



UNIVERSIDAD  
ANA G. MÉNDEZ

**UAGM**  
Recinto Online



## GRADUATE CATALOG

2019 -2020

Creating presence  
in the distance

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# Catalog Disclaimer

Notwithstanding anything contained in this Catalog, Universidad Ana G. Méndez Online Campus, reserves the right, wherever it deems advisable: (1) to change or modify its tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirements in connection with the foregoing, and (3) to change or modify any academic or other policy. Changes in information in this Catalog and new academic regulations will be published each session as applicable.

It is the responsibility of each student to ascertain current information that pertains to the individual programs particularly with regard to satisfaction of degree requirements, through frequent reference to the Catalog and its addendum the webpage , and by [UAGM Online](#) consultation with the Counselor, the Vice Chancellor Vice-Chancellor of Student Affairs, and other appropriate offices such as the Registrar or Financial Aid. In

preparing this catalog, efforts are made to provide pertinent and accurate information; however, UAGM Online Campus assumes no responsibility for Catalog errors or omissions. An electronic copy of this Catalog is available at [UAGM Online Catalog](#)

The rules of our institution prohibit discrimination for reasons of gender or sex, among others.

Therefore, for the purpose of this document, all terminology used to refer to a person or position refers to both genders.

**Diversity**  
enriches us as  
human beings  
because it  
enables us to  
view life from a  
wide range of  
possibilities.

# Notice of Nondiscrimination

Universidad Ana G. Méndez Online Campus does not discriminate on the basis of sex in the education programs or activities it operates; and it is required by Title IX not to discriminate in such a manner.

Title IX Coordinator for students, parents or guardians, employees and applicants for admissions and employment.

**Contact  
Information  
for  
assistance:**  
Ms. Grisel

Vega Agosto, C.P.L.

PO Box 21345 San Juan, P.R. 00928-1345

Telephone: (787) 288-1118, ext. 5683

Email: [calidaddevida-uv@suagm.edu](mailto:calidaddevida-uv@suagm.edu)

# UAGM RECINTO ONLINE

**Universidad Ana G. Méndez**

**Carr. PR-176, Km 0.5,  
Sector El Cinco. San Juan, PR 00926**

**Telephone:**

**787-288-1118**

**Postal address:**

**PO Box. 21345 San Juan, Puerto Rico 00928-1345**

**Website:**

[agmonline.suagm.edu/](http://agmonline.suagm.edu/)

**Email:**

[graduateonline@suagm.edu](mailto:graduateonline@suagm.edu)



## General Information

The students are responsible for reading and understanding the policies and regulations as well as the general requirements for degrees, academic distinctions and any other content that may affect them. The information, policies and program requirements contained in this catalog are subject to continuous review and change without notice. All updates will be posted on the University Web Page.

This catalog is published in English by portal:

[agmonline.suagm.edu/es/catalogos](http://agmonline.suagm.edu/es/catalogos)

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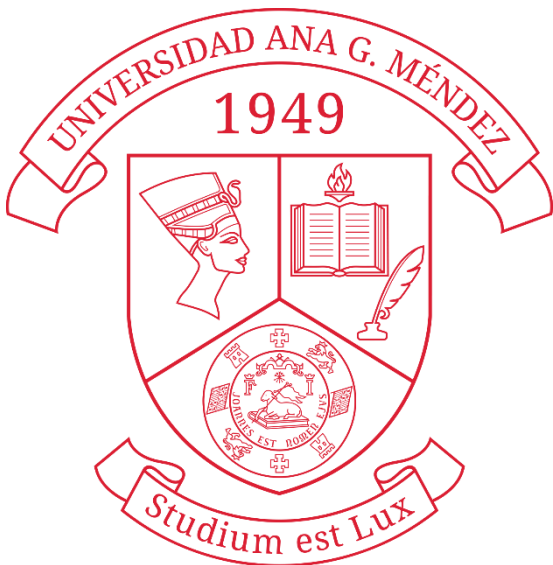
# Licensure and Accreditations



Consejo de Educación  
de Puerto Rico  
PO Box 19900  
San Juan,  
PR 00910-1900  
Tel. 787-641-7100



Middle States Commission  
on Higher Education  
3624 Market Street,  
Philadelphia,  
PA 19104-2680



National Council For  
State Authorization  
Reciprocity  
Agreements  
(NC-SARA)  
<https://www.nc-sara.org/>

Ana G. Méndez University - Online Campus has been approved by the Puerto Rico Board of Education to participate in the reciprocity agreement between the states to offer distance education programs and courses.

NC-SARA is a voluntary agreement that allows Ana G. Méndez University - Online Campus to offer its programs and courses without having to undergo the licensing (approval) process in each authorized state in which it is interested in promoting its academic offer.

For more information on NC-SARA visit:  
<https://www.nc-sara.org/z>



International  
Association for  
Continuing  
Education &  
Training (I.A.C.E.T)

Ana G. Méndez University is accredited as an authorized provider of Continuing Education by the International Association of Continuing Education and Training (IACET) until 2023.

*Universidad Ana G. Méndez (UAGM) has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET),*

*1760 Old Meadow Road, Suite 500, McLean,  
VA 22102;  
Tel: (703) 506-3275.*

A description of the disability services, auxiliary aids and the procedures for filling a grievance regarding disability or discrimination issues are available in the Student Handbook. The information included in this catalog is subject to change.

## Physical Facilities

UAGM is a 100% online institution, where all teaching and learning is conducted via the institution's Blackboard Learning Management System. The institution's physical facilities are located at:

**Carr. PR-176, Km 0.5,  
Sector El Cinco  
San Juan, PR 00926**

**Telephone No.: 787-288-1118**

**Postal address:  
PO Box. 21345  
San Juan, Puerto Rico 00928-1345  
Website: [online.uagm.edu](http://online.uagm.edu)  
Email: [graduateonline@suagm.edu](mailto:graduateonline@suagm.edu)**

UAGM staff and faculty have designated office equipment to conduct their work online. The equipment consists of a desktop computer equipped with a complete suite of software and plugins, as well as audio/ video peripheral equipment including a webcam, microphone and speakers to conduct web conferencing sessions. Faculty and staff have telephone and fax services, as well. All staff and faculty have their own unique credential to login to Blackboard Learning Management System and the institution's Banner Student Information System not conduct matters related to students.

## Chancellor Message

At the Universidad Ana G. Méndez (UAGM) Online Campus we take pride in meeting and exceeding in our students' expectations through the highest level of education and student commitment.

For 70 years, the UAGM has changed the lives of thousands of students through education. Since 2011, the online campus, has been an instrumental part of this change; making education available and accessible to local and international students.

The UAGM Online Campus allows students to learn new skills, prepare themselves for a brighter future and become productive members of society. Through the use of technology and a sound academic curriculum, online students can

achieve all of these goals virtually from *any* place. This allows UAGM's students to progress towards their goals without having to compromise any of their other daily obligations.

We also thrive constantly in developing new academic programs with innovative educational models and cutting-edge instructional design; promoting the integral formation of our students. Our campus, the most recent accredited institution of UAGM, showcases an academic offering which is constantly growing and meeting the demand of innovative and varied specializations.

I encourage you to explore our campus and become a part of our community.



**Best,**

**Gino Natalicchio,  
Ph.D.  
Chancellor  
UAGM Online Campus**

# University Description

## Purpose

The Universidad Ana G. Méndez (UAGM) the fourth and first distance education institution, of the Ana G. Méndez University System (UAGM). It will work under the strategic plan known as UAGM Vision 2015 which states the following: “Towards 2015 Ana G. Méndez University System (UAGM) will be recognized as an institution of excellence in education, research and service, with great responsibility and community appropriateness and a growing global projection.

UAGM will stand out as the fundamental community of ideas of our country, serving as a venue for the deliberation and formulation of solutions that will satisfy the needs and development of Puerto Rico, and the World.

UAGM will be characterized as a transforming entity, one of constant innovation and great financial strength, centered in the human being as the fundamental purpose and active source, making effective use of its technological, physical, and management resources in support of its mission and of its qualitative development”

Ana G. Méndez University System and its institutions, among them, UAGM, will run all their operations, actions and initiatives of academic, student and administrative development, in application and strict implementation of the following institutional values as rules and parameters of organizational conduct.

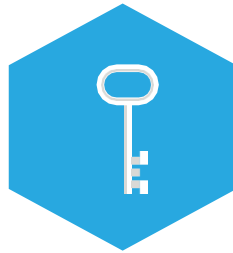


# Institutional Values



## Excellence

as the highest ambition in all its affairs related to education, research and service.



## Freedom

of ideas and expression as the fundamental structure of the search and diffusion of knowledge.



## Respect

for diversity and dignity of the human being.



## Integrity

in all its actions as an educational entity.



## Equity

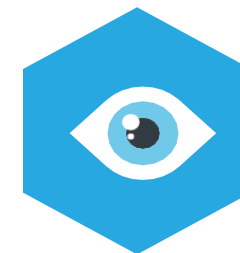
acknowledging the value of education as an instrument to access better opportunities and develop the full potential of the human being.



## Innovation

continuously guaranteeing the relevance of its programs and services.

**Social Responsibility**  
Towards the needs of the community, the country, and humanity of which we are part.



UAGM has been recognized as a higher education institution that has brought leadership in the integration of new technologies to the instructional component, directed towards the development of distance education. Dr. Eloy Recio Ferreras states in his book, *Presence in Distance Education*, “this institution and its three universities has been the pioneer in the use of technology as a learning tool.” UAGM has integrated the use of technology to its

instructional methodology since the 70’s, through the conception of the External University Education System (SEDUE, by its Spanish acronym) in 1977, and the Televised Studies Center (CET, by its Spanish acronym) in 1978. The element that distinguished CET was the team of course developers, assembled by content experts, designers, script writers, educational consultants, and production crew.

## Historical Background

WMTJ-Channel 40 was created in 1985, the first and only educational television station on the island licensed to a local University. WQTO – Channel 26 was established in 1986 to cover the southwestern part of the Island. Another pioneering alternative in Puerto Rico emerges from UAGM as interactive television, the first Interactive Television Fixed Service (ITFS), recently renamed Educational Broadband Service (EBS). The one and only transmitting network of closed-circuit microwaves that cover 95% of the Island, including the Municipalities of Vieques and Culebra.

The acknowledgement of UAGM leadership has lived through time. Dr. Juan Meléndez points out in his book, *The Power of Distance Education*, that “presently, the Ana G. Méndez University System is one of the largest institutions of distance education in Puerto Rico”.

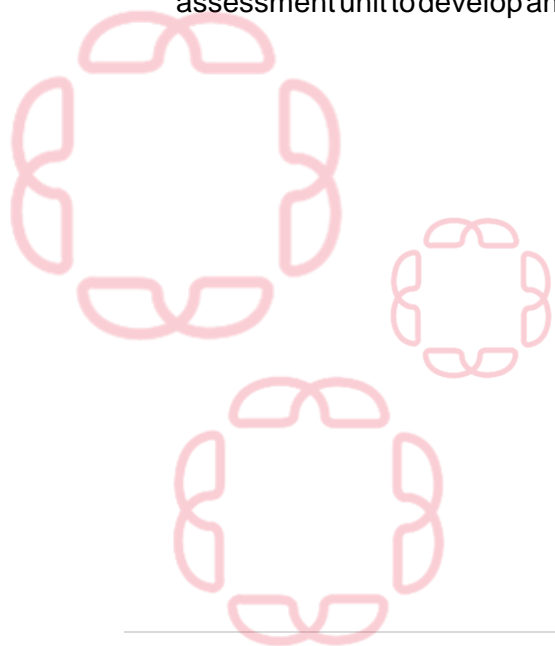
UAGM is following its 2015 vision of advanced technologies and global reach. In 2001, the institution acquired Blackboard as the official course management system for the development of Web based distance education.

UAGM is an institutional entity dedicated particularly to the development, offering and management of distance academic programs at the undergraduate and graduate levels, as well as other educational projects and distance education initiatives. In addition, the UAGM has the faculty to offer programs, courses and certifications through continuing education, in the distance mode. The Institution acknowledges that distance education is the educational alternative planned for the design of interactive, dynamic and social learning environments, available 24 to 48 hours, aimed at a student population that is diverse, massive and dispersed. The educational mode is mediated by the information and telecommunication technologies, traditional and innovative, that contribute to the construction of knowledge and the exchange of information through new methods of synchronous and asynchronous interactivity.

UAGM is equipped with the necessary technological infrastructure and has the responsibility of training faculty members, certify them as distance educators and manage the publication of online courses. The professional development process of certifying faculty member as distance educator combines sequence of workshops addressed to enhance learning concepts and skills development required to work as instructor of an online distance education course.

# Institutional Goals

1. Promote academic competency-based online programs adjusted to the demands of the local and international market.
2. Diversify the academic offerings through the design of bilingual programs for undergraduate and graduate levels.
3. Offer continuing education opportunities in non-traditional educational environments for students' professional development and the community in general.
4. Promote an academic environment that provides opportunities for progress, continuing professional development and participation in institutional processes.
5. Provide the essential tools to ensure that students achieve their goals and obtain their desired degree.
6. Establish an academic and institutional assessment unit to develop and apply continuous improvement plan for quality standards and institutional processes.
7. Strengthen the Student Services online program ensuring support and feedback in approximately 24 to 48 hours.
8. Promote institutional values in initiatives and academic, student and administrative processes.
9. Develop community projects and programs that promote a better quality of life for the populations we serve.
10. Maximize the use of technological infrastructure associated with online courses and student services.
11. Identify emerging technologies to upgrade procedures and provide efficient and innovative services.



# Mission and Vision Statements

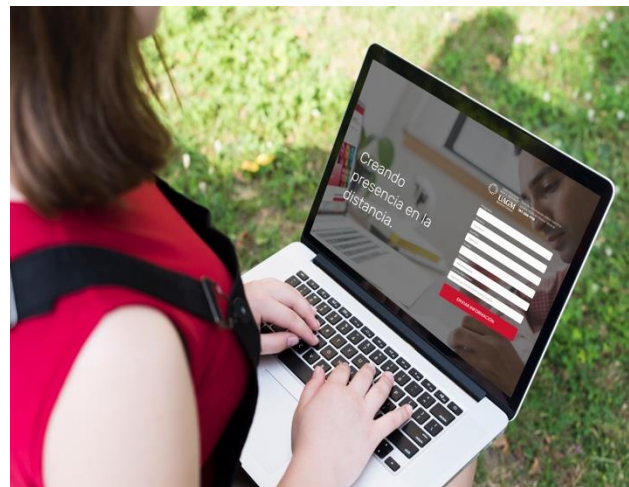


## Our Vision

The Universidad Ana G. Méndez will be recognized, locally and internationally, as the first Puerto Rican Distance Education University with the highest standards of quality and academic excellence. The institution will contribute to the social and economic development of Puerto Rico. In addition, UAGM will be recognized, for its educational services to Hispanic communities in the United States and Latin America.

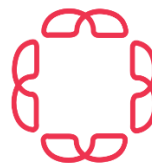
## Our Mission

The Ana G. Méndez University is a non-profit distance learning institution of higher education that offers an alternative to traditional education through emerging technologies. It enacts an inclusive philosophy of respect for diversity. The institution offers and awards undergraduate and graduate academic degrees and continuing education certifications, all designed to promote the development of competencies and the holistic formation of the local and international community.





## Governance



Sistema Universitario  
Ana G. Méndez

Sistema Universitario Ana G. Méndez Incorporado

## Board of Directors

- Félix Rodríguez Schmidt, MD, Permanent Board Member / Board Chair
- Dr. René A. Soto Torres, DBA, Board Member / Board Vice Chair
- José F. Méndez Méndez, Permanent Board Member / UAGMS President
- José F. Méndez González, Dr.H.C, Permanent Board Member / UAGMS President Emeritus
- Héctor Jiménez Ramírez, MA, Board Member
- Mr. Ramiro Millán Catasús, Board Member
- Mr. Rafael A. Nadal-Arcelay, Esq., Permanent Member
- Dr. Herminio Martínez, Permanent Member
- Wilfredo Cosme Ortiz, Board Member
- Mrs. Rita DiMartino, Board Member
- Delia Castillo de Colorado, Esq., Board Member
- Dra. Migdalia Torres Rivera, Board Member

## Administration

The administration of the Universidad Ana G. Méndez is committed to excellence in academic and student services. The administrators and faculty bring their experience to designing and delivering higher education programs.

## Management Group

- **Chancellor-** Gino Q. Natalicchio, Ph.D.
- **Vice-Chancellor-** José E. Maldonado Rojas, Ed.D.
- **Acting Vice-Chancellor of Administration-** Nilsa Rodríguez Martorell, M.B.A.
- **Vice-Chancellor of Student Affairs-** José D. Martínez Agosto, M.H.R.
- **Acting Associate Vice-Chancellor of Licenses and Accreditation-** José E. Maldonado Rojas, Ed.D.

## Administrative Officers

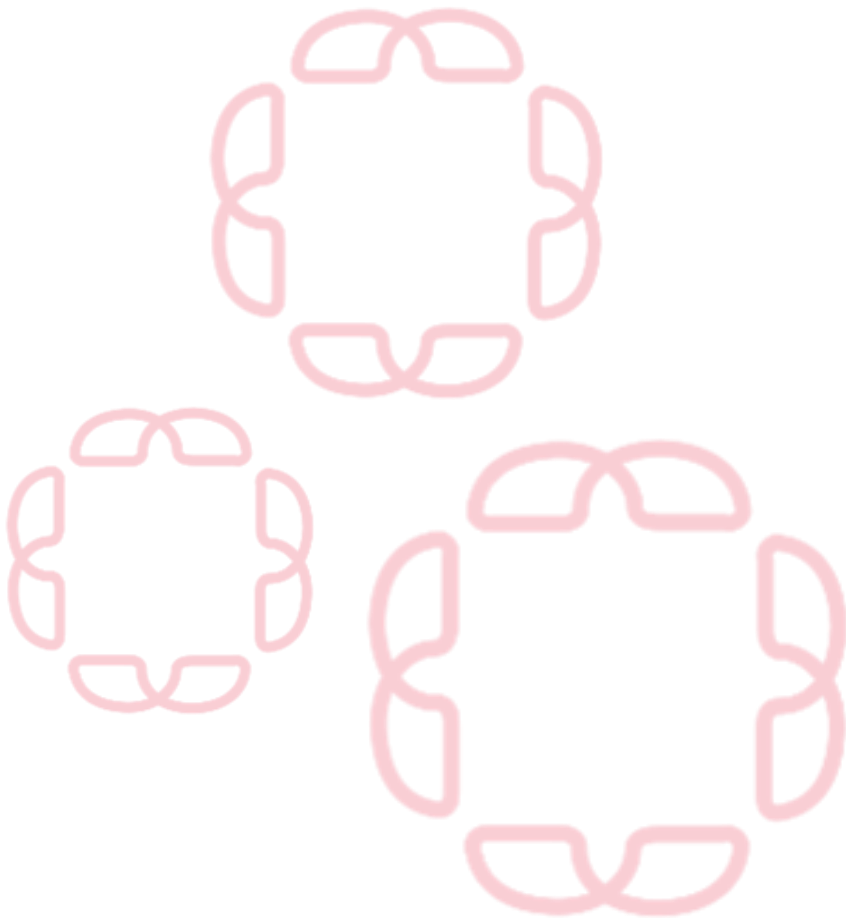
- **Director of Faculty-** Denisse Colón Rodríguez, M.Ed.
- **Director of Assessment and Research-** Dennise Rivera Burgos, M.A.
- **Registrar-** Jessie Pérez de Jesús, B.B.A.
- **Director of Financial Aid-** Eduardo C. Vera, M.B.A.
- **Bursar-** Johjan M. Báez Fuentes, M.B.A.
- **Director of Retention -** Sharon Correa Ramos, M.B.A.
- **Admissions Director –** Marilys Rivera Díaz, M. A.
- **Counselor-** Grisel M. Vega Agosto, CPL
- **Instructional Designer-** Eileen Hernández Torres, M.A.
- **Instructional Designer-** Sulynet Torres Santiago, Ed.D.
- **Instructional Designer –** Rodolfo Fernández Padilla, M.Ed.
- **Instructional Designer-** Keren Canales Quiles, M.Ed.
- **Learning Management System (Blackboard) Administrator-** Wilmar Díaz Urrutia
- **Chancellor Administrative Assistant-** Wanda García Nieves
- **Vice Chancellor Administrative Assistant-** Vacant

## Academic Board

The Academic Board of the Universidad Ana G. Méndez regulates all academic aspects of the Institution. It recommends relevant regulations regarding faculty, curricula, educational projects and other educational innovations.

## Administrative Council

The Administrative Council of Universidad Ana G. Méndez is the legislative body that establishes the Institutional policy of the college in accordance with the statutes of the Ana G. Méndez University System, as established by its Board of Directors.



# Admissions Requirements

UNIVERSIDAD  
ANA G. MÉNDEZ

**UAGM**  
Recinto Online

# Admissions Policy

Applicants seeking admission to the UAGM graduate programs must meet the following requirements:

## General Admission Requirements

1. Successfully completed a Bachelor's Degree.
2. An undergraduate grade point average (GPA) of 2.75 or more.
3. Submit corresponding application fee of \$25.00 with completed application. (Only applies to residents of Puerto Rico and international students, does not apply to residents of the Continental United States).
4. Submit official transcript from the accredited university where Bachelor's Degree was obtained.
5. Submit two (2) letters of recommendation from previous professors, counselors, deans or supervisors.
6. Send by e-mail a full color front and back copy of a valid identification (government issued ID) with a photo to evidence an address where the applicant resides. This ID can be:
  - a. Driver's License
  - b. Citizenship card or certificate of citizenship (International Students).

## Conditional Admission

A student who applies for admission and submits a student copy of his college transcript, but otherwise complies with the admissions requirements for the program of study, in which he is applying, will be granted conditional admission.

Incoming students shall submit official documentation within 56 calendar days from the beginning of the course to complete the student's records. If students do not submit the required documentation the admission and enrollment will be canceled.

If a student does not comply with the GPA for any of the programs, bachelor in the area of interest or read mission, he will be referred to thread mission committee. The committee will only evaluate students whose GPA is between 2.50 and 2.74.4.

**Federal financial aid is not available to conditionally admitted students**

# Specific Program Admission Requirements

In addition to complying with the general admissions requirements, for certain programs, the applicant must comply with the specific program admission requirements.

- A. Students interested in any of the majors in the master's degree in Business Administration must have completed a bachelor's degree in the same area of specialization or completed 3 credit hours in accounting. If this prerequisite is not met the student must enroll in the course ACCO 500 (remedial). ACCO 500 will not count for the student's cumulative grade point average. If the student does not wish to take the course he must sign a waiver.
- B. The applicant to the Masters in Science in Environmental Management with a specialization in Environmental Planning must satisfy in addition, the following requirements:
  - a. Have obtained a Bachelor of Science degree from an accredited university with a minimum cumulative GPA of 2.75.
  - b. Have obtained a Bachelor's degree in any other discipline at an accredited university with a minimum cumulative GPA of 2.75, provided that the student successfully completed the following courses: mathematics (6 credit hours), biology (8 credit hours), chemistry (8 credit hours), physics (8 credit hours) and sciences (3 credit hours).
  - c. Have completed the following introductory courses: computers (3 credit hours), economics (3 credit hours), sociology (6 credit hours) and statistics (3 credit hours).
- C. Applicants to the master's program in Teaching English as a Second Language must meet the following additional requirements:
  - a. Successfully completed a Bachelor's Degree in Education from an accredited university with a GPA of 2.75.
  - b. A video conference interview in English.
  - c. Write an essay in English. Students who do not have a Bachelor's Degree in Education must meet the following additional requirements.
  - d. Successfully completed a Bachelor's Degree in any other discipline from an accredited university with a GPA of 2.75.
  - e. 12 credits in English and 12 credits in Education.
- D. The Admissions Committee reserves the right to require an applicant to complete certain undergraduate level courses as a requirement for conditional admission to a program.

## Readmission

In order to seek readmission, the student must have been absent from the Institution for at least one academic term (summer sessions do not count as interruptions). They must also comply with:

- The Satisfactory Academic Progress Norm
- Admission Requirements
- Curriculum standards, policies and procedures, which apply.

## Transfer Students

1. Submit an official college transcript in which evidences that the student has satisfactorily completed at least six (6) credit hours at the institution where the student attended.
2. Compliance with the current requirements of the program of study in which the applicant is seeking admission.
3. Transfer students must have a grade point average (GPA) of 3.00.
4. Transfer students must complete a minimum of twenty-four (24) credits of residence at their program at the UAGM.

## Admission Requirements for International Students

1. The same admission, readmission or transfer requirements apply to international applicants.
2. Students must provide a copy of the university catalog (digital) from the university with they attended, if necessary.
3. If the student cannot send his official transcript, he must send a notarized copy.
4. The UAGM will work equivalence degree of the country of origin to the equivalent of the United States (US) by the evaluation of foreign credentials. Free of Cost.
5. Students will have a period of 56 calendar days to submit their documents from the beginning of the course to complete his file. If the student does not submit the required documentation, admission and enrollment will be canceled.

## Admission Requirements for Transitory Student and Special Students

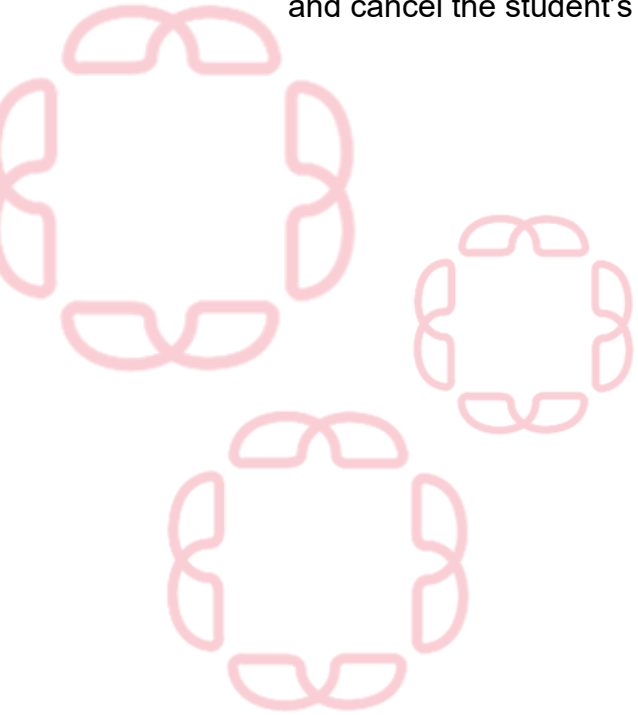
1. If the applicant is enrolled at another university, he must present a special authorization to enroll in courses at Universidad Ana G. Méndez. That authorization must demonstrate that the courses the student wishes to take at Universidad Ana G. Méndez are applicable to their studies at the home institution. The authorization shall be valid for one academic semester or corresponding summer session. No individual authorization is required if the student's enrollment at Universidad Ana G. Méndez is pursuant to an effective consortium or contractual agreement.
2. The applicant must comply with course requisites according to current academic standards at the institution.
3. Transitory students, who wish to change their status to a regular, enrolled student, must satisfy all current admissions requirements at the institution and for the program of study in which the student plans to enroll.
4. The student's admission status will change from transitory to transfer student once all requirements are met.
5. If the applicant has a master's degree and wishes to take courses at the institution but is not interested in obtaining another degree, he must provide an official college transcript from the university at which the student earned a master's degree.
6. The applicant must comply with general and course admissions requisites according to current academic standards at the institution.
7. A student classified as a special student cannot apply for graduation.

## Validation of Admission, Readmission or Transfer

1. Acceptance for admission, readmission or transfer to Universidad Ana G. Méndez shall remain valid for one academic semester or summer session of an academic year after the date on which admission, readmission or transfer is granted.



2. The applicant must meet all admission requirements by the deadline established by the academic calendar. An applicant who does not submit all of the required documents or does not meet all established requirements may be conditionally admitted. All missing documents must be submitted within 56 calendar days from the first day of classes. If not, the institution shall invalidate the admission, readmission or provisional transfer, and cancel the student's enrollment.



# Graduation Requirements

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Students at UAGM are eligible to obtain an academic degree after the completion of the following requirements:

1. Have completed all courses with A or B. Students can pass their core courses with C but not the specialization, electives and research courses.
2. The candidacy application form, completed by the date established in the academic calendar.
3. Successful Completion of all Program courses as determined by the institutions minimum grade requirements.
4. The prescribed number of credit hours with a grade point average of 3.00 or more.
5. Master Degree students will NOT be required to attend physically, or to have residence credits to be eligible for the degree.
6. Graduation applicants must have satisfied all their financial obligations to the Institution.
7. Graduation applicants will be subject to the rules and graduation requirements in the catalog of the year they expect to graduate. Master degree students must have a grade point average of 4.00 to graduate with honors.

Commencement exercises are held once during the academic year, at the end of the second semester. Students who fulfilled the requirements for a degree at the end of the first (1st) semester or the summer session must apply for a statement from the Registrar's Office, confirming the completion of requirements.

Graduates must claim their diplomas at the Registrar's Office no later than one year after graduation. The Institution will not be responsible for diplomas after that date.

## Access to Student Academic Records

The Universidad Ana G. Méndez complies with FERPA policy regarding the disclosure of information contained in student records.

**Deferment of Admission** - Upon request, the Admissions Office may defer admission to the following semester of the same academic year for which admissions was requested.

### Reserved Rights

In order to safeguard its goals and objectives, the Universidad Ana G. Méndez reserves the right to admit, readmit or enroll any student in any semester, session or class. As such, the University reserves the right to suspend a student temporarily or permanently.

#### *Important Note:*

Students should familiarize themselves with all rules, norms and regulations of the Institution through the Student Handbook, Student Regulations, and the Handbook of Academic Norms and Administrative Procedures. These publications are at the web site:

[UAGM Online](http://uagmonline.suagm.edu)

these documents provide the information and updates as to program requirements, academic policy changes, as well as other academic and administrative changes that may take place during your years of study at the Institution.

# Overview of Educational Delivery System

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## Overview of Educational Delivery System

Distance Education at UAGM is the new study mode or independent study process assisted by technology, with the purpose of promoting learning without limitations of location, occupation and schedules. This education mode is self-directed by the student, who must plan, and time manage in order to complete the study material and study assignments to meet the requirements of the selected courses in their program of study. This study mode is characterized, mainly by the physical separation of instructors; the use of information technology and communication (print, digitized material, audiovisual material, computer resources, other materials and media) for the instruction and interaction between instructor and students and students with each other; facilitating lifelong learning strategies and equal educational opportunities to the entire student population. UAGM has a broad academic offer available with distance education mode. It is ensured to students the educational quality and the provision of administrative services that go beyond geographic barriers and facilitates communication. For this, it is adequately used the direct service and personnel and the technology for development of new modes in the teaching learning process.

The UAGM provides an integrated portal with the technologies to support the proposed programs offered in an online delivery format. The online courses take place within the secure environment of Blackboard. It requires registered students to login into their courses using their UAGM unique login. Blackboard is an online platform providing a portal and a learning management system with synchronous and asynchronous online tools designed to allow student and faculty class interactions. All student unique identifying information such as interactions including discussion board postings, assignment submittals and quizzes have date, time and student identification information. UAGM Blackboard Learning Management System (LMS) is the platform used to deliver the online academic program. It provides the necessary functionality to correctly administer distance or online educational programs. It incorporates a solid environment for sharing and administering content, conduct online evaluations, follow-up with students, manage tasks and assignments, and conduct online collaborations.

The platform provides for the delivery of synchronous as well as asynchronous education. Asynchronous delivery is accomplished via discussion forums, course email, lessons, modules and exams and quizzes. The majority of course activities are designed for asynchronous delivery, which provides student with the greatest flexibility in fulfilling academic requirements. For synchronous mode of delivery, tools like whiteboard and desktop space sharing using a feature called Blackboard Collaborate allows faculty to deliver instruction in real time.

## Universidad Ana G. Méndez also has the following tools that support the delivery of the online courses

**Softchalk-** This program transforms academic content into HTML format that includes a wide variety of learning activities review. It also allows users to include assessment and evaluation tools that can be published to Blackboard Grade Center. Once students have reviewed and completed the activities included in the softchalk module, a completion certificate can be printed.

**Blackboard Collaborate:** The Blackboard Building Block allows you to schedule and join Blackboard Collaborate sessions from within Blackboard.

## Articulate Studio 360

**Presenter-** Quickly create Flash-based presentations and e-learning courses.

**Engage-** Easily add stunning interactive content to e-learning courses.

**Quizmaker-** Effortlessly craft Flash-based quizzes, assessments, and surveys.

**Video encore-** Converts videos into the popular flash video format.

**Snagit & Camtasia-** Snagit provides the tools needed to create eye catching images and short videos for easy sharing. It is an excellent tool to capture a section of a screen or a video. On the other hand, Camtasia helps to create professional videos easily. This program can record on screen activity, customize and edit content, add interactive elements, and share the videos or tutorials with anyone, on nearly any device. They both do video captures, Snagit is great for screen shots and Camtasia is great to create tutorials.

**Biosig-ID-** captures a user's unique movements: direction, speed, length, angle, height etc. as they draw and create their passcode using just a mouse or finger. Each time a user logs in their passcode is compared and only if the patterns match will the "legitimate user" gain access to the online activity.

**Courseval-** Web-based and mobile-based course assessment system. Surveying and evaluation software. It can be integrated to the Learning Management System (LMS).

**Respondus Lock Down Browser-** It is a specialized browser that provides a secure testing environment within the LMS. When the test begins the user's, desktop is locked and it is not possible to print, copy, navigate or access other applications. Increases security of online testing.

**Respondus Monitor-** is a supporting product which verifies the identity of each student. The tool lets us verify if the students are who they say they are.

**Respondus 4.0 -** Application for creating and managing exams that can be printed to paper or published directly to the LMS. This program allows users to transform tests done in Word format on Web delivery form. Enhances the assessment capabilities.

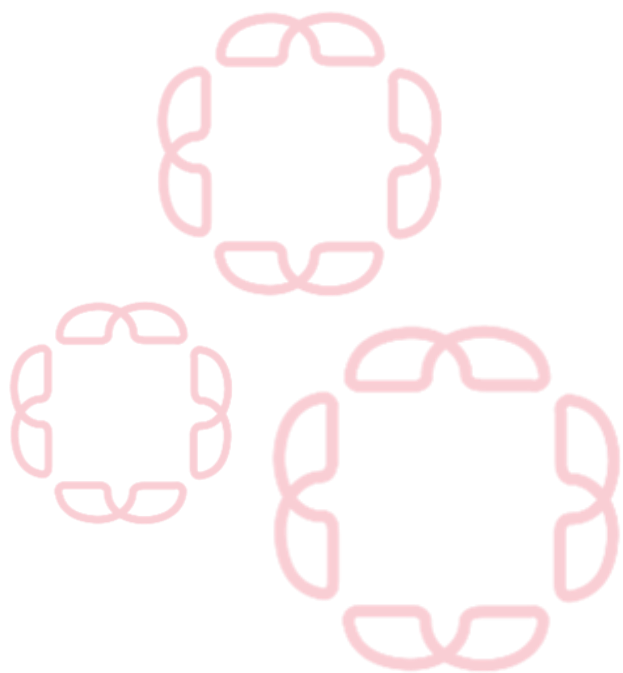
**Taskstream-** Learning achievement tool. Manage data that streamlines workflow and improves process. Provide custom workflow, data collection and reporting capabilities to support outcomes assessment initiatives that engage faculty, students and administrators.

**Blackboard Retention Center** -Provides an easy way for faculty to discover which students in the course are at risk. Based on preconfigured rules and rules faculty creates, students' engagement and participation are visually displayed, quickly alerting to potential risk. From the Retention Center, faculty can communicate with struggling students and help them take immediate action for improvement.

**NetTutor-** Is an online tutoring service that is integrated to the UAGM Blackboard platform. This online tutoring service is provided by teachers and tutors who have demonstrated interest in helping students succeed.

## Library Resources and Services

The library resources will be online through the UAGM web page, Library web page (including dictionaries, encyclopedias, newspapers, e-books, databases, translators, grammar) and education resource area. Online resources include full text resources in the form of MS Word, Excel, PowerPoint and PDF documents. In addition, the library resources will be available online through both, institutional website and the platform. Online and on ground students have the same access to all learning resources through institutional website [SUAGM Library](#).



# Technology Requirements

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# Supported End-User Technologies - Blackboard Learn 9.1 Q2 2018

For the best Blackboard Learning experience with your screen reader, it's required to have a computer and internet connection. The web browsers recommended are Firefox® and Jaws on a Windows® IOS and Safari® and Voiceover on a Mac® IOS. Visit the Accessibility topic to learn more about Blackboard's approach to accessible software.

## Supported Browsers

Blackboard supports five primary browsers for Learn releases. Links to the vendor sites for the browsers are included in this topic.

Run the browser checker to see whether Blackboard Learn supports your browser. To learn more about Blackboard's general browser support policy as well as information about JavaScript, Cookies, and other software, see the Browser Support Policy.

Browser	DESKTOP VERSIONS	BROWSER
Chrome3	49+	Supported
Edge1,3	20+	Supported
Firefox3	48+	Supported
Internet Explorer1	11+ (Windows Only)	Compatible2
Safari1	9+ (Mac Os Only)	Supported

1. WebRTC isn't presently supported on these browsers, so the Create Recording feature will not work on these browsers. Both Microsoft and Apple have expressed they intend to support this standard in the future, in both Edge and Safari, respectively. These browsers can play back recordings created by the feature without issue.

2. Microsoft ended active development for Internet Explorer in January 2016. Most features of Learn will work with IE11, so it is generally considered compatible. Some newer features in Learn may not, including Attendance and Create Recording. Reported issues isolated to Internet Explorer will not be resolved by Product Support. An alternative browser is recommended.

3. Google Chrome versions 42+, Mozilla Firefox versions 52+, and Microsoft Edge don't support NPAPI-type plug-ins, including Java plug-ins and many media browser plug-ins. Blackboard doesn't support these browsers for using embedded media types that require third-party NPAPI plug-ins for viewing

## Supported Mobile Browsers

Browser	Mobile Browser Versions	Learn 2016 Theme
Chrome	49+	Compatible**
Edge	20+	Compatible**
Firefox	48+	Compatible**
Safari	With iOS 7+	Compatible**

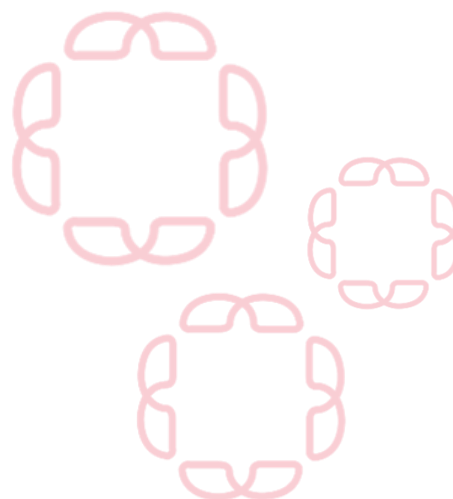
\*\* Modern mobile browsers are generally considered compatible when using the Learn 2016 system theme and user added materials are mobile compatible. Not all tools and workflows have been optimized for mobile use. Issues reported for tools that aren't yet optimized for mobile devices may be considered an enhancement request.

Blackboard App and Blackboard Instructor are supported native apps for mobile and tablet devices that interact with Blackboard Learn 9.1 servers. These apps may have their own device requirements.

### Tested devices and operating systems

A variety of devices and operating systems were used to test the supported browsers. Support is not limited to these specific

operating systems. The desktop browser versions above are supported regardless of the particular device or operating system on which they run.



<b>Operating systems used in testing</b>	Windows 7, Windows 8, Windows 10, Mac OS 10.11, Mac OS 10.12, Mac OS 10.13, Chrome OS
<b>Chrome OS tested device</b>	Chromebook (Chrome Browser; Features Requiring NPAPI Plug-Ins Are Not Supported).

Blackboard strives to make all its products as accessible as possible. JAWS 18 and 17 are used during accessibility testing of each Blackboard Learn release.

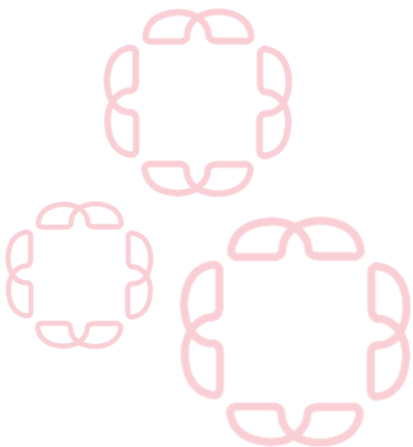
Analytics for Learn browser support.

Reports and visualizations available in Analytics for Learn are delivered via third party business intelligence tools from Blackboard partners, specifically Microsoft (Reporting Services) for embedded reports and Pyramid (Pyramid BI Office) for dashboard building. These products have their own commitments to browser support, and so the details below are subject to change based on product decisions made by our partners.

Analytics for Learn reports that display within the Learn interface are supported in all the same

browsers as Learn. Standalone Microsoft Reporting Services reports are also supported in the same browsers as Learn. Refer to the Microsoft website for more information on browser support for Microsoft Reporting Services.

To view Pyramid dashboards, an HTML-5 compatible browser is required. Older versions of Internet Explorer that have been deprecated by Microsoft are not compatible for viewing Pyramid reports. To build Pyramid dashboards, an NPAPI-compatible browser is required because the Pyramid builder uses the Microsoft Silverlight plugin. Google Chrome has deprecated NPAPI support, so this browser is incompatible. Firefox or Safari users must install and configure the Silverlight plugin to use it in their browser.



## UAGM Instructional Design Activity, Interaction, Subject Object, Technique and Tools

Instructional Event	Type of Interaction	Subject/ Object	Technique	Technological Tools
<b>Grab Attention</b>	Two-way	Professor- Student	Presentation of video clip, Group discussion	Video, Audio, Animation, Discussion forums, Chat (via Blackboard Collaborate),
<b>Facilitate Browsing</b>	Two-way	Professor- Student- Student- Content	Presentation of Tutorials	Multimedia application: Captivate
<b>Inform Learning Objectives</b>	Two-way	Professor- Student-Student- Content	Presentation of multimedia information	Multimedia applications: Articulate Presenter / Engage / Captivate
<b>Stimulate Previous Knowledge</b>	Two-way	Professor- Student- Student- Content	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web links, emails, Discussion forums
<b>Present information stimuli</b>	Two-way	Professor- Student	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web Pages, Emails, Discussion Forums
<b>Provide guided learning.</b>	Two-way	Professor- Student-Student- Content	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Webpages, Email, Discussion Forums.

<b>Increase Achievement</b>	Multi-directional	Professor- Student	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web pages, Email, Discussion forum
<b>Provide Feedback</b>	Multi-directional	Professor- Student-Student- Content	Direct Communication Assessment instruments	Tests. Messages (8b), Email, Discussion Forum
<b>Analyze the Process</b>	Multi-directional	Student- Content Student-Student	Case studies Research. Projects Group Work	Email, Discussion Forum, Chat (via Blackboard Collaborate), Digital, Drop Box
<b>Knowledge Creation</b>	Multi-directional	Student- Content Student-Student Student- Context	Case studies Research Projects Guided Questions Group Work	Email, Discussion Forums, , Chat (via Blackboard Collaborate), Digital Drop Box.
<b>Practice and application</b>	Multi-directional	Student- Content Student-Student Student- Context	Evaluations Projects Presentations Written Documents Research Projects	Text, Email, Discussion Forums, , Chat (via Blackboard Collaborate), Digital drop Box.

**Registration  
and other Related  
Procedures**



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The Registrar's Office is responsible for the maintenance of all official academic student records and for issuing transcripts, certifications, registration, diplomas and graduation certificates, as well as submitting or mailing the grade reports to students.

## Pre-registration

Pre-registration is the process by which active students have the opportunity to select the courses which they want to officially register during the registration process. The pre-registration period takes place during the second semester.

## Registration

The Vice-Chancellor for Student Affairs determines the registration procedures. Candidates for admission will not be able to register until they have received an official statement or admission. Detailed information explaining the registration procedures will be distributed in advance. Students are required to register on the dates established for their respective groups according to the registration schedule announced by the University.



## Student Contact Information

The students are responsible for maintaining contact information accurate and current. The principal mode of official communication from the Universidad Ana G. Méndez is via e-mail. The University will provide students with an e-mail address.

### *Important Note:*

Students should familiarize themselves with all rules, norms and regulations of the Institution through the Student Handbook, Student Regulations, and the Handbook of Academic Norms and Administrative Procedures. These publications are at the web site: [UAGM Online](http://agmonline.suagm.edu)

these documents provide the information and updates as to program requirements, academic policy changes, as well as other academic and administrative changes that may take place during your years of study at the Institution.

# Access to Student Academic Records

The Universidad Ana G. Méndez complies with FERPA policy regarding the disclosure of information contained in student records.

# Minimum Average Required for Graduate Schools

The minimum grade point average (GPA) for admission is 2.75.

# Deferment of Admission

Upon request, the Admissions Office may defer admission to the following semester of the same academic year for which admissions was requested.

# Reserved Rights

In order to safeguard its goals and objectives, the Universidad Ana G. Méndez reserves the right to admit, readmit or enroll any student in any semester, session or class. As such, the University reserves the right to suspend a student temporarily or permanently.

# Late Registration

Late registration will be held, if possible, before classes officially begin. Students who do not go through the pre-registration process, or who fail to attend registration on the assigned date, may register during the late registration period, provided there is space in the course sections they select. No student will be able to register after the period determined for late registration.

After the registration period, all courses will become a permanent part of the student's record. Students may ask the Registrar to cancel their registration by filling out the appropriate cancellation request forms in the **Student Portal**. [Mi UAGM](#)

**Registration is not complete until the student has:**

- a) Paid all charges and fees required by the Office of the Bursar.
- b) Delivered and completed all documents required by the Institution for admission.



# Academic Year Definition

The definition of an Academic Year at UAGM is 30 credits and 40 weeks. The Academic Year consist of a Fall and a Spring semester divided into smaller sessions called terms and a Summer semester that starts in May and finish at July. The Academic Year is part of a large Fiscal Year that runs from August 1 through July 31.

## Classification of Students

### A. By credit - Hours enrolled

- **Full time Students** – Those who have fulfilled the admissions requirements of the Institution and are carrying a program of six or more credit hours per semester in a program leading to a degree, diploma or certificate.
- **Half time Students** – Those who have fulfilled the admissions requirements of the University and enrolled in a program leading to a degree, diploma or certificate, but who are carrying three to five credit hours of work per semester.
- **Less than half time**- Those who have fulfilled the admission requirements of the University and enrolled in a program leading to a degree, diploma or certificate but who are carrying two credit hours of work per semester.

### B. By credit hours leading to a degree

- **First-year Students**- Those who have a completed a minimum of 3 to 12 credit hours at the University.
- **Second-year Students**- Those who have completed a minimum of 13 to 24 credit hours at the University.
- **Third-year Students**- Those who have completed a 25 or more credit hours at the University.

### C. By grade-point average

(See *Student Academic Status section*)

- Students on Academic Probation.
- Students on Academic Suspension.
- Students in Progress.
- Students in Academic Warning.

## D. By type of admission

1. **Regular Student-** Those who have fulfilled the admissions requirements of the Institution and are enrolled in a program of 12 or more credit hours per semester uninterrupted in a program.
2. **Readmission Students-** Those students who have interrupted their studies for at least one semester and wish to continue studying.
3. **Transfer Students-** Active or former students from an accredited post-secondary Institution.
4. **Special Students and Transitory Student -** Those Students who come to the Universidad Ana G. Méndez- with authorization from the institution or university they attend as regular students to take courses not leading to a degree, or any others who take courses not leading to a degree.

## Special Conditions and Regulations

1. Students who have registered with the maximum academic load permitted and need three more credits to complete the graduation requirements in the same semester will be allowed to take three additional credits with the authorization from the appropriate Vice-Chancellor of Students Affairs.
2. No student may have an academic load greater than six (6) credits. An academic load greater than six (6) credits will be permitted for students that are graduation candidates for the Summer and who have been authorized by the appropriate Vice-Chancellor of the Students Affairs. This academic load may not be greater than three (3) credits.
3. All students will be given a reasonable time to graduate or complete their selected concentration. However, the University will reserve the right to admit, readmit or register any student in any semester, session or class. For the same reasons, the University reserves the right to suspend a student temporarily or permanently.
4. Changes in Programs or Schedules a student may change his/ her program of study in accordance with the following rules:
  - a. The student must have the consent of the advisor in order to be processed the change at the Registrar's Office.
  - b. The Institution will make every reasonable effort to offer courses as announced, but it reserves the right to change the time schedule or to withdraw a course or courses.
5. Relocation of Students, at the end of the period for late registration, the Registrar may relocate students where elimination or re-scheduling of courses has taken place. Changes

of courses will be allowed with the recommendation of the Vice-Chancellor of Students Affairs. Such changes should take place on the dates appointed for such purposes in the academic calendar.

## Course Numbering System

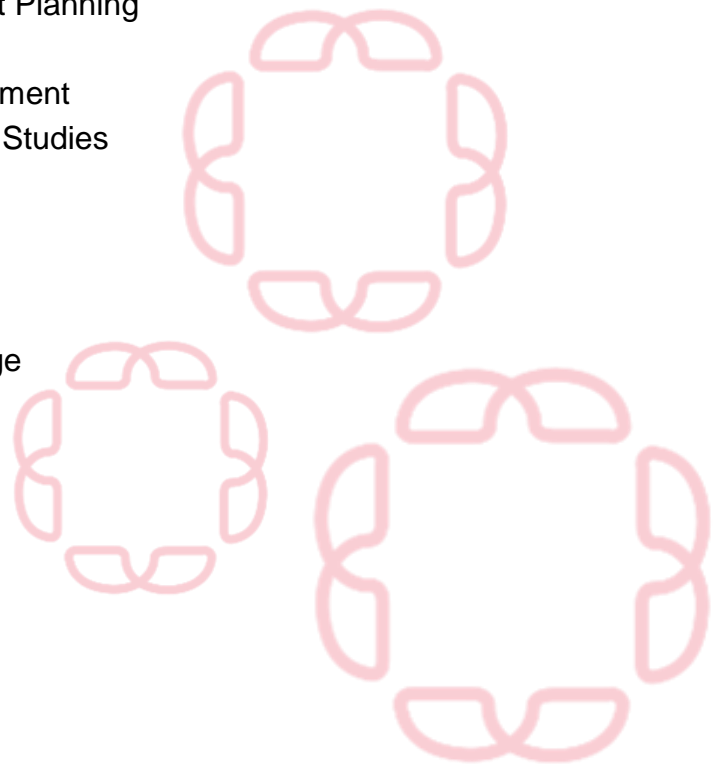
The following course numbering system is used by the UAGM.

- 050, 100 and 200 coded courses are lower level Bachelor's Degree courses.
- 300 and 400 coded courses are upper division Bachelor's Degree courses.
- 500, 600 and 700 coded courses are Master's Degree level courses.

## The Course Prefix

The course prefix is a four letter designator for a major division of an academic discipline, subject matter, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

- **ACCO** – Accounting
- **ADMI** – Administration
- **ECON** – Economy
- **ENMP** – Environmental and Management Planning
- **ENVI** – Environmental
- **ITMA** – Information Technology Management
- **FAES** – Food Agricultural Environmental Studies
- **FINA** – Finance
- **MARK** – Marketing
- **QUME** – Quantitative Methods
- **HURM** – Human Resource Management
- **TESL** – Teaching as a Second Language
- **EDUC** – Education



# Changes in Programs or Schedules

***A student may change his/her program of study in accordance with the following rules:***

- a) The student must have the consent of the advisor in order to be processed the change at the Registrar's Office.
- b) The Institution will make every reasonable effort to offer courses as announced, but it reserves the right to change the time schedule or to withdraw a course or courses.
- c) Relocation of Students, at the end of the period for late registration, the Registrar may relocate students where elimination or re-scheduling of courses has taken place. Changes of courses will be allowed with the recommendation of the Vice-Chancellor of Students Affairs. Such changes should take place on the dates appointed for such purposes in the academic calendar.

## Withdrawals

- Total or partial withdrawals are allowed during a part of term or Summer session as specified in the academic calendar, with the recommendation of the retention official, and processed by the Registrar's Office or you **Student portal. Mi UAGM.**
- Any student who is officially registered, and completes the required procedure for withdrawal, will receive a withdrawal (W) grade.
- Any student, who fails to complete the required procedure for withdrawing from a course before the stipulated date and whose absences exceed the maximum allowed, will receive a withdrawal failure (WF) grade.
- Total withdrawal is allowed Total withdrawal is considered in the case of a registered student who withdraws from 100% of his total course load.
- The deadline for voluntary total withdrawals is the day when classes end.
- The institution reserves the right to require a student to withdraw from any course or from the University, temporarily, for any of the following reasons:
  - a. Possibility of hazard to the health of the student or that of other students, if enrollment were continued
  - b. Refusal to obey regulations or serious misconduct on the part of the student.
  - c. Deficient academic work (below required are scholastic standards).

Students who withdraw from the Institution or finish their studies without settling their financial obligations will not receive graduation certificates, transcripts or diplomas.

## **Introduction and Purpose**

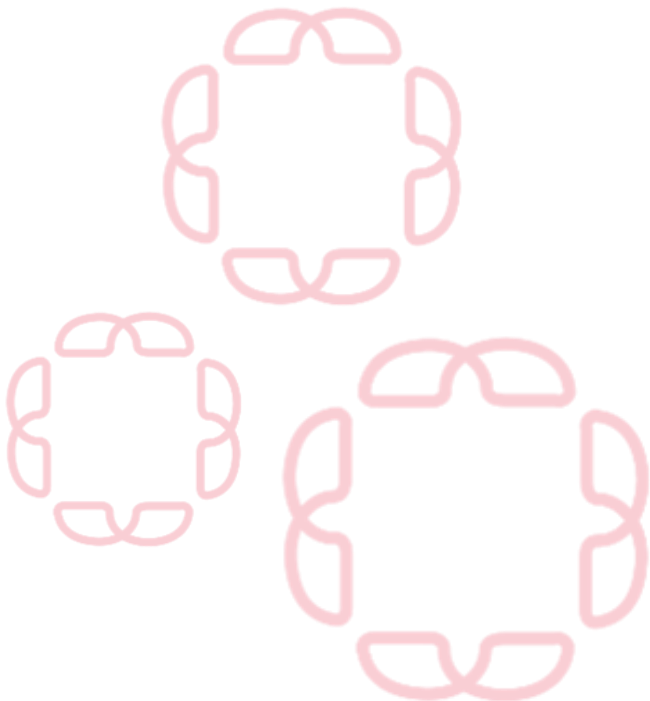
This policy has been established to monitor enrolled students and withdrawals. Weekly attendance is mandatory in all online courses.

## **Purpose**

This policy aims to establish the formal procedure for the attendance of all enrolled students. All academically related activities are readily tracked and documented through the University's learning management system and email system.

## **Scope**

This policy applies to students, faculty and the registrar's office.



# General Dispositions

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# Attendance

Students are expected to log in into their courses at least three times a week (10 hour minimum). Progress towards satisfactory completion of weekly assignments is expected on a weekly basis. No academic progress could jeopardize good standing and financial aid. In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student.

A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion, text chat session, submitting an assignment, working through exercises, taking a quiz or exam or initiating contact with a faculty member to ask a course related question.

The professor must enter their course on a daily basis and answer any doubts or questions to their students in 24 to 48 hours. This policy does not contain any exceptions.

## Procedure

### Census Taking (Show / No show)

- a) The teacher will certify attendance through the "Web For Faculty" to students who did not access the online course, within the deadline established in the academic calendar (Show / No Show).
- b) Once the Registration Office receives the No Show report, the retention staff is informed to follow up the students reported as No Show.
- c) The Retention Office will be following up with students to listen for reasons for not accessing the course, to provide assistance and guidance in the process.
- d) They will be guided on their status with the Registrar's Office, and the academic implications.
- e) If the student wishes to be reinstated in the course, he/she must establish communication with the teacher and with the approval of the teacher the Registrar will reinstate the course.
- f) For this the student will have to complete the Request form for the reinstallation of a course available on the [website](#).

# Student Attendance Monitoring Procedure and Unofficial Withdrawal

1. After the census taking period of the Part of Term has been completed the professor must process the *access alert* daily census every three days (Monday and Thursday) for an additional 14 days.
2. As soon as the additional 14-day period has been completed, the Access Alert System retention center will send a report to the Retention Center Registrar's Office with those students who did not access to the course.
3. The Registrar's Office will process an unofficial withdrawal to all the students have not attended the course. The unofficial withdrawal will be processed according to the date that the student has stopped attending.
4. The Registrar's Office will send a letter (Non-Attendance Letter) thru email to the student notifying that he/she has been reported as non-assistance.
5. The student must respond to the Registrar's Office via email within three (3) days from receiving the notification.
6. The professor must complete the Unofficial Withdrawal Form any time he/she identifies a student who is not attending the course.
7. This policy is effective from the date it is approved.
8. After the census is taken, attendance will continue to be monitored throughout the term. The teacher will be responsible for taking attendance twice a week to refer students who are not participating in course activities through the EARS Daily Census system.
  - a. Retention officers will continue to monitor attendance as well as student referrals through EARS.
  - b. The Registrar's Office will process an unofficial dismissal of all students who did not access the course. The unofficial withdrawal will be processed according to the date the student left the course.
  - c. The Registrar's Office will send an email notifying unofficial withdrawal to students identified as not complying with the attendance registration policy.



## Changes in Name, Address or Social Security Number

Students should notify the Registrar's Office of any change of address, postal or physical. The same procedure should be followed with corrections or changes in the names or Social Security numbers of students. In these cases, the students should present evidence of the names or Social Security changes.

## Class Attendance

Class attendance is mandatory. The students will be responsible for work missed.

If a student enrolled in a course never attends each and any class, the professor will identify him/her as a **non-attending student** (N/P). The Registrar's Office will then adjudicate a withdrawal for non-attendance (WN). 25% Adjustments in Financial Aid benefits or total cancellation of Financial Aid and the payment of 1/3 of the total cost of enrollment, as pertinent, will also be in effect.

Those students whose absences exceed the minimum allowed and do not have authorization from the professor, or have not processed an official withdrawal, will receive a "WF" classification as penalty. This classification has a value of 0 and affects the grade point average Student Evaluation.

## Unit of credit

In assigning credit hours to courses, the objective of Universidad Ana G. Méndez (UAGM) is to follow the standards and regulations established by federal and accrediting agencies. A credit hour is the unit of measuring educational credit. A credit hour is the amount of work which represents the proposed learning results which can be evidenced by the student's demonstrated achievements and which have been established institutionally as reasonable evidence of the following formula:

### **1 contact hour + 2 hours activities/homework**

The duration of courses at UAGM is eight weeks, the equivalent to 3 credit hours, which translate to approximately 45 hours of activities related to the objectives which must be accomplished per credit hour.

- **Reference 1:**  
<http://ifap.ed.gov/dpccletters/GEN1106.html>
- **Reference 2:**  
<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/%20credit.html>

8 weeks = 5.25 class time hours and 10.5 homework for a total 15.75 hours per week of contact time approximately.

The student, in learning preparation for a course, must employ between 15-20 hours per week, participating in experiences which include activities directed by the facilitator, preparation and integration of contents for synchronic and asynchronous group activities, such as discussion forums, virtual forums, chats, watching videos and other presentations, among others.

# Policy on Continuity of Course Offerings

UNIVERSIDAD  
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# According to the Curriculum Sequence of Academic Programs

## Introduction

One of the main goals of the Universidad Ana G. Méndez-Recinto Online (UAGM-RO) is to provide the tools and mechanisms necessary for students to persist in achieving their goals and obtain the academic degree to which they aspire. Likewise, it is the Institution's commitment to schedule the necessary courses that allow students to complete their academic degree in the maximum time allowed, as established in the Norm of Satisfactory Academic Progress (NPAS) and current regulations. It is for this reason that the Vice-Rector of Academic Affairs establishes the Policy on the continuity in the offering of courses according to the curricular sequence of the academic programs.

## Purpose

This policy is established with the purpose of guaranteeing students the courses of their respective academic programs, so that they are enrolled according to the established curricular sequence. In this way they complete their academic degree in the required time. In addition, it is intended to facilitate academic progress for students to complete their curriculum according to their needs. The UAGM-RO is committed that, once the student is admitted to the Institution, he will have continuity in the offering of courses, according to the curricular sequence under which he was admitted.

## General provisions

1. The Vice Chancellor's Office for Academic Affairs is responsible for keeping the suggested curriculum of each academic program up to date.
2. The Vice Chancellor's Office for Academic Affairs identifies and schedules courses for each academic offering annually during the month of June in collaboration with the Registrar's Office.
3. The following factors shall be considered for the development of the course schedule:
  - a. The type of course to be offered (general education, spinal, specialization and electives).
  - b. Courses that require or are prerequisite.
  - c. The needs of students in terms of courses.
  - d. The availability of teachers to teach the courses.
  - e. The evaluation of whether it is necessary to offer additional sections of a course or to

establish a higher limit of students in those courses of greater demand.

- f. The distribution of the courses in five (5) terms or Part of Terms (PT).
  - g. Offering specialty or elective courses with a history of little or no enrollment.
4. The committee assigned by the Vice Chancellor of Academic Affairs is responsible for determining which courses will be offered, the number of sections to be created, the number of sections and the teacher assigned to each course.
  5. The Registrar's Office is responsible for creating the sections in the Banner System, publishing the course schedule, and ensuring the equitable distribution of students in the scheduled sections.
  6. The course offerings will be published three (3) months prior to the end of the course, during which the courses will be offered. The course schedule will be published on the [UAGM-RO website](#) and services [portal](#).
  7. All active, incoming, and readmission students will be oriented to the courses they must enroll in each term, according to their study plan and the time established to complete their academic program.
  8. All students transferred from other institutions will be oriented about the courses they must enroll in each academic term, according to their study plan and the course validation approved by the Registrar's Office. Based on this information, it will be determined how long it will take for the student to complete his/her academic program if he/she continues his/her studies uninterrupted.
  - 9. Student orientation should include the following:**
    - a. The full academic load that students must take for academic term to complete their grade.
    - b. The benefits of meeting their academic load to complete their degree on time.
    - c. The consequences of not meeting your academic load.
    - d. Inform that the offer and frequency of courses is subject to the number of students and the demand for courses.
    - e. The importance of following your curriculum and enrolling in recommended courses for each term in order to avoid delay in your program of study and to complete your academic degree in the established time.
    - f. Inform that the Institution guarantees the continuity in the offering of courses to the students who fulfill their study plan, in an uninterrupted way (without failing or leaving a term in between) until they complete their academic degree.
    - g. Inform that the Institution guarantees the continuity in the offering of the courses, to the students that request the evaluation of graduation two (2) terms previous to their date of graduation.
-

- h. Inform that [UAGM-RO](#) reserves the right to make changes that may be necessary to the academic program, always considering the needs that students may have.

## **In the Event of a Moratorium on an Academic Program or Institutional Closure**

### **Introduction**

As a fundamental element of the mission of the Universidad Ana G. Méndez-Recinto Online (UAGM-RO), the institution's academic offerings must meet the demand for programs and meet the educational and employment needs of the communities we serve. When the demand for a program or specialty drops significantly or when the demand for all of the Institution's programs drops consistently, the Institution must evaluate whether it is necessary to place the program or specialty in moratorium or if it is necessary to close the operations of the Institution. It is for this reason that the Vice-Rector of Academic Affairs establishes the policy on Continuity in the offering of courses in case of moratorium of an Academic Program or Institutional closing.

### **Purpose**

This policy is established for the purpose of ensuring that students are able to complete their academic degrees in the event of a moratorium on an academic program or institutional closure. The UAGM-RO is committed to ensuring the maintenance of the academic offer, and in the event of a program closing, each enrolled student will be guaranteed the opportunity to complete an academic degree. In the event of institutional closure, the policy guarantees that the Institution will facilitate the transfer of students to other Institutions.

### **General provisions**

1. The Institution must periodically evaluate fluctuations in the enrollment of programs and specialties, and the demand of the labor market for the same to determine the continuity of their academic offerings.
2. The Institution shall have the power to place in moratorium programs or specialties due to a decrease in the required enrollment.
3. If the demand for a program or specialty falls significantly in a period of four (4) years or more, the Institution must analyze whether there is a need to place it in moratorium.
4. The Institution shall notify the licensing and accrediting agency of the determination of the moratorium or institutional closure, as the case may be, and shall comply with the requirements established by these agencies for these purposes.

5. One semester prior to the enrollment process, the Vice Chancellor of Academic Affairs will inform the Systems Analyst of the Vice Chancellor of Student Affairs of the program or specialty that will be in moratorium.
6. The Vice Chancellor of Academic Affairs will communicate, via e-mail, with the students of the program or specialty to communicate the determination and begin the process of evaluation and academic advice to prepare their curriculum that allows them to complete the requirements of the degree or reclassify them in another specialty, if the student so requests.
7. The Institution will guarantee the availability of the courses to the students who follow the established curriculum, in an uninterrupted way (without failing or leaving a term of study in between), until they complete their academic degree.
8. The UAGM-RO has a period of two (2) to three (3) years to graduate students from the date of the Certificate of Moratorium of the program or specialty issued by the Board of Education of Puerto Rico (CEPR).
9. The Institution will guarantee that students and graduates of the program in moratorium or that it was closed will continue to receive the services of the Registrar's Office, such as transcripts of official credits and other related documents.
10. The UAGM-RO will notify the licensing and accrediting agency of any changes in the contact person, physical and postal address, telephone number, and other information necessary for students to request and receive these services.
11. **In the event of institutional closure, UAGM-RO will guarantee the following:**
  - a. It will dialogue with the students to help them identify and make the necessary arrangements for their transfer to another university institution.
  - b. It will deliver to the licensing agency all academic records, in digital format, and will certify that the information is correct.
  - c. As required by the licensing agency, establish a verifiable and reliable system to continue to provide students with information relevant to their academic work.
  - d. It will publish an announcement in the press notifying the closing of the Institution and will send a copy to CEPR.

# Grading System

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Faculty members to courses are required to provide a minimum of three partial grades and one final evaluation activity with the value of a partial grade, during every given term.

Students are assessed using a variety of methods including discussion forums, weekly written assignments and essays. The timeframe for assessments varies

among courses and the faculty is expected to provide guidance to the students during the entire term. This is a process related to institutional effectiveness that seeks to maintain high retention rates.

## Grading System Table

A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0
F	59-0	0

To determine the grade point average the following values will be used, where a course is approved with a minimum of 3.0 point.

A = 4	B = 3	C = 2	D = 1	F = 0

***In special cases, the following annotation system will apply:***

I	Additional course work is required for the successful completion of the course within thirty calendar days following the first day of classes og the semester following the one which the grade was awarded.
IP	Course in progress
NP	Non Passing Grade
NR	Grade not Reported
P	Passing Grade
T	Transfer Credit
W	Official Withdrawal
WF	Compulsory withdrawal with penalty for excessive unjustified absences from course.
WN	Administrative withdrawal for lack of assistance
AU	Audit Course.



# Repeating Courses Regulations

Repeating Courses Policy in compliance with Program Integrity Act regulations (34 CFR 668.2) Department of Education states:

- The number of times students can repeat courses for purposes of using Title IV funds. *Qualifications with which courses are considered as approved for the purposes of using Title IV funds.*
- Students may repeat a course in order to improve their academic average. Credit will be given for the higher grade, which will be used to compute the grade point average. If the grade in the second attempt is the same as the first, only one will be used to calculate the cumulative average students who wish to repeat a course may do so. However, they must repeat all courses required for graduation where (undergraduate) a C, D, F, W, or WF grade was obtained; (graduate) C, F, W, or WF grade was obtained.
- The institution will allow students who earned (undergraduate) a C, D, F, W, or WF, WN in a course; (graduate) C, F, W, or WF, WN in a course to receive financial AID to repeat the course, provided that 150% of the intended courses have not been exceeded Students who repeat a course will receive the higher grade. If the grade obtained in a repeated course is the same as the previous grade, it will count for the cumulative average but will count only once for the graduation GPA

## Repeating Courses Regulations

With respect to practicum courses, the student will have only two opportunities to repeat the course pending the recommendations and approval of the program dean and practicum supervisor a student will not be able to repeat the course until a grade has been posted.

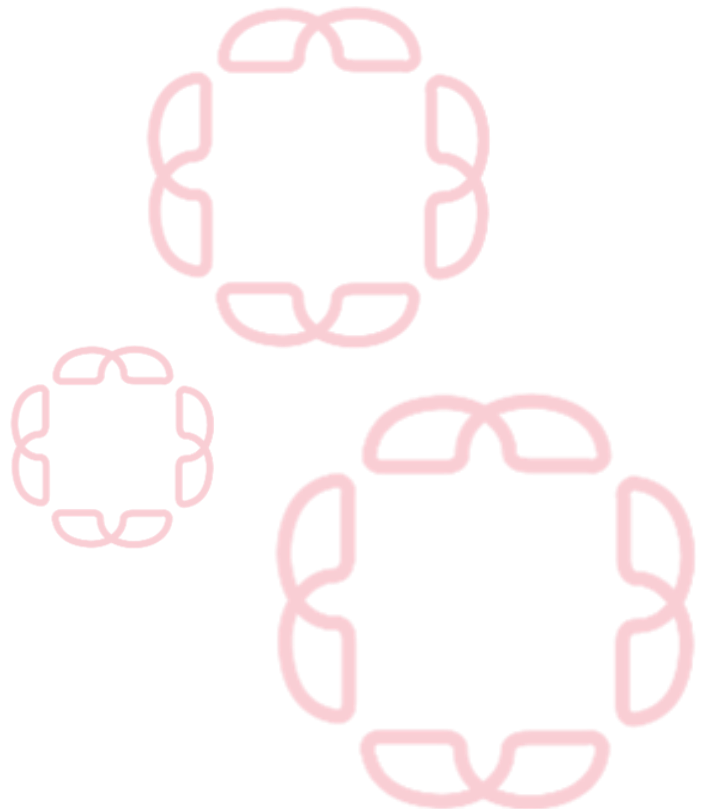
Every attempt is considered to repeat the Standard for Satisfactory Academic Progress (SAP) and tried to affect credit and the period of eligibility for Pell Grants and student loans.

In the credits transcript, all enrolled courses are presented, understand, approved and unapproved.

# Disciplinary Regulation

All students will observe and comply with all the institutional policies, rules and procedures and will follow a code of exemplary conduct. Each student should be familiar with the institutional policies regarding plagiarism. Also, course work cannot be used to complete the requirement of more than one course. Any violation of discipline will be referred to the Vice-Chancellor of Student Affairs. Disciplinary rules and regulations are ratified by the Ana G. Méndez University System Board of Directors. The students at UAGM are expected to honor, obey and respect these rules and regulations in all their ramifications. These principles, rules and regulations are clearly stated in the college by laws, the [Student Handbook](#), and in the other regular or periodic publications of the Administration.

Procedure for the investigation of student complaints (English).



**Appeals for  
Academic Actions**



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A student may appeal an institutional decision regarding satisfactory academic progress, if under extenuating or crisis circumstances he or she was not able to meet the requirements or conditions established by the University. The University will consider the following crisis or extenuating circumstances to accept a student's appeal and to grant an exemption from the Academic Progress Policies: illness of the student or a relative, economic crisis due to illness affecting the head of household, natural disasters, divorce, death in the immediate family, family problems, legal circumstances, military license, jury service in a legal trial, work problems, accidental physical incapacity and justified changes in academic objectives which cause an impact on the student's academic progress.

## Appeals Committee

The Appeals Committee will be composed of one representative from each of the following offices: Vice-Chancellor Students Academics, Registrar, and Vice Chancellor for Student Affairs or designated representatives.

## Application for an Appeal

Students who meet any of the academic progress appeals criteria must submit all the necessary documentation to justify their request. If a student requests an appeal based on a mathematical or calculation error, and it is corrected by the Office of the Registrar, he or she will not go through the full Appeals process.

For any unresolved complaints you can contact:

***Consejo de Educación de Puerto Rico***  
***PO Box 19900***  
***San Juan, PR 00910-1900 Tel. 787-641-7100***

## Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) measures the academic progress of the student towards the attainment of an academic credential. Federal regulations require that all students who receive Title IV funds as part of their financial aid package maintain SAP. The SAP policy applies to all students within categories, e.g., full-time, part-time, undergraduate and graduate students, and may differ based on program of enrollment.

**The evaluation criteria for SAP include a qualitative and quantitative component.**

The qualitative measure is based on the cumulative grade point average (GPA). The quantitative measure is based on the number of credit hours the student attempts and earns. This calculation is completed by dividing the cumulative number of credit hours a student successfully earns by the total number of credit hours the student attempts over the student's academic career in a particular program at the Institution. Students are also expected to complete their program within 150 percent (%) of the length of the program as measured in credits.

## Maintaining Satisfactory Academic Progress

The academic progress of students enrolled in bachelors and master's degree programs will be assessed at the end of every two (2) semesters. The Registrar's Office will notify students in writing, through e-mail, of their academic status.

Students are prohibited from receiving federal student financial aid after attempting 150% of the number of credits required for their academic program unless a successful appeal is filed. This calculation includes all attempted credits, including transfer credits, related to the student's academic program.

To maintain good standing, students must comply with the following:

## Satisfactory Academic Progress Tables

Master's Degree Programs		
Credits Attempted	% of Credits Earned	GPA
1 – 12	67%	2.50
13-24	67%	2.90
25+	67%	3.00

## Qualitative component

The Institution establishes specific minimum GPA requirements by program level (i.e., bachelor and master). For most programs, the minimum GPA increases as credits attempted increase. Students enrolled in a program of more than two academic years must have a GPA of at least a "C" or its equivalent, or have academic standing consistent with the Institution's requirements for graduation at the end of the student's second academic year. For the graduated programs must have a GPA of at least "B" or its equivalent. Regardless of the student's enrollment status (i.e., full-time, half-time, etc.), federal regulations consider that a student is at the end of his/her second academic year after two academic years of attendance (i.e., four semesters). Refer to Appendix A, Satisfactory Academic Progress Tables, for the qualitative components per program level.

- The institution established a fixed percentage of credits attempted by program. The student must obtain 67% of credits at the time of each evaluation of NPAS (every two semesters).
- All credits attempted and earned, including transfer credits that count towards the program of study of the student, are considered in the calculation.
- The student must complete the program within 150% of the length of the program of study to be eligible for Title IV funds. For example, if a student is enrolled in a bachelor's degree program of 120 credit hours, the student may attempt up to 180 credit hours (120 credits x 150% = 180 credits).

Refer to Satisfactory Academic Progress Tables, for the quantitative components per program level.

## Changes in Status

If a student wants to enroll in a different academic program, the student must request approval from the Vice Chancellor of Academic Affairs. Only attempted and earned credits from the student's current program of enrollment are included in the quantitative measure and only the grades for courses from the student's current program of enrollment are included in the qualitative measure. However, students are encouraged to carefully consider program changes because federal regulations limit total lifetime financial aid eligibility.

Students who discontinue their studies and subsequently apply for readmission will be readmitted under the current SAP policy and will have the same SAP status that resulted as of the end of the last term attended. Students applying for readmission will be referred by the Office of Admissions to the School for evaluation. If the student does not meet SAP, the University will determine if he/she may be readmitted, provided an appeal has been approved.

Students requesting admission into a new academic program after having completed his/her prior program of study will begin the new program with a new SAP history. If a student transfers in credits from the completed program of study, only those transfer credits that apply to the student's current program of enrollment will be considered when measuring SAP.

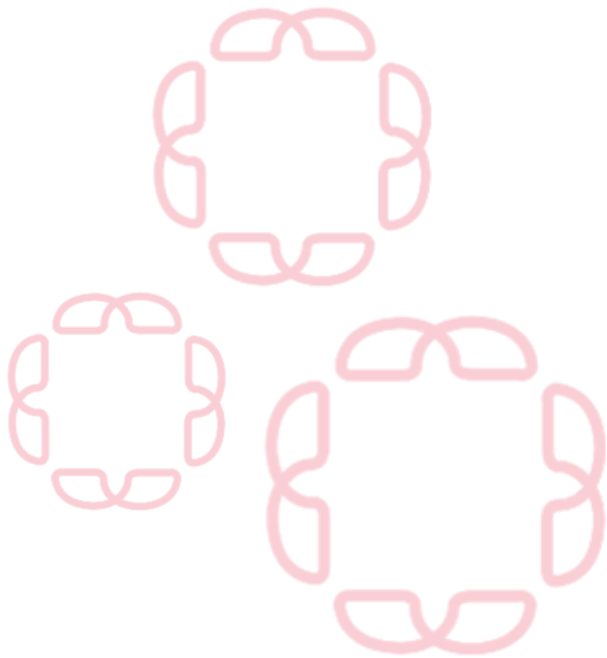
## Impact of Course Repetitions, Withdrawals, Incompletes and Transfers on Satisfactory Academic Progress

1. **Course Repetitions** - Federal regulations limit repetition of courses that can be paid with Title IV financial aid funds. Please check with the Financial Aid Office if you are not sure whether a course can be repeated with financial aid. If a student repeats a course, only the highest grade earned will be included in the student's cumulative GPA. However, each attempt at the course will count as credits attempted.

2. **Withdrawals** - If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted but will not be considered in the cumulative GPA.
3. **Incomplete Courses** - If a student has an incomplete in a course, the credits for the course count towards the determination of credit hours attempted. The course will not be considered in the cumulative GPA until a grade is assigned.
4. **Transfer Credits** - If a student transfers in credits from another institution, the accepted credits for the courses count toward the determination of credit hours attempted and earned, but will not be considered in the cumulative GPA. Only those transfer credits that apply to the student's program of enrollment at the Institution will count as credits attempted and earned. Refer to the Institution's catalog for requirements on accepted transfer credits from another institution.

## Remedial and Developmental Courses

Financial aid recipients may receive aid for a maximum of 30 semester credit hours in developmental coursework. Students enrolled in remedial courses are expected to receive passing grades in those courses in order to progress into the next term. Remedial courses do not count towards the determination of credit hours attempted and earned and will not be considered in the cumulative GPA when determining SAP.



## Financial Aid



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# Financial Aid Warning and Failure to Meet Satisfactory Academic Progress

Students enrolled in technical and postgraduate certificate programs, for which SAP is evaluated at the end of each semester, will be placed on financial aid warning status for the next semester attended as a consequence of not making satisfactory progress. The Institution uses this status without appeal or any other action by the student. The Registrar's Office will notify the student in writing, through e-mail, of the financial aid warning status and that financial aid eligibility is retained during this period. The student must meet SAP as of the next evaluation point (by the end of the next semester attended) in order to receive financial aid in future terms. Students who did not meet SAP as of the next evaluation point become ineligible for federal financial aid funds and may continue their studies at the Institution at their own cost. If the student believes there are extenuating circumstances associated with the student's inability to meet SAP, he/she may appeal his/her termination status to the Appeals Committee.

## Financial Aid Ineligibility and Appeal Procedures

A student will be advised in writing, through e-mail, when he/she has lost financial aid eligibility due to the failure to meet SAP and will be advised of the process for re-establishing financial aid eligibility. Students who have lost eligibility for financial aid based on a failure to meet SAP standards may appeal their loss of eligibility if they have suffered extenuating circumstances, such as the following:

- Student's injury or illness,
- Death of a relative, or
- Other special circumstances.

Students may not use financial aid to make retroactive tuition and fee(s) payments.

As part of the request for an appeal, the student must present how the critical situation prevented him/her from meeting the academic progress. The student must also describe how his/her situation has changed in order to allow the student to meet the SAP standards at the next evaluation. As part of the appeal, the student must submit the following:

- SAP Appeal Form (please refer to the form for further instructions)
- Signed dated letter
- Supporting documentation (third-party documentation may be required as appropriate).

In order for the appeal to be considered, the student must submit the SAP appeal documentation to the Institution's Professional Counselor, who will submit the documentation to the Appeals Committee. The Appeals Committee will evaluate the merits of the appeal by reviewing the

documentation submitted as well as the student's previous academic performance at the Institution. The Appeals Committee may request additional information or documentation, as needed. The Vice Chancellor for Student Affairs will notify the student in writing, through e-mail, the determination made by the Appeals Committee.

The student must submit an appeal to the institution in writing after the receipt of the failure to meet SAP notification. The Institution will have ten (10) calendar days for the evaluation process after receiving the student's appeal documentation.

## Financial Aid Reinstatement

If the Institution approves a SAP appeal, the student will be placed on financial aid probation for the next semester attended. The student may also be placed on an academic plan. The Institution will advise the student in writing of the progress the student must achieve to ensure he/she meets the SAP policy or the requirements of the academic plan by the end of the next semester attended. Students will be eligible for financial aid while on financial aid probation.

After the end of the financial aid probation semester, the Institution will measure the student's academic progress. The student will retain financial aid eligibility only if the student meets published minimum SAP standards or meets the requirements of the academic plan at the end of the semester of financial aid probation. If the student does not comply with SAP or meets the requirements of the academic plan, he/she is not eligible for financial aid funds, unless the student successfully appeals or the student reaches satisfactory academic progress.

Any student who loses financial aid eligibility due to failure to meet SAP and attends school at his/her own cost will regain financial aid eligibility in the academic semester following the semester in which the student meets the minimum SAP standards semester in which the student meets the minimum SAP standards.

## Accumulated Credits Required and Retention Index

1. Accumulated credits are the sum of the credits corresponding to the courses the student registers in annually and those accepted as transfer.
2. To complete a degree, a student must complete all academic requirements in a period of time not to exceed 150% of the total credit hours required to obtain the degree.
3. The total of approved credits to complete the degree must meet a minimum average for graduation as established by major.

4. A student who reaches 150% of the total credits in his or her program of study may continue studying in his or her present status, but will not be eligible for federal or state aid administered by the Office of Financial Aid to finance the studies.

## Scholarship and Grant Recipients

Other scholarship and grant programs may not allow for a financial aid warning semester. In these cases, failure to meet SAP in any given term may result in the termination of scholarship or grant funds. Please refer to your scholarship or grant information materials or contact the Financial Aid Office at 787-288-1118 extension 5672,5674.

## Return of Title IV Policy, What are Title IV Funds?

Title IV funds are funds available under Title IV of the Higher Education Act of 1965, as amended, and include: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. Graduate students are only eligible to receive Direct Unsubsidized Loans and Direct Plus Loans.

## What Students Need to Know About the Return of Title IV Funds

Schools are required to determine the amount of financial aid that a student has earned when the student does not complete the academic term (semester). When the “earned” aid is less than the disbursed aid, the institution and student are responsible for returning the “unearned” disbursed funds to the appropriate agency. When the “earned” aid is greater than the disbursed aid, the student may be eligible for a post-withdrawal disbursement. If a student withdraws during the semester, the amount of Title IV program assistance that is earned up to that point is determined by a **prorata** formula up through 60 percent of the semester. This includes students who do not complete the semester through an official withdrawal, unofficial withdrawal, or students who are dismissed by the institution. This same rule applies to students enrolled in the “part of term” (modular) format, except that students may provide written confirmation of future attendance in the same term.

- The Return of Title IV Funds is based on the premise that students “earn” financial aid for each calendar day that they attend classes. For example, if a student attends 32 days of a semester that is 80 calendar days in length, the student will have “earned” 40 percent of his or her aid. Breaks of 5 days or more are excluded from the calculation.
- If a student withdraws and did not receive all of the Federal funds that the student earned, the student may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes Direct Loans, then the institution will seek permission to disburse all

or some of the loan funds. The institution may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, room and board, as applicable. The institution needs the student's permission to use the post-withdrawal disbursement grant disbursement for all other educationally related charges.

- There are some Federal funds that a student may be scheduled to receive but the funds cannot be disbursed because the student withdraws without meeting other student eligibility requirements.
- If the student received excess Federal funds that must be returned, the institution must return a portion of the excess equal to the lesser of:
  1. The institutional charges multiplied by the unearned percentage of the Federal funds; or
  2. The entire amount of excess Federal funds.

The institution may seek payment from the student for any Federal funds it returns to the Federal government, consistent with the institution's refund policy. If the institution is not required to return all of the excess funds, the student must return the remaining amount. The student will receive a notice within 30 days of the date of determination if the student owes an overpayment of Federal grant funds. Any loan funds that must be returned by the student loans must be repaid in accordance with the terms and conditions of the Master Promissory Note. Any amount of unearned grant funds that must be returned is called an overpayment. The maximum amount of grant overpayment that a student must repay is half of the grant funds the student received or was scheduled to receive. If a school must return unearned Federal funds, the Federal funds must be returned in the following order:

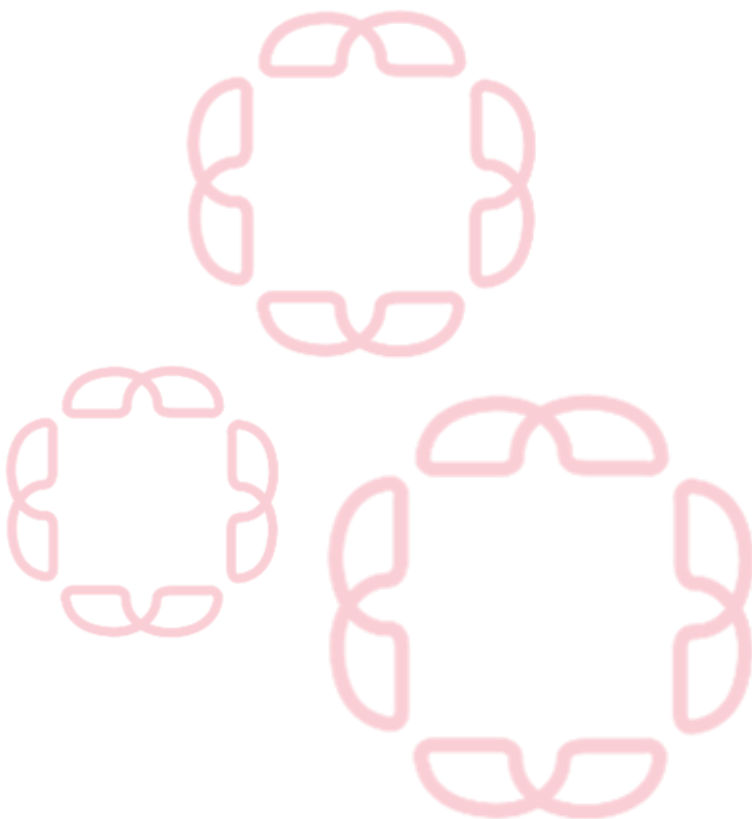
- Unsubsidized Direct Loans;
- Subsidized Direct Loans;
- Federal Perkins Loans;
- Direct PLUS Loans;
- Federal Pell Grants;
- Federal Supplemental Educational Opportunity Grant;
- TEACH Grants; and
- Iraq and Afghanistan Service Grant.

The institution must return unearned Federal funds no later than 45 days from the date of determination of a student's withdrawal. **Students who complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid.**

- The Return of Title IV Funds policy is separate from the university's refund policy. A student who withdraws from the semester may be required to return unearned Title IV financial aid funds and may still owe the University these funds. Please refer to POLICY No. VPAF-14-004-002 or the catalog for the University's refund policy.

- Return of Title IV Funds does not apply to federal work-study or certain scholarships. Please contact the Office of Student Financial Assistance for more information on the consequences of dropping classes if you receive these types of financial aid.
- If a student is required to return Title IV grant funds as a result of his or her drop, withdrawal or dismissal or is eligible for a late disbursement, the student will receive a letter from the Office of Student Financial Assistance along with a copy of the Return of Title IV Funds calculation. The student should follow the instructions in the letter carefully to repay any funds due or to accept a late disbursement. Students with “unearned” financial aid funds must repay these funds within 45 days of notification or they will lose eligibility for future Title IV aid.

As internal identity verification, credit validation, employment, contributions or financial aid, always subject to the institution’s confidentiality agreement.



# Student Consumer Information

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# The Family and Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a post secondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Universidad Ana G. Méndez receives a request for access. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask to amend a record should write the registrar for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the registrar will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The university discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Universidad Ana G. Méndez in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Universidad Ana G. Méndez –who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the

Universidad Ana G. Méndez.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Universidad Ana G. Méndez to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202**

The Universidad Ana G. Méndez must inform the student about the information included in the directory and give them a reasonable period of time for the person to authorize, or not, the relay of this information. Institutions may disclose directory information, which may be made public and includes the student's name, last known address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This information will be released only by the Office of the Vice-Chancellor of Student Affairs or a representative after the petitioner has demonstrated a legitimate need to have such information. Students who do not wish release of "directory information" must complete a statement in the Office of the Registrar no later than the last day of each term. Otherwise, directory information may be disclosed by the University for legitimate purposes.

- FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post-secondary institution may disclose PII from the education records without obtaining prior written consent of the student.
- To other school officials, including teachers, within the Universidad Ana G. Méndez whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31) (a) (1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General,



the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: develop, validate, or administer predictive tests; administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

# Law 186

- (Only for US citizens and residents).
- Law 186 of September 1, 2006, better known as the Law that Prohibits the Use of the Social Security Number as Identification in public and private education institutions.
- This law was created to prohibit the use of the Social Security number as identification in public and private education institutions for students of any level or grade, including university studies, to establish rules of the use of this information in these institutions, support the Puerto Rico Council for Higher Education and General Council of Education to apply administrative sanctions for the violation of the rules and regulations and establish a period of time to comply.
- This Federal Law establishes the gender and Social Security number of the student within the confidential information.
- The Social Security number will not be requested from the student for taking tests, presentation of projects, and any other purpose that is not related to affairs with a legitimate reason like the registration process, loan application or financial aid, transcripts or any application of a government agency or a court order. The notification of the information is necessary to the student and the authorization of the student and/ or refusal of the protection of the law, in writing and signed by the parents, legal guardian or student, before providing and using the Social Security number of the student.
- The Social Security number is confidential information. The faculty is required to ask authorization, in writing, from the student before using the Social Security number as information. This number will not be used for identification purposes of the institution. The Alternate code will be used for identification purposes of the students.
- If a document that contains the social security number is published, outside the academic confidentiality context, it should be edited so the information will be partially illegible, without altering the document.
- The protection of this Law can be refused in a voluntary manner by students 21 years of age or older or legally emancipated, custodial parents in custody and in the minor's best interest, with authorization in writing. Refusal of the protection of the law cannot be established as registering, graduation, transcription or services use condition.
- This regulation will not be applied in cases where the Social Security number is necessary or authorized by federal laws and regulations, such as internal identity verification, credit validation, employment, contributions or financial aid, always subject to the institution's confidentiality agreement.

# Tuition, Fees and Related Information

UNIVERSIDAD  
ANA G. MÉNDEZ

**UAGM**  
Recinto Online

## Tuition and Fees

The Office of the Vice-President of Financial Affairs publishes a letter once a year with information about tuition costs for all academic programs and other fees for all institutional services. Students may also access our Web page at <http://agmvirtual.suagm.edu/>.

## Tuition Chances

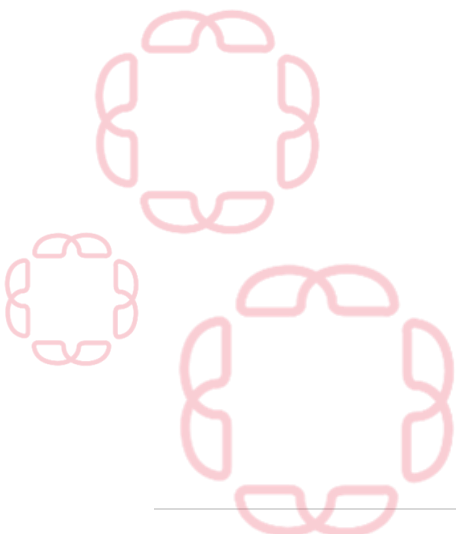
All tuition, general fees and service charges are subject to change. The University agrees to provide reasonable advanced notice of any increases. All increase will only apply to subsequent terms, not the one in which the student is currently enrolled.

## Credit Value

One semester credit hour is equivalent to a minimum of fifteen (15) hours of planned learning experiences composed of hours of instruction and individual or group activities as indicated in the course module under the guidance of a qualified instructor. Each course is composed of three (3) credit hours.

## Tuition

All learning resources, textbooks and teaching materials are provided through the virtual library and Blackboard platform. In some cases, faculty will recommend textbooks, which students will acquire through the suppliers of their choice.



# Tuition Cost

This bulletin is intended to inform you of fiscal policies, tuition fee cost, fees and other charges, as approved for the academic year 2019-2020 This information is available on the website of the institution: <http://agmonline.suagm.edu/>

<b>Charges per Credits</b>	
<b>PUERTO RICO &amp; INTERNATIONAL RESIDENTS</b>	
<b>GRADUATE PROGRAMS</b>	<b>\$260.00</b>
<b>BUSINESS ADMINISTRATION:</b> Agribusiness, Human Resources, Marketing, Management, Supply Chain Management and Logistics <b>SCIENCES:</b> Environmental Planning <b>EDUCATION:</b> Teaching English as a Second Language	
<b>General Fees</b>	
<b>PUERTO RICO &amp; INTERNATIONAL RESIDENTS</b>	
<b>General Fees:</b>	<b>\$260.00</b>

<b>UNITED STATES RESIDENTS</b>	
<b>GRADUATE PROGRAMS</b>	
<b>BUSINESS ADMINISTRATION:</b> Agribusiness, Human Resources, Marketing, Management, Supply Chain Management and Logistics <b>SCIENCES:</b> Environmental Planning <b>EDUCATION:</b> Teaching English as a Second Language	<b>\$480.00</b>
<b>General Fees</b>	
<b>UNITED STATES RESIDENTS</b>	
<b>General Fees:</b>	<b>\$85.00</b>
<b>General Fees: Summer</b>	<b>\$42.50</b>

<b>OTHER FEES AND CHARGES</b>	
<b>Transcript</b>	<b>\$6.00</b>
<b>Graduation Fee</b>	<b>\$110.00</b>
<b>Diploma Duplicate</b>	<b>\$25.00</b>
<b>Degree Certification</b>	<b>\$5.00</b>
<b>Graduation or Administrative Graduation Certification</b>	<b>\$35.00</b>
<b>Apostille Fee</b>	<b>\$40.00</b>
<b>Shipping Fee</b>	<b>Varies by country</b>

## Tuition Option Payment Plan (TOPP)

Students with an outstanding debt balance will not be allowed to take final examinations until such balance is paid in full. The account of any student who does not fulfill his/her obligation of payment will be blocked. After processing the payment in full, each professor will receive a notice by electronic mail with the confirmation.

## Payment Methods

Tuition, fees and service charges must be paid in full during registration or at the time the student requests services. Payments can be made by check and credit card. Receipts for all transactions must be requested and retained by students, in case of any complaint or adjustment requested in the future. The Bursar's (Treasurer's) Office will not accept claims without receipts.

## Clear Statement

Students with an outstanding debt balance will not be allowed to take final examinations until such balance is paid in full. The account of any student who does not fulfill his/her obligation of payment will be blocked. After processing the payment in full, each professor will have to receive a notice by electronic mail with the confirmation.

Students who do not comply with this requirement will receive a grade of Incomplete (I) and will be required to pay a \$20 (US Dollars) fee in order to remove the Incomplete grade from the academic record.

# Invoices

Students can download their invoices from the [Mi UAGM](#) Portal.

# Refund Policy

Sistema Universitario Ana G. Mendez, Inc. (SUAGM) will issue a refund check when student's financial aid or payments received exceed the tuition charges in his/her account.

# General Provisions

## 1. Issued refund:

- a. A check will be issued and mailed to the student at the mailing address on record.
- b. The student will be notified, via email or text message, that a check on his/her behalf has been issued and should receive it by mail.
- c. The student will be responsible for any outstanding balance in their account that may result by any adjustment made in his or her academic load after the disbursement of the check.
- d. All checks expire after 90 days after date of issuance.
- e. After 90 days of check's date of issuance, funds will be returned to the corresponding funding source.

## 2. Refund for non- attendance or withdrawal courses:

- a. **Partial Withdrawal** - Any student, who withdraw from any of his/her enrolled courses, will be responsible for the full cost of the course.
- b. **Non-Attendance (Partial or Total)** - Any student who does not attend an enrolled course will be automatically withdrawn and will be responsible for 25% of tuition cost of the enrolled course.
- c. **Mid Point** - Any student who obtains a WF in all their courses, at the end of the semester will be responsible for 50% of the total cost of their total tuition cost.
- d. **Total Withdrawal** - Any student, who withdraws from all enrolled courses, will be responsible for a prorated portion of his/her total tuition costs. This cost will be

prorated according to the number of days attended in the enrolled courses up to the withdrawal date in relation to the total number of days in the semester or the total number of days in a single "Part of Term", as applicable.

### 3. Claims Checks:

- a. All claims, regarding this policy, shall be made in writing to the corresponding institution Bursar's Office.

#### Other Provisions:

- a. This policy applies only to the students of the SUAGM's campuses located in Puerto Rico.
- b. For Programa AHORA's students only the partial withdrawal adjustment will apply.
- c. SUAGM reserves the right to amend, partially or totally, this policy.

This policy is effective as of March 30, 2017

## Refund Formula

Any student who requests a total withdrawal of courses, after the drop-add period, on or prior to 60% of the part of term registered, will be reimbursed according to the following formula:

TOTAL DAYS ELAPSED  
----- = % of TOTAL COST

## Total Part of Term Days

After 60% of the total part of term days has elapsed, the student will be responsible for 100% of total costs.

## Partial Withdrawal: Course Drop/Add Period

Students may cancel a course before the first day or during the first week of the part of term (PT) without costs or charges.

## Tuition Changes



All tuition, general fees and service charges are subject to change. The University agrees to provide reasonable advanced notice of any increases. All increases will only apply to subsequent terms, not the one in which the student is currently enrolled.

## **Grounds for Termination**

I agree to comply with the rules and policies and understand that the University shall have the right to terminate my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the University reserves the right to modify the rules and regulations, and that I will be advised of all modifications.

## **Graduation Requirement**

I understand that to graduate from my selected program and to receive a degree, I must successfully complete the required number of credits hours as specified in the catalog and on my Enrollment Agreement, comply with all written, practicum, internship and course work required by the program I selected and satisfy all financial obligations to the University.

## **Graduation Fee**

The student will submit an Application for Graduation to the Registrar's Office by the date established in the academic calendar, along with a \$110.00 graduation fee, non-refundable.

## **Copies of Credit Evidence**

Evidence may be obtained at the Registrar's Office. Payment must be made at the Bursar's Office. The cost of each evidence will be \$6.00 per copy.

# Student Service



UNIVERSIDAD  
ANA G. MÉNDEZ

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# Time Frame of Institutional Response to Student

UAGM has a Help Desk Service Center for its educational institutions, which will impact the student population of UAGM. The services provided by the Contact and Customer Service Center are presented in the accompanying table. The office is available Monday to Friday from 8:00 am to 6:00 pm Atlantic Time Zone. Students requiring support after hours are encouraged to refer to the Frequently Asked Questions (FAQ) page available at [miportal](#), where they can obtain answers to most common issues.

## Quality of Life and Wellness

The Quality of Life and Wellness Program provides services to promote optimal personal and academic development of the students. The staff offers counseling services and preventive activities which promote healthful lifestyles. Our goal is to be a resource to students for any concerns they might have while they are students at the Ana G. Méndez University Virtual Campus.

## Available Services:

- **Tutoring-** online tutoring is a component to help students be more successful. For tutoring schedule contact our Web site.
- **Workshops-** the program offers a variety of delivery modes in the areas of stress management, procrastination, study skills, personal success and other related areas.
- **Students with Special Needs Services-** This office provides access and reasonable accommodation for students who have documented disabilities so they can achieve their full educational potential. The Integrated Services Coordinator and Counselor will provide these services.
- **Placement & Career Services-** The career center provides assistance to students with skills they need to perform successful job searches and to assist them to develop and implement job search strategies. The Career Center does not guarantee employment upon attaining a degree but supports the students with occupational information and trends. You can interact with the Career Center staff by e-mail and telephone. Our services include:
  - a.** Tips for preparing your resumé and cover letter.
  - b.** Successful interview techniques.
  - c.** Using social media for networking opportunities.
  - d.** Assistance with exam preparation and finding testing centers.
  - e.** Advice on how to contact potential employers.
  - f.** Proven methods on how to find work in the area the student completed training and certifications.

## Student Organizations

The participation in student organizations provides opportunities for valuable experiences. Such participation fosters personal growth, encourages understanding, leadership, and cooperation and emphasizes the ideals of service, good citizenship and respect for human values. All student organizations, related to the University, must apply to the Office of the Vice-Chancellor of Student Affairs for registration. A faculty or administrative member assists and advises each registered group. The students can access the policies and procedures to register the organizations at our Web portal.

## University Policies

The Universidad Ana G. Méndez is committed Universidad Ana G. Méndez is committed to provide a secure environment for the university community. The institutional policies apply to all students. Some policies may be updated after publication. Please refer to our Web portal for current policies and procedures.

## Minimum Student Enrollment per Session

Universidad Ana G. Méndez establishes, as institutional policy, that the minimum enrollment for online courses will be of 12 students per session, and a maximum of 20 students. An exception to this rule is to schedule courses for students with research project or thesis in progress.

In these cases, the Policy for Allocation of Students for Research will apply. The maximum enrollment for online courses is established according to the course content, the technology to be used and the technical support that the student needs. Also, to be considered is the time that the professor needs to interact with each student.

**School of  
Professional Studies  
(Programa Ahora)**

UNIVERSIDAD  
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# Description of the Accelerated Program of Study

The AHORA Program is accelerated because all of its courses are offered in five or eight-week sessions. During each session, classes meet once a week for four hours each week. The accelerated methodology is based on a learning process shared between the professor and the student. Each student receives a module, which serves as a study guide and indicate the assignments and activities that must be completed to prepare for class. Our faculty is specially selected and trained to work with adult students through the accelerated mode, facilitating a class environment where learning is built on experiences and the assignments performed by the students. This model of accelerated studies can be applied to the different academic programs of the institution, to new academic programs or any other academic program where adult students participate. The courses are offered evenings, Saturdays (morning and afternoon), and Sundays (morning and afternoon). The student may take a maximum of two classes per session, completing six credits every five or eight weeks. Registration is continuous, with courses beginning eight times a year, and the possibility of completing up to forty-eight credits in an academic year. This way, the program provides greater flexibility for students, since they can advance their academic progress or design a class program that conforms to the variety of commitments they may have during the year.

## Vision

We aim to become local and international leaders in accelerated education for adults. We will be recognized for the excellence and pertinence of our academic programs, integrated services, the application of emerging technologies and the strengthening of high-level competencies that will allow students to be effective in a globalized work environment, becoming lifelong learners.

## Mission

To provide an accelerated educational process to adult students, where their professional experience is incorporated into the classroom to create an interactive challenging and dynamic environment, as well as integrated, personalized and individualized services. Faculty and staff members with professional experience, especially prepared to work with adults, are educational facilitators in an innovative way.

# Goals

**To fulfill this mission, the School of Professional Studies intends to:**

- Promote adults to value continuous learning and increase their contribution to the world of employment.
- Facilitate adult students to reach their educational goals.
- Create a learning community that facilitates building new knowledge based on and applicable to the professional and personal reality of adults.
- Provide integrated student services of quality and easily accessible to adult students.
- Recruit and develop personnel that know and effectively meet the needs of the adult student.
- Integrate technology into the academic, service and administrative processes.
- Develop academic offerings that respond to the present needs of the professional and business world.
- Establish a continuous process of feedback and assessment of all the processes and services.

# Admissions Requirements

**To fulfill its mission and goals, the AHORA Program admits only adult students with academic and professional experience that meet the following requirements:**

- 21 years of age or older
- A Bachelor degree from accredited institution with a minimum of 2.75 GPA in the last 60 credits
- Two (2) years of work experience
- Submit an admission application
- Submit three letter of recommendation from your employer or supervisor. A form letter is provided
- Admission interview

# Transfer Credits:

A maximum of eighteen (18) graduate credits will be accepted from other Institutions if the contents of courses are equivalent to courses offered at Universidad Ana G. Méndez, Cupey campus. these credits should have been taken in an accredited institution approved with a grade of A or B.

**Academic  
Programs**

UNIVERSIDAD  
ANA G. MÉNDEZ

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# Master's Degree Environmental Management with a Specialization in Environmental Planning

This specialization prepares students to assume management responsibilities required by today's environmental field. The academic and field experience of the School allows students to develop the competencies in the area of environmental management which will enable them to assume leadership positions in the public and private sectors. The main goal of our program is to prepare an educated and skilled professional who contributes to solving the environmental problems of the world to achieve a sustainable.

<b>CORE COURSES</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
ENVI 500	Fundamentals of Environmental Sciences	3	
ENVI 501	Statistical Methods Applied to Environmental Research	3	
ENVI 502	Waste Management	3	ENVI 500
ENVI 503	Environmental Legislation: Multilateral Environmental Agreements	3	ENVI 500
ENVI 504	Environmental Documents and Evaluation	3	ENVI 500, ENVI 503
	<b>Total</b>	<b>15</b>	
<b>SPECIALIZATION COURSES</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
ENMP 550	Environmental and Natural Resources Economy	3	
ENMP 551	Principles of Environmental Technology	3	ENVI 500
ENMP 552	Environmental Communication and Writing	3	ENVI 500, ENVI 504
ENMP 553	Environmental Strategic Planning	3	
ENMP 554	Environmental Quality Control Management	3	ENVI 500
	<b>Total</b>	<b>15</b>	
<b>ELECTIVE COURSES (Select Two)</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
ENMP 590	Environmental Risk Management	3	ENVI 500, ENVI 501
ENMP 591	Energy Sources and Environment	3	ENVI 500
ENMP 592	Comparative Environment Risk Assessment	3	ENVI 500, ENMP 590
ENMP 593	Current Topics in Environmental Affairs	3	
ENMP 594	Climatology and Atmospheric Pollution	3	ENVI 500, ENMP 551
ENMP 595	Tropical Ecosystems	3	ENVI 500, ENMP 551
ENMP 596	Environmental Auditing	3	
ENMP 597	Fundamentals of Hydrogeology	3	ENVI 500
	<b>Total</b>	<b>6</b>	
<b>Thesis Option - Research Courses**</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
ENMP 670*	Thesis*	3	36 approved credits ENMP 670
ENMP 671 *	Research Proposal*	3	
	<b>Total</b>	<b>6</b>	
	<b>Tota Credit</b>	<b>42</b>	

\* ENMP 670 and ENMP 671 are semester courses. Each includes a total of 16 weeks per course.

## **ENVI 500 - Fundamentals of Environmental Sciences**

**Credits - 3**

**Pre-requisite - None**

A general perspective of the environmental sciences. The analysis of subjects related to problems of population dynamics; natural resources; and pollution effects in living beings will be studied. The discussion of the actual environmental problems and solutions will be analyzed.

## **ENVI 501 - Statistical Methods Applied to Environmental Research**

**Credits - 3**

**Pre-requisite - None**

Descriptive and statistical methods to be applied in the analysis of uncertainties and decision making processes of the environmental sciences.

## **ENVI 502 - Waste Management**

**Credits - 3**

**Pre-requisite - ENVI 500**

Study of the fundamental concepts necessary to adequately manage solid waste (domestic, industrial and hazardous). RCRA will be discussed, its laws, and regulation norms related to the generation, transportation, action and storage, and the final disposal of solid waste. The law describes the necessary strategies to comply, evaluate and execute the required tasks to meet the public health, environmental health, and natural resources goals.

## **ENVI 503- Environmental Legislation: Multilateral Environmental Agreements**

**Credits - 3**

**Pre-requisite - ENVI 500**

Multilateral Environmental Agreements: The course is aimed at providing a legal and normative perspective of the activities that may have an impact on natural resources and the environment. Additionally, the course will analyze the local and federal legal framework pertaining to the use, management, and conservation of important natural resources. The course emphasizes the most important legal instruments from agencies such as the Environmental Quality Board and the Department of Natural and Environmental Resources. The course will be approached by in-depth case studies and real life situations.

## **ENVI 504 - Environmental Documents and Evaluation**

**Credits - 3**

**Pre-requisite - ENVI 500, ENVI 503**

Core online course that will study the importance of environmental documents in the processes of decision making. One will include antecedents, legal basis, requisites of format, content and procedural of environmental documents, used in the determination and governmental evaluation of environmental impacts of projects, actions and decisions (EAs, DIAs, etc.). The student will learn the proceeding and process of permissions and consultations of environmental type including the different agencies that take part. The student will also learn the preparation and analysis of mitigation plans, damage prevention (Moist soils, erosion control and land sedimentation, water forests, bodies, etc.) and plans to answer the environmental emergencies. Also it will include the preparation of manifestos, information of monitoring unloads and Environmental Justice. The course will take as it bases the Environmental Policy of the United States and each jurisdiction where the Student resides.

## **ENMP 550- Environmental And Natural Resources Economy**

**Credits - 3**

**Pre-requisite - None**

This online course evaluates the importance of the scientific knowledge in the handling and conservation of the renewable and nonrenewable natural resources as basis for analysis and economic estimate to determine the added value of the natural resources. The course discusses the natural resources of the environmental public policy and the function of the economic analysis in the development of the policy that is carried out. The fundamental elements of the economic theory will be analyzed, including the analysis of cost and benefit.

## **ENMP 551 - Principles of Environmental Technology**

**Credits - 3**

**Pre-requisite - ENVI 500**

This online course will discuss and evaluate the theoretical aspects, technical, physical mechanisms, chemical and biological, and the technical availability to provide drinking water, purify waste water, and the disposal of solid and liquid waste. In addition, the technologies available for the control of water, soil, atmosphere and noise pollution will be analyzed.

## **ENMP 552 - Environmental Communication and Writing**

**Credits - 3**

**Pre-requisite - ENVI 500, ENVI 504**

This online course will study the application of the communication principles in the environmental field. This course examines a variety of communication strategies and practices and the drafting of environmental documents that are essential for environmental managers perform effectively their organizational, ethical and legal responsibilities.

It identifies and analyze the diverse groups or audiences in which the environmental managers will communicate and relate; from internal audiences, such as online employees, supervisors and managers; to outside audiences, such as legislators, civic and environment groups, syndicates, community, press and other media. The feasibility, need and functionality of different media types and strategies of outreach and public relations are studied, including the drafting of memos, press release, environmental impact statements, technical reports and audiovisual presentations.

## **ENMP 553 - Environmental Strategic Planning**

**Credits - 3**

**Pre-requisite - None**

This course focused on the technical-scientific concepts related to the environment in a global way, that will allow the environmental manager to effectively address the decision making process of the strategic planning. The future environmental manager will obtain knowledge of the analysis of the internal institutional environment, the external environment and identify tendencies, changes and formulate a strategic planning with focus in the organization. You will know the strategic planning fundamentals and the sustainable development of natural resources. The increasingly global nature of the environmental sustainability, will be particularly noteworthy.

## **ENMP 554 - Environmental Quality Control Management**

**Credits - 3**

**Pre-requisite - ENVI 500**

The course presents a global e inclusive vision of environmental management. Its topics includes environmental management and its functions, roles, responsibilities and environmental manager leadership. In addition, it discuss the importance of investigation for quality control of the environment. Application and description of all those principles related with quality control environmental management, its international regulations for administration (ISO) and management standards (EMS) of the Environmental Protection Agency. It will show the theoretical aspects, case discussion and environmental management simulations will be presented.

## **ENMP 590 - Environmental Risk Management**

**Credits - 3**

**Pre-requisite - ENVI 500, ENVI 501**

The discussion of risk assessment and risk management processes will be studied. Emphasis on the risks, uncertainty and implications in the strategies to reduce the human health risk and the effects on ecosystems. Presentation of different database resources (IRIS Database).

## **ENMP 591 - Energy Sources and Environment**

**Credits - 3**

**Pre-requisite - ENVI 500**

The course will evaluate the local and international energy situation; specifically, its economic, environmental, social and geopolitical implications. It will examine the energy sources, strategies, its environmental impact, and the available technology for environmental control. The energy policy, its design and implementation, as an essential element for environmental planning and management will be covered during the course.

### **ENMP 592 - Comparative Environment Risk Assessment**

**Credits - 3**

**Pre-requisite - ENVI 500, ENMP 590**

The course will evaluate and measure the health and environmental risk of human activities. The most important risk assessment techniques as well as their limitations will be covered in-depth by this course. Additionally the course will discuss and evaluate the importance to communicate to the public the results of risk assessment.

### **ENMP 593 - Current Topics in Environmental Affairs**

**Credits - 3**

**Pre-requisite - None**

Course of specialty that will treat subjects not covered in regular curriculum. The course will provide the presentation and discussion of current subjects of great importance for the professional in the environmental area. This course will allow the opportunity to have guests of private companies, state or federal agencies that facilitate the students to be updated with regard to new technologies, new methods of investigation and conservation of resources, recent scientific findings and new applicable legal regulations in the environmental subjects.

### **ENMP 594 - Climatology and Atmospheric Pollution**

**Credits - 3**

**Pre-requisite - ENVI 500, ENMP 551**

The course is aimed at the evaluation of chemical, climate, economic and other variables relevant to atmospheric pollution management and control. Scientific and technical aspects associated with climate and air pollution, strategies for pollution control, and the legal framework encompassing the will be studied in detail.

### **ENMP 595 - Tropical Ecosystems**

**Credits - 3**

**Pre-requisite - ENVI 500, ENMP 551**

The structure, physiology, taxonomy and distribution of the main tropical ecosystems in the tropics will be studied. Exotic plants and animals introduced to different ecosystems, the environmental conditions and types of soils in different zones of life will be analyzed. The student will understand the fragility of the tropical ecosystems so as to make a critical judgment on the management for the tropical resources.

### **ENMP 596 - Environmental Auditing**

**Credits - 3**

**Pre-requisite - None**

This course is designed to give the student the tools, skills and knowledge to develop, to structure and lead and lead an audit of environmental compliance with the federal and state laws and applicable regulations. The course also has an inclusive discussion of the professional practices and the guides to carry out an audit or diligent environmental evaluation of a property or commercial or industrial establishment as part of the process of transaction in compliance with the Environmental Protection laws.

### **ENMP 597 - Fundamentals of Hydrogeology**

**Credits - 3**

**Pre-requisite - ENVI 500**

The course looks into the technical and scientific principles relevant to the availability, occurrence of groundwater quality. Discusses the chemical, physical and biological characteristics of groundwater resources. Discusses the water flow in aquifers, hydrologic cycle, geology, the hydrological systems and the environmental issues related to the water resources.

### **ENMP 670 - Thesis**

**Credits - 3**

**Pre-requisite - 36 approved credits, ENMP 670**

This is a requisite for the Master Degree. This course is focused on the development of research work on an environmental problem. This research and its results must contribute to environmental knowledge. Comprehensive exam and its approval will be required to be granted a Master Degree. One semester each course.

## **ENMP 671 - Research Proposal**

**Credits - 3**

**Pre-requisite - 36 approved credits, ENMP 670**

This is a requisite for the Master Degree. This course is focused on the development of research work on an environmental problem. This research and its results must contribute to environmental knowledge. Comprehensive exam and its approval will be required to be granted a Master Degree. One semester each course.

## Master's Degree in Business Administration with a major in Human Resources

The Master of Business Administration with major in Human Resources presents the student with the theory practiced by modern associates in human resources management and its function as a strategic element in the company.

CORE COURSES			
Title	Course Description	Credits	Pre-requisite
ADMI 500	Managing Organizations	3	
ITMA 501	Technology and Information Management	3	
MARK 502	Marketing Management	3	
FINA 505*	Managerial Finance*	3	ACCO 500
ACCO 504*	Accounting for Decision Making*	3	ACCO 500
ECON 505	Business Economics	3	FINA 505
QUME 507	Quantitative Methods and Statistics for Business	3	
	<b>Total</b>	<b>21</b>	
SPECIALIZATION COURSES			
Title	Course Description	Credits	Pre-requisite
HURM 550	International Human Resources Management	3	Complete 12 core course credits
HURM 551	Compensation and Benefits	3	
HURM 552	Quality Safety and Health in the Work Place	3	
HURM 553	International Economics Labor	3	
HURM 554	Conflict Management and Organizational Dynamics	3	
	<b>Total</b>	<b>15</b>	
ELECTIVE COURSES (Select one)			
Title	Course Description	Credits	Pre-requisite
HURM 560	Employment in the Global Economy	3	
HURM 561	Labor and Industrial Relations in Human Resources	3	
HURM 562	Management Negotiation and Conflict Resolutions	3	
	<b>Total</b>	<b>3</b>	
CAPSTONE COURSE			
Title	Course Description	Credits	Pre-requisite
ADMI 595	Knowledge Integration in Business Administration	3	Core courses and 9 credits in Specialization
	<b>Total</b>	<b>3</b>	
	<b>Total Credits</b>	<b>42</b>	

\* ACCO 500 Financial Accounting- This course is recommended for those students who do not possess background knowledge in business administration. Although this course is worth 3 credits; these are not included in the total amount of credits for the degree (42 credits). If recommendation is not accepted, students must sign a release form.

### **ADMI 500 - Managing Organizations**

**Credits - 3**

**Pre-requisite - None**

This course studies the evolution of diverse perspectives on management and introduces the student to basic philosophies, techniques, policies, structures and operations of businesses. The course emphasizes the dynamics and complexity of establishing, handling and developing a competitive business.

### **ACCO 504 - Accounting for Decision Making**

**Credits - 3**

**Pre-requisite - ACCO 500**

The course studies the accounting of the managerial processes of planning, control, and decision making, financial requirements in businesses and the analysis of financial states and decisions related to investments. Special topics in cost accounting, capital investments, budget formulation, benefit controls, taxes, and inventory will be examined.

### **ADMI 595 - Knowledge Integration in Business Administration**

**Credits - 3**

**Pre-requisite - Core courses & 9 credits in Specialization**

This course is designed to provide students the opportunity to review the approaches, practices, and trends used in the formulation, establishment, evaluation and control of the actions needed to develop and sustain the competitive advantage of an organization. Practical, interdisciplinary and integrated application of business concepts using case studies and other research methods that allow the integration of knowledge of functional areas of the company. The student will have the opportunity to develop leadership, decision making, and teamwork skills in a multidisciplinary and multicultural environment with a strategic vision. Will use research techniques developed through the program to analyze complex situations that enable the organization to maintain a competitive stance.

### **ECON 505 - Business Economics**

**Credits - 3**

**Pre-requisite - FINA 505**

Study of the application of microeconomic theory and the tools of analysis of decision sciences to achieve efficient solutions in an organization. In order to understand the dynamics of a business and to project its future operations, it is necessary to understand the nature and mechanisms of economic processes. Microeconomics theory provides tools for analysis that integrate the knowledge of statistics, mathematics, and economic theory. These tools are particularly useful in the decision-making process.

### **FINA 505 - Managerial Finance**

**Credits - 3**

**Pre-requisite - ACCO 500**

The course studies methodology and concepts relevant to the financial decision-making process. Within the framework of modern financial theory, this course examines how to manage the sources and uses of capital to achieve corporate goals. It specifically includes the study of financial analysis and financial planning techniques, long-run investment decisions, short-run liquidity needs, and long-run financial strategies and instruments.

### **HURM 550 - International Human Resources Management**

**Credits - 3**

**Pre-requisite - Complete 12 Core Course Credits**

This course was designed to focus in the critical analysis of the foundations, processes and policies inherent to the management of human resources in an international environment. The analysis of the fundamental vision of the dynamics of changes in the economic, political, socio-cultural and technological environment in the contemporary world. The evaluation of the impact of these transformations in the organizational structural models to obtain competitiveness in the globalized economy. Presents a discussion of the characteristics of the recruitment, selection and development functions and the legal and financial responsibilities of personnel administration at the international level.

## **HURM 551 - Compensation and Benefits**

**Credits - 3**

**Pre-requisite - Complete 12 Core Course Credits**

This course was designed for the student to understand all aspects related to personnel compensations and benefits. The basis for compensation: theory, design, tasks analysis, regulations and programs. This includes practical situations of compensation and benefits programs at short time. The program focuses in presenting the tools necessary to assign rates and salaries. Moreover, the course concentrates in presenting new designs for benefits and executive developments of structural salaries, planning, budgeting and a total system of collective compensation, and more.

## **HURM 552 - Quality Safety and Health in the Work Place**

**Credits - 3**

**Pre-requisite - Complete 12 Core Course Credits**

Analysis and discussion of the elements of total quality management, change and its effects on organizational behavior. Study of the legislation, regulations and standards in occupational health and safety pertaining to employers and employees. Topics for discussion include: safety legislation, accidental loss, employee compensation, the Occupational Safety and Health Act (OSHA), codes and standards on safety, managers responsibility, risk and control, planning for emergencies.

## **HURM 553 - International Economics Labor**

**Credits - 3**

**Pre-requisite - Complete 12 Core Course Credits**

The course presents an analysis of the problems related to the labor market and labor relations in the new order of the globalized economy. Definition of microeconomic aspects and relationships on an individual and enterprise scale, macroeconomic matters as policies for employment and social welfare. Use of research of specific markets, demographic and migratory changes of the work force in an international environment, problems of cultural diversity and participation of minority groups in the labor market, labor supply and demands, unemployment and inflation. Discussion of governmental strategies of labor promotion and investment in human capital, industrial policies and protection against competition, salary scales, collective bargaining and trends in social security plans.

## **HURM 554 - Conflict Management and Organizational Dynamics**

**Credits - 3**

**Pre-requisite - Complete 12 Core Course Credits**

Recognizes the interaction between the individual and the organization, states that the human resource is decisive for the success or the failure of any organization. Therefore, its handling is key for the enterprise and organizational success. It promotes the reorientation of the thought and the optimal use of its human potential towards the analysis of organizational problems, looks for balance between the individual objectives and the organizational objectives, promoting in the organizations humanistic and democratic values. An educational tool, destined to change attitude and values, within the structure of the organizations. Topics include system of power and influence, interpersonal conflict, individual motivation, organizational structure, dynamics and change and their implications for management, social welfare systems and the social and personal needs of the group and the individual. Help in understanding of which it must be the behavior adapted in the interrelations that guarantee favorable results of a good organizational climate for all.

## **HURM 560 - Employment in the Global Economy**

**Credits - 3**

**Pre-requisite - None**

This course presents the emphasis to the effects of the globalization and the necessity and importance of cultural understanding of international management. Analysis the effects of Globalization, like the dominant impelling force in the worldwide economy, creating new employment opportunities for the societies. Definition of microeconomic aspects and relations on individual and enterprise scale, macroeconomic subjects like use policies and social welfare. Specific use of the human resource in the global field, effects of the demographic and migratory changes of the workforce in an international atmosphere. Cultural diversity and its related problems. Activities of the human resource management in the Global Field and Global Corporation.

## **HURM 561 - Labor and Industrial Relations in Human Resources**

**Credits - 3**

**Pre-requisite - None**

The Industrial and Labor Relations of the Human Resources are closely related to the development of the modern industrial society. This has its tie bases to the relative legal norms of the work from the beginnings of the Industrial Revolution, moment



that presents the substantial change to the way and the conditions in which work occurred. In this course presents an analysis of the labor relations between the working management and organizations, as well as the external atmosphere that affects them. The subjects included, consider social, economic, political and technological that have influenced the sprouting of the labor movement and the collective negotiation. The impact that labor relations have on the public and the media. Review of some consolidated techniques of management which define the policy of personnel as one of the key factors for the economic efficiency of the companies.

### **HURM 562 - Management Negotiation and Conflict Resolutions**

**Credits - 3**

**Pre-requisite - None**

The course is designed, so the student focus in the aspects related to the critical analysis and understanding of the foundations, processes and components of the negotiation and dynamics for conflict resolution in the organizations. This presented with an approach in the communication skills and the human abilities related to it, which are essential for any managerial growth and leadership. Understanding the importance of the negotiation and the pacific coexistence through recognition of common interests. Also the necessity of the development of interpersonal abilities to face and to solve personnel conflicts.

### **ITMA 501 - Technology and Information Management**

**Credits - 3**

**Pre-requisite - None**

The course will enable students to attain a sound working knowledge of the technologies that govern the most relevant aspects of IT/IS. Students will acquire an overall view and technological foundation with a special focus on the field of management.

### **MARK 502 - Marketing Management**

**Credits - 3**

**Pre-requisite - None**

This course studies the theoretical foundations of marketing management and emphasizes the decision-making process based on needs assessment and current market opportunities. It includes the study of strategic marketing, segmentation, positioning, target market, information systems, marketing research, psychographics and demographic characteristics of consumers.

### **QUME 507 - Quantitative Methods and Statistics for Business**

**Credits - 3**

**Pre-requisite - None**

This course provides an overview of quantitative methods and statistics applied in commerce and industry especially for the analysis of business situations and decision-making. Decision modeling of organizational systems uses statistics, mathematical and computer models to provide a quantitative perspective on identifying, analyzing and solving complex decision problems. Topics covered include equations for quantitative analysis, introduction to linear programming, break-even analysis, descriptive statistics, correlation and regression analysis, time series data analysis, probability, money variables over time, decisions analysis, networks analysis, sampling methods, statistical inference, hypothesis testing, and managing quantitative research simulation. Some sections may be technologically mediated.

## Master's Degree in Business Administration with major in Marketing and Sales Management

The Master of Business Administration with major in Marketing and Sales presents the student with the function, theory and modern practices of the element of trade within organizations. It also develops technical competencies and the ability to make market investigations, marketing planning, sales forecast, and promotion campaigns.

CORE COURSES			
Title	Course Description	Credits	Pre-requisite
ADMI 500	Managing Organizations	3	
ITMA 501	Technology and Information Management	3	
MARK 502	Marketing Management	3	
FINA 505*	Managerial Finance*	3	ACCO 500
ACCO 504*	Accounting for Decision Making*	3	ACCO 500
ECON 505	Business Economics	3	FINA 505
QUME 507	Quantitative Methods and Business Statistics	3	
<b>Total</b>		<b>21</b>	
SPECIALIZATION COURSES			
Title	Course Description	Credits	Pre-requisite
MARK 550	Integrated Marketing Communications	3	MARK 502, MARK 560
MARK 551	Marketing Research	3	MARK 502, QUME 507
MARK 552	CRM: Trust and Loyalty Management	3	Approve all core courses
MARK 555	Sales Management	3	ADMI 500, MARK 502
MARK 560	Consumer Behavior	3	Approve all core courses
<b>Total</b>		<b>15</b>	
ELECTIVE COURSES (Select one)			
Title	Course Description	Credits	Pre-requisite
MARK 553	International Marketing	3	MARK 502
MARK 554	Services Marketing	3	MARK 502
MARK 561	Brand Management	3	Approve all core courses
MARK 562	Supply Chain Management for Marketing	3	Approve all core courses
<b>Total</b>		<b>3</b>	
CAPSTONE COURSE			
Title	Course Description	Credits	Pre-requisite
ADMI 595	Knowledge Integration in Business Administration	3	Core courses and 9 credits in Specialization
<b>Total</b>		<b>3</b>	
<b>Total Credits</b>		<b>42</b>	

\* ACCO 500 Financial Accounting- This course is recommended for those students who do not possess background knowledge in business administration. Although this course is worth 3 credits; these are not included in the total amount of credits for the degree (42 credits). If recommendation is not accepted, students must sign a release form.

### **ACCO 504 - Accounting for Decision Making**

**Credits - 3**

**Pre-requisite - None**

The course studies the accounting of the managerial processes of planning, control, and decision making, financial requirements in businesses and the analysis of financial states and decisions related to investments. Special topics in cost accounting, capital investments, budget formulation, benefit controls, taxes, and inventory will be examined.

### **ADMI 500 - Managing Organizations**

**Credits - 3**

**Pre-requisite - None**

This course studies the evolution of diverse perspectives on management and introduces the student to basic philosophies, techniques, policies, structures and operations of businesses. The course emphasizes the dynamics and complexity of establishing, handling and developing a competitive business.

### **ADMI 595 - Knowledge Integration in Business Administration**

**Credits - 3**

**Pre-requisite - Core courses & 9 credits in Specialization**

This course is designed to provide students the opportunity to review the approaches, practices, and trends used in the formulation, establishment, evaluation and control of the actions needed to develop and sustain the competitive advantage of an organization. Practical, interdisciplinary and integrated application of business concepts using case studies and other research methods that allow the integration of knowledge of functional areas of the company. The student will have the opportunity to develop leadership, decision making, and teamwork skills in a multidisciplinary and multicultural environment with a strategic vision. Will use research techniques developed through the program to analyze complex situations that enable the organization to maintain a competitive stance.

### **ECON 505 - Business Economics**

**Credits - 3**

**Pre-requisite – FINA 505**

Study of the application of microeconomic theory and the tools of analysis of decision sciences to achieve efficient solutions in an organization. In order to understand the dynamics of a business and to project its future operations, it is necessary to understand the nature and mechanisms of economic processes. Microeconomics theory provides tools for analysis that integrate the knowledge of statistics, mathematics, and economic theory. These tools are particularly useful in the decision-making process.

### **FINA 505 - Managerial Finance**

**Credits - 3**

**Pre-requisite - ACCO 500**

The course studies methodology and concepts relevant to the financial decision-making process. Within the framework of modern financial theory, this course examines how to manage the sources and uses of capital to achieve corporate goals. It specifically includes the study of financial analysis and financial planning techniques, long-run investment decisions, short-run liquidity needs, and long-run financial strategies and instruments.

### **ITMA 501 - Technology and Information Management**

**Credits - 3**

**Pre-requisite - None**

The course will enable students to attain a sound working knowledge of the technologies that govern the most relevant aspects of IT/IS. Students will acquire an overall view and technological foundation with a special focus on the field of management.

### **MARK 502 - Marketing Management**

**Credits - 3**

**Pre-requisite - None**

This course studies the theoretical foundations of marketing management and emphasizes the decision-making process based on needs assessment and current market opportunities. It includes the study of strategic marketing, segmentation,

positioning, target market, information systems, marketing research, psychographics and demographic characteristics of consumers.

### **MARK 550 - Integrated Marketing Communications**

**Credits - 3**

**Pre-requisite - MARK 502**

Companies must communicate effectively with their customers and stakeholders to leverage their strategic progress. This course covers the basic principles underlying consumer information processing, the effective management of the individual elements of the marketing communication mix, and their recombination into an integrated promotional plan.

### **MARK 551 - Marketing Research**

**Credits - 3**

**Pre-requisite - MARK 502, QUME 507**

Market research is the fundamental activity on which sales and marketing decisions are based, significantly reducing the risks of failure in the corporate world. This provides managers a critical view of the necessities and characteristics of a target audience, enabling a better understanding of them, providing information on the lifestyle and behavior that may alter and influence the act of purchase. Understanding consumer behavior as a decision maker and effectively acting upon it can offer companies a competitive advantage against the competition and a clear diagnosis in order to implement effective strategies.

### **MARK 552 - CRM Trust and Loyalty Management**

**Credits - 3**

**Pre-requisite - Approve All Core Courses**

This course examines customer relationship management (CRM) as a key strategic process for organizations. Composed of people, technology, and processes, effective CRM optimizes the selection or identification, acquisition, growth, and retention of desired customers to maximize profit.

### **MARK 553 - International Marketing**

**Credits - 3**

**Pre-requisite - MARK 502**

The function of marketing will be examined, together with its role about value creation and strategic corporate management. The major phenomena underlying marketing strategy and the component divisions of product planning, communications and channels of distribution will be analyzed both in theory and in practical cases in order to develop a managerial perspective on marketing. **The marketing strategy will be linked to financial value.** Marketing strategy will be linked to financial value. Special emphasis will be placed upon aspects of international marketing, consumer behavior, positioning strategies, and international trade marketing.

### **MARK 554 - Services Marketing**

**Credits - 3**

**Pre-requisite - MARK 502**

The purpose of this course is to introduce you to services marketing as a separate and distinct area of marketing thought and practice and help you to understand its powerful influence in competitive markets. During this course, we focus our attention on three main services marketing areas, the service customer, the service company and the integration of marketing, human resources and operations within the service system. All course activities are intended to help you become proficient in analyzing and judging the merits of services marketing strategies and assist you in making strategic decisions in both business and consumer services industries. Throughout the course, an emphasis is placed on marketing's role within the total organization.

### **MARK 555 - Sales Management**

**Credits - 3**

**Pre-requisite - ADMI 500, MARK 502**

The goal of this course is to examine the elements of an effective sales management as a key component of the organization's total marketing effort. The course will extend student's understanding of marketing's reach and potential impact in achieving the organizational goals. Topics covered include the sales process, the relationship between sales and marketing, sales force structure, customer relationship management (CRM), and recruiting, selecting, training, motivating, compensating and retaining salespeople. In addition, the students will develop skills in how to plan and execute profitable sales strategies for the

attainment of competitive advantage. In completion of the course, the students should be aware of ethical issues concerning sales management.

### **MARK 560 - Consumer Behavior**

**Credits - 3**

**Pre-requisite - Approve All Core Courses**

The course examines the different theories to explain consumer behavior. This is looked at through an analysis of how the consumer acquires and uses information in making judgments. It takes into account the effects of demographic characteristics, personality and social group on consumer behavior. Knowledge of consumer behavior is applied to strategies for marketing. The course emphasis is on research.

### **MARK 561 - Brand Management**

**Credits - 3**

**Pre-requisite - Approve All Core Courses**

Designed to show how brand names acquire and maintain their value based on the classic principles of product portfolio management, this course brings a new perspective which situates the content of the brand name as the heart of the brand construction process. It explores the principles of said content to help create value for the brand, guide its development and design its structure and personality.

### **MARK 562 - Supply Chain Management for Marketing**

**Credits - 3**

**Pre-requisite - Approve All Core Courses**

Organization of export and import operations in support of marketing, distribution, production, and other global business functions; freight forwarding, shipping procedures, and selecting transportation modes and documentation.

### **QUME 507 - Quantitative Methods and & Statistics for Business**

**Credits - 3**

**Pre-requisite - None**

This course provides an overview of quantitative methods and statistics applied in commerce and industry especially for the analysis of business situations and decision-making. Decision modeling of organizational systems uses statistics, mathematical and computer models to provide a quantitative perspective on identifying, analyzing and solving complex decision problems. Topics covered include equations for quantitative analysis, introduction to linear programming, break-even analysis, descriptive statistics, correlation and regression analysis, time series data analysis, probability, money variables over time, decisions analysis, networks analysis, sampling methods, statistical inference, hypothesis testing, and managing quantitative research simulation. Some sections may be technologically mediated.

## Master's Degree in Business Administration with major in Supply Chain Management and Logistics

The Master of Business Administration with major in Supply Chain and Logistics provides to the student with the necessary knowledge to work with the management of materials and its functions of planning, purchasing, control of production and inventory.

<b>CORE COURSES</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
ADMI 500	Managing Organizations	3	
ITMA 501	Technology and Information Management	3	
MARK 502	Marketing Management	3	
FINA 505*	Managerial Finance*	3	ACCO 500
ACCO 504*	Accounting for Decision Making*	3	ACCO 500
ECON 505	Business Economics	3	FINA 505
QUME 507	Quantitative Methods & Statistics for Business	3	
	<b>Total</b>	<b>21</b>	
<b>SPECIALIZATION COURSES</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
MAMC 552	Operations Management	3	ADMI 500, QUME 507
MAMC 553	Enterprise Resources Planning	3	QUME 507
MAMC 554	Supply Chain Design and Management	3	MAMC 552
MAMC 561	Logistics Management and Strategy	3	MAMC 552, MAMC 553
MAMC 562	International Logistics and Global Supply Chain Management	3	MAMC 554, MAMC 561
	<b>Total</b>	<b>15</b>	
<b>ELECTIVE COURSES (Select one)</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
MAMC 551	Project Management Fundamentals	3	Approved all core courses
ADMI 506	Business Ethics	3	
MARK 552	CRM: Increasing Customer Value	3	Approved all core courses
	<b>Total</b>	<b>3</b>	
<b>CAPSTONE COURSE</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
ADMI 595	Knowledge Integration in Business Administration	3	Core courses, and 9 credits in Specialization
	<b>Total</b>	<b>3</b>	
	<b>Total Credit</b>	<b>42</b>	

\*ACCO 500 Financial Accounting- This course is recommended for those students who do not possess background knowledge in business administration. Although this course is worth 3 credits; these are not included in the total amount of credits for the degree (42 credits). If recommendation is not accepted, students must sign a release form.

## **ADMI 500 - Managing Organizations**

**Credits - 3**

**Pre-requisite - None**

This course studies the evolution of diverse perspectives on management and introduces the student to basic philosophies, techniques, policies, structures and operations of businesses. The course emphasizes the dynamics and complexity of establishing, handling and developing a competitive business.

## **ADMI 506 - Business Ethics**

**Credits - 3**

**Pre-requisite - None**

The course Ethics in Business Administration discusses the ethical values that should guide management. It explains how ethics impacts the planning, organization and management processes of a company, and in turn the environment in which it is located. It presents management cases with the purpose of developing the student's analysis and decision making skills.

## **ACCO 504 - Accounting for Decision Making**

**Credits - 3**

**Pre-requisite - None**

The course studies the accounting of the managerial processes of planning, control, and decision making, financial requirements in businesses and the analysis of financial states and decisions related to investments. Special topics in cost accounting, capital investments, budget formulation, benefit controls, taxes, and inventory will be examined.

## **ADMI 595 - Knowledge Integration in Business Administration**

**Credits - 3**

**Pre-requisite - Core courses, and 9 credits in Specialization Courses**

This course is designed to provide students the opportunity to review the approaches, practices, and trends used in the formulation, establishment, evaluation and control of the actions needed to develop and sustain the competitive advantage of an organization. Practical, interdisciplinary and integrated application of business concepts using case studies and other research methods that allow the integration of knowledge of functional areas of the company. The student will have the opportunity to develop leadership, decision making, and teamwork skills in a multidisciplinary and multicultural environment with a strategic vision. Will use research techniques developed through the program to analyze complex situations that enable the organization to maintain a competitive stance.

## **ECON 505 - Business Economics**

**Credits - 3**

**Pre-requisite - FINA 505**

Study of the application of microeconomic theory and the tools of analysis of decision sciences to achieve efficient solutions in an organization. In order to understand the dynamics of a business and to project its future operations, it is necessary to understand the nature and mechanisms of economic processes. Microeconomics theory provides tools for analysis that integrate the knowledge of statistics, mathematics, and economic theory. These tools are particularly useful in the decision-making process.

## **FINA 505 - Managerial Finance**

**Credits - 3**

**Pre-requisite - ACCO 500**

The course studies methodology and concepts relevant to the financial decision-making process. Within the framework of modern financial theory, this course examines how to manage the sources and uses of capital to achieve corporate goals. It specifically includes the study of financial analysis and financial planning techniques, long-run investment decisions, short-run liquidity needs, and long-run financial strategies and instruments.

## **ITMA 501 - Technology and Information Management**

**Credits - 3**

**Pre-requisite - None**

The course will enable students to attain a sound working knowledge of the technologies that govern the most relevant aspects of IT/IS. Students will acquire an overall view and technological foundation with a special focus on the field of management.

## **MAMC 551 - Project Management Fundamentals**

**Credits - 3**

**Pre-requisite - None**

Project Management Fundamentals is the application of knowledge, skills, tools, and techniques to project activities to satisfy the demands of project requirements. This course shows that effective project management depends on the appropriate execution of activities such as estimating, planning, resourcing, communicating, engineering, measuring, tracking, reporting and documenting. The course will instruct how process integrates and controls all contributing functional areas through the project life cycle phases.

## **MAMC 552 - Operations Management**

**Credits - 3**

**Pre-requisite - ADMI 500, QUME 507**

This course examines the design and management of internal capacity as it applies to all organizations. It examines the principles and techniques for designing, analyzing and managing operation processes. It addresses how all operations and behavior components fit together and how to identify and resolve the right problem. Topics include statistical process control, supply chain management, and total quality management.

## **MAMC 553 - Enterprise Resources Planning**

**Credits - 3**

**Pre-requisite - QUME 507**

ERP is the technology that connects all the functional activities related to Materials Management in a company. ERP is an extension of MRP and MRPII. This course will introduce the connectivity of industry standard software such as SAP, MANMAN, and MAIPICS and its cross-functional capacity to link operational process of shipping, receiving, distribution, inventory, invoicing and accounting. The course will instruct how all the functional business activities of marketing, sales, production, billing, and quality management can be inter-connected monitored and controlled.

## **MAMC 554 - Supply Chain Design and Management**

**Credits - 3**

**Pre-requisite - MAMC 552**

This course will serve as an introduction to supply chain philosophy and its justification in a dynamic competitive global business environment. It proposes a generic cooperative supply chain design to achieve system integration. Generic modeling enables a wide spectrum of supply chain applications. The course offers a strategic orientation towards the design and development of the supply chain for purchasing, materials, and logistics system. This course includes the analysis and critique of the supply chain of several companies.

## **MAMC 561 - Logistics Management and Strategy**

**Credits - 3**

**Pre-requisite - MAMC 552, MAMC 553**

This course will introduce students to the critical role of logistics in the pursuit of strategic objectives. It is designed to introduce logistics forecast models to facilitate supply chain management. The software will be used extensively to model logistics and supply chain applications.

## **MAMC 562 - International Logistics and Global Supply Chain Management**

**Credits - 3**

**Pre-requisite - MAMC 554, MAMC 561**

International logistics is one of the key business elements for successful global positioning. This course will describe the dynamic forces that affect supply chain management within the global economy. It will explain and illustrate the necessary elements for integrated transportation and movement of cargo required for distinctive international markets.



## **MARK 502 - Marketing Management**

**Credits - 3**

**Pre-requisite - None**

This course studies the theoretical foundations of marketing management and emphasizes the decision-making process based on needs assessment and current market opportunities. It includes the study of strategic marketing, segmentation, positioning, target market, information systems, marketing research, psychographics and demographic characteristics of consumers.

## **MARK 552 - CRM: Increasing Customer Value**

**Credits - 3**

**Pre-requisite - None**

This course examines customer relationship management (CRM) as a key strategic process for organizations. Composed of people, technology, and processes, effective CRM optimizes the selection or identification, acquisition, growth, and retention of desired customers to maximize profit.

## **QUME 507 - Quantitative Methods & Statistics for Business**

**Credits - 3**

**Pre-requisite - None**

This course provides an overview of quantitative methods and statistics applied in commerce and industry especially for the analysis of business situations and decision-making. Decision modeling of organizational systems uses statistics, mathematical and computer models to provide a quantitative perspective on identifying, analyzing and solving complex decision problems. Topics covered include equations for quantitative analysis, introduction to linear programming, break-even analysis, descriptive statistics, correlation and regression analysis, time series data analysis, probability, money variables over time, decisions analysis, networks analysis, sampling methods, statistical inference, hypothesis testing, and managing quantitative research simulation. Some sections may be technologically mediated.

## Master's Degree in Business Administration with a Specialization in Management

The specialty in management allows the student to explore theoretical as well as practical elements of modern management, as well as changes in this field. Other objective of this concentration is to prepare the student to the different administrative jobs in commercial and industrial companies.

<b>CORE COURSES</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
ADMI 500	Managing Organizations	3	
ITMA 501	Technology and Information Management	3	
MARK 502	Marketing Management	3	
FINA 505*	Managerial Finance*	3	ACCO 500
ACCO 504*	Accounting for Decision Making*	3	ACCO 500
ECON 505	Business Economics	3	FINA 505
QUME 507	Quantitative Methods & Statistics for Business	3	
	<b>Total</b>	<b>21</b>	
<b>SPECIALIZATION COURSES (Should have completed 12 credits of core courses)</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
MANA 550	Advanced Strategy Management	3	
MAMC 551	Project Management	3	
MANA 552	Industrial and Service Quality Management	3	
MANA 553	Human Behavior in the Organization	3	
MANA 554	International Management	3	
	<b>Total</b>	<b>15</b>	
<b>ELECTIVE COURSES (Select one)</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
MARK 552	CRM: Increasing Customer Value	3	
MANA 561	Sales Force and Key Account Management	3	
MANA 562	Pricing and Value Management	3	
	<b>Total</b>	<b>3</b>	
<b>CAPSTONE COURSE</b>			
<b>Title</b>	<b>Course Description</b>	<b>Credits</b>	<b>Pre-requisite</b>
ADMI 595	Knowledge Integration in Business Administration	3	Core courses & 9 credits in Specialization Courses
	<b>Total Credit</b>	<b>42</b>	

\*ACCO 500 Financial Accounting- This course is recommended for those students who do not possess background knowledge in business administration. Although this course is worth 3 credits; these are not included in the total amount of credits for the degree (42 credits). If recommendation is not accepted, students must sign a release form.

### **ACCO 504 - Accounting for Decision Making**

**Credits - 3**

**Pre-requisite - None**

The course studies the accounting of the managerial processes of planning, control, and decision making, financial requirements in businesses and the analysis of financial states and decisions related to investments. Special topics in cost accounting, capital investments, budget formulation, benefit controls, taxes, and inventory will be examined.

### **ADMI 500 - Managing Organizations**

**Credits - 3**

**Pre-requisite - None**

This course studies the evolution of diverse perspectives on management and introduces the student to basic philosophies, techniques, policies, structures and operations of businesses. The course emphasizes the dynamics and complexity of establishing, handling and developing a competitive business.

### **ADMI 595 - Knowledge Integration in Business Administration**

**Credits - 3**

**Pre-requisite - Core courses & 9 credits in Specialization Courses**

This course is designed to provide students the opportunity to review the approaches, practices, and trends used in the formulation, establishment, evaluation and control of the actions needed to develop and sustain the competitive advantage of an organization. Practical, interdisciplinary and integrated application of business concepts using case studies and other research methods that allow the integration of knowledge of functional areas of the company. The student will have the opportunity to develop leadership, decision making, and teamwork skills in a multidisciplinary and multicultural environment with a strategic vision. Will use research techniques developed through the program to analyze complex situations that enable the organization to maintain a competitive stance.

### **ECON 505 - Business Economics**

**Credits - 3**

**Pre-requisite - FINA 505**

Study of the application of microeconomic theory and the tools of analysis of decision sciences to achieve efficient solutions in an organization. In order to understand the dynamics of a business and to project its future operations, it is necessary to understand the nature and mechanisms of economic processes. Microeconomics theory provides tools for analysis that integrate the knowledge of statistics, mathematics, and economic theory. These tools are particularly useful in the decision-making process.

### **FINA 505 - Managerial Finance**

**Credits - 3**

**Pre-requisite - ACCO 500**

The course studies methodology and concepts relevant to the financial decision-making process. Within the framework of modern financial theory, this course examines how to manage the sources and uses of capital to achieve corporate goals. It specifically includes the study of financial analysis and financial planning techniques, long-run investment decisions, short-run liquidity needs, and long-run financial strategies and instruments.

### **ITMA 501 - Technology and Information Management**

**Credits - 3**

**Pre-requisite - None**

The course will enable students to attain a sound working knowledge of the technologies that govern the most relevant aspects of IT/IS. Students will acquire an overall view and technological foundation with a special focus on the field of management.

### **MAMC 551 - Project Management**

**Credits - 3**

**Pre-requisite - None**

Project Management Fundamentals is the application of knowledge, skills, tools, and techniques to project activities to satisfy the demands of project requirements. This course shows that effective project management depends on the

appropriate execution of activities such as estimating, planning, resourcing, communicating, engineering, measuring, tracking, reporting and documenting. The course will instruct how process integrates and controls all contributing functional areas through the project life cycle phases.

### **MANA 550 - Advanced Strategy Management**

**Credits - 3**

**Pre-requisite - Complete 12 credits of core courses**

Advanced Strategy Management: This course will spotlight the issue of running a business enterprise. It will introduce you to: What managers must do and do well to make a company a winner in the game of business. Strategy and Business Policy cuts across the whole spectrum of business and management, which focuses on the corporation as a whole and its interactions with its environment. The corporate world is in the process of global transformation and everyday brings new change and direction for managers regarding; acquisitions, outsourcing, downsizing, and strategic alliances. This course will give you the panoramic view of the changing corporate terrain and will show how large and small firms can be more effective and efficient both in today and tomorrow's arena of business. Upon completion of this course you will learn how to tell the difference between winning strategies and mediocre strategies, and become more skilled in spotting ways to improve a company's strategy and execution.

### **MANA 552 - Industrial and Service Quality Management**

**Credits - 3**

**Pre-requisite – None**

Operation Management: This course examines the design and management of internal capacity as it applies to all organizations. It examines the principles and techniques for designing, analyzing and managing operation processes. It addresses how all operations and behavior components fit together and how to identify and resolve the right problem. Topics include statistical process control, supply chain management and total quality management.

### **MANA 553 - Human Behavior in the Organization**

**Credits - 3**

**Pre-requisite – None**

Enterprise Resources Planning: ERP is the technology that connects all the functional activities related to Materials Management in a company. ERP is an extension of MRP and MRPII. This course will introduce the connectivity of industry standard software such as SAP, MANMAN and MAIPICS and its cross-functional capacity to link operational process of shipping, receiving, distribution, inventory, invoicing and accounting. The course will instruct how all the functional business activities of marketing, sales, production, billing and quality management can be inter-connected monitored and controlled.

### **MANA 554 - International Management**

**Credits - 3**

**Pre-requisite - None**

Supply Chain Design and Management: This course will serve as an introduction to supply chain philosophy and its justification in a dynamic competitive global business environment. It proposes a generic cooperative supply chain design to achieve system integration. Generic modeling enables a wide spectrum of supply chain applications. The course offers a strategic orientation towards the design and development of the supply chain for purchasing, materials and logistics system. This course includes analysis and critique of the supply chain of several companies.

### **MARK 552 - CRM: Increasing Customer Value**

**Credits - 3**

**Pre-requisite - None**

This course examines customer relationship management (CRM) as a key strategic process for organizations. Composed of people, technology, and processes, effective CRM optimizes the selection or identification, acquisition, growth, and retention of desired customers to maximize profit.

### **MANA 561 - Sales Force and Key Account Management**

**Credits - 3**

**Pre-requisite - None**

Sales Force and Key Account Management: Customer value delivery is based on effective management of a company's sales organization. This course will identify the factors leading to enhanced sales organization effectiveness and superior salesperson performance, namely developing sound objectives, strategy, structure, size and compensation plans. Other issues covered are the effective conduct of personal selling, such as salesmanship, negotiation and relationship building.

## **MANA 562 - Pricing and Value Management**

**Credits - 3**

**Pre-requisite - None**

Pricing & Value Management: Consumers and customers perceive price as value for money. This course addresses strategic and tactical issues related to the company's pricing policy and to the customer's perception of price: how to set prices on a product for the first time, how to modify a product's price over time and space to meet varying circumstances and opportunities, how to initiate and respond to price changes.

## **MARK 552 - CRM: Increasing Customer Value**

**Credits - 3**

**Pre-requisite - None**

This course examines customer relationship management (CRM) as a key strategic process for organizations. Composed of people, technology, and processes, effective CRM optimizes the selection or identification, acquisition, growth, and retention of desired customers to maximize profit.

## **QUME 507 - Quantitative Methods & Statistics for Business**

**Credits - 3**

**Pre-requisite - None**

This course provides an overview of quantitative methods and statistics applied in commerce and industry especially for the analysis of business situations and decision-making. Decision modeling of organizational systems uses statistics, mathematical and computer models to provide a quantitative perspective on identifying, analyzing and solving complex decision problems. Topics covered include equations for quantitative analysis, introduction to linear programming, break-even analysis, descriptive statistics, correlation and regression analysis, time series data analysis, probability, money variables over time, decisions analysis, networks analysis, sampling methods, statistical inference, hypothesis testing, and managing quantitative research simulation. Some sections may be technologically mediated.

# Master's Degree in Business Administration with a Specialization in Agribusiness

This specialization prepare students for the decision making and planning process in the agribusiness industry. It presents theoretical and practical concepts related to the production and consumption of goods. It also provides the strategies to achieve organizational goals according to the global economy standards.

CORE COURSES			
Title	Course Description	Credits	Pre-requisite
ADMI 500	Managing Organizations	3	
ITMA 501	Technology and Information Management	3	
MARK 502	Marketing Management	3	
FINA 505*	Managerial Finance*	3	ACCO 500
ACCO 504*	Accounting for Decision Making*	3	ACCO 500
ECON 505	Business Economics	3	FINA 505
QUME 507	Quantitative Methods & Statistics for Business	3	
<b>Total</b>		<b>21</b>	
SPECIALIZATION COURSES			
Title	Course Description	Credits	Pre-requisite
FAES 550	Theory for Decision Making for Agribusiness	3	
FAES 551	Agribusiness Economics of Production and Consumption	3	
FAES 552	Agribusiness Finance and Risk Management	3	
FAES 553	Current Issues in Environment, Food Safety, Market Regulations and International Trade	3	
FAES 560	Human Resources Management in Agribusiness	3	
<b>Total</b>		<b>15</b>	
ELECTIVE COURSES (Select one)			
Title	Course Description	Credits	Pre-requisite
FAES 561	Managing of Strategies and Planning for the Agribusiness	3	Approved all core courses
ADMI 506	Business Ethics	3	
<b>Total</b>		<b>3</b>	
CAPSTONE COURSE			
Title	Course Description	Credits	Pre-requisite
FAES 554	Case Studies in Agribusiness	3	Core courses & 9 credits in Specialization Courses
<b>Total credit</b>		<b>42</b>	

\* ACCO 500 Financial Accounting- This course is recommended for those students who do not possess background knowledge in business administration. Although this course is worth 3 credits; these are not included in the total amount of credits for the degree (42 credits). If recommendation is not accepted, students must sign a release form.

## **ACCO 504 - Accounting for Decision Making**

**Credits - 3**

**Pre-requisite - None**

The course studies the accounting of the managerial processes of planning, control, and decision making, financial requirements in businesses and the analysis of financial states and decisions related to investments. Special topics in cost accounting, capital investments, budget formulation, benefit controls, taxes, and inventory will be examined.

## **ADMI 500 - Managing Organizations**

**Credits - 3**

**Pre-requisite - None**

This course studies the evolution of diverse perspectives on management and introduces the student to basic philosophies, techniques, policies, structures and operations of businesses. The course emphasizes the dynamics and complexity of establishing, handling and developing a competitive business.

## **ADMI 506 - Business Ethics**

**Credits - 3**

**Pre-requisite - None**

The course Ethics in Business Administration discusses the ethical values that should guide management. It explains how ethics impacts the planning, organization and management processes of a company, and in turn the environment in which it is located. It presents management cases with the purpose of developing the student's analysis and decision making skills.

## **ECON 505 - Business Economics**

**Credits - 3**

**Pre-requisite - FINA 505**

Study of the application of microeconomic theory and the tools of analysis of decision sciences to achieve efficient solutions in an organization. In order to understand the dynamics of a business and to project its future operations, it is necessary to understand the nature and mechanisms of economic processes. Microeconomics theory provides tools for analysis that integrate the knowledge of statistics, mathematics, and economic theory. These tools are particularly useful in the decision-making process.

## **FINA 505 - Managerial Finance**

**Credits - 3**

**Pre-requisite - ACCO 500**

The course studies methodology and concepts relevant to the financial decision-making process. Within the framework of modern financial theory, this course examines how to manage the sources and uses of capital to achieve corporate goals. It specifically includes the study of financial analysis and financial planning techniques, long-run investment decisions, short-run liquidity needs, and long-run financial strategies and instruments.

## **ITMA 501 - Technology and Information Management**

**Credits - 3**

**Pre-requisite - None**

The course will enable students to attain a sound working knowledge of the technologies that govern the most relevant aspects of IT/IS. Students will acquire an overall view and technological foundation with a special focus on the field of management.

## **FAES 550 - Theory for Decision Making for Agribusiness**

**Credits - 3**

**Pre-requisite - None**

Theory for Decision Making for Agribusiness: The course applies the concepts and principles of the linear and nonlinear programming to minimize the risk and uncertainty during the process of decision making in Agribusiness. The course emphasizes the application of these techniques to the problem solving process in the areas of production, marketing, policy making and natural and economic resources allocation in agribusiness

## **FAES 551 - Agribusiness Economics of Production and Consumption**

**Credits - 3**

**Pre-requisite - None**

Agribusiness Economics of Production and Consumption: Microeconomic theory principles and their application to the production, consumption and market exchange of agricultural and environmental goods and services.

## **FAES 552 - Agribusiness Finance and Risk Management**

**Credits - 3**

**Pre-requisite - None**

Agribusiness Finance and Risk Management: The course applies the microeconomic principles of the value of money and time, the evaluation of activities and risk management to finance, investment analysis and finance marketing in agribusiness.

## **FAES 553 - Current Issues in Environment, Food Safety, Market Regulations and International Trade**

**Credits - 3**

**Pre-requisite - None**

Current Issues in Environment, Food Safety, Market Regulation and International Trade: This course studies current aspects of US farm policies, the environment and food safety through excerpts from newspaper articles, farm publications, US Department of Agriculture documents, Food and Drug Administration reports and Internet resources. The course will analyze international trade agreements and policies, barriers to trade and the relationship between the environment and international trade.

## **FAES 554 - Case Studies in Agribusiness**

**Credits - 3**

**Pre-requisite - None**

Case Studies in Agribusiness: The course promotes the interaction between the student and real issues in the work environment through documented case studies. Case studies reflect issues in the decision making process that students will have to face at work.

## **FAES 560 - Human Resources Management in Agribusiness**

**Credits - 3**

**Pre-requisite - None**

Agribusiness Human Resources Management: Study of Human Resources principles applied to Agribusiness. Fundamentals of planning, direction, leadership and control. The course includes the study of the organizational structure, work analysis, recruitment, training, motivation, leadership, communication, compensation and evaluation of employees.



## **FAES 561 - Managing of Strategies and Planning for the Agribusiness**

**Credits - 3**

**Pre-requisite - None**

Managing of Strategic Planning for the Agribusiness: The course covers detailed application of production economics and principles that guide agribusiness management. The course will emphasize decision-making techniques for organization, operation and management of agribusiness. The course will use case studies to discuss strategic management issues for agribusiness, formulation of business strategy and solutions to strategic problems. The course will also integrate aspects relating to operations, marketing, finance and human resource management.

## **QUME 507 - Quantitative Methods & Statistics for Business**

**Credits - 3**

**Pre-requisite - None**

This course provides an overview of quantitative methods and statistics applied in commerce and industry especially for the analysis of business situations and decision-making. Decision modeling of organizational systems uses statistics, mathematical and computer models to provide a quantitative perspective on identifying, analyzing and solving complex decision problems. Topics covered include equations for quantitative analysis, introduction to linear programming, break-even analysis, descriptive statistics, correlation and regression analysis, time series data analysis, probability, money variables over time, decisions analysis, networks analysis, sampling methods, statistical inference, hypothesis testing, and managing quantitative research simulation. Some sections may be technologically mediated.

# Master's Degree in Education with a major in Instructional Design and Technological Integration with E-Learning

The Master of Education with a major in instructional design and technology integration with e-learning is designed for students to learn the various models of instructional design and apply them in their work scenario, integrating technology, multimedia, e-learning and distance education.

The graduate will be a professional trained to:

1. To serve as a designer, consultant, and evaluator of instructional materials in educational systems, and incorporate training systems.
2. Integrating technologies, media, e-learning or distance education to educational contexts.
3. Integrate moral and ethical values into their functions, both in theory and in practice, by conducting research and managing strategic planning processes.

To promote and maintain effective communication that will allow you to transmit the vision of the educational unit.

Core Courses			
Code	Course Description	Credits	Pre-requisite
ETEG 500	Applied Instructional Design Models	3	
ETEG 501	Fundamentals of Educational Technology	3	ETEG 500
ETEG 502	Fundamentals of Distance Education	3	ETEG 501
ETEG 503	Curriculum Design and Instructional Design for the Adult Learner	3	
ETEG 504	Technology Immersions	3	ETEG 503
ETRE 525*	Applied Research*	3	Approve all core courses and ETEL 600, ETEL 601, ETEL 602, ETEL 603
<b>Total</b>		<b>18</b>	
Specialization Courses			
ETEL 600	E-learning, Technology Integration and Multimedia	3	ETEG 504
ETEL 601	Development of Corporate Virtual Training	3	ETEL 600
ETEL 602	Distance Education Assessment	3	ETEL 600
ETEL 603	E-learning and Virtual Learning Communities	3	ETEG 504
PRTE 630*	Instructional Design and Technological Project I*	3	All core courses and ETEL 600, ETEL 601, ETEL 602, ETEL 603
PRTE 640	Instructional Design and Technological Project II	3	All core courses and ETEL 600, ETEL 601, ETEL 602, ETEL 603, PRTE 630
<b>Total</b>		<b>18</b>	
Elective Component (Choose one) (3 credits)			
ETEL 604	Applied Instructional Designs for the Corporate World	3	ETEG 500, ETEG 501, ETEG 502, ETEG 503, ETEG 504
ETEL 605	Applied Instructional Designs for the Academy	3	ETEG 500, ETEG 501, ETEG 502, ETEG 503, ETEG 504
<b>Total</b>		<b>3</b>	
<b>Total Credits</b>		<b>39</b>	

\*The ETRE 525 course is a prerequisite of PRTE 630 and must be taken consecutively.

## **ETEG 500 - Applied Instructional Design Models**

**Credits - 3**

**Pre-requisite - None**

An introduction to Instructional Design (ID) theories. ID Models will be studied, such as Mayer (1999) SOI model; Merrill (1983, 1994) CD Model; Jonnassen (1999) CLEs Model, ASSURE ISD model (1985). This model integrates the Robert Gagné Instructional event, as well as, ADDIE (1975) and Dick and Cary (1990) models. This course will analyze, conduct needs assessment, improvement of performance, systematic design of materials, teaching strategies, and evaluation, both formative and summative, of instructional materials.

## **ETEG 501 - Fundamentals of Educational Technology**

**Credits - 3**

**Pre-requisite – ETEG 500**

Educational technology fundamental theories, concepts, and trends will be studied. Terminology, definitions, and development of the educational technology will be analyzed from a professional and reviewer perspective. The role of the Educational technologist and the professional practices will be analyzed in accordance with the most recent changes in the technology of the 21st Century. The course will include research, case studies, and readings related to the field.

## **ETEG 502 - Fundamentals of Distance Education**

**Credits - 3**

**Pre-requisite - ETEG 501**

Distance Education's fundamental theories and philosophy will be discussed. Students will evaluate the technologies that might be incorporated into distance education, as well as, teaching and learning strategies for the modality. Emphasis will be given to the Internet, video clips, videoconference, and the selection and impact of the most appropriate medium and technologies for both synchronic or asynchrony distance education instruction.

## **ETEG 503 - Curriculum Design and Instructional Design for the Adult Learner**

**Credits - 3**

**Pre-requisite - None**

Introduction to the principles of curriculum design for an adult population, and the development of innovative strategies to be used with this population will be discussed. The use of the evaluation methodology and the selection of constructivism strategies for instructional design and implementation will be emphasized.

## **ETEG 504 - Technology Immersions**

**Credits - 3**

**Pre-requisite – ETEG 503**

Study and integration of the most commonly used applications and software for Instructional design purposes. New technological trends and open source multimedia, WEB 2.0, the new world of virtual reality, and its contributions to corporate organizational processes in cultural, educational, and social environments will be studied.

## **ETEL 600 - E-learning, Technology Integration and Multimedia**

**Credits - 3**

**Pre-requisite – ETEG 504**

Introduction to the effective use of instructional media and e-learning strategies to promoting new skills and knowledge, with the support of internet communication technologies. The planning and production, design of an instructional module that integrates the different technologies and available multimedia as learning tools will be discussed. Instructional media evaluation as teaching and learning support (video, audios, CDs, DVDs).

## **ETEL 601 - Development of Corporate Virtual Training**

**Credits - 3**

**Pre-requisite – ETEL 600**

This course emphasized in the design, concepts and strategic planning required for developing corporate training related to personnel professional development. Students will analyze the philosophic concepts that guide the different virtual training models. It emphasizes the selection, adaptation, and practices of different methods, strategies and activities used today online in organizations.

## **ETEL 602 - Distance Education Assessment**

**Credits - 3**

**Pre-requisite – ETEL 600**

Study of different strategies and phases of the assessment that allows interpretations and use of the data collection related to the students learning the process. A systematic approach to developing significant learning and comprehension required to develop student's knowledge as a result of the educational experience will be emphasized. Electronic assessment techniques like e-portfolios, e-rubrics, and e-forms will be used, as well as a variety of Open Technologies that support distance education.

## **ETEL 603 - E-learning and Virtual Learning Communities**

**Credits - 3**

**Pre-requisite – ETEG 504**

Study of media and technology used in distance education, such as video clips, audio, blogs, wikis, and open source, among others. Classes will be conducted synchronized and asynchronous in order to promote the new virtual environment of the 21st Century. Critical analysis of the principles and theories of e-learning, communication media research, and effective teaching techniques for implementing virtual learning communities will be covered.

## **ETEL 604 - Applied Instructional Designs for the Corporate World**

**Credits - 3**

**Pre-requisite – ETEG 500, ETEG 501, ETEG 502, ETEG 503, ETEG 504**

An introduction to the theories and foundations of the systematic design of instruction by integrating learning strategies focused on the corporate world. Among the topics, the analysis of improving employee performance, through a systematic design of materials, learning experiences and integrating technologies for the adult learner, implementation of the ID, need of assessment, and formative and summative evaluations will be covered.

## **ETEL 605 - Applied Instructional Designs for the Academy**

**Credits - 3**

**Pre-requisite – ETEG 500, ETEG 501, ETEG 502, ETEG 503, ETEG 504**

Introduction theories and Foundations of systematic instructional design based on Dick and Carey model, focusing on the strategies for the adult learner integrating constructivism. The student will design a unit using the nine steps of this model in the instructional design including the strategies for an adult population.

## **ETRE 525 - Applied Research**

**Credits - 3**

**Pre-requisite - Approve all core courses and ETEL 600, ETEL 601, ETEL 602, ETEL 603**

Analysis of research methods and the integration of methodology to the real World. Compilation, organization, and analysis of data for decision-making process and the implementation of changes. Immersion of statistical data with the research methodology. Development of measurement and evaluation instruments, as well as the researcher's responsibility about federal regulations of the Institutional Review Board (IRB). The course devotes special emphasis to the research skills as applied in this particular field of knowledge, but maintaining the tradition of the scientific investigation — application of results to the distance learning discipline.

## **PRTE 630 - Instructional Design and Technological Project I**

**Credits - 3**

**Pre-requisite - All Core Courses and ETEL 600, ETEL 601, ETEL 602, ETEL 603**

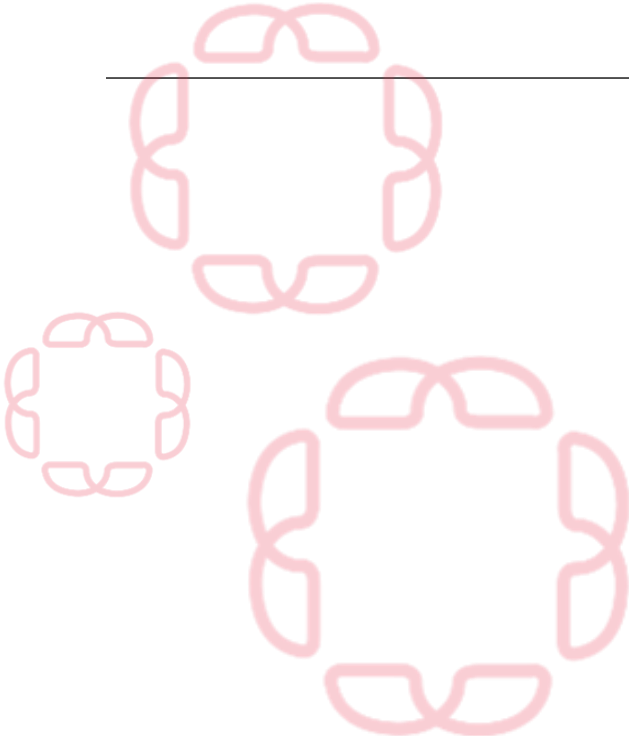
Individual supervised project consisting of presenting an innovative technological instructional design as a solution to a real educational problem of practical nature. Discussions will be held to guide students in identifying the problem, present the hypothesis, research, data collection, data analysis, interpretation, presentation, and conclusions. Significant information must be presented to prove the need for the technology integration as a tool for virtual education environments. PRTE 640 Instructional Design Technological Project II Three Credits Individually supervised project consisting of research and critical analysis of instructional design models for virtual educational environments. Study of the model's process for distance education and e-learning will be emphasized. Discussions will be held to guide students in identifying the problem, present the hypothesis, research, data collection and data analysis, interpretation, presentation, and conclusions. Significant information must be presented to prove the need for the Instructional Technologist and the performance of students' involvement in virtual learning communities.

## **PRTE 640 - Instructional Design and Technological Project II**

**Credits - 3**

**Pre-requisite - All core courses and ETEL 600, ETEL 601, ETEL 602, ETEL 603, PRTE 640**

Three Credits Individually supervised project consisting of research and critical analysis of instructional design models for virtual educational environments. Study of the model's process for distance education and e-learning will be emphasized. Discussions will be held to guide students in identifying the problem, present the hypothesis, research, data collection and data analysis, interpretation, presentation, and conclusions. Significant information must be presented to prove the need for the Instructional Technologist and the performance of students' involvement in virtual learning communities



# Master's Degree in Business Administration with major in Project Management

The Master of Business Administration with major in Project Management develop professionals with the necessary skills to become effective managers of projects, capable of generating ideas and creative projects. It will emphasize concepts of management and strategic leadership focused on project management practices. The program focuses on the leadership of the human capital of organizations as a source of innovation and differentiated strengths to achieve and maintain competitiveness.

<b>Medular Courses</b>			
<b>Course code</b>	<b>Course Name</b>	<b>Credits</b>	<b>Pre-requisite</b>
ADMI 500	Managing Organizations	3	
ITMA 501	Technology and Information Management	3	
MARK 502	Marketing Management	3	
FINA 505 *	Managerial Finance*	3	ACCO 500
ACCO 504 *	Accounting for Decision Making*	3	ACCO 500
ECON 505	Business Economics	3	FINA 505
	<b>Total</b>	<b>18</b>	
<b>Specialization Courses</b>			
PRMG 600	Operations Management	3	
PRMG 601	Project Scope and Time Management	3	
PRMG 602	Project Cost Management	3	PRMG 601
PRMG 603	Project Quality Management	3	PRMG 601
PRMG 604	Project Human Resources and Risk Management	3	PRMG 601, PRMG 602
	<b>Total</b>	<b>15</b>	
<b>Course Electives (Select one)</b>			
PRMG 606	Project Procurement Management	3	PRMG 602, PRMG 604
PRMG 607	Project Communication Management	3	PRMG 601
PRMG 608	Using a Project Management Information System	3	PRMG 601, PRMG 602
	<b>Total</b>	<b>3</b>	
<b>Investigation Course (Select one)</b>			
PRMG 605	Project Integration Management	3	All specialization courses
MGMT 655	Integration Seminar	3	All core courses, elective and specialization courses
	<b>Total</b>	<b>3</b>	
	<b>Total Credits</b>	<b>39</b>	

\*ACCO 500 Financial Accounting- This course is recommended for those students who do not possess background knowledge in business administration. Although this course is worth 3 credits; these are not included in the total amount of credits for the degree (42 credits). If recommendation is not accepted, students must sign a release form.

## **ACCO 504 - Accounting for Decision Making**

**Credits - 3**

**Pre-requisite - None**

The course studies the accounting of the managerial processes of planning, control, and decision making, financial requirements in businesses and the analysis of financial states and decisions related to investments. Special topics in cost accounting, capital investments, budget formulation, benefit controls, taxes, and inventory will be examined.

## **ADMI 500 - Managing Organizations**

**Credits - 3**

**Pre-requisite - None**

This course studies the evolution of diverse perspectives on management and introduces the student to basic philosophies, techniques, policies, structures and operations of businesses. The course emphasizes the dynamics and complexity of establishing, handling and developing a competitive business.

## **ECON 505 - Business Economics**

**Credits - 3**

**Pre-requisite - FINA 505**

Study of the application of microeconomic theory and the tools of analysis of decision sciences to achieve efficient solutions in an organization. In order to understand the dynamics of a business and to project its future operations, it is necessary to understand the nature and mechanisms of economic processes. Microeconomics theory provides tools for analysis that integrate the knowledge of statistics, mathematics, and economic theory. These tools are particularly useful in the decision-making process.

## **FINA 505 - Managerial Finance**

**Credits - 3**

**Pre-requisite - None**

The course studies methodology and concepts relevant to the financial decision-making process. Within the framework of modern financial theory, this course examines how to manage the sources and uses of capital to achieve corporate goals. It specifically includes the study of financial analysis and financial planning techniques, long-run investment decisions, short-run liquidity needs, and long-run financial strategies and instruments.

## **ITMA 501 - Technology and Information Management**

**Credits - 3**

**Pre-requisite - ACCO 500**

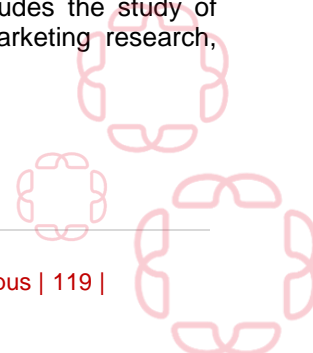
The course will enable students to attain a sound working knowledge of the technologies that govern the most relevant aspects of IT/IS. Students will acquire an overall view and technological foundation with a special focus on the field of management.

## **MARK 502 - Marketing Management**

**Credits - 3**

**Pre-requisite - None**

This course studies the theoretical foundations of marketing management and emphasizes the decision-making process based on needs assessment and current market opportunities. It includes the study of strategic marketing, segmentation, positioning, target market, information systems, marketing research, psychographics and demographic characteristics of consumers.



## **MGMT 655 Integration Seminar**

**Credits - 3**

**Pre-requisite – All Core Courses, Elective Course and Specialization Courses**

Analysis of real and simulated case studies for the appropriate application of the planning, decision-making, and problem-solving processes. Comparative analysis of patterns and managerial problems are covered in the course. The seminar is geared toward the application of related principles, concepts, and theories. This course includes the development of an individual research project.

## **PRMG 600 - Operations Management**

**Credits - 3**

**Pre-requisite - None**

This course will introduce concepts and techniques for coordination and planning to manage and control manufacturing and service operations. In general, the course provides definitions of operations management terms, tools, and techniques for analyzing operations, and strategic context for making operational decisions. The content is organized in modules: Operations Analysis, Coordination and Planning, Quality Management, Project Management, and Supply Chain Management.

## **PRMG 601 - Project Scope and Time Management**

**Credits - 3**

**Pre-requisite - None**

This course includes the definition and analysis of the project management processes required to ensure that the project includes all the work required to complete the project according to project goal, objectives, needs, and expectations. Definition and analysis of the processes required to ensure that the project is completed on time taking into consideration activity list, durations, activity sequencing, start and finish dates and graphical representations such as GANTT and Critical Path Method charts. It is the application of how the project scope baseline is defined and how the work breakdown structure is created and defined.

## **PRMG 602 - Project Cost Management**

**Credits - 3**

**Pre-requisite - PRMG 601**

Definition and analysis of the processes required to ensure that the project is completed within the approved budget. It is the application of financial concepts, earned value and forecasting techniques. There is a discussion regarding cost estimating, budgeting, S-curves, operation, and maintenance life cycle costs, contingency reserve and baseline. The budget definition for a project is covered as part of this course. The discussion of the differences between a new change to the approved project budget and project variances are reviewed. Impact analysis about critical project areas is also covered.

## **PRMG 603 - Project Quality Management**

**Credits - 3**

**Pre-requisite - PRMG 601**

Definition and analysis of the processes required to ensure that the project and each deliverable satisfy the needs for which they were undertaken. It is the application of quality concepts, quality costs and quality control to the management process. The course emphasizes the importance of quality plan definition, the requirements, the audits, the quality control, and the quality baseline. The definition and development of a quality plan are covered. The discussion of the differences between a new change to the approved quality plan, and project variances are reviewed. Impact analysis about critical project areas is also covered.



## **PRMG 604 - Project Human Resources and Risk Management**

**Credits - 3**

**Pre-requisite - PRMG 601, PRMG 602**

Definition and processes required to make more effective use of human resources assigned to the project and the project team development analysis. Study of the characteristics of successful teams. Strategies for the selection and recruitment of members of the team. Development and teamwork control. Description and analysis of the processes involved in the identification, analysis, and answers to the project risks. Development of a plan of risks and opportunities and a plan of responses to risks. Identification, qualification, and quantification of risks and opportunities. Analysis of the impact of risks and opportunities by critical factors of success or "Triple Constraint."

## **PRMG 605 - Project Integration Management**

**Credits - 3**

**Pre-requisite – All Specialization Courses**

The students will have the opportunity to participate in 60 hours in a real project to apply the project Management Concepts by developing a project (definition and analysis of the processes) required to ensure that the five processes groups and nine knowledge areas of the project are properly coordinated in the project. Aspects required to integrate all areas of knowledge and processes established, will be complemented with the discussion.

## **PRMG 606 - Project Procurement Management**

**Credits - 3**

**Pre-requisite - PRMG 602, PRMG 604**

Definition and analysis of the processes required to acquire goods and services from outside the performing organization. Topics include the discussion about contract types, negotiation processes, contractual terms and conditions, clauses, procurement team, quality levels, financial components among others. Also covered in the class are a cost-benefit analysis, make or buy decisions, management of proposals, quotations, and contracts.

## **PRMG 607 - Project Communication Management**

**Credits - 3**

**Pre-requisite - PRMG 601**

Definition and analysis of the processes required to ensure timely and appropriate generation, collection, dissemination, storage and ultimate disposition of project information. Emphasis is on the components of effective communications with project stakeholders, and the definition of project team ground rules and conflict management are also covered.

## **PRMG 608 - Using a Project Management Information System**

**Credits - 3**

**Pre-requisite - PRMG 601, PRMG 602**

This course covers the use of a Project Management information system tool such as Microsoft Project. The attendee will receive knowledge of schedule development, resource management, dependencies, dashboards, metrics, cost estimating and budget, baseline setup, using reporting options among others.

## Master's Degree in Business Administration with major in Strategic Management and Leadership

The Master of Business Administration with major in Strategic Management and Leadership is geared towards people aspiring to obtain leadership positions in business organizations. The students will learn the fundamentals of business, innovative management techniques and strategies in a global context. The curriculum emphasizes the development of leadership skills, development of vision and strategic planning, ethical values, written and oral communication skills and the effective application of new technology.

Core Professional Courses			
Title	Course Description	Credits	Pre-requisite
ADMI 500	Managing Organizations	3	
ITMA 501	Technology and Information Management	3	
MARK 502	Marketing Management	3	
FINA 505*	Managerial Finance*	3	ACCO 500
ACCO 504*	Accounting for Decision Making*	3	ACCO 500
ECON 505	Business Economics	3	FINA 505
QUME 507	Quantitative Methods & Statistics for Business	3	
	<b>Total</b>	<b>21</b>	
Specialization Courses			
Title	Course Description	Credits	Pre-requisite
STMG 600	Leadership and Entrepreneurial Vision	3	
STMG 601	Strategic Management	3	
STMG 602	Technological Applications and Information Systems	3	
STMG 603	Entrepreneurial Communication	3	
	<b>Total</b>	<b>12</b>	
Elective Courses			
Title	Course Description	Credits	Pre-requisite
STMG 604	Organizations in a Global Economy	3	
STMG 608	Strategies for Change, Professional and Entrepreneurial Development	3	
	<b>Total</b>	<b>6</b>	
Research Course			
STMG 738	Strategic Management and Leadership Seminar	3	30 approved credits
	<b>Total</b>	<b>3</b>	
	<b>Total Credits</b>	<b>39</b>	

\*ACCO 500 Financial Accounting- This course is recommended for those students who do not possess background knowledge in business administration. Although this course is worth 3 credits; these are not included in the total amount of credits for the degree (42 credits). If recommendation is not accepted, students must sign a release form.

## **ACCO 504 - Accounting for Decision Making**

**Credits - 3**

**Pre-requisite - None**

The course studies the accounting of the managerial processes of planning, control, and decision making, financial requirements in businesses and the analysis of financial states and decisions related to investments. Special topics in cost accounting, capital investments, budget formulation, benefit controls, taxes, and inventory will be examined.

## **ADMI 500 - Managing Organizations**

**Credits - 3**

**Pre-requisite - None**

This course studies the evolution of diverse perspectives on management and introduces the student to basic philosophies, techniques, policies, structures and operations of businesses. The course emphasizes the dynamics and complexity of establishing, handling and developing a competitive business.

## **ECON 505 - Business Economics**

**Credits - 3**

**Pre-requisite - FINA 505**

Study of the application of microeconomic theory and the tools of analysis of decision sciences to achieve efficient solutions in an organization. In order to understand the dynamics of a business and to project its future operations, it is necessary to understand the nature and mechanisms of economic processes. Microeconomics theory provides tools for analysis that integrate the knowledge of statistics, mathematics, and economic theory. These tools are particularly useful in the decision-making process.

## **FINA 505 - Managerial Finance**

**Credits - 3**

**Pre-requisite - ACCO 500**

The course studies methodology and concepts relevant to the financial decision-making process. Within the framework of modern financial theory, this course examines how to manage the sources and uses of capital to achieve corporate goals. It specifically includes the study of financial analysis and financial planning techniques, long-run investment decisions, short-run liquidity needs, and long-run financial strategies and instruments.

## **ITMA 501 - Technology and Information Management**

**Credits - 3**

**Pre-requisite - None**

The course will enable students to attain a sound working knowledge of the technologies that govern the most relevant aspects of IT/IS. Students will acquire an overall view and technological foundation with a special focus on the field of management.

## **MARK 502 - Marketing Management**

**Credits - 3**

**Pre-requisite - None**

This course studies the theoretical foundations of marketing management and emphasizes the decision-making process based on needs assessment and current market opportunities. It includes the study of strategic marketing, segmentation, positioning, target market, information systems, marketing research, psychographics and demographic characteristics of consumers.

## **MGMT 655 - Integration Seminar**

**Credits - 3**

**Pre-requisite - None**

Analysis of real and simulated case studies for the appropriate application of the planning, decision-making, and problem-solving processes. Comparative analysis of patterns and managerial problems are covered in the course. The seminar is geared toward the application of related principles, concepts, and theories. This course includes the development of an individual research project.

## **PRMG 600 - Operations Management**

**Credits - 3**

**Pre-requisite - None**

This course will introduce concepts and techniques for coordination and planning to manage and control manufacturing and service operations. In general, the course provides definitions of operations management terms, tools, and techniques for analyzing operations, and strategic context for making operational decisions. The content is organized in modules: Operations Analysis, Coordination and Planning, Quality Management, Project Management, and Supply Chain Management.

## **STMG 600 - Leadership and Entrepreneurial Vision**

**Credits - 3**

**Pre-requisite - None**

Analysis of roles and styles of a leader as an agent of change through the articulation and construction of the organization's vision and mission. The course includes theoretical and analytical studies of types of leadership strategies, leadership styles and organizational context in which the leader works. Human resources strategies for empowerment and their impact on the organizational culture are also explored — application of theoretical knowledge about an individual, interpersonal and group behavior within the organization. The course addresses the study of leadership and organizational behavior in a continuously changing global environment.

## **STMG 601 - Strategic Management**

**Credits - 3**

**Pre-requisite - None**

Analysis and application of concepts such as ethics and social responsibility. Evaluation and application of elements related to identifying opportunities and analysis of business strengths and weaknesses. The emphasis on the application of the vision, mission, goals, and objectives for the development of strategies in the planning process. Development of a strategic plan that includes identification and evaluation of alternatives for its control. This course is targeted at the development and application of analytical skills related to strategic planning.

## **STMG 602 - Technological Applications and Information Systems**

**Credits - 3**

**Pre-requisite - None**

The course develops strategic management skills in entrepreneurial leaders for the operational integration of different information resources. It allows for the identification, analysis, and evaluation of alternatives for the improvement of the organizations' effectiveness. The course also emphasizes the importance of technology for strategic planning and problem-solving. This course focuses on the development and application of the knowledge and skills needed to understand, evaluate and make decisions related to information systems.

## **STMG 603 - Entrepreneurial Communication**

**Credits - 3**

**Pre-requisite - None**

This course develops the needed communication skills for the efficient, effective and successful performance of the modern leader. It emphasizes the relationship between effective leadership and communication, its role, both internally and externally. Also included are the types of communication in the organization, reinforcing with the critical use of various techniques and the integration of technologies that support the management process of the effective leader. This course analyzes the responsibilities and tasks inherent in properly informing management decisions, how to handle communication in times of crisis and the expectations and tendencies of the leader as a communicator. It also emphasizes the support provided by the leader in the processes of changes and challenges of communication and the leader in the entrepreneurial dynamics.

## **STMG 604 - Organizations in a Global Economy**

**Credits - 3**

**Pre-requisite - None**

This course studies of the opportunities that global economy offers to management. Analyze economic principles based on problem examination and the challenges presented in a globalized economy. It includes decision making on financial, economic and stock market issues. This course evaluates strategic opportunities and risks regarding organizational development in the global context.

## **STMG 608 - Strategies for Change, Professional and Entrepreneurial Development**

**Credits - 3**

**Pre-requisite - None**

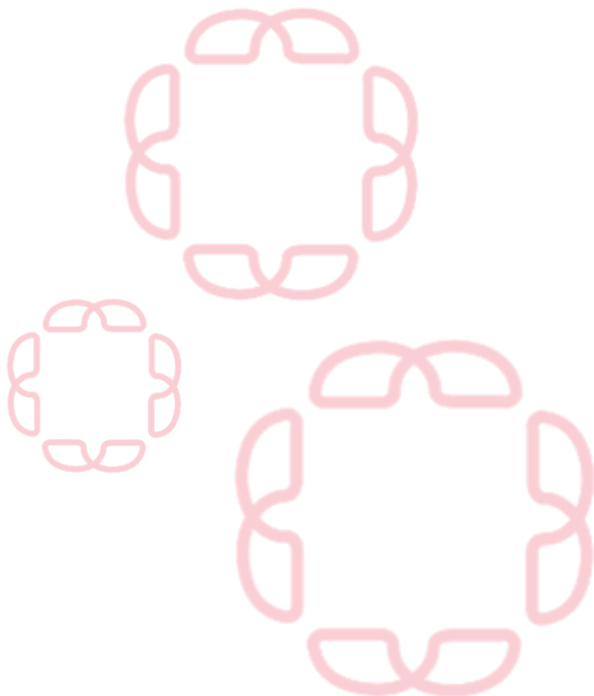
Strategic analysis of topics in the areas of power relations and resistance to change, motivation, and human behavior. Tolerance and respect for diversity and group dynamics. Evaluation and design of strategies for the development of a world-class organizational culture. The emphasis in environmental and structural forces within the organization. Appraises the different variables related to the organizational capacity for managing change and the development of plans and strategies.

## **QUME 507 - Quantitative Methods & Statistics for Business**

**Credits - 3**

**Pre-requisite - None**

This course provides an overview of quantitative methods and statistics applied in commerce and industry especially for the analysis of business situations and decision-making. Decision modeling of organizational systems uses statistics, mathematical and computer models to provide a quantitative perspective on identifying, analyzing and solving complex decision problems. Topics covered include equations for quantitative analysis, introduction to linear programming, break-even analysis, descriptive statistics, correlation and regression analysis, time series data analysis, probability, money variables over time, decisions analysis, networks analysis, sampling methods, statistical inference, hypothesis testing, and managing quantitative research simulation. Some sections may be technologically mediated.



## Master's in Education with Specialization in Teaching English as a Second Language

This specialty is designed to provide candidates with a background in the principles, theories and practice of second language acquisition, learning and teaching. It seeks to prepare educators who can assume positions of leadership in ESL education as teachers or English supervisors in public or private schools and as professors in institutions of higher education.

CORE COURSES			
Title	Course Description	Credits	Pre-requisite
EDUC 501	Principles and Development of Curriculum	3	
EDUC 512	Educational Innovations and Strategies in ESL	3	
	<b>Total</b>	<b>6</b>	
SPECIALIZATION COURSES			
Title	Course Description	Credits	Pre-requisite
EDUC 550	Second Language Acquisition	3	
EDUC 551	Reading Processes in a Second Language Setting	3	
EDUC 553	ESOL Curriculum and Materials Development	3	
EDUC 555	Development of Communication Skills in English	3	
EDUC 566	Methods of Teaching English as a Second Language	3	
EDUC 567	Cross-Cultural Communication and Understanding	3	
EDUC 564	Applied Linguistics for ESOL Teachers	3	
EDUC 569	Testing and Evaluation of ESOL	3	
EDUC 604	Knowledge Integration Seminar in ESOL	3	All Core and Specialization Courses
	<b>Total</b>	<b>27</b>	
REQUIREMENTS FOR DEGREE			
Title	Course Description	Credits	Pre-requisite
EDUC 600	Educational Research Methods in ESOL	3	All Core and Specialization Courses
EDUC 617	Research Seminar	3	EDUC 600
	<b>Total</b>	<b>6</b>	
	<b>Total Credit</b>	<b>39</b>	

1. It is strongly recommended that students review and become familiar with the teacher certification requirements established by the State of Florida, the Commonwealth of Puerto Rico, or any other state in which they intend to seek employment as teachers. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the degree, as applicable.
2. Students are responsible of verifying the requisites or test required by the state or country of origin.
3. Students that reside in the Florida State must provide evidence of a passing score on the Florida Basic General Knowledge Test prior to registering for EDUC 617.

## **EDUC 501 - Principles and Development of Curriculum**

**Credits - 3**

**Pre-requisite - None**

ESL Study of relationships and differences between the foundations of education and the domains of curriculum. Discussion of theory, practice and the roles of the major participants in the design and development of curriculum. Analysis of curriculum development theories according to different philosophical viewpoints. Study of different models of curriculum development.

## **EDUC 512 - Educational Innovations and Strategies in ESL**

**Credits - 3**

**Pre-requisite - None**

The graduate student will analyze and evaluate educational innovations and best practices in teaching and learning English as a second language in the context of ESL students' needs in the 21st century. The course will explore innovations and new strategies in the areas of curriculum, assessment and evaluation, instructional design, teaching techniques and strategies, and technology while the course reviews valuable tried-and-true foundational knowledge in each area. The student will also create a course project where field research will be designed to implement and evaluate an innovative strategy in the classroom setting.

## **EDUC 550 - Second Language Acquisition**

**Credits - 3**

**Pre-requisite - None**

This course covers and analyzes the theories related to the process of language development, language learning, language acquisition and the application of classroom practice to impact student achievement. It also includes the study of the influence of language acquisition in learning and literacy to reflect Florida requirements.

## **EDUC 551 - Reading Processes in a Second Language Setting**

**Credits - 3**

**Pre-requisite - None**

This course includes the study and analysis of current theories on the reading processes in a second language. The different approaches to the teaching of reading and their application to the ESL Classroom will be discussed. Students will also be acquainted with the different skills involved in the reading process and with various teaching and evaluating strategies that can be used in the ESL classroom strategies on "Teaching the Transfer" approaches from the native language to the English language are the main focus of the course.

## **EDUC 553 - ESOL Curriculum and Materials Development**

**Credits - 3**

**Pre-requisite - None**

This course includes the review of the relationship between language and related issues in curriculum and instruction for students learning in a second language. Students will investigate recent research studies from a linguistics philosophical and psychological perspective. A thorough review of explanatory curriculum practices and materials available is the main focus of the course.

## **EDUC 555 - Development of Communication Skills in English**

**Credits - 3**

**Pre-requisite - None**

This course will focus on the identification of activities that promote second-language acquisition, emphasizing the active language skills of listening comprehension, speaking and writing. The first part of the course will be dedicated to the discussion of the different acquisition models and their implications and applications in the classroom. The second part of the course will focus on the identification, selection and development of instructional materials and strategies for the teaching of the skills. Some of the areas to be studied will be aural discrimination, attention and recall; vocabulary development, oral production and pronunciation; the mechanics and process of writing.

### **EDUC 564 - Applied Linguistics for ESOL Teachers**

**Credits - 3**

**Pre-requisite - None**

This course focuses on linguistics aspects as they apply to second language acquisition and learning. It also includes the application of phonology, morphology, syntax, semantics and pragmatics of the first and second language. The course focuses on contrasting requirements.

### **EDUC 566 - Methods of Teaching English as a Second Language**

**Credits - 3**

**Pre-requisite - None**

This course examines the various methods for teaching a second language, as well as its principles & foundations. It reviews the evaluation, design and adaptation of materials for teaching English as a second language. Fundamental to this course is the critical analysis of research on methods for teaching a second language.

### **EDUC 567 - Cross-Cultural Communication and Understanding**

**Credits - 3**

**Pre-requisite - None**

In this course, the sociological and cultural issues that impact the development and implementation of both, curriculum and teaching of students will be examined. Emphasis is given to the examination of the results of research conducted in this area. Best practices to embrace multiculturalism and its role in student achievement are integrated in the course.

### **EDUC 569 - Testing and Evaluation of ESOL**

**Credits - 3**

**Pre-requisite - None**

This course introduces future teachers to second language acquisition and learning classroom-based assessment methodologies to determine proficiency in listening speaking, reading and writing skills. State assessment requirements on integrated in the course.

### **EDUC 600 - Educational Research Methods in ESOL**

**Credits - 3**

**Pre-requisite - All Core and Specialization Courses**

This course is a study of educational research methodologies and theories in ESOL. It places emphasis on practical applications of research findings and teacher conducted research to classroom practice.

### **EDUC 604 - Knowledge Integration Seminar in ESOL**

**Credits - 3**

**Pre-requisite - All Core and Specialization Courses**

This course has been designed to provide students the opportunity to revise, examine, and critically discussed knowledge integration related with the educational system in the United States of America. Emphasis will be given to the evolution of the educational system during the end of the 20th century and the beginning of the 21st century. Challenges and concerns affecting today's educational system and their impact to academic achievement will be the prime focus to classroom discussion.

### **EDUC 617 - Research Seminar**

**Credits - 3**

**Pre-requisite - EDUC 600**

Development of a classroom research project in which the student will put into practice the knowledge acquired in the required course work. Research course for all specialties.



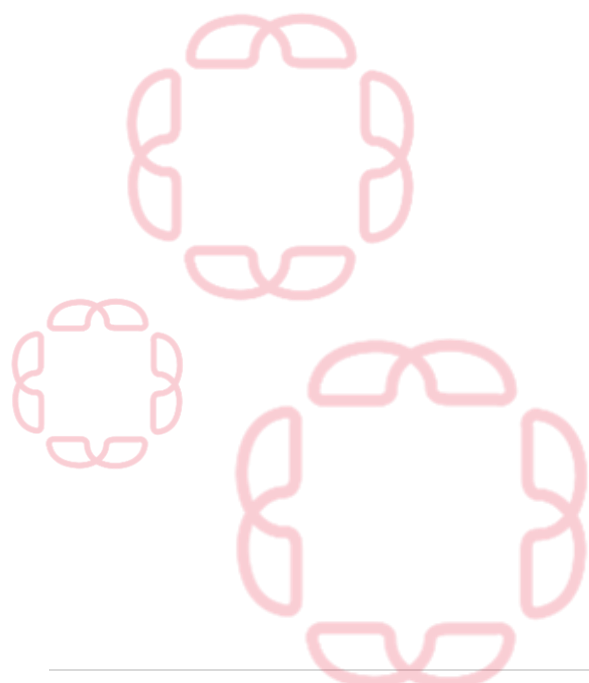
**Faculty**

UNIVERSIDAD  
ANA G. MÉNDEZ

**UAGM**  
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## Master's in Business Administration with specialization in Management

Faculty Name	Academic Credentials	Courses Taught
Barreto, Didier	MBA	All MANA courses
Colón, Víctor	Ph.D. Intl Business, minor Human Resources	All MANA, ENMA and FINA courses,
Figueroa, Domingo	MBA in Marketing	MARK 133, FINA 202, FINA 240
Morales Figueroa, Lourdes	DBA	All MANA and ENMA courses
Rivera, Juan	DBA	QUME 250, STAT 201, FINA 202, ENMA 101, MANA 131, MANA 213, FINA 240, MANA 230, MANA 404, ENMA 310
Román, José	Ph.D. International Marketing and Management	MARK 133, all MANA and ENMA courses
Sánchez, Carlos	DBA Marketing	MARK 133, MANA 210
Sevilla, Joel	Ph.D Business Administration and Economy	ECON 123, ECON 325, FINA 202, MANA 131, ENMA 101, MANA 340
Yinat, Jorge	Ph.D Organization and Management	All MANA and ENMA courses, ACCO 111, ACCO 112



## Master's in Business Administration with specialization in Accounting

Faculty Name	Academic Credentials	Courses Taught
Dávila, Edwin	DBA Entrepreneurial Management	All MANA, ACCO and ENMA courses, FINA 202, FINA 240, FINA 308
Louis, Joveness R.	MBA	All ACCO courses, FINA 202, FINA 240
Nieves, Angel	DBA	All ACCO courses
Portocarrero, Hugo	MBA Finance and Accounting	All FINA, ACCO, MANA, ENMA and ECON courses

## Master's in Education with specialization in English as a Second Language

Professors Name	Academic Credentials	Area of Specialization
Martínez Rodríguez, Jackeline	Ed.D. in Teaching, Curriculum & Learning Environments Universidad del Turabo, PR, 2014	TESOL Principles, Innovations and Education, Second Language Acquisition, Reading Processes, Curriculum and Materials Development, Research
Rentas, Enid	PhD Educational Leadership Barry University, 2003 ESOL Courses University of Florida, 1995	TESOL Fundamentals, Cross-Cultural Communication, Applied Linguistics, Testing and Evaluation ESOL, Second Language Acquisition, Reading Processes, Knowledge Integration, Research, Testing and Evaluation, Research
Toledo, Mary Ann	Ed.D. Instructional Leadership, Education Technology Argosy University, IL 2014	TESOL Fundamentals, Innovations and Education, Second language Acquisition, Development of Communication Skills in English, Curriculum and Material Development, Methods of TESOL, Testing and Evaluation, Knowledge Integration, Research

## Master in Environmental Science with specialization in Environmental Planning

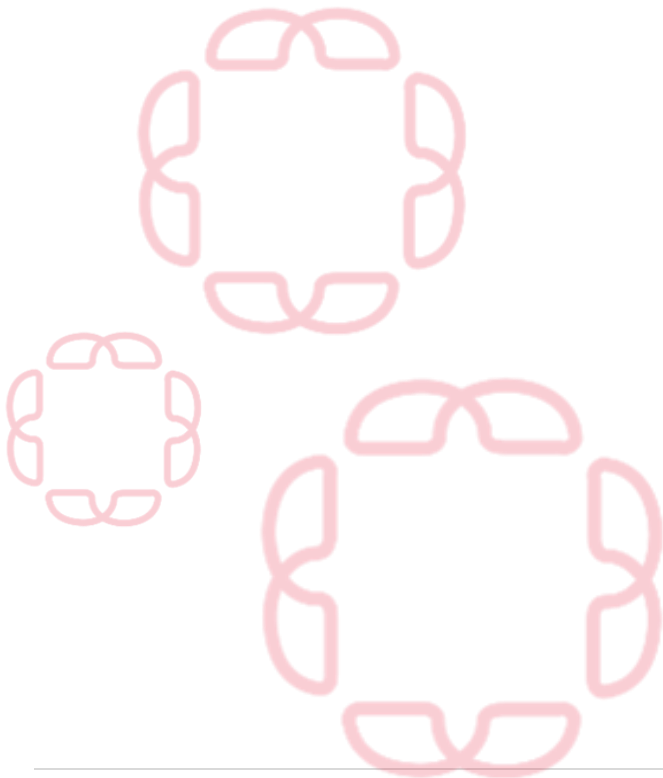
Professors Name	Academic Credentials	Area of Specialization
Arvelo, Lilliam	MS Environmental Sciences Universidad de Puerto Rico, PR 1997	Environmental Sciences, Waste Management, Environmental Technology, Risk Management, Quality Control
Dragoni Rosado, Jason	Ph.D. Environmental Sciences	Fundamentals, Environmental Technology
Echevarria, Lourdes	Universidad del Turabo, PR, 2004	Fundamentals, Documents and Evaluation, Natural Resources Economy, Environmental Technology, Communication and Writing, Strategic Planning, Quality Control, Risk Management, Environment Assessment, Tropical Ecosystems, Auditing, Hydrogeology Research
Torres, Delenise	MS Environmental Evaluation & Protection Inter-American University, PR, 2012	Environmental Fundamental, Statistics, Documents and Evaluation
Vázquez, Gabriel M.	Juris Doctor Universidad Interamericana, PR, 2012 M.S. in Environmental Planning Universidad Metropolitana, PR, 2007	Environmental Legislation, Waste Management, Documents and Evaluation, Environmental Strategic Planning

## Master's in Business Administration with specialization in Information Systems

Faculty Name	Academic Credentials	Courses Taught
Lazo, Santiago	Ph.D Information Systems	All COIS courses, MANA 210, MANA 131, MANA 125, MANA 340, MANA 401, MANA 350, ENMA 101, ENMA 200, ENMA 310
Silva, Daneris	DBA Information Systems	All COIS courses

# Master's in Business Administration

Professors Name	Academic Credentials	Area of Specialization
Román Rodríguez, José C.	Ph.D. in Marketing Universidad Alas Peruanas, Perú, 2010	Marketing
Sánchez, Carlos	DBA Marketing Argosy University, FL 2013	Marketing
Santiago Ríos, Vanessa	Ph.D. Entrepreneur & Management Development; concentration in Human Resources Universidad Interamerica, PR, 2013	Human Resources
Sevilla Palma, Joel U.	Ph.D. Social Sciences, minor in Agricultural Politics and Economy Universidad Rey Juan Carlos, Spain, 2013	Economy, Agribusiness
Torres Blay, Oscar J.	DBA Pontificia Universidad Católica, PR, 2015	Management
Yinat Malave, Jorge	Ph.D. in Organizational Management Capella University, MN, 2014	Management, Conflict Management and Organizational Dynamics



# Academic Calendar

UNIVERSIDAD  
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202033  
**Part of Term 107**

<b>May</b>	
<b>Classes begin.</b>	<b>25</b>
Adjustment to the late enrollment, class relocation and schedule change (drop/add period). cancellation of registration with 100% refund.	<b>25-29</b>
Cancellation of registration with 100% refund to students to be admitted during late enrollment.	<b>30-2 junio/June</b>
<b>June</b>	
Deadline for census taking.	<b>7</b>
Deadline for students to request reinstatement to the course.	<b>12</b>
Deadline for professors to send the students list who has not attended yet.	<b>19</b>
Deadline to apply for graduation on summer, 2020.	<b>10</b>
Deadline for students to remove incompletes and claims of grades.	<b>22</b>
Deadline for professors to remove incompletes.	<b>26</b>
<b>July</b>	
Deadline for filing partial withdrawal and total withdrawal with annotation "w" in the registrar's office.	<b>16</b>
Last day of classes (final exams included).	<b>19</b>
Deadline for professors to submit grades at the web for faculty.	<b>20-21</b>
* SUBJECT TO CHANGE	

202031  
**Part of Term 122**

<b>August</b>	
<b>Classes begin.</b>	<b>12</b>
Adjustment to the late enrollment, class relocation and schedule change (drop/add period). Cancellation of registration with 100% refund.	<b>12-16</b>
Cancellation of registration with 100% refund to students to be admitted during late enrollment.	<b>17-20</b>
Deadline for census taking.	<b>25</b>
Deadline for students to request reinstatement to the course.	<b>30</b>
<b>September</b>	
Deadline for professors to send the students list who has not attended yet.	<b>7</b>
Deadline for students to remove incomplete and claims of grades.	<b>11</b>
Deadline for professors to remove incomplete.	<b>14</b>
<b>October</b>	
Deadline for filing partial withdrawal and total withdrawal with annotation "w" in the registrar's office.	<b>2</b>
LAST DAY OF CLASSES (FINAL EXAMS INCLUDED)	<b>6</b>
Deadline for professors to submit grades at the web for faculty.	<b>7-11</b>
Deadline to apply for graduation on December 2019.	<b>30</b>
<small>*Subject to change</small>	

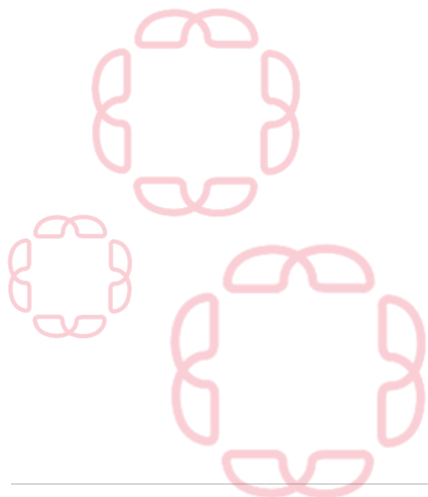


202031  
**Part of Term 123**

<b>October</b>	
<b>Classes begin</b>	<b>14</b>
Class relocation and schedule change (drop/ add period). Cancellation of registration with 100% refund.	<b>14-18</b>
Cancellation of registration with 100% refund to students to be admitted during late enrollment.	<b>19-22</b>
Deadline for census taking.	<b>27</b>
Deadline to apply for graduation on December, 2019.	<b>30</b>
<b>November</b>	
Deadline for students to request reinstatement to the course.	<b>1</b>
Deadline for professors to send the students list who has not attended yet.	<b>8</b>
Deadline for students to remove incomplete and claims of grades.	<b>12</b>
Deadline for professors to remove incomplete.	<b>15</b>
Thanksgiving day.	<b>28</b>
<b>December</b>	
Deadline for filing partial withdrawal and total withdraw with annotation "w" in the registrar's office.	<b>5</b>
Last day of classes (final exams included).	<b>8</b>
Deadline for professors to submit grades at the web for faculty.	<b>9-13</b>
Día de Navidad/Christmas day.	<b>25</b>
<small>*Subject to change</small>	

202032  
**Part of Term 122**

January	
<b>Classes begin</b>	<b>13</b>
Adjustment to the late enrollment, class relocation and schedule change (drop/add period). Cancellation of registration with 100% refund.	<b>13-17</b>
Cancellation of registration with 100% refund to students to be admitted during late enrollment.	<b>18-21</b>
Deadline for census taking.	<b>26</b>
Deadline for students to request reinstatement to the course.	<b>31</b>
February	
Deadline for professors to send the students list who has not attended yet.	<b>7</b>
Deadline for students to remove incomplete and claims of grades 201901 pt 123.	<b>10</b>
Deadline for professors to remove incomplete	<b>14</b>
March	
Deadline for filing partial withdrawal and total withdraw with annotation "W" in the registrar's office.	<b>5</b>
Last day of classes (final exams included)	<b>8</b>
Deadline for professors to submit grades at the web for faculty.	<b>9-13</b>
*Subject to change	



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**Part of Term 123**

March	
<b>Classes begin</b>	<b>16</b>
Adjustment to the late enrollment, class relocation and schedule change (drop/add period). Cancellation of registration with 100% refund	<b>16-20</b>
Cancellation of registration with 100% refund to students to be admitted during late enrollment.	<b>21-24</b>
Deadline for census taking.	<b>29</b>
April	
Deadline for students to request reinstatement to the course.	<b>3</b>
Deadline for professors to send the students list who has not attended yet.	<b>10</b>
Deadline for students to remove incomplete and claims of grades 201901 pt 123.	<b>13</b>
Deadline for professors to remove incomplete.	<b>17</b>
May	
Deadline for filing partial withdrawal and total withdraw with annotation "W" in the registrar's office	<b>7</b>
Last day of classes (final exams included).	<b>10</b>
Deadline for professors to submit grades at the web for faculty.	<b>11-15</b>
* Subject to change	

