MAYAGÜEZ INSTITUTE OF TECHNOLOGY

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MESSAGE OF THE PRESIDENT

Dear Student:

Greetings.

The staff at *Mayaguez Institute of Technology* gives you a warm welcome to our Institution. We are all willing to give you the support and encouragement so that you can achieve your occupational objective.

I hereby want to inform you that during your visit to our Institution the services that are essential for you to accomplish your program will be at your disposition, such as: academic advising services, career development and placement, available financial aid and other academic support.

This catalog will help you to understand our Institution in academic and administrative areas. We at *Mayaguez Institute of Technology* want to be your educational portal to help you to successfully integrate in the world of jobs. You only need the have a genuine interest to learn and to improve yourself. Our staff and instructors will take care to equip with the knowledge and skills.

My greatest satisfaction, both personally and professionally, will be able to greet you at the graduation ceremony to reaffirm to you that in *Mayaguez Institute of Technology* you will always be part of our family.

Hope that God fills you with blessings and good health to you and yours.

Sincerely,

José R. Rovira-Anadón, CPA
President

EXPLANATORY NOTES

This catalog is published by *Mayaguez Institute of Technology*, located in 116 Ramos Antonini (East) Street, Mayaguez, Puerto Rico. The information contained herein is effective from the date of the last revision on July 1, 2026 and applies to all our programs of study.

Mayaguez Institute of Technology reserves it right to make changes in the programs of study, the academic admission requirements, tuition and fees, costs materials and in the administrative policies related to the conduct of the students (disciplinary actions) and any other rule, regulation or institutional policy at a time be consider desirable or necessary. These changes will be made taking in consideration changes in the standards of accreditation of our accrediting agency and in the regulations of the Department of Education of the United States and will be notified to the students prior to their implementation by catalog addenda and/or circular letters.

Mayaguez Institute of Technology reserves it right to cancel and/or postpone a course or academic program in a start date and gradually discontinues any program when it does not have sufficient demand.

The act of register and enroll in a program means that the student accepts and will comply with all institutional regulations. It is the student's responsibility to stay informed on the regulations, academic requirements of their program and the rules of conduct in the Institution through the reading of this catalog and addenda, by accessing periodically our website located on *www.mitpr.edu* or by attending to our orientation meetings.

DISCLOSURES

This catalog is available electronically on our website: *www.mitpr.edu.* Printed copies are available for review in our Study Room and, at request; a copy will be given by any staff member of the Department of Admissions or the Registrar. Additional information you should know are published in:

1. The Enrollment Agreement (Contract of Study)
2. The Consumer Student Handbook-Financial Aid
3. Sudent's Right to Know Disclosures –Website *www.mitpr.edu*

HISTORIAL BACKGROUND

Institución Chaviano de Mayaguez, Inc. D.B.A ***Mayaguez Institute of Technology,*** was founded in San Juan, Puerto Rico by the international designer Rigoberto León Chaviano. Given the need for our type of instruction in the western side of the Island, in the year 1975 the institution open its doors in Calle Méndez Vigo # 3 (West), Mayaguez, PR with an initial offering of courses in sewing, pottery and tailoring to the Vocational Rehabilitation Programs participants and to private students. On 1978 the institution contracted with the CETA III programs, Section 303 and JTPA IV 402 (today WIOA). For the year 1979, to enhance the facilities, the Institution moves to the Gauthier Building at Calle de Diego # 3 settling on floors two and three of the building.

On September 1, 1983, the school changed ownership by been acquired by Ms. Amelia Muñiz and Blanca Llantín. At the end of 1983, the programs of Upholstery and Tapestry was authorized and

started it first group of students. In the year 1986 and due a continuously growth, additional space was acquired in Calle Santiago R. Palmer # 113 (East).

On the year of 1987, the Institution was accredited by the "National Association of Trade and Technical Schools (NATTS)", now known as the "Accrediting Commission of Career Schools and Colleges (ACCSC)" Also, on that year it was authorized by the Department of Education of the United States to participate in several of the Federal Title IV funds programs (Pell Grant and other aids).

On 1989, the school owners purchased a building with three (3) stories and a basement in the Ramos Antonini Street E, Number 116 in the Mayaguez download. On 1991, an adjacent building located at the # 118, Ramos Antonini Street E was also acquired being both buildings our current facilities.

From 1992 to 1995, the programs of Bilingual Secretarial, Electrical Technician, Commercial Florist and Secretarial were also authorized and started. From 1997 to 1999, the program of Medical Record Technician was started. Except Commercial Florist, all others listed in the previous statement were discontinued and replaced by others programs. The Council of Higher Education of Puerto Rico admitted the school in 1999 to participate in the State Educational Grants program of the Special Educational Opportunities. On 2000 we started the Dressmaker Technician program. From 2000 to 2006, we started the Medical Secretarial and the Baby and Child Dressing Making programs.

On June 25, 2003 we received the recognition from the accrediting agency (ACCSCT) of School of Distinction. In March 2007 we were authorized to offer the programs of Cosmetology, Esthetics and Makeup & Nails

On July 1, 2009, a change of ownership took effect and Mr. José R. Rovira, Ismael Rivera Melendez Torres and Jaime Paulino became the owners of the school. This change brings new educational approaches and programs to the school that positions it in an advanced technological framework. In keeping with this idea, the institutional started to use *Mayaguez Institute of Technology* (MIT), as the trade name expressing in this name our dream of provide a wider range of educational excellence in the metro area of Mayaguez, PR.

On May 2012, the school renewed it accreditation with ACCSC for four years and the programs of Advanced Cosmetology, Barbering and Hairstyling and Nails Technology were approved by both, the state licensing agency (“Consejo”) and the accreditor ACCSC.

On May 2017, the school renewed again it accreditation until May 2021 and discontinued the programs of Medical Secretary and Make-up and Nails. On March 2020, ACCSC reauthorized our “Barbering and Hairstyling” and Nail Technology programs. On June 11, 2020, the Advanced Fashion Design program were re-authorized and on April 2021, Advanced Cosmetology and Barbering program.

On June 8, 2022 the Massage Therapist program was approved and on July 2025 Professional Makeup. On July 2026 the Commercial Florist and Massage Therapist program were discontinued. Currently our accreditation is current until May 2026.

GENERAL OBJECTIVES

*Mayagüez Institute of Technology t*rains and re-trains young people and adults in Sewing, Floristry, Upholstery, Massage, and Beauty, providing a comprehensive and modern education that includes

advanced techniques. It provides knowledge and manual skills that enable graduates to take the Board of Examiners exams corresponding to their respective occupations and other areas related to their profession. Our main objective is for each of our graduates to work in a short-term area related to their degree program.

Mayagüez Institute of Technology also encourages its students to pursue further studies so that they continually develop new knowledge and skills in their professional field and related areas.

Mission:

Mayagüez Institute of Technology's fundamental purpose is to develop highly qualified professionals, in short-term programs, capable of generating and leading the necessary changes in a pluralistic and constantly evolving society. Based on the competence and ethics necessary to make a valuable contribution to our socioeconomic environment.

Mayagüez Institute of Technology is also an institution committed to the comprehensive education of its students, both technically and in their interaction with civil society in general.

Vision:

To become the best non-university post-secondary institution in western Puerto Rico, accredited under parameters of academic, organizational, and technological excellence that improves the socioeconomic conditions of our region.

Values:

• *Respect:* Accept individual and group differences without imposing our opinion as the only valid one.

• *Integrity*: Fulfill what we say we will do, acting with sincerity, transparency, and human quality.

• *Service:* Satisfy the needs of others without expecting a reward in return and within the established timeframe.

• *Teamwork*: Plan and develop solutions with the rest of the organization's colleagues that guarantee the fulfillment of common objectives.

• *Innovation:* Creatively generate improvement proposals for academic, organizational, and technological management that lead to institutional growth and development.

• *Efficiency:* Doing things right the first time.

• *Solidarity:* Understanding the needs and problems of others, facilitating help in solving them.

• *Loyalty*: Recognizing and fulfilling the commitment we have to people, the community, and the institution.

• *Equity:* Providing fair treatment without discrimination based on gender, race, religion, ideology, sexual orientation, socioeconomic status, or special abilities.

BOARD OF DIRECTORS

José R. Rovira-Anadón	President and Treasurer
Rafael Jiménez	Vicepresidente
Dioseline Baerga	Secretary
Marieva Ramos	Member
Celestino Cruz (Huertas College)	Member
José Zayas (BPPR Banca Comercial)	Member

ADMINISTRATION
(Updated as July 1, 2025)

José A. Rovira Anadón – President and Fiscal Officer
Marieva Ramos – Executive Director
Joyselin Lugo – Financial Aid Administrator
Dr. Carmen Rivera - Academic Director and LRC Officer
Mariel Del Toro – Counselor
Betzy I. Nieves – Student Services Officer (Registrar)
Veronica Rivera – Financial Aid Officer
Linnette Bracero – Career Development Officer (Employment and Retention)
Rafael Jiménez – VP for Academics and Compliance Officer
Stephanie López - Admission's Representative
William Cruz – Admission Officer
Jackeline Tirado – Administrative Assistant and Receptionist
Judith Rodriguez - Evening Assistant and LRC

FACULTY (As July 2026)

NAME	EDUCATION	INSTITUTION	MAYOR	
Juan Eloy Cardoza Seda	BS Technical Certificate	Universidad Interamericana de Puerto Rico Academia de belleza de Emma's	Biomedical Science Cosmetology	 Cosmetology and Barbering
Evelyn Caraballo	Associate Degree in Vocational Education Cosmetology Diploma	UPR Mayagüez Academia de Belleza Emma's	Cosmetology	Basic Cosmetology
Lissette Cedeño Mercado	BBA Certificaste in Facial Esthetics	Universidad Interamericana de Puerto Rico Advanced Beauty Training Center	Human Resources Humanos Esthetics	 Esthetics (Core)
Leslie E. Cintrón Vélez	Certificate in Nail Technology	Academia de Belleza Emma's	Nail Technology	Nail Technology (Core)
Raquel Espinosa Baraja	Diploma	Universidad Autónoma de Guadalajara	Professional Associate in Fashion Design	Fashion Design and Haute Couture Fashion Design and Dressmaking
Jessica G. García Cabrera	Technical Certificate Technical Certificate	Instituto Chaviano de Mayagüez Instituto Chaviano de Mayaguez	Basic Sewing Industrial Sewing and Haute Couture	 Fashion Design and Haute Couture
Lucille González	Technical Certificate Technical Certificate	Academia de Belleza Emma's Charlie's Academy	Cosmetology Nail Technology	Cosmetology Nail Technology
Johnny Medina	Technical Certificate	Instituto de Banca y Comercio	Barbering	Barbering and Hairstyling

Damaris Quintana Alonso	Technical Certificate	Academia de Belleza Emma's	Barberíng	Barbering and Hairstyling
Brenda Rivera Serrano	Technical Certificate Technical Certificate	Academia de Belleza Emma's Academia de Belleza Emma's	Basic Cosmetology Advanced Styling	Cosmetology
Alexis Rodríguez Pratts	Technical Certificate	Institución Chaviano de Mayagüez	Upholstery	Upholstery

ACREDITATION AND AUTHORIZATIONS

Mayaguez Institute of Technology is a proprietary educational institution of the postsecondary level licensed and authorized by the "Department of State, Postsecondary Educational Institutions Board" (former "Consejo de Educación de Puerto Rico"), located at State Department, San José Street, San Juan, Puerto Rico 00902 and accredited by the "Accrediting Commission of Career Schools and Colleges" (ACCSC - 2101 Wilson Blvd., Suite 302, Arlington VA 22201) to offer diplomas and/or certificates. Also, it is an institution authorized by the US Department of Education to participate in the Federal Student Financial Aid Title IV programs (Pell Grants and others). The accreditation only applies to our 8 and 12 months programs

AFILIATIONS

Mayaguez Institute of Technology is affiliated to the following organizations:

- Puerto Rico Beauty Specialists Association of Puerto Rico
  Puerto Rico Association of Financial Aid Administrators (PRASFAA)
- Puerto Rico Association of Private Schools
- Pivot Point Partner School
- Puerto Rico Association of College Registrars and Admissions Officers
- Chamber of Commerce West (Cámara de Comercio del Oeste)

DESCRIPCION OF THE FACILITIES

Mayaguez Institute of Technology is located at 116 and 118 Ramos Antonini Street (East), two blocks from the Colon Square in the downtown of Mayaguez. The building # 116 is a concrete structure of three floors and a basement with ten (10) classrooms fully equipped with air conditioners, blackboards and other instructional equipment. The building # 118 is also a concrete structure of one floor and a basement with seven (7) classrooms and laboratories with direct wheelchairs access and a ramp. All are equipped with air conditioners. Both have restrooms (one with wheelchair access) for both sexes and conveniently located water sources. The Institution has an inside courtyard used as student lounge. A detailed description of the laboratory capacity and equipment is included as an appendix of this catalog.

GENERAL INFORMATION
PRIVACY POLICY FOR EDUCATIONAL RECORDS

Mayaguez Institute of Technology fully complies with the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act of 1974, as amended). This Law protects the private nature of the students' educational records and establishes their right to inspect and review them. It also provides guidelines to verify the accuracy of the information through informal and formal hearings. Students

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

Copies of institutional records privacy policies established by *Mayaguez Institute of Technology* can be obtained from in the Office of the Registrar or Financial Aid. These offices maintain a list of the education records that are handled by the Institution and the location of each.

POLICY FOR EQUAL EMPLOYMENT AND ADMISSION OPPORTUNITIES

Mayaguez Institute of Technology guarantees equal opportunities to applicants for employment and admission, as well as students and employees in terms of opportunities for been admitted in a program, to been employed, as in the enjoyment of services and on terms and conditions.

The Institution does not exclude from participate, does not deny benefits, or discriminate against any person because of age, race, sex, color, national origin or social status, physical or mental disability or political or religious ideas.

Any candidate for admission, active student and any job applicant that understand is subject of discrimination for the above reasons may file a written complaint to the school Executive Director and/or to the local or regulatory agencies that deal with the type of discrimination alleged. The establishment and enforcement of this policy and its publication is in accordance with Federal Regulations to implement Title IV of the Federal Higher Education Act of 1965, as amended, and Section 504 of the Rehabilitation Act of 1973.

POLICY FOR USE, POSSESSION AND DISTRIBUTION OF DRUGS AND ALCOHOL ON PREMISES AND FACILITIES

Conscious of its responsibility to contribute to the preservation of physical and psychological wellbeing of our student community, instructors and administrative staff, as well as to the communities it serves, *Mayaguez Institute of Technology* has established a program to prevent and criminalize the use, possession and distribution of drugs and alcohol on their premises and neighborhood during hours of academic instruction or co-curricular activities. The complete policy is posted in bulletin boards of the Institution and in some other of our publications.

PUBLICATIONS AND ADDENDA

Complement this Institutional Catalog a Student Consumer Information Handbook concerning the Financial Aid programs is also published. The purpose of these publications is to expand the information offered to the student related to the standards, procedures, and policies at our Institution. Changes in the content of the Catalog and the FA Handbook are published in separate addenda or circular letters.

STUDENT SERVICES
GUIDANCE AND ACADEMIC ADVISING

Knowing that our students go through a turning point in their lives that involves adjustments in their work and family life, *Mayaguez Institute of Technology* provides guidance and academic advising

services. We offer a range of activities to help the students to achieve a better understanding of themselves and developing at it maximum their academic potential. These include individual and group orientations, seminars, workshops, and group dynamics. This office also intervenes in cases of course retaking, readmissions, transfers within programs, excessive absences and problems that may affect the student academically. It also offers vocational advising.

CAREER DEVELOPMENT PROGRAM (EMPLOYMENT AND RETENTION)

The Career Development Officer helps active and graduates' students in activities related to job searching in their field of study. It also gives students the opportunity to be placed in a real work environment for a definite (externship) or indefinite time. Similarly, graduates of the Institution receive the opportunity to attend to job interviews, when available.

Whether to gets a job is particularly important for the Institution, *Mayaguez Institute of Technology* does not guarantee that students will get a job during or after their training. Also, specific salary is not guaranteed for any position that arises.

ADMISSIONS OFFICE-HOURS AND SERVICES

The Admissions Office processes applications year around for those interested in enrolling to the Institution. The office is open Monday through Thursdays from 8:00 a.m. to 10:00 pm, Friday 8:00 pm to 5:00 pm and Saturday from 8:00 am to 1:00 pm.

OFFICE OF STUDENS SERVICES AND THE REGISTRAR

The Registrar's Office has the custody the academic and administrative documents of the students. This office is responsible for process the registration of the students and officially posted the grades, prepare certifications, certify the academic progress, and validate the diplomas of the students.

LEARNING RESOURCES CENTER

Our Learning Resources Center provides students with resources to supplement the knowledge acquired in their classes and a place to do "out of class" work. It contains several collections of books, journals and reference materials for the subjects taught in the Institution, as well as computers and Internet accessibility and other audiovisual equipment. The center is open during the day and evening study periods. The Virtual Library is available 24 hours/7 days.

CLASSROOMS AND LABORATORIES

The Institution main buildings housed all the classrooms and laboratories required in the curricula. The laboratories have the equipment and instructional materials that support the fulfillment of the educational objectives of each course.

To learn about the Laboratories Rules, see the Procedures and Operations Manual of each subject laboratory.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

We believe that a significant part of a student attendance to an educational institution is the opportunity to participate in activities related to their area of study or their general interest and the

opportunity to make new friends. Field trips, lecturers, debates, exhibitions, community services, get-togethers and sporting events are some of the events that form part of student life of our students.

FINANCIAL AID

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

Mayaguez Institute of Technology administers various federal financial aid programs, such as the "Federal Pell Grant", "Federal Supplemental Grant Educational Opportunity" and "Work and Study Program Federal."The Institution also participates in programs sponsored by federal and state agencies such as Vocational Rehabilitation, Federal Social Security, "Work Investment Act" (WIA) and the "Puerto Rico Educational Grants" administered by the Puerto Rico Council for Higher Education.

Detailed information about eligibility, how to apply for and awards of various types of financial aid available is published in the "Consumer Student Handbook" that is available in the Financial Aid Office of the Institution. We describe below some of the information on the types of financial aid that students can apply:

"Federal Pell Grant"

The Pell Grant is a financial assistance for postsecondary undergraduate students in programs leading to a baccalaureate degree, associate degree, certificate, or diploma. The application for this program is essential to be considered for other types of financial aid. Eligibility is determined using a standard need analysis formula establish by the United States Department of Education. Eligible students don't have to re-pay the granted amounts like in a loan. Applications (FASFA) to Pell Grants are free in the United States and can also be completed online at *http://www.fasfa.ed.gov*. Staff members of our Financial Aid Office can assist the student in the submission of the application but the responsibility to provide and to certify that the data is accurate is on the student.

"Federal Supplemental Educational Opportunity Grant"

The Federal Supplemental awarded to undergraduate students who demonstrate exceptional need. Eligible students do not have to re-pay the granted amounts like in a loan. To apply for this help the student must complete the FASFA and an additional Institutional Aid Application.

"Federal Work and Study Program"

This federal financial aid program provides various types of jobs for undergraduate and graduate students. The students' eligibility is determined by an analysis of need. The Financial Aid Office of our campus facilitates an institutional application to students that want to participate in this program. Participation depends of the availability funds each award year.

State Sponsored Grants

The Puerto Rico Educational Assistance Program (SEAP) for Postsecondary Education comprise financial aid for students enrolled in postsecondary educational institutions that qualify. It is based on financial need who has qualified.
The State Grant Program is available to enrolled students in pour postsecondary programs who reach a GPA of 3.00 or more when the funds are assigned and disbursed.

Availability of Funds

The amount allocated to each student will be determined by the Institution based on the analysis of the costs and financial need of the applicants. The amount of aid will never be greater than the financial need to perform their studies. The financial aid allocated under these programs will be used with priority to pay tuition at the institution where the student is enrolled.

Consequence of Fail with the Financial Obligations – State Grants

If a student receives funds from the described state financial aid programs and does not comply with any of their obligations under regulations, the Office of Financial Aid of the Higher Education Council may suspend its participation in the programs and requires from the student the return of the disbursed funds.

STUDENT RIGHTS

All students enrolled in the Institution are entitled to know the Satisfactory Academic Progress Policy and its implications for the financial aid that they receive. Student can also, if deemed necessary, revise the documents related to the qualifications, permits, operating licenses and authorizations of the Institution. These are available in the Office of the Director of the Campus.

Asthma Inhaler Medication Policy

Mayaguez Institute of Technology policy allows for students to carry and self-administer short acting rescue medication in the case of an acute asthma attack. This is applicable during class times inside the facility, during an activity sponsored by the Institution, during any time but under the supervision of a school staff member if the student has 21 years or less.

Institutional Uses of the Social Security Number

Social Security numbers are confidential and protected by state and federal law, including the Family Educational Rights and Privacy Act (26 USC §1232g), the Privacy Act of 1974 (5 USC §552a).

1. Except when required by law, individuals will not be asked to provide their social security number, verbally or in writing at any point of service, nor will they be denied access to those services should they refuse to provide a social security number.

2. However, individuals may volunteer their social security number if they wish as an alternate means of locating a record.

3. The social security number will not be disclosed to individuals or agencies outside Mayaguez Institute of Technology, except as allowed or required by state or federal law, rules or regulations, or with the permission from the individual.

Prevention of Harassment and Intimidation ("Bullying")

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

In the *Mayaguez Institute of Technology* we recognize the right of students to their personal safety, free from harassment and bullying to study in a healthy environment with privacy and personal dignity; to promote the formation of student organizations; a fair assessment of their academic work, to choose their trade or profession freely, to receive career guidance services and other specialized

services to an education that will allow them to pursue higher financial status or providing access to the labor market within and outside of Puerto Rico and organize and participate in the activities at their study center.

For purposes of this policy, the definition of the act, to harass and intimidate ('bullying') is any action taken intentionally by any act, whether verbal, written or physical, which has the effect of intimidating students and interfere with their education, their educational opportunities and performance in the classroom.

STUDENT RESPONSIBILITIES

The objectives of the Institution impose upon it the administrative responsibility to formulate and enforce rules of conduct that are suitable and necessary for advancing its educational programs as well as its normal and essential activities. Upon enrollment, the student accepts these rules and the authority of the Institution to exercise its disciplinary power.

The student is responsible for complying with all applicable regulations and policies contained in this catalog, the Student Consumer Handbook, the Standards of Conduct described in the Catalog, the Institutional Policy on the Unlawful Manufacture, Distribution, Sale, Possession, and Use of Controlled Substances and Alcohol, and any other documents that have been promulgated. It is also the student's responsibility to remain informed of all regulations that affect their status.

Mayaguez Institute of Technology reserves the right to review and change policies, fees, stipends, programs, courses, schedules, graduation requirements, instructors, and/or any other institutional rules or regulations affecting students, if circumstances warrant.

POLICY AND PROCEDURE TO ESTABLISH A COMPLAINT

Students who understand that their rights are being violated or not attending to the extent and commitment that has been agreed, as the Institutional Catalog or his/her best understanding, can complain directly to the Student Services Officer or the Academic Coordinator. The student after filing a written complaint with officers of the Institution must have an answer in a period no longer than the next ten (10) days.

If not resolved the situation, the student may request a meeting with the Executive Director of the Campus. If the situation or approach has not been corrected and understand that the Institution does not yet meet with your claim, the student can contact the licensing agency in PR:
Oficina de Registro y Licenciamiento de Instituciones de Educación - San José Street, Old San Juan, Puerto Rico 00902- Tel. 722-2121, or to our accrediting agency (ACCSC).

STUDENT COMPLAINT PROCEDURE (ACCSC) - Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints (See above). If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:
Accrediting Commission of Career Schools & Colleges - 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 - (703) 247-4212 - www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Ms. Betzy I. Nieves, Registrar of MIT or online at https://www.accsc.org/UploadedDocuments/Commission%20Actions/2021/IRD-Forms-2021/ACCSC-Complaint-Form-and-Information.pdf

ACADEMIC NORMATIVE

Admission Policy

The Admissions Office of the *Mayaguez Institute of Technology* distributes, receives and evaluates applications for admission. The admission process originates is that Office and then continue to the Registrar's Office, Financial Aid Office and conclude at the Business Office.

Admission Requirements - All Programs

I. Graduate from **high school** students or with an equivalent must meet the following requirements:

1. A copy of the high school diploma or recognized equivalent * or transcript certifying completion of all graduation requirements.
   ** It will be accepted as a recognized equivalent that the student demonstrate convincingly that is a graduate of a public high school within the Department of Education of Puerto Rico or private secondary school authorized to operate by the Board of Education of PR (formerly General Education Council) or have studies abroad that have been validated as equivalent to a fourth year of high school by the Department of Education, PR or have passed the GED tests or Free Studies Division of the Department of Education of Puerto Rico (Law 217.)*

2. A complete Application for Admission

3. A copy of the Immunization Certification (if under 21)

4. If a foreign student must submit evidence of valid residence or a student Visa.

5. Admission Fee - $25.00 non-refundable

II. For students who have not completed the high school:

These students may be admitted under the program "Ability to Benefit". The requirements are:

1. All requirements listed above (1-4), except to present evidence of being a graduate of high school or equivalence. However, to be considered for admission to this program only prospects over the age of compulsory attendance at secondary school (18 years or more). That have been more than six months out of school and have completed at least eighth grade will be consider.

2. The prospectus must also prove to have the "ability to benefit" by one of the following:

a) Seated and passed **before July 1, 2012** an ATB test offered by an approved examination body. The exam must be administered by a qualified external examination and to be passed based on the criteria determined the publishing house that publishes

the test. The test administrator worked independently of the Institution; or after July 1, 2015, seated and passed the Wonderlink ATB Test (in Spanish or any other eligible); or

b) have already approved at least six credits of postsecondary education with at least an average of "C" and that these courses can be validated or transferred to their curriculum with MIT according to the established recognition policies; or

c) If none of the above alternatives is applicable, a student can be eligible to be awarded with federal student aid if he or she enroll in our "Career Pathway" program in which simultaneous with attending a regular program courses, he or she engaged in attend to GED preparatory courses and eventually, apply for a seat in the GED exams administrated by the Certification Unit of the Dept of Education of PR.

Note: This policy became effective on July 1, 2015. No student will be enrolled without a HS Diploma if not comply with at least one of the above ATB Alternatives (a) to (d). For additional information, please contact one of our admissions representatives.

III. Additional Admission Requirement – **Advanced Cosmetology and Barbering** Program.
In addition to meeting all of the above requirements, applicants for admission to the Advanced Cosmetology and Barbering program must have been certified at least 280 of the 1,000 hours required by the Beauty Specialist Examining Board to take the Beauty Specialist licensing exams.

READMISSION POLICY

A student who fails to attend (withdrew) to the Institution, may apply for readmission by completing an application, which will be evaluated by the Registrar, who will consider the following factors:

1. Academic Progress
2. If the student met their payments
3. Number of times the student has requested readmission

The Registrar's Office will then evaluate the application for readmission and tells the student the result in a period not exceeding ten working days. Students not readmitted will be notified in the same way, indicating the reasons.

If the student is readmitted credit hours of approved classes in the past 5 years will be validate. If more than 5 years have passed, the student must restart the course.

If more than one year has passed since the last day of attendance of the student, must accompany the application with a fee of $ 25.00.

If the student is not admitted and understand that it is entitled to be, he or she may appeal the decision to the Director of Campus.

DEFINITION OF THE ACADEMIC YEAR

An academic year consists of a 30- to 36-week period in which 720 hours of in-person and/or distance learning and 180 hours of additional work (credit-bearing programs) are offered. The academic year is divided into two semesters of 15 to 17 weeks each.

DEFINITION OF A CREDIT-HOUR

(For programs measured in "semester-credit hours")

In converting clock-hours to semester credit-hours we use the definition given by our accrediting body ACCSC, in which one semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour of laboratory = 1.5 units
- One clock hour of externship = 1 unit
- One hour of out-of-class work = 0.5 unit

For Federal Financial Aid purposes, we use the clock-hours to semester credit-hours conversion of the US Department of Education applicable to our school, in which for purposes of determining Title IV eligibility and academic load in credit-hours (full, ¾ or part time), one credit hour equals to no less than thirty (30) hours of classroom contact, laboratory/shop experience and no less than 7.5 out of classroom work, for a total of no less than 37.5 hours per credit. Most of the didactic and laboratory courses require students to complete certain amount of work outside of the classroom. For externship courses one credit-hour is equivalent to 45 hours of attendance on an externship location.

By academic module or session is understood each one of the periods of five (5) to six (6) elective weeks in which we divide each of the three four-month periods of our fiscal year (July 1 to June 30).

ACADEMIC LOAD

It is considered a full-time schedule when the student is enrolled in all subjects indicating their program of study in an academic semester. These are 12 or more credits in the "credits-hour" programs or at least 450 hours in the "clock-hour program.

NORMAL LENGTH OF THE ACADEMIC PROGRAMS

Our programs measured in credit-hours, leading to a certificate or diploma consist of 24 to 41.5 semester-credits. In our credit-hour programs, if the student maintains an academic load of 12 credits or more per semester, the requirements for a certificate or diploma credential of a 24 to 27.5 credits program could be completed in two semesters, 30 to 36 weeks or about 8 to 9 months in a calendar year. The requirements for a diploma or certificate program of 36 to 41.5 credits could be completed in three terms (3) terms, 45 to 48 weeks or approximately one calendar year (1.5 academic years).

MAXIMUN LENGTH OF THE ACADEMIC PROGRAMS

The maximum time allowed to complete a program is 1.5 times the normal program length in credit-hours or terms.

TRANSFERS AND VALIDATIONS OF CREDITS OR CLOCK-HOURS

The *Mayaguez Institute of Technology* accepts the concept of transfer or credits or hours of subjects that the student approved in other higher education institutions duly authorized and accredited by a regional of national accrediting organization (Puerto Rico and USA). Foreign institutions must be recognized by the Ministry of Education in that country.

For the occupational nature of our programs, students may validate up to a maximum of six (6) credits (or its equivalent of 225 hours) with grades of "C" or better in the 24 to 27.5 credits programs and up to twelve (12) credits in programs of 36 to 41 credits (or 450 hours clock-hours programs).

The application for transfer of credits will be initiated by the student in the Student Services' Office or with the Academic Director not later than 5 weeks from the beginning of the first academic term of study at the Institution. The student must submit for processing an original transcript of credits (not photocopy) of the Institution where he studied.

Evaluation - Courses must be similar in nature, level, and content to a course in one of our program curricula and applicable to one of our academic programs. Continuing education courses, courses that are remedial or doctrinal in nature are not transferable.

Credit Conversion: If the course(s) was (were) taken courses at an institution that uses quarter credit or units other than semester credits, we will convert the quarter credits/units to semester credits. For example, 10 quarter credits (10 x .666 = 6.66) and the student will receive 7 semester credits.

Grades: The grades received at the previous institution(s) will not be calculated into the MIT grade point average.

Transfers of the *Mayaguez Institute of Technology* credits or hours to other institutions - The determination of whether the credits or hours taken in programs of *Mayaguez Institute of Technology* are or will be recognized by other institutions is the discretion of the institution receiving the student.

CODING SYSTEM OF THE COURSES

The title of our courses or subjects is preceded by a code of 4 letters and three digits. The four letters are an abbreviation of the name of the program or course and the number is an arbitrary one, but usually numbers between 100 and 300 designate initial or basic courses and numbers greater than 300 designated intermediate and advanced courses or subjects. The courses listed in the curricula of each program are generally listed in the order of basic, intermediate, and advanced; however, the sequence in which they take could vary as it does comply with pre-requisites.

STUDENT EVALUATIONS

In each course, at less two exams will be offered (or other appropriate assessment tools) and a final exam. Students also are accessed through special projects, class participation, out-of-class work, etc. A final exam will be offered in all courses of two credits or more. In addition, the instructor could evaluate the student through unannounced quizzes, under his/her discretion.

No exams will be offered until the end of the registration period (first week of classes). Replacement tests will be offered on the date established in the academic calendar or as agreed with the instructor. If there are valid reasons for a student to be absent from an exam, it has to agree with the instructor for a makeup date.

If the student be absent on the date of the final exam or if the student does not complete all the assigned work, an incomplete grade will be posted. The student should then follow the procedure for removal of the incomplete in the next ten (10) days of the following term.

EVALUATION AND MEASUREMENT OF THE ACADEMIC PROGRESS

To evaluate the academic progress of the students each instructor uses an alpha-numeric system where the grade of the student is determinate in base of points for 0 to 4 (GPA) or percent. This alpha-numeric system has the following values:

			GPA			Percent		
A	=	Excellent	4.00	-	3.50	100	-	90
B	=	Good	3.49	-	2.50	89	-	80
C	=	Satisfactory	2.49	-	1.60	79	-	70
D	=	Deficient	1.59	-	0.80	69	-	60
F	=	Fail	0.79	-	0	59	-	0
Y	=	Validated (Transferred)						
YR	=	Challenged and Approved						
R	=	Retaken						
I (N)	=	Incomplete**						
W	=	Withdrawal						
P	=	Pass *						
NP	=	Not Pass *						
NR	=	Grade not Received						
PC	=	In Progress						

The grade point average (GPA) of a term or/and the cumulative grade point average (CGPA) is determined by multiplying the value in credits of the class by the value in numbers of the grade (0, 1, 2, 3 or 4) and the sum of the products is divide by the total number of attempted credits.

A	Excellent	4.0	P	Pass	N/A*
B	Good	3.0	N/P	No Pass	N/A*
C	Satisfactory	2.0	I (n)	Incomplete	0.0**
D	Deficient	1.0	W	Withdrawal	0.0
F	Fail	0.0	NR	Grade Not Reported	0.0**
Y	Validated Course	0.0	YR	Challenged	N/A

* It is only used if it is not possible to evaluate the course using A, B, C, D or F.
** Until the final grade be posted. If the grade is not replaced, in the case of an I(n), the grade "n" will become the final grade. In the case of NR the class will not be considered as attempted. The student must retake the class of been re-evaluated without additional charges.

REVIEW OF GRADES

If a student does not agree with the grades assigned by his/her instructor, he or she may apply

for review on or before the 3rd day of the date on which the grades were given to students according to Academic Calendar. No requests for review shall be considered after that date.

TEMPORARY CLOSING

If due to unforeseen circumstances there is a need to cancel classes or close temporarily (weather conditions, electrical shutdown, etc.,) this action will be communicated personally to the student previously. If cannot be notify personally, the student will be notified by telephone or letter.

INCOMPLETE POLICY

Incomplete means when a student for a good cause fails to complete any requirements of their courses at the date specified in the Academic Calendar. The Incomplete will be accompanied by the grade obtained by taking as zero (0) the work not performed.

In regular courses, the removal of incomplete must be made within the prescribed period of ten (10) days from the next academic term or module, as established in the Academic Calendar. If the student fails to remove the incomplete during the time limit, the Office of the Registrar will proceed to award the grade that accompanies the incomplete in the student's academic record as the final grade.

The procedure for the removal of incomplete must be indicated by the instructor who taught the course, and in his absence, by the Academic Director. The score that accompanies the incomplete will not be used to determinate the student's GPA until the incomplete is removed or becomes a final grade.

RETAKEN COURSES

For diploma programs, the distinction between full-time student and part time does not apply to the effects of costs and the tuition charges throughout the program. However, to facilitate the student to pass all the subjects included in their program of study and achieve their graduation, the Institution provide to reyake courses with "D" or "F" at no extra charge if the goal is to meet the requirements for graduation.

If the student obtains an "F" in any class, the class must be repeated. If a student gets "D" in any kind of course in their program, he or she should repeat the same course only if the “D” prevents him from maintaining satisfactory academic progress or to reach the graduation index. If the student changes the program of study and in the new program a class that the student had failed is not required, the student is not obligated to repeat it but the grade will affected his or her cumulative grade point average (CGPA).

Students who retake a course in which he has failed or has been discharged, must take the course the next term in which it is offered. If the student had failed more than twice in a given course, he or she must an authorization of the Academic Director and Executive Director to repeat it.

If the student receives approval to a retaken course, the highest grade will be finally used to determine their GPA or CGPA.

ATTENDANCE POLICY – PRESENTIAL COURSES

Mayaguez Institute of Technology recognizes that timely and continues attendance to classes is necessary for students acquire the knowledge and skills required in the curricula. In addition to developing a sense of responsibility and punctuality that students will need later in their job performance and in their relationships with other human beings. So, our expectation is that the student attends at least 90% of instructional time and the attendance is considered part of the final evaluation of the student.

Any student who is absent from school or is behind in his attendance, for whatever reason, will be responsible for catching up on work and shall restore the hours of absence in excess of 10% of the hours away if your instructor necessary. The (a) student is responsible for the work to be covered during absences. If (a) student is absent for three (3) consecutive times without justification, the case will be referred to the Student Services Office for advising.

The advisor (s),counselor (s) or instructor (s) has (have) the authority to excuse absences in which the student present a valid excuse such as illness, military service, court date, death in the family and any other evidenced excuse. In extreme cases where the excuse could not be notified before, an assignment will be assigned that is equal to the loss of class time because the absent. If the special work is not completed, the absence will be considered to be unjustified and the student's final grade will be affected by the absence. The student will receive a grade by way of attendance to be included in the calculation of the final grade in the class.

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

The student may be suspended from the Federal Aid Programs due to excessive absences. If the student loses federal aid because absences, it will become the student's responsibility to make the payment to the Institution from the time of the suspension of the aid.

The Policy of Attendance of distance education work is described in the “Distance Education Section” of this catalog.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption required to be done by the student in their program of study and may be requested only in emergency cases of extenuating circumstances, including but not limited to, medical reasons, military service or jury. Any request for a leave of absence must be in writing, signed and dated. The request must include the reason (s), accompanied by documentation from third parties and must indicate the date that the student will return. If the student does not return by the due date, the leave will become an administrative withdrawal effective the date of the last day he attended school. All LOA applications will go through the approval of the Director. Mayaguez Institute of Technology highly discourages any application for leave of absences, however, may be granted more than one in the event of an unforeseen event, such as those mentioned above. *The LOA, along with additional requests of absence, cannot exceed a total of 180 days in any12 month period.*

OFFICIAL AND ADMINISTRATIVE WITHDRAWALS (W)

A student may withdraw from a program of study at any time until the last day of school by submitting an “Official Withdrawal Form” with the approval of the Executive or Academic Director. It will be required that the student follow the process established for a total withdrawal to avoid an administrative withdrawal. When completing ten consecutive absences the student will be

administratively discharged. If a student withdraws and then want to continue their studies must apply for readmission.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Higher Education Act of 1965, as amended, requires institutions of higher education to establish and apply standards of academic progress that all students must meet to qualify and remain eligible for assistance from the Title IV student financial aid programs. Therefore, to maintain satisfactory academic progress to be eligible to receive financial aid, students must maintain specified grade point averages and proceed through the program at a pace leading to completion within a specified time frame. In less than two years programs, the satisfactory academic progress will be measured at the end of each term that concurs with a financial aid payment period and in the associate degree programs, at least one time at the end of each academic year.

Applicability

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

Evaluation Points:

In the case of our diploma programs (24, 27.5, 36 or 41.5 credits or 1350 hours), the SAP is calculated at the end of each fifteen-week term (credit-hours) or when 450 hours have been scheduled in clock-hours programs.

Required Completion Rates

Depending of the evaluation point, a student is required to complete a minimum of 67%, 75%, 83% or 100% of the credit-hours they attempt by the end of each payment period. **See tables*

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

Example: In the case of 67% evaluation point, a student who attempts 12 credit- hours must complete 8 credit-hours. A student who attempts 450 hours clock-hours must complete 302 clock-hours.

Required Grade Point Average

Depending of the evaluation point, a student must achieve a minimum cumulative grade point average (GPA) between 1.4 and 2.0 points. Any course with a grade of withdraw (W), fail (F), incomplete (I), approved (P), not approved (NP), grade not reported (NC) is not considered in the calculation. Only the higher grade obtained in repeated courses are included in the calculation.

Maximum Time Frame:

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

Programs of 36 to 41.5 credit-hours and/or 1350 clock-hours

Normal Length of the Program Maximum Length of the Program	Evalua-tion Points	Credits or Attempted (Hours attempted)	Minimum Required Percent	Minimum Completed Credits	Minimum Grade Pont Average
Three 15 to 17 Wks semesters or 36 to 41.5 Cred. * Five 15 to 17 Wks sem. or 61 credits *	1 2 3 4	12 to 15 24 to 30 36 to 45 48 to 60	67% 75% 83% 100%	8 to 10 18 to 22 30 to 37 48	1.40 1.60 2.00 2.00

Programs of 24 and 27.5 Credit-hours

Normal Length of the Program Maximum Length of the Program	Evalua-tion points	Credits or Attempted (Hours attempted)	Minimun Required Percent	Minimum of Completed Credits	Minimum Grade Pont Average
Two 15 to 17 Wks semester or 24/27.5 credits. * Three 15 to 17 Wks sem. or 36 to 41.5 credits. *	1 2 3	12 to 15 24 to 30 36 to 45	67% 83% 100%	8 to 10 18 to 22.5 24/27.5	1.40 1.60 2.00

* Whatever happens first

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

Financial Aid Warning

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

Financial Aid Suspension

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

Financial Aid Probation

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

POLICY FOR STUDENT APPEALS

If a student is ineligible for Federal Financial Aid based on the satisfactory academic progress requirements, the student may appeal this decision by completing the Satisfactory Progress Appeal Form.

The student will be advised in writing of the decision. If an appeal is denied at this level (academic Counselor), the student may appeal to an Appeal Committee constituted by the academic Counselor, program coordinator and academic director.
The following steps are required when submitting an appeal:

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

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

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

Appeal Deadline

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

SAP - DEFINITIONS

Regular Student - A regular student is one who complies with the Satisfactory Academic Progress and has completed the credits corresponding to his/her evaluation period.
Non-Regular Student- A non-regular student is one who did not comply with the minimum approved credits required or GPA in his/her evaluation period. Consequently, his or her financial aid was suspended, and the student may continue studying in the school, but under the obligation of an institutional loan.
Attempted Credits – Credit-hours the student has registered at MYTECH and in which he/she has passed or failed. Transferred credits are not attempted credits.
Completed Credits - Credit-hours the student has registered at MYTECH and in which he/she has approved with an A, B, C or D, including repetitions.

CANCELLATION AND REFUND POLICY

CANCELLATIONS

1**. Not Admitted Students** - Any student who is not accepted by the Institution is entitled to a refund of all monies paid.

2. If a student (if a minor, legal guardian) cancels their enrollment and requests in writing that a refund of the money within three business days of signing the agreement, all money paid will be refunded. The cancellation date is determined by the postmark of the written notice or the date the notice is delivered

personally to the Institution. This policy applies whether or not the student started classes.

3. If the student cancels their enrollment after three business days of signing the agreement, withdraws, is suspended or does not continue his studies and has begun attending classes, a refund will be applied according to the assessment of policy applicable to withdrawal reimbursements.

REFUND POLICY - WITHDRAWALS
Mayaguez Institute of Technology operates a refund policy in accordance with the provisions of the Title IV refund policy and regulations of the United States Department of Education. The Financial Aid Office will determine the appropriate amount of financial aid or adjustment necessary in cases of withdrawals.

"PRO-RATA" REFUND POLICY
For students, who officially enroll in Mayaguez Institute of Technology; attend classes and then withdrawal the following terms for refund or credit to their account will apply. The termination or official withdrawal date for purposes of calculating refunds will be the date last attended classes.

Students that withdrawal from a program of in a one term enrollment agreement:

1. During the first week of classes a credit or refund of 100% will be posted in the student account, except the $ 25.00 admission fee.

2. During the second to the third week a credit or refund of 80% will be posted in the student account, except a $100 withdrawal fee and the $25.00 admission fee.

3. During the fourth to the fifth week a credit or refund of 60% will be posted in the student account, except a $100 withdrawal fee and the $25.00 admission fee.

4. During the sixth to the seventh week a credit or refund of 40% will be posted in the student account, except a $100 withdrawal fee and the $25.00 admission fee.

5. During the eighth to the ninth week a credit or refund of 20% will be posted in the student account, except a $100 withdrawal fee and the $25.00 admission fee.

6. After ninth week and until completion of the program, students are not eligible for refund or credit to the account.

REFUND POLICY OF TITLE IV FUNDS

Under the Higher Education Amendment regulation called Return of Title IV Funds, all students receiving Title IV federal grant or loan assistance who withdraw from the institution in the first 60% of a term are subject to the Return to Title IV Fund policy. This regulation affects the calculation of aid to be returned as well as repayment procedures. The percentage of aid earned by a Title IV student is determined by calculating the percentage of the period that the student completed.

If the student completes up to 60% of the term, the percentage of aid earned equals the percentage of the completed period.

The calculation of the return of these funds may result in the student owing a balance to Mayaguez Institute of Technology and/or the Department of Education. It is the student's responsibility to officially withdraw from all classes. If the student completes 60.01% or more, the student earns 100% of aid.

Withdrawal Date (Official Withdrawal)

The withdrawal date for official withdrawals (student notified the institution that he or she was withdrawing) is the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw, except the institution may, at its option, use the student's last date of attendance at a documented "academically-related activity" in lieu of any other withdrawal date.

a) *A student may notify the school in different ways, by telephone, fax, completing a withdrawal form at the school or by notifying any school official.*
b) *"Academically-related activities" include activities confirmed by an employee of the institution, to include exams, tutorials, academic advisement, turning in a class assignment, and attending a study group assigned by the institution.*

Withdrawal Date (Unofficial Withdrawal)

For a student who unofficially withdrew (withdrew without notifying the institution), because the institution take daily attendance, this date is the date that the institution becomes aware that the student ceased attendance, but no more than 14 days after the student last date of attendance.

If a student leaves Mayaguez Institute of Technology prior to completing 60% of a payment period or term, the financial aid office performs the Federal Return to Title IV (R2T4) calculations to determine eligibility for Title IV funds. The R2T4 calculation is based on the percentage of aid earned using the following funds formula:

> *Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of aid earned.*

Funds are returned to the appropriate federal programs based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

Example: 16 completed days 64 total days = 25% Title Aid Earned. The Financial Aid Office determines the dollar amount of Title IV aid the student earned by multiplying the percentage of Title IV, HEA aid earned by the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the period of enrollment. Example: 25% x ($1800 disbursed) = $450.00 Aid Earned.

If a student earned less aid than was disbursed, the institution and/or the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a Post-Withdrawal Disbursement (PWD) which must be paid within 120 days of the student's withdrawal.

Grants must be disbursed within 45 days. Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond. All post-withdrawal disbursements are applied to student account first, and any resulting credit balance is handled as noted in the next sentence.
Institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Funds Are Allocated in the Following Order

- *Federal Pell Grants*
- *Federal Supplemental Opportunity Grants*

If the R2T4 calculation results in a credit balance on the student's account. Credit Balance must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4

PAYMENT SETTERMENT

Mayaguez Institute of Technology offers payment settlement programs for all students to help pay the direct costs of the Institution more than the amounts contributed by other sources (federal, state, etc.). Any student who meets the admission requirements and enrolls in a program at one of our programs of study may apply for the Institutional Payment Plan. Students first must apply for financial aid from Pell Grant and other aid available before applying for the Institutional Payment Plan and the amount is limited to the balance that will not be covered by other aid. Institutional Payment Plan Applications will be processed during the enrollment agreement signature.

Institutional Payment Plan Amount

The amount varies from student to student and is limited to the amount does not cover direct costs (cost of training, fees, etc.) after finishing the entire application process for financial aid. Students may not defer more than the amount of direct costs not covered or use proceeds for other expenses other that the payment of tuitions. Student payments will be credited directly to the student's account and no cash advances are available. Before the release, the student must sign an Institutional Payment Plan Acceptance confirming the terms and agree to the terms.

Terms

The payment plan carries no interest charges, must be repaid in full within a period of 8 to 12 months (depending on the duration of the study program) after the first disbursement of funds to student accounts and requires monthly payments while the student is enrolled in the program. The Institution will not impose charges for late payment but the default on monthly payments or the repayment of the plan could result in that referred the account to a collection agency to recover the amount paid and any expenses (including legal fees) incurred on account of collection efforts. In addition, the Institution reserves the right to process a termination (withdrawal) to the student who does not meet institutional financial obligations and will not issue a credit transcript, diploma or certification to any students who have not fulfilled their obligations the Institution. For cases of students who give or have been discharged, the institutional balance of his/her account will be subject to the refund policy found in this catalog.

OTHER CONTRACTUAL PROVISIONS

1. Students' accounts in default could be referred or sold to a private collection agency. In case of the said action, such transfer would follow applicable regulations under the Laws of the Commonwealth of Puerto Rico. Reports of the history of payments may be referred to credit

reporting agencies.

2. Other copies of the student's record of payments can be sent to interested persons or agencies by mail only with the written consent of the student. Copies of the student record submitted to it personally will be marked "Student Copy" and will not be on official business.

3. The Director of the Institution may terminate (suspension) to a student before completing the program of study by: (a) poor academic progress, (b) non-payment of stipends and / or fees, or (c) for noncompliance of institutional rules.

4. Any money paid to the Institution in excess of the correct amount owed by the student because withdraws, discharged by the Institution or for the reasons set forth, will be refunded by the Institution within thirty (30) days following the date of withdrawal or discharge, even if the student has not officially claimed the return.

5. Special cases: In case of illness, accident, family tragedy or other circumstance that precludes the student completing his training, the Institution may make a reasonable settlement with the acceptance of both parties.

6. The Institution reserves the right to cancel, make changes in schedules and content of classes, block of instruction, textbooks, courses, postpone school start dates, etc. In case of changes, students will not be penalized financially.

7. The Institution will only be responsible for administering first aid and make referrals in case of illness or accident on the premises of the Institution.

GRADUATION REQUIREMENTS

Students will be eligible for graduation once they meet the following requirements:

1. Have successfully completed all courses in the curriculum before the maximum program length that applies to the program of study.
2. Have a GPA greater than or equal to 2.00 points (on a scale from 0.00 to 4.00)
3. Not have any financial obligations to the Institution.

By meeting these requirements, the student will receive a certificate / diploma to validate the training received.

TRANSFERS FROM SIMILAR TRAINING

Mayaguez Institute of Technology will accept students from other similar institutions. Interested students should go through an orientation to determine if they qualify based on admission requirements and policies of the Institution. No credits will be validated if the student has attended other institution whose accreditation is not to grant credentials like those given *Mayaguez Institute of Technology.*

PROGRAM OF STUDY (MAYOR)

The student will select a program of study at the time of admission to the Institution. To select a program, the student will receive proper guidance on professional and academic requirements of the

curriculum of interest during the general initial orientation meeting guidance offered to all new students. Once oriented and admitted, the student will be referred to his or her program “lead instructor” for detailed academic guidance purposes.

The student may request a change of program and focus on the time period stipulated by the Institution for changes in programs and request the appropriate form in the Registrar's Office. Any change in concentration must be approved by the Academic Director of the campus.

CHANGE OF ADDRESS

At the time of enrollment, the student is required to submit his or her mailing address to the Registrar's Office. All address changes must be reported to this office. If the student fails to keep this information up to date, the Institution will not be liable for notifications not delivered to the student by the postal office. Any notice, official or otherwise is mailed to the address of a student as it appears on their student record.

AWARDS AND HONORS

The Institution grants a certificate or diploma certifying that the student has completed the requirements of a technical or vocational post-secondary non-university program associated with an occupation as defined in the Dictionary of Occupational Titles published by the Department Labor of the United States of America.

AWARD CREDENTIAL

Diploma: Basic Sewing, Fashion Design and Dressmaking, Advanced Fashion Design, Commercial Florist, Advanced Cosmetology and Barbering, Barbering and Hairstyling, Nail Technology

Certificate: Upholstery Technician, Esthetics, Cosmetology

HONORS DISTINCTIONS

A *High Honor* Diploma will be awarded to students with grade point averages (GPA) of 3.90 to 4.00; an *Honor* Diploma to students with an average of 3.75 to 3.89, and an *Honorable Mention* Diploma to students with averages of 3.50 to 3.74.

CERTIFICATION OF GRADUATION AND TRANSCRIPTS OF ACADEMIC CREDITS

Students who meet graduation requirements at the end of any academic term and without pending payments may request and obtain from the Registrar's Office, free of charge, an academic transcript or a certification credential granting his or her graduate status even if not held the formal ceremony acts of graduation. Additional copies will cost $ 2.00 each certification letter and $5.00 each academic transcript.

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

UNIFORMS

Beauty programs may require the wearing of uniforms in certain subjects. It is the responsibility of each student to use the kind of uniform that is designated for their particular program.

PROGRAM OFFERINGS AND TUITION / FEES

The following tuition and fees are applicable to all the students of *Mayaguez Institute of Technology* that start a program in a specific date. The tuition fee is the charge for the instruction and do not include includes books and a basic kit of equipment and materials of their program so study. As July 1, 2022, tuitions and fees were:

Program of Study	Tuition and Fees
Basic Sewing	$7,400.00
Laboratory, equipment, books and materials	$888.00
Total	$8,280.00
Upholstery Technician	$7,400.00
Laboratory, equipment, books and materials	$1,030.00
Total	$8,430.00
Fashion Design and Dressmaking	$11,700.00
Laboratory, equipment, books and materials	$1,235.00
Total	$12,335.00
Fashion Design and Haute Couture	$11,700.00
Laboratory, equipment, books and materials	$1,235.00
Total	$12,935.00
Esthetics	$11,180.00
Laboratory, equipment, books and materials	$1,695.00
Total	$12,875.00
Barbering and Hairstyling	$11,100.00
Laboratory, equipment, books and materials	$1,630.00
Total	$12,730.00
Cosmetology	$11,100.00
Laboratory, equipment, books and materials	$1,735.00
Total	$12,835.00
Advanced Cosmetology and Barbering	$7,400.00
Laboratory, equipment, books and materials	$1,350.00
Total	$8,750.00
Professional Massage	
Laboratory, equipment, books and materials	$7,400.00
Total	$1,350.00
	$8,750.00

The $25.00 admission and or readmission fee is included. If a student apply for readmission the same academic year that he or she withdrew from a program, he or she not have to pay the admission fee again.

Refund of Books, Equipment and Materials The fees for the equipment, books and materials will be refunded in cash. In case that a material was not given to the student, no matter the reason, a discount will be posted in the student ledger.

Extra Charges for Educational Services

Any student that extends more time than the normal program length to complete their program of study, which is set in the enrollment agreement, will be entitled to attend up to 10% of the normal length of the program at no additional cost. If the student exceeded more than 10%, he or she will be billed for the additional time based on the hours that take more than 10% and the cost of their program.

Miscellaneous Fees

Removing of an Incomplete	$5.00 c/u
Retaken Examination	$5.00
Official Transcript	$5.00 after the first one
Certifications (Active Enrollment)	$2.00
Identification Card	$3.00
Graduation Fee	$30.00 (Printing of Diploma and 1st Transcript
Origination Fee - Institutional Loan	$5.00 if the balance is $50 or less
	$50 and lower that $100
	$25.00 for balances of $100 or more.

Consequences of Missing Payments

1.AdmissionFee-all students requires the payment of admission fee to avoid that some services be denied, such as letters, transcripts, delivery of books, materials, and equipment.

2. Administrative Withdrawal for Non-Payment, if the student does not meet the payment arrangements, he or she may be suspended from training.

3. Certificates and transcripts– a student will be awarded with the certificate of graduation (letter or transcript) until he or she comply with all its obligations with the institution.

4. Readmissions– when applying for a readmission, the Institution may require that the student meets all overdue payments.

5. Equipment and materials –only will be deliver equipment and materials, if applicable, to students who are current on their payment plan.

6. External or Clinical Practice–an authorization is required from the Collections Office to begin in an external practice or clinic (if applicable).

DISTANCE EDUCATION POLICIES

Distance education at *Mayaguez Institute of Technology* is a form of education in which students participate in courses but do not physically attend our facilities. In this teaching system, students receive the study materials (in person, by mail, email, the Google Classroom platform, or other options offered by the Internet), allowing for the use of new student-centered learning techniques and strategies in the educational process, thus promoting self-learning and self-management. This is a flexible and self-directed education, whose main tools are information and communication technologies. Learning developed with new communication technologies is called e-learning. The platform currently used by MIT for this modality is Google Classroom, and the beauty programs are Pivot Point.

Depending on the curriculum, students attend the institution physically to complete labs, receive tutoring, or take in-person exams.

Currently, given a certification from the Board of Postsecondary Institutions (BPI) that includes programs in which no more than 50% of courses are offered online, and from our accrediting agency, distance learning activities are available in all of our academic programs, but most commonly, only didactic (theoretical) courses are taught online. Labs are in-person.
Distance Learning Support Staff:

- A Distance Learning Director
- A Distance Learning and Learning Resource Center Administrator
- Counseling (students may receive services in-person or remotely)
- Registration (students may receive services in-person or remotely)
- Placement (students may receive services in-person or remotely)

Technology Requirements
Students are required to have technological devices with internet access where they will receive materials and submit assignments and other work. Faculty-student and student-student communication and interactivity are primarily achieved through the use of the Google Classroom platform, emails, discussion forums, and chats.

Admission Requirements:
The admission requirements for all programs are the same for traditional in-person and distance learning.
Students enrolled in diploma programs and theoretical courses are offered virtual orientation and tutorials on the use and management of Google Classroom.

Definition of Distance Learning Course Attendance Adopted by the Mayaguez Institute of Technology
Success in a distance learning course depends on the participation of the instructor and their students throughout the course. As such, students are required to complete all assignments by the due date and to actively participate in class regularly. Educational activity includes (but is not limited to):

Participating in regularly scheduled learning sessions (where there is an opportunity for direct interaction between the student and the faculty member);

- Submitting an academic assignment;
- Take an exam, interactive tutorial, or computer-assisted instruction;
- Attend a study group assigned by the institution;
- Participate in an online discussion on academic matters;
- Consultations with a faculty mentor to discuss course content;
- Participation in independent study guided by your instructor.

Using the regulations presented above, attendance at distance learning classes at the *Mayaguez Institute of Technology* is defined as daily participation by the instructor (to offer virtual classes, assign assignments, and initiate group discussions) and regular participation by the student (to submit assignments, attend virtual classes, participate in discussions, or ask questions). **Regular** participation is understood to mean, in programs with 5 school days per week, participating three or more times per week, and in programs with 4 school days per week, participating twice or more times per week. In both cases, only one submission will be accepted if the nature of the assignment requires more than two days to complete. Student participation will be updated weekly.

Participates – If a student completes three or more of the activities described during a 5-school week or two activities during a 4-school week, or submits an assignment that the instructor has determined requires more than two days to complete, they will be marked as having participated that week.

Non-Participate – A student will be marked as non-participating for a particular week if they did not post in the discussion forum and/or submit completed assignments/essays or assessments assigned that week.

If a student cannot meet the minimum requirements for class assignments due to valid reasons, such as being ill or not having the technology or materials at home to complete the assignments, they must notify the school and, in that case, will be placed on a "leave of absence" until they can return to the distance learning or in-person course (if already offered).

Program: _____ Group: _____ AM___ PM___
Teacher: _____ Period (Week): _____

	Student Name	L	K	M	J	V	Weekly Participation
1							
2							
3							
4							

Legend:
• "P" - Cells under a day of the week are marked with a "P" if there was activity by the instructor that day and there is evidence that the student participated or there was spontaneous participation.
• "NP" - Cells under a day of the week are marked with a "NP" if there was activity by the instructor that day and it could not be verified that the student participated.
• "NA" - Cells under a day are marked "NA" if there was no activity by the instructor or the student that day.

Weekly Participation Column
• “A” - The cells under “Weekly Participation” are marked “A” (active) if during that week the student interacted two or more times (as applicable) or submitted an assignment that the instructor determined required more than one day to complete.
• “NP” - The cells under “Weekly Participation” are marked “NP” (did not participate) if it cannot be verified that the student interacted in any way with the instructor or other classmates during that week.

Student Services:

Students taking distance learning courses, as they have scheduled courses and/or in-person courses at the institution, receive the same services offered to the traditional student population.

Costs for Distance Learning Students:
Costs are no different for students taking online courses.

Emergency Plan and Preparedness

The Institution has a protocol for the prevention of and rapid response to situations that may constitute a danger and/or security risk. This document is available to current students, prospective students, and staff so they are aware of the procedures to follow in case of an emergency on campus, the evacuation procedures, the disciplinary sanctions that apply if a student or employee causes the situation, and the provisions of this Law regarding whistleblower protection. Electronic copies of these policies are available on our website: www.mitpr.edu > “Student Right to Know” > Campus Safety.

BASIC SEWING

27.5 semester-credits* (720 didactic / laboratory contact hours and 180 out-of-class hours)
Normal program length = Eight months. Credential: Diploma

Upon completing this program, the participant will be able to know, identify and apply his/her knowledge in the fields of basic and commercial sewing. The participant could be employed at the entry level in the industry of the basic design and production of women and men apparel, a large-scale manufacturer of pieces of apparel sewing or in a personalized fashions' related field.

TERM	CODE	TITLE	CREDITS
I-A	COIN 101	History, Tendencies and Description of the Occupation	2.5
	DEEM 102	Business Development Workshop	2.5
		Total of Credits	5.0
I-B	COIN 201	Patterns of Pieces	2.5
	LCOI 201	Laboratory of Patterns of Pieces	2.0
		Total of Credits	4.5
I-C	COIN 301	Making of Skirts Patterns	2.5
	LCOI 301	Laboratory of Making of Skirts Patterns	2.0
		Total of Credits	4.5
		Total Credits First Trimester	13
II-A	COIN 401	Sewing of Blouses and Shirts	2.5
	LCOI 401	Laboratory of Sewing of Blouses and Shirts	2.0
		Total of Credits	4.5
II-B	COIN 501	Patterns of Pants	2.5
	LCOI 501	Laboratory of Patterns of Pants	2.0
		Total of Credits	4.5
II-C	COIN 601	Patterns of Dresses	2.5
	LCOI 601	Laboratory of Patterns of Dresses	2.0
		Total of Credits	4.5
		Total Credits Second Trimester	*14.5*
		Total Credits of the Program	**27.5**

** Hours to credit-hours conversion according to the definition of credit-hour conversion of ACCSC. According to the state definition, the hours-to-credits conversion is 24 credits.*

FASHION DESIGN AND DRESSMAKING

36 semester credits (1080 didactic / laboratory contact hours and 320 hours of out-of-class work)
Normal program length = One year. Credential: Diploma

Upon completing this program, the participant will be able to know, identify and apply his/her knowledge in the field of Fashion Apparel Creation Industry. The participant may be employed at entry level in the Fashion Apparel Creation Industry or contract the manufacture of different pieces of Fashion Apparel or be employing in related areas like seamstress.

TERM	CODE	TITLE	CREDITS
I-A	COIN 101	History of Sewing and Description of the Occupation	2.5
	DEEM 102	Business Development Workshop	2.5
		Total of Credits	5.0
I-B	DICO 201	Sewing Techniques and the Industrial Sewing Machine	2.5
	LDIC 201	Lab. of Sewing Techniques and the Industrial Sewing Machine	2.0
		Total of Credits	4.5
I-C	DICO 301	Illustration	2.5
	LDIC 301	Laboratory of Illustration	2.0
		Total of Credits	4.5
II-A	DICO 401	Modification and Transformation of Patterns	2.5
	LDIC 401	Laboratory of Modification and Transformation of Patterns	2.0
		Total of Credits	4.5
II-B	DICO 501	Design and Making of Blazers	2.5
	LTEM 501	Laboratory of Design and Making of Blazers	2.0
		Total of Credits	4.5
II-C	DICO 601	Design and Making of Dresses	2.5
	LDIC 601	Laboratory of Design and Making of Dresses	2.0
		Total of Credits	4.5
III-A	DICO 701	Tendencies in Fashions	2.5
	LDIC 701	Laboratory of Tendencies in Fashions	2.0
		Total of Credits	4.5
III-B	DICO 801	Design Techniques and the Making of Casual Apparels	2.5
	LDIC 801	Laboratory Design Techniques and the Making of Casual Apparels	2.0
		Total of Credits	4.5
III-C	DICO 901	Portfolio (Manual), Collections and Exhibitions	2.5
	LDIC 901	Laboratory of Portfolio (Manual), Collections and Exhibitions	2.0
		Total of Credits	4.5
		Total Credits of the Program	**41.5**

FASHION DESIGN AND HAUTE COUTURE

36 semester credits (1,080 didactic / laboratory contact hours and 320 hours of out-of-class work)
Normal program length = One year. Credential: Diploma

Upon completing this program, the participant will be able to know, identify and apply his/her knowledge in the field of Fashion Apparel Creation Industry. The participant may be employed at entry level in the Fashion Apparel Creation Industry or contract the manufacture of different pieces of Fashion Apparel or be employing in related areas like seamstress.

TERM	CODE	TITLE	CREDITS
I-A	DMAC 101	Fundamentals of Fashion Design and Making (Module)	1.0
	LDMA 101	Lab of Fundamentals of Fashion Design and Making	3.0
		Total of Credits	4.0
I-B	DMAC 201	The Science of Textiles and Lab	1.0
	LDMA 201	Basic Drawings	3.0
		Total of Credits	4.0
I-C	DMAC 301	Design and Making of “Bustiers” and Pants	1.0
	LDMA 301	Human Body Illustrations (Silhouettes)	3.0
		Total of Credits	4.0
II-A	DMAC 401	Design and Making of “Blazers” and Jackets	1.0
	LDMA 401	Lab of Design and Making of “Blazers” and Jackets	3.0
		Total of Credits	4.0
II-B	DMAC 501	Advanced Fashions Illustration	1.0
	LDMA 501	Laboratory Making of Open Pieces	3.0
		Total of Credits	4.0
II-C	DMAC 601	Design and Making of “Draping” and Embroidery	1.0
	LDMA 601	Practices in Modifications (“Grading”)	3.0
		Total of Credits	4.0
III-A	DMAC 701	Making of Terminations, Accessories and Rhinestones	1.0
	LDMA 701	Laboratory of Design and Making of Terminations, Accessories and Rhinestones	3.0
		Total of Credits	4.0
III-B	DMAC 801	Design Studio and Laboratory	1.0
	LDMA 801	Laboratory of Advanced Design	3.0
		Total of Credits	4.0
III-C	DMAC 901	Portfolio and Exhibitions	1.0
	LDMA 901	Final Project “Fashion Show”	3.0
		Total of Credits	4.0
		Total Credits of the Program	**36**

UPHOLSTERY TECHNICIAN

27.5 semester-credits* (720 didactic / laboratory contact hours and 180 hours of out-of-class work)
Normal program length = Eight months. Credential: Certificate

With this curriculum the participant has an opportunity to acquire the knowledge, skills and attitudes needed to start a career as an upholsterer. It emphasizes mastery in upholstering cushions, furniture, seats and backs and the automobile. The graduate student may elect to ask for a job in an established upholstery shop or start his or her own shop.

TERM	CODE	TITLE	CREDITS
I-A	TAPI 101	History, Tendencies and Description of the Occupation	2.5
	LTAP 101	Laboratory of Furniture Pieces	2.0
		Total of Credits	4.5
I-B	TAPI 201	Upholstery of Cushions, Seats, and Backseats	2.5
	LTAP 202	Laboratory of Upholstery of Cushions, Seats and Backseats	2.0
		Total of Credits	4.5
I-C	TAPI 301	Upholstery of Furniture I	2.5
	LTAP 301	Laboratory of Upholstery of Furniture I	2.0
		Total of Credits	4.5
		Total Credits First Trimester	*13.5*
II-A	TAPI 401	Upholstery of Automobiles	2.5
	LTAP 401	Laboratory of Upholstery of Automobiles	2.0
		Total of Credits	4.5
II-B	TAPI 501	Upholstery of Furniture II	2.5
	LTAP 502	Laboratory of Upholstery of Furniture II	2.0
		Total of Credits	4.5
II-C	TAPI 601	Human Relations	2.5
	TAPI 602	Business Development Workshop	2.5
		Total of Credits	5
		Total Credits Second Trimester	*14*
		Total of Credits of the Program	**27.5**

**Hours to credit-hours conversion according to the definition of credit-hour conversion of ACCSC. According to the state definition, the hours-to-credits conversion is 24 credits.*

ESTHETICS

(36 semester-credits of didactic, laboratory and "out-of-class" work)
Normal program length – One year. Credential: Certificate

This program develops in students the skills to perform effectively at the workplace tasks related to skin care and esthetics. It provides students with the skills to apply makeup techniques in each situation with the proper use of cosmetics. It provides physiological knowledge about the human body, its characteristics and diseases that affect any person. Also the use of various devices used in the field of esthetics as an aid to beauty treatments is discussed in details. Upon completing the program the participant will have the skills to get an entry-level job in the field of esthetics.

TERM	CODE	TITLE	CRDS-HOURS*
I-A	HIDO 101	History and Description of Beauty Occupations	2/75
	DEEM 102	Business Development Workshop	2/75
		Total of Clock-Hours	4/150
I-B	BAES 201	Bacteriology, Sanitation and Sterilization	1/37.5
	LBAE 201	Laboratory of Bacteriology, Sanitation and Sterilization	3/112.5
		Total of Clock-Hours	4/150
I-C	ANAT 201	Anatomy	2/75
	QUIM 301	Chemical of Cosmetics Products	2/75
		Total of Clock-Hours	4/150
II-A	ELEC 400	Cosmetic Electrotherapies	2/75
	ESTE 401	Esthetic's Machines and Devices	2/75
		Total of Clock-Hours	4/150
II-B	ESTE 501	Skin Analysis, Properties and Diseases	2/75
	ESTE 502	Facials and Body Hair Removing	2/75
		Total of Clock-Hours	4/150
II-C	ESTE 601	Facials and Body Manipulations (Massages)	1/37.5
	LEST 601	Laboratory of Facial and Body Manipulations (Massages)	3/112.5
		Total of Clock-Hours	4/150
III-A	ESTE 701	Deep Skin Cleaning and Extirpation	1/37.5
	LEST 701	Laboratory of Deep Skin Cleaning and Extirpation	3/112.5
		Total of Clock-Hours	4/150
III-B	ESTE 801	Skin Treatments – Facial and Body	1/37.5
	LEST 801	Laboratory of Skin Treatments and Extirpation	3/112.5
		Total of Hours	4/150
III-C	ESTE 901	Professional Make-Up	1/37.5
	LEST 901	Laboratory of Professional Make-Up	3/112.5
		Total of Hours	4/150
		Total of Credits and Total Hours of the Program	**36/1,350**

*Equivalent clock and out-of class hours

COSMETOLOGY

(36 semester-credits hours of didactic, laboratory practice and out-of-class work)
Normal program length – One year. Credential: Certificate

This program develops in students the skills to effectively perform cosmetology duties at the workplace. It provides to the students the skills to apply appropriate techniques for handling and cut hair, proper use of equipment and materials, application of treatments, bleaching and dyeing hair, relaxers, permanent waving, among others. Upon completing the program, the participant will have the skills to get an entry-level job in the field of the cosmetology.

TERM	CODE	TITLE	CREDIT-HOURS
I-A	HIDO 101	History and Description of Beauty Occupations	2
	DEEM102	Business Development Workshop	2
		Total of Credit-Hours	4
I-B	BAES 201	Bacteriology, Sanitation and Sterilization with Lab	2
	ANAT 201	Anatomy	2
		Total of Credit-Hours	4
I-C	COSM 301	The Hair, it Cares and Treatments	1
	LCOS 301	Laboratory of Hair, it Cares and Treatments	3
		Total of Credit-Hours	4
II-A	COSM 401	Hair Bleaching and Dyeing - Laboratory	2
	QUIM301	Chemical of Cosmetics Products	2
		Total of Credit-Hours	4
II-B	COSM 501	Manicure and Pedicure	1
	LCOS 501	Laboratory of Manicure y Pedicure	3
		Total of Credit-Hours	4
II-C	COSM 601	Facials and Make-Ups	1
	LCOS 601	Laboratory of Facials and Make-Ups	3
		Total of Credit-Hours	4
III-A	COSM 701	Hair Dressing, Relaxers and Ripples	1
	LCOS 701	Laboratory of Hair Dressing, Relaxers and Ripples	3
		Total of Credit-Hours	4
III-B	COSM 801	Hair-Cutting	1
	LCOS 801	Laboratory of Hair-Cutting	3
		Total of Credit-Hours	4
III-C	COSM 901	Preparatory Course for the Board Examinations	2
	LCOS 901	Clinical Laboratory	2
		Total of Credit-Hours	4
		Total Clock-Hours of the Program	**36**

Licensure: *In Puerto Rico to work as a beauty specialist is required that a person complete a program of at least a 1,000 hours in cosmetology and approved two board exams in theory and practical topics. Graduates from this program can apply for the examinations after the completion of it.*

BARBERING AND HAIRSTYLING

36 semester-credits in didactic, laboratory and "out-of-class- work
Normal program length – One year. Credential: Diploma

This program develops in students the skills to perform effectively at the workplace as a barber or hair stylist. It provides students with the skills to apply the appropriate techniques for handling and care of the hair, proper use of equipment such as instrument and materials, application of treatments, bleaching and dyeing of hair, haircut and permanent, among others. Upon completing the program, the participant will have the knowledge and skills necessary to apply for a license as a barber-hairstylist and apply for jobs at an entry level as a barber or barber stylist.

TERM	CODE	TITLE	CLOCK-HOURS
I-A	HIDO 101	History and Description of the Beauty Occupations	2.0
	DEEM 102	Business Development Workshop	2.0
		Total of Credit-Hours	4.0
I-B	BAES 201	Bacteriology, Sanitation and Sterilization with Lab	2.0
	ANAT 201	Anatomy	2.0
		Total of Credit-Hours	4.0
I-C	COSM 301	The Hair, It Cares and Treatments	1.0
	LCOS 301	Laboratory of the Hair, It Cares and Treatments	3.0
		Total of Credit-Hours	4.0
II-A	COSM 401	Hair Bleaching and Dyeing with Laboratory	2.0
	QUIM 301	Chemical of Cosmetic Products	2.0
		Total of Credit-Hours	4.0
II-B	BARB501	Manicure, Massages and Skin Care	1.0
	LBAR501	Laboratory of Manicure, Massages and Skin Care	3.0
		Total of Credit-Hours	4.0
II-C	BARB601	Shaving and Facial Treatments	1.0
	LCOS 601	Laboratory of Shaving and Facial Treatments	3.0
		Total of Credit-Hours	4.0
III-A	BARB701	Haircuts and Hairstyles for Men	1.0
	LBAR701	Laboratory of Haircuts and Hairstyles for Men	3.0
		Total of Credit-Hours	4.0
III-B	BARB801	Advanced Hairstyles for Men	1.0
	LBAR801	Laboratory of Advanced Haircuts for Men	3.0
		Total of Credit-Hours	4.0
III-C	BARB 901	Preparatory Course for the Board Examinations	2.0
	LCOS 901	Clinical Laboratory	2.0
		Total of Credit-Hours	4.0
		Total Credit-Hours of the Program	**36**

Licensure: *In Puerto Rico to work as a barber is required that a person complete a program of at least 1,000 hours in barbering or hair styling and approved two board exams in theory and practical topics. Graduates from this program can apply for the examinations after the completion of it.*

NAIL TECHNOLOGY

24 semester-credits in didactic, laboratory and "out-of-class" work
Normal program length – Eight Months. Credential: Diploma

This program provides students with the skills to apply the techniques of natural nails cares and artificial nails services (putting and retouching). It emphasizes the proper use of equipment, implements and supplies, application of treatments on the hands and nails, among others. Upon completing the program, the participant will have the skills need to work as an entry level nail technician.

TERM	CODE	TITLE	HOURS
I-A	HIDO101	History and Description of the Beauty Occupations	2.0
	DEEM102	Business Development Workshop	2.0
		Total of Credit-Hours	4.0
I-B	BAES201	Bacteriology, Sanitation and Sterilization	1.0
	LBAE201	Laboratory of Bacteriology, Sanitation and Sterilization	3.0
		Total of Credit-Hours	4.0
I-C	ANAT 201	Anatomy	1.0
	QUIM 301	Chemical of Cosmetics Products	3.0
		Total of Credit-Hours	4.0
III-A	COSM501	Manicure and Pedicure	1.0
	LCOS501	Laboratory Manicure and Pedicure	3.0
		Total of Credit-Hours	4.0
III-B	MAUN801	Application Techniques – Acrylic Nails	1.0
	LMAU801	Lab. of Application Techniques- Acrylic Nails	3.0
		Total of Credit-Hours	4.0
II-C	MAUN901	Application Techniques - Gel, Sculptured and Fantasy	1.0
	LMAU901	Lab. Application Techniques – Gel, Sculptured and Fantasy	3.0
		Total of Credit-Hours	4.0
		Total Credit-Hours of the Program	**24**

ADVANCED COSMETOLOGY AND BARBERING

24 Semester-Credits of Didactic, Laboratory and "Out-of-Class Work
Normal program length – Eight Months. Credential: Diploma

This program develops in the student advanced skills to perform effectively in different work scenarios of the cosmetology, barbering and hair styling fields that requires the ability to develop artworks. The program provides to the students' skills to apply advanced techniques in combing, hairdressing, application of treatments, bleaching, dyeing hair, haircuts and / or artistic designs, among others. The level of instruction requires that participants already have approved a program of basic cosmetology or barbering.

TERM	CODE	COURSE NAME	CREDIT-HOURS
I-A	AVAN101	Development of a Professional Image	2
	AVAN102	Advanced Techniques – Hair Drying	2
		Total of Credit-Hours	4
I-B	AVAN201	Advanced Hairdressing I (Medium and Long Hair)	2
	AVAN202	Advanced Bleaching and Dyeing	2
		Total of Credit-Hours	4
I-C	AVAN301	Advanced Hairdressing II (Short Hair)	2
	AVAN302	Advanced Haircutting Techniques I (Medium and Long Hair)	2
		Total of Credits-Hours	4
II-A	AVAN401	Artistry of Hair	2
	AVAN402	Advanced Haircutting Techniques II (Short Hair)	2
		Total of Credit-Hours	4
II-B	AVAN501	Professional Make-Up I	2
	AVAN502	Permanent Smoothing and Waving Techniques	2
		Total of Credit-Hours	4
II-C	AVAN601	Professional Make-Up II (Artistry)	2
	AVAN602	Colorimetry	2
		Total of Credit-Hours	2
		Total of Credit-Hours	**24**
		Total Hours of Instruction	**900**

Licensure: *In Puerto Rico to work as a beauty specialist or a barber is required that a person complete a program of at least a 1,000 hours in cosmetology or barbering and approved two board exams in theory and practical topics. Graduates from this program can apply for the examinations after the completion of it.*

PROFESSIONAL MAKEUP

24 Semester-Credits of Didactic, Laboratory and "Out-of-Class Work
Normal program length – Eight Months. Credential: Diploma

This is a makeup program for anyone who wants to venture into the field of beauty. It provides educational resources based on the latest trends to students and professionals in the beauty industry to start or expand knowledge in one of the fastest-growing fields today. Additionally, it delves into business with financial potential and complementary business skills.

TERM	CODE	COURSE NAME	CREDIT-HOURS
I-A	MAPR 101 LMAQ 102	History of the Makeup and Occupational Description Laboratory of Fundamentals of Makeup Total of Credit-Hours	1.0/30/7.5 3.0/90/22.5 4.0/120/30
I-B	MAPR 201 LMAQ 202	Corrective Facial Anatomy Laboratory of Corrective Facial Anatomy Total of Credit-Hours	1.0/30/7.5 3.0/90/22.5 4.0/120/30
I-C	MAPR 301 LMAQ 302	Artistic Techniques of the Makeup, Phycology of Color Laboratory of Artistic Techniques of the Makeup, Phycology of Color Total of Credits-Hours	1.0/30/7.5 3.0/90/22.5 4.0/120/30
II-A	MAPR 401 LMAQ 402	Makeups for Audiovisual Media (Photos, TV) Laboratory for Audiovisual Media (Photos, TV) Total of Credit-Hours	1.0/30/7.5 3.0/90/22.5 4.0/120/30
II-B	MAPR 501 LMAQ 502	Commercial Techniques for the Makeup I (Day, Evening and Sophisticate) Laboratory for Commercial Techniques for the Makeup (Day, Evening and Sophisticate) Total of Credit-Hours	1.0/30/7.5 3.0/90/22.5 4.0/120/30
II-C	MAPR 601 LMAQ 602	Commercial Techniques for the Makeup II (Eccentric, Bridges, Gents, Black) Laboratory for Commercial Techniques for the Makeup II (Eccentric, Bridges, Gents, Black) Total of Credit-Hours	1.0/30/7.5 3.0/90/22.5 4.0/120/30
		Total of Credit-Hours **Total Hours of Instruction**	**24/720/180**

Licensure: *In Puerto Rico to work as a makeup technician a license is not compulsory, however a beauty specialist license could be asked by some employers. .*

COURSE DESCRIPTIONS – BASIC SEWING

COIN 101 History, Tendencies and Description of the Occupation 2.5 credits
Students will receive an introduction to sewing: measures, technical signs, comparisons, designs, equipment, tools, practice and proper use of the creations. A description from the occupational perspective which represents being a professional fashion designer, the conditions under which they work and the type of positions that you can choose are also discussed.

DEEM 102 Business Development Workshop 2.5 credits
Introductory course to the establishment and management of small businesses in Puerto Rico. It includes the theory related to the opening (concept) and space requirements, permits, employees' needs, etc. It also covers topics related to marketing, operations, accounting and development options (growth) of the company.

COIN 201 Patterns of Pieces 2.5 credits
In this course students will learn the theory associated with the different production types of pockets and pleats, grommets, snaps, buttons, sleeves, etc.

LCOI201 Laboratory of Patterns of Pieces 2 credits
This is a laboratory course complementary to COIN 201 in which students will apply the theory associated with the different production types of pockets and pleats, grommets, snaps, buttons, sleeves, etc.

COIN 301 Making of Skirts Patterns 2.5 credits
In this course students learn the theory related to the making apparel patterns for women and girls skirts. The selection of appropriate materials and fashions are discussed in detail. Students also make sketches of their own design.

LCOI 301 Laboratory of Making of Skirts Patterns 2 credits
This course is complementary to COIN 301 in which students make patterns for the different types of apparel pieces discussed during COIN 601 with the corresponding terminations.

COIN 401 Sewing of Blouses and Shirts 2.5 credits
During this course the student will design and develop patterns for different types of blouses and Skirts obtained from the textbook and the internet.

LCOI 401 Laboratory of Sewing of Blouses and Shirts 2 credits
This is a laboratory course complementary to COIN 301 in which students work on the making of different types of dresses using the sewing machines and the patterns developed in the COIN 301 course.

COIN 501 Sewing of Pants 2.5 credits
In this course students will study the theory related to the making of pants. The emphasis is in the selection of the appropriate fabric and the design fashion appropriate for each.

LCOI 501 Laboratory Sewing of Pants 2 credits
This course is complementary to the course COIN 301 in which students develop practical skills in cutting

and seams of different types of pants and shirts with all the terminations.

COIN 601 Sewing of Dresses **2.5 credits**

In this course students learn the theory related to making dresses for women and men using different types of fabrics and fashions. Will also sketch his/her own designs.

COIN 601 Laboratory of Sewing of Dresses **2.0 credits**

This is a complementary laboratory course of COIN 501 in which the student will acquire practical skills in the making of different types of dresses. This includes making the cuts, seams, and final terminations.

COURSE DESCRIPTIONS – FASHION DESIGN AND DRESSMAKING

COIN 101 History of Sewing and Description of the Occupation **2.5 credits**

Students will receive an introduction to sewing: measures, technical signs, comparisons, designs, equipment, tools, practice and proper use of the creations. A description from the occupational perspective which represents being a professional fashion designer, the conditions under which they work and the type of positions that you can choose are also discussed.

DEEM 102 Business Development Workshop **2.5 credits**

An Introductory course to the establishment and management of small businesses in Puerto Rico. It includes the theory related to the opening (concept) and space requirements, permits, need of employees, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the company.

DICO201 Basic Sewing Techniques and the Industrial Sewing Machine **2.5 credits**

In this course the student will learn the theory related to sewing samplers, how to use the sewing materials and the appropriate use of industrial sewing machines. The theory related to the creation of a sample of seams is included.

LDIC 201 Laboratory of Basic Sewing Techniques and the Industrial Sewing Machine **2.0 credits**

This is a laboratory course in which the student will practice the theory discusses in the course DICO 201.The student will create their own sewing samplers and use some of the sewing tools. Emphasis is in the appropriate use industrial sewing machines.

DICO 301 Illustration **2.5 credits**

In this course the student will learn the necessary theory needed to illustrate the human figure using various techniques; undertake sketch commensurate with the right size of faces, hands and feet; develop techniques to position clothes on the body and will start the his or her own diary design that begins with the preparation of a professional journal.

LDIC 301 Laboratory of Illustration **2.0 credits**

This is a laboratory course in which the student will practice (draw) the types of body human figures discussed in the course DICO 301 and will prepare samples of their professional design diary.

DICO 401 Modifications and Transformations (of Patterns) **2.5 credits**

In this course students will learn the theory necessary to modify or transform a customer measures various types of trade patterns, among which may include blouses, jackets, pants and suits. The Chaviano's Method Handbook and materials will be used.

DICO501 Laboratory of Modifications and Transformations (of Patterns) 2.0 credits
This is a laboratory course in which the student will practice how modify and/or transform patterns to different types of size and form of human bodies as discussed in the course DICO401.

DICO501 Design and Making of Blazers 2.5 credits
In this course the student learns the theory and techniques required to design and sew different styles of blazers and jackets using modified or his/her own patterns.

LDIC 401 Laboratory of Design and Making of Blazers 2.0 credits
This is a laboratory course in which the student will sew the various types of blazers and jackets discussed in the course DICO501.

DICO 601 Design and Making of Dresses 2.5 credits
In this course the student will learn the theory and techniques required to make different styles of dresses using modified or his/her own patterns.

LDIC 601 Laboratory of Design and Making of Dresses 2.0 credits
This is a laboratory course in which the student will use sew the various types of dresses discussed in the course DICO601 using modified of his/her own patterns.

DICO 701 Tendencies in Fashions 2.5 credits
In this course the student will learn the theory related to modern sewing techniques that have been developed to temper the designs to new fashion trends, this includes new types of textiles, combinations of parts, etc.

LDIC 701 Laboratory of Tendencies in Fashions 2.0 credits
This is a laboratory course in which the student will practice modern sewing of various types of contemporary apparels that were influenced by designers, especially from Europe.

DICO 801 Design Techniques and the Making of Casual Apparels 2.5 credits
In this course students will learn the theory and techniques required to develop different styles of casual apparels for women and men. The course concludes with a discussion of the development of a casual evening dress.

LDIC 801 Laboratory of Design Techniques and the Making of Casual Apparels 2.0 credits
This is a laboratory course in which the student will sew the types of casual apparels discussed in the course DICO 801.

DICO 901 Portfolio (Manual), Collections and Exhibitions 2.5 credits
In this course students will learn the theory and manual techniques required to prepare a professional portfolio, to develop a collection and to organize an exhibition of his/her pieces of apparels.

LDIC 901 Laboratory of Portfolio (Manual), Collections and Exhibitions 2.0 credits
This is a laboratory course in which the student will start his or her manual professional portfolio, his own collection and to mount in the school and exhibition of his/her own pieces of apparels.

COURSE DESCRIPTIONS – ADVANCED FASHION DESIGN

DMAC 101 Fundamentals of Fashion Design and Making 1.0 credits
Students will receive an introduction to sewing: measures, technical signs, comparisons, designs, equipment, tools, practice, and proper use of the creations. A description from the occupational perspective which represents being a professional fashion designer, the conditions under which they work and the type of positions that you can choose are also discussed.

LMAC 101 Laboratory of Fundamentals of Fashion Design and Making 3.0 credits
Laboratory course in which students will practice in the lab concepts presented in the DMAC 101 didactic course. Practices are elated to measures, technical signs, comparisons, designs, equipment, tools, practice, and it proper uses.

DMAC 201 The Science of Textiles 1.0 credit
Students will receive instruction in the different types of textiles used in the fashion design and making industry. This include comparisons and used in each type.

LDMA 201 Basic Drawings 3.0 credits
This is a laboratory course in which the student will be initiate in the drawing techniques of objects.

DMAC 301 Design and Making of "Bustiers" and Pants 1.0 Credit
In this course the student will learn the theory and techniques required to complete a design (details). And making of "bustiers". Will draw layouts that keep proportion with the size of faces and hands. Will develop techniques for adjust apparels in a body and will start a professional design diary.

LDMA 301 Human Body Illustrations (Silhouettes) 3.0 credits
This is a laboratory course in which the student will practice the illustration of human silhouettes and will prepare samples of their professional design diary.

DMAC 401 Design and Making of "Blazers" and Jackets 1.0 credit
In this course the student will learn the advanced theory and techniques required to design and create patterns of blazers and pants for different types of size and form of human bodies.

DMAC 501 The Making of Open Pieces and Laboratory 3.0 credits
This is a combined didactic and laboratory course in which the student will design and create patterns of different apparel pieces for different types of size and form of the human body.

LDMA 501 Advanced Fashion Illustrations 1.0 credit
This is a didactic / laboratory course in which the student will practice the illustration of advanced fashion designs and will prepare samples of their professional design diary.

DMAC 601 Design and Making of "Draping" and Embroidery 3.0 credits
This is a combined didactic and laboratory course in which the student will make different types of "draping" and embroideries.

LDMA 601 Practices in Modifications ("Grading") 1.0 credit
In this course the student will practice techniques associated with different types of modifications and

the techniques used to develop different types of grading based in measurements. “Grading” is the technique used to create different sizes of clothing).

DMAC 701 Design and Making of Terminations, Accessories and Rhinestones 1.0 credit
In this course students the student start working with advanced techniques based in the contemporary tendencies in fashions. The student learns about the complexity of the cuts and making of pieces than can be presented according the influence of the fashions developed in Puerto Rico and Europe (especially Italy).

LDMA 701 Practices in Terminations, Accessories and Rhinestones 3.0 credits
This is a laboratory course in which the student will practice the theory discussed in the DMAC 701 course. Students will sew various types of contemporary apparels that were influenced by designers in Europe.

DMCA 801 Design Studio and Laboratory 1.0 credit
In this course the student will learn additional advanced theory and techniques required to develop different styles of high couture for women.

LDMA 801 Presentations and Marketing 3.0 credits
This is computer course in which the student will learn the use of Microsoft PowerPoint for prepare his/her own fashion computer presentations.

DICO 901 Portfolio and Exhibitions 1.0 credit
In this course students will learn the theory and manual techniques required to prepare a professional portfolio using computers, to develop a collection and to organize a fashion show of his/her pieces of apparels.

LDIC 901 Final Project and “Fashion Show” 3.0 credits
This is a laboratory course in which the student will expand his or her professional portfolio using a computer, his own collection and to mount in the school an exhibition of his/her own pieces of apparels.

COURSE DESCRIPTIONS - UPHOLSTERY TECHNICIAN

TAPI 101 History and Description of the Occupation 2.5 credits
Students will receive an introduction to what is and has been the upholstery occupation: familiarization with the various types of upholstery jobs, comparisons, designs, equipment, tools and occupational practice. A description from the occupational point of view of the significance of being a good professional upholsterer, the conditions under which they work and the type of positions that the graduate can choose.

LTAP 101 Pieces Laboratory 2 credits
In this course students will learn the different types of upholstery cushions, seats, chairs, different types of measures and tailoring. Learn the skills and techniques of sewing and become familiar with the sewing machine.

TAPI 201 Upholstery Cushions, Seats and Backs 2.5 credits
In this course students will learn the theory and techniques required for different types of upholstered cushions, seats and backs. Students will develop their knowledge, skills estimated, disassemble, select

appropriate materials and tools, act and use patterns in different styles of furniture. The emphasis is on the selection of the appropriate cloth or leather for each type of piece.

LTAP 202 Laboratory of Cushions, Seats and Backs **2 Credits**
In a complementary course to TAPI 201 students to put into practice the theory associated with the various techniques of upholstered cushions, seats, and backs for the type of piece. The student will practice cutting fabrics or leather, clothing and assembling materials in different styles of cushioned seats and backs. The student must also take action, dismantle, cut, draw, sew and assemble seats and backs.

TAPI 301 Upholstery of Furniture I **2.5 Credits**
In this course students will learn different skills, sewing techniques, disassemble, assemble, tighten and tablets for different furniture.

LTAP 301 Laboratory of Upholstery of Furniture I **2 credits**
In a complementary course to TAPI 301 students put theory into practice various techniques associated with various types of upholstered furniture. The student will practice cutting fabrics or leather, clothing and padded mounting material in different styles of furniture. The student must also take action, dismantle, cut, draw, sew and assemble furniture in different styles.

TAPI 401 Auto Upholstery **2.5 credits**
This is a theoretical course in which students develop knowledge and skills to upholster car seats and dashboards using fabrics and leathers. This includes the selection of fabrics or hides, additional materials, appropriate tools and construct patterns take action if necessary.

LTAP 401 Auto Upholstery Laboratory **2 credits**
In a complementary course to TAPI4301 where students put into practice the theory associated with the various techniques and panels upholstered car seats. The student will practice cutting fabrics or leather, clothing and mounting material in different styles of cushioned seats. The student must also act, dismantle, cut, draw, sew and assemble in different styles of seats.

TAPI 501 Upholstery of Furniture II **2.5 credits**
Second in a sequence of two courses in which the student takes different skills, sewing techniques, disassemble, assemble, tighten and tablets for different furniture a bit more elaborate.

LTAP 501 Laboratory of Upholstery of Furniture II **2 credits**
In a complementary course to TAPI 501 students put theory into practice various techniques associated with various types of more elaborate upholstered furniture. The student must also take action, dismantling, cutting, drawing, sewing and assembling in different styles of furniture in general; sofa, "love seat", and different styles of more elaborate reclining seats and backseats.

TAPI 601 Human Relations **2.5 credits**
In this course the student will know, understand and apply the basic principles of human coexistence rules, professional ethics, clothing, vocabulary and appropriate behavior for handling medical office or any business activity.

TAPI 602 Business Development Workshop **2.5 credits**
Introductory course to the establishment and management of small businesses in Puerto Rico. It

includes the theory related to the opening (concept) and space requirements, employment permits, etc. It also covers topics related to marketing, operations, accounting and development options (growth) of the company.

COURSE DESCRIPTIONS - ESTHETICS

HIDO 101 History and Description of the Beauty Occupations 75 Hours
Students will receive an introduction to what is and has been the care of hair, nails and skin: familiarization with the various types of cosmetics, comparisons, equipment, materials and occupational practice. A description from the employment perspective of what it means to be a beauty specialist, barber or nail technician, the conditions under which they work and the type of positions that you can choose.

DEEM 102 Business Development Workshop 75 Hours
Introductory course to the establishment and management of a small business in Puerto Rico. It includes the theory related to the opening (concept), space requirements, employment permits, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the company.

BAES 201 Bacteriology, Sanitation and Sterilization 75 Hours
The participant will study the bacteria and the means of transmission of diseases that are common in the field of beauty. We review the correct methods to be used in hygiene and sanitation techniques in the beauty industry, preparation of disinfectant solutions and sterilization of tools.

LBAE 201 Laboratory of Bacteriology, Sanitation and Sterilization 75 Hours
The student will practice methods of preventing the transmission of diseases related to common bacteria in the beauty industry. The student is exposed to details in the correct methods used to ensure proper hygiene and sanitary conditions that apply to the work area. The student will learn how to prepare and how to apply sanitizing solution to sanitize and properly care for the equipment.

ANAT 201 Anatomy 75 Hours
We study the structure of the body, its features, functions, exposure and emphasizes the study of diseases, causes, injuries and how they affect the cosmetic processes. Attention is given to the allergy and its effects on the person.

CHEM 301 Composition of Cosmetics Products 75 Hours
We study the design, materials, and chemical composition of cosmetic products. We define the correct application according to customer needs. Become familiar with a significant number of cosmetics.

ELEC 400 Electrotherapy Cosmetics 75 Hours
The student is related to the techniques used in electrotherapy and become familiar with the equipment and cosmetics used.

ESTE 401 Esthetic Machines and Devices 75 Hours
The student practices techniques and implements used in the esthetic treatments using appropriate machines and cosmetics and its usefulness in conditions that allow you to develop the skills necessary for esthetic services.

ESTE 501 Skin Analysis, Properties and Disorders **75 Hours**
We study the skin, its composition, function and features. The emphasis is in the study of diseases, causes, injuries and other conditions. Attention is given to allergies and its effects on the person.

ESTE 502 Facial and Body Hair Removing **75 Hours**
The participant will use their knowledge of hair structure acquired in the course to develop the skills necessary to properly apply various types of depilatory techniques.

ESTE 601 Facial and Body Manipulations (Massage) **75 Hours**
The student studies the theory and acquire the knowledge necessary to apply facial and body massage, the right moves, precision and finesse needed to be effective. Facial and body massage is one of the main elements of the esthetic services.

LEST 601 Laboratory Facial and Body Manipulations (Massages) **75 Hours**
This is a course complementary to the Facial and Body Manipulations class in which the student practice the theory learned by applying facials, making right moves, practice and uses the delicate precision necessary to be effective.

ESTE 701 Deep Cleaning and Extirpation **75 Hours**
This course provides the theory necessary for the student can then develop appropriate skills and techniques used in the skin-deep cleaning through exercise and continuous practice. The student will learn and practice the correct sequence used in the deep cleaning and removal of imperfections.

LEST 701 Laboratory of Deep Cleaning and Extirpation **75 Hours**
Provides experiences necessary for the development of appropriate skills and techniques through practical exercises deep cleansing. Students practice, apply techniques and correct sequences in deep cleaning and extirpations.

ESTE 801 Skin Treatments - Facial and Body **75 Hours**
The student study the theory related to the application of skin treatments based on their composition, function and features. Emphasis is given to disorder treatments, causes, injuries and other conditions and their esthetic. Special attention is given to the precautions to be taken in the care and beauty treatments.

LSTE 801 Laboratory of Skin Treatments - Facial and Body **75 Hours**
Implementation and application of basic skills and correct procedures in esthetic treatments of facial and body skin to improve its appearance. Enforcement of esthetic alternatives to reduce marks on the skin using cosmetic products that help increase the elasticity. Application of invigorating treatments that provide a healthy esthetic appearance of the face and body of the client according to individual need.

ESTE 901 Professional Makeup **75 Hours**
Makeup theoretical course that instructs the student in professional makeup techniques and products suitable for each case.

LEST 901 Professional Makeup Lab **75 Hours**
The participant practiced various makeup techniques, use the right products and develop the skills in applying it professionally.

COURSE DESCRIPTIONS - COSMETOLOGY

HIDO 101 History and Description of the Beauty Occupation **2 Credits-Hours**
Students will receive an introduction to what is and has been the care of hair, nails and skin: familiarization with the various types of cosmetics, comparisons, equipment, materials and occupational practice. A description from the employment perspective of what it means to be a beauty specialist, barber or nail technician, the conditions under which they work and the type of positions that you can choose.

DEEM 102 Business Development Workshop **2 Credit-Hours**
Introductory course to the establishment and management of a small business in Puerto Rico. It includes the theory related to the opening (concept), space requirements, employment permits, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the company.

BAES 201 Bacteriology, Sanitation and Sterilization with Lab **2 Credit-Hours**
The participant will study the bacteria and the means of transmission of diseases that are common in the field of beauty. We review and practice the correct methods to be used in hygiene and sanitation techniques in the beauty industry, preparation of disinfectant solutions and sterilization of tools.

ANAT 201 Anatomy **2 Credit-Hours**
We study the structure of the body, its features, functions, exposure and emphasizes the study of diseases, causes, injuries and how they affect the cosmetic processes. Attention is given to the allergy and its effects on the person.

COSM301 The Hair, It Cares and Treatments **1 Credit-Hour**
We study the nature of hair growth and regeneration process. We review methods for preserving the health of hair and scalp conditions, applying shampoo, creams, massages, warm hats, plastic-heat generating and treatments for dry or oily hairs.

LCOS 301 Laboratory of the Hair, It Cares and Treatments **3 Credit-Hours**
Laboratory course that complements the courseCOSM601 in which the student develops the skills required for the treatment of scalp and hair.

QUIM 301 Composition of Cosmetics Products **2 Credit-Hours**
We study the design, materials and chemical composition of cosmetic products. We define the correct application according to customer needs. Become familiar with a significant number of cosmetics.

COSM 401 Hair Bleaching and Coloring **2 Credit-Hours**
The student will study the various types of chemicals to take off and to dye the hair. Study the correct methods used to ensure proper and uniform color. The student will learn how to prepare mixtures of primary colors to achieve the desired color tone and apply it appropriately.

COSM 501 Manicure & Pedicure **1 Credit-Hour**
Analysis of the types of nails, the shape of fingers and hand. We review the equipment and materials used in manicure and pedicure and proper applications. We review diseases, treatments, techniques and skills development for an adequate and satisfactory nail service.

LCOS 501 Laboratory of Manicure & Pedicure **3 Credit-Hours**
In this laboratory course, the student will develop skills in manicure and pedicure through the use of appropriate equipment and materials. It fosters extensive practice with different types of nails and variety of services.

COSM 601 Facials and Makeup **1 Credit-Hour**
During this unit, the participant will learn the theory related to modern techniques used in skin analysis, makeup and des-makeup, facial stimulation, treatments and masks. We study, hydration, creams and masks. Student also will learn about applying makeup by category, face shape and skin.

LCOS 601 Laboratory of Facials and Makeup **3 Credit-Hours**
This is a laboratory course complements the course COSM 501 in which the students will have the opportunity to practice skills in facial and makeup applications and to develop skills for their correct application.

COSM 701 Hairstyles, Relaxers and Ripples **1 Credit-Hour**
In this course the student will study designs of different hairstyles techniques accord to the customer needs. We study long hair hairstyles, short and asymmetrical lines, types of relaxer and ripples. The proper use of the dryer and curling tongs are emphasized. Also included techniques in curly or waving and straightening the hair.

LCOS 701 Laboratory of Hairstyles, Relaxers and Ripples **3 Credit-Hours**
Skills are developed through the practice of creating different hairstyles using hand dryers and curling tools and chemicals. Skills are practiced in creating curls, relaxers and ripples using appropriate tools for a complete service.

COSM 801 Haircutting **1 Credit-Hour**
We describe the basic techniques of hair cutting. Identifies the tools, their care and applications. Study and practical demonstrations of various hair cutting techniques. Techniques and styles discussed are for ladies.

LCOS 801 Laboratory of Haircutting **3 Credit-Hours**
Correct techniques are practiced in cutting hair to develop the skills necessary to service customers according to the type of hair and the requirements of each customer.

COSM 901 Preparatory Course for the Board Examinations **2 Credit-Hours**
It prepares the student to take and pass the bar examinations (theorical and practical). We review the important elements of licensing and the student is trained in the correct techniques to answer the theorical exams and perform in the practical one. It assists the student in the process of applying for the exam.

LCOS 901 Clinical Laboratory **2 Credit-Hours**
Application of knowledge and skills acquired under actual professional service. It develops the sense and skill necessary for the practice of the profession from the perspective of the owner of a beauty salon or its employees.

COURSE DESCRIPTIONS – BARBERING AND HAIRSTYLING

HIDO 101 History and Description of the Beauty Occupations 2.0 credits
Hours
Students will receive an introduction to what is and has been the care of hair, nails and skin: familiarization with the various types of cosmetics, comparisons, equipment, materials and occupational practice. A description from the employment perspective of what it means to be a beauty specialist, barber or nail technician, the conditions under which they work and the type of positions that you can choose.

DEEM 102 Business Development Workshop 2.0 credits
introductory course to the establishment and management of a small business in Puerto Rico. It includes the theory related to the opening (concept), space requirements, employment permits, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the company.

BAES 201 Bacteriology, Sanitation and Sterilization with Lab 2.0 credits
The participant will study the bacteria and the means of transmission of diseases that are common in the field of beauty. We review the correct methods to be used in hygiene and sanitation techniques in the beauty industry, preparation of disinfectant solutions and sterilization of tools.

ANAT 201 Anatomy 2.0 credits
We study the structure of the body, its features, functions, exposure and emphasizes the study of diseases, causes, injuries and how they affect the cosmetic processes. Attention is given to the allergy and its effects on the person.

COSM 301 The Hair, It Cares and Treatments 1.0 credit
We study the nature of hair growth and regeneration process. We review methods for preserving the health of hair and scalp conditions, applying shampoo, creams, massages, warmhats, plastic-heat generating and treatments for dry or oily hair.

LCOS 301 Laboratory of the Hair, It Cares and Treatments 3.0 credits
Laboratory course that complements the course COSM601 in which the student develops the skills required for the treatment of scalp and hair.

QUIM 301 Composition of Cosmetics Products 1.0 credit
We study the design, materials, and chemical composition of cosmetic products. We define the correct application according to customer needs. Become familiar with a significant number of cosmetics.

COSM 401 Hair Bleaching and Coloring 3.0 credits
The student will study the various types of chemicals to take off and to dye the hair. Study the correct methods used to ensure proper and uniform color. The student will learn how to prepare mixtures of primary colors to achieve the desired color tone and apply it appropriately.

BARB 501 Manicure, Manipulations and Skin Care 1.0 credit
Analysis of the types of nails, the shape of fingers and hand. We review the equipment and materials used in manicuring and skin care in general. We study the proper procedures for hand manipulations. We review diseases, treatments, techniques and skills needed for an adequate and satisfactory service.

LBAR 501 Laboratory of Manicure, Manipulations and Skin Care **3.0 credits**
In this laboratory the student develop skills in offering manicure, massage and skin care in men through the use of appropriate equipment and materials. It fosters extensive practice with different types of services.

BARB 601 Shaving and Facial Treatments **1.0 credit**
During this unit the participant will learn and use modern techniques of shaving, skin analysis and treatments. We study the face cleaning, hydration and facial creams.

LBAR 601 Laboratory of Shaving and Facials Treatments **3.0 credits**
This is a laboratory course complements the course BARB 501 in which the students the opportunity to practice the skills and knowledge of shaving and applying facials to develop the skills necessary for their correct application.

BARB 701 Haircuts and Hairstyles for Men **1.0 credit**
We study the basic techniques of cutting hair in different styles according to customer needs. We study hairstyles short hair, long and asymmetrical lines. Proper use of the cutting machine and dryer (blower).Also included techniques curly hair waving and straightening.

LBAR 701 Laboratory of Haircuts and Hairstyles for Men **3.0 credits**
Skills are developed through the practice of creating different styles of haircuts and hairstyles using hair the cutting machine, scissors and hand dryer. Skills are practiced in creating curls, relaxers and ripples using appropriate tools for this service.

BARB 801 Advanced Hairstyles for Men **1.0 credit**
Advanced techniques in hair cuttings are described. Students learn about the cutting of hair tools, their care and appropriate use. The study and practical demonstrations of various advanced haircutting techniques are included. Techniques discussed are for men and children.

LBAR 801 Laboratory of Advanced Hairstyles for Men **3.0 credits**
Advanced techniques are practiced in cutting hair and the right to develop the skills necessary to service customers according to the type of hair and the requirements of each customer.

BARB 901 Preparatory Course for the Board Examinations **2.0 credits**
It prepares the student to take and pass the board examinations (theorical and practical). We review the important elements of licensing and trains and assists the student in the correct techniques to answer the theorical exam. It assists the student in the process of applying for the exam. The class ends with a simulation of the practical exam.

LCOS 901 Clinical Laboratory **2.0 credits**
Application of knowledge and skills acquired under actual conditions of an existing barber shop. It develops the sense and skill necessary for the practice of the profession from the perspective of the barbershop owner or its employees.

COURSE DESCRIPTIONS – NAIL TECHNOLOGY

HIDO 101 History and Description of the Beauty Occupation **2.0 credits**
Students will receive an introduction to what is and has been the care of hair, nails and skin: familiarization with the various types of cosmetics, comparisons, equipment, materials and occupational practice. A description from the employment perspective of what it means to be a beauty specialist, barber or nail technician, the conditions under which they work and the type of positions that you can choose.

DEEM 102 Business Development Workshop **2.0 credits**
Introductory course to the establishment and management of a small business in Puerto Rico. It includes the theory related to the opening (concept), space requirements, employment permits, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the company.

BAES 201 Bacteriology, Sanitation and Sterilization **1.0 credit**
The participant will study the bacteria and the means of transmission of diseases that are common in the field of beauty. We review the correct methods to be used in hygiene and sanitation techniques in the beauty industry, preparation of disinfectant solutions and sterilization of tools.

LBAE 201 Laboratory of Bacteriology, Sanitation and Sterilization **3.0 credits**
The student will practice methods of preventing the transmission of diseases related to common bacteria in the beauty industry. The student is exposed to details in the correct methods used to ensure proper hygiene and sanitary conditions that apply to the work area. The student will learn how to prepare and how to apply sanitizing solution to sanitize and properly care for the equipment.

ANAT 201 Anatomy **2.0 credits**
We study the structure of the body, its features, functions, exposure and emphasizes the study of diseases, causes, injuries and how they affect the cosmetic processes. Attention is given to the allergies and its effects on the person.

CHEM 301 Composition of Cosmetics Products **2.0 credits**
We study the design, materials and chemical composition of cosmetic products. We define the correct application according to customer needs. Students become familiar with a significant number of cosmetics.

COSM 501 Manicure & Pedicure **1.0 credit**
The student studies and develops skills to apply basic manicure processes, the use of oil and lanolin, as nail shaping, grinding and polishing process, restructuring, attention to special conditions of the nail disease and treatment to be used in each case, the correct processes of massage to be used in certain situations.

LCOS 501 Laboratory of Manicure & Pedicure **3.0 credits**
Complementary laboratory course to course 701 in MAUN that provides students the skills necessary for cleaning and polishing natural and artificial nails. Attention is given to customer responsiveness.

MAUN 801 Application Techniques - Acrylic Nails **1.0 credit**
During this course, students learn and practice the application of artificial acrylic nails, their cares,

design and maintenance.

LMAU 801 Laboratory of Application Techniques - Acrylic Nails 3.0 credits
Laboratory course that complements the course MAUN 801 in which students learn and practice the application of artificial acrylic nails, their care, design and maintenance. It includes techniques for filling and repairing nails.

MAUN 901 Application Techniques – Gel, Sculptured and Fantasy Nails 1.0 credit
During this course students learn and practice the application of gel and sculptured nails and how to care them. Emphasis is in the design and application.

LMAU 901 Laboratory of Application Techniques – Gel, Sculptured and Fantasy Nails 3.0 credits
Laboratory course that complement the course MAUN 901 in which students learn and practice the application of gel and sculptured nails. It includes the care, design and maintenance.

COURSE DESCRIPTIONS – ADVANCED COSMETOLOGY AND BARBERING

AVAN 101 Development of the Professional Image 2 Credits Hours
The student will receive guidance on important of project a good image and how to project professionalism in performing their work. It also guides you on various job opportunities currently available in the field of cosmetology, styling and beauty in general and how to perfect advanced techniques in cosmetologist and/or barber.

AVAN 102 Advanced Techniques – Hair Drying 2 Credits Hours
Advanced course on new techniques for care, hair washing and drying. The student learns various ways of performing thorough washing of the hair, in order to stimulate the microcirculation of the scalp. Also included, new drying techniques, using high quality products, various accessories, devices that preserve hair beauty and security measures.

AVAN 201 Advanced Hairdressing I Medium and Long Hair) 2 Credits Hours
Advanced course for new proposals, studies and innovative styles of hairstyles with long and medium hair. The student will learn new hairstyles, using various influences: collected (monkeys), gala hairstyles, semi-dress, classic and contemporary. In addition, the manual skills are reinforced with the use of various accessories, materials and equipment for the production of complex and creative hairstyles.

AVAN 202 Advanced Bleaching and Dyeing 2 Credits Hours
Subject coloration and bleaching in the advanced program in which the emphasis is in bleaching techniques and practice techniques for coloring and lightening hair. Generally, coloring skills are developing through the accumulation of knowledge and continuous practice.

AVAN 301 Advanced Hairdressing II (Short Hair) 2 Credits Hours
Advanced course elaborate styles hairstyles. Emphasis is given to the new hair styles in short hair. It continues to reinforce the manual skills, using various accessories, materials and equipment for the production of complex and creative hairstyles.

AVAN 302 Advanced Haircutting Techniques I (Medium and Long Hair) 2 Credits Hours
First year of new advanced cutting techniques for modern lines and applied in all kinds of medium and long hair. It is a creative update on fashion trends during the times and seasons. It includes developing

skills in the use and handling of various materials and equipment such as scissors, cutting machines, knife and others.

AVAN 401 Artistry of Hair **2 Credits Hours**
This unit prepares students for advanced styles classified as commercial hairstyle, dress and hairstyle hairstyle "avant-garde" or competition, to create a variety of images through the art exhibition.

AVAN 402 Advanced Cutting Techniques II (Short Hair) **2 Credits Hours**
Second Advanced Course elaborate styles hairstyles. Emphasis is given to the new styles of short haircuts and middle. It continues to reinforce the manual skills, using various accessories, materials and equipment for the production of complex and creative hairstyles.

AVAN 501 Professional Make Up I **2 Credits Hours**
The student will learn the application of different makeup products, their use and the procedures to prepare the model for makeup.

AVAN 502 Permanent Smoothing and Waving Techniques **2 Credits Hours**
Advanced course in chemical processes that achieve total hair transformation. It teaches the products, tools, application procedures and management of different styles of permanent hair smoothed and pressed on with specific textures. Emphasis is given to hair analysis for the selection of products and permanent styles. We study the chemical composition, innovative techniques and styles. Safety measures with the client are promoted.

AVAN 601 Professional Make Up II (Artistry) **2 Credits Hours**
We study the advanced techniques of make ups for the bride, theater, body painting and extravaganza shows according to the student's creativity and art. We study the creation of symmetrical and asymmetrical figures and lines in the skin. Emphasis is placed on the proper body paints.

AVAN 602 Colorimetry **2 Credits Hours**
This course will expand the knowledge and techniques of color, through the analysis of the evolution of fashion and style. We review the chemical properties of color, key implementation techniques and then teach the new lines, new designs and combinations of color. It stimulates the student's use of imagination, creativity, and application of security methods.

COURSE DESCRIPTIONS – PROFESSIONAL MAKEUP

MAPR 101 History of Makeup and Occupational Description 37.5 hours
Students will receive an introduction to what professional makeup is and has been: familiarization with the various types of makeup, cosmetics and medications, comparisons, equipment, materials, and occupational practice. From an occupational perspective, a broad description of what a professional makeup artist represents is included, as well as the diversity of options within the beauty field and the business world.

LMAQ 102 Makeup Fundamentals Lab 112.5 hours
Students will practice the makeup techniques discussed in MAPR 101. They will review the correct methods used to ensure proper hygiene and sanitary conditions applicable to the work area. They will learn how to prepare illuminating solutions and how to properly apply them to disinfect and care for

equipment. They will also practice job search techniques and complete exercises related to starting their own business.

MAPR 201 Corrective Facial Anatomy 37.5 hours
This course provides a basic understanding of facial anatomy. It also covers the theory of facial cleansing procedures: universal precautions before and during procedures, products, coverage, treatments, and skin conditioning prior to makeup application.

LMAQ 202 Corrective Facial Anatomy Laboratory 112.5 hours
This laboratory course puts the concepts discussed in MAPR 201 into practice. Cosmetic products are used. Correct application is practiced according to the client's needs. You will become familiar with a significant number of preparatory procedures for makeup.

MAPR 301 Artistic Makeup Techniques 37.5 hours
This course focuses on the discussion of artistic makeup techniques. Emphasis is placed on the presentation of various techniques and adheres to scientifically based procedures. The techniques taught are comprised of non-invasive modalities to meet the needs of the patient. LMAQ 302 Artistic Makeup Techniques Laboratory 112.5 hours
Participants will use their knowledge of the techniques discussed in MAPR 301 to practice and develop the skills necessary to correctly apply a wide variety of artistic makeup.

MAPR 401 Makeup for Audiovisual Media (Photos, TV) 37.5 hours
Students will study the theory and acquire the knowledge necessary for the eventual application of makeup for photography, television, theater, and characterizations in general.

LMAQ 402 Makeup for Audiovisual Media (Photos, TV) Laboratory 112.5 hours
This is a complementary course to the theoretical course in MAPR 601. Students will practice the theory learned by applying the techniques discussed. Students will perform the correct movements with precision and use the necessary finesse to be effective.

MAPR 501 Commercial Makeup Techniques I (Day, Night, Sophisticated) 37.5 hours
This course provides the necessary theory for students to develop the appropriate skills and techniques used in makeup for daytime, evening, and sophisticated events. Students will learn the correct application sequence.

LMAQ 501 Commercial Makeup Techniques Laboratory I (Day, Night, Sophisticated) 112.5 hours
Provides the necessary experiences for the development of appropriate skills and techniques in commercial makeup for daytime, evening, and sophisticated events through practical exercises. Students will practice and apply the correct techniques and sequences.

MAPR 601 Commercial Makeup Techniques II (Eccentric, Bridal, Gentleman, Sepia) 37.5 hours
This course provides the necessary theory for students to develop the appropriate skills and techniques used in eccentric makeup for brides, quinceañeras, gentlemen, and sepia. The student will learn the theory associated with the correct sequence of applications.

LMAQ 601 Commercial Makeup Techniques Laboratory II (Eccentric, Brides, Men, Sepia) 112.5 hours
Provides the necessary experiences for the development of appropriate commercial makeup skills and techniques for eccentric events, for brides, quinceañeras, men, and sepias through practical exercises.

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

Course Format – Blended (some activities are “face-to-face” (labs) and others using distance education)

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

Evaluation Procedures

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

SCHOOL DAY CALENDAR (CLASS DAYS)

Mayaguez Institute of Technology maintains a continuous academic calendar throughout the year, including the summer months, and begins and schedules each cohort when there is sufficient enrollment. In our regular programs, with the exception of the holidays indicated below, classes meet Monday through Thursday.

CALENDARIO PUERTO RICO AÑO 2025

Enero

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

Febrero

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

Marzo

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

Abril

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

Mayo

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

Junio

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

Julio

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

Agosto

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

Septiembre

	L	M	M	J	V	S	D
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

Octubre

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

Noviembre

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

Diciembre

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

Feriados 2025

Miércoles 1 de Enero: Año Nuevo

Lunes 6 de Enero: Día de Reyes

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

Lunes 17 de Febrero: Natalicio de George Washington

Sábado 22 de Marzo: Día de la Abolición de Esclavitud

Viernes 18 de Abril: Viernes Santo

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

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

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

Lunes 1 de Septiembre: Día del Trabajo

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

Lunes 10 de Noviembre: Día del Veterano

Miércoles 19 de Noviembre: Día del Descubrimiento de Puerto Rico

Domingo 23 de Noviembre: Día de Acción de Gracias

Miércoles 24 de Diciembre: Noche Buena

Jueves 25 de Diciembre: Navidad

CALENDARIO PUERTO RICO AÑO 2026

Feriados en Puerto Rico año 2026

Jueves 1 de Enero: Año Nuevo

Martes 6 de Enero: Día de Reyes

Lunes 19 de Enero: Natalicio de Martin Luther King, Jr.

Lunes 16 de Febrero: Natalicio de George Washington

Domingo 22 de Marzo: Día de la Abolición de Esclavitud

Viernes 3 de Abril: Viernes Santo

Lunes 25 de Mayo: Día de la Conmemoración de los Muertos de la Guerra

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

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

Lunes 7 de Septiembre: Día del Trabajo

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

Miércoles 11 de Noviembre: Día del Veterano

Jueves 19 de Noviembre: Día del Descubrimiento de Puerto Rico

Jueves 26 de Noviembre: Día de Acción de Gracias

Jueves 24 de Diciembre: Noche Buena

Viernes 25 de Diciembre: Navidad

GENERAL RULES OF CONDUCT

Uniforms: In program with assigned uniforms, students are required to wear uniforms to attend classes.

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

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

Attendance and Punctuality:

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

Rules of Conduct:

The student all time must:

1. Keep the work area tidy and clean before leaving the Institution.

2. Return the loan equipment.

3. Place residual materials in disposable containers destined for it.

4. Beauty programs - Sterilize their equipment before and after use.

5. Avoid gatherings in the classroom.

6. Not leave the room or Lab without permission from the instructor or walk around during school hours.

7. Recognize the values and skills of both you and your colleagues

8. Inform the instructor, counselor or to the Academic Director any problems or suggestions regarding the institution or school. Use the suggestion box.

9. Use appropriate vocabulary and talking tones.

10. Fulfill the tasks assigned by the instructor with the appropriate responsibility.

11. Make payments on time and / or when required.

12. Assume responsibility for the use and good handling of the equipment.

13. Help their peers to be prudent to avoid accidents.

14. The Institution is not responsible for lost or damaged equipment of students.

15. Do not allow entry of children in classrooms. All models (beauty programs) must have over 12 years and less than 21 must be accompanied by an adult. When the work is finished, models must leave the classroom or Lab.

16. Cannot delegate tasks or duties assigned by the instructors to other students.

17. Respect the property of the institution such as desks, files, shelves, desks, etc.

18. We do not allow student access without authorization to the office unless it is for the delivery of a document or a meeting.

19. Students who observe negative attitude and behavior and that violate the rules of the institution will be referred to the Counseling Office who shall take appropriate measures to the situation or refer to a Discipline Committee who will determine the final or partial suspension of the program. If suspended, students may apply for readmission in accordance with established standards.

20. The documents released to the institution shall become its property and therefore will not be returned.

21. Students will be excused for use the uniform only on the days designated as a casual day.

22. The institution will provide in writing information regarding the measures, sanctions or decisions taken in case of indiscipline or lack of compliance with institutional rules.

23. Consecutive absences and tardiness will be referred to the Counselor after 3 absences or tardiness. Any student who has 7 consecutive absences will be administrative withdraw.

24. MYTECH does not allow unauthorized sales by the institution.

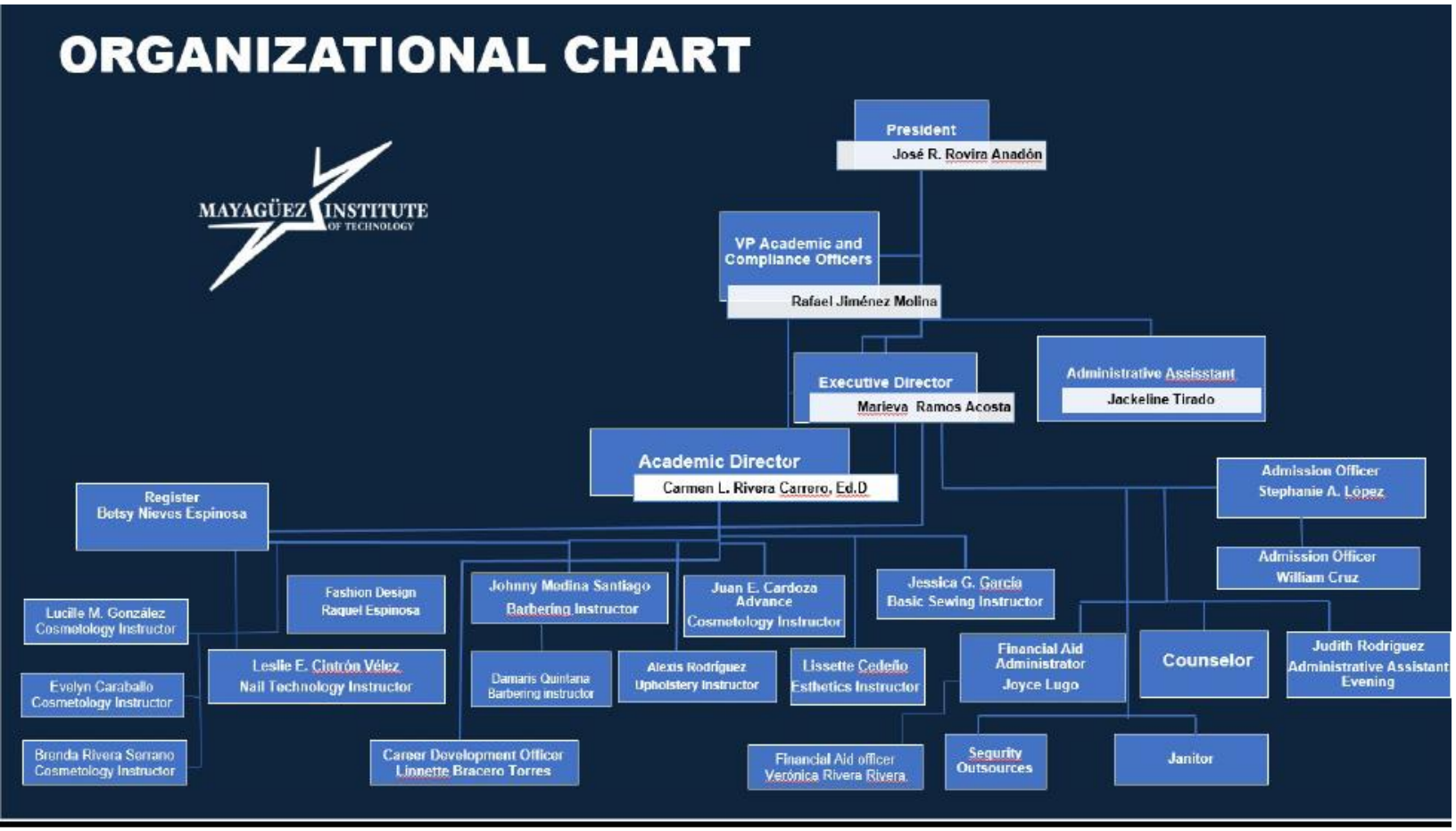
25. It is prohibiting the use, possession, sale or distribution of controlled substances (drugs) and alcohol within the institution or during the execution of any activity sponsored by the institution, both within and outside the facilities.

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

Mayaguez Institute of Technology reserves the right to expel, suspend or refuse to accept, at any time, a student who does not meet the standards of conduct of the institution, as published in this catalog.
"I certify that all the information published in this Catalog is correct and that students, faculty and staff members have access to an electronic copy (www.mayaguezinstituteoftechnology.com) or by requesting a printed copy"

José R. Rovira-Anadón
President

ORGANIZATIONAL CHART



LABORATORY EQUIPMENT

PROGRAM	AREA	ROOM	CAPACITY	EQUIPMENT IN THE ROOM
Upholstery	20 x 25	116-001	15	"Walking Foot" sewing machines, Industrial sewing machines, Workshop tables (4x8), Upholstery hand tools, storage cabinets, reference materials (books, illustrations, etc.)
Nail Tech	25 x20	116-002	20	Nail Tables, Chairs, desks with lamps, chairs, Benches, whiteboards.
Basic Sewing	25 x 31	116-203	10	Semi-industrial (plain) sewing machines, Domestic Sewing machines, "Merrow" machine, Workshop tables (36 x 72), Fabric cutting table, Mannequins, Iron tables and irons.
Fashion Design and Dressmaking	25 x 31	116-202	15	Semi-industrial (plain) sewing machines, Domestic Sewing machines, "Merrow" machine, Workshop tables (36 x 72), Fabric cutting table, Mannequins, Iron tables and irons.
Cosmetology 1	32 x 14	118-401	15	Tables, Whiteboards, Desk, "Shampoo bowls", Workstations, Chairs, Counters", Mirrors, Hair-dryers
Study Room Computers and LRC	15 x 20	116-101	20	Desks, bookcases, computers, computer desks and chairs, blackboard, audio-visual equipment.
Cosmetology 2	16 x 16	118-403	12	Tables, Whiteboards, Desk, "Shampoo bowls" (outside), Workstations, Chairs, Counters", Mirrors, Hair-dryers, computer and TV
Cosmetology 3	Two spaces 20 x 13 and 17 x 13	118-504	15	Tables, Whiteboards, Desk, "Shampoo bowls", Workstations, Chairs, Counters", Mirrors, Hair-dryers, computer and TV
Classroom	31 x 25	118-201	15	Cutting (fashions) tables, working tables, and TV
Esthetics	25 x 31	303	20	Machines 14-1, massage and facial beds, massage chairs, chairs, seat stools, whiteboard and TV
Barbering 1 (Classroom)	28 x 11 and 21 x 11	118-501	20	Whiteboard, student desks, instructor desk, barbering stations, shampoo bowl, computer and TV
Barbering 2 (Lab)	23 x 18	118-301	16	Barber stations, barber chairs, mirrors, computer and TV, whiteboards.