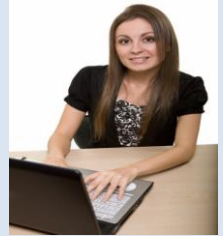


# **HIGH ALTERNATIVE EDUCATION**

**“Your Best Alternative”**

## **INSTITUTIONAL CATALOG Postsecondary Programs**



**English Version  
July 1, 2018**

**2018-2019**



1851 Fernández Juncos Ave., Pda 26, Santurce, P.R. 00909

## TABLE OF CONTENT

MESSAGE OF THE PRESIDENT.....	4
SPECIAL NOTES .....	5
PUBLICATIONS.....	5
HISTORICAL OVERVIEW.....	5
MISSION .....	6
GENERAL OBJECTIVE.....	6
GOVERNMENT AND CONTROL .....	7
BOARD OF DIRECTORS .....	7
ADMINISTRATION .....	7
APPROVALS .....	7
PHYSICAL FACILITIES .....	8
GENERAL INFORMATION.....	8
POLICY OF THE PRIVACY OF THE EDUCATIONAL RECORDS ...	8
INSTITUTIONAL POLICY ON EQUAL OPPORTUNITIES.....	8
INSTITUTIONAL POLICY ON USE, POSSESSION AND DISTRIBUTION OF DRUGS AND ALCOHOL ON THE PREMISES.	9
DRUG ADMINISTRATION FOR ASTHMA .....	9
USES OF THE SOCIAL SECURITY NUMBER RESTRICTIONS .....	9
"BULLYNG" PREVENTION .....	10
POLICY AGAINST SEXUAL HARASSMENT .....	11
POLICY OF REASONABLE ACCOMMODATION .....	12
POLICY TO PREVENT PLAGIARISM .....	12
PUBLICATIONS AND ADENDA .....	13
STUDENT SERVICES.....	13
ADVISING .....	13
CAREER SERVICES .....	14
ADMISSIONS SERVICES (SCHEDULE).....	14
REGISTRAR OFFICE.....	14
STUDENT RECORDS MANAGEMENT .....	14

LEARNING RESOURCE CENTER..... 15

CLASSROOMS AND LABORATORIES ..... 15

TUTORING SERVICES ..... 15

STUDENT ORGANIZATIONS ..... 16

CO-CURRICULAR and EXTRA-CURRICULAR ACTIVITIES ..... 16

FINANCIAL AID..... 16

AVAILABILITY AND AMOUNTS OF THE AIDS..... 16

CONSEQUENCES OF THESE FINANCIAL OBLIGATIONS ..... 17

STUDENT RESPONSIBILITIES ..... 17

POLICY AND PROCEDURE TO ESTABLISH A COMPLAINT ..... 17

ACADEMIC NORMATIVE ..... 18

ADMISSION POLICY ..... 18

ADMISSION PROCEDURES ..... 18

ADMISSIONS IN TRANSFER..... 19

READMISSION POLICY ..... 19

ACADEMIC CREDIT UNIT ..... 20

ACADEMIC LOAD ..... 20

NORMAL DURATION OF ACADEMIC PROGRAMS ..... 20

MAXIMUM DURATION OF ACADEMIC PROGRAMS ..... 21

CODING SYSTEM OF COURSES ..... 21

STUDENT EVALUATIONS ..... 21

EVALUATION SYSTEM AND ACADEMIC PROGRESS  
MEASUREMENT ..... 21

GRADES REVIEW ..... 22

TEMPORARY CLOSING..... 22

INCOMPLETES POLICY ..... 23

RETAKEN OF COURSES ..... 23

ATTENDANCE POLICY ..... 24

LEAVE OF ABSENCE ..... 25

WITHDRAWALS ..... 26

TOTAL WITHDRAWAL..... 26

OFFICIAL WITHDRAWALS .....27

ADMINISTRATIVE WITHDRAWALS .....28

TERMINATION POLICY .....28

SATISFACTORY ACADEMIC PROGRESS (SAP) .....29

POLICY FOR THE SAP APPEALS .....30

CANCELLATION AND REFUNDS CLAUSES .....32

CANCELLATIONS .....32

REFUND POLICY (WITHDRAWALS) "PRO-RATA REFUND POLICY" .....32

RETURN POLICY FOR WITHDRAWALS - FEDERAL AID .....33

PAYMENT PLAN INSTITUTIONAL .....33

OTHER CONTRACTUAL PROVISIONS .....34

GRADUATION REQUIREMENTS .....34

DECLARATION OF CONCENTRATION .....35

CHANGE OF ADDRESS.....35

HONOR DISTINTIONS.....35

GRADUATION AND CERTIFICATION OF CREDIT TRANSCRIPTS .....36

OTHER CERTIFICATION AND DISPOSAL OF RECORD .....36

UNIFORMS .....36

TUITION AND FEES .....36

EXTRA CHARGE FOR INSTRUCTION .....37

MISCELLANEOUS CHARGES.....37

ADMINISTRATIVE ASSISTANT WITH VIRTUAL OFFICE .....38

GERONTOLOGY ASSISTANT .....41

PRE-SCHOOL TEACHER ASSISTANT .....45

FORMAT, METHODOLOGY AND EVALUATION CRITERIA FOR EACH OF THE PROGRAMS OFFERED BY THE INSTITUTION....48

ACADEMIC CALENDAR AND START DATES POLICY .....49

GENERAL RULES OF CONDUCT .....51

## 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* we have taken on the task of us as a group and as a group these questions 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.

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 shake hands, guidance and direction to the great start.

We present to you our Catalog for the Academic Year 2018-2019 containing information concerning the academic and administrative aspects of our school.

I hope to serve and greet you personally,

*Betzaida Aimeé Alemañy*

President/CEO

## SPECIAL NOTES

This catalog is published by *High Alternative Education*, located at 1851 Ponce de León Avenue, Pda 24, Santurce Puerto Rico. The information contained herein is effective from the date of publication, January 1, 2018 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.

## PUBLICATIONS

This catalog is available in electronic media at our webpage: [www.haeducation.net](http://www.haeducation.net). Printed copies for revisions are available at our Learning Resources Center and under the request of a prospect or student, a printed copy will provided by any staff member of the Student Services Office.

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

1. The Enrollment Agreement (Contract of Study)
2. Student Handbook
3. Gainful Employment Disclosures – Webpage [www.haeducation.net](http://www.haeducation.net)

## HISTORICAL OVERVIEW

*High Alternative Education* was founded and incorporated in 2010. Since that first year of operation our License A 80-25 was acquired from the “Council of Education of PR” to operate the secondary academic programs level at a “fast track” methodology. Currently, the offering of secondary programs is the institutional secondary objective.

On January 28, 2011, a License Number V 80-26 was acquired from the Council of Education of Puerto Rico to operate the Post-secondary, Non-university level with Technical Vocational Programs and High Skills. Currently, the offering of postsecondary/vocational programs is the institutional primary objective.

Since its inception, we have worked hard our offering of secondary and postsecondary technical/vocational programs for the purpose of developing adult academically trained and encourage them to improve their quality of life in their family and communities.

As an educational institution we have grown, our facilities meet favorably with our current offer. We are highly motivated to continue working as we have done in the last six years.

### **MISSION**

Ensure that every student has an excellent education in a short time by innovative teaching and learning experiences.

### **GENERAL OBJECTIVE**

To raise levels of student learning and the development of skills and values for life, work and citizenship, by improving the quality, equity and relevance and focusing on sustainable human development in secondary and post-secondary education in a society of participatory education.

#### **Specific objectives:**

1. Create educational 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, technologies in their oral and written description.
4. Graduate competitive and satisfied students with the knowledge, skills and techniques that enable them to perform with high efficiency and ethics their jobs.
5. Promote an environment where participation and commitment of the educational and administrative community there, through access to working committees for institutional decision-making.

## GOVERNMENT AND CONTROL

*High Alternative Education* is owned and operated by High Alternative Education, Inc., a Puerto Rican corporation duly registered in the Commonwealth of Puerto Rico. The current owners are Ms. Betzaida Aimee Alemany and Mr. Jorge E. Gonzalez. It's located at 1851 Fernandez Juncos Ave, Pda 24, Santurce PR 00909

The government of *High Alternative Education, Inc* is composed of a Board of Directors as a governing body. This Board is responsible for establishing institutional policies and monitors the fulfillment of the mission, vision and organizational goals. Also, analyzed and weighted recommendations submitted to the Board through its Chairman.

The Board of Directors is self-perpetuating and members are selected without any intervention of outside authorities. The Board of Directors, as the highest governing body, also has final authority to develop the resources necessary to achieve the objectives and management, regulation and control of its affairs and property activities, the selection of its members and officials and other matters inherent in achieving your mission.

### BOARD OF DIRECTORS

Betzaida Aimeé Alemañy	President and Treasurer
Jorge E. González Rey	Vice-president and Secretary
María de los Angeles Rey	Member

### ADMINISTRATION

Sra. Betzaida Aimeé Alemañy –	President, Director
Sr. Jorge E. González Rey –	VP Marketing
Sra. Evelisse García –	Admission Officer
Lilia Santana –	Academic Coord. & Student Services Officer
María de los Angeles Rey -	Administrative Affairs and Accounting

### APPROVALS

*High Alternative Education* is secondary and postsecondary proprietary schools authorize to operate at these levels by the Council of Education of Puerto Rico (PO Box 195429, Hato Rey, Puerto Rico 00919). The school also is eligible to provide academic and occupational training sponsored by the “Consortios” under the “Work Inforcerment Act” (WIA)



## PHYSICAL FACILITIES

**Santurce** - *High Alternative Education* is located at Avenida Fernandez Juncos # 1851, Pda 26, Santurce, Puerto Rico. It is a central location accessible by various means of transportation, including walking distance to the Sacred Heart Metro Station. The institution accommodates about 180 students (60 in each day session, afternoon and night).

Administrative offices, a classroom / computer lab and two additional classrooms are located within the premises located on the first floor of an about 2,500 square feet building.

Each room provides areas of theory and practice for students. Among the equipment there are chairs, study tables, cabinets, waiting chairs and other materials. For technical programs we have about 10 computers (six towers, 4 notebooks).

The organization has audiovisual equipment such as digital projectors, DVD players, TV's, etc., which are found in the study rooms and available when required equipment.

## 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. 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 enjoyment of the services, academic programs offered and terms and conditions.

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 and any 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 detailed in the Student Consumer Handbook and other publications

### **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" 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 studio 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 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. 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 guaranteee.

### **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 Friday, 8:00 am to 7:00 pm and Saturdays from 9:00 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 Student Services Officer.

All records are in the custody of Student Services Officer, 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 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 require 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 20-25 students and our laboratories to 15-20.

## **TUTORING SERVICES**

*High Alternative Education* responds to the educational needs of our students so we are committed to providing an opportunity to develop the skills and knowledge to improve the quality of life, and in turn, the effectiveness of teaching. The student will provide mentoring to strengthen those areas of academic lag may arise during the teaching-learning process.

Each semester the teachers undergo the Director schedules available to tutor students. For students who need extra help outside the classroom either to reinforce or clarify a concept or covered in a classroom or laboratory equipment,



must coordinate directly with the teacher for tutoring. As another alternative, the student may request that the Office of Student Services identifies another instructor who can provide the necessary assistance. Any student interested in joining or participating in a study group, you can report it to 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.

## **CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

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**

The purpose of the financial aid services is to provide the student economic alternatives that increase the likelihood of it to cover the costs of their education. *High Alternative Education* administers various federal and state programs such as financial aid programs of the WIA Consortiums, Vocational Rehabilitation and others. Detailed information on eligibility forms of soliciting and awarding of all types of financial aid available is published in information sheets available on the Office of Student Services.

## **AVAILABILITY AND AMOUNTS OF THE AIDS**

The amount that each student is assigned will be determined by the sponsoring agency based on the analysis of the costs of study and financial need. The amount of aid will never be greater than the financial need to pursue their studies. The financial aid allocated under these programs will be used with priority to pay tuition of the institution where the student is enrolled.

## 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:

**Council of Education of Puerto Rico  
(Consejo de Educación de PR)**

268 Ponce de Leon Ave., Bldg. Hato Rey Center, Suite 1500

Hato Rey, Puerto Rico 00918

Tel. 787-764-0101 Fax: 787-764-0820

## 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. To 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. To provide Certificate of Immunization (if 21 years or less)
4. To complete and sign an Enrollment Agreement.

### 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. 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 request to the origin institutions an official transcript of credits, which must be mailed from institution to institution. The courses approved in the originating institution will be considered individually for acceptance; except of articulation agreements with partner institutions. *High Alternative Education* reserves the right to accept transfer courses approved in other institutions in the last 5 years and do not represent in content more than 75% of the chosen program 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 “Consejo de Educación de 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 Campus.

## **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 “Consejo de Education of Puerto Rico” where one credit is a 50 minutes period of instruction in a week during 12 to 15 weeks. 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. In the case of programs measured in "clock-clock", it is considered that the student attends full time if you are scheduled to accumulate 225 hours in each period of 8 weeks and 450 hours in the quarter (15-17 weeks)

## **NORMAL DURATION OF ACADEMIC PROGRAMS**

Our credit-hours, leading to a diploma/technical programs consist of 24 semester credits, as indicated below.

Daytime – In a close to 24 credits program, 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 months in a calendar year.

Nighttime – In a close to 36 credits program, 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.

## **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 violated.

## **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.

## TEMPORARY CLOSING

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 the School Directors 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.

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.

## 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 of attendance.
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 (WIA, Veterans, etc.) or State grants (Rehabilitaci3n 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 that concurs with a financial aid payment period and in the associate degree programs, at least one time at the end of each academic year.

### 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 sixteen week term.

### Required Completion Rates

Depending of the evaluation point, a student is required to complete a minimum of 67% or 100% 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 and 2.0 points. 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 placed 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), before classes start, cancel their registration and demands money be reimbursed in writing within three business days of signing the agreement, all monies paid It will be refunded. The date of cancellation is determined by the postmark or the written notice by the date on which such notice was delivered to him an Officer of the institution in person.
3. If a student (if a minor, his legal guardian), before classes start, cancel their registration and demands money be reimbursed written but after three (3) business days of signing the agreement, will return the money paid in full, except the admission fee of \$ 25.00.
4. 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 (WIA) and / or the Council of Education of PR. The school Administrative Affairs Office will determine the amount corresponding to grants or loans. For students sponsored program "WIA" 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.

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 WIA, these costs can vary according to the terms of the contracts training. The fees include only the use of laboratories and some institutional materials. \* Books and personal equipment has to be purchased by the student.

<b><u>Program of Study</u></b>	<b><u>Tuition and Fees</u></b>
<b>Administrative Assistant W/ Virtual Office</b>	\$5,000.00
Books, Equipment and Materials	\$150.00*
Admission Fee	25.00
Graduation Fee (Diploma)	25.00
<b>Total</b>	<b>\$5,200.00</b>

<b><u>Program of Study</u></b>	<b><u>Tuition and Fees</u></b>
<b>Gerontology Assistant</b>	\$5,000.00
Books, Equipment and Materials	\$150.00*
Admission Fee	25.00
Graduation Fee (Diploma)	25.00
<b>Total</b>	<b>\$5,200.00</b>

<b><u>Program of Study</u></b>	<b><u>Tuition and Fees</u></b>
<b>Pre-school Assistant</b>	\$5,000.00
Books, Equipment and Materials	\$150.00*
Admission Fee	25.00
Graduation Fee (Diploma)	25.00
<b>Total</b>	<b>\$5,200.00</b>

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.

## 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	Basic Spanish	75	2.5
	REHU 101	Human Relations and Professional Development	75	2.5
	Total of Hours/ Credits		150	5
I-B	SIPR 101	Information Systems and Processes	75	2.0
	MABA 101	Basic Mathematics	75	2.5
	Total of Hours/Credits		120	4.5
I-C	PRPA 301	Word Processing	75	2.5
	LAPR 301	Laboratory of Word Processing	75	2.0
	Total of Hours/Credits		120	4.5
	<b>Total of Credits – First Term</b>		<b>450</b>	<b>14</b>
II-A	ADDO 401	Administration of Documents	75	2.5
	MABA 401	Electronic Worksheets and Databases	75	2.0
	Total of Hours/Credits		150	4.5
II-B	INBA 501	Basic English	75	2.5
	COEL 501	Electronic Communications	75	2.0
	Total of Hours/Credits		150	4.5
II-C	PRCO 601	Principles of Accounting and Management	75	2.0
	LATE 601	Virtual Office Management	75	2.0
	Total of Hours/Credits		150	4.0
	<b>Total of Credits – 2nd Term</b>		<b>450</b>	<b>13</b>
	<b>Total of Hours / Credits All the Program</b>		<b>900</b>	<b>27</b>

## 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.

### **PREPA 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 501-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.

## GERONTOLOGY ASSISTANT (DISCONTINUED)

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

This course is designed to train participants in the safe care for the elderly and bedridden patients. The participant is trained in the different stages of growth of the human being from the moment of its birth through its development of social and physical skills, so as to respond to the needs and well-being in adulthood. It is also trained to work with the elderly to be cared for in a nursing home, hospital, retirement homes and senior centers

TERM	CODE	TITLE	HOURS	CRE-DITS	PRE-REQUIS.
I-A	ESPA 101	Basic Spanish	75	2.5	None
	GECI 101	Gerontology: Elderly Science	75	2.5	None
		Total of Hrs/Credits	150	5	
I-B	COBA 201	Basic Concepts of Health and Nutrition	75	2.0	None
	INBA 10	Basic English	75	2.5	None
		Total of Hrs/Credits	150	4.5	
I-C	PRAU 301	First Aid and Management of Emergencies	75	2.5	None
	GEBI 301	Biological and Experimental Gerontology	75	2.5	None
		Total of Hrs/Credits	150	5	
		<b>Total Hrs/Credits 1<sup>st</sup> Term</b>	<b>450</b>	<b>14.5</b>	
II-A	MABO 101	Basic Mathematics	75	2.5	None
	GECL 401	Educational Gerontology	75	2.5	None
		Total of Hrs/ Credits	150	5	
II-A	GEED 501	Social Gerontology	75	2.5	None
	GESO 501	Clinical Gerontology	75	2.5	GEBI 301
		Total of Hrs/ Credits	150	5	
II-C	ADRE 601	Administration and Regulations of a Care Center	75	2.5	None
	LACL 601	Laboratory of Clinical Practice	75	2.0	All above
		Total of Hrs/ Credits	150	4.5	
		<b>Total Hrs/Credits 2nd<sup>t</sup> Term</b>	<b>450</b>	<b>14.5</b>	
		<b>Hours/ credits of program</b>	<b>900</b>	<b>29</b>	

## **COURSE DESCRIPTIONS**

### **GERONTOLOGY ASSISTANT**

#### **ESPA 101-Spanish Basic**

**2.5 Credits**

Duration: 75 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.).

#### **GECI 101-Gerontology: Elderly Science**

**2.5 Credits**

Duration: 75 hours Prerequisites: None

This course provides participants with the basic knowledge of gerontology and geriatrics. It provides various fields in which involved and the fundamental differences between the two. Thus it is working with the specific aspects of the aging process in older adults.

#### **COBA 201-Basics Concepts about Health and Nutrition**

**2.5 Credits**

Duration: 75 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.

#### **INBA 101- Basic English**

**2.5 Credits**

Duration: 75 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.

#### **PRAU 301-First Aid and Management of Emergencies**

**2.5 Credits**

Duration: 75 hours Prerequisites: None

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

**GEBI 301- Biological and Experimental Gerontology** **2.5 Credits**

Duration: 75 hours Prerequisites: None

In this course the participant works biological processes related to aging to be considered by gerontologists in its evaluation and decision-making. Topics included in this area include, stem cells, antioxidants, free radicals, among others.

**MABO 201 Basic Mathematics** **2.5 Credits**

Duration: 75 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.

**GECL 501- Educational Gerontology** **2.5 Credits**

Duration: 75 hours Prerequisites: None

This course is aimed at acquiring the conceptual and practical aspects of education and learning in older adults. psychological functions such as attention, perception and learning, memory, emotions and personality, among others are considered.

**GEED 501 - Social Gerontology** **2.5 Credits**

Duration: 75 hours Prerequisites: None

This course is aimed at the conceptual and practical issues related to the participation of older persons in society and how this affects the aging process. knowledge of sociology, social work, statistics and music therapy are emphasized. Besides the development of research on various social situations related to old age, and the design and implementation of actions for the welfare of the elderly in the social context focusing on economic, social protection, housing, education for old age, interaction with aging, family-community and institutionalization, among others.

**GESO 501- Clinical Gerontology** **2.5 Credits**

Duration: 75 hours Prerequisite GEBI 301. This course prepares the participant in the area of gerontology, which is the medical aspects of aging and old age. It provides knowledge of the diseases of aging, healing, rehabilitation and reintegration into their habitat, as well as their own measures to prevent these diseases.

**ADRE 601Administración & Regulations in the Care Center: 2.5 Credits**

Duration: 75 hours Prerequisites: None

The course provides training in working participant in the management 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.

**LACL 601- Lab Clinical Practice****2 Credits**

Duration: 750 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. It works in a real scenario to facilitate the performance and evaluate the knowledge and skills acquired.

## PRE-SCHOOL TEACHER ASSISTANT

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

## **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.

#### **ANCI 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.

**MABO 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. It works in a real scenario to facilitate the performance and evaluate the knowledge and skills acquired.



## **FORMAT, METHODOLOGY AND EVALUATION CRITERIA FOR EACH OF THE PROGRAMS OFFERED BY THE INSTITUTION**

### Course Format

1. Readings
2. Demonstration of practical techniques
3. Audiovisual materials
4. Worksheets practices and theories verification
5. Illustrations
6. Practical assessments and “hand-outs” discussions

### Evaluation Procedures

1. Examinations in theory and in practical subjects
2. Laboratories
3. Rubrics
4. Final exam
5. Special Projects

# 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 2017

Enero						
L	M	M	J	V	S	D
52						1
1	2	3	4	5	6	7 8
2	9	10	11	12	13	14 15
3	16	17	18	19	20	21 22
4	23	24	25	26	27	28 29
5	30	31				

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

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

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

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

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

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

Agosto						
L	M	M	J	V	S	D
31			1	2	3	4 5 6
32	7	8	9	10	11	12 13
33	14	15	16	17	18	19 20
34	21	22	23	24	25	26 27
35	28	29	30	31		

Septiembre						
L	M	M	J	V	S	D
35					1	2 3
36	4	5	6	7	8	9 10
37	11	12	13	14	15	16 17
38	18	19	20	21	22	23 24
39	25	26	27	28	29	30

Octubre						
L	M	M	J	V	S	D
39						1
40	2	3	4	5	6	7 8
41	9	10	11	12	13	14 15
42	16	17	18	19	20	21 22
43	23	24	25	26	27	28 29
44	30	31				

Noviembre						
L	M	M	J	V	S	D
44			1	2	3	4 5
45	6	7	8	9	10	11 12
46	13	14	15	16	17	18 19
47	20	21	22	23	24	25 26
48	27	28	29	30		

Diciembre						
L	M	M	J	V	S	D
48					1	2 3
49	4	5	6	7	8	9 10
50	11	12	13	14	15	16 17
51	18	19	20	21	22	23 24
52	25	26	27	28	29	30 31

### Feriatos 2017

**Domingo 1 de Enero:** Año Nuevo

**Viernes 6 de Enero:** Día de Reyes

**Lunes 16 de Enero:** Natalicio de Martín Luther King, Jr.

**Lunes 20 de Febrero:** Natalicio de George Washington

**Miércoles 22 de Marzo:** Día de la Abolición de Esclavitud

**Viernes 14 de Abril:** Viernes Santo

**Lunes 29 de Mayo:** Día de la Conmemoración de los Muertos de la Guerra

**Martes 4 de Julio:** Día de la Independencia de los Estados Unidos

**Martes 25 de Julio:** Día de la Constitución de Puerto Rico

**Lunes 4 de Septiembre:** Día del Trabajo

**Lunes 9 de Octubre:** Día de Colón y Día de la Raza

**Sábado 11 de Noviembre:** Día del Veterano

**Domingo 19 de Noviembre:** Día del Descubrimiento de Puerto Rico

**Jueves 23 de Noviembre:** Día de Acción de Gracias

**Domingo 24 de Diciembre:** Noche Buena

**Lunes 25 de Diciembre:** Navidad

# CALENDARIO PUERTO RICO AÑO 2018

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

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

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

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

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

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

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

Agosto						
L	M	M	J	V	S	D
31			1	2	3	4
32	6	7	8	9	10	11
33	13	14	15	16	17	18
34	20	21	22	23	24	25
35	27	28	29	30	31	

Septiembre						
L	M	M	J	V	S	D
35					1	2
36	3	4	5	6	7	8
37	10	11	12	13	14	15
38	17	18	19	20	21	22
39	24	25	26	27	28	29

Octubre						
L	M	M	J	V	S	D
40	1	2	3	4	5	6
41	8	9	10	11	12	13
42	15	16	17	18	19	20
43	22	23	24	25	26	27
44	29	30	31			

Noviembre						
L	M	M	J	V	S	D
44			1	2	3	4
45	5	6	7	8	9	10
46	12	13	14	15	16	17
47	19	20	21	22	23	24
48	26	27	28	29	30	

Diciembre						
L	M	M	J	V	S	D
48						1
49	3	4	5	6	7	8
50	10	11	12	13	14	15
51	17	18	19	20	21	22
52	24	25	26	27	28	29
1	31					

## Feriatos 2018

**Lunes 1 de Enero:** Año Nuevo

**Sábados 6 de Enero:** Día de Reyes

**Lunes 15 de Enero:** Natalicio de Martin Luther King, Jr.

**Lunes 19 de Febrero:** Natalicio de George Washington

**Jueves 22 de Marzo:** Día de la Abolición de Esclavitud

**Viernes 30 de Marzo:** Viernes Santo

**Lunes 28 de Mayo:** Día de la Conmemoración de los Muertos de la Guerra

**Miércoles 4 de Julio:** Día de la Independencia de los Estados Unidos

**Miércoles 25 de Julio:** Día de la Constitución de Puerto Rico

**Lunes 3 de Septiembre:** Día del Trabajo

**Lunes 8 de Octubre:** Día de Colón y Día de la Raza

**Domingo 11 de Noviembre:** Día del Veterano

**Lunes 19 de Noviembre:** Día del Descubrimiento de Puerto Rico

**Jueves 22 de Noviembre:** Día de Acción de Gracias

**Lunes 24 de Diciembre:** Noche Buena

**Martes 25 de Diciembre:** Navidad

**Lunes 31 de Diciembre:** Noche Vieja

## GENERAL RULES OF CONDUCT

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. Beauty programs - Sterilize their equipment before and after use.
5. Avoid gatherings in the classroom.
6. Not leave the room or Lab without permission from the instructor or walk around during school hours.
7. Recognize the values and skills of both you and your colleagues
8. Inform the instructor, counselor or to the Academic Director any problems or suggestions regarding the institution or school. Use the suggestion box.
9. Use appropriate vocabulary and talking tones.
10. Fulfill the tasks assigned by the instructor with the appropriate responsibility.
11. Make payments on time and / or when required.

12. Assume responsibility for the use and good handling of the equipment.
13. Help their peers to be prudent to avoid accidents.
14. The Institution is not responsible for lost or damaged equipment of students.
15. Do not allow entry of children in classrooms. All models (beauty programs) must have over 12 years and less than 21 must be accompanied by an adult. When the work is finished, models must leave the classroom or Lab.
16. Cannot delegate tasks or duties assigned by the instructors to other students.
17. Respect the property of the institution such as desks, files, shelves, desks, etc.
18. We do not allow student access without authorization to the office unless it is for the delivery of a document or a meeting.
19. 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.
20. The documents released to the institution shall become its property and therefore will not be returned.
21. Students will be excused for use the uniform only on the days designated as a casual days.
22. 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.
23. 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.
24. The Institution does not allow sales previously authorized.
25. 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.
26. 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](http://www.haeducation.net)) or by requesting a printed copy"

***Betzaida Atimé Alemañy***

President

# ORGANIZATIONAL CHART

