



# CATALOG

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### **A BRIEF HISTORY OF CARIBBEAN FORENSIC & TECHNICAL COLLEGE - (Item 5)**

The Caribbean Forensic & Technical College was founded on April 30, 1993 in the City of San Juan, Puerto Rico by Dr. Ismael Mercado, Mr. Rubén Díaz de León and Mrs. Edna B. Rivera. Dr. Ismael Mercado holds a Ph.D. in Higher Education and has been working in the field of education during the last 40 years. Mrs. Edna B. Rivera holds a B.A. in Public Relations and Business Education. In the last 30 years, she has been working in the private enterprise and lately as the academic Registrar at the institution. Mr. Rubén Díaz de León is a specialist in Fingerprint and Forensic Science with over 25 years of experience who teaches in the College of Police Science, the Institute of Forensic Science and as expert of the Police Department Laboratory on Fingerprint. The Caribbean Forensic & Technical College is a Post-Secondary

Technical College, Licensed by Consejo de Educación de Puerto Rico under License V-78-14. The institution was originally incorporated as a non-profit corporation, but shortly, and before beginning operation the incorporation, was changed to profit corporation, so that the authority vested on its founding stockholders be able to watch and warrant the aspiration to fulfill its philosophy of accomplishing and education for short careers, with high demand of employment, that combines the specialization course with relevant topics of liberal arts that will help in the formation of human values in the students. Since its beginning, the institution has been serving private students, students from J.T.P.A. funds by Municipal Governments, Consortiums and from the Puerto Rico Department of Labor. CFTC is a young institution established to offer educational opportunities to all students who wish to develop professionally. The institution attended the ACCSCT Accreditation Workshop on June 22, 1999 at San Francisco, C.A. and on December 1999 our application was accepted. The school received initial

Accreditation from ACCSCT for a period of five (5) years, effective August 2001. The School became eligible for Title IV Funds from the U.S. Department of Education effective April 2002. Our last Accreditation from ACCSC was performed in 2016 for five (5) years until August 2021. Our license from P.R. Council of Education was renewed on December 2019 until 18, 2023.

#### MISSION & GOALS (Item 4)

The Caribbean Forensic & Technical College's mission statement is to provide technical education on careers of high demand in the Puerto Rico community. The complex and changing world of work, in which we live today, requires from us, to prepare students in those technical & vocational careers with actually high opportunities of employment, and those showing a gradual increase in employment demand. The CF&TC offer opportunities to all interested students in specialized

areas regardless of race, age, religion, sex, political affiliation or cultural differences. The institution encourage the individual capacity and provide students with appropriate means for their development and adequate functioning in the changing society in which we live today, offering in a professional way, specialize programs in various careers. Education makes sense only when it takes place within the context of the civilization in which the students finds himself and for which he must soon take responsibility. CF&TC is compromised to prepare students in short careers with an understanding and comprehension of their role and responsibility in his society, acknowledging the human values required by each person on this century.

### **Objectives:**

1. Develop educational strategies for students that will help them in the learning and teaching process, taking in consideration their abilities, differences and needs.
2. Revise periodically the educational programs to satisfy the needs of the continuous social change and up-date them according to the advancement of each field
3. Develop in the students the knowledge, skills and techniques to the level that they can apply them effectively.
4. Teach students the appropriate and effective use of books, equipment, and instruments in their areas of studies.
5. Develop in students, study habits and their concern to be prepared and productive members in their society



6. Encourage and favor the faculty participation and membership in professional associations.
7. Provide the faculty and administration with professional seminars on teaching methodologies, evaluations techniques and any new advance on their field.
8. Cultivate good human relations and leadership among students, faculty and administration.
9. Revise and evaluate the educational material including syllabi, textbooks, tests and any other educational material to see that they comply with the goals and objectives of the institution.

## **ACADEMIC PROGRAMS**

Caribbean Forensic & Technical College offers the following programs:

<b><u>PROGRAMS</u></b>	<b><u>CREDITS</u></b>	<small>(Item 13)</small> <b><u>MONTHS</u></b>	<b><u>HOURS</u></b>
<b>1. PRIVATE DETECTIVE II</b>	<b>70</b>	<b>15</b>	<b>1350</b>
<b>2. FINGERPRINT &amp; FORENSIC II PHOTOGRAPHY SPECIALIST</b>	<b>54</b>	<b>9</b>	<b>900</b>
<b>3. FORENSIC INVESTIGATION II</b>	<b>78</b>	<b>15</b>	<b>1350</b>

Caribbean Forensic & Technical College offers their Academic Programs in Semester Credits. Each semester has two (2) sections. A Credit Semester Hour is equivalent to 15 Hours of classroom instruction and, or 30 clock Hours of Laboratory instruction .

(Item 12)

### **Certificate:**

The institution awards certificate in any of the above mentioned academic programs to students with an average grade index of 2.00 point or above and that has complied with their economic obligations with the institution.

## **ADMISSION POLICIES AND PRACTICES** (Item 9)

Caribbean Forensic & Technical College has its doors open to all persons who have a High School Diploma or the equivalent and are genuinely interested in pursuing postsecondary education and can benefit from the academic Programs that the institution offers:

The admissions process begins when the prospective student comes to the school to request information related to his/her educational future. The first contact is with the Director of Admissions, where the prospective student is informed of the different programs offered by the institution, length of programs, costs, class schedule, and subsequently the prospective student is given a tour of the facilities.

If the prospective student wishes to continue with the admission process, he/she is required to fill out the application for admission accompanied by \$25.00 application fee. The application for admission must also be accompanied by all the admission requirements.

If the prospective student is denied admission, the reasons for his/her rejection will be documented and certified by the Director of Admissions.

**Following are the school's Admission Requirements:** (Item 9)

1. High School Diploma or Transcript, High School Equivalent (GED), or Post-Secondary Higher Education at University Level.
2. Photograph 2 x 2 (For Identification only) optional
3. Vaccination Certificate if below 21 years of age
4. \$25.00 Admission Fee
5. Parents Authorization, for candidate below 18 years old

**Financial Aid:**

The admissions' representatives are responsible for informing the potential candidates about the program's length, content and expectations. Subsequently, applicants are referred to the Financial Aid Department where all charges for training, methods of payment, and the availability of financial aid opportunities are explained. CF&TC, are eligible for Federal Aid such as Federal Pell grant and Puerto Rico Council of Education scholarship.

**Pell Grant:** If Available from the Federal Government . There is a wide range of criteria that you have to meet in order to be eligible for receiving funds before you decide to apply:

- 1) You have to be US citizen
- 2) Have a valid Social Security Number
- 3) You must not be incarcerated in a state or federal prison
- 4) You must not have been convicted of the possession and sale illegal substances while receiving financial aid.
- 5) You must be registered in the U.S. Selective Service
- 6) You must have not completed a Bachelor Degree or more.
- 7) You must not be in Default in the NSLDS.

### **In order to receive the Pell Grant:**

- 1) You have to be enrolled in an undergraduate Program that leads to the awarding of a degree, diploma or Certificate
- 2) You must have a high school diploma or GED
- 3) Submitting your updated FAFSA Form

After you have applied for federal student aid using the FAFSA Form, you will be notified of your EFC and whether you are eligible for a Pell Grant. You do not have to apply for this scholarship additionally. You will receive automatically from your school's financial aid office. Still you will be asked to submit a number of document directly to CFTC. The amount of funding you will be awarded depend on a number of additional criteria. Your expected family contribution is the main factor.

The cost of your education and the size of your tuition fees, in particular are also taken into account. The program you are enrolled in will also determine the size of the Pell grant. Usually part-time students will receive less than full-time students. Additionally, the shorter the program is the lower the amount of funding is.

## **Admission Procedures:**

Each prospective student is provided with a current information describing the philosophy and objectives of each the programs offered at CFTC, upon inquiry. In addition, to the written material, the prospective student is given a personal interview that allows him/her to ask questions and understand the nature of the programs. The information acquired in the interview session helps to verify the students written statements on the application for admission and provides for an opportunity for open discussion about the different program's length, content, objectives and demands.

The interview is the primary tool used to determine if a student is aware of the nature of the program he/she may be interested in, prepared for the responsibility of serious study and ready for the challenge of the college's programs. During the tour of the facilities, the applicant is able to view, firsthand, a day in the life of a CFTC student as he/she sits in or observes classes and/or ongoing laboratories.

The enrollment agreement, signed by the applicant, certifies that he/she has read and fully understands the nature of the program, and agrees to abide by its rules, regulations and policies. Therefore, CFTC does determine with reasonable certainty that each enrollee is fully informed and capable of benefiting from its programs.

Every prospective student is required to provide all of the admission's requirements prior to signing the enrollment agreement.

An applicant may be denied acceptance for one or more of the following reasons:

1. The applicant for admission is not completed thoroughly and accurately, including signature and date.
2. The applicant is not a high school graduate or GED certificate holder.
3. Financial condition of the applicant, after researching and applying for all available sources, does not indicate a reasonable expectation that he/she would be able to complete the program of study.

### **Admission Foreign Students:**

Caribbean Forensic & Technical College, Inc. accept foreign students that comply with the admission requirements , but they must file Form G-641 of Naturalization and Immigration Service of the USA.

### **Veterans Admission:**

Refer to Veterans Requirements to students receiving VA Benefits.

### **Re-admission:**

Students who are not active during two or more consecutive terms, or who are under suspension for disciplinary or academic reason, and who wish to continue their studies must apply for readmission to the institution.

Student who have discontinued their studies for one(1) year or more will be readmitted under the procedure in effect. The applicable curriculum will be the one outlined in the Catalog in effect, at the time of readmission and will be considered as a new student . The institution notify the student the classes that are equal in content and hours , transferred to the new student's record.

### **Procedure For Readmission:**

- 1) The student must fill in an application for readmission at the Admission's Office .

- 2) Pay a readmission fee of \$15.00, which is non-refundable.
- 3) Upon payment de re-admission fee, the Finance Office will proceed to notify the student of any debt with the institution., If the student is indebted to the institution, the process of re-admission is held up until the student pays the debt and receives the approval for the Finance Office.
- 4) The Finance Office will refer them to the Registrar Officer

### **Transfer of Credit Policy** (Item 10)

Caribbean Forensic & Technical College will only consider transferred students that comply with the following requirements:

1. Caribbean Forensic & Technical College may accept transfer credit for a course completed in the postsecondary institutions when comparable in scope and content to the CFTC's own coursework.
2. Submit an Official application for admission along with nonrefundable admission Fee of \$25.00
3. CF&TC, , in evaluating credit earned by student for transfer, must adhere to the following principles and practices:
  - a) To accept credit earned at other institution, this institution has to be accredited by the State and federal accrediting agencies.
  - b) Students will received an Official Evaluation of courses approved with passing grade of "C" or above will be granted validated credits. C.F.&T.C. will not validate more than 50% of the length of the Academic Program.
  - c) The course content is equal or equivalent to the course accredited.
  - d) Forward to the Registrar and Official Transcript from all the institutions previously attended at the undergraduate and/or graduate level. The Official transcript should be sent to the Admissions Office.
  - e) The transcript(s) must furnish a statement of a good standing. Student copies of Official Transcripts are not acceptable. The applicant who is actively enrolled in another institution at the time of application should request a current transcript, including the final grades of the last quarter to the Admission Office.

- f) An Official Transcript from all the institutions previously attended , and transfer credits was accepted , must be part of the Student's Academic Record.
- g) The course validated from the other institution will not be considered to determine the academic Index.

CFTC reserve the right to accept transfer Credit that does not comply with our principles and practices.

## **Disabled Students**

The admission requirements and procedures for disabled students are the same as for all other applicant. It is strongly recommended that prospective students who are disabled identify themselves to the Director of Admissions before the proposed time of their first enrollment. An early start will permit the identification of potential problem areas and provided time to work out solutions.

## **REGISTRAR:**

The Registrar Office is responsible for the enrollment processes, record keeping of student academic records and the issuance of the document requested by students and that are related to the information in the Registrar's Office. It is responsible, also for the certification of those students who complete the requirement of their programs and are eligible for graduation and issuance of certification. The Registrar Office is the custody of the Student's Academic Record and is regulated by FERPA Act.

## **Student Information: - Certifications & Transcripts**



Only the student is authorized to request a copy of his personal academic record (transcript). To transfer credits to other colleges and universities and to supply information to certifying agencies and prospective employers, confidential transcripts are issued. These are sent directly to the addresses designated by the Student.

Students may also obtain an official copy of the transcript of credit. Any alleged error in the transcript should be reported to the Registrar within ten (10) days of receiving it, also in the grade report, change in grade, will be within ten (10) days of receiving grade report.

A transcript and certification fee is charged for each transcript. All services are denied to debtor students.

### **Class Attendance Policy: (Item 15)**

Attendance is required in order to achieve learning. Students should maintain regular attendance if they are to attain maximum success in the pursuit of their studies. Students, who have not attended any classes during the first two weeks of the academic term, will be dropped administratively from the course. The professor, after receiving the class list, will submit, in writing, the names of all students to the Office of the Registrar. On occasions, it may be necessary for the student to be absent from scheduled classes or laboratories for health conditions. The student is responsible for contacting the professor and for all work, completed or assigned.

## **MINIMUM ACADEMIC REQUIREMENTS APPLICABLE TO RECEIVING VA EDUCATIONAL BENEFITS REGISTERED IN POST SECONDARY TECHNICAL AND VOCATIONAL INSTITUTIONS**

### **Admission**

All VA students must submit admission documents BEFORE the 1st day of school.

### **Transfer of Credit** (Item 11)

Every Certifying Official must ensure that the student with previous studies at another institution, submits for evaluation an *official transcript* from the previous institution and/ or program source. The student must apply for transfer of credits following the procedures established by the institution. It will ensure that by validating hours / credits from previous studies, cost and program duration will be reduced proportionately.

### **Satisfactory Progress**

A student receiving educational benefits from the Veterans Administration shall maintain during all grading period a minimum cumulative grade point average ( GPA of 2.00, which is considered to be making satisfactory progress and to continue to receive their educational benefit.

### **Probationary Period (to receive educational benefit)**

Students who fail to earn a minimum overall average ( GPA ) of 2.00 at the end of the evaluation period or term, will be placed on probation for their benefit. Failure to achieve the overall minimum average ( GPA ) of 2.00 at the end of the probationary term, it shall be suspended, resulting in the student being placed on termination status. If a program consists of only two periods or terms, and did not achieve an overall minimum ( GPA ) of 2.00 during the first term, the student may not be certified for the second period or term.

## **Reinstalling the educational benefit**

After the educational benefit has been suspended for unsatisfactory progress, the student must achieve a minimum 2.00 cumulative GPA on the following term to have the educational benefit reinstalled.

## **Satisfactory attendance (To Continue Receiving Educational Benefit)**

The VA will only pay for the total hours that comprise the program. The veteran student will be certified by the Certifying Official for the hours in which they enroll in the respective period, term, or session. Therefore, a student receiving educational benefits at ALL TIMES must maintain satisfactory attendance. The Certifying Official will conduct an evaluation during midterm, period or session. When more than 10 percent of the class contact hours in a given period, term or session have been missed without providing official documentation of excusable reasons for the absences, the student will be suspended and termination will be sent to VA. A student may be re-enrolled for benefits at the beginning of the term following interruption only when the cause of unsatisfactory attendance has been removed and has fully replenished all required contact hours.

Students interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances. Mitigating circumstances are issues which directly hinder a student's pursuit of a course/program of study, and which are judged to be beyond the student's control.

- Serious illness of the student.
- Serious illness or death in the student's immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Activity duty military service, including active duty for training.

**Leave of Absence (LOA)** Educational benefit is suspended while the veteran student is absent with permission. The benefit will be reinstated again, once the student returns to school.

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**Signature of Certifying Official    Date**

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**Signature of Student    Date**

**References: 38 CFR 21.4253 ( d) (4)**

### **Work Reposition: (Item 17)**

Caribbean Forensic & Technical College provides tutorial services for students. The main objective of tutorial services is to help them complete successfully the course they attempt.

### **Course Repetition :**

A student may be allowed to repeat a course failed with “F”, charging the cost to Financial aid. They will have two more opportunities to repeat the course. Nevertheless, course registered for the third time and more are not eligible for federal funding. For the grade point average (GPA) determination, the last grade earned will be the one considered.

### **Withdrawal Policy**

Students willing to withdraw from the Institution must inform the Record Office and fill the appropriate withdrawal form. Students who withdraw without filling the proper form will receive automatically an Administrative Withdrawal.

#### **a) Administrative Withdrawal (Unofficial)**

Caribbean Forensic & Technical College, will process and administrative withdrawal to those students who do not complete the term for which officially enrolled. Withdrawal will be processed within thirty days after the term ended.

The date of the withdrawal will be determined at the time the withdrawal is processed by the institution.

If the institution can determine that the student did not officially withdraw , or announce his intention to withdraw ( including such notification by a friend or relative), due to circumstance beyond his control such as : sickness, accident, the loss of a close relative , not comply with the academic Progress, not comply with the tuition payment plan, bad conduct, excessive absences etc.. The effective date will be established in accordance with the last day he/or she, assist to classes.

### **b) Official Withdrawals**

Official withdraws are those that are processed by an affirmative petition off the student . In this case:

1. The student will notify his/her intention to withdraw to the Registrar's Office.
  - Intention to withdraw means that the student has stopped attending classes and does not wish to return.
  - Notification may be oral or written. CF&TC., is responsible to document an oral notification.
  - CF&TC. May request to complete the withdrawal form, but this step is not a requirement to process the official withdrawal.

### **c) Temporarily Withdrawal**

CF&TC, will process a Temporarily withdrawal for a justify reason as sickness etc. for a maximum period of two (2) academic terms.

### **d) Inactive Withdrawal**

For those students that comply with the Academic Semester but not return to the next Academic Semester.

## Satisfactory Progress Policy. (Item 21)

C.F.T.C. requires every student to show academic progress in the number of academic credits completed and the grade point average the student maintains:

### Qualitative Academic Progress

#### **PROGRAMS FROM 36 TO 42 CREDITS**

##### Credit Approved

##### Academic Index Required

From 3 to 22

1.50 Minimum Required

From 23 to 42

2.00 Minimum Required

#### **PROGRAMS FROM 54-60 CREDITS**

From 3 to 18

1.50 Minimum Required

From 19 to 36

1.75 Minimum Required

From 37 to 54

2.00 Minimum Required

### Quantitative Academic Progress

C.F.&T.C. measure the Minimum Quantitative Academic Progress as follows: The Student must approved a minimum of 66% of the Program enrolled. This applied to all the Programs.

**Probation Period:** (Item 19)

Students whose academic progress does not satisfy the qualitative or the quantitative elements will begin a probation period that will not exceed the one (1) academic term. During the Probation Period the student will be able to received economic aids

**1) Student Withdrawal:**

The student under academic probation who does not show improvement during the following one academic term will undergo the penalty of withdrawal.

**2) Appeals:**

The student classified under unsatisfactory academic progress has the right to appeal if he or she understands that is due to:

- a. Administrative error
- b. Death in Family
- c. Economic Problems
- d. Prolonged Sickness

The student must submitted in a period no less to twenty (20) days an appeal to Record Office.



**Grading System:** (Item 20)**GRADING SYSTEM FOR STUDENT PROGRESS**

<b>Grade</b>	<b>Grade Point</b>	<b>Grade Number</b>	<b>Grade Description</b>
A	4	90 - 100`	Excellent
B	3	80-- 89	Good
C	2	70 - 79	Average
D	1	60 - 69	Deficient
F	0	0 - 59	Failure

**SYMBOLS**

CD- Course Validated    T- Course Transferred    CR-Course Repeated

**GRADUATION REQUIREMENTS** (Item 22)

The student must comply with the following graduation's requirements:

1. Must complete all classes in their Academic Program with a average Index of 2.00 "C" .
2. Satisfied all the Financial obligations with the institution.

(Item 23)

In order to fulfill the graduation requirements for graduation from our institution, the student receive a Graduation Certificate and one (1) Official Transcript and Student Transcript issued by the Registrar within two (2) weeks after filing of the request .

## Disclosure Information To Students (item 24)

**TUITION AND FEES:**
**ACCREDITATION BY ACCSC**

PROGRAM Credit / Hours / Months / Weeks	TOTAL COST	HRS.	Credential Level	Credit Cost	U.S. Department of Labor Standard Occupation Code (SOC)
<b>Private Detective II</b> 70 credits / 1,350 hrs / 15 Months / 67 Weeks	\$ 9,690	7.18	Certificate	\$ 138	376.367-014
<b>Forensic investigation Technician II</b> 70 credits / 1,350 hrs / 15 Months / 67 Weeks	\$ 9,690	7.18	Certificate	\$ 124	375.387-010
<b>Fingerprint &amp; Forensic Photography Specialist II</b> 54 credits / 900 hrs / 9 Months / 45 Weeks	\$ 6,460	7.18	Certificate	\$ 119	375.384-010

**FEES:**
**COST**

1. Admission (Non Refundable)	\$ 25.00
2. Readmission	\$ 15.00
3. Laboratory	\$ 50.00
4. Graduation	\$ 50.00
5. ID.Card	\$ 3.00
6. Transcript	\$ 3.00

Program	Cost <sup>2</sup> Book	G.E.P.I. <sup>3</sup>	Employment Rates <sup>2</sup>	Ret. <sup>2</sup> 2010-12	Graduation Rate <sup>2</sup>
<b>Forensic Investigation Technician Program II</b>	\$200.00	Y	74%	77%	58%
<b>Fingerprints &amp; Forensic Photography Specialist II</b>	\$115.00	Y	83%	80%	64%
<b>Private Detective II</b>	\$200.00	Y	90%	80%	66%

**All Fees and Charges are Subject to Change Without Previous Notice.**

**Full Time Student=** Twelve (2) Credits or more per Semester

**Part-Time Students=** Less than twelve (12) credits per Semester

## REFUND AND CANCELLATION POLICY (Item 25)

1. The date of student, for the purpose of calculating the amount to be reimbursed will be the date of official notification by the student of withdrawal. In case of minor of age students, the notification of withdrawal must be sign by parents. C.F.&T.C. will reimburse the student the amount not used by the student, regardless of the student notifications.
2. **Cancellation before beginning of classes:**  
All money will be reimbursed for the followings:
  - a. Students not admitted by the school.
  - b. Cancellation requested during the first three (3) working dates after the signing of the enrollment agreement.
3. **Other Cancellation:**  
After three (3) working dates of signing the enrollment agreement, but before the beginning of the course the amount paid will be reimbursed, less 5% or \$100.00, whichever is less.
4. **Student Withdrawal Without Providing Official Notification:**  
The school determine the withdrawal date not later than 30 days after the end of the period of the enrollment agreement.
5. **Special Cases,**  
Where the students cannot continue their studies because of illness, accident, tragedy in family or any other case, the institution will work out an arrangement acceptable for both parts.
6. **Voluntary Cancellation:**  
The student can terminate his agreement voluntary by written notification.
7. **Period for Reimbursement:**  
The C.F.T.C. will reimburse any amount to students not later than 45 days after the withdrawal notification.

## RETURN TITLE IV FUNDS POLICY:

### Withdrawal Dates for School that is not required to take attendance Official Notification:

For a student that begins the school's withdrawal process, or the student otherwise provides official notification of intent to withdraw, the date of the Institution Determination that the student has withdrawn is the student's withdrawal date, or the date of notification, whichever is later.

### Official Notification Not Provided:

For student who withdraws without providing notification to the school, the school must determine the withdrawal date no later than 30 days after the end of the earlier of the: (1) payment period or period of enrollment, (2) academic year, (3) educational program.

### Withdrawals from Standard Term-based Programs Using Modules

When a student withdraws from a standard term-based program that has a series of modules, the school determines whether a Returned of Title IV Funds calculation is required.

- If a student withdraws from the institution after completing at least one course is one module within the term, the student is not considered to have withdrawn and the requirements for the Return of Title IV aid do not apply. The recalculation method is used in those cases.
- If a student withdraws from the institution before completing at least one course in one module, the student is considered to have withdrawn and the requirement of the Return of Title IV aid apply

- unless the institution has obtained a confirmation from student that the student intends to continue in the program by attending a module later in the term.

### **Leave of Absence Policy**(Item 16)

For a student that does not return from an approved leave of absence Institution 's Determination Date is the earliest of the date of the end of the leave of absence or the date the student notified the school he or she will not be return to that school. (In the case of an unapproved absence, the date, the student began the leave of absence).

### **Procedures of Leave of Absence**

Any student may be granted a leave of absence (LOA) for legitimate emergencies. Generally, only one (1) LOA shall be granted in 12 months period, and for a maximum of 50 school days. More than 50 schools days may be granted to allow a student to re-enter a class at the point at which the student left for the LOA. Caribbean Forensic & Technical College's policy ,regarding leaves of absence (LOA) that all requests for leaves of absence has to be submitted in writing and include the reason for the student's request; the student must follow the school's policy in requesting the LOA; filling the application. The anticipated date of return must indicated on the request as well as the reason for a student's request for a LOA. There must be a reasonable expectation that the student will return from the LOA. The Registrar Office, must approve the student's request for a LOA in accordance with the school's policy. CF&TC, may grant more than one (1) LOA, in the even that circumstance arise such a medical reason affecting the student or a member of student's immediate family, military service or jury duty. Caribbean Forensic & Technical College will meet with the student personally to discuss the request and determine whether the leave will be granted

Caribbean Forensic & Technical, will not assess the student any additional institutional charges, the student need will not increase, and therefore, the student is not eligible for any additional federal Student Aid.

The LOA together with any additional leaves of absence cannot exceed a total of 180 days within any 12-month period.

A student granted an LOA that met the criteria in this section is not considered to have withdrawn, and no Return calculation is required. Upon the student's return from the leave , he or she continues to earn the Federal Student Aid previously awarded for the period.

Caribbean Forensic & Technical College is an institution not required to take attendance, if the expiration date of a student approved LOA, the withdrawal's date for returning SFA Funds is the date ,that the student began the LOA. The consequences of a student's failure to return for a LOA , he or she is place on Administrative Withdrawal

### **Termination Policy: (item 19)**

The student can be separate from the school from the following reasons:

- Disciplinary Problems
- Debts with the School
- If not comply with the academic progress after been in probation.

### **Employment Orientation: (Item 26)**

Caribbean Forensic & Technical bring employment orientation to all graduates. This orientation is free of cost. The school does not guarantee

employment to their Students but make every effort to guide the student, once they graduate. The school maintains contact with many sources of

employment for graduates placement. Our placement officer, helps the student to learn about employment agencies and the different employment opportunities available. The officer also coordinates interview between the student and employment agencies or employer. The placement officer, has a directory of the agencies that employ personnel within the Information Systems field.

## **RULES OF CONDUCT** (Item 18)

The following conducts constitutes disciplinary penalties:

1. Any violation to any rule or policies of the institution
2. To commit fraud or conspiring to do so with official documents such as the Admission Application.
3. To alter, copy, destroy or commit fraud with official documents.
4. To disrupt both peace and calm in the classroom or any area of the institution with threats, yelling, offensive behavior, provoke, fighting or many other acts.
5. Carrying weapons to the institution. Only police agents or security guards with weapon carrying license authorized by the government of the Commonwealth of Puerto Rico or the federal government to carry them are reconsidered to carry one.
6. Participating in dishonest acts, fraud or random games inside the institution.
7. Interrupt or bother of regular institution activities or to conspire to do such.
8. Aggression threats or the intention do so against administrative employees and students.

9. To damage property of Caribbean Forensic & Technical College or conspire to do so.
10. Distribution or publication of obscene, defamatory or any material that disturbs the institutional order.
11. Any conduct that endangers health, dignity or security of any person in the institution.
12. Possession, use, distribution or selling drugs or controlled substances in the institution.
13. Moral corruption
14. Smoke, drink or eat inside a classroom or laboratory.
15. Any student activity without written approval of the president of Caribbean Forensic & Technical College before giving any promotion.
16. Distribution of flyers, promotion, newspaper or any other published material inside or outside the institution without the approval of the president of the institution.
17. Coming late for class, copying material of another student during a test or examination or taking another student's work without proper authorization.
18. Use of foul language inside or outside the institution.
19. No children allowed in classrooms. The institution doesn't take any responsibility by any accident that happens to any child.



**Any violation to the conduct rules could lead to one or more of the following penalties:**

**-A proper warning**

**-Academic Probation for a limited time, while any other violation of the rules will cause either suspension or termination of the institution.**

**-Entrance to the institution will be forbidden in a determined time.**

**-Suspension from the Caribbean Forensic & Technical College for a limited time.**

**-Definitive termination or expulsion from the Caribbean Forensic & Technical College.**

**While imposing these penalties for violation to the rules, shall be considered brief or aggravated consequences.**

**STUDENT SERVICE** (Item 27)

1. The institution doesn't count with housing, cafeteria or transport facilities.
  
2. The institution counts with:
  - a) Academic Orientation,
  - b) Counseling,
  - c) Academic tutorials
  - d) Employment Orientation.

**ACADEMIC PROGRAM (Item 14)**
**PRIVATE DETECTIVE CURRICULUM**

CODE		COURSE	HOURS	CREDITS
PD	101	Criminal Investigation	60	4
PDL	101	Criminal Investigation Laboratory	60	2
PD	102	Rules of Evidence	60	4
PDL	102	Rules of Evidence Laboratory	60	2
PDL	103	Fraud Investigation Laboratory	60	2
PD	104	Criminology	30	2
PD	106	Private Detective Laws	60	4
PDL	106	Private Detective Laws Laboratory	60	2
PD	107	Criminal Procedure	60	4
PDL	107	Criminal Procedure Laboratory	60	2
PD	108	Constitutional Rights	60	4
PDL	108	Constitutional Rights Laboratory	60	2
PD	109	Penal Law	60	4
PDL	109	Penal Law Laboratory	60	2
FI	301	Forensic Science I	60	4
FIL	301	Forensic Science I Laboratory	60	2
FS	207	Automated Fingerprints Techniques	60	4
FSL	207	Automated Fingerprints Techniques Laboratory	60	2
GC	120	Report Writing & Terms in Spanish	30	2
GC	121	Report Writing & Terms in English	30	2
GE	122	Professional Development	30	2
GE	123	Introduction to Computer	30	2
PDL	114	Photo & Video Laboratory	60	2
PD	113	Photo & Video	30	2
PD	110	Electronic Surveillance	60	4
PD	212	Cybernetic Fraud	30	2

**Total Hours: 1,350 Total Months: 15 Total Credits: 70 Total Classes: 26 (item 11)**

**Private Detective (Item 8)**

Prepare the students in the areas of competencies in the Private Detective Career. The students receive the knowledge, skills, methods, techniques and procedure in theory and practice. At the completion of the Private Detective Program, student will be able to work effectively in the field of Private Detective. His competency in the field will be at entry level of the career.

**FINGERPRINT & FORENSIC PHOTOGRAPHY SPECIALIST CURRICULUM**  
 (Item 14)

CODE		COURSE	HOURS	CREDITS
FS	201	Fingerprint I-Origin	30	2
FS	202	Fingerprint II-Interpretation	60	4
FS	203	Fingerprint III-Classification and Codification	60	4
FSL	203	Classification and Codification Lab.	60	2
FS	205	Fingerprint IV-Filing	30	2
FSL	205	Filing Lab.	60	2
FS	207	Automated Fingerprint Techniques	60	4
FS	208	Fingerprint VIII-Crime Scene	60	4
FS	209	Fingerprint IX-Latent Fingerprint	60	4
FSL	209	Latent Fingerprint Lab.	60	2
FS	210	Fingerprint X-Forensic Photography	30	2
FS	211	Fingerprint XI-Comparison	30	2
GC	120	Report Writing & Terms in Spanish	30	2
GC	121	Report Writing & Terms in English	30	2
PD	102	Rules of Evidence	60	4
GE	123	Introduction to Computer	30	2
FS	212	Palm Comparison	60	4
GE	122	Professional Development	30	2
FI	101	Court Testimony	60	4

**Total Hours: 900 Total Months: 9 Total Credits: 54 Total Classes: 19.** (item11)

**Fingerprint Specialist and Forensic Photography:** (Item 8)

This Program prepares the student technically in the field of Fingerprint and Forensic photography. The teaching includes history of Fingerprint, Interpretation, Classification, Identification, Sequence, Localization and Archive , Taking Fingerprint, Latent Fingerprint , Developing and Lifting of Latent Fingerprint, Latent Fingerprint Photography , Crime Scene Photography , Fingerprint Comparison System and Evidence Preparation for the Court of Justice. At the completion of the Program the student will be able to work effectively in the field of his career. His competencies will be at the entry level of the career.

**FORENSIC INVESTIGATION TECHNICIAN CURRICULUM** (Item 14)

CODE		COURSE	HOURS	CREDITS
PD	101	Criminal Investigation	60	4
GC	120	Spanish	30	2
GC	121	English	30	2
FI	301	Forensic Science I	60	4
FIL	301	Forensic Science Laboratory I	60	2
PD	102	Rules of Evidence	60	4
PD	106	Private Detective Laws	60	4
FS	207	Automated Fingerprint Techniques	60	4
FSL	207	Automated Fingerprint Techniques Laboratory	60	2
FI	209	Custody & Handling Evidence	60	4
FS	210	Forensic Photography	30	2
FSL	210	Forensic Photography Laboratory	60	2
FI	303	Forensic Science II	60	4
PD	109	Penal Law	60	4
FIL	302	Draft of Crime Scene Laboratory	60	2
PD	107	Criminal Procedure	60	4
PD	104	Criminology	30	2
PD	108	Constitutional Rights	60	4
PDL	103	Fraud Investigation Laboratory	60	2
GE	122	Professional Development	30	2
PDL	106	Private Detective Laws	60	2
FI	101	Court Testimony	60	4
PD	110	Electronic Surveillance	60	4
PD	212	Cybernetics Fraud	30	2
GE	123	Introduction to Computer	30	2
FI	211	Scene Reconstruction	60	4

**Total Hours: 1,350 -Total Months: 15 Total Credits: 78 Total Classes: 26 (Item 11)**

**Forensic Investigation Technician ( Item 8)**

The Program prepare the student in the field of Forensic Investigation, covering rules of evidence, rules of criminal procedures and all the legal process of investigation and attainment of evidence. This process include, taking of fingerprint, lifting of latent fingerprint, false and questioned documents and the collections of evidence in the crime scene, including photos of the scene. At the completion of the Program, the student will be able to work in the field of Forensic Investigation. His competencies in the field will be at entry level of the career.

## COURSE DESCRIPTION

(Item 14)

### PRIVATE DETECTIVE - FORENSIC INVESTIGATION TECHNICIAN AND FINGERPRINT & FORENSIC PHOTOGRAPHY SPECIALIST PROGRAMS

#### PD-101 - CRIMINAL INVESTIGATION - 4 CREDITS SEMESTER - 60 HOURS

In this course the following topics are studied:

1. History synopsis of Criminal Investigation including terminology.
2. The resources and techniques of the Criminal Investigator.
3. Crime Investigation by types as theft, robbery and burglary.
4. Managing physical evidence, use of "Photo Kit" "Identify-Kit" and crime scene reconstruction.

#### PDL-101 - CRIMINAL INVESTIGATION LABORATORY - 2 SEMESTER CREDITS 60 HOURS

Practice of all topics discussed in PD-101 - Criminal Investigation, using cases studies from Jurisprudence.

#### PD-102 - RULES OF EVIDENCE - 4 SEMESTER CREDITS - 60 HOURS

In this course the following topics are studied:

General disposition of the Rules of Evidence:

1. Analysis of the principles and concepts of the admissibility and pertinence, presumption its effects and the proof of reference of the available evidence.
2. Jurisprudence of Puerto Rico Court, Federal Court and Federal Appeal Circuit, analysis, based on the rules of evidence. This will facilitate de understanding and learning of the course.
3. Technique to be follow to offer testimony in court.

**PDL-102 – RULES OF EVIDENCE LABORATORY- 2 SEMESTER CREDITS – 60 HOURS**

Practice of all topics discussed in PD-102 – Rules of Evidence, using cases studies from jurisprudence.

**PDL-103- FRAUD INVESTIGATION LABORATORY – 2 SEMESTER CREDITS – 60 HOURS**

Definition of Fraud and its different types in Private and Public institution including falsifications, altered documents and questioned documents. Practice of all techniques in the handle of evidence in special emphasis in documents. The student practice in the laboratory multiple cases combining different learning techniques

**PD104-CRIMINOLOGY- 2 SEMESTER CREDITS - 30 HOURS**

In this course the field of Criminology is studied covering the following:

1. Disciplines interacting in Criminology.
2. The crime, the delinquent ad his conduct his social dependencies and types of delinquents.
3. The Criminal Justice description and how it deals with the treatment and rehabilitation of the delinquent.

**PD-106- PRIVATE DETECTIVE LAWS – 4 SEMESTER CREDITS – 60 HOURS**

The study of different laws likes Private Detective, Firearms, transit , Controlled Substances and Drugs , Minor , Domestic Violence and others that the Private Detective must know in his profession.

**PDL-106 – PRIVATE DETECTIVE LAWS LABORATORY – 2 SEMESTER CREDITS – 60 HOURS**

Practice of all topics discussed in PD-106 Private Detective Laws, using cases studies from jurisprudence.

**PD-107 – CRIMINAL PROCEDURES – 4 SEMESTER CREDITS – 60 HOURS**

In this course the following topics are studied:

1. Rules of Criminal Procedures, base on our Judicial System which include: Warning to the suspect of a crime, procedures to identify him, how and when to proceed with an arrest, how to proceed in seizing persons and property according to the rules of criminal procedures and jurisprudence of P.R. and Federal Courts, fundament or grounds for a motion to dismiss and accusation.

**PDL-107 – CRIMINAL PROCEDURES LABORATORY – 2 SEMESTER CREDITS – 60 HOURS**

Practice of all topics discussed in PD-107 – Criminal Procedures, using cases studies from jurisprudence.

**PD-108 CONSTITUTIONAL RIGHTS –4 SEMESTER CREDITS – 60 HOURS**

In this course the following topics are studied: Historical evolutions of the fundamental rights of the human being. Development of our legal document , the Constitution of the Commonwealth of Puerto Rico , specially Article II, the Bill of Rights , with emphasis to the rights of the defendant. Analysis of recent jurisprudence of the Federal Court and Supreme Court on Constitutional Rights cases.

**PDL-108 CONSTITUTIONAL RIGHTS LABORATORY-2 SEM.CR. -60 HOURS**

Practice of all topics discussed in PD-108 Constitutional Rights, using cases studies from jurisprudence.



**PD-109 – PENAL LAW – 4 SEMESTER CREDITS – 60 HOURS**

The following topics are studied: Historical Development of the Penal Law, including:

Its legal principle, its definition, time and classification of crime, the guiltiness, type of punishment, prescription of crime and types of crimes.

**PDL-109- PENAL LAW LABORATORY – 2 SEMESTER CREDITS – 60 HOURS**

Practice of all topics discussed in PD-109 – Penal Law, using cases studies from jurisprudence.

**FI- 301 FORENSIC SCIENCE 1 – 4 SEMESTER CREDITS – 60 HOURS**

In this course the following topics are studied: Origin and scientific discover of crime from a scientific base and crime scene protection. Study the extension and objective of criminalistic science and the application of its basic principles and development. How to discover means and process used to commit crime. How to study and collect evidence in the crime scene to be presented in court.

**FIL-301 – FORENSIC SCIENCE 1 LABORATORY – 2 SEMESTER CREDITS – 60 HOURS**

Practice of all topics discussed in Fi-301 Forensic Science 1, using cases studies from jurisprudence.

**FS-207-TAKING FINGERPRINT TECHNIQUES – 4 SEMESTER CREDITS – 60 HOURS**

This course contain 9 lessons to learn the science of Fingerprint, and its uses. Include laboratory and practice in the fingerprint equipment.

The course also teach forensic photography techniques, the use of different cameras use in photography, latent fingerprint photography and photo identification.

**FSL-207 TAKING FINGERPRINT TECHNIQUES LABORATORY - 2 SEMESTER CREDITS - 60 HOURS**

Practice all reference to taking fingerprint, including topics discussed in FS-207- Taking Fingerprint and identification of latent fingerprint.

**GC-120- REPORT WRITING & TERMS IN SPANISH - 2 SEMESTER CREDITS - 30 HOURS**

-This course offers the opportunity to the student of getting acquainted with the basic principles of the Spanish language, its uses and purposes. Furthermore, we want to teach the students to practice all the fundamental grammatical principles of Spanish language.

**GC-121 - REPORT WRITING & TERMS IN ENGLISH- 2 SEMESTER CREDITS - 30 HOURS**

This course is designed to teach the basic principles of the English language and help the students in the correct comprehension , writing, reading and pronunciation in English.

**GE-122 - PROFESSIONAL DEVELOPMENT - 2 SEMESTER CREDITS - 30 HOURS**

In this course the student learn the following topics: Basic principles of administration. Ethics, its definition and integral application and the law of government ethics. Human relations. Labor laws and corporate laws.

**FI-101- COURT TESTIMONY – 4 SEMESTER CREDITS – 60 HOURS**

The student learn the following topics: Application of Rules of Evidence from Rule 1 to Rule 82, in study cases and simulated cases. Practice of admissible evidence, pertinent evidence, pre-assumption, non-admissible proof of reference and the most relevant privileges.

**FIL-302- DRAFT OF CRIME SCENE LABORATORY – 2 SEMESTER CREDITS – 60 HOURS**

In this course the student learn: Draw a sketch of the crime scene with measurement and dimensions. The procedure to perpetuate evidence and objects in the place they are in the crime scene. Develop skills in the use of measurement instruments to establish the exact location of the evidence and objects. Obtain knowledge of the various formats and designs for which the sketch is prepared.

**FS-210 – FORENSIC PHOTOGRAPHY – 2 SEMESTER CREDITS – 30 HOURS**

In this course the student will learn: Photography techniques, legal techniques and the use of different photographic films and the different types of photographic cameras. The use of photographic cameras, the film development and latent photography. Procedures for photographic identification and procedure with the films.

**FSL-210 – FORENSIC PHOTOGRAPHY LABORATORY – 2 SEMESTER CREDITS – 60 HOURS**

Practice of all topics learned in FS-210 – Forensic Photography

**FI-303 – FORENSIC SCIENCE II – 4 SEMESTER CREDITS – 60 HOURS**

In this course the students learns: The study and analysis of ballistic as an investigation science. Analysis of the origin of the printed track in

the cap of the projectile and the lines formed in the projectile. The role of the expert in ballistic and the legal value of his work. The important of the factory track on the breech of the firearm and the characteristics and peculiarities of each track.

**FS-201 – FINGERPRINT I – ORIGIN – 2 SEMESTER CREDITS – 30 HOURS**

In this course the student learns: The history and evolution of the Fingerprint science, the pioneers and their contributions to it.

**FS-202 – FINGERPRINT 11 – INTERPRETATION – 4 CREDITS – 60 HOURS**

In this course the students learns: The expert terminology and the field of Fingerprint: Anatomy of the digital fingerprint, Anatomy of the digital phalanx, Interpretation of the (3) different types of patterns of fingerprints.

**FS-203 – FINGERPRINT 111 – CLASSIFICATION AND CODIFICATION AS PER NCIC**

**(National Crime Information Center) – 4 SEMESTER CREDITS – 60 HOURS**

The student learns: Formulas for classification of fingerprint primary, secondary, sub secondary major, final and key. Discussion and application of rules, counts, tracing of loops, arch and reference classification.

**FSL-203 – LABORATORY ON FINGERPRINT III – CLASSIFICATION & CODIFICATION – 2 SEMESTER CREDITS – 60 HOURS**

The students learns: Utilization and practice of all topics cover on FS-203 – Classification & Codification.

**FS-205 – FINGERPRINT IV – FILING – 2 SEMESTER CREDITS – 30 HOURS**

The students learns: the sequential order for filling fingerprint including: (1) Primary Classification, (2) Secondary Classification, (3) Sub secondary Classification , (4) Major Classification, (5) Final Classification , (5) Key Classification.

**FSL- 205 – LABORATORY FINGERPRINT IV - FILING – 2 SEMESTER CREDITS – 60 HOURS**

In this course the student use and practice all topics cover on FS-205 – Fingerprint IV- Filing.

**FS-208 – FINGERPRINT VIII-CRIME SCENE – 4 SEMESTER- 60 HOURS**

In this course the following topics are studies: Origin and scientific development of the criminalist science. How to discover means and process used to commit crime. How to study and collect evidence to discover crime from a scientific base and crime scene protection. Study the extension and objective of criminalist science and the application of its basic principles.

**FS-209- FINGERPRINT IX- LATENT FINGERPRINT – 4 SEMESTER- 60 HOURS**

In this course the student learns: The techniques of latent fingerprint impressions. The use of materials and chemicals and equipment to develop latent fingerprint. The techniques in the development of latent fingerprint on an absorbent surface, in documents and in human skin.

**FSL-209 – LABORATORY ON LATENT FINGERPRINT- 2 SEMESTER CREDITS – 60 HOURS**

**In this course the student learns: Use and application of all topics in FS-209- Fingerprint IX- Latent Fingerprint.**

**FS-211 – FINGERPRINT X1- COMPARISON – 2 SEMESTER CREDITS – 30 HOURS**

**The student learns: Techniques for comparison and identification of latent fingerprint. Techniques for comparison of known fingerprint and unknown fingerprint. Comparison and identification of fingerprint to dead bodies.**

**FS-209 – CUSTODY AND HANDLING OF EVIDENCE – 4 SEMESTER CREDITS -60 HOURS**

**In this course the student learns: How to lift , collect and package evidence in the crime scene. How to protect and custody all pieces of evidence in the crime scene. All his procedure complying with the respective rules of evidence.**

**PD-110 Electronic Surveillance - 4 semester Credits - 60 Hours**

**This course trains students in the techniques of electronic surveillance systems using surveillance cameras monitoring, management of equipment and procedures at government and private levels. Prepared in effective communication with response personnel and legal issues involved in the surveillance, editing, recording and disposal of film material to be used as evidence are discussed.**

**PD - 113 Photography and Video - 2 - Semester Credits - 30 Hours**

This course aims in a simple way, introduce the use and management of photography and video techniques in a criminal or civil investigation; to train the student in the understanding and management of equipment to be used both in the area of photography and digital video and photographic surveillance techniques, crime scenes and photographs of different evidence and its presentation in judicial forums.

**PDL - 114 Photo & Video Laboratory. - 2 Semester Credits - 60 Hours**

Laboratory of Photography and Video, enables the student through practice, complement the theoretical material acquired in the PD-113 class (photo and video) practicing photography techniques and videos on different scenarios of surveillance, monitoring, in scenes of crimes and photographs of evidence. Practice techniques are developed to be used day and night, moving and different techniques based on lighting.

**FS - 212 - "Palm Comparison" - 4 semester Credits - 60 Hours**

This course trains students in the analysis, comparison and identification of palm prints, palm prints and latent; It includes areas of the palms, and the flow of papillary ridges and features for possible identification. This allows the preparation of demonstrative evidence for presentation in the judicial forum.

**FI-211-Scene Reconstruction - 4 semester Credits - 60 Hours**

This course aims to provide students with the knowledge to reconstruct or recreate a scene of a crime. Photographs, sketches, test trajectory

shots, analysis interpretation of bloodstains and others are used. It provides knowledge for interpreting results of forensic analysis of the different branches of criminology. These interpretations help reach some observations and conclusions of what happened in the scene the day of the incident and scientifically prove it in the required forums.

**GE-123 Introduction to Computers- 2 Semester Credits - 30 Hours**

This course trains students in the handling and use of computer equipment. It will prepare the student to be able to correctly identify computer parts and understand the correct and effective use of them. Similarly, the student will get a better view of the importance of such equipment as tools that allow you to optimize your time and streamline your work.

**PD-212- Cybernetics Fraud - Semester 2 Credits - 30 Hours**

The course aims to provide students with the basic knowledge to identify potential cyber fraud. In addition, the course provides the skills necessary to educate students to prevent becoming a victim of this type of fraud. It is expected that students develop analytical skills for the early identification and implementation of corrective methods before cyber fraud situations.

### **DRUG AND ALCOHOL POLICY**

CARIBBEAN FORENSIC & TECHNICAL COLLEGE, INC. has an established policy regarding use of drugs and/or alcohol in the facilities. Our Rules of Conduct and Staff Policy that clearly establishes the penalties to follow, if by any



means, either a student or staff member is using or selling drugs or alcohol inside the institution premises. Such behavior can be penalized as a criminal act in which the person will be according to law. As for the staff member, the person will be automatically terminated.

For those who wish rehabilitation, the institution has a series of help sources to assist in the process. People, who desire this kind of help, shall communicate with the Executive Director to initiate the process. Those who seek rehabilitation will be assisted by the institution and shall be penalty-free as long as the person follows the program which it chose. If rehabilitation program is not followed, the penalty shall be removal from the institution.

### **Law Number 93-380 Section 438 Interpretation**

The Family Privacy Rights Act of 1974 forbids institutions in the field of education to provide information or student file copy to source. The institution can request the student to sign a document which revokes mentioned actions of the Act. a third person without consent or written agreement of the original.

### **Physical Facilities-** (Item 6)

Caribbean Forensic & Technical College physical facilities consist of the following:-one (1) main office , -two (2) Admissions offices , one (1) Reception area, two (2) Registrar offices- one (1) Director Office , -one (1) Academic Director office -one (1) Economic Assistance office , - Resource and Learning Center , -one (1) Storage room, six (6) Restrooms -four (4) Classrooms for twenty (20) students, (Item 7)-one (1) Laboratory classroom for thirty (60) students. (Item 7)

## **FURNITURES & EQUIPMENT**

### **Academic:**

Student desks (120), Chairs (27), Student Computers (2) and (1) Laptops, (1) Photocopy Printer (2), Tables Photocopy (1), VCR (1), TV Monitor (2) , Blackboards (5), Photo Cameras 35MM (6), 24X Zoom Cameras Video (2), Microcassette Recorder (1), Booksellers (9) , Magnifiers for Fingerprint (8) , Fingerprint Laboratory Equipment (5), Overhead Projector (1), Overhead Projector Table (1), Classroom Projector (1), Computers “LifeScan” for Automated Fingerprint (4) Equipment Comparison of Fingerprint (4), Volumes Books (2,000) , Video Tapes and D.V.D. (40) , Encyclopedias (2), Drawing Equipment for classes (3)

### **Administrative:**

Office Computers (7), Office Printers (2), Health Kit (1), Photocopy (1), Desktops (17), Files (25), Tables Cabinets (5), Water Source (1), Air Conditioners (2), Central Air Conditioning Unit – 10 Tons (2) , Equipment for Laminating (1) Conference Tables (1), Fire Extinguishers (3), Emergency Lights (9), Bulletin Board (1) Security Cameras (8), Security Monitors (2), Telephones (2), Refrigerator (1), Microwave (1) .

### **PROCEDURE FOR STUDENT COMPLAINT** - (Item 30)

Caribbean Forensic & Technical College publish and adhere to a procedure for handing student grievances. It is the institution’s responsibility to respond to student complaints and grievance in accordance with the school’s grievance policy. The complaint should be brought to the attention of the institution in an informal fashion. Many issue can be handled quickly and informally once the institution is aware of the concern or issue.

If the problem cannot be resolved informally, the complainant should follow the formal complaint process of the CF&TC. It is important to keep records and documentation that provide evidence of the problem and the complainant’s effort to solve it through the institution’s internal process

### **Academic Matters**

If the student has a complaint relative to academic matters, he/she must take the matter to the pertinent professor to achieve a satisfactory settlement. In case where no settlement is achieved, the student must take the complaint to the Academic Director. If After that there is still no resolution that is satisfactory to him/her, the complaint can be taken to the Director of the College.

### Administrative Matters

If the student has complaint relative to administrative matters, he/she must refer it to the Director.

### Matter Related to Sexual Harassment

If the student has complaint relative to sexual harassment, he/she must bring it to the attention of the Directors as specified in the procedure in the Policy for Sexual Harassment of the institution.

This procedure apply to all students enrolled in Caribbean Forensic & Technical College that complaint against other student, faculty member or staff member.

### Formal Procedure:

1. To received formal consideration, all complaints must be submitted in writing, describing the nature of the allegation, this is in the case a student is unable to achieve a satisfactory resolution using the informal direct discussion approach recommended. To do so student must complete and

sign a Student Complaint Form (available in the institution), recording the concern and documenting the student's desired resolution

2. Caribbean Forensic & Technical College will act within 15 days after the receiving the file of the complaint, and will arrange to meet with the student two (2) working days of the date of the written complaint. If a satisfactory resolution is achieved during the meeting, the resolution plan is implemented and the complaint committee will follow up to ensure the resolution plan satisfactorily resolves the concern.
3. The complaint committee will meet briefly with the student to close the concern and record in the Student Complaint Form a description of the mutually satisfactory outcome of the resolution. The student and the complaint Committee will sign the declaration. This declaration will be given to the student and a copy will be filed in the student's academic file.
4. The Complaint Committee consist of:
  - a. Academic Director
  - b. Two (2) Faculty Members

The student may appeal the decision of the officers of the institution to the Director of the Institution. The appeal must be made in writing, on or before five (5) days after receiving the decision. In cases related to sexual harassment, the appeal has to be made in accordance with the institutional Policy for Sexual Harassment.

## STUDENT COMPLAINT GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools  
And Colleges  
2101 Wilson Blvd./ Suite 302  
Arlington, VA 22201  
(703) 247-4212

A copy of the Commission's Complaint Form is available in this Catalog Page 56

### STUDENT COMPLAINT "EXHIBIT"

The primary purpose of the Commission is to establish and maintain high educational standards and ethical business practices among its accredited institutions. The Standards of Accreditation form the basis upon which the Commission makes all assessments regarding educational quality and are available for public review on the Commission's website at [www.accsc.org](http://www.accsc.org).

Institutions that are accredited by the Commission must have a published procedure and operational plan for handling complaints. Complainants are encouraged first to avail themselves of the school's complaint procedures. If you feel that the school has not adequately addressed a complaint or that the school is not in compliance with accreditation requirements, you may file a complaint with the Commission in accordance with the following:

1. All complaints must be received by the Commission in writing.
2. In order for a complaint to be processed, it should contain:
  - a. The basis for any allegation of noncompliance with ACCSC standards or requirements;

- b. All relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any documents or materials that support the allegations, when available; and**
- c. A release from the complainant authorizing the Commission to forward a copy of the complaint, including the identification of the complainant, to the school. This can be achieved by completing and submitting page 2 of this Complaint Form. This form is available on the ACCSC website.**

**Upon receipt of a complaint filed in accordance with the aforementioned format, the Commission will forward a copy of the complaint to the school for a response. Schools are given a period of time upon receipt of the complaint to prepare a response addressing the alleged areas of non-compliance with the Commission's requirements. The Commission may determine, based on a review of the school's response, that the school has adequately addressed the concerns raised in the complaint and is in compliance with the Standards of Accreditation. In all cases, both the school and complainant are notified of the final disposition of the complaint. Although one possible outcome of the complaint process may be the resolution of a dispute between parties, the Commission does not act as an arbitrator.**

**The Commission's primary responsibility in reviewing complaints is to ensure that member schools remain in continuous compliance with accreditation requirements. The Commission will not intervene on behalf of individuals in cases of disciplinary action or dismissal or review decisions in such matters as admission, graduation, fees, and similar points unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of an applicant or an accredited school.**

**If you do not return a completed complaint form, your complaint may not be processed by ACCSC. If you have any questions, please feel free to contact the Commission office at (703) 247-4212.**

**ACCSC COMPLAINT FORM**  
**Accrediting Commission of Career Schools and Colleges (ACCSC)**

Complainant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Start date: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School City: \_\_\_\_\_ State \_\_\_\_\_ : Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**INSTRUCTIONS**

1. Please review this form in its entirety. For further information on ACCSC's procedures for handling complaints, please visit the Commission's website at [www.accsc.org](http://www.accsc.org).
2. Please attach a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved. If available, please include copies of any documents or materials that support the allegations set forth in the complaint. Please note that ACCSC will only process complaints that reasonably show that a school may not be in compliance with accrediting standards or requirements.

**STATEMENT GRANTING PERMISSION TO FORWARD COMPLAINT TO SCHOOL**

I certify that the information I have provided is correct to the best of my knowledge and hereby grant the Commission permission to forward the complaint to the school for a response.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

The response and the complaint will be kept on file for future reference.

**SUBMIT TO:** Executive Director  
Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302

Arlington, Virginia 22201

**(item 28) CARIBBEAN FORENSIC & TECHNICAL COLLEGE**  
**ACADEMIC CALENDAR- 2019- 2020-REVISADO (2)**

<b>1. SEMESTRE</b>	<b>(A)</b>	<b>8 DE ENERO 2019 (K) – 25 DE MAYO 2019 (S)</b>
Sección I		8 de enero 2019 (K) al 16 de marzo 2019 (S)
Sección II		18 de marzo 2019 (L) al 25 de mayo 2019 (S)
	<b>(B)</b>	<b>18 DE MARZO 2019 (L) – 5 DE AGOSTO 2019 (L)</b>
Sección I		18 de marzo 2019 (L) al 25 de mayo 2019 (S)
Sección II		28 de mayo 2019 (K) al 5 de agosto 2019 (L)
<b>2. SEMESTRE</b>	<b>(A)</b>	<b>28 DE MAYO 2019 (K) – 28 DE OCTUBRE 2019 (L)</b>
Sección I		28 de mayo 2019 (K) al 16 de agosto 2019 (L)
Sección II		27 de agosto 2019 (K) al 28 de octubre 2019 (L)
	<b>(B)</b>	<b>27 DE AGOSTO 2019 (K) – 27 DE ENERO 2020 (L)</b>
Sección I		27 de agosto 2019 (K) al 28 de octubre 2019 (L)
Sección II		29 de octubre 2019 (K) al 27 de enero 2020 (L)
<b>3. SEMESTRE</b>	<b>(A)</b>	<b>29 DE OCTUBRE 2019 (K) – 25 DE MARZO 2020 (Mi)</b>
Sección I		29 de octubre 2019 (K) al 27 de enero 2020 (L)
Sección II		28 de enero 2020 (K) al 15 de marzo 2020 (Mi)
	<b>(B)</b>	<b>28 DE ENERO 2020 (K) – 28 DE MAYO 2020 (J)</b>
Sección I		28 de enero 2020 (K) al 25 de marzo 2020 (Mi)
Sección II		26 de marzo 2020 (J) al 28 de mayo 2020 (J)

<b>DIAS FERIADOS 2019</b>			
1 de enero (K)	Año Nuevo	2 de sept. (L)	Día del Trabajo
6 de enero (D) – (L)	Día de Reyes	14 de oct. (L)	Día de la Raza
21 de enero (L)	Martin Luther King	11 de nov. (L)	Día del Veterano
18 de febrero (L)	Día de los Pres., Próceres de P.R.	19 de nov. (K)	Desc. de P.R.
22 de marzo (V)	Abolición Esclavitud	28, 29 de nov. (J,V)	Acción de Gracias
18-19 de abril (J-V)	Jueves y Viernes Santo	24 de dic. (K)	Noche Buena



27 de mayo (L)	Recordación	25 de dic. (Mi)	Navidad
4 de julio (J)	Independencia E.U.	21 de dic. a 6 de ene. 2020	Receso de Navidad