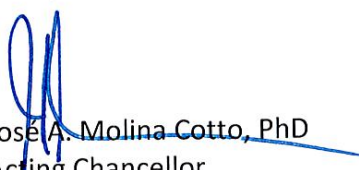




November 28, 2017

Gary L. Wirt, Ed.D.  
Chair, MSCHE



José A. Molina-Cotto, PhD  
Acting Chancellor

**RE: UPR-CAYEY SUPPLEMENTAL INFORMATION REPORT**

I am pleased to submit the University of Puerto Rico at Cayey Supplemental Information Report as requested by December 1, 2017.

This report has also been uploaded electronically to MY MSCHE site. If additional information or clarification is needed, please do not hesitate to contact me at [jose.molina3@upr.edu](mailto:jose.molina3@upr.edu).

Enclosure

UNIVERSITY OF PUERTO RICO AT CAYEY

**SUPPLEMENTAL INFORMATION REPORT**

December 1, 2017

Dr, José A. Molina Cotto  
Interim Chancellor

The University of Puerto Rico at Cayey submits this Supplemental Information Report to address the concerns of the Middle States Commission on Higher Education (MSCHE) and all of its members regarding the recent natural disasters that have so devastatingly affected the island of Puerto Rico and our sister islands in the Caribbean. First, on September 5, Hurricane Irma struck, with severe damages to the electrical system. Soon after, on September 20, 2017, Hurricane Maria, with sustained winds of 155 miles per hour, wreaked havoc on the remaining electrical infrastructure, the telecommunications networks, and caused much property damage, as well as the collapse of the water distribution system. The region of Cayey, where our campus is located, received one of the strongest parts of the storm, and is slowly recovering.

The University of Puerto Rico in Cayey has taken the necessary measures to ensure continuity of all academic activities and services. One of the crucial first steps was to assess the damages to the campus structures with the help of University personnel and many volunteers. Between September 25<sup>th</sup> and October 27<sup>th</sup> meetings were held with staff, faculty and personnel to ensure that the academic term started following an orderly, uniform process for those affected, while taking into account, the highest academic standards mandated by the institution's mission. On October 23 thru 27 students were convene to receive information regarding the revised academic calendar and to assess their status and needs thru a student's census interview.

On November 6, 2017, classes began and faculty assessed the individual conditions of students and adapted course materials accordingly, thus considering the first week as a "soft-opening". Power returned on campus on November 15, which gradually allowed the use of technology in our daily activities. However, many of our constituents do not have power, water, or communications in residence and such we are making an effort to balance academic continuity with students' and employees' realities. The institution is committed to learn valuable lessons from this experience and adapt its best practices to ensure quality in education.

Below is a detailed account of the information requested:

1. Report the current operating status of the institution.

a. Is the institution currently closed?

This Institution is open and fully operational.

b. Has there been any damage to the institution?

The UPR-Cayey was heavily deforested by the impact of the storm. This in turn caused the destruction of the electrical and communications infrastructure. In addition, there were damages to building roofs, administrative offices, the main institutional fence that surrounds the institution, the campus houses that serve as temporally residences for students, faculty and visiting scholars, and extensive flooding inside many buildings causing damages to equipment and internal infrastructure.

Please see attached documents of damages. (Appendix 1)

c. Has there been any impact on the institution's ability to deliver student services or any of its academic programs?

The first semester, which had begun on August 21, 2017 continued on November 6, 2017 with an approximate attendance of 3,432 of its 3,497 enrollment (98%). Before classes

reconvened, the University was actively providing information, and cleaning the campus in preparation for receiving students, staff, and faculty.

The following provisions were taken in order to continue offering all of its academic programs and services:

1. Due to lack of electricity, all courses offered after 5:00 pm were moved to Saturdays.
2. The Registrar's Office was moved to the Informatics System Building (OSI) where a generator provided power.
3. A thorough assessment of classroom infrastructure was performed leading to the reallocation of spaces and the rental of two temporary tents to accommodate courses with more than 50 students, originally assigned to classrooms.
4. Science laboratories were powered by generators until power returned on November 15.
5. A photocopy machine was temporarily available for administrative and academic activities on the second floor of the Administration Building, enabling for professors to provide copies of class materials for students and also administrative tasks of our staff.
6. Due to the lack of internet, the library was available for making digital copies of materials to be shared with students on pen drives.
7. Room 108 in OSI became a center for internet access for key offices of student services: Financial Aid, Planning and Assessment, Chancellor's office, Disbursement and the Registrar's Office.
8. On November 15 power was restored on some of the major buildings on campus. Currently, the remaining buildings are functioning with generators.

2. Describe the impact upon the academic calendar.

a. Outline the academic calendar for the current term:

The Academic Calendar for the year 2017-18, as approved by Administrative Board (AB) Certification 51 (2016-17), began on August 21 and ran normally until September 5, when Hurricane Irma came. Due to these circumstances, the corresponding amendments to the Certification was approved by the Administrative Board. Classes reconvened after Hurricane Irma on September 11. Hurricane Maria led to an academic recess for recovery activities between September 17 and November 5. The Academic Calendar was amended by AB Certification 51 (2017-18); see attached calendars for details. (Appendix 2)

Classes resumed on November 6, 2017. The term will end on February 22, 2018. The second semester will begin on March 15 and end on July 9<sup>th</sup>, 2018. Commencement activities are scheduled for July 26, 2018. The summer session is scheduled to take place between July 12 and August 9, 2018.

i. When did the term start?

The term resumed on November 6, even though the original calendar started on August 21, 2017.

ii. What holidays and breaks were scheduled?

Holidays as schedule in the original calendar:

September 4: Labor Day

November 11: Veteran's Day

November 20-24: Thanksgiving Break

December 18 to January 8: Christmas Break

Holidays as scheduled on the amended calendar:

First semester

November 23-24: Thanksgiving

December 24-January 7: Christmas Break

Second Semester:

March 29-30: Spring break

End of first semester (February 22) and beginning of second semester (March 8, 2018)

iii. When was the term scheduled to end?

The term was scheduled to end on December 18, 2017.

b. Is it possible that the current academic term cannot be completed?

No, the current academic term will be completed.

i. If it can be completed, describe the steps being taken with regard to the academic calendar for the current term.

Please refer to the attached calendar.

c. Do you anticipate an impact on future academic terms?

Yes, the spring term originally scheduled to begin in January 2018, will initiate in March 2018 and will end in June 2018.

3. Does the institution have plans to establish a temporary site or sites for instruction? If so, describe the potential plans and include an address for any temporary site.

Courses that required computers as an essential part of instruction were temporarily moved to the Junior High School located across the campus. In addition, the program for talented high school students was relocated there.

4. Does the institution have plans to partner with another educational entity to deliver instruction to students? If so, describe and include the name or names of any prospective partner institutions.

The UPR system allowed students to transfer internally among campuses if they were unable to return to their original campus. This was approved by Governing Board (GB) Certification 54 (2017-18). The UPR-Cayey received 19 students from other UPR campuses. On the other hand, 18 of our students transferred to other UPR campuses.

5. Report on your institution's status with regard to Title IV student aid eligibility.

The institution is currently eligible under the Higher Education Act of 1965, as amended and has its corresponding Program Participation Agreement (PPA).

Please refer to copy of Eligibility Report of Title IV. (Appendix 3)

6. Institutions impacted by the hurricane are in various phases of the accreditation cycle. Describe any adverse impacts upon your institution's ability to support upcoming accreditation activities.

No adverse impacts on upcoming accreditation activities. UPR-Cayey is scheduled for MSCHE reaccreditation response in March, 2018.

7. Describe any other adverse impacts experienced by the institution that may be important for the Commission.

The most severe impact in the Institution has been due to the loss of power. Power was restored on November 15, making it possible to resume construction and repairs of damages, and to use all the technological resources available for instruction and administration duties. As power returns, limited telecommunications and internet is available. We foresee full restoration of services to support academic activity and student services, between December 2017 and January 2018.

University of Puerto Rico  
Cayey Campus  
Assessment of Damages  
(taken from Report to the Government of Puerto Rico)

Infrastructure	Detailed Description
Academic Buildings (Miguel Melendez Muñoz, Arturo Morales Carrion, New Science Building)	Chillers. Office Materials and Furniture. Acoustic panels, carpets, electrical equipment computers, windows, weatherproofing treatments, Science Labs materials.
Repairs for posts and electrical wiring.	Concrete posts and wiring
Security Fence	Fence that protects the Campus
Administrative Buildings (Student Center, Deanship of Academic Affairs , Administration Building, Chancellor's Office, Computer Building) ,	Chillers. Office Materials and Furniture. Acoustic Panels, carpets, electrical equipment, computers, windows weatherproofing treatments.
Library	Windows, Equipment, materials, chillers and roof.
Gymnasium and Athletic Program	Roof of the Gym, Court Lights, electronic equipment and electronic boards, Chillers
Museum Pio Lopez	Works of Art, Air conditioning Units, Floors.
Professor's Residencies, Coprevi, Honor's Program, Ecology Center)	Roofs, walls, furniture, electronic equipment.
Pre-School Center and Casita de la Facultad	Roofs, Electronic Equipment, furniture, teaching and office materials. de

Total of damages are: \$7,872,342.00.



## INFORME PRELIMINAR DE DAÑOS POR AGENCIA

AGENCIA	Universidad de Puerto Rico en Cayey
DESASTRE:	Huracán Maria
FECHA:	5 de octubre de 2017
PREPARADO POR:	Prof. Ismael Quiles Aponte
PUESTO QUE OCUPA:	Decano de Administración Interino

Personal: Costo de personal que trabajo para la emergencia 24 horas antes del evento, durante y estimado de cost basado en la necesidad establecida para volver las cosas a la normalidad. Aquí se tiene que enviar la cantidad de personas, las horas regulares y de tiempo extra, y el total del costo de esa labor. ( es importante que tengan el detalle de los nombres de las personas y las funciones que trabajaron y las que van a trabajar).

Categoría	Cantidad	Total Horas Tiempo Regular	Total Horas Tiemp extra	Total del Costo
Preparación Antes	200 empleados	6 horas por empleado a 13.66 hora	Click or tap here to enter text.	\$16392.00
Durante el Evento	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Estimado luego del Evento	180 emplados	5 horas por empleado a 13.66 hora	Click or tap here to enter text.	\$245,880.00

Compras: Costo de compras, equipos o contrataciones necesarias para apoyar la emergencia de forma directa. Es importante que se someta el detalle de cada elemento. Se debe considerar plantas





## GOBIERNO DE PUERTO RICO

Agencia Estatal para el Manejo de emergencias  
y Administración de Desastres

Hon. Ricardo Rosselló Nevaes  
Gobernador

electricas, madera, rental equipo pesado o helicópteros, herramientas, tornillos, contrataciones de expertos o labor extra, etc..

Descripcion	Ejemplos	Costo Total
Materiales	Bolsas de arena, guantes, sierras electricas, machetes	\$5000.00
Contrataciones	Reparacion y Mantenimiento Generadores electricos	\$15,000
Equipos	Digger, Escavadoras, D4, , bobcat, mini escavadora	\$68,000.00
Otro/General	Compra de diesel y gasolina para generadores electricos. Equipo para recoger escombros. Traslado y disposicion de escombros	\$2,292,000

Daños deInfraestructura: Gastos de remplazo de infraestructura necesaria como las siguientes categorías; carreteras, puentes, torres, cable, transformadores, techos, tuberías, paredes, interiores, etc.... Favor de tener los detalles como prueba sustentando la información sometida.

Categoría de Infraestructura	Descripción con Detalle	Costo Total
Edificios Academicos (Miguel Melendez Muñoz, Arturo Morales Carrion, Nuevo Edificio de Ciencias)	Unidades de Chillers. Materiales de Oficina y muebles. Acusticos, alformbras, equipo electronico, computadoras, ventanas, tratamientos de impermeabilizacion. Reactivos de laboratorios de ciencia.	\$1,782,620.00
Reparacion de postes y tendido electrico	Postes de concreto y cableado	\$120,000.00
Verja de Seguridad	Verja que protege el campus	\$10,000.00
Edificios Administrativos (Centro de Estudiantes, Decanato Academico, Edificio de Administración, Rectoria, Edificio de Informatica)	Unidades de Chillers. Materiales de Oficina y muebles. Acusticos, alformbras, equipo electronico, computadoras, ventanas, tratamientos de impermeabilizacion.	\$979,900.00
Biblioteca	Ventanas, Equipos, materiales, chillers y techo	528,650.00
Gimnasio y Programa Atletico	Techo Gimnasio, luces cancha, equipos electrónicos y pizarra electrónica. Chillers	\$1,000,000.00
Museo Pio Lopez	Obras de arte, unidades de aire y piso	\$338,900.00
Residencias de Profesores, Coprevi, Cuadro de Honor, Centro Ecologico	Techos, paredes, muebles, equipo electronico	\$ 350,000.00
Centro Pre Escolar y Casita de la Facultad	Techos, equipo electronico, muebles, materiales didacticos y de oficina	\$120,000.00







**GOBIERNO DE PUERTO RICO**

Agencia Estatal para el Manejo de emergencias  
y Administración de Desastres

Hon. Ricardo Rosselló Nevares  
Gobernador

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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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**Comentarios y otros costos que se deben considerar:**

Click or tap here to enter text.

**FIRST SEMESTER 2017-2018  
(August 2017- B71)**

<b>DATE:</b>	<b>EVENT:</b>
August 14-18 (Monday to Friday)	Enrollment process first semester 2017-2018
August 21 (Monday)	Classes start for the day program
August 28 (Monday)	Last day to cancel enrollment with the right to 100% reimbursement
September 4 (Monday)	Holiday: Labor Day
September 5 (Tuesday)	Period for Partial and/or Total drops ends with a right to 50% reimbursement of fees paid (for credits)  Deadline for students to hand in the necessary documents for tuition waivers in the Bursar's Office
September 7 (Thursday)	Attendance Census begins
September 13 (Wednesday)	Wednesday on a Monday Classes and Labs of the Day Program that meet on Mondays meet
September 15 (Friday)	Last day to file applications for readmission and transfers to begin studies in the following academic semester (January, 2017)  Last day to file an application to reclassify for the following semester (January, 2017)  Deadline to file for late graduation (December, 2017)  Last day to file for Graduation (May, 2018)
September 19 (Tuesday)	Attendance Census ends
October 9 (Monday)	Holiday: Columbus Day
October 10 (Tuesday)	Tuesday for Monday classes Monday classes and Labs meet.

October 13 (Friday)	Deadline to apply for transfers from private institutions for January, 2018.  Date by which professors must have completed 33% of evaluations (Amendment to Cert. #48 2000-01)
October 23-27 (Monday to Friday)	Course petition period for the following academic term (January, 2018)
October 27 (Friday)	Deadline to apply late for readmission and transfer for the 2 <sup>nd</sup> semester 2017-2018 with late charges.
November 1 (Wednesday)	Deadline to apply for special permits for the following academic term (January, 2018)
November 13-November 22 (Monday to Wednesday)	Advance enrollment for the second semester 2017-2018

November 14 (Tuesday)	Deadline to apply for transfers from private institutions for the second semester 2017-2018
November 20 (Monday)	Holiday: Discovery of Puerto Rico observed
November 23 (Thursday)	Holiday: Thanksgiving
November 24 and 25 (Friday and Saturday)	Thanksgiving Recess
November 27 (Monday)	Deadline for professor to offer partial exams for classes that meet on Mondays.  <b>Deadline for partial drops</b>
November 28 (Tuesday)	Deadline for professors to offer partial exams in classes that meet Tuesdays
November 29 (Wednesday)	Deadline for professors to offer partial exams in classes that meet Wednesdays
November 30 (Thursday)	Deadline for professors to offer partial exams in classes that meet Thursdays
December 1 (Friday)	Deadline for professors to offer partial exams in classes that meet Fridays.
December 4 (Monday)	Last day of Monday classes and Labs
December 5 (Tuesday)	Last day of Tuesday classes and Labs
December 6 (Wednesday)	Last day of Wednesday classes and Labs
December 7 (Thursday)	Last day of Thursday classes and Labs

December 8 (Friday)	Last day of Friday classes and Labs <b>Last day Day and Night Program</b> <b>Last day to request total drop</b>
December 9-11 (Saturday to Monday)	Pre-final exam recess
December 11 (Tuesday)	Pre-final exam recess  Day reserved for: Faculty Development Activities #1
December 12-18 (Tuesday to Monday)	Final Exams
December 20 (Wednesday)	Last day for professors to record grades online, remove incompletes and hand in roll books and grades or copies of these to the Department heads.

AMENDMENT TO ACADEMIC CALENDAR 2017-2018  
DUE TO HURRICANE MARIA  
CERTIFICATION #22, 2017-2018- JA

**FIRST SEMESTER  
(August 2017- B71)**

**\*\* From November 6, 2017 to February 22, 2018\*\***

<b>DATE:</b>	<b>EVENT:</b>
August 14-18 (Monday to Friday)	Enrollment process first semester 2017-2018
August 21 (Monday)	Classes start for the day program
August 28 (Monday)	Last day to cancel enrollment with the right to 100% reimbursement
September 4 (Monday)	Holiday: Labor Day
September 5-8 (Tuesday to Friday)	Academic and Administrative Recess: Hurricane Irma
September 11 (Monday)	Third week of the Day Program and Unex restart
September 12 (Tuesday)	Period for Partial and/or Total drops ends with a right to 50% reimbursement of fees paid (for credits)  Deadline for students to hand in the necessary documents for tuition waivers in the Bursar's Office
September 13 (Wednesday)	Wednesday on a Monday Classes and Labs of the Day Program that meet on Mondays meet
September 15 (Friday)	Last day to file applications for readmission and transfers to begin studies in the following academic semester (January, 2017)  Last day to file an application to reclassify for the following semester (January, 2017)  Deadline to file for late graduation (December, 2017)  Last day to file for Graduation (May, 2018)



AMENDMENT TO ACADEMIC CALENDAR 2017-2018  
DUE TO HURRICANE MARIA  
CERTIFICATION #22, 2017-2018- JA

DATE:	EVENT:
September 17 (Monday) to November (Sunday)	Academic Recess: Hurricane María and Administrative and Academic Recovery activities
November and December	Period for academic counseling for the second semester 2017-2018
November 6 (Monday)	Fourth week of the Day Program Begins for courses before 5:00 pm.  Assistance Census begins
November 11(Saturday) Holiday	Fourth week of class for Unex and Day Program courses after 5:00 pm begins Unex Courses and Day Program courses originally scheduled to start after 5:00 pm will be offered every Saturday starting November 11 2017 until February 10, 2018, according to the following schedule and according to their original programming:  Sections D20, U50, U51 and 170 MW. Will meet Saturdays from 9:00 Am- 11:50Am  Sections D55, U55,U56 and 175 TTH will meet Saturdays from 1:00 PM-3:50 Pm  The course CONT 3006-U50 will meet Saturday from 8:00 Am 0 11:50 (See amended class schedule at the end of the calendar of the First Semester)
November 17 (Friday)	Attendance Census ends
November 21 (Tuesday)	Monday on Wednesday Classes and labs that meet on Wednesdays pf the Day Program meet
November 22 (Wednesday)	Wednesday is Friday Friday classes and labs of the Day Program will meet on Monday
November 23 (Thursday) Holiday	Thanksgiving

AMENDMENT TO ACADEMIC CALENDAR 2017-2018  
DUE TO HURRICANE MARIA  
CERTIFICATION #22, 2017-2018- JA

DATE	EVENT
November 24 (Friday)	Thanksgiving Recess
November 25 (Saturday)	Day on which Unex program classes meet and Day Program classes scheduled after 5:00 pm.
December 8 (Friday)	Date by which professors must have completed 33% of evaluations (Amendment to Cert. #48 2000-01)
December 11-15	Course petition period fro the second semester 2017-2018
December 22	Deadline to apply late for readmission and transfer for the 2 <sup>nd</sup> semester 2017-2018 with late charges.  Deadline to apply for transfers from private institutions for the second semester 2017-2018
December 23	Day on which Unex program classes meet and Day Program classes scheduled after 5:00 pm.
December 24 to January 6 2018	Christmas Recess for Day Program and Unex
January 8 2018	The eleventh week of class starts for the Day Program
January 12	Deadline to apply for a special permit for the 2 <sup>nd</sup> semester 2017-2018.
January 13	The eleventh week of classes resumes for the Unex Program and for the classes of the Day Program scheduled after 5:00 pm
January 15	Day Program classes scheduled after 5:00 pm meet
January 26	Deadline to apply late for transfer from a private institution with late fees to enroll in the second semester 2017-2018
January 29	Deadline for professor to offer partial exams for classes that meet on Mondays.

AMENDMENT TO ACADEMIC CALENDAR 2017-2018  
DUE TO HURRICANE MARIA  
CERTIFICATION #22, 2017-2018- JA

DATE	EVENT
January 29 to February 9 (Monday to Friday)	Advance enrollment for the second semester 2017-2018
January 31 (Wednesday)	Deadline for Partial Drops
February 1 (Thursday)	Deadline for professors to offer partial exams in classes that meet Thursdays.
February 2 (Friday)	Deadline for professors to offer partial exams in classes that meet Fridays
February 3 (Saturday)	Deadline for professors to offer partial exams in Unex classes
February 5 (Monday)	Last day of Monday classes and Labs
February 6 (Tuesday)	Deadline for professors to offer partial exams in classes that meet Tuesdays
February 7 (Wednesday)	Deadline for professors to offer partial exams in classes that meet Wednesdays
February 8 (Thursday)	Last day of Thursday classes and labs.
February 9 (Friday)	Last day of Friday classes and Labs
February 10 (Saturday)	Last day Unex classes and Labs
February 12 (Monday)	Monday is a Wednesday Wednesday classes and labs will meet Last day Wednesday classes and labs
February 13 (Tuesday)	Last day Tuesday classes and labs Last day Day Program Last day to request total drop
February 14 (Wednesday)	Pre-final exams recess Day reserved for : Faculty Development Activities #2
February 15 to February 20 (Thursday to Tuesday)	Final Exams
February 19 (Monday)	Final Exams will be offered as scheduled by the Registrar
February 22 (Thursday)	Last day for professors to record grades online, remove incompletes and hand in roll books and grades or copies of these to the Department heads.

AMENDMENT TO ACADEMIC CALENDAR 2017-2018  
DUE TO HURRICANE MARIA  
CERTIFICATION #22, 2017-2018- JA

**SECOND SEMESTER  
(January 2018- B72)  
\*\*From March 8 to July 9, 2018\*\***

DATE	EVENT
March 8-14 (Thursday to Wednesday)	Enrollment period for the Second Semester 2017-18
March 15 (Thursday)	Day Program and Unex classes start
March 22 (Thursday) Holiday	Thursday Unex and Day Program classes meet  Last day to cancel enrollment with a right to 100% reimbursement
March 28 (Wednesday)	The period ends for partial or total drop with a right to 50% reimbursement of charges paid (for credits)  Deadline for students to hand in the necessary documents for tuition remission in the Bursar's Office
March 29-30 (Thursday and Friday)	Academic Recess: Holy Week
April and May	Period for Academic Counselling in Academic Departments
April 2 (Monday)	Attendance Census period begins
April 13 (Friday)	Attendance Census period ends
April 14 (Saturday)	Academic Recess for LAI(Athletic competition): Subject to change

AMENDMENT TO ACADEMIC CALENDAR 2017-2018  
DUE TO HURRICANE MARIA  
CERTIFICATION #22, 2017-2018- JA

Date:	Event:
April 23 (Monday)	<p>Last day to file applications for readmission and transfers to begin studies in the following academic semester (August, 2018)</p> <p>Last day to apply for reclassification for the following semester (August, 2018)</p> <p>Last day to apply for late graduation for May 2018. Applications handed in after this date.</p> <p>Last day to apply for graduation for Summer and December 2018.</p>
April 23 (Monday)	Last day to apply to transfer from private institutions for August 2018.
May 11 (Friday)	Date on which professors should have completed 33% of their evaluations
May 14-18 (Monday-Friday)	Course petition period for the next academic semester (August 2018)
May 28 (Monday) Holiday	<p>Monday classes of Unex and the Day Program meet</p> <p>Deadline to apply for a special permit for the following semester (Summer and August 2018)</p>
June 4 (Monday)	<p>Deadline for late applications for transfers and readmissions for the following semester (August 2018) with late charges.</p> <p>Deadline to apply for late transfers with late charges from private institutions for August 2018</p>
June 11-22 (Monday-Friday)	Early enrollment for next semester (August 2018)
June 15 (Friday)	Deadline for partial drops
June 18 (Monday)	Last day for professors to offer partial exams for classes that meet Mondays.

AMENDMENT TO ACADEMIC CALENDAR 2017-2018  
DUE TO HURRICANE MARIA  
CERTIFICATION #22, 2017-2018- JA

DATE	EVENT
June 19 (Tuesday)	Last day for professors to offer partial exams for classes that meet Tuesdays
June 20 (Wednesday)	Last day for professors to offer partial exams for classes that meet Wednesday
June 21 (Thursday)	Last day for professors to offer partial exams for classes that meet Thursday
June 22 (Friday)	Last day for professors to offer partial exams for classes that meet Friday
June 25 (Monday)	Last day Monday classes and Labs
June 26 (Tuesday)	Last day Tuesday classes and Labs
June 27 (Wednesday)	Last day Wednesday classes and Labs
June 28 (Thursday)	Last day Thursday classes and Labs
June 29 (Friday)	Last day Friday classes and Labs  Last day for the Day Program and Unex  Deadline for Partial Drops
July 2 (Monday)	Pre-final exam recess  Day Reserved : Research, Creation, and Community Service Meeting
July 3-7 (Tuesday to Saturday)	Final Exam period
July 4 (Wednesday) Holiday	Final Exams
July 9 (Monday)	Last day for professors to record grades online, remove incompletes and hand in roll books and grades or copies of these to the Department heads.
July 26 (Thursday)	Graduation ( Date subject to change)


AMENDMENT TO ACADEMIC CALENDAR 2017-2018  
 DUE TO HURRICANE MARIA  
 CERTIFICATION #22, 2017-2018- JA

SUMMER 2018 (B73)

(15 contact days of 3 hour meetings)

DATE	EVENT
July 12 (Thursday)	Payment for enrollment for students who reserved courses
July 13 (Friday)	Late enrollment with late charges and changes: Add/Drop
July 15 (Monday)	Summer classes begin
July 18 (Wednesday)	Last Day for Total Drop with a right to 50% reimbursement fro credits
July 26 (Thursday)	Academic Recess: Graduation Ceremony (Subject to change)
August 2 (Thursday)	Last day for professors to notify students their grades
August 3 (Friday)	Last day for partial exams
August 6 (Monday)	Last Day Summer Session 2018 Last Day for partial and total drops
August 7 (Tuesday)	Final Exams
August 9 (Wednesday)	Last day for professors to record grades online, remove incompletes and hand in roll books and grades or copies of these to the Department heads.

Appendix 3

FEDERAL STUDENT AID  START HERE. GO FURTHER.™

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**UNITED STATES DEPARTMENT OF EDUCATION****FEDERAL STUDENT AID  
SCHOOL ELIGIBILITY CHANNEL  
SCHOOL PARTICIPATION TEAM  
NEW YORK - BOSTON TEAM**

Dr. Jose Molina-Cotto  
Acting Chancellor (Interim Chancellor)  
University of Puerto Rico - Cayey University College  
205 Antonio R. Barcelo Avenue  
Cayey, PR 00736-9997

07/27/2017

**OPE ID 00720600**

Dear Dr. Molina-Cotto:

The New York - Boston School Participation Team is pleased to inform you that, based upon the information included in your Application for Approval to Participate in Federal Student Financial Aid Programs, the Secretary of Education (Secretary) has determined that University of Puerto Rico - Cayey University College (Institution) satisfies the definition of an eligible institution under the Higher Education Act of 1965, as amended (HEA). University of Puerto Rico - Cayey University College will be listed in the next edition of the Directory of Postsecondary Institutions published by the U.S. Department of Education (Department).

**OPE ID NUMBER**

The OPE ID Number 00720600 is a unique identifier for the Institution. The OPE ID Number will also be the Institution's identification number for the Title IV, HEA programs. Please use the OPE ID Number in all communications with the Department.

**ELIGIBILITY AND CERTIFICATION APPROVAL REPORT**

Please print a copy of the **Eligibility and Certification Approval Report (ECAR)** Together, the **Program Participation Agreement (PPA)** that has been signed on behalf of the Secretary and the ECAR constitute the New York - Boston School Participation Team's determination that the Institution has qualified to participate in programs under the Higher Education Act of 1965, as amended (HEA) and the Federal student financial assistance programs (Title IV, HEA programs).

The Institution must retain the ECAR and the PPA together.



The ECAR contains the most critical of the data elements that form the basis of the Institution's approval, and also a list of the highest level of offering, any nondegree or short term training programs, and any additional locations that provide 50 percent or more of an educational program that have been approved for the Title IV, HEA programs. The Institution may not award, distribute or disburse any Title IV, HEA program funds for any educational or training program that is beyond the scope of the approval contained in the ECAR, nor for any additional location providing 50 percent or more of an educational program that has not been approved and is not listed on the ECAR.

- In order to comply with the requirements of 34 CFR 668.8(1), some vocational or nondegree programs may have been approved for fewer credit hours than requested in the Institution's application.
- Vocational and nondegree programs that do not meet the requirements of 34 CFR Parts 600 and 668 have not been approved and are marked in the ECAR as not approved.
- The listing of Vocational Programs in the ECAR contains those nondegree programs that the New York - Boston School Participation Team has determined are eligible programs for participation in the Title IV, HEA programs.
- The ECAR contains a list of HEA programs other than Title IV, HEA programs, for which the Institution is eligible to apply. This list does not mean that the Institution will automatically be eligible to participate in or receive funds under any HEA competitive grant program. Information concerning applications for, and the individual requirements of, the competitive grant program can be obtained from:

Deputy Assistant Secretary Office of Higher Education Programs U.S. Department of Education 400 Maryland Avenue, S.W. Washington, DC 20202-5140
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## **PROGRAM PARTICIPATION AGREEMENT**

The PPA contains the agreement between the Institution and the Secretary concerning the Institution's participation in the Federal student financial assistance programs (Title IV, HEA programs).

## **CERTIFICATION FOR TITLE IV, HEA PROGRAMS**

As explained in the PPA, Title IV, HEA programs administered by participating educational institutions are subject to applicable laws, regulations, and guidelines. Listed below are the appropriate telephone numbers for further information on the HEA programs:

- Federal Pell Grant Program (800) 474-7268
- Federal Family Education Loan Program (202) 377-4008
- Federal Direct Student Loan Program (800) 848-0978

If the Institution wishes to begin participating in the Direct Loan Program or to request a change in its funding method, contact COD School Relations at the Federal Direct Student Loan Program number above or send an email to [codsupport@acs-inc.com](mailto:codsupport@acs-inc.com)

necessary to monitor the Institution's receipt of Federal funds more closely. Failure to report changes within the time frame required may also result in an adverse action being taken against the Institution in accordance with 34 CFR 668, Subpart G.

### **Automatic Termination of Approval**

This Approval for Institutional Participation automatically terminates on the happening of any of the following events:

- December 31, 2018
- The date the Institution loses the legal authority to offer programs of postsecondary education in the State in which it is located;
- The date the Institution loses accreditation from its designated primary accrediting agency;
- The date the Institution ceases to offer all approved postsecondary instruction;
- The date the Institution merges with another institution;
- The date the Institution undergoes a change in ownership resulting in a change of control;
- The date the Institution files for bankruptcy; or
- The date the Institution otherwise ceases to meet the definition of an eligible institution of higher education.

Please send all information or documentation required by this letter to:

United States Department of Education Federal Student Aid, Schools Channel Attention: New York - Boston School Participation Team Financial Square 32 Old Slip 25th Floor New York, NY 10005-3534
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One of the institutional eligibility requirements is that the institution must admit as regular students only persons who have a high school diploma; have the recognized equivalent of a high school diploma; or are beyond the age of compulsory school attendance in the State in which the institution is physically located (see 34 CFR 600.4, 5 or 6). This means if the student is not yet beyond the age of compulsory school attendance in the State in which the institution is physically located, the institution can only enroll the individual as a regular student if he or she has a high school diploma or its equivalent.

One of the student eligibility requirements is that an eligible student is one who is not enrolled in either an elementary or secondary school (see 34 CFR 668.32). This means that an institution cannot accept as a regular student at this school, an individual who is also enrolled at the same time in elementary or high school.

If you wish to begin participating in the Direct Loan Program again, contact COD School Relations at (800) 848-0978 or send an email to [codsupport@acs-inc.com](mailto:codsupport@acs-inc.com).

The telephone number for the New York - Boston Team is (646) 428-3750. The fax number is (646) 428-3742.

Sincerely,



Elizabeth Coughlin  
Area Case Director  
School Participation Team, NE  
New York/Boston Team

cc: Ms Sonia I. Placeres, Financial Aid Director  
Middle States Commission on Higher Education  
Guarantee Agency  
PR Council On Higher Education