



GENERAL CATALOG

Addendum

2021 -2024

ACADEMIC POLICIES AND PROCEDURES

Leave Of Absence

The student may request a leave of absence from the Institution. The Institution may grant the leave of absence under the following circumstances:

1. Long-term illness, temporary disability, or maternity.
2. Death or illness of a relative (parents, spouse and children).
3. Accident causing temporary disability.

The student must fill out the Leave of Absence Form at the Registrar's Office, and will have to submit all the required evidence. Once the leave of absence is granted, a maximum of fifteen (15) days will be conceded to the student.

The student will be responsible for the material covered in class. The student will also be responsible for requesting tutoring or academic assistance to the Academic Dean or Campus Director, if needed.

If the student never returns to the Institution, the total withdrawal will be registered on the last day of attendance. Every Leave of Absence will be authorized only by the Academic Dean and/or the Campus Director, and will be registered by the Registrar.

HISTORY

AMERICAN EDUCATIONAL COLLEGE

American Educational College was founded by Professor and Economist, Joaquín E. González Pinto, on September 29, 1981, the date on which it obtained the Certificate of Incorporation granted by the Department of State of Puerto Rico. This institution arose as a concern of our President, in his efforts to improve the quality of education at the post-secondary technical level.

From the date of its founding, its incorporator has been given the difficult task of organizing what we know today as **American Educational College**, "AMEDCO".

In 1982, the first office of **American Educational College** was established in the Gallardo Tower Building in Bayamón, Puerto Rico.

During the months of September and October 1982, the physical plant of our first educational center was acquired at 65th Infantry Avenue in the El Comandante Plaza Shopping Center, in the city of Carolina, Puerto Rico.

In November 1982, the Puerto Rico Department of Public Instruction, today known as the Department of Education of Puerto Rico, granted a license to operate as a private institution at the post-secondary non-university level. This authority was later assigned by law to the Puerto Rico Board of Education and currently to the Department of State, Office of Registration and Licensing of Educational Institutions.

By 1985, the institution was accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) based in Washington D.C., recognizing our academic excellence and administrative capacity, granting us accreditation as a commercial institution at the post-secondary non-university level.

In 1985, the U.S. Department of Education recognized our academic programs and administrative capabilities, authorizing us to participate in Title IV Financial Aid programs, programs that we have maintained to date. **American Educational College** was recognized in the continental United States as an accredited post-secondary non-college educational institution.

During the year 1985, our institution inaugurated its new facilities in the Condominium Las Torres Sur in the city of Bayamón, Puerto Rico; facilities that were used until the year 1988, when as a consequence of an increase in enrollment and with the purpose of offering greater physical and academic facilities to our students, we moved in the year 1989 to the old facilities of the Federal Building on Highway Number 2 in Bayamón, Puerto Rico, physical plant in which we remained until the year 2004.

In 1999, the General Education Council of Puerto Rico approved the authorization license to operate an **American Educational College** campus in the city of Toa Alta, Puerto Rico. This license authorizes our institution to operate at the post-secondary non-university level. Subsequently, the accrediting agency, Accrediting Council of Independent Colleges and Schools (ACICS) accredited the programs to be offered at said campus. In addition, the Federal Department of Education ratified the application submitted by **American Educational College** to administer Title IV financial aid programs at the Toa Alta Campus.

In 2003, the General Education Council of Puerto Rico approved the authorization license to operate an **American Educational College** campus in the city of Vega Alta, Puerto Rico. This license authorizes our institution to operate at the post-secondary non-university level. Subsequently, the accrediting agency, Accrediting Council of Independent Colleges and Schools (ACICS) accredited the programs to be offered at said campus. In addition, the Federal Department of Education ratified the application submitted by **American Educational College** to administer Title IV financial aid programs at the Vega Alta Campus.

In 2005, **American Educational College**, Bayamón Campus, inaugurated its new and modern facilities located at 45 Santa Cruz Street, in the city of Bayamón, Puerto Rico.

In 2005, the General Council of Education of Puerto Rico approved the authorization license to operate a learning site of **American Educational College** in the city of Ciales, Puerto Rico. This license authorizes our institution to operate at the post-secondary non-university level. Subsequently, the accrediting agency, Accrediting Council of Independent Colleges and Schools (ACICS) accredited the programs to be offered at said center. In addition, the Federal Department of Education ratified the application submitted by **American Educational College** to administer Title IV financial aid programs at the Vega Alta Campus, Ciales Satellite Center.

In 2014, **American Educational College**, acquires new and modern facilities in the town of Ciales, to operate a campus in the future.

By the year 2018, the institution made a transition process of national accrediting agency and was accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) based in Arlington, Virginia, granted us an accreditation as an institution at the post-secondary non-college level. At the end of 2018, due to the impact of Hurricanes Irma and Maria on the island, the institution closed its facilities at the Ciales Educational Center.

At present our institution, **American Educational College**, operates its main campus in the city of Bayamón, Puerto Rico; and maintains the operations of its campuses in the cities of Toa Alta and Vega Alta.

INSTITUTIONAL POLICIES

GRIEVANCE (COMPLAINTS) POLICY

The administrative employee, faculty members, and students of **American Educational College** will use the following procedure in order to notify the President or the Vice-President of Academic Affairs any grievance received.

1. Grievance Notification:
 - a. Every administrative employee will submit to the President's office within twenty-four (24) hours after the offense or grievance has occurred, a written and signed document requesting an investigation of this situation.
 - b. Every faculty member and student will submit to the Vice-President of Academic Affairs within twenty-four (24) hours after the offense or grievance has occurred, a written and signed document requesting an investigation of this situation.
2. Procedure to be used by the President or Vice- President of Academic Affairs once the grievance notification is received:
 - a. A committee of five (5) members will be named by the President or Vice President of Academic Affairs, and will be referred to as the grievance notification for evaluation, analysis, and investigation.
 - b. The committee will notify the parts involved that an investigation will be held about the situation presented during the next six (6) days, once the grievance notification is received.
 - c. Once the parts are notified, the committee will have twelve (12) days for an administrative hearing, once the grievance notification is received.
 - d. The parts involved may submit to the committee any written evidence related to the grievance or request a hearing to present the situation.
 - e. The committee may subpoena the parts and their witnesses for the hearing.
 - f. The committee may file any grievance notification once the affected parts request to close the case; or when the parts do not attend the administrative hearing without a justified reason (medical or court certification).
3. The recommendations of the committee are based on the following general principles:
 - a. Burden of Proof
 - b. Preponderance of the proof
 - c. Results of the administrative hearing
 - d. Reasonable doubt. The proofs must be direct or circumstantial but never by reference.
 - e. During the following five (5) days after the administrative hearing, the committee will present a written document with the recommendation to be evaluated by the President or Vice President of Academic Affairs.
 - f. The President will notify the result to the parties involved.
 - g. If the parts involved do not agree with the President's decision, they could appeal or request a case revision within the next seventy-two (72) hours after receiving the notification.

The administration, faculty members, and students who do not agree with the decision made by the President, could mail the grievance to:

Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302

Arlington, Virginia 22201

Tel.: (703) 247-4212

Fax: (703) 247-4533

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.