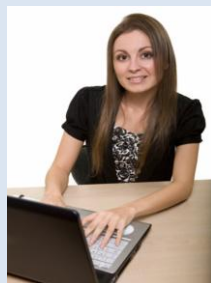


Institutional Catalog

Postsecondary Programs



English Version
March 2025

2024-2025



ACCSC
Accrediting Commission of Career Schools and Colleges

1807 Ponce de León Avenue, Pda 26, Santurce Puerto Rico 00909

TABLE OF CONTENT

MESSAGE OF THE PRESIDENT.....	5
SPECIAL NOTES	6
DISCLOURES	6
HISTORICAL OVERVIEW	6
MISSION	7
GENERAL OBJECTIVE.....	7
GOVERNMENT AND CONTROL	8
BOARD OF DIRECTORS	8
ADMINISTRATION	8
APPROVALS	9
PHYSICAL FACILITIES.....	9
GENERAL INFORMATION	10
POLICY OF THE PRIVACY OF THE EDUCATIONAL RECORDS	10
INSTITUTIONAL POLICY ON EQUAL OPPORTUNITIES	10
INSTITUTIONAL POLICY ON USE, POSSESSION AND DISTRIBUTION OF DRUGS AND ALCOHOL ON THE PREMISES.....	11
DRUG ADMINISTRATION FOR ASTHMA	11
USES OF THE SOCIAL SECURITY NUMBER RESTRICTIONS	11
"bullying" AND “CIBERBULLING” PREVENTION.....	12
POLICY AGAINST SEXUAL HARASSMENT	12
POLICY OF REASONABLE ACCOMMODATION	13
POLICY TO PREVENT PLAGIARISM.....	14
PUBLICATIONS AND ADENDA	15
STUDENT SERVICES	15
ADVISING	15
CAREER SERVICES	15
ADMISSIONS SERVICES (SCHEDULE).....	16
REGISTRAR Office	16
STUDENT RECORDS MANAGEMENT	16
LEARNING RESOURCE CENTER.....	17
CLASSROOMS AND LABORATORIES	17

TUTORING SERVICES	17
STUDENT ORGANIZATIONS.....	17
CO-CURRICULAR and EXTRA-CURRICULAR ACTIVITIES	18
FINANCIAL AID OFFICE	18
CONSEQUENCES OF THESE FINANCIAL OBLIGATIONS	19
STUDENT RESPONSIBILITIES	19
POLICY AND PROCEDURE TO ESTABLISH A COMPLAINT	20
ACADEMIC NORMATIVE	22
ADMISSION POLICY	22
ADMISSION PROCEDURES	22
ADMISSIONS FROM TRANSFER	23
READMISSION POLICY	23
ACADEMIC CREDIT UNIT	24
ACADEMIC LOAD	24
NORMAL DURATION OF ACADEMIC PROGRAMS	24
MAXIMUM DURATION OF ACADEMIC PROGRAMS	25
CODING SYSTEM OF COURSES	25
STUDENT EVALUATIONS	25
EVALUATION SYSTEM AND ACADEMIC PROGRESS MEASUREMENT	25
GRADES REVIEW	26
CHANGES IN THE ACADEMIC CALENDAR	27
INCOMPLETES POLICY	27
RETAKEN OF COURSES	27
ATTENDANCE POLICY AND RECORDING.....	28
LEAVE OF ABSENCE	30
WITHDRAWALS	30
TOTAL WITHDRAWAL	31
OFFICIAL WITHDRAWALS	31
ADMINISTRATIVE WITHDRAWALS	32
TERMINATION POLICY	32
SATISFACTORY ACADEMIC PROGRESS (SAP).....	33
POLICY FOR THE SAP APPEALS	34

CANCELLATION AND REFUNDS CLAUSES 36

CANCELLATIONS 36

REFUND POLICY (WITHDRAWALS) "PRO-RATA REFUND POLICY" .. 36

RETURN POLICY FOR WITHDRAWALS - FEDERAL AID 37

PAYMENT PLAN INSTITUTIONAL..... 37

OTHER CONTRACTUAL PROVISIONS 38

GRADUATION REQUIREMENTS 38

DECLARATION OF CONCENTRATION 39

CHANGE OF ADDRESS..... 39

HONOR DISTINTIONS 39

GRADUATION AND CERTIFICATION OF CREDIT TRANSCRIPTS 39

OTHER CERTIFICATION AND DISPOSAL OF RECORD 40

UNIFORMS..... 40

TUITION AND FEES 40

EXTRA CHARGE FOR INSTRUCTION..... 41

MISCELLANEOUS CHARGES 41

DISTANCE EDUCATION 41

ADMINISTRATIVE ASSISTANT WITH VIRTUAL OFFICE 44

PRE-SCHOOL TEACHER ASSISTANT 47

ACADEMIC CALENDAR AND START DATES POLICY 50

GENERAL RULES OF CONDUCT 52

MESSAGE OF THE PRESIDENT

The experiences lead us to new challenges throughout our lives. That's where we have to stop momentarily, analyze, channeling ideas and reinvent. A fundamental question we all must ask is - *Where I am and where I want to be in 5 years?* In this question, the need for new actions and believe in you emerges.

In *High Alternative Education Institute* we have taken on the task of as a group made make questions and as a group refocus and direct "hands-on". Ideas already became action and now we are moving to a new future. We are an innovative educational institution, establishing strategies and academic programs that allow our students to develop the skills necessary to face the changes and demands of the current workplaces.

Our success is due to the excellence of our faculty; trained and committed to academic excellence and our management focused on service. Since the COVID-19, we only are offering our programs and workshops in the student's home comfort, on the student schedule and available time. Take advance of being able to study 100% online in authorized programs.

We invite you to be given the opportunity to reinvent and allow us to serve you in the best way possible and in the way we do it **Getting results.** Let us to shake your hands, guidance and direction to the great start.

We present to you our Catalog for the Academic Year 2023-2024 containing information concerning the academic and administrative aspects of our school.

I hope to serve and greet you personally,

B. Aimeé Alemañy

President/CEO

SPECIAL NOTES

This catalog is published by ***High Alternative Education***, located at 1807 Ponce de León Avenue, stop 26, Santurce, Puerto Rico. The information contained herein is effective from the date of publication (see cover page) and applies to all of our postsecondary programs of study.

High Alternative Education reserves the right to make changes to the curricula admission requirements, tuition, costs of materials, administrative and behavioral rules and any other rule, regulation or institutional policy at the time it deems appropriate or necessary. These changes will be made taking into account the standards of our regulatory agencies, the regulation of the United States Department of Education and will be notified through addendums and / or circular.

High Alternative Education reserves it right to cancel any course or to gradually discontinue any program when it does not have sufficient demand.

The act of enrolling means that the student accepts and will comply with all institutional regulations. The student is responsible for staying informed about the regulations, the changes in the academic program and the rules of conduct of the institution requirements.

DISCLOURES

This catalog is available in electronic media at our webpage: www.haeducation.net. Printed copies for revisions are available in our Learning Resources Center and under the request of an enrolled student or prospect, a printed copy is provided by any of our staff members.

Additional information that should be known by our students is available on:

1. The Enrollment Agreement (Contract of Study)
2. Academic Programs Disclosures – Institutional Webpage
www.haeducation.net
3. Student Handbook

HISTORICAL OVERVIEW

High Alternative Education was founded and incorporated in 2010. Since that first year of operation, we acquired our Secondary School License Number A 80-25 from the “Council of Education of PR” to offer a high school program at an accelerated (“fast-track”) methodology. However, currently, the offering of a secondary program in Administrative Assisting and Preschool Teacher Assistant has become our primary objectives.

On January 28, 2011, the License Number V 80-26 was also acquired from the Council of Education of Puerto Rico (now Junta de Instituciones Postsecundarias of the Department of State), but to operate in the post-secondary, non-university level with technical vocational programs level that currently is our primary objective.

On December, 2018, the school was accredited by the Commission of Career Schools and Colleges (ACCSC) and authorized to offer the postsecondary diploma programs of Administrative Assistant & Virtual Office and the Preschool Assistant Teacher programs.

In April 2023 we moved our facilities to the first floor of building 1807 at stop 26 in Santurce, Puerto Rico. This allows them to be more accessible for any management they want to do, taking into consideration that we are close to the Sagrado Corazón Train Station and the public transportation bus stops. Currently, the Junta de Instituciones Postsecundarias and our accrediting body, ACCSC are evaluating new facilities in 1527 Jesus T Piñero Avenue (Central) in order to move the school to this location.

Since its inception, now celebrating 14 uninterrupted years, we have worked hard to offer post-secondary technical vocational programs with the purpose of developing academically prepared and motivated adults to improve the quality of life of their families and communities. As an educational institution we have been growing and our facilities favorably meet our offer and even more by working 100% remotely we adapt to the changing world that we live in today with remote or personalized jobs.

MISSION

Ensure that every student acquired an excellent job related education in a short time by the use of reachable and innovative learning experiences.

GENERAL OBJECTIVE

To raise levels of student learning and the development of skills and values for good work, life and citizenship by improving the quality, equity and relevance of the work by focusing on a sustainable human development.

Specific objectives:

1. Create academic programs with labor demand and aimed to self-employment.
2. Provide education that promotes adaptable scenarios and future work through strategies and activities that promote group work and interpersonal relationships.

3. Develop skills within a teaching model for the appropriate use of basic skills such as language in Spanish and English, mathematics, arts and technologies in their oral and written expressions.
4. Graduate competitive and satisfied students with the knowledge, skills and techniques that enable them to perform gainful jobs with high efficiency and ethics.
5. Promote an environment where participation and commitment of the educational community through the access to working committees.

GOVERNMENT AND CONTROL

High Alternative Education Institute is owned and operated by High Alternative Education, Inc., a private corporation duly registered according the Laws of the Commonwealth of Puerto Rico. The current owners are Ms. Betzaida Aimee Alemany and Mr. Jorge E. Gonzalez-Rey.

The government of *High Alternative Education, Inc* is composed of a Board of Directors as the governing body. This Board is responsible for the establishment of the institutional policies and monitors the fulfillment of the mission, vision and organizational goals. Also, the Board review and weighted the recommendations brought to them by its President.

The Board of Directors is self-perpetuating in nature and members are selected without any intervention of outside authorities. The Board of Directors, as the highest governing body, also has final authority to assign the resources necessary to achieve the objectives, and manage, regulate and control the school operations.

BOARD OF DIRECTORS

Betzaida Aimeé Alemañy
Jorge E. González Rey

President and Treasurer
Vice-president and Secretary

ADMINISTRATION

Betzaida Aimeé Alemañy
Jorge E. Gonzalez Rey
Luivette López
Emily Diaz
María de los Angeles Rey
Alexandra Santiago

President and Director
VP Marketing
Admission Officer
Student Services Assistant
Registrar and Accounting Officer
Distance Education Coordinator
and “LRC”
Retention Officer
Financial Aid Administrator
Financial Aid Officer

Yesenia Trinidad
Joselin Lugo
Grisell Negrón

APPROVALS

High Alternative Education is secondary/postsecondary proprietary school authorize to operate at these levels by the “Oficina de Registro y Licenciamiento de Instituciones de Educación (former Council of Education of Puerto Rico Rico (Apartado 9023271, San Juan, Puerto Rico 00902-3271.

The school is also accredited to offer diploma programs by the “Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a national accrediting body recognized by the Department of Education of United States. The school is eligible to provide academic and occupational training sponsored by several “Consortios” under the “Work Enforcement Occupational Act” (WIOA) and candidate to administer Title IV Federal Student Aid programs.

PHYSICAL FACILITIES

Santurce - High Alternative Education is located at 1807 Avenida Ponce de León, Pda 26, Santurce Puerto Rico. This is a central location accessible by various means of transportation, including walking distance to the Sagrado Corazón Metro Station and public transportation buses, among others. The institution accommodates (seat) about 45 students simultaneously in day and evening sessions, but mostly we are scheduling “online” classes.

Administrative offices, a classrooms / computer lab and two additional pre-school teacher laboratories are located within the premises located on the two adjacent spaces of about 2,500 square both for “face-to-face courses” when needed.

Each room provides areas of theory and practice for students. Among the equipment there are work tables, student chairs, cabinets, waiting chairs and other equipment and materials. For computer related courses, we have available 9 computers (9 towers, 5 notebooks).

The organization also has audiovisual equipment such as a digital projectors, DVD player, TV's, etc., which are available when needed.

Proposed facilities under evaluation by JIPR and ACCSC in Caparra Terrace, PR – Avenida Jesús T. Piñero #1527, Caparra Terrace, Puerto Rico. These facilities are being evaluated by the Board of Postsecondary Institutions. It is a central location accessible by various means of transportation, including AMA bus stops, among other means. The Institution will have the capacity to seat about 30 students simultaneously during the day or night, even though we are working 100% remotely.

The administrative offices, classrooms, and pre-school education computer labs will be located in a 2,500 square foot space for when in-person work is needed, duly coordinated by a calendar.

Each classroom will provide theory and practice areas for students. The equipment will include chairs, study tables, whiteboards, cabinets, waiting chairs, among other equipment and materials. For technical programs, there will be a laboratory with 9 desktop computers and another 12 laptops.

The Institution will also relocate audiovisual equipment, such as digital projectors, TVs, etc., which will be available when required.

GENERAL INFORMATION

POLICY OF THE PRIVACY OF THE EDUCATIONAL RECORDS

High Alternative Education fully complies with the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act of 1974, as amended). This law protects the privacy of the educational records of students and establishes their right to inspect and review them. Also provides guidelines to correct the accuracy of the information through informal and formal hearings.

Students have the right to file complaints if they wish, to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605; in relation to alleged breaches of the law by the institution.

Copies of the institutional policy established by *High Alternative Education* in compliance with this Law can be obtained from the Student Services Office (Registrar). They maintain a list of education records that are used in the institution and the location thereof.

INSTITUTIONAL POLICY ON EQUAL OPPORTUNITIES

High Alternative Education ensures equal opportunities to its applicants for admission and employment, as well as to current students and staff, both in regard to education and employment opportunities, as in the provision of other students' services.

The institution does not exclude from participation, deny benefits, or discriminate against any person because of age, race, sex, color, birth, social origin or condition, physical or mental disability; or political or religious ideas.

Any candidate for be admitted as a student, a current student, a job applicant or employee who understands has been subject to discrimination by the above reasons may initiate a complaint in writing to the designated official. The

establishment and enforcement of this policy and its publication is in accordance with federal regulations implementing Title IV of the Federal Higher Education Act of 1965, as amended, and Section 504 of the Rehabilitation Act of 1973.

INSTITUTIONAL POLICY ON USE, POSSESSION AND DISTRIBUTION OF DRUGS AND ALCOHOL ON THE PREMISES.

Aware of its responsibility to contribute to the preservation of the physical and psychological welfare of the student community, faculty and administrative staff, as well as the society it serves, *High Alternative Education* has established a program designed to prevent and criminalize the use, possession and distribution of drugs and alcohol in their facilities and grounds during hours of academic instruction or their co-curricular activities. The policy is summarized in the Student Consumer Handbook and the full version is available in the Director's Office.

DRUG ADMINISTRATION FOR ASTHMA

In keeping with the provisions of Law 56 of February 1, 2006 (Asthma Patients Students) and so that the requirements of this law are met, a student may possess and use their own asthma medication (i) during your stay in our facilities, (ii) during a meeting sponsored by the Institution (iii) during and under the supervision of staff of the institution, or (iv) before and after regular activities of the institution, such as before and after activity be property operated by the institution.

USES OF THE SOCIAL SECURITY NUMBER RESTRICTIONS

In keeping with the provisions of Law 186 of September 1, 2006 (Restrictions on the use of Social Security Number) and the requirements of this Law are met:

1 - Our Institution will not display or display the Social Security number of any student in a place or object visible to the general public in order to identify, place or publish lists of notes, lists of students enrolled in courses or any other list delivered to instructors; nor included in student directories or any similar, except confidential list for internal use; nor made accessible to any person or authority does not need access to this data.

2 - When is due to publish a document that contains a Social Security number outside the context of academic confidentiality, it will be edited so that the data is partially or completely unreadable, without alteration of the content of the document is considered.

3 - These protections may be voluntarily waived by students of legal age

or legally emancipated or parents with custody and custody of the children by written consent, more such waiver shall be imposed as a condition of enrollment, graduation, transcription of notes or credits or services.

4 - This provision shall not apply in the use of Social Security numbers in those cases where it is required or authorized by federal law or regulation or use for internal purposes of identity verification, validation, employment, contributions or assistance economically, while preserving its confidentiality.

"BULLYING" AND "CIBERBULLING" PREVENTION

In keeping with the provisions of Law 37 of 10 April 2008 (Bullying Prevention) and in order that the requirements of this law are met:

High Alternative Education recognize the right of students to their personal safety, free from harassment and intimidation (bullying or cyberbullying); to study in a healthy environment ; to privacy and personal dignity ; to promote the formation of student organizations ; a fair assessment of their academic work ; which may be contained due to the documents related to your academic record and student life; to choose their trade or profession freely; to receive career guidance services and other services; to an education that allows them to pursue higher education or provide them access to the labor market within and outside Puerto Rico; and organize and participate in the activities of your study center .

For purposes of this policy, the definition of the act of harassment and intimidation (bullying or cyberbullying) is any act intentionally performed by any act, whether verbal, written or physical, that has the effect of intimidating students and interfere with children's education, their educational opportunities and performance in the classroom.

POLICY AGAINST SEXUAL HARASSMENT

Sexual harassment in the workplace and academic activities is an illegal and discriminatory, oblivious to the best institutional interests, a practice which will be no tolerance, regardless of the rank or position of the persons who may be involved. Sexual harassment is an action prohibited and rejected by the Board Members, executives, directors and employees in general. This practice affects the self-esteem of the target individual and can have a negative impact on the implementation of the performance of their duties and responsibilities in the workplace or in the classroom. Under no circumstance shall be permitted persons engages in conduct that directly or indirectly configure a work, administrative or academic environment in which these aspects of sexual

harassment exist in any of its forms. In the implementation of institutional policy should be aware that:

1. Sexual harassment can be set between same-sex or opposite sexes.
2. No person in this institution is obliged to allow, accept, receive or tolerate acts or unwanted advances of a sexual nature.
3. As defined by law, sexual harassment is any unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when given one or more of the following circumstances:

- When the submission to such conduct becomes implicitly a term or condition of employment or study environment of a person.

- When submission to or rejection of such conduct by the person becomes a basis for decision-making in the employment or academic assessment of a student.

- When such conduct has the purpose or effect of interfering with work performance or academic work of that person or when creating a hostile or intimidating, hostile or offensive work environment.

Disciplinary sanctions against students or employees who engage in sexual harassment include expulsion from the institution.

POLICY OF REASONABLE ACCOMMODATION

High Alternative Education is an institution committed to academic excellence and welfare of the student community. As such, it has a responsibility to promote healthy living and harmonious exchange of students, faculty and administration members. The attentive discrimination against human dignity is in conflict with our mission, philosophy and organizational objectives.

High Alternative Education also is firm believer that everyone can be successful. The work of an educational institution is to facilitate students to successfully achieve their academic goals being based on their strengths and not their "limitations". It is to this end that the Institutional Policy on Reasonable Accommodation was established.

High Alternative Education, in accordance with current legislation establishes a policy prohibiting discriminatory attitudes that prevent, hinder,

limit or exclude any of its employees or students qualified to participate, join or enjoying your favorite activities or physical or mental disability organized, sponsored, operated, managed or conducted by the institution. Institutional policy is reasonably accommodated employees and eligible students under the statutory provisions.

So it does not allow or tolerate methods or discriminatory practices in recruitment, compensation, benefits, facilities for reasonable accommodation or access to, participation in training programs, promotion or any other condition or privilege of employment against persons with some type of disability physical or mental and ensure equal opportunities for them.

Similarly, it will not allow or tolerate methods or discriminatory practices in the admissions process, re-admission, access, reasonable accommodation, participation in programs, classes, activities or educational needs against students with some type of physical disability, mental, emotional or sensory impairment that limits them equal opportunities enjoyed by people without disabilities.

This policy includes the responsibility to manage for people with disabilities, within the scope of reason, reasonable accommodation; ie make adjustments or changes necessary for the employee or student with a disability can perform their own employment or studying functions.

POLICY TO PREVENT PLAGIARISM

The institution encourages all students to develop creative and research work to promote their growth and professional development. The violation of this policy may result in suspension of the offender.

Technological advances and the dissemination of knowledge, together with the information available to all, require efforts to secure the protection of intellectual work. The student is responsible for the prudent use product of creativity, research and knowledge of those who contribute their work for the benefit of all.

In order to ensure copyright, the institution has developed an institutional policy that promotes appropriate guidance rights sheltering protection, publication and dissemination of the product of intellectual work, which includes technological work.

The policy promotes the following objectives:

1- To guide students on the rights protected by the Copyright Laws applicable.

2- Encourage the development of creative work, whether literary, artistic, scientific or technological or other means of intellectual expression.

3- Guides teachers to not allow duplicate material whose origin is protected by copyright.

4- Guide teachers to not consider any job that is literally taken from copyrighted material.

PUBLICATIONS AND ADENDA

Complement this catalog the following publications: Student Services Information Guide and the Students Regulations Handbook. The purpose of these publications is to expand the information that is offered to the student with related standards, procedures and policies in place at our institution. Changes in the content of the catalog are published in separate addenda and/or circulars

STUDENT SERVICES

ADVISING

Aware that our students go through a turning point in their lives that involves adjustments in their personal and family affairs, ***High Alternative Education*** provides academic advising services. We offer a number of activities to achieve a better understanding of themselves and a maximum development of their potential. These include dynamic individual and group orientations, seminars, and workshops. This office also intervenes in cases of academic evidentiary, class reps, readmissions, section changes, transfers, absences and problems of the whole situation that may affect student academically. Besides, academic and career guidance is offered.

CAREER SERVICES

The ***Student Services Office*** helps current students and graduates in finding jobs related to their field of study. It also gives the student the opportunity to be placed in a real work environment by definite time (practices) or undefined, if the student requests and find an externship center. Likewise, graduates of the institution receiving the service must attend to job interviews as often as necessary. These services are available to all our students without any additional cost.

Whether a student's job is important to the institution, ***High Alternative Education*** does not guarantee that students will get a job during or after their training. Neither specific wage for a job is guarantee.

ADMISSIONS SERVICES (SCHEDULE)

The Admissions Office provides advice and processes applications for those interested in be admitted in our institution throughout the year. This office is open from Monday to Thursday, 8:00 am to 5:00 pm, Fridays and some Saturdays 8:00 am to 1:00 pm.

REGISTRAR OFFICE

The Registrar's Office, as part of the Student Services Office, keeps the student's academic and administrative documents. The Student Services Officer is responsible for the registration process and the issuing of grades, certificates and reports of academic progress. Also verify the fulfillment of graduation requirements and prepare students' diplomas.

STUDENT RECORDS MANAGEMENT

The rules and procedures set forth herein are applicable to all academic records of active or inactive aspirants in the enjoyment of the right to privacy, under law.

Academic and personal student records are confidential and the release or handling of information contained in them is limited to concerned faculty members and administrative personnel in the ordinary course of their duties under the supervision of the Registrar.

All records are in the custody of School Director and the Registrar, who is the only person who can authorize access to the transcripts of students. In the exercise and discharge of its responsibilities, the Student Services Officer will allow access to the records to those staff members ***High Alternative Education*** who individually or collectively act on genuine educational interest of students. Disclosure of the information contained in the academic records of students to third parties, be made only by written consent of the applicant or in the faithful fulfillment of an order or judicial proceedings.

All files that contain the information of the students are fireproof and are duly protected under lock and key. They are kept closed all the time. Only Student Services Officer access to these records and only with your permission and under his supervision, the files are extracted from the files. As additional protection, on a weekly basic, a backup in a removable storage media (DVD's, pendrives) of the student files are keep outside the premises under the custody of the Executive Director.

In the event of institutional closure, academic records of students will be digitalized and submitted to the headquarters of the Educational Institution

Board (former General Council of Education of Puerto Rico) for safekeeping. If a student needs a transcript shall apply to the agency custody of the records.

LEARNING RESOURCE CENTER

Our LRC area provides students instructional resources to complement the knowledge acquired in their academic programs or for their external tasks. These contain various collections of books and have an efficient information service. They house books, professional journals and national newspapers of reference for subjects taught in the institution; and Internet facilities and other audiovisual equipment.

CLASSROOMS AND LABORATORIES

The institution has classrooms and laboratories as required by the current curricula. The laboratories have the equipment and instructional materials to support the implementation of the educational objectives of each course. Our classrooms have capacity for 8 -20 students and our laboratories to 8 to 12 taking in consideration that currently courses are offered online with no need for a face-to-face daily attendance to our installations.

TUTORING SERVICES

High Alternative Education responds to the educational needs of our students, which is why we are committed to providing the opportunity to develop the skills and knowledge necessary to improve the quality of life, and in turn, the effectiveness of teaching. In our curriculum of offering 100% distance classes, it practically becomes a personalized class and tutoring that allows the student to receive personalized help to strengthen those areas of academic lag that they may present during their teaching-learning process.

Each term, teachers submit their available schedules to the Director to offer tutoring or individualized help to their students. Likewise, students who need additional help outside the classroom, whether to reinforce or clarify a concept or material covered in a class or laboratory, are instructed to coordinate directly with the professor for individual tutoring. Alternatively, the student may request that the Office of Student Services identify another instructor who can provide the necessary assistance. Any student interested in forming or participating in a study group can inform the same office.

STUDENT ORGANIZATIONS

High Alternative Education supports organizations of current and graduates students with the firm intention of stimulating a professional climate, healthy share and fluid exchange of ideas and recommendations between students and the institution. Student organizations in the exercise of its power

may participate in institutional matters. In addition, they can bring directly to the attention of the administration and faculty of the Institute any suggestions, ideas, proposal according to their best knowledge supporting the development and institutional projection. Because the courses are distance education courses, most of the students work individually.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

No matter that we offered only 100% distance courses, the students participate in previously scheduled to activities with their instructors. We believe that a significant part of a student attending an educational institution is the opportunity to participate in activities related to their field of study or activities of general interest; as well as the opportunity to make new friends.

Field trips, lectures, debates, exhibitions, community service and job fairs are some of the events that form part of the student life of our students.

FINANCIAL AID OFFICE

The purpose of the Financial Aid Office is to provide students with financial alternatives that increase their ability to cover the costs of their education.

High Alternative Education administers various federal financial aid programs such as the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, and the Federal Work and Study Program. The Institution also participates in other programs sponsored by federal and state agencies such as Vocational Rehabilitation, Federal Social Security, the Work Investment Occupational Act (WIOA), and the Educational Grant from the Board of Postsecondary Institutions for Gifted Students (SABE).

Detailed information on eligibility, forms of application, and awards of all types of financial aid available is published in the “Student Consumer Handbook” available in the Financial Aid Office of the institution. Below we describe some information on the types of financial aid that our students can apply for.

“FEDERAL PELL GRANT”

The Pell Grant is a financial aid for post-secondary students in programs leading to a bachelor's degree, associate degree, certificate or diploma. Application to this program is essential to be considered for other financial aid. Eligibility for this program is determined using a standard need analysis formula.

Pell Grant applications are provided free of charge by the United States Department of Education and are available at the Financial Aid Office. It can also be completed online at <http://www.fasfa.ed.gov>

“FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT”

The Federal Supplemental Grant is awarded to undergraduate students who demonstrate exceptional need. To apply for this aid, the student must meet with the Institution's Financial Aid Officer.

“FEDERAL WORK AND STUDY PROGRAM”

This federal financial aid program provides work for undergraduate and graduate students.

Student eligibility is determined by a need analysis. The Financial Aid Office facilitates applications to participate in this program.

STATE GRANT FOR TALENTED STUDENTS

Programs under the Educational Opportunities Act include a Grant for Talented Students who are enrolled in post-secondary educational institutions and who qualify for them. Although it is based on the student's financial need, for the Grant for Talented Students it is required that the student maintain a 3.00 GPA or for new students who have graduated from high school with a 3.00 GPA or higher.

AVAILABILITY OF STATE FUNDS

The amount assigned to each student will be determined by the institution based on the analysis of the study costs and their financial need. The amount of aid will never be greater than the financial need to be able to carry out their studies. Financial aid awarded under these programs will be used as a priority to pay the tuition costs of the institution where the student is enrolled.

Consequences of Noncompliance with these obligations

If a student who receives funds from these aids does not comply with any of his or her obligations established by regulation, the Financial Aid Office of the Board of Postsecondary Institutions may suspend his or her participation in the programs and require the return of the relevant funds.

CONSEQUENCES OF THESE FINANCIAL OBLIGATIONS

If a student receiving funds does not comply with any of its obligations under the aid regulations, the sponsoring agency may suspend its participation in the programs and requires the return of the relevant funds.

STUDENT RESPONSIBILITIES

The objectives of this institution to impose administrative responsibility for formulating and enforcing the rules of conduct that are appropriate and necessary for the progress of its educational programs and its normal and essential activities. The students, upon enrollment, accept these rules and the authority of the institution to exercise its disciplinary powers.

A student is responsible for compliance with all existing regulations and policies applicable in this **Catalog, the Student Handbook and Regulation, Institutional Policy on Manufacturing, Distribution, Sales, illegal possession and use of alcohol and controlled substances** and any other document it has been enacted. It is also the student's responsibility to stay informed of all regulations affecting their "status".

High Alternative Education reserves the right to review and change the rules, costs, stipends, programs, courses, schedules, graduation requirements, teachers and / or any other rules or regulations affecting institutional students, if circumstances warrant.

POLICY AND PROCEDURE TO ESTABLISH A COMPLAINT

If a students understand that their rights are being violated or not attending to the extent and commitment that has been agreed in the Institutional Catalog, he or she can complain directly to the Student Services Officer. If not resolved the situation, request a meeting with the Executive Director. To understand the situation or has not been corrected approach and understand that the institution still does not comply with their claim, the student may request in writing a hearing before the President of the institution.

The student, after file a complaint with officials of the institution, must have an answer in a period no longer than the next ten (10) working days.

If the student is still not satisfied with the findings of institutional officials, he or she can contact the Authorizing PR Agency at the following address:

*Oficina de Registro y Licenciamiento de Instituciones de Educación
(former Consejo de Educación de PR)*

Department of State, San José Street, Old San Juan, PR- Tel. 787-722-2121

STUDENT COMPLAINT PROCEDURE (ACCSC) - Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints (See above). 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:

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

The following is an outline of the Commission's for reviewing complains: (For further information on the Commission's procedures please refer to *Section VI, Rules of Process and Procedure, Standards of Accreditation.*)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint. Permission is not necessary for advertising complaints since advertising is considered public information.
2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.
 - i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.
 - ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.
 - iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.
3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.
4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.
6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.

7. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed.

8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission's office.

ACADEMIC NORMATIVE

ADMISSION POLICY

The Admissions Office of *High Alternative Education* distributes, receives and evaluates applications for admission.

Admission Requirements:

I. Students with a HS Diploma or equivalent must meet the following requirements:

1. Complete an Application for Admission
2. Provide a copy of high school diploma or a recognized equivalent or transcript certifying completion of all graduation requirements. *It will be understood as equivalent recognized for the student by reliable certification that completed a High School program in a public school under the Department of Education of Puerto Rico or a private school authorized to operate by the Board of Education of PR (formerly General Education Council) or having study abroad that have been validated as equivalent to a USA High School by the Department of Education of PR or have passed the GED equivalency examinations or Free Studies Division of the Department of Education of Puerto Rico (Law 217).*
3. Provide Certificate of Immunization (if less than 21 years)
4. Complete and sign-in an Enrollment Agreement. If the student is less than 21 years, their parent(s) or legal guardians also sign-in.

ADMISSION PROCEDURES

1. Each prospect must complete and submit an Admission Application form. It can be obtained from the Admissions Office of the Institution. Application must be submitted with the admission requirements mentioned above.
2. Students from learning at home (home-schooling) must include:

- evidence of having completed a program of study equivalent high school
 - affidavit that highlights the student studies culminated in the mode of learning at home (home-schooling).
3. After the Institution secured all the admission requirements documentation, the prospect must sign an Enrollment Agreement and their legal guardians, if applicable. A signed copy will be given to the student after completion.

Please note that a student will not will considered officially enrolled, not will start in a program until all the admissions requirements be secured by the school.

ADMISSIONS FROM TRANSFER

High Alternative Education accepts applications from students who have completed courses or studies in institutions of higher education and / or postsecondary who are duly authorized and / or accredited to operate in Puerto Rico.

Students who study or have studied in other post-secondary institutions and decide to continue studies at ***High Alternative Education*** must meet the all admission requirements listed above. To consider the courses approved in institutions of origin, the student must present a copy of a valid academic credit of the origin institutions. The courses approved in the originating institution will be considered individually for acceptance; except of articulation agreements with a partner institutions. ***High Alternative Education*** reserves the right to accept transfer courses no more of 50% of the program selected in ***High Alternative Education***.

For institutions that have ceased functions and therefore impossible to obtain from an origin school an official credit transcript, the student can submit a student copy of the transcript or any other document attesting to their approved courses, provided they are supported by a letter from the “Junta de Instituciones Postsecundarias of Puerto Rico” stating that the origin school closed. However, ***High Alternative Education*** reserves the right to validate such knowledge through their instruments of evaluation, prior to an acceptance transfer.

READMISSION POLICY

Students, who stop attending (withdrawal to the institution), may apply for readmission by completing the application, which will be evaluated by the Academic Director and / or the Student Services Officer, who will consider the following factors:

1. Achievement

2. If the student have met their payments
3. Number of times the student have requested re-admission

The Office of Student Services will evaluate requests for readmission and informs the student the result within a period not exceeding ten working days. Non-admitted students will be notified in the same way, indicating the reasons.

If the student be readmitted, the hours of classes and credits approved in the last five years will be validated. If it has been more than five years, the student will have to start the course again.

If the student applying for reinstatement has completed more than one year from the last day of attendance, must accompany the application with a payment of \$25.00.

The student will not be admitted and understand that you are entitled to be, may appeal the decision to the director of the school.

ACADEMIC CREDIT UNIT

All our postsecondary programs are structured in semester credit-hours units where one unit of credit-hour is equivalent to about thirty (30) contact hours of classroom instruction and / or laboratory and a minimum of 7.5 hours of additional work outside of class during a semester.

In converting clock hours to credit-hours-quarter, the institution used the definition of credit-quarter established by the Accrediting Commission of Career Schools and Colleges (ACCSC) where one credit hour are 45 units and for each hour of didactic 2 units are accumulated; for each hour of lab instruction 1.5 units are accumulated and for each hour of external externship one unit during a during a 12 to 15 term. The hours of additional work outside of class are assigned and evaluated by an instructor before or after each meeting.

ACADEMIC LOAD

A student attendance status is considered full-time when the student attends classes in all subjects (normally 12 or more credits) indicated in a curriculum “block” during an academic term of 12-15 weeks. Three 5-week “modules” make a full semester.

NORMAL DURATION OF ACADEMIC PROGRAMS

Our credit-hours, leading to a diploma/technical programs consist of 27 or 29 semester credits, as indicated below.

Daytime –If the student maintains a full course load per term, the diploma requirements could be completed in two (2) terms of 15 to 16 weeks or about 8 to 9 months in a calendar year.

Nighttime – If the student maintains a full course load per term, the diploma requirements could be completed in three (3) terms of 15 to 16 weeks each or about 12 to 13 months.

In either of the two, taking into consideration that the classes are 100% remote so the student works at his own pace and on his schedule and the teacher determines the days and times in which the students can communicate in order to become a personalized class or clarify doubts.

MAXIMUM DURATION OF ACADEMIC PROGRAMS

The maximum time allowed to complete a program is 1.5 times the normal duration of the program credits, hours or terms.

CODING SYSTEM OF COURSES

The course title or course is preceded by a code of 2 or 4 letters and three digits. The letters abbreviate the name of the program or of the subject and the number is an arbitrary one. The courses listed in the curriculum of each program are placed in order of basic, intermediate and advanced, however, the sequence in which they take can vary as long as the prerequisites are not violate.

STUDENT EVALUATIONS

In each term exams (theory), laboratory practice assessments and a note of support are offered in each of the courses. Students will also be assessed for additional work (outside of regular classes) through projects, class participation, etc. It will be offered at least one final exam in all courses. Moreover the instructor can evaluate the student through quizzes if deemed necessary.

No exams will be offered through the end of each registration (first week of classes). The exams will be offered replacement on the date established in the academic calendar. If there are valid reasons for a student to be absent from any discussion, it will agree with the teacher for the reversal.

Should be very close to the date of the final exam period or if no final exam and having just cause, it may proceed to assign a grade of Incomplete. The procedure for the removal of Incomplete will then follow.

EVALUATION SYSTEM AND ACADEMIC PROGRESS MEASUREMENT

In the process of evaluation of the student achievement, instructor use an alpha-numeric system where the grade is determined based on a score on a scale of 0 to 4 points (GPA) or percent. Also, a final status of each course could be

posted by the Registrar in cases of transfers, withdrawals, etc. This alphanumeric set is the following:

		GPA		Percent	
A	=	Excellent	4.00 - 3.50	100	- 90
B	=	Good	3.49 - 2.50	89	- 80
C	=	Satisfactory	2.49 - 1.60	79	- 70
D	=	Deficient	1.59 - 0.80	69	- 60
F	=	Fail	0.79 - 0	59	- 0
T	=	Accepted in Transfer			
TR	=	Challenged and Approved			
R	=	Retaken			
I (N)	=	Incomplete**			
W	=	Official Withdrawal			
WA	=	Administrative Withdrawal			

The GPA is determined by multiplying the total number of credits completed by the respective numerical value of grades (0.00 to 4.00) and the sum of the products is divided by the total credits completed.

A	Excellent	4.0	P*	Pass	
B	Good	3.0	NP	No Pass	
			*		
C	Satisfactory	2.0	I (N)	Incomplete	0.0**
D	Deficient	1.0	W	Withdrawal	0.0
F	Fail	0.0*	NR	Grade not Reported	0.0**
Y	Accepted in Transfer	0.0			

* Only used in courses in which an A, B, C, D or F was not possible to be awarded

** Until the receiver of a final grade. In the case of an incomplete I(N), if the incomplete is not removed, the “N” will become the final grade. In the case of an NR, the course will not be considered as “intended”. The student must repeat the course or been re-evaluated without an extra charge

GRADES REVIEW

If a student does not agree with their posted grades, he or she may request a review on or before the 3rd day of the date on which the grades were delivered according to the academic calendar. Applications will not be considered for review after that date.

CHANGES IN THE ACADEMIC CALENDAR

If due to unforeseen circumstances the Institution has to cancel classes or close temporarily, it will notify the student in person at the right time. If it is not possible to notify to the student in person, the student will be notified by telephone.

INCOMPLETES POLICY

Incomplete means that the student for good cause does not complete any requirements of their courses at the date specified in the academic calendar. The Incomplete will be accompanied by the qualification that is obtained by taking as zero (0) the work or works not completed.

In regular courses, incomplete removal shall be made within the prescribed period of ten (10) working days from the next academic or as established in the academic calendar term.

If not done during the time limit, the Office of Student Services will proceed to award the grade that accompanies Incomplete to the academic record of the student as the final grade. The work to be done for the removal of the incomplete must be indicated by the instructor who taught the course, and in his absence, by the academic director or coordinator. The score that accompanies the incomplete will not be used for determining the student's GPA until the incomplete has been removed, or becomes the final grade.

RETAKEN OF COURSES

In our diploma programs, the retaken of a course is permitted (if it is available) but the distinction of extra charges for repeated courses not because the student is charged for the whole program and not by the credit load at each term. So, to facilitate the student to pass all the subjects covered in their academic program and achieve graduation, the Institution provides to repeat courses with "D" or "F" at no extra charge if the student goal is to meet the requirements of graduation.

If a student gets "D" in any kind of course, he or she must repeat the course only for maintain satisfactory academic progress or reach the graduation index. An "F" in any course must be repeated in order to graduate. If the student changes their program of study and the failed course is not required, the course will not be considered in the new program and the student not have to repeat it.

Students who need to repeat a course in which he has failed or has been discharged, must take the necessary steps to enroll in it in the next term. If it has failed more than twice in a given course, he or she must get the approval of the Director or Academic Coordinator to repeat it.

If the student repeats a course, the highest grade will be finally used to determine the GPA.

ATTENDANCE POLICY AND RECORDING

High Alternative Education recognizes that timely and continues attendance to classes is necessary for students acquire the knowledge and skills required in the curricula; in addition to developing a sense of responsibility and punctuality that students will need later in their performance at work and in their relationships with other human beings. So, our expectation is that the student attends at least 90% of instructional time and encourages the faculty to consider the attendance in the final evaluation of a class grade.

Any student who is absent from school or is behind in his studies, for whatever reason, will be responsible for catching up on work and shall restore the hours of absence in excess of 10% of the hours away if your instructor necessary.

In the case of distance classes, the student must participate for 12 days of a minimum of 20 days per term. Recognizing that this attendance will be considered for the purposes of the participation and attendance grade. The advisor or instructor(s) has the authority to excuse absences which present a valid excuse such as illness, military service, court date, death in the family and any other evidenced excuse.

Excused Absences – **Excused absents are not unlimited.** Regular school attendance is necessary, however, we recognized that students at times may appropriately be absent from class.

- i. The following are valid excuses for absences:
 - Illness (absences exceeding three days may require a physician statement).
 - Medical/Dental appointments (we highly encourage student to make these appointments outside of school hours).
 - Required court appointments.
 - Religious instruction (Not to exceed 3 hours in one week).
 - Driver's license test.
 - Serious family emergency, i.e. funeral.
 - Special requests (pre-arranged with the instructor).
1. Family vacation/sporting events.
- ii. The HAE Director or designee has the authority to determine if an absence meets the above criteria to be deemed an excused absence. An absence may not be considered excused if it causes a serious adverse effect on the student's educational progress.

- iii. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a note of explanation. The parent/guardian (in case of minors) is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the student or parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school.
- iv. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate instructor.
- v. **If a student if more than 10% of the class time (excused or not)** in a single class, the school will schedule a conference/meeting with him or her for the purposes of identifying the barriers to the student's regular attendance, and the supports and resources that may be available to help the student regularly attend school.
- vi. The conference/meeting should include at least one staff member, such as the Student Services Officer and one of the student's instructors.
- vii. The instructor will determine if the student attendance is sufficient to obtain the required competencies of the program. In the cases it not, the student **must** make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate instructor.
- viii. A conference is not required if prior notice of the excused absences is provided to the school, or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

In extreme cases where the excuse could not be notified before, an assignment will be assigned that is equal to the time loss of class because the absent. In the event that the special work is not completed, the absence is considered to be unjustified and the school the student's final grade could be affected by the absence. The student will receive a grade by way of attendance to be included in the calculation of the final grade in the class.

Note: Four (4) tardiness equal one (1) absence.

In the case of distance classes like ours, students will have attendance or participation based on daily communications with their teacher, and/or participation in virtual classes or meetings.

LEAVE OF ABSENCE

If a situation arise that requires the student to leave training, ***High Alternative Education*** provides a method by which the student may request a “leave of absence” for a period not exceeding the term of 45 days. Nor may a student be out because leaves of absence over 180 days in a period of 12 months. At the discretion of the Director, ***High Alternative Education*** reserves the right to request the necessary evidence to justify absences.

The procedure for the student to be eligible for this award is as follows:

1. Going through the Student Services Office, which is instructed how to fill the form of leave of absence. The reason for absence must be weighted and / or validated by documentation.
2. The Student Services Officer evaluates each case individually and determines the necessary time off according to the problem. The return will coincide with a new start date or a unit appropriate module. The Registrar refers the case to the Director for approval.
3. A student who does not return on or before the stipulated time will be administratively discharged. The withdrawal will be effective on the last day that she or he participated.
4. A student may be placed with the same group or relocated to other taking in consideration the units that the student have not yet completed.
5. A Leave of Absent automatically extends the estimated completion time stipulated in the Enrollment Agreement.

WITHDRAWALS

If a student wishes to withdraw from a course, it should assist the Office of Student Services and complete the forms and the procedure necessary for that purpose. This procedure must be performed within the time provided by the institution.

The Office of Student Services will send a copy of the withdrawal form to the Office of Administrative Services for the corresponding adjustment. A student who is not given formal notice of the leave but stops attending classes will be assigned grade of "WF" based on the Attendance Policy.

TOTAL WITHDRAWAL

If a student wishes to withdraw from all courses, it should be reported immediately. Complete a withdrawal petition in the Office of Student Services to formalize the process. It is preferable but not essential that the student completes the process by observing the following procedure:

1. Go to an interview with the Academic Director. The student will explain the reasons for the leaving and receive general guidance. He also will be advice regarding the procedure to return and continue their studies later. After orientation, students will get the signatures of instructors. As a final step the student will sign and return the petition and receive copies of it.
2. Submit the withdrawal petition to the Office of Administrative Affairs before the withdrawal deadline for the semester.

The student who does not meet the requirement by the deadline will be considered an active student for academic purposes and receive "WF" for courses not completed.

OFFICIAL WITHDRAWALS

These are withdrawals processed by a student's formal notification in person or writing.

1. The student shall notify their intention to leave the program to the Office of Student Services.
 - An intention to withdrawal means indicates that the student has ceased to attend or participate in academic activities and do not want to attend anymore to their classes.
 - The notice may be oral or written (including by telephone or internet). The institution is responsible for document any verbal warning.
 - The institution may ask the student to complete the withdrawal form, but this process is not required to prosecute the withdrawal if the student has requested it.
2. The date of the official withdrawal will be determined according to the following:
 - The date the student notified the institution of its decision to withdraw. If notification is make via a letter sent by regular or

electronic mail, the date of withdrawal is the day on which the institution receives the communication.

- If a student does not return from an authorized leave of absent at the end of the leave period granted, the withdrawal is determined at the date of commencement of the leave.
- The institution has the option to use as date of withdrawal the date that can be documented based on student attendance or participation at an academically related activity. Some examples of academically related activities include: review, tutoring, academic advising or providing class assignments.

The student who does not meet the requirement by the deadline will be considered an active student for academic purposes and receive "WF" for courses not completed.

ADMINISTRATIVE WITHDRAWALS

1. ***High Alternative Education*** processes administrative withdrawal to a student who ceased to attend to classes and not complete the term for which were officially enrolled. These withdrawals will be processed no later than 14 days following the last date of attendance of the student.
2. The date of withdrawal will be determined on the day on which it is processed.
3. If the institution can determine that the student did not start the process of withdrawal or gave notice of their intention to leave the program (including a notice of someone acting on his part) due to circumstances beyond their control; such as illness, accident, loss of a close relative, etc.; the withdrawal date will be set according to the time the circumstance that prevented him from continuing his studies occurred.

TERMINATION POLICY

The institution shall suspend the student who is in one of the following conditions:

1. That has not complied with the standard of satisfactory academic progress, after offering the opportunity for probation under the Satisfactory Academic Progress Policy.
2. Excessive absences without justification.

3. Failure to comply with the financial obligations of the institution.
4. Violations of federal, state, local or regulations of the institution.
5. exceed 150% of the time provisions for termination of his or her program.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Higher Education Act of 1965, as amended, requires institutions of higher education to establish and apply standards of academic progress that all students must meet to qualify and remain eligible for assistance from federal financial aid programs. Therefore, to maintain satisfactory academic progress to be eligible to receive federal (WIOA, Veterans, etc.) or State grants (Rehabilitación Vocacional) aid, students must maintain specified grade point averages and proceed through the program at a pace leading to completion within a specified time frame. In less than two years programs, the satisfactory academic progress is measured at the end of each term.

Applicability

The policy applies to all students, no matter is full-time or part time students or are receiving assistance under any federal programs or not.

Evaluation Points:

In the case of our diploma programs, no matter are in credit-hours or clock-hours, the SAP is calculated at the end of each 18 credits.

Required Completion Rates

Depending of the evaluation point, a student is required to complete a minimum of 67% of the credit-hours or clock-hours they attempt by the end of each payment period.

Retaken courses are counted as attempted each time are taken. Transferred credits are included as attempted and as completed.

Example: In the case of 67% evaluation point, a student who attempts 12 credit-hours must complete 9 credit-hours.

Required Grade Point Average

Depending of the evaluation point, a student must achieve a minimum cumulative grade point average (GPA) between 1.5 (first term) and 2.0 points (second or more term). Any course with a grade of withdraw (W), fail (F), incomplete (I), approved (P), not approved (NP), grade not reported (NC) is not considered in the calculation. Only the higher grade obtained in repeated courses are included in the calculation.

Maximum Time Frame:

Students must complete their program within 150 percent of the credit hours required by the program. If after attending the “normal program length” the student have not been completed all the graduation requirements, he or she will have an additional time (no more than 0.5 times the normal program length of his/her program) to do it. Students who have reached the maximum allowable time will be suspended from receiving financial aid. Preparatory hours are excluded from this calculation. Repeated courses and transfer credits accepted are included.

When a student fails to meet any of the standards outlined for a specified period, he/she will be place on:

Financial Aid Warning

Recipients are placed on financial aid warning when they fail to meet the qualitative or completion rate components of Satisfactory Academic Progress (SAP). Students are allowed to receive federal or state student aid during the next evaluation (warning) period. If at the end of the warning period the student do not meet the SAP, students must apply and qualify for a financial aid probation (below) to maintain their financial aids or they will be suspended from any aid (see Financial Aid Suspension below).

Financial Aid Suspension

Students are suspended from receiving financial aid if they do not meet the SAP by the end of their probation term and if still not meet the GPA or percent of approved courses required. Students on financial aid suspension will not receive any form of Federal or State Financial Aid (Grants, Student Loans, Student Employment). Financial aid eligibility may be reinstated by qualifying for Financial Aid Probation, or when all Standard of Satisfactory Academic Progress are met. Students suspended from receiving financial aid are not eligible for a financial aid deferment.

Financial Aid Probation

Students who would otherwise be suspended as a result of not meeting the SAP will be placed on Financial Aid Probation if they appealed the suspension and has had eligibility for aid reinstated. Students are allowed to receive federal student aid during the probation term. Students exceeding Maximum Time Frame are not eligible for Financial Aid Probation.

POLICY FOR THE SAP APPEALS

If a student is ineligible for Federal Financial Aid based on the satisfactory academic progress requirements, the student may appeal this decision by completing the Satisfactory Progress Appeal Form in the Student Services Office. The student will be advised in writing of the decision. If an appeal is

denied at this level (Academic Advisor), the student may appeal to an Appeal Committee constituted by the academic director and program coordinator.

The following steps are required when submitting an appeal:

1. Submit the Satisfactory Progress Appeal Form
2. Clearly state the circumstances that affected your academic performance
3. Provide written documentation of your special circumstances
4. Identify the steps you have taken to ensure that you will not fall below satisfactory academic progress standards in the future
5. Sign and date your petition

Some examples of acceptable reasons that must be validated are listed below:

1. A student's serious illness or accident that must be documented from a medical or mental health professional
2. Death in the student's family that must be documented by providing a copy of the death certificate or obituary
3. Other unforeseeable circumstances beyond the control of the student that caused the student to fall below the satisfactory progress standards

Appeal Deadline

Appeals must be submitted to the Student Services Office within two weeks (before the closing of the enrollment period) of the date of the written notification of unsatisfactory progress. It is the responsibility of the student to decide when an appeal is appropriate and to initiate an appeal before the specified deadline.

SAP - DEFINITIONS

Regular Student - A regular student is one who complies with the Satisfactory Academic Progress and has completed the credits corresponding to his/her evaluation period.

Non-Regular Student- A non-regular student is one who did not comply with the minimum approved credits required or GPA in his/her evaluation period. Consequently, his or her financial aid was suspended and the student may continue studying in the school, but under the obligation of an institutional loan.

Attempted Credits – Credit-hours the student has registered at **High Alternative Education** and in which he/she has passed or failed. Transferred credits are not attempted credits.

Approved Credits - Credit-hours the student has registered at **High Alternative Education** and in which he/she has approved with an A, B, C or D, including repetitions.

CANCELLATION AND REFUNDS CLAUSES

CANCELLATIONS

1. Not-admitted Student - Any student who is not admitted by the institution shall be entitled to be reimbursed all monies paid.
2. If a student (if a minor, his legal guardian), within three days after signing an enrollment agreement, no matter if started or not classes, cancel his or her registration and request a refund, all monies paid will be refunded. The date of cancellation is determined by the postmark of a notification or by the date on which such a notice was delivered to an officer of the institution.
3. If the student after school begins, requesting cancellation is suspended or no longer attend, he or she will be considered as a withdrawal and the refund policy, as explained next, is applicable.

REFUND POLICY (WITHDRAWALS) "PRO-RATA REFUND POLICY"

Student officially enrolled in **High Alternative Education**, attended classes (not a cancellation) and subsequently become a total withdrawal from the program, e will receive a refund (if the student paid monies for an amount greater than the portion not used) or receive a credit in his/her account for the portion not used) as follow:

- a) Although the enrollment agreement is for the whole program, the charges will be made to the student's account according to each of the terms. Programs of 32 weeks (900 hours) have two 16 weeks (450) hours terms.
- b) In each term, if the student withdrawal during the first week of classes, a 100% credit to the student account will be posted and all paid monies refunded, except the \$25.00 admission fee.
- c) During the second to the tenth week, a refund will be prorated in proportion to the assisted hours of classes scheduled during the term using the following formula:

*Days classes offered from the start of the
term to the last date of attendance
Total school days of the term*

X Tuition charges of the term

The result will be the portion of the total tuition charges that was used by the student or earned by the institution. The amount to credit or to reimburse to the student, if any, is the total charges less the portion of those total charges that was not used or gained by the institution.

d) After the tenth week of the term the student will not be eligible for a credit to his/her account or refund.

RETURN POLICY FOR WITHDRAWALS - FEDERAL AID

High Alternative Education administers a return policy of financial aid under the provisions of the return policies of federal and / or state South-West Consortium (WIOA) and / or the “Junta de Instituciones Postsecundarias”. The school accountant will determine the amount corresponding to grants or loans. For students sponsored program "WIOA" some returns may be applicable. Information of this policy is also described in the Enrollment Agreement.

PAYMENT PLAN INSTITUTIONAL

High Alternative Education offers a program for eligible payment plans to help pay the direct costs of the institution that exceed the amounts contributed by other sources (federal, state, etc.) financial aid students. Any student who meets the admission requirements and is enrolled in a program at one of our centers of study can apply at our offices or accounting services to the student the same. Students must first apply for financial aid available before the request for a plan of institutional payment and the amount is limited to the balance that projects will not be covered by other assistance. Applications for institutional payment plans be processed no later than 5 days after the date of commencement of the term and students will be notified by a representative of the institution.

Institutional Amount Payment Plan

The amount varies from student to student and is limited to the uncovered amount of direct costs (cost of training, fees, etc.) after finishing process all financial aid application. Before the release, the student must sign an Acceptance Payment Plan Institutional confirming accepting the terms and conditions thereof.

Terms

The Plan does not carry interest charges should be repaid in full within a set period that usually is the normal duration of the study program and requires monthly payments while the student is enrolled in the program. The institution will not impose charges for late payment but the default on monthly payments or full payment of the entire Plan may result in the account to a collection agency to require the amount owed and any spending should refer (including legal) expenses incurred by way of collection efforts. In addition, the organization

reserves the right to process a (low) completion the student who does not meet the obligations of the plan of institutional payment and not issue a credit transcript, diploma or any certificate to students who have not met their obligations to the institution. For cases of students who give or have been discharged, the institutional balance of the payment plan is subject to the refund policy found in this catalog.

OTHER CONTRACTUAL PROVISIONS

1. Students' accounts in default could be referred or sold to a private collection agency. In case of the said action, such transfer would follow applicable regulations under the Laws of the Commonwealth of Puerto Rico. Reports of the history of payments may be referred to credit reporting agencies.
2. Other copies of the student's record of payments can be sent to interested persons or agencies by mail only with a written consent of the student. Copies of the student record submitted to it personally will be marked "Student Copy" and will not be on official business.
3. Any money paid to the Institution in excess of the correct amount owed by the student because withdraws, discharged by the Institution or for the reasons set forth, will be refunded by the Institution within thirty (30) days following the date of withdrawal or discharge, even if the student has not officially claimed the return.
4. Special cases: In case of illness, accident, family tragedy or other circumstance that precludes the student completing his training, the Institution may make a reasonable settlement with the acceptance of both parties.
5. The Institution will only be responsible for administering first aid and make referrals in case of illness or accident on the premises of the Institution.

GRADUATION REQUIREMENTS

Any student who understands that is about to complete the academic requirements of their program of study should visit the Office of Student Services before his last term and apply for a Diploma or Certificate of Graduation.

The Office of Student Services will evaluate the student's transcript to verify that, indeed, all requirements except those that are scheduled for the last term are satisfied.

Candidates for graduation students must who have met the following criteria for be considered graduate:

1. Have completed all required courses in their curriculum.
2. Have paid all debts to the institution.
3. Have passed with a grade of "C" or better all core courses or the ones related to the occupation.
4. Have a cumulative grade point average (GPA) of not less than 2.00.
5. Complete the Application for Graduation Form and accompany it with the payment of the graduation fee.

DECLARATION OF CONCENTRATION

Students will return to their concentration at the time of admission to the institution. To declare the concentration, the student will receive appropriate professional and academic guidance on the requirements of the curriculum of interest during initial guidance they receive all new students. Once admitted oriented and will be referred to the appropriate program for academic guidance. The student may request a change of program and concentration on the period stipulated by the institution for program changes and requests the corresponding form in the Office of Student Services time. Any change in concentration must be approved by the Academic Director of the enclosure.

CHANGE OF ADDRESS

Upon enrolling student is required to file their mailing address with the Office of Student Services. Any change of address must be reported to the office. Failure to keep this information up to date, the institution is not liable for the notifications sent to the student. Any notice, official or otherwise that is mailed to the address of a student, as appears on the records shall be deemed sufficient notice.

HONOR DISTINTIONS

Certificate or Diploma Programs

Distinctions of academic excellence (GPA of 4.00 points), high honors students with grade point averages (GPA) of 3.99 to 3.90 and honors students with average of 3.89 to 3.50 are awarded the diploma.

GRADUATION AND CERTIFICATION OF CREDIT TRANSCRIPTS

Students who meet the graduation requirements at the end of any academic term and no debt to keep the institution or have a payment plan that is not in crime, may request and obtain from the Student Services Office free of cost, a transcript or certification credentials issued to the date of completion of the corresponding term. Additional copies will have a \$ 10.00 each. A duplicate of Diploma can be requested for \$40.00.

Any certifying graduation until the student has not met all academic, administrative and financial requirements of the institution, including loans of books and materials will not deliver document.

OTHER CERTIFICATION AND DISPOSAL OF RECORD

The institution withheld information related to admission, financial transactions and financial aid requested and received for a period of 5 years from the date of last student attendance records. As such, they may issue certificates of study, payments and debts within that period, with the exemption of the history courses taken and marks obtained for transcripts of credits, which permanently withheld.

UNIFORMS

Some programs require the use of uniform in certain subjects. It is the responsibility of each student to use the kind of uniform that is designated for your particular program.

TUITION AND FEES

The following fees and fees apply to all regular students *High Alternative Education*. For groups sponsored by WIOA, these costs can vary according to the terms of the contracts training. The fees include only the use of laboratories and some institutional materials. * Personal use equipment has to be purchased by the student.

<u>Program of Study</u>	<u>Tuition and Fees</u>
Administrative Assistant W/ Virtual Office	\$5,175.00
Books, Equipment and Materials	\$0.0000*
Admission Fee	25.00
Graduation Fee	25.00
Total	\$5,200.00

<u>Program of Study</u>	<u>Tuition and Fees</u>
Pre-school Teacher Assistant	\$5,175.00
Books, Equipment and Materials	\$0.0000*
Admission Fee	25.00
Graduation Fee	25.00
Total	\$5,200.00

Readmission- \$25.00 – Not applicable if a student request re-admission in the same academic that he or she enrolled for the first time.

EXTRA CHARGE FOR INSTRUCTION

Any student, who extends longer to complete their program of study as set in the Enrollment Agreement, shall be entitled to attend up to 10% of the duration of the program at no additional cost. If exceeded more than 10%, he or she will be billed for the additional hours in excess of 10% time.

MISCELLANEOUS CHARGES

Transcript of Credits	\$ 10.00
Certifications	\$ 10.00
Attendance to the Grad Ceremony	\$ 60.00

ACADEMIC CREDENTIALS

For all our regular academic programs the credential to be award to all students that satisfy the graduation requirements is a DIPLOMA.

DISTANCE EDUCATION

Distance education at High Alternative Education is a form of teaching in which students do not physically attend our facilities. In this teaching system, the student receives the study material (personally, by post, email, the “Google Classroom” platform or other possibilities offered by the Internet), allowing new techniques and strategies to be used in the educational act, learning centered on the student himself, thus promoting self-learning and self-management, that is, it is a flexible and self-directed education, whose main tools are communication and information technologies. Learning developed with new communication technologies is called ("elearning". The platform currently used by HAE for this modality is “Google Classroom”.

Depending on the program of study, students only attend the institution physically to carry out the laboratories that cannot do online, receive tutorials, or to take face-to-face exams, previously coordinated by the instructors.

Currently, given a provisional authorization granted by the our accrediting agency (ACCSC) there are 100% distance education activities in all our academic programs.

Distance Education Support Personnel:

- A Distance Education and Learning Resource Center Administrator
- Counseling (student receive services when attending labs)
- Registration (student receive the services online or when requested them on site)
- Placements (student receive services when attending the school)

Technology Requirements

Students are required to have technical devices with Internet access where they will receive materials and submit their assignments and other work.

Communication and interactivity between faculty-student and student-student is carried out mainly through the use of the “Google Classroom” platform, email, discussion forums and chats.

Admission requirements:

The admission requirements for all programs are the same for the traditional face-to-face and distance education modality.

Students enrolled in diploma programs and theory courses are offered a virtual orientation and tutorial on the use and management of “Google Classroom”.

Definition of Attendance at distance courses adopted by High Alternative Education

Success in a distance course depends on the participation of the instructor and her students throughout the course. As such, students are required to complete all assignments before the due date and to participate in class remotely actively on a **regular basis**. Educational activity includes (but is not limited to):

- Participate in regularly scheduled learning sessions (where there is an opportunity for direct interaction between the student and the faculty member). This is coordinate with the instructors and each particular student when requested.
- Submit an academic assignment;
- Take a test, interactive tutorial, or computer-assisted instruction;
- Attend a study group assigned by the institution;
- Participate in an online discussion about academic matters;
- Consultations with a faculty mentor to discuss the content of the academic course;
- Participation in an independent study led by your instructor

Using as a basis the regulation presented, attendance at distance classes at *High Alternative Education* is defined as the daily participation of the instructor (to offer virtual classes, assign tasks and initiate group discussions) and a regular participation of the student (to present their homework, attend virtual classes, participate in discussions or ask questions) understanding that regular participation is, in programs with 5 school days a week, participating three or more times a week and in programs with 4 school days at the week, participate twice or more times a week, being admitted in both cases only one presentation of one task if the nature of the task requires more than two days to complete. Student participation will be updated weekly.

Participate - If a student performs three or more of the described activities during a week with 5 school days or two activities in 4 school day weeks, or

submits an assignment that the instructor determined requires more than two days to complete, they will be marked as who participated that week.

Failure to participate - A student will be marked as not participating in a particular week if he or she did not post in the discussion forum and / or submitted completed assignments / essays or assessments that were assigned in the week.

If a student cannot meet the minimum requirements of the class assignments due to valid reasons, such as being ill or not having the technology or materials at home to carry out the assignments, he must notify it and in such case, it will be put on a "leave of absence" until they can return to participate in the distance or face-to-face course (if this is already offered).

Program: _____ Group: _____ AM___ PM___

Teacher: _____ Period (Week):

Name Student		M	T	W	Th	F	Weekly Participation
1							
2							
3							
4							
5							

Legend:

- “P” - Cells under a day of the week are marked with a “P” if there was activity by the instructor that day and there is evidence that the student participated or there was a spontaneous participation of the student.
- “NP” - Cells under one day of the week are marked with an “NP” if there was activity by the instructor that day and it could not be validated that the student participated.
- “NA” - Cells under a day are marked “NA” if there was no activity by the instructor or student that day.

Student services:

Students who take courses in the distance education modality have scheduled subjects and / or face-to-face courses at the institution. Therefore, their assistance and inclusion in work plans, projects, aid programs and services are the same as those offered to the traditional student population.

Costs for students in distance education:

The costs are no different to the students taking distance education courses.

PROGRAM DESCRIPTIONS

ADMINISTRATIVE ASSISTANT WITH VIRTUAL OFFICE

27 semester credits / 900 hours (720 didactic/laboratory hours and 180 hours of
“out-of-class work) – Normal program length: 8 months (Day)

In this curriculum it is offered to the participant the opportunity to acquire the knowledge, skills and attitudes necessary to practice as an administrative assistant in a conventional office or from a remote location (eg from home). Emphasis is placed on mastering the procedures related to the production and document management, and other administrative functions performed in the administration of a business office. The graduate student may opt for an entry-level position as an office clerk, secretary (o) or administrative assistant.

TÉRMI	CODE	TITLE	TOTAL HOURS	CRE-DITS*
I-A	ESPA 101 REHU 101	Basic Spanish	75	2.5
		Human Relations and Professional Development	75	2.5
		Total of Hours/ Credits	150	5
I-B	SIPR 101 MABA 101	Information Systems and Processes	75	2.0
		Basic Mathematics	75	2.5
		Total of Hours/Credits	150	4.5
I-C	PRPA 301 LAPR 301	Word Processing	75	2.5
		Laboratory of Word Processing	75	2.0
		Total of Hours/Credits	150	4.5
		Total of Credits – First Term	450	14
II-A	ADDO 401 MABA 401	Administration of Documents	75	2.5
		Electronic Worksheets and Databases	75	2.0
		Total of Hours/Credits	150	4.5
II-B	INBA 101 COEL 501	Basic English	75	2.5
		Electronic Communications	75	2.0
		Total of Hours/Credits	150	4.5
II-C	PRCO 601 LATE 601	Principles of Accounting and Management	75	2.0
		Virtual Office Management	75	2.0
		Total of Hours/Credits	150	4.0
		Total of Credits – 2nd Term	450	13
		Total of Hours / Credits All the Program	900	27

ADMINISTRATIVE ASSISTANT WITH VIRTUAL OFFICE

ESPA 101- Basic Spanish 2.5 credits Duration: 75 hours

The course provides an opportunity for the participants to enrich, enhance and refine the basic skills of oral and written communication. Emphasis will be given to spelling and syntactic aspect including the rules of hyphenation, spell accentuation, punctuation, capitalization and lowercase letters, reading comprehension and vocabulary development. Strengthening necessary for writing paragraphs, essays and papers professionally tools. It provides writing skills appropriate for the student to develop and analyze sentences according to different styles of documents (memoranda, styles and types of letters, resumes, CVs, etc.).

REHU 101-Human Relations and Professional Development 2.5 credits **Duration: 75 hours**

In this course the student will know, understand and apply the basic principles of human coexistence rules, professional ethics, dress, vocabulary and proper conduct for managing an office or business activity.

SIPR 101 - Information Systems and Processes 2.0 credits **Duration: 75 hours**

Computer literacy course in which students will learn about the history of computers, types, their uses, and hardware peripherals, etc. Also in this course, students develop basic skills on the keyboard (use and handling). Emphasis is placed on developing skills quickly and accurately.

MABO 101-Basic Math 2.5 credits Duration: 75 hours

The course deals with the basics of mathematics. It emphasizes intensive practice of computer operations and solving mathematical problems. Participants solve mathematical problems: addition, subtraction, multiplication, percentage and decimal, using a real scenario problems.

PRPA 301-Word Processing 2.5 credits Duration: 75 hours

The student is prepared to apply modern concepts of word processing on a personal computer using the "Microsoft Word" application. Learn the commands to operate the word processor, the technique to create various types of documents and save them and duplicate them.

LAPR 301-Word Processing Laboratory 2.0 credits Duration: 75 hours

The student will practice the concepts learned in the course PRPA 301 to create and edit text. Emphasis is placed on the correct use of the "Microsoft Word" application to create various documents, save and duplicate; as well as different techniques of correction and / or alteration of the same.

ADDO 401 Administration of Documents 2.5 credits Duration: 75 hours

In this course you teach students how to prepare their materials or documents in order to archive them properly. It gives emphasis to the commercial documents

coming to the office every day; documents you are working continuously. The student will recognize and classify various documents and file them know in logical order according to the needs.

MABA 401 - Electronic Worksheets and Databases 2 credits 75 hours
Provides students with the knowledge to effectively manage an electronic data base. Concepts related to the types of databases, defining, data entry, order arrangements ("sorting" and reporting fields are included.

INBA 101-Basic English 2.5 credits Duration: 75 hours
This course is designed to make the participant to acquire the tools and skills they will play in the business world and have little experience in the use of English. They focus grammatical concepts through oral practice. It includes writing exercises, vocabulary and reading. Language skills enable students to compete effectively in the search for a job and master basic English communication structures.

COEL-501 - Electronic Communications 2 credits Duration: 75 hours
This course provides students with the knowledge to establish electronic communications. The emphasis is remote connection to other computers or servers to share files, applications and other resources. Further, the process will allow the domain to work from any location outside the traditional office.

PRCO 601-Principles of Accounting and Management 2 credits 75 hours
In this course, students will learn to interpret and manage business accounting information. the basic theoretical knowledge of Microsoft Excel applications totaling practical basis as financial calculation sheets provided. the basic principles of management that are necessary for the administrative assistant to carry out the supervision of the business manager in the absence thereof is also included.

LATE 602 Virtual Office Management 2 credits Duration: 75 hours
This is a practical / technical course in which to complete the same, students will learn and apply the knowledge and skills acquired in earlier courses taken within the operational framework of a virtual office.

PRE-SCHOOL TEACHER ASSISTANT

29 semester - credits (720 didactic / laboratory hours and 180 hours of “out-of-class” work – Normal program length: 8 months

This course is designed to train the participant in the effective care of infants and children from 0 months to 5 years old. Students will be trained in various stages of development of a child from the moment of its birth through its development of social and physical skills, so as to respond to the welfare and to the biopsychosocial needs of children.

TERM	CODE	TITLE	HRS	CRÉD	PREREQ
I-A	ESPA 101 SIPR 101	Basic Spanish	75	2.5	None
		Information Systems and Procedures	75	2.0	None
		Total of Hours/Credits	150	4.5	
I-B	DENI 201 INBA 101	The Child Development	75	2.5	None
		Basic English	75	2.5	None
		Total de Hours/Credits	150	5	
I-C	COBA 201 ASNI 301	Basic Concepts in Health and Nutrition	75	2.5	None
		Concepts of Child Psychology	75	2.5	None
		Total of Hours/Credits	150	5.0	
		Total Hrs/Credits 1st Term	450	14.5	
II-A	MABA 101 ADLI 401	Basic Mathematics	75	2.5	None
		Human Being Language Acquisition	75	2.5	None
		Total of Hours/ Credits	150	5	
II-A	APJU 501 ADRE 601	Learning through Games and Reading	75	2.5	None
		Administrations and Regulations of the Care Center	75	2.5	None
		Total of Hours/Credits	150	5	
II-C	PRAU 601 LAPR 601	First Aid and Management of Emergencies	75	2.5	None
		Practical Clinics Laboratory	75	2.0	All above
		Total of Hours/Credits	150	4.5	
		Total Hrs/Credits 2nd Term	450	14.5	
		TOTAL	900	29	

COURSE DESCRIPTIONS

PRE-SCHOOL TEACHER ASSISTANT

ESPA 101- Basic Spanish

2.5 Credits

Duration: 60 hours Prerequisites: None

The course provides an opportunity for the participants to enrich, enhance and refine the basic skills of oral and written communication. Emphasis will be given to spelling and syntactic aspect including the rules of hyphenation, spell accentuation, punctuation, capitalization and lowercase letters, reading comprehension and vocabulary development. Strengthening necessary for writing paragraphs, essays and papers professionally tools. It provides writing skills appropriate for the student to develop and analyze sentences according to different styles of documents (memoranda, styles and types of letters, resumes, CVs, etc.).

SIPR 101 Information Systems and Processes

2.0 Credits

Duration: 60 hours Prerequisites: None

The course Introduction to Computers is aimed at students who are interested to know about managing a computer to simplify work and tasks, as well as starting their knowledge in the field of computer science

DENI-201 The Child Development

2.5 Credits

Duration: 60 hours Prerequisites: None

The course provides knowledge of the stages of child development from 0 months to 5 years. The characteristics comprising each stage are emphasized, as well as features and components biopsychosocial child.

INBA 101-Basic English

2.5 Credits

Duration: 60 hours Prerequisites: None

This course is designed to make the participant to acquire the tools and skills they will play in the business world and have little experience in the use of English. They focus grammatical concepts through oral practice. It includes writing exercises, vocabulary and reading. Language skills enable students to compete effectively in the search for a job and master basic English communication structures.

COBA 201-Basics Concepts in Health and Nutrition

2.5 Credits

Duration: 60 hours Prerequisites: None

The course deals with the fundamental aspects of health through proper nutrition patterns. Emphasis is given to the knowledge needed to create an appropriate menu using the food pyramid as a reference point according to the age and needs of human beings.

ASNI 301- Concepts of Child Psychology

2.5 Credits

Duration: 60 hours Prerequisites: None

In this course the psychological aspects of nature that affect children and their physical implications are worked. Situations where the child's psyche can positively or negatively affect their physical development are emphasized.

MABA 101 Basic Mathematics

2.5 Credits

Duration: 60 hours Prerequisites: None

The course deals with the basics of mathematics. It emphasizes intensive practice of computer operations and solving mathematical problems. Participants solve mathematical problems: addition, subtraction, multiplication, percentage and decimal, using real scenario problems.

ADLI 401- Human Being Language Acquisition

2.5 Credits

Duration: 60 hours Prerequisite: None

Different theories about the way in which the human beings acquire vocabulary are presented. The phonological system, parts and components as well as the process of articulation of sound and grapheme recognition are studied.

ADJU 501- Learning through Games and Reading

2.5 Credits

Duration: 60 hours Prerequisite: None

In this course, participants will learn different educational strategies which can use manipulative, dynamic, music and songs. To create different games, activities simple movements that children can make and making it the reinforcement of literacy.

ADRE 601 Administration and Regulations of the Care Center 2.5 Credits

Duration: 60 hours Prerequisites: None

The course provides training students to work in the administration of Care Center. It emphasizes the necessary documentation and required by the Department of Family Care Centers to operate. legal and financial aspects when creating Care Center that provides services to a particular sector of the population are met both.

PRAU 601-First Aid and Management of Emergencies

2.5 Credits

Duration: 60 hours Prerequisites: None

The course trains students for the effective management of emergency situations in the workplace. In addition, it provides students the opportunity to train with the course in CPR and use of an artificial defibrillator. It also provides training to communicate various emergency taking into account the safety of all parties involved in the event.

LAPR 601-Practical Clinics Laboratory

2 Credits

Duration: 60 hours Prerequisites: All

This course is based in applying the knowledge acquired. Where participants apply and reinforce all the theoretical knowledge acquired through the general course.

ACADEMIC CALENDAR AND START DATES POLICY

High Alternative Education maintain a continuous academic calendar during all the year and start new groups when there are enough students. As general rule, there are four start dates in a year (January, March, August and October). In regular programs, classes meet from Monday to Thursday.

CALENDARIO PUERTO RICO AÑO 2024

Enero

L	M	M	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Febrero

L	M	M	J	V	S	D
5			1	2	3	4
6	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Marzo

L	M	M	J	V	S	D
9				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Abril

L	M	M	J	V	S	D
14	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mayo

L	M	M	J	V	S	D
18			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Junio

L	M	M	J	V	S	D
22					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Julio

L	M	M	J	V	S	D
27	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Agosto

L	M	M	J	V	S	D
31			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Septiembre

L	M	M	J	V	S	D
35						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Octubre

L	M	M	J	V	S	D
40	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Noviembre

L	M	M	J	V	S	D
44			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Diciembre

L	M	M	J	V	S	D
48						1
49	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Feriados en Puerto Rico año 2024

- Lunes 1 de Enero: Año Nuevo
- Sábado 6 de Enero: Día de Reyes
- Lunes 15 de Enero: Natalicio de Martin Luther King, Jr.
- Lunes 19 de Febrero: Día de los Presidentes
- Sábado 2 de Marzo: Día de la Ciudadanía Americana
- Viernes 22 de Marzo: Día de la Abolición de Esclavitud
- Viernes 29 de Marzo: Viernes Santo
- Domingo 12 de Mayo: Día de las Madres
- Lunes 27 de Mayo: Día de la Conmemoración de los Muertos de la Guerra
- Domingo 16 de Junio: Día de los Padres

- Jueves 4 de Julio: Día de la Independencia de los Estados Unidos
- Jueves 25 de Julio: Día de la Constitución de Puerto Rico
- Lunes 2 de Septiembre: Día del Trabajo
- Sábado 12 de Octubre: Día de Colón y Día de la Raza
- Lunes 11 de Noviembre: Día del Veterano
- Martes 19 de Noviembre: Día del Descubrimiento de Puerto Rico
- Sábado 23 de Noviembre: Día de Acción de Gracias
- Martes 24 de Diciembre: Noche Buena
- Miércoles 25 de Diciembre: Navidad
- Martes 31 de Diciembre: Día Anterior a Año Nuevo

CALENDARIO PUERTO RICO AÑO 2025

<

Ferriados 2025

Miércoles 1 de Enero: Año Nuevo

Lunes 6 de Enero: Día de Reyes

Lunes 13 de Enero: Natalicio de Martin Luther King, Jr.

Lunes 17 de Febrero: Natalicio de George Washington

Sábado 22 de Marzo: Día de la Abolición de Esclavitud

Viernes 18 de Abril: Viernes Santo

Lunes 19 de Mayo: Día de la Conmemoración de los Muertos de la Guerra

Viernes 4 de Julio: Día de la Independencia de los Estados Unidos

Viernes 25 de Julio: Día de la Constitución de Puerto Rico

Lunes 1 de Septiembre: Día del Trabajo

Domingo 12 de Octubre: Día de Colón y Día de la Raza

Lunes 10 de Noviembre: Día del Veterano

Miércoles 19 de Noviembre: Día del Descubrimiento de Puerto Rico

Domingo 23 de Noviembre: Día de Acción de Gracias

Miércoles 24 de Diciembre: Noche Buena

Jueves 25 de Diciembre: Navidad

GENERAL RULES OF CONDUCT

Uniform: There are no uniform assigned

Equipment: The student must have and bring their complete “equipment” every day at the institution.

Books and other educational materials: Students should bring their books and educational materials to class daily.

Attendance and Punctuality:

- ☐ All students must report daily to class on time.
- ☐ In case of absence the student will be responsible for consulting with their instructors and / or peers about the discussed material during the absence to replace it upon return. The hours could have to be replaced according to the policies of the institution.
- ☐ Students should not leave the facilities of the institution during school hours.

Rules of Conduct:

The student all time must:

1. Keep the work area tidy and clean before leaving the Institution.
2. Return loan equipment.
3. Place residual materials in disposable containers destined for it.
4. Avoid gatherings in the classroom.
- 5 Not leave the room or Lab without permission from the instructor or walk around during school hours.
6. Recognize the values and skills of both you and your colleagues
- 7 Inform the instructor, counselor or to the Academic Director any problems or suggestions regarding the institution or school. Use the suggestion box.

8. Use appropriate vocabulary and talking tones.
9. Fulfill the tasks assigned by the instructor with the appropriate responsibility.
10. Make payments on time and / or when required.
11. Assume responsibility for the use and good handling of the equipment.
12. Help their peers to be prudent to avoid accidents.
13. The Institution is not responsible for lost or damaged equipment of students.
14. Cannot delegate tasks or duties assigned by the instructors to other students.
15. Respect the property of the institution such as desks, files, shelves, desks, etc.
16. We do not allow student access without authorization to the office unless it is for the delivery of a document or a meeting.
17. Students who observe negative attitude and behavior and that violate the rules of the institution will be referred to the Student Services Office who shall take appropriate measures to the situation or refer to the Discipline Committee who will determine the final or partial suspension of the program. If suspended, students may apply for readmission in accordance with established standards.
18. The documents released to the institution shall become its property and therefore will not be returned.
19. Students will be excused for use the uniform only on the days designated as a casual days.
20. The institution will provide in writing information regarding the measures, sanctions or decisions taken in case of indiscipline or lack of compliance with institutional rules.
21. Consecutive absences and tardiness will be referred to the Counselor after 3 absences or tardiness. Any student who has 7 consecutive absences will be administrative withdraw.
22. The Institution does not allow sales previously authorized.
23. It is prohibit the use, possession, sale or distribution of controlled substances (drugs) and alcohol within the institution or during the execution of any activity sponsored by the institution, both within and outside the facilities.

24. It prohibits the consumption of food in the classrooms.

High Alternative Education reserves the right to expel, suspend or refuse to accept, at any time, a student who does not meet the standards of conduct of the institution, as published in this catalog.

"I certify that all the information published in this Catalog is correct and that students, faculty and staff members have access to an electronic copy (www.haeducation.net) or by requesting a printed copy"

Betzaida Aimeé Alemañy

President

ORGANIZATIONAL CHART

