the Office of the President, at least twenty (20) days prior to the date on which it is contemplated to review the file.

If students disagree with any information or document kept on file, they have the right to express their views on the matter. In this case, students must file their written request to the Office of the President stating the reasons for disagreement with the information included in file.

## **Update and Correction of the Catalog**

CEM College shall carry out all steps necessary to keep the information in this Catalog updated. However, CEM College reserves the right to change the regulations, review the costs for tuition, fees for services, requirements to complete study programs, requirements for the granting of degrees and academic distinctions, content of the courses and any other provisions which may affect students when deemed necessary or appropriate.

The publication of these provisions should not be considered as an irrevocable contract between an applicant or student and CEM College. All changes made in this catalog shall be reported and disclosed for the benefit of CEM College community, through the Office of the President, with the approval of the Board of Directors. In addition, these will be incorporated as an integral part of this document.

## **Catalog Approval**

This Catalog was approved by the Board of Directors of CEM College in the month of December 2020.

Published by CEM College, PO Box 191317, San Juan, PR 00919-1317, December 2020.

CEM College recognizes inclusive language. However, to facilitate reading, this document shall be regulated by the decreed standard of the Royal Spanish Academy on the use of gender norm.



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CEM College is an accredited institution by the *Accrediting Commission of Career Schools and Colleges (ACCSC)*, and authorized by the Board of Education of Puerto Rico (CEPR).

[www.cemcollege.edu](http://www.cemcollege.edu)