



**Verification of Compliance with  
Accreditation-Relevant Federal Regulations**  
Implementation for 2016

Presented to the  
Middle States Commission on Higher Education  
For  
Reaffirmation of Accreditation

**UNIVERSITY OF PUERTO RICO AT HUMACAO**  
DEANSHIP OF ACADEMIC AFFAIRS  
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Website: [www.upr.edu/humacao/](http://www.upr.edu/humacao/)

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# Introduction

The Middle States Commission on Higher Education, as a federally recognized accreditor, is obligated to ensure that its candidate and member institutions comply with accreditation-relevant federal regulations. This document is focused on the Commission's verification of institutional compliance in several areas:

1. Student identity verification in distance and correspondence education
2. Transfer of credit policies and articulation agreements
3. Title IV program responsibilities
4. Institutional records of student complaints
5. Required information for students and the public
6. Standing with state and other accrediting agencies
7. Contractual relationships
8. Assignment of credit hours

In the event that one or more of these regulations do not apply to an institution, that institution shall indicate that fact in the compliance document. Otherwise, all accredited and candidate institutions should respond with regard to each of the areas.

These areas may also be reviewed as part of the self-study or periodic review process, especially as they relate to the MSCHE Standards.

The following report provides a review of institutional materials submitted by **the University of Puerto Rico at Humacao (UPRH)** to document compliance with accreditation-relevant federal regulations. This report provides verification to the Commission of institutional compliance in the following areas:

1. Student identity verification in distance and correspondence education
2. Transfer of credit policies and articulation agreements
3. Title IV program responsibilities
4. Institutional records of student complaints
5. Required information for students and the public
6. Standing with state and other accrediting agencies
7. Contractual relationships
8. Assignment of credit hours

## ***I. Student Identity Verification in Distance and Correspondence Education***

In accordance with 34 CFR 602.17(g), the Commission must verify that institutions have effective procedures in place to ensure that the students who register in a distance or correspondence education course are the same students who participate in and complete the course, and receive the academic credit.

1. Written description of the method(s) used to ensure student identity verification in distance or correspondence education courses. Include information related to the Learning Management System (LMS) and integration with college-wide systems.

With regard to MSCHE's requirement (in accordance with 34 CFR 602.17 (g) of verifying that institutions have effective procedures in place to ensure that students who register in a distance or correspondence education course are the same students who participate in and complete the course, and receive the academic credit, UPRH reports the following:

At present, the institution does not have any distance or correspondence education courses. Therefore, this section is inapplicable for UPRH.

2. Written procedure(s) regarding the protection of student privacy in the implementation of such methods. Include information related to the Family Education Rights and Privacy Act (FERPA), student record access, and process for resetting student passwords.

At present, the institution does not have any distance or correspondence education courses. Therefore, this section is inapplicable for UPRH.

3. Written procedure(s) for notifying students about any projected additional charges associated with student identity verification, such as proctoring fees.

At present, the institution does not have any distance or correspondence education courses. Therefore, this section is inapplicable for UPRH.

4. Written procedure(s) indicating the office(s) responsible for the consistent application of student identity verification procedures.

At present, the institution does not have any distance or correspondence education courses. Therefore, this section is inapplicable for UPRH.

## ***II. Transfer of Credit Policies and Articulation Agreements***

In accordance with 34 CFR 602.24(e), the Commission must confirm that an "institution has transfer of credit policies that: (1) are publicly disclosed in accordance with section 668.43(a)(11); and (2) include a statement of criteria established by the institution regarding the transfer of credit earned at another institution of higher education."

Section 668.43(a)(11) states:

- (a) Institutional information that the institution must make readily available to enrolled and prospective students under this subpart includes, but is not limited to-
- (11) A description of the transfer of credit policies established by the institution which must include a statement of the institution's current transfer of credit policies that includes, at a minimum—
    - (i) Any established criteria the institution uses regarding the transfer of credit earned at another institution; and
    - (ii) A list of institutions with which the institution has established an articulation agreement.

In addition, the Commission must confirm that any articulation agreements with other educational institutions are readily available to current and prospective students.

1. Written policies and procedures for making decisions about the transfer of credits earned at other institutions, including all modes of delivery.

UPRH awards **transfer credits** from accredited colleges/universities. All courses are evaluated on a course-by-course basis. A minimum of twenty four (24) approved credits and an average of 3.00 or higher are required for all associate degree programs, and a minimum of thirty (30) credits and an average of 3.00 or higher are required for all bachelor's degree programs. Grades of "C" or better are required for a course to be transferred. UPRH will not accept more than fifty (50%) percent of the course work in the major completed at another institution, unless authorized by special approval of the UPRH Dean of Academic Affairs.

UPRH written policies and procedures for making decisions about the transfer of credits earned at other institutions, including all modes of delivery are formally documented on the manual *Normas Académicas de la Universidad de Puerto Rico en Humacao (2002)* (UPRH Academic Norms, p. 3-7) ([Appendix A](#)).

Specifically, sections II. D.1-7 (p.5, 6) of this manual establish that department directors and academic counselors will evaluate cases in accordance with the institution's *Course Validation Chart* (2016) ([Appendix B](#)). The *Course Validation Chart* is available at the Deanship of Academic Affairs. The *UPRH Academic Norms Manual* is accessible at <http://www.upr.edu/humacao/senado-academico-y-junta-administrativa/#1442581138317-9ec4cbcf-77b9>.

This link is located under the Chancellor's Administrative Offices of the Senate and the Administrative Board's in *Documentos (Formato PDF)*.

2. Public disclosure of the policy for transfer of credit. Document the URL and the catalog location of this information; include other publications, if available.

Public disclosure of the policy for transfer of credit policies is also well documented on *UPRH 2014-2016 Catalog* available online at: <http://www.upr.edu/humacao/mdocs-posts/upr-humacao-catalog-2014-16/> as specified on page 19 for students transfer from other units within the University of Puerto Rico system (UPR Internal Transfers - *traslados* in Spanish), and **Transfers** (students transfer from other higher education

institutions outside of the University of Puerto Rico's system).

3. Procedures that indicate the office(s) responsible for the final determination of the acceptance or denial of transfer credit.

The final determination of the acceptance or denial of transfer credits will be determined by **the Dean of Academic Affairs** as stated in sections II.D.7.a, b, and c –*Course Evaluation and Validation Procedures* (p.5) of the *UPRH Academic Norms Manual* (2002). Specifically, item (a) states that: *files and course validation forms will be provided by Admissions Office, which will initiate the process by referring cases to department directors or program academic counselors*; item (b) states: *documents will be sent to the respective departments for their recommendations and then, to **the Dean of Academic Affairs** for his/her approval or denial* (p.5).

UPRH Chancellor resolves any appeals regarding transfer policy.

4. A published and accessible list of institutions with which the institution has established an articulation agreement. Document the URL and publication location of this information.

UPRH publishes and maintains accessible a list of those four (4) UPR institutions in which the institution has established an articulation agreement. One example of an articulation agreement between UPRH and UPR Carolina in the BA programs of Law and Justice and Forensic Psychology is shown in [Appendix C](#). The list is made available on the *UPRH 2014-2016 Catalog* (available online at: <http://www.upr.edu/humacao/mdocs-posts/upr-humacao-catalog-2014-16/> on pages 18 and 19 (section: Articulated Transfers).

Currently, UPRH has 22 programs articulated only with four units of the UPR System: Mayagüez, Cayey, Carolina and Ponce. [Appendix D](#) shows an updated list (May 2016) of current enrollment in such articulated programs (p.2):

**UPR Mayagüez** Bachelor's Degrees: Industrial Engineering, Mechanical Engineering, (3 programs) and Chemical Engineering

**UPR Cayey** Bachelor's Degrees: Secondary Education (Natural Sciences, Mathematics, (14 programs) Physical Education, and Spanish)  
Elementary Education (Natural Sciences, Mathematics Spanish, Special Education, Humanities, History Social Sciences, Psychology, Sociology, Psychology and Community Mental Health

**UPR Carolina** Bachelor's Degrees: Multidisciplinary Studies -Touristic Culture, (3 programs) Forensic Psychology, and Law and Society

**UPR Ponce** Bachelor's Degrees: Forensic Psychology and Psychology and Mental (2 programs) Health

### III. Title IV Program Responsibilities

In accordance with 34 CFR 602.16(a)(1)(x), the Commission must review the institution's record of compliance with its Title IV program responsibilities to determine if that record suggests the institution may not be in compliance with Commission standards and requirements. The Commission is particularly interested in reviewing significant deficiencies and material weaknesses that have been identified and any corrective action plans that have been developed to address those deficiencies and material weaknesses.

1. Formal documentation from the U.S. Department of Education regarding the institution's **cohort default rate** for the three most recent years. Provide the most recent three-year rates supplied by the U.S. Department of Education.

With regard to MSCHE's task (in accordance with 34 CFR 602.16 (a)(1)(x) of reviewing institution's record of compliance with its Title IV program responsibilities to determine if that record suggests the institution may not be in compliance with Commission standards and requirements., UPRH reports the following:

Formal documentation from the U.S. Department of Education regarding the institution's cohort default rate for the three most recent fiscal years (FY).

As found on the national Student Loan Data System website, UPRH's most recent cohort default rates for FY 2012, 2011, and 2010 are **11.1%** , **11.8%**, and **13.0 %** respectively. These cohort rates are well below the federal default rate limit of 30%. The official cohort default rates from the U.S. Department of Education for FY 2012, 2011 and 2010 are well documented on [Appendix E](#).

UPRH Official Cohort Default Rate Notification Letters from the U.S. Department of Education for FY 2012 is made available in the following appendix:

[Appendix E.1](#): FY 2012 Default Rate Notification Letter

FY 2011 Default Rate Notification Letter (requested, not available)

FY 2010 Default Rate Notification Letter (requested, not available)

2. Reports on compliance from the U.S. Department of Education in regard to the cohort default rate.

As indicated in # 1, UPRH receives an annual official cohort default rate notification letter from U.S. Department of Education. These notifications indicate that the University of Puerto Rico at Humacao was not subject to any sanctions based on its FY 2012, 2011, and 2010 three-year cohort default rate. The official cohort default notification letters are provided in the appendixes as in # 1.

[Appendix E.1](#): FY 2012 Default Rate Notification Letter

FY 2011 Default Rate Notification Letter (requested, not available)

FY 2010 Default Rate Notification Letter (requested, not available)

3. External audits of federal programs (A-133) for the past three years, if applicable to the institution. Include the complete single audit report (A-133) for the most recent three years as an appendix, even if included in other documentation.

The last three audit reports received by the University of Puerto Rico at Humacao (within the UPR system) are included and made available at the links below. Audits of UPR's financial assets, including the institution's participation in federal programs are conducted annually by an independent external auditor.

External audits for FY 2014, 2013, and 2012 respectively are made available on the following links:

FY 2014: <http://www.uprh.edu/opai/Acreditacion/Doc/PRRDocs/SingleAudit1332014.pdf>

FY 2013: <http://www.uprh.edu/opai/Acreditacion/Doc/PRRDocs/SingleAuditA1332013.pdf>

FY 2012: <http://www.uprh.edu/opai/Acreditacion/Doc/PRRDocs/SingleAuditA1332012.pdf>

4. Relevant correspondence from the U.S. Department of Education, such as program reviews and any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV. Include institutional responses, if applicable.

The University of Puerto Rico at Humacao has not received any notification regarding program reviews, and any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV. This section is non-applicable to UPRH

5. Financial Responsibility Requirements – documentation of the three most recent years of composite ratios used by the U.S. Department of Education

This section is NOT Applicable for the University of Puerto Rico at Humacao (within the UPR system) because it is a public institution as certified by the Puerto Rican Council on Higher Education ([Appendix F](#)).

## IV. Institutional Record of Student Complaints

In accordance with 34 CFR 602.16(a) (1) (ix), the Commission must confirm that institutions have effective policies and procedures for tracking and resolving student complaints.

1. Written description of the policy and methods used in handling student complaints.

UPRH maintains structured policies and procedures for tracking and resolving student complaints. As recently as May 19, 2016 a new certification was approved by the UPRH Senate which addresses students' complaints policies (not related to grades), thus annulling previous certifications. The new policy ([Appendix G](#)) will be made available publicly on the UPRH's Student Ombudsperson's Office once an official certification is enacted by the Senate (not available as of the date of this report).

As stated in article 6.a (p. 2) of the new policy, any UPRH student (officially registered) who feels his/her student rights had been violated, may file a written complaint to the UPRH Dean of Student Affairs within the term of ten (10) days after the event has taken place. Section 6.b establishes that in the process of filing the complaint, students are entitled to be assisted by the UPRH Ombudsperson in accordance with *UPR Reglamento General del Estudiante* (article 2.36) (p.17,18). The *UPR Student General Regulations Manual* is available online at: <https://drive.google.com/file/d/0Bzyy-a1alvMsSFVVV01DZ3J4WE0/view>.

Articles 6.c, 6.d, and 6.e address all required procedures to track the complaint accordingly. Article 6.f (p.3) establishes that the Dean of Student Affairs may resolve complaints informally, but must refer to the Chancellor all those complaints not resolved informally. The Chancellor, who will ultimately make the final decision, (section 9.b and 9.c) will follow proper procedures in articles 7-9. Students may appeal the Chancellor's decision to the President of the University of Puerto Rico (section 9.d).

With regards to student complaints related to grades, UPRH policies (certification 2006-2007-36 –procedures to appeal student grades) are well documented and accessible to all users via UPRH Student Ombudsman office link: <http://www.upr.edu/humacao/mdocs-posts/certificacion-2006-07-36-sa-procedimiento-apelacion-en-caso-reclamacion-de-notas/>

In addition, UPR systemic policy (Certification # 119 from UPR Governing Board) regarding Student Ombudsman's duties and responsibilities to address student complaints is published and accessible to all students and community via UPRH's link: <http://www.upr.edu/humacao/mdocs-posts/certificacion-119-procuradores-estudiantiles/>

2. Documentation regarding the record of student complaints over the last five years, including the number, patterns in type of complaints, and their resolution.

UPRH record of student complaints including the number, pattern in type of complaints, and their resolution is well documented on [Appendix H](#).

<b>Resolution of Student Complaints Received in Student Ombudsman Office</b>				
	Total Complaints Received	Resolved by student after orientation with Student Ombudsman	Resolved with Intervention of Student Ombudsman	Total Complaints Resolved
Feb. to May 2015	35	16	19	35 (100%)
Aug 2015-Jan. 2016	49	16	33	49 (100%)

<b>Nature of Complaints Received in Student Ombudsman Office</b>		
	Administrative Concerns	Academic Concerns
Feb. to May 2015	9 (26%)	26 (74%)
Aug 2015-Jan. 2016	19 (39%)	30 (60%)

**Student complaints classified as administrative concerns included the following:**

- Difficulties in the registration process;
- Difficulties related to receiving scholarship payments;
- Application of institutional policies or state laws which students perceived as onerous;
- Compliance with established criteria for exemption from registration costs
- Student outstanding debt to the Institution;
- Transfer credits from high school articulation programs not being accepted at UPRH;
- Withdrawal from courses outside the established period by the academic calendar;
- Services for foreign students related with degree completion.

**Student complaints classified as academic concerns included the following:**

- Having received disrespectful treatment from faculty;
- Excuses for absences for medical or other official reasons not being accepted as basis for reprogramming exams or assignment due dates;
- Lack of compliance with course outlines;
- Lack of sufficient academic progress to be considered for reclassification to a different

major;

- Calculation of grades;
- Violation of students' right to privacy as guaranteed by the Buckley Law;
- Irregularities in the assignment, collection, and informing of students' grades;
- Grades of "Incomplete" not being removed promptly upon students' completing pending assignments;
- Professors not being available during their office hours;
- Professors not responding to emails;
- Lack of communication of expectations concerning policies for absences, tardiness, and submission of assignments.

3. Written procedures for making modifications and improvements to the institution as a result of information obtained in handling student complaints.

The UPR Governing Board, in its Certification 119-2014-2015, includes among the functions of Student Ombudsmen: "To serve as a consultant with respect to the planning, development and implementation of norms and procedures that have impact on student life". This important role is accomplished through the submission of reports to the university administration regarding policies or inconsistencies among university protocols which cause unnecessary obstacles in students' academic progress.

Furthermore, as stipulated by the GB certification, the Student Ombudsman is a permanent visitor in the Academic Senate, and has voice and participates in Senate committees that analyses situations and policies that affect students.

The Student Ombudsman recommends changes in norms or practices aimed at increasing the quality of student life. UPRH policies do not contain any additional written stipulation regarding procedures for making modifications and improvements to the institution as a result of information obtained in handling student complaints.

## ***V. Required Information for Students and the Public***

In accordance with 34 CFR 602.16(a)(1)(iv), the Commission must confirm that institutions make available to students and the general public fair, accurate and complete information in catalogs, handbooks and other publications regarding the institution's calendar, grading, admissions, academic program requirements, tuition and fees, and refund policies.

In addition, the Commission must verify that institutions collect and post information on their websites concerning student performance in academic programs and their successful completion. Information should also be available regarding student employment after graduation and performance on licensing exams, as appropriate.

Finally, in accordance with 34 CFR 602.23(d), the Commission must verify that institutions provide clear and accurate information in their advertising and recruiting material about their accreditation status with the Middle States Commission on Higher Education.

1. URLs for course catalogs and student handbooks, or the location of any alternative institutional website documenting required disclosures.

The University of Puerto Rico at Humacao 2014-2016 Catalog is available online at:  
<http://www.upr.edu/humacao/mdocs-posts/upr-humacao-catalog-2014-16/>

2. As required by Student Right to Know, the URL and supporting documentation for the following items:
  - a. graduation and completion rate for the student body disaggregated by gender, ethnicity, and receipt of Pell grants
  - b. overall cohort graduation rate
  - c. process for withdrawing as a student
  - d. cost of attendance (i.e. net tuition calculator)
  - e. policies on the refund and return of Title IV funds
  - f. names of applicable accrediting agencies
  - g. description of facilities and accommodations available for the disabled
  - h. policy on enrollment in study abroad
  - i. as appropriate, licensure pass rates for the most recent three-years.

The University of Puerto Rico at Humacao provides information in accordance with the disclosure requirements of the *Higher Education Act* (HEA) of 1965, as amended in 1998, and with the *Student Right to Know Act* (SRTK) of 1990. This information is made available online at following URL: <http://www.upr.edu/humacao/student-right-to-know/>

- a. **graduation and completion rate for the student body disaggregated by gender, ethnicity, and receipt of Pell grants.** This information is accessible at: <http://www.uprh.edu/SRTK/tasa2006.htm>
- b. **overall cohort graduation rate** <http://www.uprh.edu/SRTK/tasa2006.htm>
- c. **process for withdrawing as a student** –Processes for withdrawals are well documented on the *UPRH 2014-2016 Catalog*. Specifically, partial withdrawals processes are described on page 20, and total withdrawals are

described on page 21.

d. **cost of attendance (i.e. net tuition calculator)**

UPRH fees are detailed and available on the *UPRH 2014-2016 Catalog* on pages 22 and 23. Full description of cost of credits, other regular and special charges as well as regulations for payment processes and deferred payment for registration are provided.

<http://www.upr.edu/humacao/mdocs-posts/upr-humacao-catalog-2014-16/>.

UPRH net tuition calculator is available at:

<http://www.uprh.edu/npcalc.htm>

e. **policies on the refund and return of Title IV funds** –reimbursement policy is described on page 23 of the *UPRH 2014-2016 Catalog*

f. **names of applicable accrediting agencies** –All UPRH information regarding accreditation agencies (statement of accreditations, self-study reports, and other) is located on the *Planning, Accreditations, and Institutional Research Office* (OPAI in Spanish). This information is made available publicly at:

<http://www.uprh.edu/opai/Acreditacion/en/Acreditacion.htm>

At present, besides its institutional accreditation, UPRH holds external accreditations with the agencies listed below to account for 12 accredited programs, the library, and the Department of Counseling, Psychology, and Social Work Services. [Appendix I](#) shows a complete list with online links to each agency.

1. **ACBSP**-*Accreditation Council for Business Schools & Programs*

2. **NCATE**- *National Council for Accreditation of Teacher Education* (in 2017, CAEP –*Council for Accreditation of Educators Preparation* will replace NCATE as the new accreditation agency).

3. **NLNAC** –*National League for Nursing Accrediting Commission, Inc.*

4. **ABET** –*Accreditation Board for Engineering and technology*

5. **CAPTE** –*Commission Accreditation in Physical Therapy Education*

6. **CSWE** –*Council on Social Work Education*

7. **IACS** -*International Association of Counseling Services*

8. **ACRL** –*Association of Colleges and Research Libraries*

g. **description of facilities and accommodations available for the disabled**  
Services (accommodations available) for the disabled are described in the

Service for Students with Disabilities Office (SERPI in Spanish). This information is accessible at: <http://www.upr.edu/humacao/serpi-servicios/>

**h. policy on enrollment in study abroad** –The UPRH *Institutional and International Relations Office* (ORII in Spanish) manages policies and procedures regarding enrollment in study abroad. As stated on page 11 of the *UPRH 2014-2016 Catalog*, UPRH is affiliated to consortiums such as: *National Student Exchange* (NSE), *International Student Exchange Program* (ISEP Direct), and bilateral agreements with several universities of Spain, Argentine, and Dominican Republic, among others ([Appendix J](#)). Policies for student eligibility and application processes are explicitly documented on page 11, and accessible at: <http://www.upr.edu/humacao/mdocs-posts/upr-humacao-catalog-2014-16/>.

**i. as appropriate, licensure pass rates for the most recent three-years.**

Examples of licensure pass rates for the most recent three-years for those applicable UPRH programs are listed below with their respective appendices:

**Chemistry:** 2013 ( 60 % compared to 33% in UPR and private universities)  
2012 (13 % compared to 19% approval average)  
2011 (33 % compared to 32% in UPR and private universities)

Complete information about Chemistry Licensure Pass rates is found in [Appendix K](#).

**Accounting:** 2014-2015 (19% of approval)  
2013-2014 (19% of approval)  
2012-2013 ( 9% of approval)

Complete information about Accounting Licensure Pass rates is found in [Appendix L](#). A brief explanation is provided to address students' dispositions (voluntarily basis) to take the state licensure test upon completion of 150 hours of instruction. This test is not compulsory for students.

**Education programs Licensure Pass Rates** (aggregated data from K-3 and English BA programs):

2014-2015 (90% of approval)  
2013-2014 (92% of approval)  
2012-2013 (95% of approval)

Complete information about the Education programs' Licensure Pass rates is found in [Appendix M](#).

**Physical Therapy program Licensure Pass Rates:**

2015 (0% of approval)

2014 (94% of approval)

2013 (state exam was not offered this year)

2012 (100% of approval)

Complete information about Physical Therapy program Licensure Pass rates is found in [Appendix N](#).

**Occupational Therapy program Licensure Pass rates:**

2015 (71% approved the licensure test)

2014 (79% approved the licensure test)

2013 (79% approved the licensure test)

2012 (24% approved the licensure test)

Complete information about Physical Therapy program Licensure Pass rates is found in [Appendix O](#).

**Nursing program Licensure Pass rates:**

2014 (91% in the first attempt)

2013 (100% in the first attempt)

2012 (91% approved in the first attempt)

Complete information about the Nursing program Licensure Pass rates is available at the Department level upon request.

3. Policies covering satisfactory academic progress (SAP), attendance, and leave of absence (URL and/or catalog location).

UPRH policies covering satisfactory academic progress (SAP), attendance, and leave of absence are described on pages 21 and 22 of *UPRH 2014-2016 Catalog* - <http://www.upr.edu/humacao/mdocs-posts/upr-humacao-catalog-2014-16/>. Academic progress is described on page 22. Class attendance (and absences) is described fully on page 21.

4. Written description of the methods used to collect and review information on student outcomes and licensure pass rates.

UPRH promotes that in the academic departments (or programs) that require passing licensing, certifications, or professional state or national examinations, the sponsoring academic department is responsible for collecting and reporting student outcomes in their department annual reports (submitted to the Planning, Accreditations, and Institutional Research Office (OPAI in Spanish), and or in their respective department's page of the UPRH main page. In most cases, the academic departments receive notifications of students' scores from the professional organization sponsoring the professional

examinations.

In other cases, the UPRH Deanship of Academic Affairs must solicit and purchase such reports from the organization sponsoring the professional examinations. The Annual reports are filed and publicly disclosed by OPAI, and are available at:

<http://www.uprh.edu/opai/DocInst/DocInst.htm>

5. Documents and URLs for advertising and recruitment materials that are available to current and prospective students that show the accreditation status with the Commission and any other U.S. Department of Education approved agencies.

UPRH MSCHE's Institutional accreditation is advertised on page 5 of the *UPRH 2014-2016 Catalog*: <http://www.upr.edu/humacao/mdocs-posts/upr-humacao-catalog-2014-16/>

The accreditation for the four (4) BA programs in Business Administration by **ACBSP- Accreditation Council for Business Schools & Programs** is well advertised and available on its main web page at <http://www.uprh.edu/adem/>

The accreditation of the BA in Office Systems Administration by **ACBSP-Accreditation Council for Business Schools & Programs** is well advertised and available on its main web page at: <http://www.uprh.edu/~adso/>

Library (non-applicable) Not an academic program

The accreditation of the BA in Education (K-3) accredited by **NCATE- National Council for Accreditation of Teacher Education** (until 2017) is well advertised and made available on its main website at: <http://www.uprh.edu/educacion/>

The accreditation of the BA in Nursing by **NLNAC –National League for Nursing Accrediting Commission, Inc** is well advertised and available on their main page at: <http://www.uprh.edu/~enfe/>

The accreditation of the associate degree in Electronics Technology by **ABET – Accreditation Board for Engineering and technology** is well advertised and available on their website at: <http://www.uprh.edu/~fisica/ga.html>

The accreditation for the two (2) BA programs in English (with minors in Elementary and Secondary Education) by **NCATE- National Council for Accreditation of Teacher Education** (through 2017) <http://www1.uprh.edu/english/> (page under construction as of the date of this report)

The accreditation of the associate degree in Physical Therapy by **CAPTE –Commission Accreditation in Physical Therapy Education** is advertised and made available on their webpage at: <http://www.uprh.edu/~tfisica/>

The accreditation of the BA in Social Work by **CSWE** –*Council on Social Work Education* is well advertised and publicly available on the website at:  
<http://www4.uprh.edu/tsoc/> (page under current construction as of the date of this report)

Department of Counseling, Psychology and Social Work Services (non-applicable) not an academic program

## VI. Standing with State and other Accrediting Agencies

In accordance with 34 CFR 602.28, the Commission must verify that an institution is properly authorized or licensed to operate and is in good standing with each state in which it is authorized or licensed to operate. In addition, if the institution has status with a specialized, programmatic, or institutional accrediting agency recognized by the U.S. Department of Education, the Commission must verify that the institution is in good standing with the agency or agencies.

1. Written documentation about the relationships with any specialized, programmatic, or institutional accrediting agencies recognized by the U.S. Department of Education and all governing or coordinating bodies in the state(s) and countries in which the institution has a presence.

UPRH (as a unit of the UPR system) received its most recent License Certification (March 17, 2016) by the *Puerto Rico Council on Education* (CES in Spanish) in which it is authorized and licensed to operate and it is good standing as specified on page 9 (UPR-Humacao) of [Appendix P](#).

Likewise, UPRH received its Statement of Reaccreditation Status by the Middle States Commission on Higher Education in 2011 ([Appendix Q](#)).

### **Programmatic Accreditations**

All UPRH academic programs (with one exception –listed in #2 below) that hold accreditation from their respective professional accrediting organization are in good standing with the respective agency and include the following:

**1. Social work (bachelor’s degree):** The Council on Social Work Education (CSWE) reaffirmed the baccalaureate social work program at UPRH through October 2017. CSWE is located at 1725 Duke Street, Suite 500. Alexandria, VA 22314-3457. Official accreditation Statement is accessible at:

[http://www.uprh.edu/opai/Acreditacion/Doc/Prog\\_Acreditacion/TSOC.pdf](http://www.uprh.edu/opai/Acreditacion/Doc/Prog_Acreditacion/TSOC.pdf)

**2. Nursing (bachelor’s degree):** The baccalaureate nursing program at UPRH is fully accredited by the **NLNAC** –*National League for Nursing Accrediting Commission, Inc* through 2019. NLNAC is located at 61 Broadway 33<sup>rd</sup> floor New York 10006. Official accreditation statement is accessible at:

[http://www.uprh.edu/opai/Acreditacion/Doc/Prog\\_Acreditacion/Enfe.pdf](http://www.uprh.edu/opai/Acreditacion/Doc/Prog_Acreditacion/Enfe.pdf)

3. **Electronics Technology (associate degree):** The associate degree in Electronics Technology at UPRH is fully accredited by **ABET** –*Accreditation Board for Engineering and technology* through September 30, 2021. ABET is located at 415 North Charles Street Baltimore, MD 21201. ABET’s Most recent official Summary of Accreditation Actions is available at the program’s website: <http://www.uprh.edu/~fisica/ga.html>

4. **Business Administration** (4 bachelor’s degrees in Accounting, International Commerce, Management, and Human Resources): The 4 baccalaureates in business administration at UPRH are fully accredited by **ACBSP**-*Accreditation Council for Business Schools & Programs* through 2022. ACBSP is located at 11520 West 119<sup>th</sup> Street, Overland Park, Kansas 66213. Official accreditation statement is accessible at: [http://www.uprh.edu/opai/Acreditacion/Doc/Prog\\_Acreditacion/ADEM.pdf](http://www.uprh.edu/opai/Acreditacion/Doc/Prog_Acreditacion/ADEM.pdf)

5. **Office Systems Administration** (bachelor’s degree): the baccalaureate Office Systems Administration at UPRH is fully accredited by **ACBSP**-*Accreditation Council for Business Schools & Programs* through 2020. ACBSP is located at 11520 West 119<sup>th</sup> Street, Overland Park, Kansas 66213. Official accreditation statement is accessible at:

[http://www.uprh.edu/opai/Acreditacion/Doc/Prog\\_Acreditacion/Administracion\\_de\\_Sistemas\\_de\\_Oficina\\_ADSO\\_2012.pdf](http://www.uprh.edu/opai/Acreditacion/Doc/Prog_Acreditacion/Administracion_de_Sistemas_de_Oficina_ADSO_2012.pdf)

6. **Education** (bachelor’s degree in elementary education with a major in the primary level (K-3) and a minor in Special Education): the baccalaureate in Education at UPRH is fully accredited by **NCATE**- *National Council for Accreditation of Teacher Education* through 2017. As of 2017, NCATE will be replaced by CAEP as the UPRH accreditation agency for teacher preparation units. NCATE statement of accreditation is accessible at:

[http://www.uprh.edu/opai/Acreditacion/Doc/Prog\\_Acreditacion/NCATE.pdf](http://www.uprh.edu/opai/Acreditacion/Doc/Prog_Acreditacion/NCATE.pdf)

7. **English** (2 bachelor’s degrees in English with minors in Elementary and Secondary Level Education): these 2 baccalaureates are fully accredited by **NCATE**- *National Council for Accreditation of Teacher Education* through 2017. As of 2017, NCATE will be replaced by CAEP as the UPRH accreditation agency for teacher preparation units. NCATE statement of accreditation is accessible at:

[http://www.uprh.edu/opai/Acreditacion/Doc/Prog\\_Acreditacion/NCATE.pdf](http://www.uprh.edu/opai/Acreditacion/Doc/Prog_Acreditacion/NCATE.pdf)

8. **Physical Therapy (associate degree):** the associate degree of Physical Therapy is described in # 2 due to its most recent accreditation status by CAPTE. CAPTE is located at 1111North Fairfax St. Alexandria, VA 22314.

2. Written documentation regarding any review resulting in a non-compliance action determined by the accrediting agency, state, or country within the past five years.

The associate degree in Occupational Therapy lost its accreditation in 2013. A notification letter ([Appendix R](#)) was received on May 22, 2013 from the *Accreditation Council for Occupational Therapy Education (ACOTE)*, which indicated that ACOTE has withdrawn the program's accreditation status due the program's non-compliance with the standard of "Certification Exam Pass Rate Requirements."

As recent as in May 2016, the associate degree in Physical Therapy has been placed in a probation status as described in the **CAPTE's** Public Disclosure Notice (May 26, 2016) ([Appendix S](#)). This public disclosure is fully accessible on the program's website at: <http://www.uprh.edu/~to/>

All other accredited programs are in good standing with their respective accreditation agencies at present.

## *VII. Contractual Relationships*

In accordance with 34 CFR 602.22(a)(2)(vii), the Commission is required to review any contractual arrangements an institution enters into with an organization that is not certified to participate in the Title IV, HEOA programs and offers more than 25 percent of one or more of the accredited institution's educational programs.

As institutions seek to improve the ways in which they provide education to their students, they may find it more practical or efficient to contract with other institutions or organizations to provide certain components of the educational experience. Any institution accredited by the Middle States Commission on Higher Education is held responsible for all activities carried out under the institution's name.

1. List of contractual arrangements for education services.

This section does not apply to the University of Puerto Rico at Humacao for it has no contractual agreements for education services.

2. Written documentation such as policies and procedures or excerpts from contracts specifying that the institution is responsible for all required segments of the educational service.

Because the University of Puerto Rico at Humacao has no contractual agreements for education services, therefore, there is no written documentation. This section does not apply to UPRH.

## VIII. Assignment of Credit Hours

In accordance with 34 CFR 602.24(f), the Commission “must conduct an effective review and evaluation of the reliability and accuracy of the institution’s assignment of credit hours.” Specifically, the Commission must review the institution’s policies and procedures for determining the credit hours awarded as well as the application of the institution’s policies and procedures to its programs and coursework, and make a “reasonable determination of whether the institution’s assignment of credit hours conforms to commonly accepted practice in higher education.”

The U.S. Department of Education defines “credit hour” as:

*“ . . .an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:*

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,*
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”*

1. Written policies and procedures for credit hour assignment covering all types of courses, disciplines, programs, degree levels, formats, and modalities of instruction. Include each policy that documents the assignment of credit hours specific to the types noted above. Specify the location of the policy in the catalog and website. The following should be clearly indicated:

- Academic period ( e.g.,15 weeks plus one week exam over two semesters)
- Recommended instructional time (e.g., three 50-minute sessions or two 75-minute session per week)
- Recommended out-of-class time requirements (e.g., twice in-class time)

After revising and evaluating “the reliability and accuracy of UPRH’s assignment of credit hours,” as well as an appraisal of the institution’s policies and procedures for determining the credit hours awarded as well as the application of the institution’s policies and procedures to all its 23 academic programs and general education courses, The University of Puerto Rico at Humacao demonstrates evidence that “assignment of credit hours conforms to commonly accepted practice in higher education.”

UPRH has an established policy for credit hour assignment as shown in [Appendix T \(Dean of Academic Affairs official certification\)](#) and such policy is consistently applied across the full range of institutional educational offerings.

UPRH uses the U.S. Department of Education definition of a “credit hour”. The institution ensures that the required Carnegie Units for each course are distributed over each semester and takes into consideration number of week variances between Fall, Spring and Summer. The credit hour policy is stated on the institution’s public policy and an examination of the course offerings can be viewed in the *2014-2016 UPRH Catalog*, (pp. 29-148). The institution’s policies regarding credit hours address all types of courses, experiential learning, and programs offered by the institution and clearly address the amount of instructional and out-of-classroom time that is typically expected of students with regard to the number of credit hours earned.

A brief summary of UPRH policy for the credit hour assignment is on the institution’s 2014-2016 Catalog available at: <http://www.upr.edu/humacao/mdocs-posts/upr-humacao-catalog-2014-16/>, specifically, in section *Unit of Instruction* (p. 21).

UPR Governing Board’s Certification no.112-2014-2015 (March 18, 2015)-*Guía para la Creación, Codificación Uniforme y el Registro de Cursos en la Universidad de Puerto Rico* (Guide for the creation, codification, and registration of courses in the University of Puerto Rico) establishes that all new courses and modifications must adhere to such regulations that include the credit hour assignment as listed in the glossary definitions (definition no. 5) of the certification (p. 10). This certification is made accessible at: <http://procuraduria.uprrp.edu/wp-content/uploads/2015/10/112-2014-2015.pdf>

2. Evidence that the institution’s credit hour policies and procedures are applied consistently across the full range of institutional offerings. If the institution is required to obtain approval from the relevant State Department of Education, compliance with this requirement should be documented. Other evidence must include:
  - documentation from recent academic program reviews
  - new course or program approvals
  - documentation for registration software/systems that ensure a consistent schedule of courses based on the credit hour assignment
  - academic calendars and/or schedules, and course matrices
  - documentation of adherence to credit hour requirements, consistent with federal regulations, from a system, or disciplinary organization; etc.

UPRH has an established policy for credit hour as shown in [Appendix T](#) (**Dean of Academic Affairs official certification**) and it is consistently applied across the full range of institutional educational offerings.

**UPRH academic calendar** (fall 2015) is accessible and available at:

<https://drive.google.com/file/d/0Bzyy-a1alvMsMVN2Z25XQjR1cnM/view>,

The following links show how all UPRH programs curricula to include those general courses from the service departments (Spanish and Humanities) are consistent with the credit hour assignment:

1. International Commerce: [http://www.uprh.edu/adem/Curr\\_Com\\_Int.pdf](http://www.uprh.edu/adem/Curr_Com_Int.pdf)
2. Accounting: [http://www.uprh.edu/adem/Curr\\_Cont.pdf](http://www.uprh.edu/adem/Curr_Cont.pdf)
3. Management: [http://www.uprh.edu/adem/Curr\\_Gere.pdf](http://www.uprh.edu/adem/Curr_Gere.pdf)
4. Human Resources: [http://www.uprh.edu/adem/Curr\\_RH.pdf](http://www.uprh.edu/adem/Curr_RH.pdf)
5. Office Systems Administration: site under construction as of the date of this report (see Catalog)
6. General Biology: <http://www.uprh.edu/biologia/Programa-clases-biologia-general.pdf>
7. Microbiology: <http://www.uprh.edu/biologia/Programa-clases-microbiologia.pdf>
8. Wildlife Management: <http://www.uprh.edu/biologia/Programa-clases-manejo-vida-silvestre.pdf>
9. Coastal Marine Biology: <http://www.uprh.edu/biologia/Programa-clases-biologia-marina.pdf>
10. Social Sciences with Social Action Research: site under construction as of the date of this report (see Catalog)
11. Education: site under construction as of the date of this report (see Catalog)
12. Nursing: <http://www.uprh.edu/~enfe/programas.htm>
13. Applied physics to Electronics (bachelor's degree):  
<http://www.uprh.edu/~fisica/pdf/curriculofisica.pdf>
14. Electronics technology:  
<http://www.uprh.edu/~fisica/pdfs/SecuenciaCurricularNuevasinlosrequisitosycorequisitos.pdf>
15. English (BA's in Elementary and Secondary education): site under construction as of the date of this report (see Catalog)
16. Industrial Chemistry: <http://www.uprh.edu/~quimica/IndexFrameset-3.html>
17. Chemical Technology: <http://www.uprh.edu/~quimica/IndexFrameset-3.html>
18. Physical Therapy: <http://www.uprh.edu/~tfisica/programa.html>

19. Occupational Therapy: site under construction as of the date of this report (see Catalog)

20. Social Work: site under construction as of the date of this report (see Catalog)

The most recent UPRH BA program in **Communication Technologies** (January 2013) also adheres to the credit hour policy. Its curriculum sequence and credit assignment is available at: <http://www.uprh.edu/comu/curriculo2.html>

3. A description and evidence of the processes used by the institution to review periodically the application of its policies and procedures for credit hour assignment. Indicate the individual(s) and/or entities responsible for the final review and approval.

**The Registrar's Office** ensures that all assigned courses adhere to the credit hour assignment in each academic calendar. For courses of one hour of instruction time for each credit, the Registrar is responsible every semester or term when the course schedules are created to verify that each course schedules meet the minimum number of instructional hours.

**The Dean of Academic Affairs** is responsible for the final review and approval of every course schedule in every semester or term at the Institutional level.

At the systemic level, UPR Vice-Presidency Office is responsible for overseeing that in the creation of new courses, or in modifications to all UPR courses, each one adheres to the credit-hour equivalence. As noted in #1, UPR Governing Board's **Certification no.112-2014-2015** (March 18, 2015)-*Guía para la Creación, Codificación Uniforme y el Registro de Cursos en la Universidad de Puerto Rico* (Guide for the creation, codification, and registration of courses in the University of Puerto Rico) establishes that all new courses and modifications must adhere to such regulations that include the credit hour assignment as listed in the glossary definitions (definition no. 5) of the certification (p. 10). This certification is made accessible at: <http://procuraduria.uprrp.edu/wp-content/uploads/2015/10/112-2014-2015.pdf>

4. A list of the courses and programs that do not adhere to the federal definition of credit hour or its equivalent as specified in the MSCHE Credit Hour Policy (e.g., online or hybrid, laboratory, studio, clinical, internship, independent study, and accelerated format) and evidence that such variations in credit hour assignment conform to commonly accepted practice in higher education.
- Each course or program that does not adhere to the federal definition should be specified and supporting evidence that it conforms to commonly accepted practice should be provided using the criteria described above in Item 2.

The University of Puerto Rico at Humacao has no courses or programs that do not adhere to the federal definition of credit hour or its equivalent. The supporting evidence presented in this report ([Appendix T](#)) shows how all UPRH types of instructional modes/learning experiences adhere to the federal definition of credit hour using the equivalent amount of learning activities and conform to generally accepted practice in higher education.

**Full-time Experiential learning (clinical practice, student teaching, practicum)**

Some major UPRH programs (e.g. nursing, social work, education) require students to attend clinical centers or perform academic activity essentially on a full-time or part-time basis at hospitals, clinics, school centers, or business settings. Examples of these experiential learning include student teaching, internships, and other such experiential learning experiences. On-site supervision is typically provided by employees of those host institutions in coordination and communication with UPRH supervisors (course professors). Students in these settings spend fifteen (15) weeks of the semester full-time (or part-time) in the practice center, as defined by the host organization. The number of hours usually exceeds the 20 hours depending on the settings and agreements made with the host organization which is equivalent to different hour-credits assignment as specified for each respective program on their curricular sequence and on *UPRH 2014-2016 Catalog*.

Some examples of these experiential learning are: courses in English BA programs such as EDPE 4006 and EDPE 4018 (Practice Teaching Secondary and Elementary Levels) which are assigned six (6) credits each (p. 63, 64); courses in Social Work program such as TSOC I and TSOC II (Field Practice I and II) which are assigned four (4) credits each (p.70); and courses in Nursing such as ENFE 4297 (Laboratory of Adaptation to the Professional Role) which is assigned five (5) credits. In this type of learning experiences, credits are not awarded based on the number of hours only, but also on fulfilling the course objectives, requirements from accreditation agencies, and achievement of required competencies for the field of work as established by the academic program in its graduate profile.

## *List of Appendices*

- Appendix A. UPRH Academic Norms regarding transfer of credits
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- Appendix F. Certification of UPR as a Public Institution
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- Appendix H. UPRH Record of Student Complaints and Decisions
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- Appendix T. UPRH Policy on Credit-Hour Assignment (Deanship of Academic Affairs)