



# *STUDENT'S POLICIES, REGULATION & AMP; PROCEDURES HANDBOOK*

REVISED 2019- 2020

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## **PART I - PREAMBLE**

This student manual is intended to point out the rights and responsibilities of students as members of our institution, Caribbean Forensic & Technical College, Inc., and the rules that should govern.

It provides rules that enable the best daily coexistence and better relationships between students and between students with faculty and the administration.

The College is committed to:

1. Achieving excellence in learning, teaching and the wider student experience, to give our students the best possible preparation for their future lives and careers
2. The continuous development of our curriculum , to meet the changing needs of students, the creative and cultural sectors, and society

### **Equality and Diversity Policy Statement**

**Caribbean Forensic & Technical College** is committed to an approach to Equality and Diversity, which encourages, supports and values diversity. The school will actively work towards offering equality of opportunity to all students and staff regardless of age, race, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, sex, sexual orientation and religion or belief.

## **PART II – STUDENT RIGHTS, DUTIES AND RESPONSIBILITIES**

### **Article 1:**

The student has the right to education, the duty to contribute to the realization of philosophy and objectives of the institution, preserving the principles that inspire it.

### **Article 2**

To achieve these purposes, the student may use the resources at their disposal, such as: exchange of ideas and concepts with their teachers and classmates and their positive participation in student affairs.

### **Article 3:**

The student must be considerate and respectful towards the faculty members, colleagues and management of Caribbean Forensic & Technical College, as such conduct demands reciprocity and positive human relations.

**Article 4:**

Class attendance record will be conducted. For any student with three (3) consecutive absences a medical certificate or a justifiable excuse is required. Five (5) consecutive absences without justification will not be allowed in the Semester.

Tardiness or class cuts must be justified by the student to his teacher. In rare cases without justification will be subject to disciplinary action by the School Director .

Students must apply in writing to the school for permission to arrive late or to leave early on a regular basis, for any reason, or for special leave of absence

**Article 5:**

There will be a break of twenty (20) minutes in the morning section from 10:00 to 10:20 a.m., in the afternoon from 3:00 to 3:20 pm (Saturdays) and in the evening from 7:00 a7 20 AM. No student may leave or return before or after the start time for the break.

**Article 6:**

The student may do any kind of work in the Laboratories, as assigned by the teacher.

**Article 7:**

Section classes begin in the morning at 8:00 AM, to 1:00 PM. In the night section will begin at 5:00 P.M. 10:00 PM. Saturday 8:00 AM. 5:00 PM.

**Article 8:**

You can not smoke, drink or eat at any time within classrooms, library or laboratory, except those students whose medical condition requires it.

**Article 9:**

Payments must be made in accordance with the provisions of the Student's Registration Agreement



## **PART III. ACADEMIC INFORMATION**

### **Article 1**

#### **Satisfactory Progress Policy.**

C.F.T.C. requires every student to show academic progress in the number of academic credits completed and the grade point average the student maintains:

#### **Qualitative Academic Progress**

<b>PROGRAMS FROM 36 TO 42 CREDITS</b>	
<u>Credit Approved</u>	<u>Academic Index Required</u>
From 3 to 22	1.50 Minimum Required
From 23 to 42	2.00 Minimum Required
<b>PROGRAMS FROM 54-60 CREDITS</b>	
From 3 to 18	1.50 Minimum Required
From 19 to 36	1.75 Minimum Required
From 37 to 54	2.00 Minimum Required

#### **Quantitative Academic Progress**

C.F.&T.C. measure the Minimum Quantitative Academic Progress as follows: The Student must approved a minimum of 66% of the Program enrolled. This applied to all the Programs.

### **Article 2**

#### **Work Reposition:**

Caribbean Forensic & Technical College provides tutorial services for students. The main objective of tutorial services is to help them complete successfully the course they attempt.

### **Article 3**

#### **Course Repetition :**

A student may be allowed to repeat a course failed with "F", charging the cost to Financial aid. They will have two more opportunities to repeat the course. Nevertheless, course registered for the third time and more are not eligible for federal funding. For the grade point average (GPA) determination, the last grade earned will be the one considered.

#### **Article 4**

##### **Withdrawal Policy**

Students willing to withdraw from the Institution must inform the Record Office and fill the appropriate withdrawal form. Students who withdraw without filling the proper form will receive automatically an Administrative Withdrawal.

#### **Article 5**

##### **Administrative Withdrawal (Unofficial)**

Caribbean Forensic & Technical College, will process and administrative withdrawal to those students who do not complete the term for which officially enrolled. Withdrawal will be processed within thirty days after the term ended.

The date of the withdrawal will be determined at the time the withdrawal is processed by the institution. If the institution can determine that the student did not officially withdrew, or announce his intention to withdraw (including such notification by a friend or relative), due to circumstance beyond his control such as: sickness, accident, the loss of a close relative, not comply with the academic Progress, not comply with the tuition payment plan, bad conduct, excessive absences etc.. The effective date will be established in accordance with the last day he/or she, assist to classes.

#### **Article 6**

##### **Official Withdrawals**

Official withdraws are those that are processed by an affirmative petition off the student. In this case: The student will notify his/her intention to withdraw to the Registrar's Office. Intention to withdraw means that the student has stopped attending classes and does not wish to return. Notification may be oral or written. CF&TC., is responsible to document an oral notification. CF&TC. May request to complete the withdrawal form, but this step is not a requirement to process the official withdrawal.

#### **Article 7**

##### **Temporarily Withdrawal**

CF&TC, will process a Temporarily withdrawal for a justify reason as sickness etc. for a maximum period of two (2) academic terms.

#### **Article 8**

##### **Inactive Withdrawal**

For those students that comply with the Academic Semester but not return to the next Academic Semester.

## **Article 9**

### **Probation Period:**

Students whose academic progress does not satisfy the qualitative or the quantitative elements will begin a probation period that will not exceed the one (1) academic term. During the Probation Period the student will be able to received economic aids

## **Article 10**

### **Student Withdrawal:**

The student under academic probation who does not show improvement during the following one academic term will undergo the penalty of withdrawal.

## **Article 11**

### **Appeals:**

The student classified under unsatisfactory academic progress has the right to appeal if he or she understands that is due to:

1. Administrative error
2. Death in Family
3. Economic Problems
4. Prolonged Sickness

The student must submitted in a period no less to twenty (20) days an appeal to Record Office.

## **Article 12**

All notes are available as requested, at the end of each academic semester, for students who have their payments up to date. Students may apply to middle of each section their academic progress , with the teacher.

## **Article 13:**

Course grades indicate the degree obtained from student. Grating systems are based on the system of letters and numeric value. Qualification standards established by the Caribbean Forensic & Technical College, Inc. are as follows:

**GRADING SYSTEM FOR STUDENT PROGRESS**

Grade	Grade Point	Grade Number	Grade Description
A	4	90 – 100`	Excellent
B	3	80-- 89	Good
C	2	70 - 79	Average
D	1	60 - 69	Deficient
F	0	0 - 59	Failure

SYMBOLS

CD- Course Validated    T- Course Transferred    CR-Course Repeated

**ACADEMIC GRADE POINT AVERAGE**

*A----- 4.00 a 3.50*  
*B----- 3.49 a 2.50*  
*C----- 2.49 a 1.60*  
*D----- 1.59 a 0.80*  
*F----- 0.79 a 0.00*

#### **Article 14**

The student receives from his teacher at the beginning of each class the proper orientation. It is include an explanation of the purposes and objectives of the course, study topics, readings and other teaching aids, assessment methods and other aspects relevant.

#### **Article 15**

Academic and Disciplinary records shall be confidential and may only be available to people outside the institution subject to receiving written consent of the student as prescribed by FERPA law.

#### **Article 16**

The student has the right to receive a correct evaluation of academic work by the professors.

#### **Article 17**

Students will have the right to obtain from the school, certification of studies, academic counseling, employment orientation, account statements, grade reports, orientation for Private Detective License abstention, additional copy of the academic program, as well as certifications of the behavior in the school.

### ***PART IV- REGISTRAR OFFICE***

#### **Article 1**

The Registrar Office is responsible for the enrollment processes, record keeping of student academic records and the issuance of the document requested by students and that are related to the information in the Registrar's Office. It is responsible, also for the certification of those students who complete the requirement of their programs and are eligible for graduation and issuance of certification. The Registrar Office is the custody of the Student's Academic Record and is regulated by FERPA Act. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

#### **Article 2**

### **Student Information: - Certifications & Transcripts**

Only the student is authorized to request a copy of his personal academic record (transcript). To transfer credits to other colleges and universities and to supply information to certifying agencies and prospective employers, confidential transcripts are issued. These are sent directly to the addresses designated by the Student.

Students may also obtain and official copy of the transcript of credit. Any alleged error in the transcript should be reported to the Registrar within ten (10) days of receiving it, also in the grade report, change in grade, will be within ten (10) days of receiving grade report.

A transcript and certifications fee is charged for each transcript. All services are denied to debtor students.

### **Article 3-**

#### **Disclosure of Education Records**

- Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  1. School officials with legitimate educational interest;
  2. Other schools to which a student is transferring;
  3. Specified officials for audit or evaluation purposes;
  4. Appropriate parties in connection with financial aid to a student;
  5. Organizations conducting certain studies for or on behalf of the school;
  6. Accrediting organizations;
  7. To comply with a judicial order or lawfully issued subpoena;
  8. Appropriate officials in cases of health and safety emergencies; and
  9. State and local authorities, within a juvenile justice system, pursuant to specific State law

### **Article 4**

#### **Class Attendance Policy:**

Attendance is required in order to achieve learning. Students should maintain regular attendance if they are to attain maximum success in the pursuit of their studies. Students, who have not attended any classes during the first two weeks of the academic term, will be dropped administratively from the course. The professor, after receiving the class list, will submit, in writing, the names of all students to the Office of the Registrar. On occasions, it may be necessary for the student to be absent from scheduled classes or laboratories for health conditions. The student is responsible for contacting the professor and for all work, completed or assigned.

### **Article 5**

#### **GRADUATION REQUIREMENTS**

The student must comply with the following graduation's requirements:

1. Must complete all classes in their Academic Program with a average Index of 2.00 "C"
2. Satisfied all the Financial obligations with the institution.

In order to fulfill the graduation requirements for graduation from our institution, the student receive a Graduation Certificate and one (1) Official Transcript and Student Transcript issued by the Registrar within two (2) weeks after filing of the request .

A student may appeal against the decision to revoke credit and/or an academic award by taking the matter to the School Director, The student will be notified at the earliest opportunity of the procedures for making such an appeal and of the timescale in which the appeal would be heard.

## **PART V. ADMISSIONS REGULATIONS AND PROCEDURES**

### **Article 1**

#### **Admission of students**

The Admission Office is responsible for the formal admissions and the Record Office the registrations of all students at CFTC.

. The school welcomes students from diverse backgrounds and is committed to ensuring that its admissions procedures are accessible and fair to all applicants, irrespective of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief (including lack of belief), sex and sexual orientation.

All applicants must comply with Admission procedures for admission and must meet the entry requirements as published. The school reserves the right to withdraw the offer of a place of study where an applicant has made a false, misleading or fraudulent application.

Caribbean Forensic & Technical College has its doors open to all persons who have a High School Diploma or the equivalent and are genuinely interested in pursuing postsecondary education and can benefit from the academic Programs that the institution offers.

The admissions process begins when the prospective student comes to the school to request information related to his/her educational future. The first contact is with the Director of Admissions, where the prospective student is informed of the different programs offered by the institution, length of programs, costs, class schedule, and subsequently the prospective student is given a tour of the facilities. If the prospective student wishes to continue with the admission process, he/she is required to fill out the application for admission accompanied by \$25.00 application fee. The application for admission must also be accompanied by all the admission requirements. If the prospective student is denied admission, the reasons for his/her rejection will be documented and certified by the Director of Admissions.

### **Article 2**

#### **Admission Requirements**

Following are the school's Admission Requirements:

1. High School Diploma or Transcript , High School Equivalent ( GED), or Post-Secondary Higher Education at University Level.
2. Photograph 2 x 2 (For Identification only)
3. Vaccination Certificate if below 21 years of age
4. \$25.00 Admission Fee
5. Parents Authorization , for candidate below 18 years old

### **Article 3**

#### **Financial Aid:**

The admissions' representatives are responsible for informing the potential candidates about the program's length, content and expectations. Subsequently, applicants are referred to the Financial Aid Department where all charges for training, methods of payment, and the availability of financial aid opportunities are explained. CF&TC, are eligible for Federal Aid such as Federal Pell grant and Puerto Rico Council of Education scholarship.

#### **Pell Grant:**

If Available from the Federal Government . There is a wide range of criteria that you have to meet in order to be eligible for receiving funds before you decide to apply:

- You have to be US citizen

- Have a valid Social Security Number

- You must not be incarcerated in a state or federal prison

- You must not have been convicted of the possession and sale illegal substances while receiving financial aid.

- You must be registered in the U.S. Selective Service

- You must have not completed a Bachelor Degree or more.

- You must not be in Default in the NSLDS Loan.

In order to receive the Pell Grant:

- You have to be enrolled in an undergraduate Program that leads to the awarding of a degree, diploma or Certificate

- You must have a high school diploma or GED

- Submitting your updated FAFSA Form

After you have applied for federal student aid using the FAFSA Form, you will be notified of your EFC and whether you are eligible for a Pell Grant. You do not have to apply for this scholarship additionally. You will receive automatically from your school's financial aid office. Still you will be asked to submit a number of document directly to CFTC. The amount of funding you will be awarded depend on a number of additional criteria. Your expected family contribution is the main factor.

The cost of your education and the size of your tuition fees, in particular are also taken into account. The program you are enrolled in will also determine the size of the Pell grant. Usually part-time students will receive less than full-time students. Additionally, the shorter the program is the lower the amount of funding is.

### **Article 4**

#### **Admission Procedures:**

Each prospective student is provided with a current information describing the philosophy and objectives of each the programs offered at CFTC, upon inquiry. In addition, to the written material, the prospective student is given a personal interview that allows him/her to ask questions and understand the nature of the programs. The information acquired in the interview session helps to verify the students written statements on the application for admission and provides for an opportunity for open discussion about the different program's length, content, objectives and demands.



The interview is the primary tool used to determine if a student is aware of the nature of the program he/she may be interested in, prepared for the responsibility of serious study and ready for the challenge of the college's programs. During the tour of the facilities, the applicant is able to view, firsthand, a day in the life of a CFTC student as he/she sits in or observes classes and/or ongoing laboratories.

The enrollment agreement, signed by the applicant, certifies that he/she has read and fully understands the nature of the program, and agrees to abide by its rules, regulations and policies. Therefore, CFTC does determine with reasonable certainty that each enrollee is fully informed and capable of benefiting from its programs.

Every prospective student is required to provide all of the admission's requirements prior to signing the enrollment agreement.

An applicant may be denied acceptance for one or more of the following reasons:

The applicant for admission is not completed thoroughly and accurately, including signature and date.

The applicant is not a high school graduate or GED certificate holder.

Financial condition of the applicant, after researching and applying for all available sources, does not indicate a reasonable expectation that he/she would be able to complete the program of study.

#### **Article 5**

##### **Admission Foreign Students:**

Caribbean Forensic & Technical College, Inc. accept foreign students that comply with the admission requirements , but they must file Form G-641 of Naturalization and Immigration Service of the USA.

#### **Article 6**

##### **Veterans Admission:**

Refer to Veterans Requirements to students receiving VA Benefits.

#### **Article 7**

##### **Re-admission:**

Students who are not active during two or more consecutive terms, or who are under suspension for disciplinary or academic reason, and who wish to continue their studies must apply for readmission to the institution.

Student who have discontinued their studies for one(1) year or more will be readmitted under the procedure in effect. The applicable curriculum will be the one outlined in the Catalog in effect, at the time of readmission and will be considered as a new student . The institution notify the student the classes that are equal in content and hours , transferred to the new student's record.

#### **Article 8**

##### **Procedure For Readmission:**

The student must fill in an application for readmission at the Admission's Office .

Pay a readmission fee of \$15.00, which is non-refundable.

Upon payment de re-admission fee, the Finance Office will proceed to notify the student of any debt with the institution., If the student is indebted to the institution, the process of re-admission is held up until the student pays the debt and receives the approval for the Finance Office.

The Finance Office will refer them to the Registrar Officer

## **Article 9**

### **Transfer of Credit Policy**

Caribbean Forensic & Technical College will only consider transferred students that comply with the following requirements:

1. Caribbean Forensic & Technical College may accept transfer credit for a course completed in the postsecondary institutions when comparable in scope and content to the CFTC's own coursework.
2. Submit an Official application for admission along with nonrefundable admission Fee of \$25.00
- 3 .CF&TC, , in evaluating credit earned by student for transfer, must adhere to the following principles and practices:
4. To accept credit earned at other institution, this institution has to be accredited by the State and federal accrediting agencies.
5. Students will received an Official Evaluation of courses approved with passing grade of "C" or above will be granted validated credits. C.F.&T.C. will not validate more than 50% of the length of the Academic Program.
- 6.The course content is equal or equivalent to the course accredited.

Forward to the Registrar and Official Transcript from all the institutions previously attended at the undergraduate and/or graduate level. The Official transcript should be sent to the Admissions Office. The transcript(s) must furnish a statement of a good standing. Student copies of Official Transcripts are not acceptable. The applicant who is actively enrolled in another institution at the time of application should request a current transcript, including the final grades of the last quarter to the Admission Office.

An Official Transcript from all the institutions previously attended , and transfer credits was accepted , must be part of the Student's Academic Record. The course validated from the other institution will not be considered to determine the academic Index.

CFTC reserve the right to accept transfer Credit that not comply with our principles and practices.

## **Article 10**

### **Applicants with a disability**

Students who declare a disability at point of admission will be interviewed and an admissions decision made based on the disability.

The school encourages applicants to disclose information about a disability as early and as fully as possible as this will allow appropriate support to be discussed and arranged. Applicants who elect not to disclose a disability or who do not provide full information at point of application may experience delays in accessing an appropriate level of disability support.

In exceptional circumstances, where the school is unable to provide a sufficient level of reasonable adjustment to fully support an applicant with a disability, the school may withdraw an offer. A full explanation will be provided in these circumstances.

## **Article 11**

### **Applicants who declare a criminal conviction**

All applicants are asked to declare a relevant criminal conviction that is not spent on their application form. The declaration of a criminal conviction does not mean that an application will be rejected, and the college will ensure that an applicant is not unreasonably denied an offer of an interview and/or place on the basis of a criminal conviction. The college will request relevant details from the applicant for consideration by a panel of staff members, who will assess the applicant's non-academic suitability. All correspondence shall be treated as confidential.

## **PART VI RULES OF CONDUCT**

### **Article 1**

The following conducts constitutes disciplinary penalties:

1. Any violation to any rule or policies of the institution
2. To commit fraud or conspiring to do so with official documents such as the Admission Application.
3. To alter, copy, destroy or commit fraud with official documents.
4. To disrupt both peace and calm in the classroom or any area of the institution with threats, yelling, offensive behavior, provoke, fighting or many other acts.
5. Carrying weapons to the institution. Only police agents or security guards with weapon carrying license authorized by the government of the Commonwealth of Puerto Rico or the federal government to carry them are reconsidered to carry one.
6. Participating in dishonest acts, fraud or random games inside the institution.
7. Interrupt or bother of regular institution activities or to conspire to do such.
8. Aggression threats or the intention do so against administrative employees and students.

9. To damage property of Caribbean Forensic & Technical College or conspire to do so.
10. Distribution or publication of obscene, defamatory or any material that disturbs the institutional order.
11. Any conduct that endangers health, dignity or security of any person in the institution.
12. Possession, use, distribution or selling drugs or controlled substances in the institution.
13. Moral corruption.
14. Smoke, drink or eat inside a classroom or laboratory.
15. Any student activity without written approval of the president of Caribbean Forensic & Technical College before giving any promotion.
16. Distribution of flyers, promotion, newspaper or any other published material inside or outside the institution without the approval of the President of the school.
17. Coming late for class, copying material of another student during a test or examination or taking another student's work without proper authorization.
18. Use of foul language inside or outside the institution.
19. No children allowed in classrooms. The institution doesn't take any responsibility by any accident that happens to any child.

## **Article 2**

### **Any violation to the conduct rules could lead to one or more of the following penalties:**

- A proper warning
- Academic Probation for a limited time, while any other violation of the rules will cause either suspension or termination of the institution.
- Entrance to the institution will be forbidden in a determined time.
- Suspension from the Caribbean Forensic & Technical College for a limited time.
- Definitive termination or expulsion from the Caribbean Forensic & Technical College.

While imposing these penalties for violation to the rules, shall be considered brief or aggravated consequences.

## **PART VII REFUND AND CANCELLATION POLICY**

### **Article 1**

The date of student, for the purpose of calculating the amount to be reimbursed will be the date of official notification by the student of withdrawal. In case of minor of age students, the notification of withdrawal must be sign by parents. C.F.&T.C. will reimburse the student the amount not used by the student, regardless of the student notifications.

## **Article 2**

### **Cancellation before beginning of classes:**

All money will be reimbursed for the followings:

Students not admitted by the school. Cancellation requested during the first three (3) working dates after the signing of the enrollment agreement.

## **Article 3**

### **Other Cancellation:**

After three (3) working dates of signing the enrollment agreement , but before the beginning of the course the amount paid will be reimbursed, less 5% or \$100.00, whichever is less.

## **Article 4**

### **Student Withdrawal Without Providing Official Notification:**

The school determine the withdrawal date not later than 30 days after the end of the period of the enrollment agreement.

## **Article 5**

### **Special Cases,**

where the students cannot continue their studies because of illness, accident, tragedy in family or any other case , the institution will work out an arrangement acceptable for both parts.

## **Article 6**

### **Voluntary Cancellation:**

The student can terminate his agreement voluntary by written notification.

## **Article 7**

### **Period for Reimbursement:**

The C.F.T.C. will reimburse any amount to students not later than 45 days after the withdrawal notification.

## **PART VIII RETURN TITLE IV FUNDS POLICY:**

### **Article 1**

#### **Withdrawal Dates for School that is not required to take attendance Official Notification:**

For a student that begins the school's withdrawal process or the student otherwise provides official notification of intent to withdraw, the date of the Institution Determination that the student has withdrawn is the student's withdrawal date, or the date of notification , whichever is later.

## **Article 2**

### **Official Notification Not Provided:**

For student who withdraws without providing notification to the school, the school must determine the withdrawal date no later than 30 days after the end of the earlier of the : (1) payment period or period of enrollment , (2) academic year, (3) educational program.

## **Article 3-**

### **Withdrawals from Standard Term-based Programs Using Modules**

When a student withdraws from a standard term-based program that has a series of modules, the school determines whether a Returned of Title IV Funds calculation is required.

If a student withdraws from the institution after completing at least one course is one module within the term, the student is not considered to have withdrawn and the requirements for the Return of Title IV aid do not apply. The recalculation method is used in those cases.

If a student withdraws from the institution before completing at least one course in one module, the student is considered to have withdrawn and the requirement of the Return of Title IV aid apply unless the institution has obtained a confirmation from student that the student intends to continue in the program by attending a module later in the term.

## **PART IX- LEAVE OF ABSENCE**

### **Article 1**

For a student that does not return from an approved leave of absence Institution 's Determination Date is the earliest of the date of the end of the leave of absence or the date the student notified the school he or she will not be return to that school. (In the case of an unapproved absence, the date, the student began the leave of absence).

### **Article 2**

#### **Procedures of Leave of Absence**

Any student may be granted a leave of absence (LOA) for legitimate emergencies. Generally, only one (1) LOA shall be granted in 12 months period, and for a maximum of 50 school days . More than 50 schools days may be granted to allow a student to re-enter a class at the point at which the student left for the LOA. Caribbean Forensic & Technical College's policy ,regarding leaves of absence (LOA) that all requests for leaves of absence has to be submitted in writing and include the reason for the student's request; the student must follow the school's policy in requesting the LOA; filling the application. The anticipated date of return must indicated on the request as well as the reason for a student's request for a LOA. There must be a reasonable expectation that the student will return from the LOA. The Registrar Office, must approve the student's request for a LOA in accordance with the school's policy. CF&TC, may grant more than one (1) LOA, in the even that circumstance arise such a medical reason affecting the student or a member of student's immediate family, military service or jury duty. Caribbean Forensic & Technical College will meet with the student personally to discuss the request and determine whether the leave will be granted.

Caribbean Forensic & Technical, will not assess the student any additional institutional charges, the student need will not increase, and therefore, the student is not eligible for any additional federal Student Aid.

The LOA together with any additional leaves of absence cannot exceed a total of 180 days within any 12-month period.

A student granted an LOA that met the criteria in this section is not considered to have withdrawn, and no Return calculation is required. Upon the student's return from the leave , he or she continues to earn the Federal Student Aid previously awarded for the period.

Caribbean Forensic & Technical College is an institution not required to take attendance, if the expiration date of a student approved LOA, the withdrawal's date for returning SFA Funds is the date ,that the student began the LOA. The consequences of a student's failure to return for a LOA , he or she is place on Administrative Withdrawal

## **PART X – TERMINATION POLICY**

### **Article 1**

The student can be separate from the school from the following reasons:

- Disciplinary Problems
- Debts with the School
- If not comply with the academic progress after been in probation.

## **PART X1 – EMPLOYMENT ORIENTATION**

### **Article 1**

Caribbean Forensic & Technical bring employment orientation to all graduates . This orientation is free of cost. The school does not guarantee employment to their Students but make every effort to guide the student, once they graduate. The school maintains contact with many sources of employment for graduates placement. Our placement officer, helps the student to learn about employment agencies and the different employment opportunities available. The officer also coordinates interview between the student and employment agencies or employer. The placement officer, has a directory of the agencies that employ personnel within the Information Systems field.

## **PART X11-VETERANS STUDENTS REGULATIONS &PROCEDURES**

### **MINIMUM ACADEMIC REQUIREMENTS APPLICABLE TO RECEIVING VA EDUCATIONAL BENEFITS REGISTERED IN POST SECONDARY TECHNICAL AND VOCATIONAL INSTITUTIONS**

#### **Article 1** **Admission**

All VA students must submit admission documents BEFORE the 1st day of school.

#### **Article 2** **Transfer of Credit**

Every Certifying Official must ensure that the student with previous studies at another institution, submits for evaluation an *official transcript* from the previous institution and/ or program source. The student must apply for transfer of credits following the procedures established by the institution. It will ensure that by validating hours / credits from previous studies, cost and program duration will be reduced proportionately.

#### **Article 3** **Satisfactory Progress**

A student receiving educational benefits from the Veterans Administration shall maintain during all grading period a minimum cumulative grade point average ( GPA of 2.00) , which is considered to be making satisfactory progress and to continue to receive their educational benefit.

#### **Article 4** **Probationary Period (to receive educational benefit )**

Students who fail to earn a minimum overall average ( GPA ) of 2.00 at the end of the evaluation period or term, will be placed on probation for their benefit. Failure to achieve the overall minimum average ( GPA ) of 2.00 at the end of the probationary term, it shall be suspended, resulting in the student being placed on termination status. If a program consists of only two periods or terms, and did not achieve an overall minimum ( GPA ) of 2.00 during the first term, the student may not be certified for the second period or term.

#### **Article 5** **Reinstalling the educational benefit**

After the educational benefit has been suspended for unsatisfactory progress, the student must achieve a minimum 2.00 cumulative GPA on the following term to have the educational benefit reinstalled.

#### **Article 6** **Satisfactory Attendance (To Continue Receiving Educational Benefit)**



The VA will only pay for the total hours that comprise the program. The veteran student will be certified by the Certifying Official for the hours in which they enroll in the respective period, term, or session. Therefore, a student receiving educational benefits at ALL TIMES must maintain satisfactory attendance.

The Certifying Official will conduct an evaluation during midterm, period or session. When more than 10 percent of the class contact hours in a given period, term or session have been missed without providing official documentation of excusable reasons for the absences, the student will be suspended and termination will be sent to VA. A student may be re-enrolled for benefits at the beginning of the term following interruption only when the cause of unsatisfactory attendance has been removed and has fully replenished all required contact hours.

Students interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances. Mitigating circumstances are issues which directly hinder a student's pursuit of a course/program of study, and which are judged to be beyond the student's control.

- \*Serious illness of the student.

- \*Serious illness or death in the student's immediate family.

- \*Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.

- \*Activity duty military service, including active duty for training.

## **Article 7**

### **Leave of Absence (LOA )**

Educational benefit is suspended while the veteran student is absent with permission. The benefit will be reinstated again, once the student returns to school.

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Signature of Certifying Official    Date

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Signature of Student    Date

References: 38 CFR 21.4253 ( d ) (4)

## **PART XIII DRUG AND ALCOHOL POLICY**

### **Article 1**

CARIBBEAN FORENSIC & TECHNICAL COLLEGE, INC. has an established policy regarding use of drugs and/or alcohol in the facilities. Our Rules of Conduct and Staff Policy that clearly establishes the penalties to follow, if by any means, either a student or staff member is using or selling drugs or alcohol inside the institution premises. Such behavior can be penalized as a criminal act in which the person will be according to law. As for the staff member, the person will be automatically terminated.

For those who wish rehabilitation, the institution has a series of help sources to assist in the process. People, who desire this kind of help, shall communicate with the Executive Director to initiate the process. Those who seek rehabilitation will be assisted by the institution and shall be penalty-free

as long as the person follows the program which it chose. If rehabilitation program is not followed, the penalty shall be removal from the institution.-

## **PART XIV- Unlawful Discrimination and Harassment**

### **Article 1**

This policy is the basis for the school's commitment to conform with the law in regard to nondiscrimination and maintaining a workplace free from sexual harassment and other unlawful forms of harassment.

Discrimination based on factors irrelevant to admission, employment, or program participation violates the school's principles. In keeping with its long-standing traditions and policies, Caribbean Forensic & technical College considers students, employees, applicants for admission or employment, and those seeking access to programs on the basis of individual merit. The school does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, veteran status, genetic information or other protected classes under the law. Such discrimination is unlawful.

Unlawful harassment based on one of the factors listed above is verbal or physical conduct that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or educational program participation, or that creates an intimidating, hostile, or offensive work or educational environment.

A person's subjective belief that behavior is offensive, intimidating or hostile does not make that behavior unlawful harassment. The behavior must be objectively unreasonable. Expression occurring in an academic, educational is considered as a special case and is broadly protected by academic freedom. Such expression will not constitute unlawful harassment unless (in addition to satisfying the above definition) it is targeted at a specific person or persons, is abusive, and serves no bona fide academic purpose.

Unlawful harassment includes same sex harassment and peer harassment among students, staff, or academic faculty. Unlawful harassment by a faculty member, instructor, or teaching assistant of a student over whom he or she has authority, or by a supervisor of a subordinate, is particularly serious.

### **Article 2**

#### ***Additional Characteristics of Sexual Harassment and Sexual Assault***

Sexual harassment deserves special mention. Sexual harassment encompasses a range of conduct, from sexual assault (a criminal act that the U.S. Department of Education defines as sexual harassment), to conduct such as unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute unlawful harassment, depending upon the specific circumstances and context in which the conduct occurs. For example, sexual advances, requests for sexual favors, or sexually-directed

remarks or behavior constitute sexual harassment when (i) submission to or rejection of such conduct is made, explicitly or implicitly, a basis for an academic or employment decision, or a term or condition of either; or (ii) such conduct directed against an individual persists despite its rejection.

The school offers a diverse array of services and external resources for anyone who has been sexually assaulted. Individuals are urged to seek support and medical attention as soon as possible. Romantic relationships that might be appropriate in other contexts may, within a university, create the appearance or fact of an abuse of power or of undue advantage. Moreover, even when both parties have consented at the outset to a romantic involvement, such consent does not preclude a subsequent charge of sexual harassment against the instructor or supervisor.

### **Article 3**

#### ***Procedures for the Resolution of Harassment Complaints***

*The school's procedures for handling incidents of unlawful harassment place a strong emphasis on resolving complaints informally. The procedures include advising and mediation. It is important to note that the procedures do not preempt other formal or informal channels available within the school.*

Persons who believe that their educational or work experience may be compromised by unlawful harassment should feel free to discuss the problem with the school Director, or supervisor and, if desired, to request that the School Director to speak informally to the person complained about. If this does not resolve the matter, or if the individual prefers, the concerned party may make use of any or all of the following three avenues for resolution. No one at the school may reprimand or discriminate against an individual for having initiated an inquiry or complaint in good faith.

### **Article 4**

#### **WHAT IS BULLYING?**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

This conduct is considered bullying if it (1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and (2) interferes with a student's education or substantially disrupts the operation of a school.

## **Article 5**

### **Examples of Bullying:**

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

## **Article 6**

### **WHAT IS CYBER-HARASSMENT?**

Is when a student, is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student, using the Internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. Once adults become involved, it is plain and simple cyber-harassment or cyber-stalking. Adult cyber-harassment or cyber-stalking is never called cyber-bullying.

## **Article 7**

### **BULLYING PROHIBITED**

The U.S. Department of Education prohibits bullying as defined by this policy.

## **Article 8**

### **FALSE CLAIM**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action. of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

## **Article 9**

### **TIMELY REPORTING**

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act.

### **REPORTING OF SUSPECTED BULLYING**

#### **Student Report:**

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to the School Director or complete the on-line Anonymous Bullying Report.

#### **Employee Report:**

Any Caribbean Forensic & Technical College staff who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

#### **REPORT FORMAT**

A report may be made orally, electronically or in writing. The School Director shall reduce any oral reports to electronic or written form.

**Bullying:**

If the results of an investigation indicate that bullying occurred, the School Director shall promptly respond by taking appropriate disciplinary action in accordance with the Caribbean Forensic & Technical College's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

**Article 10****Discipline:**

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Caribbean Forensic & Technical College's Student Code of Conduct.

**PART XV-PROCEDURE FOR STUDENT COMPLAINT****Article 1**

Caribbean Forensic & Technical College publish and adhere to a procedure for handling student grievances. It is the institution's responsibility to respond to student complaints and grievance in accordance with the school's grievance policy. The complaint should be brought to the attention of the institution in an informal fashion. Many issue can be handled quickly and informally once the institution is aware of the concern or issue.

If the problem cannot be resolved informally, the complainant should follow the formal complaint process of the CF&TC. It is important to keep records and documentation that provide evidence of the problem and the complainant's effort to solve it through the institution's internal process

**Academic Matters**

If the student has a complaint relative to academic matters, he/she must take the matter to the pertinent professor to achieve a satisfactory settlement. In case where no settlement is achieved, the student must take the complaint to the Academic Director. If After that there is still no resolution that is satisfactory to him/her, the complaint can be taken to the Director of the College.

**Administrative Matters**

If the student has complaint relative to administrative matters, he/she must refer it to the Director.

**Matter Related to Sexual Harassment**

If the student has complaint relative to sexual harassment, he/she must bring it to the attention of the Directors as specified in the procedure in the Policy for Sexual Harassment of the institution.

This procedure apply to all students enrolled in Caribbean Forensic & Technical College that complaint against other student, faculty member or staff member.

## **Article 2**

### **Formal Procedure:**

1. To received formal consideration, all complaints must be submitted in writing, describing the nature of the allegation, this is in the case a student is unable to achieve a satisfactory resolution using the informal direct discussion approach recommended. To do so student must
  2. complete and sign a Student Complaint Form (available in the institution), recording the concern and documenting the student's desired resolution
2. Caribbean Forensic & Technical College will act within 15 days after the receiving the file of the complaint, and will arrange to meet with the student two (2) working days of the date of the written complaint. If a satisfactory resolution is achieved during the meeting, the resolution plan is implemented and the complaint committee will follow up to ensure the resolution plan satisfactorily resolves the concern.
3. The complaint committee will meet briefly with the student to close the concern and record in the Student Complaint Form a description of the mutually satisfactory outcome of the resolution. The student and the complaint Committee will sign the declaration. This declaration will be given to the student and a copy will be filed in the student's academic file.
4. The Complaint Committee consist of:
- a. Academic Director
  - b. Two (2) Faculty Members

The student may appeal the decision of the officers of the institution to the Director of the Institution. The appeal must be made in writing , on or before five (5) days after receiving the decision . In cases related to sexual harassment, the appeal has to be made in accordance with the institutional Policy for Sexual Harassment.

### **Article 3**

#### **STUDENT COMPLAINT GRIEVANCE PROCEDURE**

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 considered by the Commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint to the school for a response. 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  
And Colleges  
2101 Wilson Blvd./ Suite 302  
Arlington, VA 22201  
(703) 247-4212

A copy of the Commission's Complaint Form is available in this Catalog Page 56

### **STUDENT COMPLAINT "EXHIBIT"**

The primary purpose of the Commission is to establish and maintain high educational standards and ethical business practices among its accredited institutions. The Standards of Accreditation form the basis upon which the Commission makes all assessments regarding educational quality and are available for public review on the Commission's website at [www.accsc.org](http://www.accsc.org).

Institutions that are accredited by the Commission must have a published procedure and operational plan for handling complaints. Complainants are encouraged first to avail themselves of the school's complaint procedures. If you feel that the school has not adequately addressed a complaint or that the school is not in compliance with accreditation requirements, you may file a complaint with the Commission in accordance with the following:

1. All complaints must be received by the Commission in writing.
2. In order for a complaint to be processed, it should contain:
  - a. The basis for any allegation of noncompliance with ACCSC standards or requirements;
  - b. All relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any documents or materials that support the allegations, when available; and

- c. A release from the complainant authorizing the Commission to forward a copy of the complaint, including the identification of the complainant, to the school. This can be achieved by completing and submitting page 2 of this Complaint Form. This form is available on the ACCSC website.

Upon receipt of a complaint filed in accordance with the aforementioned format, the Commission will forward a copy of the complaint to the school for a response. Schools are given a period of time upon receipt of the complaint to prepare a response addressing the alleged areas of non-compliance with the Commission's requirements. The Commission may determine, based on a review of the school's response, that the school has adequately addressed the concerns raised in the complaint and is in compliance with the Standards of Accreditation. In all cases, both the school and complainant are notified of the final disposition of the complaint. Although one possible outcome of the complaint process may be the resolution of a dispute between parties, the Commission does not act as an arbitrator.

The Commission's primary responsibility in reviewing complaints is to ensure that member schools remain in continuous compliance with accreditation requirements. The Commission will not intervene on behalf of individuals in cases of disciplinary action or dismissal or review decisions in such matters as admission, graduation, fees, and similar points unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of an applicant or an accredited school.

If you do not return a completed complaint form, your complaint may not be processed by ACCSC. If you have any questions, please feel free to contact the Commission office at (703) 247-4212.

**Article 4**  
**ACCSC COMPLAINT FORM**  
**Accrediting Commission of Career Schools and Colleges (ACCSC)**

Complainant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Program: \_\_\_\_\_ Start date: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School City: \_\_\_\_\_ State \_\_\_\_\_ : Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



## INSTRUCTIONS

- 1, Please review this form in its entirety. For further information on ACCSC's procedures for handling complaints, please visit the Commission's website at [www.accsc.org](http://www.accsc.org).
1. Please attach a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved. If available, please include copies of any documents or materials that support the allegations set forth in the complaint. Please note that ACCSC will only process complaints that reasonably show that a school may not be in compliance with accrediting standards or requirements.

## STATEMENT GRANTING PERMISSION TO FORWARD COMPLAINT TO SCHOOL

I certify that the information I have provided is correct to the best of my knowledge and hereby grant the Commission permission to forward the complaint to the school for a response.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

The response and the complaint will be kept on file for future reference.

SUBMIT TO: Executive Director

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, Virginia 22201

## **PART XVI-ACADEMIC PROGRAMS**

### **Article 1**

### **ACADEMIC PROGRAMS**

#### **1. Private Detective**

**Total Hours: 1,350 Total Months: 15 Total Credits: 70 Total Classes: 26**

Prepare the students in the areas of competencies in the Private Detective Career. The students receive the knowledge, skills, methods, techniques and procedure in theory and . At the completion of the Private Detective Program, student will be able to work effectively in the field of Private & Criminal Investigation, Identification & Forensic Investigation at Government or Private Security Agencies and in the area of security in Pharmaceutical and Departments stores.

#### **2. Fingerprint Specialist and Forensic Photography:**

**Total Hours: 900 Total Months: 9 Total Credits: 54 Total Classes: 19.**

This Program prepares the student technically in the field of Fingerprint and Forensic photography. The teaching includes history of Fingerprint, Interpretation, Classification, Identification, Sequence, Localization and Archive , Taking Fingerprint, Latent Fingerprint , Developing and Lifting of Latent Fingerprint, Latent Fingerprint Photography , Crime Scene Photography , Fingerprint Comparison System and Evidence Preparation for the Court of Justice. At the completion of the Program the student will be able to work effectively in the field

of Private and Criminal Investigation, Identification and Forensic Investigation at Government, Security Agencies, and in the area of Security in Banks and Airports.

### **3. Forensic Investigation Technician**

**Total Hours: 1,350    Total Months: 15    Total Credits: 78    Total Classes: 26**

The Program prepare the student in the field of Forensic Investigation, covering rules of evidence, rules of criminal procedures and all the legal process of Private and Criminal Investigation, Forensic Investigation and Identification. Collection of evidence in the crime scene, including documents ,photos , taking and lifting of Fingerprints. At the completion of the program, the student will be able to work effectively in the field of Private and Criminal Investigation, Identification and Forensic Investigation in government or private security agencies.

## **PART XVII-ACADEMIC CALENDAR 2015-2016**

### **ACADEMIC CALENDAR- 2019- 2020-REVISADO**

<b><u>1. SEMESTRE</u></b>	<b>(A)</b>	<b><u>8 DE ENERO 2019 (K) – 25 DE MAYO 2019 (S)</u></b>
Sección I		8 de enero 2019 (K) al 16 de marzo 2019 (S)
Sección II		18 de marzo 2019 (L) al 25 de mayo 2019 (S)
	<b>(B)</b>	<b><u>18 DE MARZO 2019 (L) – 5 DE AGOSTO 2019 (L)</u></b>
Sección I		18 de marzo 2019 (L) al 25 de mayo 2019 (S)
Sección II		28 de mayo 2019 (K) al 5 de agosto 2019 (L)
<b><u>2. SEMESTRE</u></b>	<b>(A)</b>	<b><u>28 DE MAYO 2019 (K) – 28 DE OCTUBRE 2019 (L)</u></b>
Sección I		28 de mayo 2019 (K) al 16 de agosto 2019 (L)
Sección II		27 de agosto 2019 (K) al 28 de octubre 2019 (L)
	<b>(B)</b>	<b><u>27 DE AGOSTO 2019 (K) – 27 DE ENERO 2020 (L)</u></b>
Sección I		27 de agosto 2019 (K) al 28 de octubre 2019 (L)
Sección II		29 de octubre 2019 (K) al 27 de enero 2020 (L)
<b><u>3. SEMESTRE</u></b>	<b>(A)</b>	<b><u>29 DE OCTUBRE 2019 (K) – 25 DE MARZO 2020 (Mi)</u></b>
Sección I		29 de octubre 2019 (K) al 27 de enero 2020 (L)
Sección II		28 de enero 2020 (K) al 15 de marzo 2020 (Mi)
	<b>(B)</b>	<b><u>28 DE ENERO 2020 (K) – 28 DE MAYO 2020 (J)</u></b>
Sección I		28 de enero 2020 (K) al 25 de marzo 2020 (Mi)
Sección II		26 de marzo 2020 (J) al 28 de mayo 2020 (J)

**DIAS FERIADOS 2019**

<b>1 de enero (K)</b>	<b>Año Nuevo</b>	<b>2 de sept. (L)</b>	<b>Día del Trabajo</b>
<b>6 de enero (D) – (L)</b>	<b>Día de Reyes</b>	<b>14 de oct. (L)</b>	<b>Día de la Raza</b>
<b>21 de enero (L)</b>	<b>Martin Luther King</b>	<b>11 de nov. (L)</b>	<b>Día del Veterano</b>
<b>18 de febrero (L)</b>	<b>Día de los Pres., Próceres de P.R.</b>	<b>19 de nov. (K)</b>	<b>Desc. de P.R.</b>
<b>22 de marzo (V)</b>	<b>Abolición Esclavitud</b>	<b>28, 29 de nov. (J,V)</b>	<b>Acción de Gracias</b>
<b>18-19 de abril (J-V)</b>	<b>Jueves y Viernes Santo</b>	<b>24 de dic. (K)</b>	<b>Noche Buena</b>
<b>27 de mayo (L)</b>	<b>Recordación</b>	<b>25 de dic. (Mi)</b>	<b>Navidad</b>
<b>4 de julio (J)</b>	<b>Independencia E.U.</b>	<b>21 de dic. a 6 de ene. 2020</b>	<b>Receso de Navidad</b>