



ADDENDUM

Undergraduate Catalog 2022-2027

March 2026



Universidad Central de Bayamón
ADDENDUM Undergraduate Catalog 2022-2027

The purpose of this addendum is to incorporate new institutional policies and add academic programs to the current catalog.

General Provisions

All other provisions of the current catalog remain unchanged.

Date: March 30, 2026

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SUMMARY OF POLICIES FOR THE CATALOG OF THE UNIVERSIDAD CENTRAL DE BAYAMÓN

Academic Records Safeguarding Policy

Safeguarding System

The Universidad Central de Bayamon uses the system of *Colleague* to perform the collection of all student demographic and academic information. The Registrar's Office registers the processes related to student life, such as tuition, withdrawals, academic record, with their approved courses and grades. All information related to their studies from admission up until degree completion is collected and safeguarded.

The Information Technology and Telecommunications Office is responsible for the performance of a system backup in *Colleague* on a weekly basis. Both the *Colleague* system and the safeguards are subject to the security conditions required by 16 CFR part 314.4. From Monday to Thursday, it performs an incremental backup and on Thursdays it performs a full back-up, which is sent to a backup facility outside the Institution. This process is performed in order to protect student data.

Preservation and Security of Records

The Registrar's Office is the custodian of the academic records of active or former students. The academic records are stored in a vault, which is built with high safety fire standards and security standards against natural disasters. The records are stored in fireproof archives, providing the required security. All employees of the Registration Office and university officials with access to the records are required to ensure and maintain the confidentiality of the same and to comply with FERPA provisions. After the employees take the FERPA training, evidence of the certification will be kept in their file.

Policy Against Harassment, Intimidation, Bullying, and Cyberbullying

I. PURPOSE

According to federal and state legislation, the Universidad Central de Bayamón (UCB) establishes the institutional policy against harassment, intimidation, bullying and cyberbullying in educational environments. This policy seeks to foster and maintain a secure and healthy environment, as well as to provide resources and necessary procedures to manage bullying cases in the educational context. The protocol for handling harassment, intimidation, bullying and cyberbullying, is included as part of this policy. Also, the third Friday of the month of April is established as the day of awareness and prevention.

II. PREVENTION STRATEGIES

The Dean of Student Affairs and the Guidance and Counseling Center will develop a work plan which will include the activities that will take place during the academic year. It will carry out activities such as

- A. Orientations to the university community
- B. Dissemination and promotion of the policy and the protocol through institutional means of mass communication.
- C. Integration of student groups and associations in the process of dissemination and promotion.
- D. Annual celebration of the Bullying Awareness and Prevention in Puerto Rico Day on the third Friday of the month of April.

Institutional Policy Against Employment Discrimination/Affirmative Action Plan

The Universidad Central de Bayamón is an Institution that offers equal employment opportunities and does not discriminate against any employee or job applicant on the grounds of age; race; color; creed; sex; disabilities; ethnic, social, or national origin; social condition; gender; sexual orientation; political affiliation; political or religious ideas; or for being or being perceived as a domestic or sexual violence or harassment victim; or for past or present military service, or for past or present United States Armed Forces service; or for veteran status; or for any status that is prohibited by law, related to recruitment, selection criteria, compensation, benefits, evaluations, promotion, training, dismissals, or termination of employment, and other personnel terms, conditions, and privileges, or personnel transactions, according to applicable federal and state laws.

Personnel decisions are taken based on job-related criteria and according to federal and state laws that prohibit discrimination. Reasonable accommodation requests will be evaluated and will be approved if they are feasible for the Institution. The applicant or employee is responsible for informing the Human Resources Office about the reasonable accommodations necessary for him to effectively perform his roles and responsibilities.

Any complaint of an alleged discrimination on behalf of any UCB employee or job applicant should be brought to the attention of his immediate supervisor, or directly to the Human Resources Office, who will have the responsibility to address the situation in order to obtain the objectives established in the Affirmative Action Plan (PAA) to offer Equal Employment Opportunity. The UCB will not retaliate for submitting a complaint, nor for exercising any protected right to claim violations to this policy and will conduct the corresponding investigations.

If you would desire to be considered under our PAA, you may self-identify at any moment. A questionnaire is included. Self-identification is voluntary and confidential. It will only be disclosed to the executive staff

required to have knowledge of it in order to provide the required reasonable accommodations, and to the federal and state government officials in charge of auditing PAA compliance.

The UCB encourages all its employees and job-applicants to join this effort to achieve the Equal Employment Opportunity. Any doubts, suggestions, inquiries, or complaints related to the compliance of this Policy should be addressed in writing to the Director of the Human Resources Office.

Student Complaints and Grievances Policy

The process followed by the student to submit a complaint and/or grievance will be:

The UCB establishes the process of student complaints and/or grievances with the purpose of permitting him to express his concerns and situations related to offices, services, or academic areas.

Step 1

The student who is interested in submitting a complaint will be referred to the Dean of Student Affairs, who will require him to complete the complaints and grievances form. The student must complete the form, including a brief description of the subject or situation, in order to be further evaluated by the Dean of Student Affairs, who will give him the opportunity to present the situation in a meeting that will be coordinated at that moment or by appointment, according to his availability and/or the seriousness of the matter. If the complaint is of academic nature, the Dean of Student Affairs will verify with the student if he previously visited the Academic College to which he belongs. If the student has not presented his claim or grievance to the College, he will immediately be instructed and referred to the College for the required procedure. On the other hand, if it is related to a student's service office, it will be referred to the consequent unit, in order to attend the situation, and present possible solutions to it.

Step 2

The Dean of Student Affairs will proceed to interview the student that has submitted a claim or grievance. If it is related to a direct violation of the Student Regulations, or a provision of an Institutional Policy, it becomes a grievance process and an administrative enquiry is to be carried out.

Step 3

The Dean of Student Affairs will arrange a meeting with the alleged respondent that violated the complainant's right and will request the alleged respondent a written statement of the facts.

If the person that allegedly violated the student's rights is a professor or nonteaching administrative personnel, he will be summoned to the Office of the Dean of Student Affairs to submit his written statement in the presence of the Director of the Human Resources Office, and of the Director of the Academic College, or of the unit to which he belongs.

Step 4

If, after the interview and the formal statements issued by the witnesses and/or those involved in the situation, it is reported that an article or provision of the Student Regulations or Institutional Policy has been violated, the student that submitted the grievance will be notified in writing of the result of the investigation. The Dean of Student Affairs, if deemed necessary, will refer the student to the Guidance and Counseling Center in order to channel the situation among both parties. It will conclude with the evaluation of the process on behalf of the student that submitted the grievance.

Step 5

If, as a result the person that violated the rights of the student, according to the Institutional Policies and the Student Regulations, is a professor, he will be referred to the Dean of Academic Affairs, who will interview the professor or the identified person and will impose the required sanctions, in line with the Faculty Manual or, depending on the situation, he will be referred to the Human Resources Office for the corresponding sanctions. If the person that violates the student's rights is an administrative employee, the case will be referred to the Human Resources Office for the corresponding disciplinary process.

On the other hand, if the person that violates the complaining student's rights is another student, the latter will be processed in the Office of the Dean of Student Affairs, according to the sanction provided by the Student Regulations. In those cases in which a serious misconduct that may lead to an expulsion is documented, as a result of the investigation, it is necessary that the Dean of Student Affairs appoint an *ad hoc* Committee to discuss the case. The Committee will deliver its decision to the Office of the Dean of Student Affairs and the results will be submitted to the President, in order to proceed with the recommended sanction for the student that committed the serious misconduct.

Step 6

If the Dean of Student Affairs' decision is not satisfactory to the complainant student, the latter may refer to the President a written petition for reconsideration, within ten (10) workdays from the date of the determination. The letter should state the reasons for which he does not agree with the determination.

Step 7

The President will issue his decision no later than fifteen (15) workdays from the date of the request for reconsideration. The President's decision will be final and nonappealable.

Step 8

The Office of the Dean of Student Affairs will keep a file of the case. In order to measure the satisfaction of the provided service, a survey will be sent to the complainant student on Evaluation of the Service of Complaints, Grievances, and other issues.