

**PONCE PARAMEDICAL COLLEGE**  
**ADDENDUM TO THE 2015-2016 GENERAL CATALOG**  
**(Revision November 2015, Vol. II)**

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### **ADMINISTRACION Y GOBIERNO**

#### **Junta de Directores**

Michael Bennett

Kevin Malone

Rob MacInnis

Scott Van Hoy



## ACADEMIC PROGRESS POLICY

Ponce Paramedical College, in accordance with its academic regulations and Federal regulations, specifically 34 CFR 668.34, promulgates and adopts these Satisfactory Academic Progress Policies.

**APPLICABILITY OF THIS POLICY:** This policy applies to any student enrolled in Ponce Paramedical College, regardless of whether they are full-time or part-time students or if they receive federal financial aid or any other kind of aid. The policy does not apply to students enrolled in continuing education courses.

**DEFINITION OF SATISFACTORY ACADEMIC PROGRESS:** Ponce Paramedical College defines Satisfactory Academic Progress as the required measurement of student's academic progress towards completing their academic program. Satisfactory Academic Progress is evaluated with two standards: a qualitative component (GPA) and a quantitative component (Credits/Hours Successfully Completed).

The student must maintain the prescribed cumulative grade point average and successfully approve the credits/hours and required weeks in order to meet the qualitative and quantitative components of SAP. So that the student completes the approved academic program within the established maximum time frame for the program (the quantitative component of SAP), the student must also maintain a steady pace of completing approved courses throughout the duration of the student's academic program.

A review of the Satisfactory Academic Progress is not complete until both the qualitative and quantitative measures have been reviewed. If review shows that a student does not have the required GPA or is not maintaining the required pace, they become ineligible for FSA funds unless they are placed on Financial Aid Warning or, after a successful appeal, on Financial Aid Probation.

### REQUIREMENTS THAT NEED TO BE MET IN ORDER TO KEEP A SATISFACTORY ACADEMIC PROGRESS

#### **Qualitative Components: GPA**

Students are required to maintain a grade point average that allows them to meet the graduation requirements. Students need to achieve a minimum cumulative grade point average of **2.00** at each evaluation points (*For details, please refer to the Academic Progress Evaluation Charts*).

#### **Quantitative Component: Credits/Hours**

Students need to successfully complete a minimum amount of academic credit/hours to remain on track to finish the academic program within the allowable maximum time. Compliance with this component is monitored to ensure students complete their programs within the maximum time frame. Students who meet or exceed the minimum requirements will complete their program within the maximum time frame as described in the Maximum Time section.

For credit hour programs the quantitative component is measured by dividing the credits that were successfully completed by the number of credits attempted. Students must successfully complete a minimum of **67%** of all attempted credits at each evaluation point to meet minimum SAP standards.

For clock hour programs, the quantitative component is measured by dividing both, the hours that were successfully completed by the number of hours scheduled, and the weeks successfully completed by the number of weeks scheduled. Students must successfully complete a minimum of **67%** of both, hours and weeks scheduled at each evaluation point to meet minimum SAP standards (*For details, please refer to the Academic Progress Evaluation Charts*).

The table below provides information about how grades affect Qualitative (GPA) and Quantitative (Credits/Hours) components.

Grade Type	Grade	GPA	Credits/Hours Attempted	Credits/Hours Earned (Successfully Completed)	Maximum Time Frame
Passing grades	A, B+, B, C+, C, C-, D	Yes	Yes	Yes	Yes
Additional passing grades	EX, P	No	Yes	Yes	Yes
Fail Grade	F, C-R, DR, C-NP, DNP	Yes	Yes	No	Yes
Additional Fail Grade	NP	No	Yes	No	Yes
Incompletes	I	No	Yes	No	Yes
Drop Courses	W, WA	No	Yes	No	Yes
Repeated courses	An R will appear after grade	Highest grade obtained	Yes	Yes	Yes
Transferred Credits/Hours from prior programs at POPAC accepted towards current program	Refer to grades above	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)
Transferred Credits/Hours from Other Schools accepted towards current program	CONV	No	Yes	Yes	Yes

#### MAXIMUM TIME

Students are required to complete their program within a reasonable time frame. Federal regulations define the maximum time frame as 150% of the published length of the program of study.

For credit hour programs, the maximum time is based on credits attempted and is determined by multiplying the published amount of credits in the program by 1.5. For example, a program that consists of 53 credits would have a maximum time frame of 79.5 credits to complete the program.

For clock hour programs, the maximum time is determined by multiplying the published number of weeks in the program by 1.5 and expressing the result in calendar time. For example, a 1260 clock hour program (scheduled to be completed in 63 weeks as a full-time student) would have a maximum time frame of 94.5 weeks to complete the program.

A student is ineligible when it becomes mathematically impossible for him to complete his program within 150% of its length. Students that do not meet the maximum time requirement will no longer be eligible to receive financial aid. Please refer to the satisfactory academic progress tables for more details.

## EVALUATION PROCEDURE

### **Associate Degree Programs**

The Registrar's Office will evaluate the academic progress for the Associate Degree programs annually, at the conclusion of the spring term (*During the month of May, for details, please refer to the Academic Progress Evaluation Charts*).

### **Diploma Programs Based on Credits**

*(Applicable to students that started the programs listed below on/after January, 2016)*

*Administrative Health Assistant  
Assistant in Education for Persons with Special Conditions  
Professional Chef  
Computer Repair and Technical Support Specialist  
Dental Assistant with Expanded Functions  
Emergency Medical Technician  
Funeral Home Management and Embalming  
Health Plan Coding, Billing and Auditing  
Infant Care and Preschool Assistant  
Pastry Chef  
Pharmacy Technician  
Professional Massage Therapy  
Training and Conditioning Technician  
Surgical Technician*

The Registrar's Office will evaluate the academic progress of the diploma programs (technical programs) listed above, at the end of each term (*For details, please refer to the Academic Progress Evaluation Charts*).

### **Diploma Programs Based on Credits**

*(Applicable to students that started the programs listed below before January, 2016)*

*Assistant in Health and Educational Services for Exceptional Children  
Biomedical Technician  
Chef of Local & International Food  
Computer Repair and Technical Support Specialist  
Dental Assistant with Expanded Functions  
Emergency Medical Technician  
Funeral Home Management and Embalming  
Health Plan Coding/Billing and Auditing  
Maternal Child Care Assistant  
Medical Secretary  
Pastry Chef  
Pharmacy Technician  
Physical/Personal Training Technician  
Surgical Technician*

The Registrar's Office will evaluate the academic progress of the diploma programs (technical programs) listed above, once the student successfully completes the required credits and number of weeks applicable to each payment period (*For details, please refer to the Academic Progress Evaluation Charts*).

We encourage you to contact the Financial Aid Office and/or the Academic Affairs Office if you need more guidance regarding payment period requirements and/or the evaluation point.

## **Diploma Programs Based on Clock Hours**

*(Applicable to students that started the programs listed below before January, 2016)*

*Professional Massage Therapy  
Multiskills Respiratory Therapist*

The Registrar's Office will evaluate the academic progress of the clock hour programs, once the student successfully completes the required hours and number of weeks applicable to each payment period (*For details, please refer to the Academic Progress Evaluation Charts*).

We encourage you to contact the Financial Aid Office and/or the Academic Affairs Office if you need more guidance regarding payment period requirements and/or the evaluation point.

### **REEVALUATION PROCEDURE**

The Registrar's Office will reevaluate Satisfactory Academic Progress for students for whom a late notification of grade change is received. The Registrar will send written notification, indicating the results of the evaluation, to those students that, as a result of the reevaluation, failed to meet satisfactory academic progress standards.

### **SATISFACTORY ACADEMIC PROGRESS STATUSES AND NOTIFICATION PROCESS**

If students do not meet satisfactory academic progress standards they will receive a written notification from the Registrar's Office indicating the results of the evaluation, the satisfactory academic progress status under which the student was placed, and any applicable process that should be followed to maintain or regain financial aid eligibility.

#### **Financial Aid Warning**

This status applies only to students enrolled in programs that are evaluated at the end of each payment period (i.e., diploma programs). This status will be assigned to those students who fail to comply with the quantitative and/or qualitative components as established in the satisfactory academic progress policy.

Students on Financial Aid Warning status are still eligible for financial aid for one additional payment period after the period for which the student failed to meet the SAP standard; however, they are expected to improve their academic standing by the end of the next period. Students, who fail to meet the quantitative and/or qualitative components at the end of the Financial Aid Warning period, will lose their eligibility for financial aid unless they file a financial aid appeal and it's approved. If the appeal is approved, the student will be placed under a probation period (Financial Aid Probation).

#### **Financial Aid Probation**

This status is given to those students who have failed to meet the academic progress requirements, but then complete the appeal process and have their appeal approved (Please refer to the Appeal Process below).

The Financial Aid Probation period is for only one payment period. The approval of an appeal may require that the student be placed on an academic plan during Financial Aid Probation if it is unlikely the student will be able to attain the SAP standards by the end of the payment period the student is on probation for. The academic plan is to ensure the student is monitored each subsequent payment period to examine the student has the capability to graduate within the maximum time frame (*See the Academic Plan section below*).

Students will be eligible for financial aid during the payment period under probation. Once the probation period ends, in order to maintain eligibility for financial aid, students must be able to show they meet the requirements of satisfactory academic progress or the academic plan.

## **APPEAL PROCESS**

An appeal is a process by which a student who is not meeting SAP standards petitions the school for reconsideration of his eligibility for FSA funds. The appeal process applies to students who: did not meet the academic progress requirements at the end of a payment period under a Warning status or students who are evaluated annually and didn't meet the academic progress requirements in the year reviewed.

If a student asserts that his/her condition for not having a satisfactory academic progress status is because the determination made by the institution was the result of an administrative mistake or because during the evaluation period there were extenuating circumstances that prevented them from meeting the requirements of the Satisfactory Academic Progress Policy, the student has the right to appeal the decision made by the institution.

The Institution considers the following as examples of extenuating circumstances:

- Student's illness
- Family Illness
- Distress in the family unit, such as: divorce or death of the parents, spouse or children
- Job loss or potentially significant changes in the work schedule during the term
- Abusive relationships
- Disabilities that were not previously documented
- Natural disasters
- Financial hardship, such as foreclosure or eviction
- Other situations beyond the student's control.

In order to start the appeal process, the student needs to complete and submit a Satisfactory Academic Progress Appeal Application. The application is available at the Registrar's Office. A completed application must be submitted by the student to the Registrar's Office within 10 calendar days after the date of the notification of failure to meet SAP requirements.

The Registrar's Office will submit the Satisfactory Academic Progress Appeal Application to the Dean of Student Affairs, who will summon the Financial Aid Appeals Committee for proper evaluation.

The responsibility of the Committee is to evaluate the reasons presented in the Financial Aid Appeal Application and determine if, by the end of the following payment period, the student will be able to meet the academic progress standards or an academic plan.

The Appeals Committee consists of the Dean of Student Affairs, the Financial Aid Director, a Professional Counselor and an Academic Representative. The Appeals Committee will evaluate the Financial Aid Appeal Application and will notify the Dean of Student Affairs about the decision made. The Dean will then send a written notification to the student no later than 5 calendar days from the date of the committee's decision. A copy of this notification will be sent to the Registrar's, Counselor and Financial Aid Offices.

If the application is approved, the student will be eligible for financial aid during the payment period under probation. Once the probation period ends, in order to maintain eligibility for financial aid, the student must be able to show the requirements of the satisfactory academic progress or the academic plan has been met.

## **ACADEMIC PLAN**

Academic Plans are developed by the Dean of Student Affairs in conjunction with the student to ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point of time.



If a student successfully appeals and is placed on SAP probation and on an academic plan, the student's SAP would be reviewed at the end of each subsequent payment period, as long as the student continues to meet the requirements of the academic plan. In order to continue on the academic plan after the initial payment period on probation, the Dean of Academic Affairs will be monitoring and documenting that the student is meeting the academic plan requirements and that it is possible for the student to be able to meet graduation standards within the maximum time frame (e.g., it is mathematically possible for the student to reach the appropriate grade point average necessary for graduation).

### **FINANCIAL AID SUSPENSION**

Students will lose eligibility for financial aid if they fail to meet Satisfactory Academic Progress standards and:

- Have the option, but did not complete an Appeal, or
- An Appeal was denied, or
- Fail to meet Academic Plan requirements, or
- It became mathematically impossible for the student to complete the program within the maximum time frame allowed.

Students may continue studies without financial aid assistance. The student will be responsible for the total cost that may apply during this period.

Students will receive written notification of Financial Aid Suspension from the Registrar's Office. The Registrar will also be notifying the Academic Dean, Financial Aid and the Student Account's Office of the student's ineligibility for financial aid.

### **REESTABLISHING ELIGIBILITY**

Financial aid eligibility that is lost due to not meeting SAP standards may be reestablished once the student obtains a cumulative GPA of 2.00 and/or increases the course completion rate to 67%.

### **EXTENDED ENROLLMENT**

A student who fails to meet Maximum Time Frame standards loses eligibility to receive financial aid, but may be allowed to continue studies under an Extended Enrollment period. The student will be responsible for the total cost that may apply during this period.

Students who choose this option must submit a written request to the Registrar's Office.

## **SATISFACTORY ACADEMIC PROGRESS CHARTS**

### **Associate Degrees**

#### **PROGRAM: ALL ASSOCIATE DEGREES**

**Satisfactory Academic Progress Requirements:** At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed ( $12/18 = .67\%$ ).*

Satisfactory Academic Progress will be evaluated annually, at the conclusion of the spring term (during the month of May).

**MAXIMUM TIME FRAME**

Program	Credits in Program	Maximum Credit Attempts to Complete Program
Associate Degree in Applied Science in Cardiorespiratory Care	84	126
Associate Degree in Applied Science in Clinical Sonography	87	130.5
Associate Degree in Applied Science in Emergency Medical Services	77	115.5
Associate Degree in Applied Science in Nursing	75	112.5
Associate Degree in Applied Science in Radiologic Technology	87	130.5

**SATISFACTORY ACADEMIC PROGRESS CHARTS****Diploma Programs Based on Credits***(Applicable to students enrolled on or after January, 2016)***PROGRAM: ADMINISTRATIVE HEALTH ASSISTANT****Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program
58.5	48	72

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course description	Academic Credits	Financial Aid Credits
Human Anatomy and Physiology	2.5	2
Fundamentals of Mathematics and Accounting	2.5	2
Medical Foundations and Terminology	2.5	2
Computer Applications	2.5	2
Elementary Typing	2.5	2
Medical Record Techniques	2.5	2

Intermediate Typing	2.5	2
Medical Insurance Billing I	2.5	2
Electronic Medical Record	2.5	2
Modern Office Techniques	2.5	2
Medical Insurance Billing II	2.5	2
Word Processing	2.5	2
Spreadsheets	2.5	2
Office Administration	2.5	2
Speed Writing	2.5	2
Business Communication Spanish	2.5	2
Oral Business Communications	2.5	2
Ethics and Human Relations	2.5	2
Basic Conversational English	2.5	2
Employment	2.5	2
Business Mathematics	2.5	2
Practice	6	6
<b>TOTAL CREDITS/HOURS</b>	<b>58.5</b>	<b>48</b>

**PROGRAM:** ASSISTANT IN EDUCATION FOR PERSONS WITH SPECIAL CONDITIONS

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program
44	36	54

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits

Course description	Academic Credits	Financial Aid Credits
Human Anatomy and Physiology	2.5	2
Supervision and Administration of Child Centers	2.5	2
Spanish: Read and Composition	2.5	2
Computer Applications	2.5	2
Child Growth and Development	2.5	2
Legal Aspects of Special Education	2.5	2
Early Intervention for Special Persons	2.5	2

Development of Special Children	2.5	2
Braille System	2.5	2
Behavior Management	2.5	2
Games and Adopted Activities	2.5	2
Infant Disabilities	2.5	2
Sign Language	2.5	2
Seminar Practice and Practice Documentation	2.5	2
Technology Assistance with Instructional Materials	2.5	2
CPR and First Aid	2.5	2
Practice	4	4
<b>TOTAL CREDITS/HOURS</b>	<b>44</b>	<b>36</b>

**PROGRAM: COMPUTER REPAIR AND TECHNICAL SUPPORT SPECIALIST**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program
44	36	54

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits

Course description	Academic Credits	Financial Aid Credits
Computer Mathematics	2.5	2
Oral Business Communications	2.5	2
Business Communications in Spanish	2.5	2
Keyboard Mastery	2.5	2
Electronic Applied to Microcomputers	2.5	2
Fundamentals of Operating Systems	2.5	2
Structured Data Base	2.5	2
Maintenance and Repairmen of Microcomputers	2.5	2
Word Processing	2.5	2
Spreadsheets	2.5	2
Electronic Presentations	2.5	2
Network Concepts	2.5	2
Visual Basic	2.5	2

Microcomputer Operating System	2.5	2
Maintenance and Repairmen of Microcomputers II	2.5	2
Business Development	2.5	2
Practice	4	4
<b>TOTAL CREDITS/HOURS</b>	<b>44</b>	<b>36</b>

**PROGRAM: DENTAL ASSISTANT WITH EXPANDED FUNCTIONS**

**Program summary:**

<b>Academic Credits in Program</b>	<b>Financial Aid Credits in Program</b>	<b>Maximum Financial Aid Credit Attempts to Complete Program</b>
57.5	48	72

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits

<b>Course description</b>	<b>Academic Credits</b>	<b>Financial Aid Credits</b>
Human Anatomy and Phycology	2.5	2
Head and Neck Anatomy	2.5	2
Computer Applications	2.5	2
Dental Anatomy	2.5	2
Microbiology Applied to Odontology and Embryology	2.5	2
Oral Pathology	2.5	2
Office Administration	2.5	2
Conversational English	2.5	2
Radiology and Laboratory I	2.5	2
Pre Clinic I	2.5	2
Pre Clinic II	2.5	2
Radiology and Laboratory II	2.5	2
Clinical Seminar Applied to Law and Ethics	2.5	2
Fundamentals of Orthodontics	2.5	2
Pre Clinic III	2.5	2
Preventive Odontology	2.5	2
Dental Billing	2.5	2
Digital Radiology	2.5	2
Examination Board Review	2.5	2



Internal Practice	4	4
External Practice	6	6
<b>TOTAL CREDITS/HOURS</b>	<b>57.5</b>	<b>48</b>

**PROGRAM:** EMERGENCY MEDICAL TECHNICIAN

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program
58	48	72

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits

Course description	Academic Credits	Financial Aid Credits
Diagnostic and Treatment of Metabolic and Abdominal Emergencies	2.5	2
Human Anatomy and Psychology	2.5	2
Computer Applications	2.5	2
Pharmacology	2.5	2
Pathophysiology	2.5	2
Introduction to Emergency Medical	2.5	2
Respiratory and Neurological Emergencies	2.5	2
Emergency Medical	2.5	2
Geriatric and Physiatriests Emergencies	2.5	2
Polytraumatics Emergencies	2.5	2
Obstetrical and Gynecological Emergencies	2.5	2
Pediatrics and Neonatal Emergencies	2.5	2
Cardiovascular Emergencies	2.5	2
Special Operations	2.5	2
Clinical Practice	8	8
Theory Exam Review	2.5	2
Practice Exam Review	2.5	2
Sign Language and CPR	2.5	2
Patient with Special Needs and Chronic Illness	2.5	2
Soft Tissue Injury and Hematology	2.5	2
Patient Evaluation	2.5	2

<b>TOTAL CREDITS/HOURS</b>	<b>58</b>	<b>48</b>
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**PROGRAM:** FUNERAL HOME MANAGEMENT AND EMBALMING

**Program summary:**

<b>Academic Credits in Program</b>	<b>Financial Aid Credits in Program</b>	<b>Maximum Financial Aid Credit Attempts to Complete Program</b>
58.5	48	72

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits

<b>Course description</b>	<b>Academic Credits</b>	<b>Financial Aid Credits</b>
Human Anatomy and Physiology	2.5	2
Fundamentals of Public Health	2.5	2
Fundamentals of Organic and Inorganic Chemistry	2.5	2
Microbiology and Epidemiology	2.5	2
Principles of Pathology	2.5	2
Psychological Fundamentals of Death	2.5	2
Embalming I	2.5	2
Embalming II	2.5	2
Embalming III	2.5	2
Embalming IV	2.5	2
Principles of Legal Forensic Medicine	2.5	2
Restorative Art and Cosmetology	2.5	2
Principles of Administration of Funeral Home	2.5	2
Computer Applications	2.5	2
Practice	6	6
Practice Seminar and Review Board	2.5	2
Fundamentals of Transmissible and Infections Contagious Diseases	2.5	2
Basic Principles of Toxicology	2.5	2
Business Development	2.5	2
Conversational English	2.5	2
Basic Spanish	2.5	2
Human Anatomy and Psychology II	2.5	2
<b>TOTAL CREDITS/HOURS</b>	<b>58.5</b>	<b>48</b>

**PROGRAM: HEALTH PLAN CODING, BILLING AND AUDITING**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program
43.5	36	54

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course description	Academic Credits	Financial Aid Credits
Human Anatomy and Psychology	2.5	2
Fundamentals of Mathematics and Accounting Principles	2.5	2
Computer Applications	2.5	2
ICD-10 CM and ICD-10 PCS Coding	2.5	2
Basic and Conversational English	2.5	2
Medical Foundations and Terminology	2.5	2
Business Development	2.5	2
Medical Insurance Billing I	2.5	2
Medical Insurance Billing II	2.5	2
Auditing Health Insurance	2.5	2
CPT and HCPCS Coding	2.5	2
Electronic Medical Record	2.5	2
Office Techniques	2.5	2
Dental Billing Institutional	2.5	2
Billing (Lab, X-rays, Ambulance)	2.5	2
Professional Practice	6	6
<b>TOTAL CREDITS/HOURS</b>	<b>43.5</b>	<b>36</b>

**PROGRAM: INFANT CARE AND PRE-SCHOOL ASSISTANT**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program

43.5	36	54
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**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course description	Academic Credits	Financial Aid Credits
Human Anatomy and Psychology	2.5	2
Supervision and Administration of Child Centers	2.5	2
Spanish Reading and Composition	2.5	2
Computer Applications	2.5	2
Pedagogy I	2.5	2
Psychology and Child Development	2.5	2
Pedagogy II	2.5	2
Fundamentals of Pediatrics	2.5	2
Introduction to Sociology	2.5	2
Child with Special Conditions Management	2.5	2
Pedagogy III and Practice Orientation	2.5	2
Measurement and Evaluation / Practice Documentation	2.5	2
CPR and First Aid	2.5	2
Children Literature	2.5	2
Infant Pathology	2.5	2
Practice	6	6
<b>TOTAL CREDITS/HOURS</b>	<b>43.5</b>	<b>36</b>

**PROGRAM:** PASTRY CHEF

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program
29	24	36

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.

- For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed ( $12/18 = .67\%$ ).

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course description	Academic Credits	Financial Aid Credits
Computer Applications	2.5	2
Culinary Math and Small Business Administration	2.5	2
Bread History with Introduction to Bakery and Pastry	2.5	2
Cake Baking and Four Ingredients	2.5	2
Hygiene and Safety in Food Preparation and Ingredients Purchasing	2.5	2
Artisan Breads, Pizza, Cinnamon rolls	2.5	2
Puff Pastry, Danishes, Croissants	2.5	2
Ganache, Sauces, Creams, Pies and Tarts	2.5	2
Chocolate and Cookies	2.5	2
Cake Decorations	2.5	2
Practice	4	4
<b>TOTAL CREDITS/HOURS</b>	<b>29</b>	<b>24</b>

**PROGRAM: PHARMACY TECHNICIAN**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program
54	48	72

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed ( $12/18 = .67\%$ ).

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course description	Academic Credits	Financial Aid Credits
Theory Pharmacy	2.5	2
Pharmaceuticals Math	2.5	2
Human Anatomy and Psychology	2.5	2



Pharmaceuticals Chemistry	2.5	2
Computer Applications	2.5	2
Pharmaceutical Law	2.5	2
Posology	2.5	2
Pharmaceutical Applications Lab	2.5	2
Pharmacology	2.5	2
Pharmacy Practice Lab	2.5	2
Hospital Pharmacy	2.5	2
Review Examination Board	2.5	2
Pharmacy Practice I	6	6
Pharmacy Practice II	6	6
Pharmacy Practice III	6	6
Pharmacy IV	6	6
<b>TOTAL CREDITS/HOURS</b>	<b>54</b>	<b>48</b>

**PROGRAM: PROFESIONAL CHEF**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program
44	36	54

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits

Course description	Academic Credits	Financial Aid Credits
History of Cuisine and Terminology	2.5	2
Nutrition and Safe Food Handling	2.5	2
Culinary Math with Cost Control	2.5	2
Principles of Kitchen and Terminology	2.5	2
Basic Cuts and Preparation of Sauces	2.5	2
Management of Restaurants and Small Business	2.5	2
Menu Planning and External Practice Orientation	2.5	2
Rice, Pastas, Starches, and Vegetables	2.5	2
Meats, Poultry, Fish, and Seafood	2.5	2
Breakfast and Garde Manger	2.5	2

Puerto Rican Cuisine and Confection of Creole	2.5	2
International Cuisine I: French, Italian and Spain	2.5	2
International Cuisine II: American, Oriental, Mexican	2.5	2
Pastry	2.5	2
Modern Creative Cuisine	2.5	2
Computers Applications	2.5	2
External Practice	4	4
<b>TOTAL CREDITS/HOURS</b>	<b>44</b>	<b>36</b>

**PROGRAM: PROFESSIONAL MASSAGE THERAPY**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program
44	36	54

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course description	Academic Credits	Financial Aid Credits
Human Anatomy and Physiology	2.5	2
Ethics, Law and Massage Regulations and Introduction to Massage Therapy	2.5	2
Computer Applications	2.5	2
Anatomy of the Muscular Skeletal System	2.5	2
Swedish Massage I	2.5	2
Clinical Pathology and Medical Terminology	2.5	2
Digital Puncture	2.5	2
Swedish Massage II with Special Population	2.5	2
Music, Aromatherapy, Hydrotherapy and Medical Plants	2.5	2
Biomechanics and Structural Kinesiology	2.5	2
Lymphatic Massage	2.5	2
Massage Business and Clinical Documentation	2.5	2
Reflexology	2.5	2
Physical Efficiency and Sports Massage	2.5	2

Shiatsu and Thailandes Massage	2.5	2
Review Exam	2.5	2
Practice	4	4
<b>TOTAL CREDITS/HOURS</b>	<b>44</b>	<b>36</b>

**ROGRAM: SURGICAL TECHNICIAN**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program
57.5	48	72

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course description	Academic Credits	Financial Aid Credits
Human Anatomy and Physiology	2.5	2
Microbiology	2.5	2
Computer Applications	2.5	2
Physiology, Human Relations and Ethics	2.5	2
Fundamentals of Health and Patient Care	2.5	2
Medical Terminology	2.5	2
New Technology Approaches	2.5	2
Fundamentals of Supply Sterilizations and Disinfestations	2.5	2
Instrumentation Techniques	2.5	2
Basic Surgical Procedures	2.5	2
Advance Surgical Procedures	2.5	2
Surgical Techniques I	2.5	2
Surgical Techniques II	2.5	2
Pharmacology	2.5	2
Sales and Marketing of Surgical Equipment	2.5	2
Conversational English	2.5	2
Internal Clinical Laboratory	2.5	2
Clinical Laboratory I	2	2
Clinical Laboratory II	6.5	6
Clinical Laboratory III	6.5	6
<b>TOTAL CREDITS/HOURS</b>	<b>57.5</b>	<b>48</b>

**PROGRAM: TRAINING AND CONDITIONING TECHNICIAN**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Financial Aid Credit Attempts to Complete Program
43	36	54

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18 = .67%).*

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course description	Academic Credits	Financial Aid Credits
Human Anatomy and Physiology	2.5	2
Physical Efficiency	2.5	2
Sports Nutrition	2.5	2
Biomechanics and Structural Kinesiology	2.5	2
Computer Applications	2.5	2
Clinical Pathology and Medical Terminology	2.5	2
Exercises Principles	2.5	2
Exercises for Special Population	2.5	2
Sports Massage	2.5	2
Prevention and Sports Injuries I	2.5	2
Sports Training	2.5	2
Therapeutic Exercises and Rehabilitation	2.5	2
Prevention and Sports Injuries II	2.5	2
First Aid in Sports	2.5	2
Ethics and Administrative Aspects	1	1
Reviewing and Examination Board	1	1
Clinical Practice	6	6
<b>TOTAL CREDITS/HOURS</b>	<b>43</b>	<b>36</b>

## SATISFACTORY ACADEMIC PROGRESS CHARTS

### Diploma Programs Based on Credits

*(Applicable to students enrolled prior to January, 2016 and those who reentered same program within 180 days)*

**PROGRAM:** ASSISTANT IN HEALTH AND EDUCATIONAL SERVICES FOR EXCEPTIONAL CHILDREN

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
53	32	54	48

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	32	54

Course Code	Course description	Academic Credits	Financial Aid Credits
EP 101	Student and Professional Efficiency	2	1
ASEN 202	Legal Aspects of Special Education	3	1.5
BIO 110	Human Anatomy and Physiology	4	2
ASEN 203	Child Growth and Development	3	1.5
ESP 110	Spanish: Reading and Composition	2	1
ASEN 214	Infant Disabilities I	3	1.5
COM 104	Computer Applications	2	1.5
ASEN 217	Clinical Documentation	2	1
ASEN 201	Supervision and Administration of Child Centers	2	1
ASEN 215	Infant Disabilities II	3	1.5
ASEN 216	Infant Disabilities III	3	1.5
ASEN 213	Games and Adapted Activities	2	1.5
ASEN 208	Development for Special Children	3	1.5
ASEN 210	Behavior Management	3	1.5

ASEN 218	CPR and First Aid	2	1.5
ASEN 219	Technological Assistance with Instructional Materials	3	1.5
ASEN 204	Early Intervention for Special Children	3	1.5
ASEN 303	Clinical Practice	8	8
TOTAL CREDITS/HOURS		53	32

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: BIOMEDICAL TECHNICIAN**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
61	38.5	63	57.5

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	31.5	50
4	38.5	63

Course Code	Course description	Academic Credits	Financial Aid Credits
MAT 101	General Mathematics	3	1.5
TEB 101	AC Electronic and Laboratory	4	2.5
MAT 106	Algebra	3	1.5
EP 101	Student Professional Efficiency	2	1
BIO 101	Human Biology I	3	1.5
BIO 102	Human Biology II	3	1.5
TEB 102	DC Electronic and Laboratory	3	2
TEB 103	Introduction to Biomedical	2	1
FIS 101	Allied Health Physics	3	1.5
TEB 105	Pneumatic and Medical Gases Applications	4	2.5
TEB 104	Digital Circuits and Laboratory	3	2
TEB 106	Medical Instrumentation I	3	1.5

TEB 107	Medical Instrumentation II	3	1.5
TEB 108	Medical Terminology	2	1
TEB 109	Biomedical in Industry	3	1.5
TEB 110	Circuits of Logic Sequential and Laboratory	3	2
TEB 111	Advanced Electronics	5	4
COM 104	Computer Applications	2	1.5
TEB 200	Practice	7	7
TOTAL CREDITS/HOURS		61	38.5

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: CHEF OF LOCAL & INTERNATIONAL NUTRITIONAL FOOD**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
46	32.5	48	48.5

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	32.5	48

Course Code	Course description	Academic Credits	Financial Aid Credits
EP 101	Student and Professional Efficiency	2	1
MAT 104	Culinary Mathematics	2	1
CHEF 236	Kitchen History and Organization	2	1
CHEF 237	Hygiene and Safety in Food Preparation	2	1
CHEF 222	Healthy Cooking	1.5	1
CHEF 243	Culinary English	2	1
CHEF 242	Banquet Service/Customer Service	1	0.5
CHEF 226	Cuts of Poultry, Meat and Seafood	2	1.5
CHEF 225	Vegetables and Starches	1.5	1



CHEF 239	Professional Cuisine	2	1.5
CHEF 231	Professional Pastry	2	1.5
CHEF 224	Food Purchasing and Inventory	1	0.5
CHEF 240	International Cuisine	3	2
CHEF 241	Breakfast Services	2	1.5
CHEF 232	Garde Manger/ Hors D'oeuvres	2	1.5
CHEF 230	Operational Administration and Management	1	0.5
CHEF 238	Sauces, Soups and Broths Confection	2	1.5
CHEF 229	Puerto Rican Artisan Cuisine	3	2
COM 104	Computer Applications	2	1.5
CHEF 235	Menu Planning	1	0.5
CHEF 303	External Practice	9	9
TOTAL CREDITS/HOURS		46	32.5

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period.  
*Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: COMPUTER REPAIR AND TECHNICAL SUPPORT SPECIALIST**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
50	34	54	51

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	34	54

Course Code	Course description	Academic Credits	Financial Aid Credits
EP 101	Student and Professional Efficiency	2	1
MAT 102	Computer Mathematics	3	1.5
REPA 210	Fundamentals of Operating	3	1.5

	Systems		
REPA 106	Keyboard Mastery	2	1.5
ENG 108	Oral Business Communication	3	1.5
REPA 211	Word Processing	2	1.5
REPA 212	Spreadsheets	2	1.5
REPA 213	Electronic Presentations	2	1.5
REPA 214	Network Concepts	3	1.5
ESP 103	Business Communication in Spanish	3	1.5
REPA 107	Electronics Applied to Microcomputers	3	2
REPA 108	Structured Database	2	1.5
REPA 109	Business Development	3	1.5
REPA 215	Visual Basic 6.0	2	1.5
REPA 216	Microcomputer Operating System	4	3
REPA 217	Maintenance and Repairmen of Microcomputers	5	4
REPA 301	Practice and Professional Seminar	6	6
TOTAL CREDITS/HOURS		50	34

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: DENTAL ASSISTANT WITH EXPANDED FUNCTIONS**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
53	37.5	63	56

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	31	50
4	37.5	63

CourseCode	Course Description	Academic Credits	Financial Aid Credits
EP 101	Student and Professional Efficiency	2	1
BIO 110	Human Anatomy and Physiology	4	2
COM 104	Computer Applications	2	1.5
DENT 106	Microbiology Applied to Odontology and Embryology	3	1.5
ENG 107	Conversational English	2	1
DENT 102	Head and Neck Anatomy	3	1.5
DENT 203:	Radiology and Laboratory I	3	2
DENT 103	Dental Anatomy	3	1.5
DENT 209	Pre Clinic and Laboratory I	6	5
DENT 211	Radiology and Laboratory II	3	2.5
DENT 208	Dentalmax Laboratory Applications	1	1
DENT 210	Clinical Seminar Applied to Dental Law and Ethics	3	1.5
DENT 202	Oral Pathology	3	1.5
DENT 212	Pre Clinic and Laboratory II	6	5
DENT 304	Clinic I (Internal Practice)	4	4
DENT 305	Clinic II (External Practice)	5	5
TOTAL CREDITS/HOURS		53	37.5

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: EMERGENCY MEDICAL TECHNICIAN**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
57	37.5	63	56

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	31	50

4	37.5	63
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Course Code	Course description	Academic Credits	Financial Aid Credits
EP 101	Student and Professional Efficiency	2	1
BIO 107	Human Anatomy and Physiology	3	1.5
EMER 251	Introduction to Emergency Medical	3	1.5
EMER 122	Patient Evaluation	2	1.5
COM 104	Computer Applications	2	1.5
EMER 123	Pathophysiology	3	1.5
EMER 273	Airway Management	2	1.5
EMER 272	Hemorrhages and Shock	2	1.5
EMER 255	Respiratory and Neurological Emergencies	2	1
EMER 119	Pharmacology	3	1.5
EMER 278	Cardiovascular Emergencies	3	2
EMER 269	Diagnosis and Treatment of Metabolic and Abdominal Emergencies	3	1.5
EMER 270	Soft Tissue Injury and Hematology	2	1
EMER 275	Polytraumatic Emergencies	3	2
EMER 274	Patient with Special Needs and Chronic Illness	3	1.5
EMER 279	Environmental Emergencies and Communication in Special Operations	2	1.5
EMER 271	Geriatrics and Psychiatric Emergencies	2	1
EMER 276	Obstetrical and Gynecological Emergencies	3	2
EMER 277	Pediatrics and Neonatal Emergencies	3	2
EMER 302	Clinical Practice	9	9
TOTAL CREDITS/HOURS		57	37.5

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: FUNERAL HOME MANAGEMENT AND EMBALMING**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
61	38	63	57

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	31	50
4	38	63

Course Code	Course description	Academic Credits	Financial Aid Credits
EP 101	Student and Professional Efficiency	2	1
EMBA 104	Principles of Bacteriology and Epidemiology	2	1
BIO 114	Human Anatomy and Physiology I	3	2
BIO 115	Human Anatomy and Physiology II	3	2
EMBA 101	Fundamentals in Public Health	3	1.5
EMBA 105	Fundamentals of Microbiology and Epidemiology	2	1
EMBA 102	Fundamentals of Organic and Inorganic Chemistry	3	1.5
EMBA 109	Principles of Pathology	4	2
EMBA 111	Embalming I	3	2
EMBA 106	OSHA and Waste Disposition Regulation	2	1
EMBA 103	Basic Principles of Toxicology	3	1.5
EMBA 115	Fundamentals of Demography Registry	1	0.5
EMBA 108	Fundamentals of Transmissible and Infectious-Contagious Diseases	2	1
EMBA 112	Embalming II	3	2
EMBA 113	Embalming III	3	2
EMBA 110	Psychological Fundamentals of Death	2	1
EMBA 116	Principles of Legal Forensic Medicine	2	1
EMBA 114	Embalming IV	3	2
EMBA 107	Basic Principles of Cardiopulmonary Resuscitation	1	0.5
EMBA 117	Restorative Art and Cosmetology	5	3
EMBA 118	Principles of Administration of Funeral Home	1	0.5
EMBA 200	External Practice	8	8
<b>TOTAL CREDITS/HOURS</b>		<b>61</b>	<b>38</b>

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: HEALTH PLAN CODING/BILLING AND AUDITING**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
43	28	45	42

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	28	45

Course Code	Course description	Academic Credits	Financial Aid Credits
EP 101	Student and Professional Efficiency	2	1
FACT 107	Medical Foundations and Patient Evaluation	3	2
BIO 107	Human Anatomy and Physiology	3	1.5
FACT 106	Keyboard Mastery	2	1.5
COM 104	Computer Applications	2	1.5
FACT 108	Business Development	3	1.5
MAT 105	Fundamentals of Mathematics	2	1
FACT 206	CPT & ICD Coding	4	2
FACT 203	Health Insurance Billing I	4	2
FACT 207	Health Insurance Billing II	4	3
FACT 104	Accounting Principles	2	1
FACT 208	Auditing Health Insurance Organizations	4	2
FACT 304	Professional Practice and Seminar	8	8
<b>TOTAL CREDITS/HOURS</b>		<b>43</b>	<b>28</b>

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period.

*Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: MATERNAL CHILD CARE ASSISTANT**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
52	32	54	48

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	32	54

COURSE Code	Course description	Academic Credits	Financial Aid Credits
EP 101	Student and Professional Efficiency	2	1
BIO 110	Human Anatomy and Physiology	4	2
CUID 215	Infant Pathology	3	1.5
COM 104	Computer Applications	2	1.5
ESP 110	Spanish: Reading and Composition	2	1
CUID 121	Pedagogy I	3	2
CUID 221	Fundamentals of Pediatrics I	3	1.5
CUID 214	Physiology of Child Development	3	1.5
CUID 222	Fundamental of Pediatrics II	3	1.5
CUID 217	Managing Children with Special Conditions	3	1.5
CUID 122	Pedagogy II	3	2
CUID 114	Sociology	2	1
CUID 218	Measurement and Evaluation	2	1
CUID 220	Supervision and Administration of Infant Care Centers	3	1.5
CUID 224	Practice Documentation	2	1
CUID 223	Pedagogy III	2	1
CUID 219	CPR and First Aid	2	1.5



CUID 304	Clinical Practice	8	8
TOTAL CREDITS/HOURS		52	32

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: MEDICAL SECRETARY**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
58	38	63	57

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	31	50
4	38	63

Course Code	Course description	Academic Credits	Financial Aid Credits
EP 101	Student and Professional Efficiency	2	1
MAT 105	Fundamentals of Mathematics	2	1
SECR 201	Elementary Typing	3	2
SECR 111	Medical Foundation and Patient Evaluation	3	2
BIO 107	Human Anatomy and Physiology	3	1.5
SECR 211	Intermediate Typing	3	2
COM 104	Computer Application	2	1.5
ESP 103	Business Communication in Spanish	3	1.5
SECR 207	Medical Records Techniques	3	1.5
SECR 210	Word Processing	3	2
SECR 102	Principles of Accounting	2	1
SECR 105	Medical Insurance Billing I	4	2
SECR 209	Medical Insurance Billing II	4	3
ENG 108	Oral Business Communication	3	1.5
SECR 212	Modern Office Techniques	3	1.5
SECR 204	Spreadsheets	2	1.5

SECR 208	Speed Writing	3	1.5
SECR 303	Practice and Professional Seminar	10	10
TOTAL CREDITS/HOURS		58	38

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: PASTRY CHEF**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
36.5	23	45	34.5

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	11.5	23
2	23	45

Course Code	Course Description	Academic Credits	Financial Aid Credits
EP 101	Student Professional Efficiency	2	1
MAT 104	Culinary Mathematics	2	1
PAST 101	Bread History and Pastry Equipment	2	1
CHEF 243	Culinary English	2	1
CHEF 237	Hygiene and Safety in Food Preparation	2	1
PAST 103	Bakery Introduction	1	0.5
PAST 106	Pastry Introduction	1	0.5
PAST 102	Four Ingredients (Sugar, Butter, Eggs and Milk)	1	0.5
PAST 107	Pies, Tarts & Ice Cream	1.5	1
PAST 104	Artisanal Breads, Pizza, Cinnamon Rolls and Yeast Products	2	1.5
PAST 105	Puff Pastries, Danishes, Croissants and Quick Breads (donuts, crepes and muffins)	3	2
PAST 109	Ganache, Sauces, Crèmes and Fillings	1.5	1
PAST 108	Cakes Confection (pound cake, sugar substitute, red velvet, angel food, tiramisu,	2	1.5

	carrot and chocolate)		
PAST 110	Chocolate	1.5	1
PAST 111	Cookies	1.5	1
PAST 112	Cake Decorations	1.5	1
PAST 113	Operational Management and Purchasing	3	1.5
COM 104	Computer Applications	2	1.5
PAST-200-1	External Practice Orientation	1	0.5
	External Practice	3	3
TOTAL CREDITS/HOURS		36.5	23

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period.

*Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: PHARMACY TECHNICIAN**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
58	42.5	81	63.5

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	33.5	59
4	42.5	81

Course Code	Course description	Academic Credits	*Financial Aid Credits
FARM 234	Theoretical Pharmacy	4	2
FARM 231	Industrial Pharmacy, Management and Pharmacy Law	4	2
FARM 120	Fundamentals of Chemistry	2	1
FARM 220	Pharmaceutical Chemistry	2	1
BIO 107	Human Anatomy and Physiology	3	1.5
COM 104	Computer Applications	2	1.5
FARM 230	Pharmaceutical Mathematics	4	2

LAF 103	Pharmacy Applications Laboratory	1	1
FARM 238	Posology	2	1
FARM 237	Pharmacognosia	2	1
BIO 104	Microbiology	2	1
FARM 235	Pharmacology	4	2
FARM 236	Pharmacy Practice	3	2.5
FARM 303	Pharmaceutical Practice	23	23
TOTAL CREDITS/HOURS		58	42.5

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: PHYSICAL/PERSONAL TRAINING TECHNICIAN**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
49	32	54	48

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	32	54

Course Code	Course description	Academic Credits	Financial Aid Credits
EP 101	Student and Professional Efficiency	2	1
BIO 110	Human Anatomy and Physiology	4	2
DEPO 218	Structural Kinesiology	3	1.5
COM 104	Computer Applications	2	1.5
DEPO 223	Clinical Pathology and Medical Terminology	3	1.5
DEPO 224	Exercise Principles	2	1.5
DEPO 220	Physical Efficiency	3	2

DEPO 221	Sports Nutrition	2	1
DEPO 232	Sports Training	3	2
DEPO 233	Prevention and Sports Injuries I	4	2
DEPO 234	Prevention and Sports Injuries II	4	2
DEPO 229	Therapeutic Exercises and Rehabilitation	2	1.5
DEPO 226	Exercise for Special Populations	2	1.5
DEPO 227	Sports Massage	2	1.5
DEPO 231	First Aid for Sports	3	1.5
DEPO 304	Clinical Practice	8	8
TOTAL CREDITS/HOURS		49	32

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: SURGICAL TECHNICIAN**

**Program summary:**

Academic Credits in Program	Financial Aid Credits in Program	Weeks in Program	Maximum Financial Aid Credit Attempts to Complete Program
66	43.5	72	65

**Satisfactory Academic Progress Requirements at each evaluation point:**

- A cumulative GPA of **2.00**, and
- A minimum credit completion rate of **67%**.
  - *For example, if 18 credits are attempted by the end of payment period, at least 12 must have been successfully completed (12/18 = .67%).*

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required credits and weeks, as shown in the payment period requirements table below.

Payment Period	Financial Aid Credits Successfully Completed	*Weeks Successfully Completed
1	12	18
2	24	36
3	34	54
4	43.5	72

Course Code	Course description	Academic Credits	Financial Aid Credits
EP 101	Student and Professional Efficiency	2	1
BIO 110	Human Anatomy and Physiology	4	2
BIO 106	Microbiology	3	1.5
PSI 101	Psychology and Human Relations	2	1
COM 104	Computer Applications	2	1.5

OPER 107	Medical Terminology	3	1.5
OPER 218	Surgical Techniques I	6	3.5
OPER 211	Fundamentals of Health and Patient Care	2	1
OPER 206	Fundamentals of Supply Sterilization and Disinfection	3	2
OPER 219	Surgical Techniques II	6	3.5
OPER 213	Instrumentation Techniques	5	3.5
OPER 214	Basic Surgical Procedures	5	3
OPER 215	Applications of Basic Surgical Procedures	2	1.5
OPER 216	Advanced Surgical Procedures	6	3.5
OPER 217	Applications of Advance Surgical Procedures	2	1.5
OPER 212	New Technological Approaches	2	1
OPER 303	Clinical Practice	11	11
TOTAL CREDITS/HOURS		66	43.5

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**SATISFACTORY ACADEMIC PROGRESS CHARTS**  
**Diploma Programs Based on Clock Hours**

*(Applicable to students enrolled prior to January, 2016 and those who reentered same program within 180 days)*

**Program:** MULTISKILLS RESPIRATORY THERAPY

**Program summary:**

Hours in Program	Weeks in Program	Maximum weeks to Complete Program
1440	72	108

Satisfactory Academic Progress Requirements: At each evaluation point, student must have a cumulative GPA of 2.00. In addition, students must successfully complete a minimum of 67% of both the hours and weeks scheduled in the payment period.

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required hours and weeks, as shown in the payment period requirements table below.

Payment Period	Hours Successfully Completed	*Weeks Successfully Completed
1	450	23
2	900	45
3	1170	59
4	1440	72

Course Code	Course description	HOURS
EP 101	Student and Professional Efficiency	30

BIO 109	Human Biology I &II	90
MAT 101	General Mathematics	45
COM 104	Computer Applications	45
BIO 103R	Microbiology	45
CHE 102	General Chemistry	45
FIS 101	Allied Health Physics	45
RESP 108	Cardiopulmonary Anatomy and Physiology	45
RESP 206	Fundamentals of Respiratory Care	105
RESP 208	Pharmacology for Respiratory Care	45
RESP 210	Electrocardiography	45
RESP 211	Cardiopulmonary Pathophysiology	60
RESP 212	Cardiopulmonary Diagnosis and Rehabilitation	60
RESP 213	Therapeutic Modalities	165
RESP 214	Pulmonary Function and Arterial Blood Gases Test	120
RESP 215	Advanced Cardiopulmonary Care	60
RESP 216	Mechanical Ventilation	75
RESP 217	Neonatal and Pediatric Respiratory Care	45
RESP 313	Clinical Practice	270
<b>TOTAL HOURS</b>		<b>1440</b>

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

**PROGRAM: PROFESSIONAL MASSAGE THERAPY**

**Program summary:**

Hours in Program	Weeks in Program	Maximum Weeks to Complete Program
1260	63	94.5

Satisfactory Academic Progress Requirements: At each evaluation point, student must have a cumulative GPA of 2.00. In addition, students must successfully complete a minimum of 67% of both the hours and weeks scheduled in the payment period.

Satisfactory Academic Progress will be evaluated at the end of each payment period. Payment period ends after successful completion (passing grade obtained) of required hours and weeks, as shown in the payment period requirements table below.

Payment Period	Hours Successfully Completed	*Weeks Successfully Completed
1	450	23
2	900	45
3	1260	63

Course Code	Course description	HOURS
BIO 110	Human Anatomy and Physiology	60
COM 104	Computer Applications	45



EP 101	Student and Professional Efficiency	30
MASA 214	Digital Puncture	60
MASA 303-1	Clinical Practice I	45
MASA 303-2	Clinical Practice II	180
MASA 303-3	Clinical Practice III	180
MASA 216	Swedish Massage	90
MASA 217	Lymphatic Massage	60
MASA 231	Introduction to Massage Therapy	45
MASA 232	Bio mechanic and Structural Kinesiology	60
MASA 233	Physical Efficiency and Sports Massage	60
MASA 234	Shiatsu	45
MASA 235	Massage for Special Populations	45
MASA 223	Reflexology	60
MASA 226	Music, Aromatherapy, Hydrotherapy and Medical Plants	45
MASA 227	Clinical Pathology and Medical Terminology	45
MASA 228	Anatomy of the Muscular Skeletal System	45
MASA 229	Massage Business	30
MASA 230	Clinical Documentation	30
<b>TOTAL CREDITS/HOURS</b>		<b>1260</b>

\*The number of weeks in payment period is determined based on the period that begins on the first day of classes in the payment period and ends on the last day of classes or examinations in payment period. *Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.*

#### Clause

The regulations in this Satisfactory Academic Progress Policy may be amended by the Administration of Ponce Paramedical College, in accordance with the regulations of the US Department of Education or the institution's accrediting agency. The amendments will be effective at the moment of their approval in accordance with federal regulations or the accrediting agency standards.