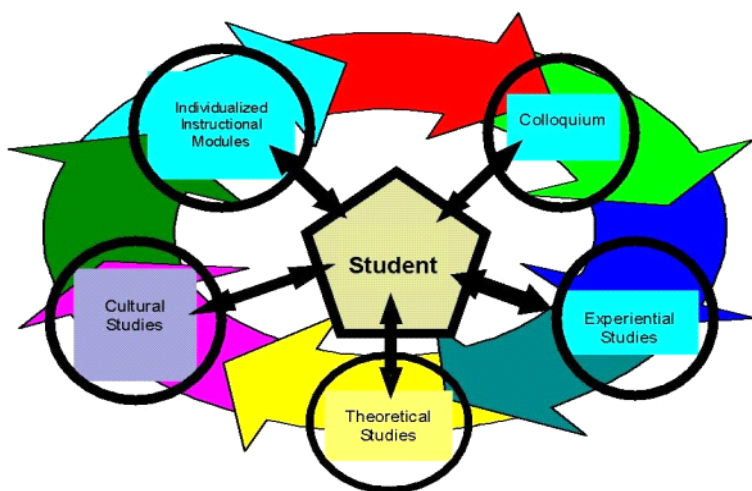


Boricua College

Student

Handbook

The Educational Model



**FIVE MODES OF INSTRUCTION
AND
WAYS OF LEARNING**

2017-2020

Manhattan Campus

3755 Broadway

New York, NY 10032

Phone: 212-694-1000

Fax: 212-694-1015

Web-site: www.boricuacollege.edu

Bronx Campus

890 Washington Avenue

Bronx, NY 10451

Phone: 347-964-8600

Fax: 347-964-8603

Web-site: www.boricuacollege.edu

Brooklyn Campus

9 Graham Avenue

Brooklyn, NY 11206

Phone: 718-963-4112

Fax: 718-963-3473

Website: www.boricuacollege.edu

THE STUDENT HANDBOOK

This Student Handbook is designed to provide clear and precise information about the College's services and resources, and the Codes of Conduct that regulate the behavior of students in relation to each other and other members of the College community.

The College wishes to give credit to the student handbooks created by other institutions that served as a guide for this one.

A handwritten signature in cursive script that reads "Victor G. Alicea".

Victor G. Alicea, Ph.D.
President

**THIS HANDBOOK IS SUBJECT TO CHANGE
WITHOUT NOTICE AT ANY TIME AS NEEDED BY
THE COLLEGE**

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I. OVERVIEW OF THE COLLEGE

A. INTRODUCING BORICUA COLLEGE

Boricua has a unique history as the first private Latino-Hispanic college on the U.S. mainland, specifically designed to meet the educational needs of Puerto Ricans and other Spanish-speaking people. Located in New York City, with its first Campus in the Brooklyn neighborhoods of Williamsburg and Greenpoint, a second Campus located in the historic Audubon Terrace of Manhattan's Upper West Side and a third Campus in the Melrose-South Bronx section of the Bronx, the College typically enrolls over 1,000 full-time students in programs leading to an Associate in Arts, Associate in Science, Bachelor of Arts, Bachelor of Science, Master of Arts, and Master of Science degrees. The College employs one of the largest concentrations of Latino, bilingual professionals in the City of New York. Consistent with its Latino-Hispanic world view, Boricua College offers New York City a broad base of expert knowledge about the experiences of Puerto Ricans, Latino immigrants, other Caribbean and underrepresented communities of New York City.

HISTORY AND AIMS

In the early 1970s, leaders of the Puerto Rican community founded the Puerto Rican Research and Resources Center, (PRRRC) located in Washington, D.C. to study the most pressing socio-economic problems facing the Puerto Rican community. In the course of their work, the Center's researchers became convinced that an educational crisis lay at the root of many of the problems facing Puerto Ricans and other minorities in the United States. They judged that a college expressly directed to the needs of Puerto Ricans, offered the promise of a breakthrough for the Puerto Rican community of New York City.

In 1973, the Board of Directors of the Puerto Rican Research and Resources Center hired Dr. Victor G. Alicea to serve as its Director and head a planning team¹ to develop and implement a plan for such a college in New York City. The group embodied in the plan its belief that a college serving Puerto Ricans must employ a bilingual faculty and staff, emphasize the principle of a student's culture and history as essential in their learning, and reflect in all its activities an educational philosophy and methods carefully adapted to the needs of its unique student population. Early in its development it became clear that Boricua College's philosophy and educational principles were also attractive to other Latinos, as well as other minority communities of New York City.

In 1974, the New York State Education Department authorized Boricua College to offer classes, and it enrolled an entering class of 67 men and women. In 1975 the College was provisionally chartered by the New York State Board of Regents to offer the Associate in Arts degree. During the following years, the College flourished with the financial and curricular support of leading institutions including the Ford Foundation, Bank Street College of Education, Pace University, and the Federal Fund for the Improvement of Post-Secondary Education.

Recognizing Boricua's early achievements and promise, the Middle States Association Commission on Higher Education granted the College "Candidacy" status in 1976. In 1979, the New York State Board of Regents authorized Boricua College to offer courses of instruction leading to Bachelor of Science degrees in the fields of Human Services, Business Administration and Education.

In 1980, the Middle States Commission on Higher Education granted the College full Accreditation and in 1985, the College became the first private minority institution granted an Absolute

¹ The planning team included Agustin Rivera, Maria Montes Morales, Julie Mathis, Gladys Correa, Hector Montes, Clarice Staff, Gerald Witherspoon, several community leaders, and others. A small group of students rounded out the planning team.

Charter by the New York State Board of Regents, and the only private Hispanic college on the U.S. mainland.

Bachelor of Arts degree programs in Inter-American Studies and General Liberal Arts and Sciences were authorized in 1985. In 1987, the Middle States Commission on Higher Education accepted the College's Periodic Review Report and commended its quality and re-affirmed the College's accreditation in 1993. In 1996, the New York State Board of Regents amended the College's Charter to offer programs leading to Master of Science and Master of Arts degrees in Human Services and Latin American and Caribbean Studies. In June 2004, the Middle States Commission on Higher Education, once again, reaffirmed the College's accreditation for the next ten years. In 2008, the College initiated a Master of Science in Teaching English to Speakers of Other Languages (TESOL).

Boricua College is a member of the Middle States Commission on Higher Education, N.Y. State Commission on Independent Colleges and Universities, Hispanic Association of Colleges and Universities, Association of Governing Boards of Colleges and Universities and National Association of Independent Colleges and Universities.

Boricua College has no limitations in admission or employment based on the race, sex, nationality, religion, geographical origin, or handicap of the applicant.

MISSION AND GOALS

The typical Boricua College student is from a bilingual and/or multicultural background, an adult with family and employment responsibilities. The Mission and Goals of the College are therefore rooted in three principles of institutional identity:

- As a *Puerto Rican institution*, Boricua College seeks to strengthen Puerto Rican and Latino culture through a bilingual and bicultural approach to learning. To emphasize its commitment to the inseparability of culture and education of all its students, the college offers a program of individualized instruction that aims at enhancing personal

learning styles, and takes into consideration the social, political, and economic background of its students. In so doing, it responds to the educational and economic difficulties experienced by Puerto Ricans, Hispanics, and other communities of New York City. By focusing its learning activities on solutions to problems facing these communities, the College prepares students for effective community leadership in a democratic society.

- As a *liberal arts institution*, Boricua College aims for high standards of academic performance from both students and faculty. Its curriculum offers students a solid grounding in the principles, concepts and methods of the humanities, social and natural sciences, as well as the development of Generic intellectual, affective and psychomotor skills and competencies of each student.
- As a *non-traditional institution*, Boricua offers students the opportunity to design highly individualized learning programs that may be pursued at their own pace to meet their professional and career goals. Learning activities at Boricua are not confined within college walls. Instead, they combine in creative and stimulating ways the world of scholarship and the world of work. Boricua evaluates student progress through multiple measures that reflect the diversity of student goals and recognizes student achievements both prior to and during enrollment as worthy of academic credit.

B. GOVERNANCE AND ADMINISTRATION

The **Board of Trustees** is responsible for governing Boricua College through the authority vested in the President as the chief executive and academic officer of the College. The Board of Trustees is composed of a minimum of fifteen members who are representative of the civic community of New York City. It is responsible for establishing the general policies of the College that are implemented by the President.

Boricua College is organized into five Divisions, each one composed of sub-units and/or departments:

Institutional Administration Division:

- President
- Senior Vice President
- Finance
- Information and Technology
- Human Resources and Personnel
- Development
- Legal Counsel

Academic Administration Division:

- Vice President for Academic Affairs
- Vice President for Academic Programming (Brooklyn Campus)
- Dean of Academic Affairs (Manhattan Campus)
- Dean of Generic Studies (Bronx Campus)
- Department Chairpersons
- Coordinators of Experiential, Theoretical and Cultural Studies
- Administrative and Unit Secretaries

Instructional Division:

- Generic Studies-Liberal Arts and Sciences Department
- Human Services Department
- Education Department
- Business Administration Department
- Other approved programs: General Liberal Arts and Sciences, Inter-American Studies, Latin American and Caribbean Studies, Paralegal Studies and Medical Assistant.

Student Services Division:

- Admissions
- Financial Aid
- Bursar
- Registration & Assessments
- Student Academic Supports
- Library and Learning Resources

Operations and Environmental Services Division:

- Environmental Services
- Maintenance
- Office Support Services
- Concierge and Security Services.

C. MODES OF INSTRUCTION AND WAYS OF LEARNING

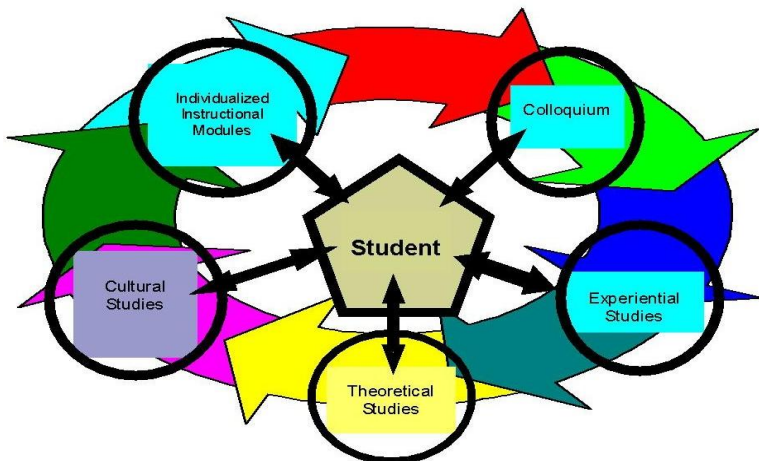
For most students, going to college means taking courses in an institution of higher education, attending lectures on various academic subjects such as history, physics, or math, taking examinations on those subjects at the end of each term to receive credits for successfully completed courses, and graduating when a sufficient number of credits is achieved.

At Boricua College, lecture-discussion courses is one way for college students to master certain types of information. Such “theoretical studies,” however, are only one, of five distinct “Modes of Instruction” or “Ways of Learning” in which students are educated and receive academic credit at Boricua College.

An explanation of each of these modes of instruction and the way they are integrated into a singular program of student growth and development are described below.

- **The Educational Model**

Five Modes of Instruction and Ways of Learning



"LEARNING AS A PROCESS OF SELF REFLECTION AND INTEGRATION"

- **Individualized Instruction:** In the courses that use this mode of instruction and way of learning every student meets individually with a "Faculty Facilitator", a full-time faculty member, for one hour per week throughout the academic cycle to plan, implement and evaluate a program of learning designed to meet that student's educational needs and career aspirations. During the first two years, individualized instruction emphasizes the development of carefully identified generic intellectual skills required for the mastery of the basic principles of knowledge of the humanities, social sciences and natural sciences. During the next two years, individualized instruction takes on a more disciplinary character as the student is facilitated to develop the breadth and depth of the intellectual skills and apply them in learning the concepts and literature of his/her field of specialization.
- **Colloquium:** A second unique way of learning at Boricua involves the use of small group Colloquia. In a Colloquium, eight to ten students meet once a week with their Faculty Facilitator to exchange, share, discuss, and evaluate ideas, issues and problems related to the learning program of the group members and their goals. Of particular focus is the developing of affective skills necessary for life-long learning and acquisition of knowledge.

During the next two years the Colloquium takes on a more disciplinary character as the student is facilitated to develop the breadth and depth of the affective skills and the values inherent in the literature of their fields of specialization.

- **Experiential Studies:** This mode of learning involves carefully designed structured experiences of "learning by doing." This mode of instruction aims to develop in students awareness of how simple psychomotor skilled movements evolve into complex professional skills. The sequence begins with a Perceptual Development course, where students participate in structured field experiences that sharpen their observational, recording, analytical and evaluative abilities. It continues through Physical Development courses, where students increase their body and sensory awareness and physical abilities through yoga, aerobics, dance and martial arts. In sequence,

students then develop the Skilled and Complex instrumental movements through courses in creative arts, natural science and computer laboratories. In the next two years and beyond, the student participates in carefully designed workshops, studios and supervised internships related to their professional goals and academic disciplines.

- **Theoretical Studies:** Each cycle, a wide selection of courses are offered that lead the student through a topic or body of knowledge of English, mathematics and history. These courses employ the customary techniques of lectures, discussion and written examinations.

In the previous modes of instruction the student learns by processing experiences through the intellectual and affective skills, and thus the student transforms experiences into knowledge. In Theoretical Studies courses students learn by applying their intellectual and affective skills to the subject matter thus transforming it into personal knowledge. In the Theoretical Studies courses students learn by applying their intellectual and affective skills to the subject matter thus transforming it into personal knowledge.

In the next two years and beyond, the student grows and develops further the use of the critical thinking and affective skills by applying them in learning the more specialized subject matter of the liberal arts and science disciplines and the specialized knowledge of the professions.

- **Cultural Studies:** Each academic cycle, courses are offered in the Humanities, Fine Arts and Languages (English and Spanish). Many of these courses focus on the unique experiences, language and history of the people of the Western Hemisphere including the United States, Puerto Rico and the contiguous islands, and the World. At Boricua College, a student's culture is essential as the background that enriches and conditions the ways of learning and modes of instruction. Three levels of culture are particularly relevant here: (1) the archetypal elements, mostly unconscious, that motivate behaviors and identify a student

as a member of “a people”; (2) historical elements that serve as conscious icons representative of popular aspects of a particular culture and, (3) the contemporaneous elements of a culture that are being produced in the daily life of a student and his/her peers.

Affective values, skills and competencies are particularly essential in Cultural Studies. The processes of receiving, responding, valuing, and the companion internal processes of sensing, feeling and emotions provide the content for understanding and creating culture.

In the first two years at Boricua College Cultural Studies concentrates on developing the communication skills of the student in written and spoken language – English and Spanish followed by the knowledge of the Humanities or human sciences of (philosophy, literature, history, and fine arts). As in the other modes of instruction, a student learns by the competent application of intellectual, affective and psychomotor skills to process and transform the lectures and readings into personal knowledge.

- **Independent Study:** Under special conditions, and for qualified students, the College will allow up to three credits of Independent Study course supervised by a full-time faculty member.

No goal is more important to Boricua College than its students' success in integrating the five modes of instruction and ways of learning into a coherent pattern of educational growth and personal development. Several key features of the College's program are directed toward that goal: The Faculty Facilitator, Learning Contract, Assessment Portfolio and Academic Assessment.

- **The Faculty Facilitator:** Neither detailed planning nor comprehensive documentation and assessment would ensure the integration of students' learning experiences at Boricua College without the work of the Faculty Facilitator - the key figure in the College's educational program, the full-time faculty of the College.

The Learning Contract, Assessment Portfolio and Academic Assessment procedures are described in the section on Assessments.

- **The Learning Contract:** The task of integrated learning begins with a plan of education embodied in a Learning Contract. At the beginning of every academic cycle, each Boricua College student in consultation with a Faculty Facilitator designs a personalized Learning Contract for that term. The contract specifies the student's educational goals for the cycle, the manner in which the ways of learning and modes of instruction will be utilized to achieve those goals, and the method and criteria by which the student's progress will be assessed at the end of the term.
- **The Student Assessment Portfolio:** At the end of each academic cycle a comprehensive “summative” portfolio of the student’s Learning Contract and all academic work produced for each course is prepared by the student and his/her Faculty Facilitator.

Because individualized instruction is the centerpiece of Boricua College’s curriculum, a “formative” type of weekly evaluation and feedback by a student’s Faculty Facilitator continues throughout the academic cycle. The student is, therefore, continuously made aware of his/her progress towards each course’s objectives and the College’s academic criteria.

The final evaluations (The Portfolio) is the joint product of all the faculty members who worked with the student.

- **The Student Assessment Committees and Awarding of Grades:** The final grades are awarded by an Assessment Committee after reviewing the contents of the student’s Assessment Portfolio.

A student’s Assessment Committee is composed of his/her Faculty Facilitator and two additional Facilitators reviews the contents of the Portfolio in relation to the learning objectives in the learning contract, and the personal summary evaluation of the courses and grades recommended by the Facilitator. The Assessment Committee has the authority to award the final grades. The

grades achieved by a student varies with the quality and quantity of the work produced. If a student disagrees with the grade awarded a petition for re-assessment can be requested.

D. ACADEMIC PROGRAMS

Boricua College’s undergraduate academic programs are organized into two divisions: core Curriculum, referred to as the Generic Studies Liberal Arts and Sciences program, and an upper division of Specialty Studies program majors leading to Bachelor of Science degrees in Human Services, Childhood Education and Business Administration, and Bachelor of Arts degrees in Liberal Arts and Sciences and Inter-American Studies. The College also offers graduate Master degrees in Human Services and Education – Teaching English to Speakers of Other Languages (TESOL), and Master of Arts degree in Latin American and Caribbean Studies.

The Boricua College’s non-traditional educational philosophy that “a liberal arts education means mastery of a set of generic intellectual, affective, and psychomotor-behavioral skills and abilities, carefully integrated with the knowledge of the liberal arts and sciences or the professions, provides the fundamental rationale for the institutional-level goals and learning objectives of each program.

BORICUA COLLEGE INSTITUTIONAL-LEVEL GOALS

Goal 1	The graduates can demonstrate intellectual, affective and psychomotor skills and technology for life-long learning.
Goal 2	The graduates can demonstrate, by the use of increasing complex levels of intellectual, affective and psychomotor skills, acquisition of subject matter knowledge of the liberal arts and sciences.
Goal 3	The graduates can demonstrate the values, skills and knowledge of their profession through the use of an advanced level of intellectual, affective and psychomotor skills.
Goal 4	The graduates can demonstrate mastery of an advanced level of affective skills in their ability to work with diverse populations in multicultural settings.

For each academic program, student learning is further founded upon program-level objectives, which are aligned directly with each other and integrated into the aforementioned institutional-level goals. The program-level objectives for all programs are presented in the following pages.

PROGRAM CODE	PROGRAM TITLE	N.Y. STATE HEGIS No.
34089	(A.A.) Generic Studies-Liberal Arts and Sciences (The Core Curriculum)	5649
38154	(A.S.) Medical Assistant	5214
35932	(A.S.) Paralegal Studies	5099
79202	(B.S.) Human Services	2101
34091	(B.S.) Childhood Education (Childhood 1-6)	0802
34090	(B.S.) Business Administration	0506
20493	(M.S.) Human Services	2101
32488	(M.S.) Education: Teaching English to Speakers of Other Languages (TESOL)	1508
34093	Bilingual Education Extension Certificate Program	0899
85323	(B.A.) Liberal Arts and Sciences	4901
85322	(B.A.) Inter-American Studies	0399
20494	(M.A.) Latin American and Caribbean Studies	0308

Associates in Arts Degree: **Generic Studies – Liberal Arts and Sciences Program (HEGIS-5649):** Core Curriculum
Minimum Required Credits 60
Associate in Arts degree Required Credits 68

The Generic Studies – Liberal Arts and Sciences program serves as the general education foundation and Core curriculum of all the College's baccalaureate degree programs.

Goal: Demonstrate self-awareness and mastery of critical generic skills, knowledge and values required for understanding the environment, as described through the social sciences, natural sciences and the humanities.

Objectives:

After completing the Program, students will be able:

1. Demonstrate mastery of critical intellectual, affective and psychomotor-behavioral skills for life-long learning.
2. Demonstrate mastery of communication literacy and English language, quantitative and scientific reasoning, technology skills, physical development and artistic expression.
3. Demonstrate mastery of generic principles of the social sciences and natural sciences through the use of the intellectual, affective and psychomotor-behavioral skills.
4. Demonstrate mastery of generic principles of the humanities and cultural studies through the use of intellectual, affective and psychomotor-behavioral skills.

Note: The Generic Studies-LAS Program requires completion of a minimum of 60 credits of course work described below with a 2.0 GPA, on a Mastery level based on assessment Rubrics developed for each course. Completion of the Associate in Arts (A.A.) degree requires 68 credits.

BORICUA COLLEGE - ACADEMIC PROGRAM

GENERIC STUDIES PROGRAM – LIBERAL ARTS AND SCIENCES

Minimum Required Credits 60
(Associate in Arts Degree Requires 68 Credits)

CYCLE	INDIVIDUALIZED INSTRUCTION	COLLOQUIUM	EXPERIENTIAL STUDIES	THEORETICAL STUDIES	CULTURAL STUDIES
FALL CYCLE 15 Credits	GS11100 COGNITIVE SCIENCE I: An Approach to the: <ul style="list-style-type: none"> • Humanities, Social Sciences • Natural Sciences, Electives 4 Credits	GS21100 AFFECTIVE DEVELOPMENT I: Through the Study of: <ul style="list-style-type: none"> • Humanities, Social Sciences • Natural Sciences, Electives 3 Credits	GS31129 PERCEPTUAL DEVELOPMENT (Field Experiences) 2 Credits	GS41163 COLLEGE MATH I 3 Credits	GS51181 ENGLISH COMPOSITION I 3 Credits
SPRING CYCLE 12 to 15 Credits	GS11210 COGNITIVE SCIENCE II: An Approach to the: <ul style="list-style-type: none"> • Humanities, Social Sciences • Natural Sciences, Electives 4 Credits	GS21210 AFFECTIVE DEVELOPMENT II: Through the Study of: <ul style="list-style-type: none"> • Humanities, Social Sciences • Natural Sciences, Electives 3 Credits	GS31230 PHYSICAL DEVELOPMENT (Yoga, Aerobics, Martial Arts, Dance) 2 Credits	GS42263 COLLEGE MATH II 3 Credits	GS51281 ENGLISH COMPOSITION II 3 Credits
FALL CYCLE 15 Credits	GS11320 COGNITIVE SCIENCE III: An Approach to the: <ul style="list-style-type: none"> • Humanities, Social Sciences • Natural Sciences, Electives 4 Credits	GS21320 AFFECTIVE DEVELOPMENT III: Through the Study of: <ul style="list-style-type: none"> • Humanities, Social Sciences • Natural Sciences, Electives 3 Credits	NATURAL SCIENCE LAB 2 Credits	NATURAL SCIENCES (Electives) 3 Credits	GS53186 AMERICAN HISTORY I 3 Credits
SPRING CYCLE 15 Credits	GS12420 COGNITIVE SCIENCE IV: An Approach to the: <ul style="list-style-type: none"> • Humanities, Social Sciences • Natural Sciences, Electives 4 Credits	GS22420 AFFECTIVE DEVELOPMENT IV: Through the Study of: <ul style="list-style-type: none"> • Humanities, Social Sciences • Natural Sciences, Electives 3 Credits	INTRODUCTION TO COMPUTERS I 2 Credits	SOCIAL SCIENCES (Electives) 3 Credits	GS53286 AMERICAN HISTORY II 3 Credits
SUMMER OPTIONAL 7 to 10 Credits	↓ 3 Credits (Required)	↓ 2 Credits (Required)	↓ 2 to 3 Credits	↓ 3 Credits	↓ 3 Credits

¹ Cognitive Science: The study, development and use of the mental intellectual skills to create, discover and internalize knowledge of the environment as described in the humanities, social sciences and natural sciences.

Associate in Science Degree: Medical Assistant (HEGIS-5214) Minimum Required Credits <u>70</u>
--

Goal: This program has been designed to increase the number of trained medical assistants in New York City.

Objectives:

1. Life-long learning skills and competencies.
2. Liberal Arts and Sciences Core.
3. Medical Assistant Training (Administration & Clinical)
4. Multicultural Perspective.

Courses of Study:

Administrative Duties, Medical Terminology, Medical Law and Ethics, Clinical Asepsis, Clinical Procedures, Medical office Procedures, Pharmacology, Anatomy & Physiology (Basic), Electrocardiography, Hematology, Urinalysis and Microbiology, Health Insurance, Basic Health Billing, Computer Applications with Electronic Medical Records and other courses as assigned for the Associate in Science Degree.

BORICUA COLLEGE – ACADEMIC PROGRAM

MEDICAL ASSISTANT PROGRAM (AS)

Minimum Required Credits 70

CYCLE		INDIVIDUALIZED INSTRUCTION	COLLOQUIUM	EXPERIENTIAL STUDIES	THEORETICAL STUDIES	CULTURAL STUDIES
FALL CYCLE 16 Credits	ANATOMY AND PHYSIOLOGY I (GMA11109) 4 Credits	MEDICAL TERMINOLOGY (GMA21100) 3 Credits	INTRODUCTION TO COMPUTERS (GS32397) 3 Credits	COLLEGE MATH I (GS41163) 3 Credits	ENGLISH COMPOSITION I (GS51181) 3 Credits	
SPRING CYCLE 16 Credits	ANATOMY AND PHYSIOLOGY II (GMA11211) 4 Credits	PRINCIPLES AND CONCEPTS OF MEDICAL ASSISTING (GMA21211) 3 Credits	BILLING AND REIMBURSEMENT (GMA31211) 3 Credits	COLLEGE MATH II (GS42263) 3 Credits	ENGLISH COMPOSITION II (GS51281) 3 Credits	
SUMMER CYCLE (Year I) Required 3 Credits			MEDICAL OFFICE ADMINISTRATION EXTERNSHIP (GMA31311) 3 Credits (120 hrs.)			
FALL CYCLE 16 Credits	CLINICAL PROCEDURES I (GMA11321) 4 Credits	MEDICAL OFFICE ADMINISTRATION (GMA21321) 3 Credits	CLINICAL PROCEDURES LABORATORY I (GMA31321) 3 Credits	PSYCHOLOGY (LA543141) 3 Credits	AMERICAN HISTORY I (GS53186) 3 Credits	
SPRING CYCLE 16 Credits	CLINICAL PROCEDURES II (GMA11322) 4 Credits	MEDICAL LAW AND ETHICS (GMA21322) 3 Credits	CLINICAL PROCEDURES LABORATORY II (GMA31322) 3 Credits	PHARMACOLOGY (GMA41321) 3 Credits	AMERICAN HISTORY II (GS53186) 3 Credits	
SUMMER CYCLE (Year II) Required 3 Credits			MEDICAL ASSISTING CLINICAL EXTERNSHIP (GMA31421) 3 Credits (120 hrs.)			

Goal: This program has been designed for the purpose of increasing the number of trained paralegal assistants who are Latino bilingual or from other traditionally underrepresented communities of New York City.

Objectives:

At the conclusion of this program, graduates will be able to:

1. Demonstrate self-awareness and a sense of wholeness as a person with the intellectual, affective and psychomotor skills necessary for life-long learning and paralegal competency.
2. Demonstrate Mastery of literacy and communication in English, quantitative and scientific reasoning, technological ability, artistic appreciation and performance, and physical wellness.
3. Demonstrate Mastery of the foundation principles of paralegal studies including: U.S. legal system (history and development) and contemporary needs for paralegal services in immigration, civil family and business law.
4. Demonstrate Mastery of the differentiation and integration of personal and professional values of paralegal services in a multicultural environment.

BORICUA COLLEGE – ACADEMIC PROGRAM

PARALEGAL STUDIES PROGRAM (AS)

Minimum Required Credits 69

CYCLE	INDIVIDUALIZED INSTRUCTION (4 Credits)	COLLOQUIUM (3 Credits)	EXPERIENTIAL STUDIES (2-3 Credits)	THEORETICAL STUDIES (3 Credits)	CULTURAL STUDIES (3 Credits)
FALL CYCLE	GS11101 MODULES: COGNITIVE SCIENCE I: AN APPROACH TO THE HUMANITIES	GS21101 AFFECTIVE DEVELOPMENT I: THROUGH STUDY OF THE HUMANITIES	GS31195 FIELD ANALYSIS OF LEGAL INSTITUTIONS	GS41163 COLLEGE MATH I	GS51181 ENGLISH COMPOSITION I
15 Credits	4 Credits	3 Credits	2 Credits	3 Credits	3 Credits
SPRING CYCLE	GS11211 MODULES: COGNITIVE SCIENCE II: AN APPROACH TO THE SOCIAL SCIENCES	GS21211 AFFECTIVE DEVELOPMENT II: THROUGH STUDY OF SOCIAL SCIENCES	GS31230 PHYSICAL DEVELOPMENT	GS42263 COLLEGE MATH II	GS51295 ENGLISH COMPOSITION II: (Paralegal Writing)
15 Credits	4 Credits	3 Credits	2 Credits	3 Credits	3 Credits
SUMMER CYCLE	GS12321 MODULES: COGNITIVE SCIENCE III: AN APPROACH TO STUDY OF AMERICAN HISTORY I	GS22321 AFFECTIVE DEVELOPMENT III: THROUGH AMERICAN HISTORY	PLS32395 COMPUTER LAB: APPLICATIONS TO PARALEGAL STUDIES		
7 Credits	3 Credits	2 Credits	2 Credits		
FALL CYCLE	PLS12495 MODULES: COGNITIVE SKILLS IV: AN APPROACH TO AMERICAN LEGAL SYSTEM	PLS22495 DIFFERENTIATION BETWEEN PERSONAL & PROFESSIONAL VALUES IN PARALEGAL STUDIES	PLS32495 WORKSHOPS IN PARALEGAL OFFICE MANAGEMENT	PLS42495 PRINCIPLES OF BUSINESS LAW	PLS52495 PRINCIPLES OF FAMILY LAW
16 Credits	4 Credits	3 Credits	3 Credits	3 Credits	3 Credits
SPRING CYCLE	PLS13595 MODULES: COGNITIVE SCIENCE V: AN APPROACH TO PARALEGAL STUDIES	PLS23595 INTEGRATION OF PERSONAL & PROFESSIONAL VALUES IN PARALEGAL STUDIES	PLS33595 INTERNSHIP IN PARALEGAL STUDIES	PLS43595 PRINCIPLES OF INMIGRATION LAW	PLS53595 PRINCIPLES OF CIVIL LAW
16 Credits	4 Credits	3 Credits	3 Credits	3 Credits	3 Credits

Bachelor of Science Degree: **Human Services (HEGIS-2101)**
Minimum Required Credits 132

The Human Services degree program is designed to prepare practitioners with the knowledge, skills and values of the “helping process” directed at individuals, families, groups, communities, selected special populations, and to participate in social services support systems². The fundamental principle of practice is to enable individuals to move from external support to personal, self-support.

Goal: Prepare human services practitioners who can demonstrate mastery of the generic human services skills, values and knowledge that facilitate an improved quality of life for residents of New York City.

Objectives:

Graduates will be able to:

1. Demonstrate self-awareness and mastery of generic intellectual, affective and psychomotor-behavioral skills for life-long learning and professional training.
2. Demonstrate mastery of liberal arts interdisciplinary knowledge of social problems, public policies and programs.
3. Demonstrate mastery of the skills, knowledge and values in the practice of the Helping Process directed at individuals, groups and community organizations.
4. Demonstrate mastery of the skills, knowledge and values required for direct service to special client groups in multicultural settings.

Note: The Human Services Program (B.S.) requires completion of a minimum of 132 credits of course work with a 2.0 GPA rating based on assessment Rubrics, or exams or other direct measures of student learning.

² National Standards, Baccalaureate Degree in Human Services, Council for Standards in Human Service Education.

BORICUA COLLEGE - ACADEMIC PROGRAM

HUMAN SERVICES PROGRAM (BS)

Minimum Required Credits **132**

CYCLE	INDIVIDUALIZED INSTRUCTION	COLLOQUIUM	EXPERIENTIAL STUDIES	THEORETICAL STUDIES	CULTURAL STUDIES
FALL CYCLE 16 Credits	HS133593 MODULES: HISTORY, PHILOSOPHY, AND GENERAL SYSTEMS THEORY IN HUMAN SERVICES 4 Credits	HS235593 DIFFERENTIATION OF PERSONAL AND PROFESSIONAL VALUES IN HUMAN SERVICES 3 Credits	HS335593 PRACTICUM I: (Workshops & Case Studies) Introduction to Human Services Delivery Systems 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LA552184 WORLD HISTORY I 3 Credits
SPRING CYCLE 16 Credits	HS135593 MODULES: DATA COLLECTION FOR RESEARCH 4 Credits	HS235593 GROUP WORK I (Working with Groups) 3 Credits	HS335593 PRACTICUM II: HUMAN SERVICES METHODS (Workshops & Case Studies) Data Gathering and Research Methods 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LA552284 WORLD HISTORY II 3 Credits
FALL CYCLE 16 Credits	HS14793 MODULES: CONTRACTING, ENGAGING THE CLIENT, AND TERMINATION PROCESS IN HUMAN SERVICES PRACTICE 4 Credits	HS24793 INTERPERSONAL SKILLS I (Working with Individuals) 3 Credits	HS34793 PRACTICUM III: (INTERNSHIPS) 90 HOURS 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LA553185 HISTORY OF WESTERN CIVILIZATION I OR LA553176 ART HISTORY I 3 Credits
SPRING CYCLE 16 Credits	HS14893 MODULES: HELPING PROCESS IN HUMAN SERVICES (Selected Methods) 4 Credits	HS24893 INTEGRATION OF PERSONAL AND PROFESSIONAL VALUES IN HUMAN SERVICES 3 Credits	HS34893 PRACTICUM IV: (INTERNSHIP'S) 90 Hours 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LA554183 SURVEY OF AMERICAN LITERATURE: MULTICULTURAL PERSPECTIVES 3 Credits
SUMMER OPTIONAL 8 to 11 Credits	3 Credits (Required)	2 Credits (Required)	2 to 3 Credits	3 Credits	3 Credits

Goal: To address the needs in the City for human services senior administrators and practitioners with the professional skills and humanistic values to facilitate a high quality of life for City's residents.


Objectives:

1. Demonstrate superior mastery of the generic, intellectual, affective, and psychomotor competencies necessary for life-long learning, and continuing advanced training.
2. Demonstrate mastery in the research of interdisciplinary foundational knowledge of social problems, social policies and programs.
3. Demonstrate mastery level competency in the application of complex generic "helping process" knowledge and skills, to individuals, groups, families and community organizations.
4. Demonstrate comprehension of and competency in planning and implementation of social welfare policies and programs through leadership and supervision within multicultural environments.

BORICUA COLLEGE - ACADEMIC PROGRAM

MASTER OF SCIENCE IN HUMAN SERVICES PROGRAM (MS)

Minimum Required Credits 40

CYCLE	INDIVIDUALIZED INSTRUCTION	COLLOQUIUM	EXPERIENTIAL STUDIES	THEORETICAL STUDIES	CULTURAL STUDIES
FALL CYCLE 16 Credits	G-HS18793 MODULES: FOUNDATIONS OF HUMAN SERVICES AND SOCIAL WELFARE POLICY 4 Credits	G-HS28893 SOCIAL WELFARE POLICY APPLICATIONS TO SOCIAL PROBLEMS 3 Credits	G-HS38793 PRACTICUM I: (Workshops & Case Studies) 3 Credits	G-HS48793 RESEARCH METHODS FOR HUMAN SERVICES PLANNING 3 Credits	G-HS58740 THE CULTURAL DIMENSIONS OF URBAN PUBLIC HEALTH 3 Credits
SPRING CYCLE 16 Credits	G-HS18893 MODULES: ENVIRONMENTAL PSYCHOLOGY IN HUMAN SERVICES PRACTICE 4 Credits	G-HS28793 GROUP DYNAMICS IN HUMAN SERVICES 3 Credits	G-HS38893 PRACTICUM II: (INTERNSHIPS) 3 Credits	G-HS48893 SURVEY OF THEORIES OF PERSONALITY 3 Credits	G-HS58840 SOCIO-CULTURAL DIMENSIONS OF THE LATINO URBAN EXPERIENCE 3 Credits
FINAL COMPLETION 8 Credits	FINAL THESIS, PROJECT OR G-HS 68893 CAPSTONE PORTFOLIO 8 Credits				

Bachelor of Science Degree: **Childhood Education (HEGIS-0802)**
Minimum Required Credits 132

The College trains its childhood education students as “Facilitators of Learning” to approach children as total human beings, at the center of the educational agenda. It prepares students to teach to the N.Y. State Learning Common Core Standards, and for graduate training in the field of education.

Goal: Prepare childhood education teachers as “facilitators of learning”, for the school system of New York City.

Objectives:

Graduates will be able to:

1. Demonstrate self-awareness and mastery of generic critical intellectual, affective and psychomotor-behavioral skills for life-long learning, and professional training.
2. Demonstrate mastery of liberal arts interdisciplinary knowledge and related relevant subject matter, about child development.
3. Demonstrate mastery of the pedagogical skills, knowledge, values and use of technology in childhood education.
4. Demonstrate mastery of the affective skills and communication literacy in the multicultural childhood education classroom environment.

Note: The Childhood Education Program (B.S.) requires completion of a minimum of 132 credits of course work with a 2.0 GPA rating based on assessment Rubrics, or exams or other direct measures of student learning.

BORICUA COLLEGE - ACADEMIC PROGRAM
CHILDHOOD EDUCATION PROGRAM (BS)
 Minimum Required Credits ¹³²

CYCLE	INDIVIDUALIZED INSTRUCTION	COLLOQUIUM	EXPERIENTIAL STUDIES	THEORETICAL STUDIES	CULTURAL STUDIES
FALL CYCLE 16 Credits	EDU13592 FOUNDATIONS OF AMERICAN EDUCATION 4 Credits	EDU23592 DIFFERENTIATION OF PERSONAL AND PROFESSIONAL VALUES 3 Credits	EDU33592 PRACTICUM I: CREATING A HUMANISTIC LEARNING ENVIRONMENT CHILD OBSERVATION 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LAS52184 WORLD HISTORY I 3 Credits
SPRING CYCLE 16 Credits	EDU14992 MODULES: TEACHING LANGUAGE ARTS I: READING AND WRITING 4 Credits	EDU24792 PRINCIPLES AND CONCEPTS OF EDUCATIONAL FACILITATION 3 Credits	EDU33692 PRACTICUM II: TEACHING METHODS WITH TECHNOLOGY TEACHER OBSERVATION 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LAS52284 WORLD HISTORY II 3 Credits
FALL CYCLE 16 Credits	EDU14992 MODULES: TEACHING LANGUAGE ARTS II: READING 4 Credits	EDU23692 PRINCIPLES AND CONCEPTS OF INDIVIDUALIZATION: THE EXCEPTIONAL CHILD 3 Credits	EDU34792 PRACTICUM III: TEACHING METHODS WORKSHOPS AND CASE STUDIES 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LAS53185 HISTORY OF WESTERN CIVILIZATION OR LAS53176 ART HISTORY I 3 Credits
SPRING CYCLE 16 Credits	EDU13692 MODULES: CHILD DEVELOPMENT 4 Credits	EDU24892 CREATING AN ENVIRONMENT FOR HEALTHY LIVING 3 Credits	EDU34892 PRACTICUM IV: FACILITATING LEARNING IN THE CLASSROOM (1-3 Level) 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LAS54183 SURVEY OF AMERICAN MULTICULTURAL PERSPECTIVES 3 Credits
FALL CYCLE 16 Credits	EDU14792 MODULES: TEACHING MATH, SCIENCE & TECHNOLOGY 4 Credits	EDU24992 INTEGRATION OF PERSONAL AND PROFESSIONAL VALUES IN EDUCATION 3 Credits	EDU35992 PRACTICUM V: FACILITATING LEARNING IN THE CLASSROOM (4-6 Level) 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LAS52181/LAS53281 SPANISH COMPOSITION I or II (Pre-requisite Spanish Comp. I) 3 Credits
SUMMER OPTIONAL 8 to 11 Credits	3 Credits (Required)	2 Credits (Required)	2 to 3 Credits	3 Credits	3 Credits

<p>Master of Science Degree: Teaching English to Speakers of Other Languages- TESOL (HEGIS-1508) Minimum Required Credits <u>40</u></p>
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Goal: Address the need for senior level practitioners in facilitating learning in children of diverse cultural and linguistic backgrounds.

Objectives:

1. Demonstrate self-awareness and mastery level intellectual, affective and psychomotor competencies necessary for life-long learning and further professional development.
2. Demonstrate research-based subject matter knowledge necessary to teach children from K-12 from whom English is a new language.
3. Demonstrate the ability to create a caring and nurturing environment, and practice of intellectual, affective and psychomotor competencies for students K-12 to achieve the N.Y. State Learning Common Core Standards.
4. Demonstrate competencies in the values, skills and knowledge required to facilitate the learning of the students K-12 from diverse, multicultural backgrounds, and special needs.

BORICUA COLLEGE - ACADEMIC PROGRAM
MASTER IN EDUCATION (MS)

(TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES - TESOL)
 Minimum Required Credits 40

CYCLE	INDIVIDUALIZED INSTRUCTION	COLLOQUIUM	EXPERIENTIAL STUDIES	THEORETICAL STUDIES	CULTURAL STUDIES
FALL CYCLE	G-EDU18792 MODULES: FOUNDATIONS, THEORY AND PRACTICE OF BILINGUAL AND SPECIAL EDUCATION	G-EDU28792 DIFFERENTIATION AND INTEGRATION OF PERSONAL AND PROFESSIONAL VALUES IN FACILITATING SECOND LANGUAGE LEARNERS	G-EDU38792 CURRICULUM, ASSESSMENT AND METHODS OF TEACHING ESL IN GENERAL AND SPECIAL EDUCATION	G-EDU48782 PSYCHOSOCIAL LINGUISTICS	G-EDU68892 TEACHING THE STRUCTURE OF THE ENGLISH LANGUAGE
16 Credits	4 Credits	3 Credits	3 Credits	3 Credits	3 Credits
SPRING CYCLE	G-EDU18892 MODULES: INTELLECTUAL SKILLS APPROACH TO SOCIAL STUDIES	G-EDU28892 LITERACY AND SECOND LANGUAGE LEARNING IN CORE SUBJECT AREAS:	G-EDU38892 CURRICULUM, ASSESSMENT OF TEACHING CORE SUBJECTS IN NATIVE LANGUAGE AND ENGLISH: (Math, Science and Social Studies)	G-EDU48892 TEACHING CORE SUBJECTS TO SECOND LANGUAGE LEARNERS (Math, Science and Technology)	G-EDU68792 INTERNATIONAL PERSPECTIVES ON BILINGUAL AND MULTICULTURAL EDUCATION
16 Credits	4 Credits	3 Credits	3 Credits	3 Credits	3 Credits
FINAL COMPLETION	G-EDU68992 FINAL CAPSTONE PORTFOLIO				
8 Credits	8 Credits				

At Boricua College we believe the skills, knowledge and values of “management decision-making” are generic and applicable in both the private and public sectors of our multicultural society, influenced dramatically by new economic, social, political and technological forces. Thus, this program aims to develop management professionals in business and the private sector who are aware of the changing language and cultural diversity of the marketplace.

Goal: Graduates will be able to demonstrate introductory level mastery of the skills, knowledge and values of management in the multicultural business environment of New York City.

Objectives:

Graduates will be able to:

1. Demonstrate self-awareness and mastery of generic critical intellectual, affective and psychomotor-behavioral skills for life-long learning and professional training.
2. Demonstrate mastery of liberal arts interdisciplinary subject matter and the specialized knowledge necessary for management decision-making in the field of business and public administration.
3. Demonstrate mastery of the skills, knowledge, values and technology in management decision-making.
4. Demonstrate mastery of the affective skills, and the legal-ethical principles of management in a multicultural setting.

Note: The Business Administration Program (B.S.) requires completion of a minimum of 132 credits of course work with a 2.0 GPA rating based on assessment Rubrics, or exams or other direct measures of student learning.

BORICUA COLLEGE - ACADEMIC PROGRAM BUSINESS ADMINISTRATION PROGRAM (BS)

Minimum Required Credits 132

CYCLE	INDIVIDUALIZED INSTRUCTION	COLLOQUIUM	EXPERIENTIAL STUDIES	THEORETICAL STUDIES	CULTURAL STUDIES
FALL CYCLE 16 Credits	BUA13691 MODULES: MANAGEMENT I DECISION MAKING 4 Credits	BUA23691 DIFFERENTIATION OF PERSONAL AND PROFESSIONAL VALUES 3 Credits	BUA33691 PRACTICUM I: WORKSHOPS AND CASE STUDIES 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LA562184 WORLD HISTORY I 3 Credits
SPRING CYCLE 16 Credits	BUA13691 MODULES: MANAGEMENT II: ORGANIZATIONAL DEVELOPMENT 4 Credits	BUA23691 THE PLANNING FUNCTION IN MANAGEMENT 3 Credits	BUA33691 PRACTICUM II: WORKSHOPS AND CASE STUDIES 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LA562284 WORLD HISTORY II 3 Credits
FALL CYCLE 16 Credits	BUA14791 MODULES: INTRODUCTION TO MARKETING I 4 Credits	BUA24791 STAFFING AND HUMAN RESOURCES 3 Credits	BUA34791 PRACTICUM III: (INTERNSHIP) 90 hours 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LA563185 HISTORY OF WESTERN CIVILIZATION I OR LA563176 ART HISTORY I 3 Credits
SPRING CYCLE 16 Credits	BUA14891 MODULES: INTRODUCTION TO BUSINESS LAW I 4 Credits	BUA24891 INTEGRATION OF PERSONAL AND PROFESSIONAL VALUES 3 Credits	BUA34891 PRACTICUM IV: (INTERNSHIP) 90 hours 3 Credits	SOCIAL SCIENCES ELECTIVES 3 Credits	LA564183 SURVEY OF AMERICAN LITERATURE A MULTICULTURAL PERSPECTIVES 3 Credits
SUMMER OPTIONAL 8 to 11 Credits	↓ 3 Credits (Required)	↓ 2 Credits (Required)	↓ 2 to 3 Credits	↓ 3 Credits	↓ 3 Credits

Bachelor of Arts Degree: **Liberal Arts and Sciences (HEGIS-4901)**
Minimum Required Credits 132

Goal: Demonstrate the scholarly and professional ability to examine the human condition of the 21st Century through an interdisciplinary approach to the liberal arts and sciences.

Objectives:

1. Demonstrate self-awareness and mastery of generic intellectual skills necessary for life-long learning and further professional development.
2. Demonstrate competency in the subject matter knowledge required to examine the human condition, and for problem solving in contemporary society.
3. Demonstrate the ability to integrate the intellectual, affective and psychomotor competencies with the knowledge of the liberal arts and sciences for scholarly research and professional practice.
4. Demonstrate the application of the knowledge of the liberal arts and sciences for “interpretive” and “instrumental purposes in multicultural and diverse situations.

Bachelor of Arts Degree: **Inter-American Studies (HEGIS-0399)**
Minimum Required Credits 132

Goal: Demonstrate the scholarly and professional ability to examine the inter-relationships of the peoples and nations of North, Central and South America, and the Caribbean with specific focus on history, culture and migration.

Objectives:

1. Demonstrate self-awareness and mastery of generic intellectual skills necessary for life-long learning and further professional development.
2. Demonstrate competencies in the subject matter knowledge required to examine the human condition, and interrelationships among the peoples of the Americas.
3. Demonstrate the ability to integrate the intellectual, affective and psychomotor skills with the knowledge of the Americas for scholarly and creative work presentations and professional practice.
4. Demonstrate the application of the knowledge of the Americas for “interpretive” and “instrumental” purposes in culturally diverse settings.

Master of Arts Degree: **Latin American and Caribbean Studies**
(HEGIS-0308)

Minimum Required Credits 40


Goal: Demonstrate advanced level of research and study of the peoples of the Americas, including the Caribbean, from the perspectives of the humanities and social sciences.

Objectives:

1. Demonstrate self-awareness and mastery level intellectual, affective and psychomotor competencies necessary for life-long learning and further professional development.
2. Demonstrate the ability to extend and/or contribute to the subject matter knowledge of the Americas through study and research.
3. Demonstrate the ability to integrate the knowledge of the Americas, for scholarly and creative work presentations and professional practice through the use of intellectual, affective and psychomotor skills.
4. Demonstrate the application of the knowledge of the Americas, in the context of the humanities and the social sciences, in multicultural situations.

BORICUA COLLEGE - ACADEMIC PROGRAM
MASTER OF ARTS IN LATIN AMERICAN AND
CARIBBEAN STUDIES (MA)

Minimum Required Credits 40

BORICUA COLLEGE - ACADEMIC PROGRAM MASTER OF ARTS IN LATIN AMERICAN AND CARIBBEAN STUDIES (MA) Minimum Required Credits 40					
CYCLE	INDIVIDUALIZED INSTRUCTION	COLLOQUIUM	EXPERIENTIAL STUDIES	THEORETICAL STUDIES	CULTURAL STUDIES
FALL CYCLE 16 Credits	G-LAC14682 MODULES U.S. CONTEMPORARY LATINO LITERATURE 1950-Present 4 Credits	G-LAC24782 MODERN CARIBBEAN NARRATIVE 1950-Present 3 Credits	G-LAC38787 PRACTICUM VI: (SUPERVISED INTERNSHIP) 3 Credits	G-LAC48744 POLITICAL INSTITUTIONS IN LATIN AMERICAN AND THE CARIBBEAN 3 Credits	G-LAC58787 SURVEY OF LATIN AMERICAN AND CARIBBEAN ART/FILM/MUSIC 3 Credits
SPRING CYCLE 16 Credits	G-LAC14782 MODULES HISTORY OF LATIN AMERICA AND CARIBBEAN (Pre-Colombian Period) 4 Credits	G-LAC25582 DICTATORSHIPS IN THE LATIN AMERICAN AND CARIBBEAN NOVEL 3 Credits	G-LAC38887 PRACTICUM VII: (SUPERVISED INTERNSHIP) 3 Credits	G-LAC48845 ECONOMIC SYSTEM AND ISSUES OF LATIN AMERICA AND CARIBBEAN BASIS 3 Credits	G-LAC58887 HISTORY OF LATIN AMERICA AND THE CARIBBEAN (1810-1990) 3 Credits
FINAL COMPLETION 8 Credits	G-LAC38987 FINAL THESIS/PROJECT OR G-LAC68987 ARTISTIC PERFORMANCE 8 Credits				

E. FACULTY AND STAFF

- **Faculty:** The College maintains a full-time faculty of 45 members, 90% are Latino or Spanish bilingual; 49% are female and 51% male; 68% have been at the College for over ten years. In addition, the College employs 60 part-time adjunct faculty as needed. The full time faculty provides direct instruction for all individualized instruction courses, small group colloquia, and lecture, workshop and field internship courses.

Among the faculty 15 hold doctorate degrees and 30 have professional master degrees in their field of instruction. Several faculty members have published books and scholarly papers and participate in conferences. (Additional information in Faculty Manual).

- **Staff:** The College also employs over 120 full-time and part-time staff that provide institutional and academic administration, student services, library resources, academic supports, facilities management and environmental services for the four Campus Centers in Brooklyn, Manhattan and the Bronx. (Additional information in Administrative Manual).

E. STUDENTS

- **Characteristics:** Of 1,008 students enrolled in Fall 2016, females outnumber males 78% to 22%. The average age of the student population is 29 years, and about 80% are employed. 78% of the students were Puerto Rican or Latino, 17% were African American, 1% were White non-Hispanic, and 4% from other ethnic backgrounds. Boricua has one of the highest percentages of Latino students among New York State's independent colleges. Boricua College was specifically planned to serve the adult student thus most courses are scheduled at the convenience of the students' schedules, 10:00 a.m. to 8:30 p.m., Monday through Saturday.

- **Degrees Awarded:** As of May 2016 the College has awarded a total of 10,964 degrees, increasing steadily since its early years:

	Academic Programs	Degrees Awarded
A.A.	Generic Studies-Liberal Arts and Sciences	5,731
B.S.	Human Services	2,171
M.S.	Human Services	199
B.S.	Childhood Education	1,792
M.S.	Education TESOL	94
B.S.	Business Administration	786
B.A. & M.A.	Liberal Arts and Sciences, Latin American and Caribbean Studies	191

- **Admissions Rates:** The total annual enrollment continues stable at about 1,000 F.T.E. with over 300 new students each year to replace those who graduate, leave to complete degrees not offered by the College, or for other reasons.
- **Retention Rates:** The College regularly achieves a retention rate in the Bachelor degree programs of 66% and 59% in the freshmen/sophomore Generic Studies-LAS Program. These levels parallel that of other institutions with a similar student body. And, as is the case with adult students everywhere, many will interrupt their studies temporarily and return later to complete their degrees.
- **Graduation Rates:** Approximately 340 students, or 29% of the average enrollment achieve their degrees each year. About half receive an Associate degree, and many of these 40% continue to complete their Bachelor degrees.
- **Significant Achievements:** In Brooklyn, P.S. 257 employs seventeen of Boricua's graduates, and at P.S. 380, twelve graduates are employed. Several graduates from the Manhattan Campus also have been appointed as school principals and assistant principals, agency directors, and one Brooklyn Campus graduate has been elected to the N.Y. State Assembly. This past year, Boricua's Education students passed the State Certification exams above the New York State required 80%:

LAST: 94%	ATSW: 94%	CST: 83%
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Moreover, information collected over the past six years from 848 alumni indicates other areas of institutional effectiveness. Seventy percent (70%) of the alumni reported they were employed, and a large number of the remaining 30% reported continuing their education. The employed alumni reported annual salaries that together total above \$14 million resulting in tax contributions of over \$2 million. Additional indicators of significant achievements by Boricua's alumni may be found in reports available at the offices of the academic departments and department of Registration and Assessments.

F. STUDENT SERVICES

The general aim of the Student Services Division is to help, attract, admit, register and participate in maintaining a high level of retention of students and to assist them in achieving strong learning outcomes.

Student Services are delivered by the departments of: Admissions, Financial Aid, Registration and Assessments, Bursar, Student Academic Support, and Library and Learning Resources carefully coordinated with the Academic Administration, division of Instruction and other divisions of the College.

Consistent with Boricua's holistic approach to the total student, the objectives of the student services departments are carefully coordinated with the educational model of instruction, and the Student-Faculty Facilitator partnership.

ADMISSIONS Departments have the task of achieving planned enrollment targets, admitting students of the highest quality and abilities, with academic interests and adult characteristics congruent with the College's mission. Personal admissions counseling is provided to ensure that prospective students have a comprehensive understanding of Boricua's modes of instruction and ways of learning, and academic programs, as well as the support services to assist them in meeting their objectives. There are three (3) admissions departments, one at each Campus center headed by a Vice President or Director and a full complement of staff.

- **General Admissions Requirements:** To be eligible for admission a prospective student must be a high school graduate, or have the equivalent of a high school diploma; pass a written entrance examination, and an oral interview examination given by the faculty.
- **Full-time Study:** Boricua College accepts only full-time students. It is understood, however, that most Boricua students must seek employment or continue to be employed at least part-time throughout their undergraduate studies. Indeed, such employment in the form of supervised internships can often make up a vital part of the College's educational program. A prospective student must therefore be in a position, with assistance from the Faculty Facilitators, to plan all aspects of his or her life — course-work, home, family, community service, and employment — into an integrated program of educational growth and development.
- **Special Admissions Requirements:** The College's general admission requirements allow a prospective student to begin their education in the Generic Studies-Liberal Arts and Sciences program. Admission into each Bachelor degree program may require a student to fulfill additional requirements prior to or during their junior year, as determined by each academic department.
- **Application Procedures:** Students may begin their studies as indicated in the Academic Calendars for that year. To apply for admission to the College a prospective student must complete the following steps: (a) Submit a completed application form, together with a non-refundable fee of \$25 (\$100.00 for Master degree), to the Admissions Department. (b) Contact all high schools and colleges or other post-secondary institutions previously attended, and request an official academic transcript and a financial aid transcript be forwarded directly to the Admissions Department. (c) Be interviewed by an Admissions Counselor. Information about financial aid is then provided and applicants are scheduled to meet with a Financial Aid Counselor. (See also academic requirements for federal and state financial aid in the section on "Financial Aid"). (d) Complete a written diagnostic examination to guide the

faculty in designing a suitable educational program. (e) Complete an Oral Interview conducted by an Admissions Committee of faculty members who make the final decision about the prospective student's ability to function in the College's programs. That decision is based primarily on the committee's judgment regarding the candidate's academic competence and ability to devote full-time to college level studies; integrate academic, employment, family and community responsibilities into a coherent program of educational development; level of maturity, discipline, self-awareness and oral competence; genuine interest in the problems and needs of the community; interpersonal ability to participate in group learning.

Following the review of an applicant's file, by the Director of Admissions, a written notification of the final decision is mailed to the applicant. Other detailed policies regarding admissions may be found at the Admissions Department.

FINANCIAL AID Department is charged with promoting student access by guaranteeing that students have a complete understanding of available public and private tuition aid sources; assisting every student individually to acquire all available tuition aid for which they qualify, preparing a personal tuition award package, and assist students in long-term planning for tuition and living expenses. Annually, 100% of registered students apply for financial aid, and 90% receive some kind of financial aid. The following principles affect the awarding of financial aid: (a) Students and their families have primary responsibility for providing the maximum contribution toward the cost of the student's education. Financial aid is meant to supplement, not supplant, the family and student's contribution. (b) Institutional financial aid awards are made on the basis of combined NEED and MERIT. (c) The determination of Need and allocation of financial resources is the primary responsibility of the financial aid Director in consultation with academic administrators who determine academic Merit in accordance with State and Federal policies and regulations. (d) Given no change in a student's financial status or other circumstances, the amount of the "initial award" will serve as a minimum in subsequent years, adjusted for increases in tuition and fees, changes in public policy and

satisfactory academic progress. (e) Academic Administrators in consultation with Faculty Facilitators have the primary responsibility for defining and determining academic MERIT for a student to receive financial aid. The decision of MERIT will not be influenced by the amount of NEED that the student has demonstrated. (f) Continuation of aid is contingent upon a student's academic progress towards their educational goal as defined by Boricua College policies, and by Federal and State regulations of Satisfactory Academic Progress (SAP) and Program Pursuit (PP).

- Federal and State Satisfactory Academic Progress (SAP) Criteria for Financial Aid:** Federal and New York State regulations for financial aid require a student to register for a minimum of 12 credits in order to be on full-time status in the Fall and Spring terms, and minimum of at least six credits in the Summer term. Please note that at Boricua, all curricula leading to degrees require registration in only one course from each of the Five Ways of Learning. Satisfactory Academic Progress (SAP) to receive financial aid requires a student to achieve the grade point average (GPA) according to the tables below:

BORICUA COLLEGE SATISFACTORY ACADEMIC PROGRESS CRITERIA (SAP) ASSOCIATE DEGREE PROGRAM						
Calendar: Semester						
BEFORE BEING CERTIFIED FOR THIS PAYMENT:	1 st	2 nd	3 rd	4th	5th	6th
A STUDENT MUST HAVE ACCRUED AT LEAST THIS MANY CREDITS:	0	6	15	30	45	60
WITH AT LEAST THIS GRADE POINT AVERAGE:	0	1.5	1.8	2.0	2.0	2.0
TAP EMERGENCY ENACTMENT ACT Effective 2010-2011 Academic Year						

**BORICUA COLLEGE
SATISFACTORY ACADEMIC PROGRESS CRITERIA (SAP)
BACHELORS DEGREE PROGRAMS**

Calendar: Semester

BEFORE BEING CERTIFIED FOR THIS PAYMENT:	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th
A STUDENT MUST HAVE ACCRUED AT LEAST THIS MANY CREDITS:	0	6	15	30	45	60	75	90	105	120
WITH AT LEAST THIS GRADE POINT AVERAGE:	0	1.5	1.8	2.0	2.0	2.0	2.0	2.0	2.0	2.0

TAP EMERGENCY ENACTMENT ACT Effective 2010-2011 Academic Year

- **Federal and State Program Pursuit (P.P.) Criteria for Financial Aid:** Program Pursuit is defined as receiving a passing grade in 50% of the minimum full-time course load in each term of study in the first year for which an award is received, to 75% of the minimum full-time course load in each term of study in the second year for which an award is received, to 100% of the minimum full-time course load each term thereafter.
- **Reinstatement of Financial Aid after Termination:** To re-establish Good Academic Standing, a student must make up the deficiency in (SAP) Academic Progress or (P.P.) Program Pursuit requirements: by completing a SAP Appeals package due to personal hardship. If an SAP appeal is approved an “One-time Financial Aid SAP-Appeals Waiver” will be granted based on the appeal in conjunction with the Academic Plan of Action; according to the following procedure:

Upon written appeal by the student and supported in writing by an Academic Administrator, Chairperson of the Department and the student’s Faculty Facilitator, the Director of Financial Aid, in consultation with the Vice President of Academic Affairs, will review all data submitted to determine if the student may appeal for waiver” and retain their eligibility for financial aid. The student will be notified of the decision within 30 days of receipt of the appeal. The following types of information or

circumstances may be considered in determining whether the student is eligible for a “One-time Financial Aid SAP-Appeal Waiver”: illness or death in the student’s family, illness of the student, academic or economic hardship or other circumstances radically affecting their studies.

- ***The Federal Work Study Program (FWS)***: This federal program provides eligible students with funds for meeting educational costs. It further provides an opportunity to gain work experience in community and professional settings. Students are paid for approximately 20 hours of work per week at a rate no less than the currently approved minimum wage.
- ***Federal Supplementary Educational Opportunity Grants (F.S.E.O.G.)***: The F. S.E.O.G. help students with exceptional need pay for their education. Eligibility is dependent on financial need and satisfactory academic progress. Priority is given to students who receive federal grants.
- ***Boricua College Scholarship (BCS)***: Boricua makes available about \$150,000 each year for distribution to students in good academic standing.

Bursar Department at Boricua College is included among the Student Services function for several reasons. One is the collection of tuition and fees and maintenance of each student’s financial records. Another reason is that the Bursar also designs and manages short-term payment loans for students who cannot pay their tuition at the beginning of a semester. Finally, the Bursar works closely with academic administrators, Faculty Facilitators and Financial Aid staff to help retain students.

REGISTRATION AND ASSESSMENTS Department manages the academic records of the highly individualized academic registration and academic assessments of each student.

- ***Academic Registration***: (a) All students are required to register Full-Time for a minimum of 12 and maximum of 16 credits each Fall and Spring cycles and up to 11 credits in Summer cycle. There are no part-time students at Boricua.

COURSE CATEGORIES	MAXIMUM 16 CREDITS
1. Individualized Instruction	4
2. Colloquium	3
3. Experiential Studies	2-3
4. Theoretical Studies	3
5. Cultural Studies	3

* Summer cycle up to 11 credits

(b) Boricua College is a senior college, therefore, all entering students are expected to be in progress towards a Bachelor or Master degree. A student, however, may request an Associate in Arts degree after completion of 68 credits and all requirements of the Generic Studies “Core” liberal arts and sciences program. (c) First Cycle students are highly encouraged and may be required to register for no more than 12 credits in Individualized Instruction, Colloquium, Experiential Studies courses and one course from either the Theoretical or Cultural Studies sequence. (d) All students must complete at least six credits in Math, six credits in English and three credits in Natural Sciences on a satisfactory level prior to beginning of the third (3rd) year. (e) All Bachelor of Arts and Bachelor of Science degree programs require a minimum of 132 credits. However, each department or program may have additional requirements for degree completion. (f) Students must declare a major area of study by their “junior” year, and are expected to fulfill any outstanding requirements of the Generic Studies-LAS programs as well as any special requirements of the academic program for which they are applying to. (g) A faculty member who is absent is expected to make up the sessions missed, and students are expected to attend the re-scheduled classes. (h) Students are not allowed to stop attending the Individualized Instruction, Colloquium and Experiential Studies courses. A student who withdraws or stops attending the above courses may be suspended, and may not receive credits or grades for any other course attended and must repeat the courses. (i) Students are expected to follow a required pattern of communication for any concern or grievance: the Faculty Facilitator is the first contact, followed by the Chairperson, and up through the ladder of authority to the Vice President of Academic Affairs or another administrator appointed by the President. Ignoring

this procedure may be detrimental to resolving a problem.
 (j) While the College makes every effort to give sound academic advice to students, it must be understood that compliance with academic rules and regulations is the responsibility of the student.

- **Tuition and Fees:** Tuition and fees are established each year by the Board of Trustees and are communicated to the students prior to registration. Tuition is charged for full-time study each academic cycle.
- **Refund Policy for Tuition and Fees After Withdrawal:** All institutions participating in the Federal Student Financial Aid program must establish (34 CFR Section 668.22) a fair and equitable refund policy for students who officially withdraw or stop attending. The College may adjust the refund policy if the student stops attending for extraordinary reasons.

<u>FEDERAL REGULATED REFUND POLICY</u>	
(Effective July 1, 1995)	
Stopped Attending	Student's Award
From 0 day – 1 st Day of Classes	0% of SFA
From 2 nd day – 1.5 week	10% of SFA
From 2 nd week – 4 th week	50% of SFA
From 5 th week – 7.5 week	75% of SFA
From 8 th week and beyond	100% of SFA

- **Repeated Courses:** a course in which the student has already received a passing grade cannot be included in meeting full-time study requirements for State and Federal financial aid. Repeated courses may be counted toward full-time study requirements when a student has received a grade that is passing at the institution but is unacceptable for a particular degree program. (NYHESC Regulations), 3.01(e).
- **Transfer Students:** The College will accept a grade of “C” or above for courses transferred from another institution accredited by an appropriate accrediting agency of the United States. Because of Boricua’s unique educational model, however, these transferred courses may not substitute for the specific requirements of an academic

program but may substitute for “Electives Courses,” from the Theoretical and Cultural Studies offerings. Courses over seven (7) or more years old may be rejected from consideration.

Transfer Students must complete all requirements of the Generic Studies-LAS Core Program. Those who enter, however, with an Associate in Arts Degree or 45 credits in the Liberal Arts and Sciences may be exempt or may be considered Transitional Students.

Transitional Students are required to achieve at least 15 credits in Generic Studies-LAS Program courses; with a grade point average of 2.0, complete at least one set of Individualized Instruction modules, and receive the approval of a Senior Academic Administrator assigned by the President. The Transition academic cycle is required for the purpose of orientating a new student to the College’s non-traditional educational system.

- **Course Descriptions:** Every course is listed by number and title, and briefly described in the College catalogue. Students can request a more complete description of the course syllabi from their Department Chairperson or Dean.
- **Change of Class:** Within the first three weeks of classes, students may change their registration from one course to another by submitting a *Change of Class* form to the Department of Registration and Assessments. Failure to do this may jeopardize grades and credits achieved.
- **Cancellation of Courses:** In case of insufficient registration (defined as less than 15 students) in a particular course, the College is not obligated to offer the course, however, students may be enrolled in a different course that has equal academic value.
- **Student-Requested Courses:** Students who need a particular course not offered in a forthcoming cycle, may consult with the appropriate Academic Administrator or Chairperson of their department and request the course. Generally Boricua will offer a course listed in the catalog if at least 15 students sign a petition requesting it.

- **Course Pre-Requisites:** A pre-requisite course is one that prepares a student for advanced courses in a particular discipline or profession. Pre-requisites may be waived by the department Chairperson in consultation with the Vice President of Academic Affairs. A signed waiver form or memorandum must be filed with the Department of Registration and Assessments prior to registration.
- **Independent Study:** Students must consult with their Faculty Facilitators before requesting enrollment in an independent study course. All Independent Study courses must be approved by the Department Chairperson and Vice President of Academic Affairs, prior to their initiation.
- **I.D. Cards Required to Enter the College Facilities:** Students must carry I.D. cards at all times while on College property. The Department of Registration and Assessments distributes I.D. cards. All students must present a copy of their Tuition Charges Statement to receive, or validate an I.D. card. There is a \$5.00 fee for replacement of a lost I.D. card.
- **Attendance Requirements:** Students are expected to attend all courses. Non-attendance will jeopardize academic achievement as well as eligibility for financial aid.
- **Official Withdrawal:** Students who choose to withdraw from the College after registration must complete and submit a *Withdrawal form* to the Department of Registration and Assessments by the date stated in the academic calendar, and participate in an exit interview.
- **Disenrollment:** The programs of Boricua College are designed to permit students of differing capacities to progress toward a degree at their own pace. Occasionally, a student's progress is so limited as to make disenrollment from the College clearly in the student's and College's best interest.
- **Academic Assessment:** The Academic Assessment and awarding of grades is an integral part of the educational process. It continues throughout the academic cycle through in dialogue and feedback between the student and

his/her Faculty Facilitator. It culminates in a written evaluation that summarizes the student's progress toward his/her educational objectives. That final "evaluation" is the joint product of all the faculty members who have worked with the student during the learning cycle. A comprehensive Assessment Portfolio is then produced for each student that contains the Learning Contract, work produced by the student, exams, and faculty evaluations of the student's achievement for the term. The Assessment Portfolio is the documentary basis upon which the faculty conducts the final assessment of educational progress at Boricua. Finally, an Assessment Committee made up of the student's Faculty Facilitator and two additional Faculty Facilitators reviews the contents of the Assessment Portfolio in relation to the objectives in the learning contract, and the personal summary evaluation of the courses and grades recommended by the student's instructional faculty. The grades achieved by a student varies with the quality and quantity of the work produced. The Assessment Committee has the authority to award the final grades.

- **Re-assessment Procedures:** If a student disagrees with the credits or grades awarded by the Assessment Committee, they may seek reassessment by completing a ***Re-assessment Request Form*** in the Department of Registration and Assessments. After reviewing the request, the Director of Registration and Assessments may meet with the Vice President of Academic Affairs who may convene a Re-Assessment Committee. The re-assessment decision reached by this committee is final and the student is notified. *Students may only request reassessment for the immediate previous cycle.*
- **Open Academic Portfolios:** From time to time a student may not have completed academic work for a course because of unusual personal circumstances; or the student may need a few more credits in a course for graduation, or for other reasons reported in writing by the Faculty Facilitator and Chairperson of a Department. Therefore, a student's Academic Portfolio is kept open, and in some cases re-opened, so that required work may be completed and grades are awarded retroactively.

- **Full-Time Course Load:** Every student is registered full time for a course load of 16 credits per cycle except first cycle students which may be required to take 12 credits. Up to 10 credits may be taken during the Summer cycle.
- **Academic Grading System:** The actual grades and the corresponding quality points achieved by a student reflect the quantity of work produced, Mastery level of the College's taxonomy of skills and knowledge content provided in each course.

GRADING SYSTEM		
Grade	Definition	Quality Points
SM	Superior Mastery	4.00
M+	Mastery	3.75
M		3.50
M-		3.25
MC	Mastery with Conditions	2.50
MC-	Mastery with Conditions	2.00
NI	Needs Improvements	1.50
U	Unacceptable Repeat Course	0

- **How to Calculate Grade Point Average (GPA):** The grade point average is obtained by multiplying the total number of quality points achieved by the number of credits achieved and dividing the result by the number of credits attempted.

$$\text{G.P.A.} = \frac{\text{Quality Points X Credits Achieved}}{\text{Total Course Credits Attempted}}$$

- **Graduation Honors:** Three levels of special academic honors are: *Summa Cum Laude*: 3.8+; *Magna Cum Laude*: 3.5+ and *Cum Laude*: 3.2+. In addition, at commencement, special financial awards are presented to graduates from the Generic Studies-LAS departments based on the grade point average and other criteria; one graduate from each of the academic departments is also given an award based on the recommendations of the department's faculty.

An “Honors List” is announced periodically during the academic year. Eligibility for the Honors List requires being registered for all three cycles of the previous academic year, and a grade point average of 3.2 or higher. A zero credit in any course during those three cycles may make the student ineligible. Honors List achievement is noted on the official transcript of the student.

- **Boricua College’s Academic Progress Policy:** If a student achieves less than 2.0 GPA in two consecutive cycles and progress is judged not likely to improve in the foreseeable future, an Assessment Committee or Chairperson may advise the student to withdraw from the College for one or more academic cycles. The student may appeal the ruling to the Vice President of Academic Affairs, whose judgment in this matter is final.
- **Academic Degree Completion Milestones:** Boricua College is a 4-year institution and all students are expected to complete a bachelor’s degree. Boricua’s degree completion has two minimum milestones, one at 68 credits for which the student may be awarded an Associate of Arts degree and another at 132 credits for the Bachelor degrees.

STUDENT ACADEMIC SUPPORTS Programs

The activities described below serve as additional resources to support students as they strive to reach their educational goals.

- **Higher Educational Opportunity Program (HEOP):** This New York State program provides financial assistance and academic tutoring to approximately 50 students per year who enter the College with low test scores and who meet other economic requirements. The College has operated this program since 1977.
- **College Prep Program:** Boricua College has created a program of instruction that assists students to complete a General Equivalency Diploma and to reintroduce adult students to college life.

- **Tutoring Center:** Provides students with personal tutors primarily in support of the Math, English and Science courses.
- **Student Councils:** Each campus center holds Student Council elections annually. The Student Council meets regularly with the Chairperson of Generic Studies-LAS department of each campus center to discuss student concerns and plan student activities.
- **Colloquium of Colloquia:** Each academic cycle, students and their Faculty Facilitators participate in a colloquium with senior academic administrators, academic department directors and other staff to discuss and share issues and ideas about the College.
- **Commencement Celebration:** Boricua's commencement ceremony is one of the most important College-wide events of the year. The graduating class is presented their degrees before their families, friends, City officials, and other dignitaries. The Board of Trustees also hosts a special reception for selected graduates, faculty and friends of the College. A dance for all the graduates and their families is hosted by the Academic Administration and Student Councils.
- **Alumni Organization:** An Alumni Gala Dinner Dance is organized to raise funds for the Boricua Scholarship Fund. Additional activities are planned on a regular basis.

H. LIBRARY AND LEARNING RESOURCES

This system is managed by a senior librarian, three assistant librarians, one in each campus centers. The following are the units of the Library and Learning Resources System:

The Basic Collections: The Basic Collection includes both general and special academic program holdings according to standards established by the New York State Education Department and the National Library Association. The Basic Collection includes a general liberal arts print collection of 89,287 volumes, 3,930 volumes in Childhood Education, 3,508

volumes in Business Administration, and 4,750 volumes in Human Services.

Other special collections focus on specific areas of interest and cultural scholarships:

- ***Instructional Modules Collection:*** has grown to 1,244 sets of modules created by the College's faculty in the humanities, social sciences, natural sciences, education, business, human services and special focused areas of study. Instructional modules are used as the core curriculum instrument of the College. A Reserve Book Collection of texts and other literary sources used in the production of Instructional modules is also available.
- ***Congressional Papers of Herman Badillo:*** represent the work of the first Puerto Rican congressman and include documentation of his activities supporting the development of New York's Puerto Rican community. The papers also document Congressman Badillo's participation in the impeachment hearings of President Richard Nixon.
- ***Puerto Rican Collection:*** is composed books, periodicals, letters, photographs, clippings, and other published materials related to the Puerto Rican community's experience in New York City from 1930 to 1980. The collection contains 3,446 volumes and is distributed in Boricua's campus centers.
- ***Latino-Hispanic Music Collection:*** serves as a repository of the music of Puerto Rican and other Latino-Hispanic communities. The primary objective of the collection is to document and maintain this music. The collection now contains 5,447 records and tapes from classical, popular, and folklore genres. The Latino-Hispanic community's interest in this collection is expanding rapidly.
- ***American Geographical Society Map Collection:*** was donated to the College by the American Geographical Society and represents part of the history of the Society's illustrious work. For many years, the Society was a leading international institution of scholarship, exploration, and mapmaking. The Manhattan campus center is located in the former building of the American Geographical Society,

which the College purchased in 1980. The collection contains thousands of maps of historical, geographic, demographic, and other physiographic developments worldwide.

- **Additional Collections:** The library also maintains a collection of the doctoral dissertations, master theses, published and unpublished books and scholarly papers of Boricua's faculty, staff, and students, as well as the archives of Boricua College's history.
- **Inner-City Library Agreement:** Boricua is a member of the New York Metropolitan Reference and Research Libraries Consortium (METRO), which provides faculty and students with access to the collections and services of 315 member institutions that represent 1,300 libraries in the New York metropolitan area.
- **Computer Laboratories and Electronic Classrooms:** The objective of computer laboratories/electronic classrooms is to provide resources for computer instruction. Boricua's basic computer courses are designed to facilitate students' independent development. The College has a fully equipped computer lab at each of its Campus centers.
- **Natural Science Laboratories:** The objective of the natural science laboratories is to provide learning resources for introductory science courses. The College maintains four laboratories: one lab at the Brooklyn Campus; one at the Manhattan Campus, and two in the new Bronx Campus building.

II. CODES OF CONDUCT

What follows is a description of the general code of conduct expected from the students at Boricua. While we regard our students as adults, nevertheless, it is the College's duty to point out the basic requirements of conduct expected and the consequences of inappropriate behavior.

A. GENERAL VIOLATIONS

The following actions are considered violations of the Code of Conduct and are subject to sanctions imposed in accordance with the Disciplinary Procedures of the College.

1. **Fraud:** Knowingly furnishing false information to the College administration, faculty, or staff.
2. **Forgery:** Forgery, alteration or misuse of College documents, records or identification.
3. **Harassing Conduct:** Physical, verbal, or written harassment or abuse of any person, or any other conduct which threatens or endangers the physical, emotional health, or safety of any person on College-owned or controlled property or at College sponsored functions.
4. **Theft or Damage to Property:** Theft or damage to property of the College, or that of a member of the College community or campus visitor, while on College property or at College sponsored activities.
5. **Disorderly Conduct:** Disorderly conduct including, but not limited to, public intoxication, lewd, indecent or obscene behavior on College-owned or controlled property or at College sponsored functions; conduct that is unreasonable in the time, place, or manner in which it occurs; and/or obstruction or disruption of College sponsored activities.
6. **Drugs:** Use, possession, distribution or the manufacture of narcotic or dangerous drugs or of any illegal or controlled substances, except as expressly permitted by law, on College-owned or controlled property or at College

sponsored functions. Furthermore, students are prohibited from the on-campus possession of any type of paraphernalia analogous with the use, distribution, or sale of illegal substances/narcotic drugs (i.e., scales, bongos, pipes, etc.).

7. **Alcohol:** Use, possession, or distribution of alcoholic beverages, except when authorized by the Office of the Vice President/Dean of Academic Affairs for a particular function, on College-owned or controlled property or at College sponsored functions is prohibited. Furthermore, the sale, distribution, or procurement of alcoholic beverages for anyone who is under the age of 21; public disruption due to intoxication or drunkenness; the use of false identification to procure alcohol; and the possession on campus of any type of paraphernalia associated with the consumption of alcohol is expressly prohibited.
8. **College Facilities:** Unauthorized entry or use of College facilities.
9. **Keys:** Unauthorized possession, duplication or use of keys to College facilities.
10. **Weapons:** Possession, display, use or distribution of any weapon such as a firearm, knife, etc., or any item used as a weapon or of such a nature that it is intended for use as a weapon, except with expressed College authorization, on College-owned or controlled property or at College sponsored functions.
11. **Fire Safety:** Tampering with or misuse of fire alarms, fire exits, fire-fighting equipment, smoke/heat detectors and sprinkler systems on College grounds; causing or creating a fire; and the use of all open flame devices; failure to evacuate the building when a fire alarm sounds; and the use of any and all fireworks.
12. **Compliance:** Failure to comply with directions of College officials acting in the performance of their duties.
13. **College Identification:** Misuse or transfer of College identification documents. This includes but is not limited to,

the transfer of College identification documents to gain entry to College buildings, and/or to procure any College services.

14. **Conduct:** Conduct which adversely affects the student's suitability as a member of the College community or which is inconsistent with the mission of the College.
15. **Gambling:** No Gambling in any form anywhere on campus.
16. **Smoking:** Smoking cigarettes, cigars, etc. is prohibited in all College buildings.
17. **Children:** Until so far as the College is able to ensure the safety of all children in the premises, no children are allowed in the building even in the company of parents or an adult designated by the student.
18. **Pets:** All pets are prohibited on College properties.

B. ACADEMIC VIOLATIONS

1. Academic Dishonesty

Academic Dishonesty is any act, which allows a student to gain an unfair advantage over other students. This includes, but is not limited to, copying, plagiarism, collaboration, alteration of records, use of restricted aids, unauthorized use of proprietary material, bribery, and lying about work submitted.

2. Responsibility for Academic Dishonesty

- a. It is the responsibility of the student to become familiar with the Academic Dishonesty policy in effect.
- b. The academic department in which the student is enrolled has primary responsibility for the adjudication of all infractions involving Academic Dishonesty.

3. Rights Reserved by Boricua College

- a. Boricua College reserves the right to notify students of their violation of the Student Code of Conduct.

- b. Boricua College holds students financially responsible for all losses and damages to College property.
- c. Boricua College requires students to comply with any instruction from a clearly identifiable College official, performing his or her duties in the enforcement of application of College policy.
- d. Students must show their Boricua College identification card upon request. to any appropriate Boricua College official, performing his/her duties in the enforcement of application of College policy.
- e. Boricua College reserves the right to amend the Student Code of Conduct and the Non-Academic Disciplinary Procedures at any time.

C. DISCIPLINARY PROCEDURES

1. Disciplinary Authority

- a. Disciplinary authority is vested in a senior administrator of the College as the designee of the President of the College.
- b. The Disciplinary Procedures are administered by a Vice President and/or Dean of Academic Affairs in consultation with the Chairpersons and Faculty Facilitator of the student. Their responsibility is to ensure the fair and dutiful administration of the disciplinary process in the review of incidents involving violations of the Student Code of Conduct.

2. Violation of Law/Off Campus Conduct

- a. Students of the College are subject to local, state, and federal laws. As a general rule, the College will not institute disciplinary procedures when a student of the College has been charged, off-campus, with a violation of a local, state, or federal law. The College, however, reserves the right to invoke its disciplinary procedures.
- b. Students are subject to reasonable disciplinary action deemed appropriate, including suspension and

expulsion, for breach of federal, state, or local laws or College rules or regulations off campus when such conduct is likely to have an adverse effect on the College, on the educational process, or affects the student's suitability as a member of the academic community.

D. COLLEGE SANCTIONS

Boricua College is committed to providing an environment where sensitivity, tolerance, and respect are sustained for members of the College community and its neighbors. Imposed sanctions are intended to facilitate these goals.

1. General Provisions

- a. The sanctions listed below are recognized by the College in holding students accountable for violations of the Student Code of Conduct. It is understood that previous offences may be considered in determining penalties.
- b. Students are held responsible for the actions of their guest while on campus. Sanctions may be issued to the host when the guest is a not a student at Boricua College.
- c. Failure to comply with imposed sanctions subjects the student to further disciplinary action.

2. Immediate Suspension Authority

- a. **Emergency Suspension:** The President of the College, or a College officer authorized by the President, may impose upon a student an immediate emergency suspension when, in the judgment of the President, such action appears necessary for reasons relating to a student's physical or emotional safety and well-being, for reasons relating to the safety and well-being of members of the College community, or to prevent damage or theft of College property.
- b. **Interim Suspension:** The President of the College, or College officer authorized by the President, may

impose upon a student an immediate interim suspension when, in the judgment of the President or his designee, such action appears necessary to deal with a continuing disturbance by a student(s) or, interference by a student(s) with any College activity or with the free movement of any member of the College community.

- c. **Duration of Suspension:** Interim or emergency suspension may remain in effect until a College Disciplinary Panel has taken action with regard to the student. However, the suspension may be lifted earlier by action of the President or the President's designee.
- d. **Expedited Hearing:** A student suspended under the interim or emergency authority may request an expedited hearing before the Disciplinary Panel. The panel shall schedule a hearing within forty-eight (48) hours of the request or as soon thereafter as possible.

3. Sanctions

- a. **Oral Warning:** verbal notification to the student that repetition of the wrongful conduct may be cause for more severe sanctions, and a clear instruction to desist.
- b. **Written Warning:** Written notification to the student that continuation or repetition of the wrongful conduct may be cause for more severe disciplinary action within the period of time stated. A copy of the written warning letter will be placed in the student's file.
- c. **Fines:** Sum to be paid by the student to the College Library or the Instructional Modules Library for the violation of library rules and regulations. Failure to do so may result in the withholding of a student's transcript and/or denial of either graduation or continued enrollment at the College.
- d. **Restitution:** Reimbursement for damage or loss to either College or individual property. Failure to do so will result in the withholding of a student's transcript and/or denial of either graduation or continued enrollment at the College.

- e. **Disciplinary Probation:** Written notification to the student that he/she is in official jeopardy. A further violation of the Student Code of Conduct while on disciplinary probation may result in suspension or expulsion.
- f. **Restriction:** Denial of the use of certain College facilities or the right to participate in certain activities or privileges for a specified period of time.
- g. **Suspension:** Exclusion from class, exams, and all functions of the College for a stated period of time. Suspension may require petition for readmission.
- h. **Expulsion:** Dismissal from the College. The student may not attend classes or take any examinations and must vacate College property by the effective date of expulsion. Readmission will not be considered.

E. INITIATION OF DISCIPLINARY PROCEEDINGS

1. **Filing an Incident Report:** An incident report is a detailed, written description of an alleged violation. Any member of the College community may report an alleged violation of the Student Code of Conduct, in writing, to the Vice President and/or Dean of Academic Affairs. Complaints must be filed within thirty (30) days of the incident that precipitated the complaint.
2. **Investigative Hearing:** Upon receipt of the written incident report, the Vice President and/or Dean of Academic Affairs is authorized to conduct an investigation by questioning persons thought to have knowledge of the particular incident, including the alleged violator. If a person alleged to have committed a violation is questioned, he/she must be informed that he/she is being investigated and of the nature of the related incident.
3. **Notification of Charges:** If the Vice President and/or Dean of Academic Affairs finds sufficient reason to formally charge the student, the charged student will

be notified of the charges in writing (by mail, return-receipt requested or hand-delivered).

4. **Pre-Hearing Conference:** After the student has been served the notice of charges, the Vice President and/or Dean of Academic Affairs, or designee, will hold conference(s) with the charged student(s) and the person(s) submitting the incident report, if necessary, to determine all the facts surrounding the incident.
5. **Dismissal of a Complaint:** If the Vice President and/or Dean of Academic Affairs finds insufficient reason to formally charge the student, the Vice President and/or Dean is authorized to dismiss the complaint. The Vice President and/or Dean decision to dismiss a complaint is final.

F. COLLEGE DISCIPLINARY PANEL

The President as needed will designate the Vice President and/or Dean that will administer the procedures of the Disciplinary Panel.

1. SCOPE OF AUTHORITY

The College has jurisdiction over all incidents referred to it or for which the penalty of suspension or expulsion from the College exists.

2. COMPOSITION OF PANEL

- a. The Panel will consist of members of the College community to be selected by a Vice President and/or Dean of Academic Affairs in consultation with other deans, associate deans, department chairpersons and administrative department directors.
- b. The Panel shall elect a Chairperson from its membership with power to vote.
- c. The Vice President and/or Dean of Academic Affairs shall serve in an ex-officio capacity.

3. HEARING GUIDELINES

- a. The Vice President and/or Dean of Academic Affairs is responsible for the administrative procedures of the College Disciplinary Panel.
- b. The Chairperson is responsible for the orderly and proper functioning of the hearing.
- c. If a charged student chooses not to attend the hearing or fails to present a defense the Panel, at its discretion, may complete its inquiry into the case in the absence of the charged student. If the case is reviewed and culpability is determined, a sanction may be imposed as though the student presented a defense.
- d. Hearings are not intended to be legal court proceedings. Accordingly, strict conformity to legal rules of evidence shall not be required.
- e. Hearings are private and will not be open to the members of the College or the public.
- f. All persons attending the hearing shall conduct themselves in an orderly and respectful manner. Disruptive persons will be ejected from the proceedings and may be appropriately charged.
- g. The College may document the hearings by any means deemed appropriate.
- h. The College Disciplinary Panel may request the appearance of any witness it deems appropriate.
- i. The Panel will not consider anonymous information.

4. HEARING PROTOCOL

- a. The Chairperson will call the proceeding to order.
- b. The Chairperson will explain the function of the hearing and advise the charged student and the complainant of their rights before the Panel.

- c. The Vice President and/or Dean of Academic Affairs will read the incident report and any other statement submitted in relation to the incident.
- d. Panel members may then ask questions of the Vice President and/or Dean of Academic Affairs and the complainant, if present and offering information on his/her own behalf.
- e. No examination of witnesses by the parties, nor cross-examination, is permitted. Only the Panel members may question or examine the parties or the witnesses.
- f. The Chairperson will then offer the charged student the opportunity to present information or remain silent. If the charged student elects to present information, the student is obligated to answer all relevant questions asked by authorized persons including the Vice President and/or Dean of Academic Affairs.
- g. The Panel may call witnesses to present information.
- h. Witnesses will be excused from the hearing room upon completion of their presentation and all questioning.
- i. The Panel may recall any witness it deems necessary.

5. PANEL DELIBERATION PROCEDURE

- a. Upon conclusion of all presentations, the Panel will meet in private to deliberate on the information presented.
- b. The deliberation will not be recorded.
- c. In the event of a determination of culpability, the sanction will be determined by the Panel from the list of available sanctions. The student's past disciplinary record and previous violations may be considered in determining sanctions.

6. NOTIFICATION OF DECISION

Written notification of the results of a disciplinary hearing specifying the decision, and where applicable, the sanction to the Vice President and/or Dean of Academic Affairs, and the sanctioned student, as soon as is practical after the hearing.

7. RECORD OF PROCEEDINGS

- a. All written documents relating to the review of an incident are confidential.
- b. A copy of all material associated with the review of an incident will be retained by the Vice President and Dean of Academic Affairs for a period of five (5) years after a student leaves the College, after which time all records except those involving suspension and expulsion will be destroyed.

8. APPEAL PROCESS

a. Timing for Appeals

- (1) Once hearing proceedings are completed and a sanction imposed, whether by the College Disciplinary Panel or by the Vice President and/or Dean of Academic Affairs, the sanctioned student has the right to appeal on the grounds listed in paragraph.
- (2) Appeals must be filed in writing with the Office of the Vice President and/or Dean of Academic Affairs within ten (10) school days of receipt of a decision.
- (3) The appeal shall specify the basis of the appeal.
- (4) Sanctions imposed will remain in effect pending appeal.
- (5) Failure to file a timely written appeal shall constitute a waiver of any right to appeal.

b. Grounds for Appeal

- (1) A decision may be appealed if it can be clearly and specifically demonstrated that sufficient grounds exists

to show that the sanctioned student was denied a fair hearing.

- (2) Sanctions may be appealed only when it can be specifically demonstrated that there is a flagrant discrepancy between the infraction and the imposed sanctions.

c. General Provisions

- (1) Students are responsible for strict adherence to all deadlines and procedures for the filing of appeals.
- (2) No new information shall be considered on an appeal.
- (3) Documents filed in an appeal shall constitute a part of the record.
- (4) All documents relating to the proceedings from which the student is appealing shall be available to the Vice President and/or Dean of Academic Affairs.

d. Review of Appeals

- (1) The Vice President and/or Dean of Academic Affairs, or designee, shall be responsible for reviewing all appeals.
- (2) The process to be used in reviewing an appeal, and for providing notification of the decision, will be determined by the Vice President and/or Dean of Academic Affairs, or designee, on a case by case basis taking into consideration the nature of the issues raised by each appeal. The student filing the appeal will be given reasonable opportunity to comply with the process.
- (3) The decision of the Vice President and/or Dean of Academic Affairs, or designee, is final.

9. POLICY ON RECOGNIZED STUDENT ORGANIZATIONS

Recognized student organizations exist at Boricua College in order to enhance and contribute to the educational, recreational and cultural experience offered to Boricua's students.

Recognition by the College permits the organization to use designated student meeting rooms, to submit an application for any funding that may be available for student affairs and it allows the organization to avail itself of the guidance provided by the Academic Administration in helping organizations plan productive meetings, activities and learning experiences.

- a. The purpose and goals of the student organization is to benefit the students of Boricua.
- b. All members of student organizations must be matriculated at Boricua College.
- c. No student organization activity shall be carried out for the pecuniary benefit of its individual members.
- d. Student organizations seeking recognition should present to the Vice President and/or Dean of Academic Affairs a written application or statement which includes the organization's name, a description of its goals, purposes and activities as well as the names of the students who will serve as its contact persons and the name of its faculty or staff advisor.
- e. Each student organization must have a faculty or staff advisor who serves as a consultant to the group and acts as liaison between the College and the group. The advisor shall be required to review and sign any requests made by the group for funds. Funds may only be used for approved activities that do not conflict with the guidelines and policies of the College.
- f. Student organizations must be in compliance with all policies and rules of Boricua, including, specifically, but not limited to, Boricua's Policies on Non-Discrimination and Discriminatory Harassment. This means that no person may be denied membership on the basis of race, religion, national or ethnic origin, gender, handicap, sexual orientation, marital status or age. Violations of College policy, rules, or federal or state law can result in immediate revocation of the organization's recognized status.

- g. Recognition of a student organization does not constitute approval or endorsement by Boricua of the organization's purposes, objectives or activities. Therefore, the use of the name of the College in the student organization's promotional material should read: *at Boricua College*, not*of Boricua College*.
- h. Renewals of registration of the organization must be filed annually. This policy is not intended to prohibit students from organizing and participating in informal, unrecognized groups.

10. POLICY ON SEXUAL HARASSMENT

a. Introduction

Boricua College is committed to creating and sustaining a College environment in which students, faculty, and staff can study and work in an open atmosphere, unhampered by discrimination.

"Boricua College is committed to a policy of equal opportunity in all its educational activities, admissions, scholarship and loan programs and employment. It does not discriminate on the basis of race, color, national or ethnic origin, citizenship status, religion, sex, sexual orientation, age, mental or physical disability, or marital status."

As a necessary part of its commitment, Boricua College commits itself to prohibit sexual harassment and to confront and deal with it when it occurs.

b. Definition of Sexual Harassment

Generally, sexual harassment is conduct that uses power or authority in order to elicit sexual submission, or inappropriate sexual conduct that creates an intimidating, hostile or abusive environment for working, learning or enjoying other opportunities and activities. Sexual harassment can include a wide range of behaviors, from the actual coercing of sexual relations to inappropriate sexualization of the working or learning environment with words, materials or behavior. It may

involve women being harassed by men, men being harassed by women, or harassment between persons of the same sex.

The Federal Equal Employment Opportunity Commission ("EEOC") has issued guidelines that provide a basic definition of sexual harassment. While the EEOC guidelines apply only to faculty and other employees, the College prohibits sexual harassment of any member of the College community, whether such harassment is aimed at or committed by students, faculty or other employees.

Based upon the EEOC guidelines, and for the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature, where

- submission to such conduct is explicitly or implicitly made a term or condition of employment or status in a course, program or activity; or
- submission to or rejection of such conduct is used as a basis for an employment or academic decision affecting the individual, or for a decision regarding an individual's status in a course, program or activity; or
- such conduct has the purpose or effect, when judged from the perspective of a reasonable person in the position of the complaining individual, of substantially interfering with an individual's work performance, or with an individual's enjoyment of other College opportunities, programs and activities; or
- such conduct has the purpose or effect, when judged from the perspective of a reasonable person in the position of the complaining individual, of creating an intimidating, hostile or offensive environment for working, learning, or enjoying other College opportunities, programs and activities.

Sexual harassment is generally found to be in two distinct forms. Quid pro quo sexual harassment occurs when an individual makes an explicit proposition for sexual favors in return for express or implied job benefits or academic decisions, or where rejection of such a proposition is to be

used for, or negatively effects, job benefits or academic decisions. Hostile environment sexual harassment occurs when conduct (either through its severity and/or its repetitive or consistent nature) has the purpose or effect of substantially interfering with an individual's work or academic performance, or creates an intimidating, hostile or offensive working or learning environment. Unwanted flirtations, advances or propositions of a sexual nature, or unwelcomed comments of a sexual nature about an individual's body or clothing, whether conveyed orally, in writing or by electronic transmission, or unwelcomed touchings, such as patting, pinching, hugging, or brushing against an individual's body are illustrations of the kinds of conduct, if engaged in by an individual repeatedly and consistently, which could constitute hostile environment sexual harassment.

11. POLICY ON DISCRIMINATORY HARASSMENT

Boricua College is committed to being an academic community that is racially and culturally diverse, that values mutual respect, human dignity, and individual differences, and that is supportive of intellectual, artistic, and professional growth.

These benefits are compromised when individuals or groups within the community engage in acts of discriminatory harassment and coercion against other individuals or groups, including intimidation by threats and/or acts of violence or personal vilification on the basis of race, color, religion, sex, sexual orientation, ethnic origin, physical or mental disability, age, marital status, or other personal attributes.

Such acts undermine the fundamental values of the entire community and contribute to a hostile environment which may limit or deny access to the educational process, not just for those subjected to such acts but to the community as a whole. Acts of discriminatory harassment are prohibited. This policy is not intended to discourage the expression of ideas that, while they may be offensive, are protected by the College's support for a free exchange of ideas and freedom of artistic expression, and by the First Amendment of the Constitution of the United States. Speech or other expression constitutes discriminatory harassment if it:

- a. Deliberately, stigmatizes, threatens or intimidates an individual or small group of specific individuals on the basis of race, color, religion, sex, sexual orientation, ethnic origin, physical or mental disability, age, marital status or other personal attributes; and
- b. Deliberately insults, stigmatizes, threatens or intimidates an individual or small group of specific individuals on the basis of race, color, religion, sex, sexual orientation, ethnic origin, physical or mental disability, age, marital status or other personal attributes; and
- c. Is addressed directly to the specific individual or individuals whom it insults, stigmatizes, threatens, or intimidates; and
- d. Makes use of "fighting words" or non-verbal symbols. In the context of discriminatory harassment, "fighting words" or non-verbal symbols are words, pictures or symbols that are, as a matter of common knowledge, understood to convey direct hatred or contempt for human beings and that by their very use inflict injury or tend to incite an immediate breach of the peace.

12. POLICY ON ACADEMIC FREEDOM

The principle of Academic Freedom at Boricua College guarantees the members of the College the right to speak and write as they please without interference from the College or from the public." However, Boricua College considers it essential for its community – administrators, faculty, students and staff – to act with utmost responsibility when they say or write publicly. The College will continue to honor academic freedom but expects all its members to act responsibly during these troubled times.

13. POLICY ON ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

- a. **Boricua College has established a policy on alcoholic beverages and illegal drugs.**

- (1) It is intended to encourage individuals to be sensitive and considerate of the needs and feelings of other persons in any situation where alcoholic beverages are being served and consumed. In addition, Boricua has developed this policy in order to protect both individuals and the institution from liability in case of an incident involving alcoholic beverages or illegal drugs.
- (2) The College strictly adheres to federal and state laws that restrict and regulate the sale, service, and consumption of alcoholic beverages and that prohibit the sale, purchase, transfer, possession, or use of illegal drugs.
- (3) The policy is meant to insure legal use of alcoholic beverages and responsible conduct by individuals at on-campus events sponsored by the College, at off-campus events hosted by members of the College community when such events are held as an extension of College programs or activities (such as students meeting for a class at the home of a faculty member), and in facilities owned, rented, or operated by the College.
- (4) The policy states emphatically that Boricua College prohibits the distribution, consumption, or possession of illegal drugs on College premises, under any circumstances. Members of the College community who violate the policy on alcoholic beverages and illegal drugs will be subject to College disciplinary procedures.
- (5) Faculty, students, and staff will be provided with information about the policy and about alcohol and drug abuse, including the availability of referral services and assistance programs.
- (6) Student events where alcoholic beverages are present are subject to approval, depending on the nature of the event and the facility. Approval is contingent upon demonstration by the sponsoring

group or organization that it is able to comply with College policy and New York State laws.

- (7) The only exception to this approval procedure is for events sponsored and supervised by Officers in the central administration of the College.

b. Procedures for the Use of Alcoholic Beverages

- (1) In conformance with the College policy, alcoholic beverages may be sold, distributed, served or consumed only by individuals who have attained the minimum legal New York State purchase age of 21.
- (2) "Closed" events, defined as receptions or other events at which all participants are 21 years or older, are to be conducted responsibly, in conformity with College policy.
- (3) Any off-campus events sponsored by the College or hosted by members of the College community as an extension of College programs or activities are subject to the same requirements as on-campus events.
- (4) Standard identification procedures, appropriate security measures, and visible signage are required at all College events where alcoholic beverages are available and persons under the age of 21 are present. Signs will read: "Alcoholic beverages may only be served to or consumed by persons 21 years of age or older."
- (5) Advertisements or promotional materials for student-sponsored events should not encourage the irresponsible use of alcoholic beverages. The availability of alcoholic beverages should not be used in advertising particular events.
- (6) The sale, distribution, service, or consumption of alcoholic beverages is restricted to areas designated by the College administration.
- (7) Quantities of alcohol to be served at an event must be established in advance and must not encourage intoxication based on New York State legal levels of blood alcohol.

- (8) When alcoholic beverages are served, food and non-alcoholic beverages must be provided in sufficient quantities and in a manner commensurate with the availability of alcoholic beverages to discourage intoxication.
- (9) Staff of the College will be informed that at all College events where alcoholic beverages are available the bartender will expect identification, in compliance with New York State laws.
- (10) Members of the College community who violate the policy on alcoholic beverages will be subject to College disciplinary procedures and, depending on the situation, may be subject to prosecution in accordance with New York State laws.
- (11) This document will be available to all members of the College community.

c. Alcohol and Drug Abuse Referral Services and Assistance Programs

The College will organize educational programs and events that address the issues of alcohol and drug abuse.

The College will provide referrals and information on alcohol and drug assistance programs for faculty, students, and staff.

Resources currently available for those in need of assistance for alcohol and drug problems include the following:

At the College:

Boricua College Human Resources & Personnel Department –
212-694-1000

In New York City:

Alcohol Abuse

Alcohol Abuse Anonymous – 212-647-1680

Alcohol Anonymous World General Services – 212-870-3400

Substance Abuse

Beth Israel Hospital Substance Abuse Information Center
212-420-4220

Addicts Rehabilitation Center, New York – 212-427-6960

Addicts Rehabilitation Center (ARC Harlem) – 212-427-1342,
Ext. 201

Employee Drug-Free Workplace Policy

In addition to the College-Wide Policy on Alcoholic Beverages and Illegal Drugs, to which all members of the College, including employees are subject, Boricua College, pursuant to the federal Drug-Free Workplace Act of 1988, issues the following policy to be distributed to all employees.

- (1) The unlawful manufacture, distribution, dispensing, possession or use of a prohibited controlled substance in the workplace is prohibited.
- (2) In addition to any other applicable civil or criminal penalty, any Boricua College employee convicted of illegal manufacture, distribution, dispensing, possession or use of a controlled substance shall be subject to disciplinary action which may include termination of employment or an employee may, at the College's discretion, be required to participate satisfactorily in a program for the treatment of drug abuse.
- (3) The College's Human Resources and Personnel advises members of the College, including employees, of the dangers of drug abuse in the workplace and of any available drug counseling, rehabilitation, and employee assistance programs. Employees are hereby informed, in addition, of Boricua's Policy on maintaining a drug-free workplace and the penalties that may be imposed upon employees for drug abuse violations.

d. Advisory Committee on Campus Security and Crime Reporting

The President is hereby required by State Education law to appoint an Advisory Committee on campus security consisting of no less than 6 members, half of whom should be females: 2 each from the students, the faculty, and the administration. The Committee will report campus crime statistics on an annual basis and review current campus security policies and procedures and make recommendation regarding the following:

- (1) educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault;
- (2) educating the campus community about personal safety and crime prevention;
- (3) reporting sexual assaults and dealing with victims during investigations;
- (4) referring complaints to appropriate authorities;
- (5) counseling victims; and
- (6) responding to inquiries from concerned persons.

e. Investigation of Violent Felony Offenses

The Directors of Environmental Services will be in charge of coordinating the investigation of such crimes, and will work closely with the Director of Human Resources and the College's legal counsels, in communicating with local law enforcement agencies and providing a prompt investigation.

14. POLICY ON THE RESPONSIBILITIES OF COMPUTER USERS

Boricua College is committed to ensuring a working and learning environment in which all persons treat others with respect. All individuals who have access to the College's network or other computer resources - regardless of their physical location - must use them in a manner that is consistent with the College's educational purposes. Access to the College's network or other computer resources is a privilege - not a right - granted solely to the College's faculty, staff and registered students.

The College reserves the right to limit, restrict or extend computing privileges and access to its resources. The College has a responsibility to protect against misuse of the College's network or other computer resources and liabilities which may arise as the result of such misuse. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, while adhering to the regulations for their use set forth in this statement.

The computing facilities of the College may not be used in any manner which contravenes College policies, including but not

limited to the Sexual Harassment and Discriminatory Harassment policies, or federal and state laws, including Article 156 of the New York Penal Law, "Offenses Involving Computers." The user bears responsibility for the material that he or she chooses to access, send or display.

All users are required to have a valid authorized account, or officially approved system access, and may use only those computer resources that are specifically authorized. Users have access to their accounts only in accordance with authorized purposes, including not permitting access to the account by anyone else through disclosing to them the account password.

A condition of receiving an authorized account is the verification by signature that the user has read this statement and pledges to abide by it. Computing resources are the property of the College; the content within these are the intellectual property of the user.

It is the responsibility of the user to retain personal copies of documents on external storage media. Game playing is not an authorized purpose of the College's network or computer resources. Users are expected to cooperate with computing personnel and follow their instructions. The College reserves the right to limit a computer user's session if there are insufficient resources or to protect system performance. Responsible use of computing facilities and services requires that users:

- a. Respect the legal protection provided to copyright owners and licensees to programs and data; do not engage in unauthorized duplication, transmission, alteration or destruction of data, programs or software.
- b. Respect the rights of others by complying with all applicable College policies, including those regarding intellectual property, sexual and other forms of harassment and by preserving privacy of personal data.
- c. Respect the privacy of others by not tampering with their files, tapes, password, or accounts, or

representing yourself as others when sending messages or conferencing.

- d. Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs to harass other users, or infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, or gain unauthorized access to other systems, facilities or data via the network.
- e. Respect and adhere to all state and federal laws which govern the use of computers for the storage and transmission of data, research, and communication. Criminal and illegal use may include threats, harassment, copyright infringement, defamation, obscenity, child pornography, theft, and unauthorized access.
- f. Not use computing resources for commercial or profit-making purposes without written authorization from the College.
- g. Ensure that all materials published on web sites conform to academic standards for appropriate attribution and do not use materials without the permission of the owner.

The College considers the data in administrative computing systems the property of the College. The contents of user accounts are considered the property of the authorized user, subject to applicable College copyright and intellectual property policies and applicable federal and state laws.

The Boricua College reserves the right to monitor information in user accounts and, therefore, does not represent that the information contained in user accounts is confidential. In the case of a written complaint of serious misuse (understood as the failure to observe any of the conditions in this document), the Vice President for Information Technology may authorize access to information contained in user accounts. All such access will be recorded and the users notified. Users may

respond to the Vice President concerning any complaints made against them that have resulted in access to their accounts. Frivolous complaints or knowing false complaints may be subject to disciplinary action.

In the case of a written complaint of serious misuse, or evidence indicating that computer virus may be present in certain material in the system, the College reserves the right to temporarily remove material from the system for its review. If a complaint of misuse appears to have a basis, it will be reviewed by an ad hoc panel appointed each year by the President.

The panel will determine whether such misuse has occurred. Upon receipt of a determination of misuse, individuals who are found to be in violation of these regulations are subject to the following: Suspension of computer privileges Disciplinary action by their academic department and/or the College. Referral to law enforcement authorities for criminal prosecution. Other legal action, including action to recover civil damages and penalties.

15. POLICIES & GUIDELINES FOR GALLERIES

Boricua College is dedicated to freedom of inquiry and artistic expression. It is equally committed to creating an academic environment in which rational and civil discourse prevails and where tolerance, understanding, and appreciation for diversity are valued. The College acknowledges that these values may sometimes appear to be in opposition and that free expression may sometimes offend. The College will insure that the selection of works of art for display in College galleries is made with the best professional judgment and according to the highest educational and artistic standards and with sensitivity for the values of the various segments of the college community.

16. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 as amended in 1995 and 1996 with which Boricua College complies fully, was enacted to protect the privacy of educational records, to establish the right of students to inspect

and review their educational records, and to provide guidelines for the correction of inaccurate or misleading statements.

Boricua College has established the following student information as public or directory information which may be disclosed by the institution at its discretion: Student name, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, addresses, phone numbers, photographs, e-mail addresses, and the date and place of birth. Students may request that Boricua withhold the release of directory information by notifying the College's Registration and Assessment Department in writing.

Students have the right to file complaints with the Family Educational Rights and Privacy Office in Washington, DC, concerning alleged failures by the institution to comply with the Act.

17. POLICY ON THE USE OF COLLEGE FACILITIES

a. Basic Principles

As a non-profit, tax-exempt institution whose mission is solely educational, Boricua College reserves its facilities for activities serving educational purposes. The President has established a number of guidelines for the use of College facilities by any individual or organization. These guidelines are as follows:

Activities in College facilities must be consistent with the educational purposes of the College. Any recognized faculty or student organization is entitled to use College space, as available, for activities of an educational nature and has the right to invite speakers representing any and all points of view to the College. The College recognizes the obligation to provide space for these purposes, when it is available, and does so in response to requests for use of space made to the Vice President and/or Dean of Academic Affairs who then requests final approval from the President.

Responsibility for conduct at College events lies with the College sponsors of those events, even when an event is co-sponsored by an outside organization. All activities and all

participants in them must respect the right of every individual to freedom of expression.

The College recognizes its responsibility to assure that all members of the College community and guests are able to exercise this right. Access by the media to College events or held in College facilities is determined on a case-by-case basis in accordance with the following policy statement:

Boricua College believes that the presence of individual television and video cameras in classrooms brought in by students into the classrooms tends to alter the educational environment and possibly impede the free exchange of ideas. It therefore, does not permit such equipment in its facilities unless it is part of the educational process, and the equipment is provided by the institution. On certain occasions, cameras may be permitted at a College event.

These decisions are made on an individual basis. Individuals wishing to bring television or video equipment into College facilities must consult first with the Vice President and/or Dean of Academic Affairs who will make the determination as to whether such equipment will be permitted."

Proper regard must be shown for the facilities, and they must be returned to their original condition on completion of an activity. No commercial activity may be conducted within a College facility.

b. Use of College Facilities by Outside Organizations

From time to time, members of the College community request the use of facilities on behalf of outside organizations. Outside organizations also occasionally contact the College directly to request the use of space. Regarding those requests, it should be kept in mind that the College facilities are for the primary use of members of Boricua College for educational purposes. Facilities are not available for fundraising purposes or political activity by outside organizations.

When classes are in session, space is at a premium and requests by outside organizations generally cannot be satisfied. When space is available, the College is willing to

consider requests for space by outside organizations if they meet the criteria enumerated above and observe the following procedures: Complete a standard application for use of the College's facilities. The application requires information describing the organization's purposes and membership the use for which the facility is requested, expected participants, equipment, maintenance and security needs; Provide a certificate of insurance including public liability in an amount specified by the College. Agree to pay fees including rental and charges for other services provided by the College. Applicants for the use of facilities will be reviewed and determination will be made by the President in consultation with the members of the Executive Council.

18. POLICY ON SMOKING

BORICUA COLLEGE MAINTAINS A COMPLETELY SMOKE-FREE ENVIRONMENT. NO STUDENT IS PERMITTED TO SMOKE ANYWHERE IN THE COLLEGE'S PREMISES.

19. GUIDELINES ON DEMONSTRATIONS IN COLLEGE FACILITIES

Boricua is committed to freedom of speech, thought, inquiry, and artistic expression for all members of its community. It is equally committed to protecting the right of free speech of all individuals authorized to use its facilities or invited to participate in the educational activities of any of the College's academic divisions.

20. BORICUA DISABILITY ANTI-DISCRIMINATION COMPLAINT PROCEDURES FOR STUDENTS

a. Request for Reasonable Accommodations

Applicants or students who need reasonable accommodations for their disabilities or who have complaints of discrimination on the basis of their disabilities are encouraged to consult and seek a resolution with a senior academic administrator. The latter may require the submission of adequate documentary evidence from medical professionals describing the injury, condition or disease which forms the basis of the disability the resulting limitation(s) of function and various alternative accommodations which would remedy the circumstance or a statement identifying in detail the alleged discriminatory act(s).

b. Filing a Complaint

If an applicant or student wishes to file a formal complaint of discrimination on the basis of a disability, he or she must file such a complaint within twenty (20) days after the alleged discrimination has occurred.

The alleged specific violation of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act or any other federal, state or local disability law.

An investigation, as may be appropriate, shall follow the filing of a complaint. The College's Official designated by the President will conduct the investigation. During the investigation, interested persons may be contacted and afforded an opportunity to submit evidence relevant to the complaint.

The Official designee shall issue a written determination regarding the complaint and, if appropriate, a description of the resolution.

Anyone accused of discrimination in the complaint shall be notified of such accusations and shall be afforded an opportunity to respond to such allegations, including during any reconsideration by the College, as appropriate. Anyone accused of discrimination in the complaint shall also be notified of the final determination of the complaint.

Boricua College expressly prohibits retaliation against anyone who requests an accommodation or who files a complaint of discrimination under these procedures.

21. BORICUA DISABILITY STUDENT REQUESTS FOR ACADEMIC ADJUSTMENTS PROCEDURES

Boricua recognizes that, from time to time, students with disabilities may need academic adjustments or modifications, for example, tape recording lectures or taking extra time to complete examinations. Boricua is committed to making academic adjustments to accommodate the needs of the disabled students. However, Boricua will not change academic requirements that are essential to the program of instruction or to the particular degree requirements.

a. Informal Process:

Students who need adjustments or modifications regarding academic matters are encouraged to informally discuss their request for academic accommodations with their Faculty Facilitator and Vice President and/or Dean of Academic Affairs. The latter may require the submission of adequate documentary evidence from medical professionals describing both the injury, condition or disease which forms the basis of the disability, the resulting limitation(s) of function and various alternative academic adjustments which would remedy the circumstance.

b. Filing a Formal Request:

Students with requests for academic adjustments shall file such request as soon as the informal process fails to satisfy the student, or within twenty (20) days after learning of the need for the academic adjustment, whichever is sooner. Generally, requests for retroactive adjustments will not be considered.

22. POLICY ON CAMPUS SECURITY AND CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as a part of the Higher Education Act of 1990, is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

a. Boricua College's crime reporting and prevention policies are as follows:

(1) Crime Reporting

Students, staff, and faculty are expected to report all criminal acts and safety hazards to the Environmental Services and Facilities Department:

Carlos Andujar, Director, Manhattan Campus
(212) 694-1000

Jose Vasquez, Director, Bronx Campus
(347) 964-8600

Juan Rivera Pagan, Director, Brooklyn Campus
(718) 963-4112,13,14

In the event of an immediate threat or danger, the police, fire or medical services should be contacted by dialing 911.

It is important that any incident is reported as completely as possible so as to result in the best utilization of the College's resources, and for prevention in the future.

(2) **Crime Prevention**

Crime prevention and awareness is not the sole responsibility of the Environmental Services Department Security, and the Human Resources and Personnel Department. It is a joint venture between those departments and the total College community. The College will inform on crime statistics through orientation of new students and employees, campus publications, web-page, special security announcements and early warning signals. Crime statistics are collected in the following seven major categories: (1) Criminal homicide (manslaughter and negligent manslaughter), (2) sex offences, (3) robbery; (4) aggravated assault, (5) burglary, (6) motor vehicle theft, (7) arson. Boricua will also report on drug law violations, and illegal weapons possession if an arrest is made.

The College will publish on its web-page crime statistics every year by October 1, and will provide this information to the U.S. Department of Education.

**THIS HANDBOOK IS SUBJECT TO CHANGE
WITHOUT NOTICE AT ANY TIME AS NEEDED BY
THE COLLEGE**

III. WHO'S WHO AT BORICUA

TELEPHONE DIRECTORY

(By Campus)

Campus		Location	Phone	Fax
Manhattan Campus	M	3755 Broadway, New York, NY 10032	212-694-1000	212-694-1015
Bronx Campus	BX	890 Washington Ave., Bronx, NY 10451	347-964-8600	347-964-8603
Brooklyn Campus	BR	9 Graham Ave., Brooklyn, NY 11206	718-963-4112	718-963-3473

Institutional Administration

Office of the President		M	BR	BX
Dr. Victor G. Alicea	President	601,2,3	529	301,2,3
Sandra Bellamy	Executive Assistant	601,2,3	529	301,2,3
Gladys Vega	Sr. Administrative Secretary	601,2,3	529	301,2,3
Maritza Arroyo	Administrative Secretary	601,2,3	529	301,2,3

Finance Department		M	BR	BX
Elias Oyola	Director	616	--	311
Angel M. Rosario	Assistant Director	612	--	312
Pious Thomas	Senior Officer	614	--	314

Office of the V.P. for Information Technology		M	BR	BX
Irving Ramirez	VP, IT & Facilities Manag.	605	550	320
Eulogio Villanueva	Administrative Assistant	607	--	321
Ruben Velez	Technical Support Specialist	606	551	322
Augusto Nuñez	Officer Tech Support Staff	--	551	--

Human Resources & Personnel Department		M	BR	BX
Francia Castro	Director	661	529	338
Ada Matos	Senior Officer	636	529	339
Nelson Sorto	Officer	665	529	337
Maria Torres	Officer (H)	--	529	--
Ivelisse Monegro	Unit Secretary/PT Officer (H)	--	--	485

MANHATTAN CAMPUS

Academic Administration

V.P. for Academic Affairs		M	BR	BX
Dr. Shivaji Sengupta	VP for Academic Affairs	617	--	448
Moises A. Pereyra	Dean of Academic Affairs	622	--	--
Melissa Agostini	Unit Secretary	623	--	--
Nellie Seda	Officer/ETC Coordinator	632	--	--

Instruction – Educational Facilitators

Generic Studies/Liberal Arts and Sciences Department		M	BR	BX
Luz F. Soliz	Instructor (Level II)	624	--	--
Kathy Sanson	Instructor (Level II)	625	--	--
Janice Vazquez	Instructor (Level II)	630	--	--

B.S. Human Services Department		M	BR	BX
Yvette Mercado	Assistant Professor	631	--	--
Margarita Santiago	Assistant Professor	633		

B.S. Education Department / M.S. TESOL		M	BR	BX
Julio R. Sanchez	Assistant Professor	642	--	--

B.S. Business Administration Department		M	BR	BX
Alfreda Goods	Instructor (Level II)	627	--	--

Student Services

Admissions Department		M	BR	BX
Ismael Sanchez	Director	675	--	--
Robert Guilbe	Senior Officer	651	--	--
Dina J. Harris	Officer	679	--	--
Ninoska Polanco	Officer	649	--	--
Speedo Pietri	Officer (H)	652	--	--
Dale Yetman	Officer (H)	656	--	--
Misael Garcia	Officer (H)	682	--	--
Doris Rodriguez	Officer (H)	654	--	--

Financial Aid Department		M	BR	BX
Rosalía Cruz	Director	611	545	325
Richard Rodolis	Officer	610	--	--
Melissa Cortez	Officer	659	--	--

MANHATTAN CAMPUS (cont'd)

Bursar Department		M	BR	BX
Jose Manso	Director	662	--	315
Carmen Garcia	Officer	663	--	316
Joelisa Leonard	Officer (H)	663	--	316

Registration & Assessments Department		M	BR	BX
Beatriz Ahorrio	Director	655	552	330
Sandra Calcano	Officer	657	--	--

Student Academic Support Services		M	BR	BX
Gary Aguayo	Director	646	519	434

Library & Learning Resources		M	BR	BX
Carletta Joy Walker	Librarian Assistant (H)	666	--	--
Ramonita Flores	Administrative Secretary	667	--	--

Operations and Maintenance

Environmental Services Department		M	BR	BX
Carlos Andujar	Director	669	--	--
Ismael Ramos	Senior Officer (Off. Services)	645	--	--
Claritza Soler	Receptionist	690	--	--
Hector Cuberos	Officer/Custodial/Security	669	--	--
Malissa Velez	Receptionist (H)	690	--	--
Gabriel Colondres	Custodian (H)	669	--	--
Samuel Garcia	Custodian (H)	669	--	--

BRONX CAMPUS

Academic Administration

V.P. for Academic Affairs		M	BR	BX
Dr. Shivaji Sengupta	VP for Academic Affairs	617	--	448
Denise Gonzalez	Unit Secretary	--	--	444
Jose Israel Lopez	Dean of Generic Studies	--	--	420
Carmen Colon-Morales	Administrative Secretary	--	--	402
Jesus Roman	ETC Coordinator	--	--	439
Keyla Medina	Unit Secretary	--	--	416

Instruction – Faculty Facilitators

Generic Studies/Liberal Arts and Sciences Department		M	BR	BX
Dr. Ida Torres	Professor	--	--	405
Doris Mills	Associate Professor (Level I)	--	--	417
Dr. Nancy Mercado	Associate Professor (Level II)	--	--	407
Hilda Rivera Pantoja	Assistant Professor	--	--	418
Jose Angel Figueroa	Assistant Professor	--	--	424
Jose Muñoz-Vazquez	Assistant Professor	--	--	422
Guillermina C. Colon	Assistant Professor	--	--	411
Dr. Elena Boyadjieva	Assistant Professor	--	--	404
Dario Rosario	Assistant Professor	--	--	425

Liberal Arts & Sciences		M	BR	BX
Dr. Myrna Nieves	Professor	--	--	450
Dr. Rene Ramirez	Professor	--	--	449

B.S./M.S. Human Services Department		M	BR	BX
Victor Garcia	Associate Professor (Level I)	--	--	446
Esteban Galvan	Assistant Professor	--	--	419
Dr. Paula Moore	Assistant Professor	--	--	453
Ana Marchena	Instructor (Level III)	--	--	447

B.S. Education Department / M.S. TESOL		M	BR	BX
Dr. Joseph Gaines	Professor	--	--	451
Dr. Nilsa Olivero	Assistant Professor	--	--	452
Dr. Rudy Arzuaga	Assistant Professor	--	--	403

B.S. Business Administration Department		M	BR	BX
Jose Casanova	Assistant Professor	--	--	433

BRONX CAMPUS (cont'd)

Student Services

Admissions Department		M	BR	BX
Brenda Rodriguez	Director	--	--	368
Teofilo Santiago	Senior Officer	--	--	364
Edna Quiñones	Senior Officer	--	--	369
Vanessa Marrero	Officer	--	--	363
Marco H. Rodriguez	Officer	--	--	367
Tammy Jeffries	Officer	--	--	365
Charles Dilone	Officer (H)	--	--	366
Jessica Ortiz	Officer (H)	--	--	371
Victor Perez	Officer (H)	--	--	370

Financial Aid Department		M	BR	BX
Rosalia Cruz	Director	611	545	325
Yentil Pichardo	Senior Officer	--	--	327
Melissa Cortez	Officer	659	--	326

Bursar Department		M	BR	BX
Jose Manso	Director	662	564	315
Carmen Garcia	Senior Officer	663	--	316

Registration & Assessments Department		M	BR	BX
Beatriz Ahorrio	Director	655	552	330
Edison Rivera	Senior Officer	--	--	331

Student Academic Support Services		M	BR	BX
Gary Aguayo	Director	646	519	434
Rina Orbe-Shimabuku	English Tutor (H)	--	--	351

Library & Learning Resources Department		M	BR	BX
Liza Rivera	Director & Chief Librarian	--	--	335
Evan Frankl	Librarian	--	--	334

Operations and Maintenance

Environmental Services Department		M	BR	BX
Jose A. Vazquez	Director	--	--	120
Eugenio Padin	Assistant Director	--	--	120
Oscar Uribe	Custodian/Security	--	--	120
Rebecca Rivera	Receptionist	--	--	100
Austria Marte	Receptionist (H)	--	--	100
Reinaldo Rodriguez	Officer/Concierge/Security	--	--	105
Hector R. Benitez	Custodian/Security (H)	--	--	120
Moises Colondres	Custodian (H)	--	--	120

BROOKLYN CAMPUS

Academic Administration

Office of the V.P. for Academic Planning & Programing		M	BR	BX
Dr. John Guzman	VP, Academic Plan. & Progr.	--	529	--
Angela Cruz	Administrative Secretary	--	528	--
Elenita Santiago	Administrative Secretary	--	505	--
Marisol Ortiz	Unit Secretary/PT ETC Studies			
Murshell Herbert	Unit Secretary	--	230	--

Instruction – Faculty Facilitators

Generic Studies/Liberal Arts and Sciences		M	BR	BX
Jorge Hernandez	Associate Professor (Level I)	--	523	--
Edgardo Gonzalez	Associate Professor (Level III)	--	582	--
Dr. Elizabeth Ruf Maldonado	Associate Professor (Level III)	--	536	--
Alexander Gonzalez	Associate Professor (Level III)	--	538	--
Rafael Landron	Assistant Professor	--	527	--
Dr. Aurora Czegledi	Instructor (Level I)	--	526	--
Victor R. Baez de Jesus	Instructor (Level III)	--	533	--
Martin Medina	Instructor (Level III)	--	525	--
Clarivel Ruiz	Instructor (Level III)	--	537	--

B.S./M.S. Human Services Department		M	BR	BX
Luis Esquilin	Associate Professor (Level III)	--	563	--
Ana H. Cortijo	Associate Professor	--	--	--
Dr. Leoncio Torres	Assistant Professor	--	525	--
Jared Negron	Assistant Professor	--	524	--

B.S. Education Department / M.S. TESOL		M	BR	BX
Dr. Alejandro Villalba	Professor	--	567	--
Julie Mathis	Associate Professor (Level I)	--	541	--
Brunilda Calderon	Assistant Professor	--	531	--
Linda Perez	Instructor (Level I)	--	539	--
Charlie Vargas	PT Instructor	--	567	--
William Colon Cruz	PT Instructor	--	567	--
Humberto Soto	PT Instructor	--	567	--

B.S. Business Administration Department		M	BR	BX
Alberto Valentin	PT Instructor	--	581	--

BROOKLYN CAMPUS (cont'd)

Student Services

Admissions Department		M	BR	BX
Aurea Morales	Director		543	
Miriam Cardona	Senior Officer	--	540	--
Isabel Diaz	Senior Officer	--	566	--
Molly Bermudez	Officer	--	542	--
Joshua Velez	Officer	--	549	--
Talonie Sani	Officer (H)	--	556	--
Isalbert Hernandez	Officer (H)	--	547	--
Luis Cruz	Officer (H)	--	554	--
Alejandra Espinal	Officer (H)	--	510	--

Financial Aid Department		M	BR	BX
Rosalia Cruz	Director	611	545	325
Luis Cabrera	Senior Officer	--	545	--
Ana Acosta	Officer	--	545	--

Bursar Department		M	BR	BX
Jose R. Manso	Director	662	564	315
Ana M. Rodriguez	Senior Officer	664	546	--

Registration & Assessments Department		M	BR	BX
Beatriz Ahorrio	Director	655	552	330
Elsa Martinez	Senior Officer	--	553	--

Student Academic Support Services		M	BR	BX
Gary Aguayo	Director	646	519	434

Library & Learning Resources Department		M	BR	BX
Liza Rivera	Director & Chief Librarian	--	560	--
Margarita Colon	Library Assistant (H)	--	561	--

Operations and Maintenance

Environmental Services Department		M	BR	BX
Juan Luis Rivera Pagan	Director	--	562	--
Elias Rivera	Director of Special Projects	--	767	--
Jose Morales	Custodian/Security	--	520	--
Carlos Rayo	Maintenance/Security (H)	--	562	--
Hilario Cartagena	Custodian/Security (H)	--	562	--

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