Graduate Catalog
2018-2019

UNIVERSIDAD ANA G. MÉNDEZ

1949

Studium est Lux
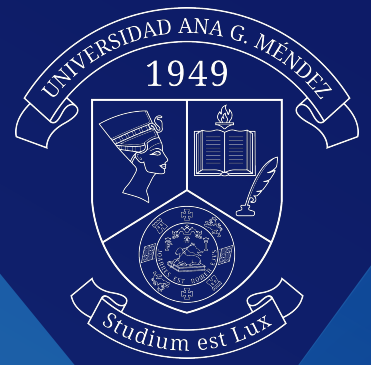
Creando presencia en la distancia

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

General Information

Universidad Ana G. Méndez
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: agmonline.suagm.edu Email:
graduateonline@suagm.edu

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: http://agmonline.suagm.edu

Licensure:

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

Accreditation:

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/

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.

Catalog Rev. 5/3/2019

Welcome to the Universidad Ana G. Méndez Online Campus!

Gino Natalicchio, Ph.D.
Chancellor

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 Recinto Online

University Description

Purpose

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

AGMUS 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.
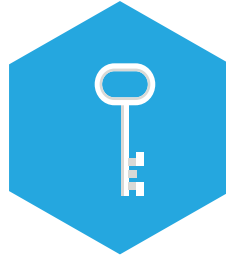
Freedom

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

Respect

for diversity and dignity of the human being.
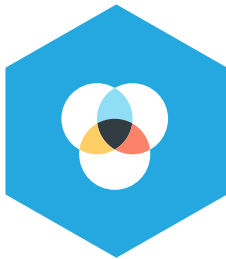
Integrity

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.
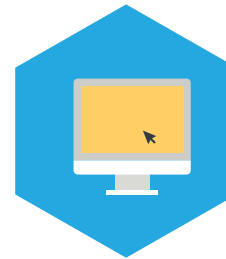
Innovation

continuously guaranteeing the relevance of its programs and services.
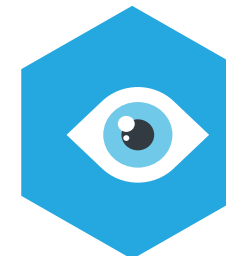
Social Responsibility

towards the needs of the community, the country, and humanity of which we are part.

AGMUS 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." AGMUS 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.

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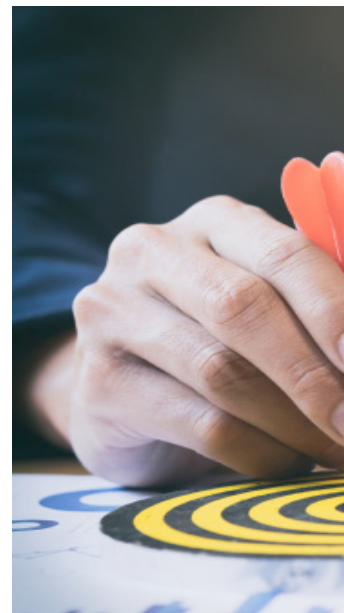
The acknowledgement of AGMUS leadership has lived through time. Dr. Juan Meléndez points out in his book, The Power of Distance Education, that "presently, the Ana G. Méndez University System is one of the largest institutions of distance education in Puerto Rico".

AGMUS 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 a faculty member as distance educator combines a 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 a 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 MISION

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 / AGMUS President
- José F. Méndez González, Dr.H.C, Permanent Board Member / AGMUS 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.

Staff

- **Chancellor**- Gino Natalicchio, Ph.D.
- **Vice-Chancellor of Student Affairs**- José D. Martínez Agosto, MHR
- **Vice-Chancellor**- Gisselle Tapia Fernández,Ph.D.
- **Acting Vice-Chancellor of Administration**- Nilsa Rodríguez Martorell,MBA
- **Registrar-** José J. Rivera Ortíz, MPA
- **Director of Financial Aid-** Eduardo C. Vera, MBA
- **Bursar Director-** Johjan M. Báez Fuentes, MBA
- **Associate Vice-Chancellor of Licensing and Accreditations-** José E. Maldonado Rojas, Ph.D.
- **Director of Retention -** Sharon Correa, MBA
- **Admissions Director -** Homayra Reyes, MBA

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.

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.

Academic Year Definition

The definition of an Academic Year at UAGM is 30 credits and 40 weeks. The Academic Year consist of Fall semester divided in two terms, a Spring semester divided in two terms and a Summer semester star in June and finish at July. The Academic Year is part of a large Fiscal Year that runs from August 1 through July 31. This includes the Fall terms (2), the Spring terms (2), and the Summer terms (1).

Physical Facilities

UAGM is a 100% online institution, where all teaching and learning is conducted via the institution's Blackboard Learning Management System. The insti-tution's physical facilities are located at #1399 Ave. Ana G Méndez San Juan, Puerto Rico 00926 -2602 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 soft-ware and plug-ins, 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.

Admission Requirements

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)

NO DISCRIMINATION POLICY: The Ana G. Méndez University System does not exclude participation, or deny benefits or discriminate against any person because of age, race, color, sex, sexual orientation, gender identity, national origin, disability, social status, political affiliation, political ideas or religious or being a victim or be perceived as a victim of domestic violence, sexual or stalking aggression or being military, ex-military, serve or have served in the Armed Forces of the United States or hold veteran status or any other category protected by law.

Conditional Admission

1. 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.
2. 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.
3. If a student does not comply with the GPA for any of the programs, bachelor in the area of interest or readmission, he will be referred to the admission 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 univer-sity with a GPA of 2.75.

b. A videoconference inter-view in English.

c. Write an essay in English.

i. Students who do not have a Bachelor's Degree in Education must meet the following ad-ditional requirements:

ii. Successfully completed a Bachelor's Degree in any other discipline from an accredited university with a GPA of 2.75.

iii. 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

1. 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. ransfer students must complete at least the last twenty-four (24) credits of their program at the UAGM.

International Students

Admission Requirements

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.

Admission Requirements

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.

Transitory or Special Student

Transitory Student Requirements

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.

   The student's admission status will change from transitory to transfer student once all requirements are met.

Requirements for Special Students

1. 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.

2. The applicant must comply with general and course admissions requisites according to current academic standards at the institution.

3. 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

Graduation Requirements

day of classes. If not, the institution shall invalidate the admission, readmission or provisional transfer, and cancel the student's enrollment.

Graduation Requirements

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.

Student Contact Information

Students are responsible for maintaining their contact information at UAGM-accurate and current. The University's main venue for official communication is via e-mail and as such will provide each admitted student with an e-mail account.

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.

Technology Requirements

Supported End-User Technologies - Blackboard Learn 9.1, April 2014

Date Published: Apr 30,2014
Category: Product: Installs & Con-
figurations; Version: Learn April
2014 (9.1.201404.160205) Article
No.:000037638
Release: 9.1

Service Pack: Learn April 2014
(9.1.201404.160205)

Client Technologies: Blackboard™
Learn Release 9.1 was tested with
a variety of platform technologies
as well as common client-side tech-
nologies.
- Certified: Fully tested and
  supported.
- Compatible: Partially tested
  but should function properly.
- Unsupported: Either unsup-
  ported by the vendor or not
  tested.

Configuration Notes:

- Internet Explorer 9 is only supported in Stand-
  ards Mode.
- Blackboard strives to make all its products as
  accessible as possible. JAWS 14 and 15 were
  used during accessibility testing of 9.1 April
  2014.
- Chrome support: due to the auto-update
  feature of Chrome, support is based on the
  version available at the time of testing. 9.1
  April 2014 was tested with Chrome 34.
- Firefox support: due to the auto-update fea-
  ture of Firefox, support is based on the version
  available at the time of testing. 9.1 April 2014
  was tested with Firefox versions 28 and 24
  (ESR).
- Note on OSX 10.8 Java is no longer shipped as
  part of the OS install and must be downloaded
  and installed by users on request of applica-
  tion/applet - this is a one time action on the
  part of the user.

Technologies NOT supported

- Windows XP and XP 64-bit (unlisted)
- Internet Explorer 6, 7, 8
- Firefox 1.x, 2.0, 3.0, 3.5 and 3.6
- Safari 2, 3, 4, 5 (or any version on Windows)
- Mac OSX through 10.6
- Jre 5 though it may continue to work

Client Technology Highlights of Changes from Previous Service Packs

- Windows XP no longer supported.
- OSX 10.9/Safari 7.x support added.
- OSX 10.7 moved to compatible.
- IE11 support added (focus on 64-bit).

Configuration Notes:

- Internet Explorer 9 is only supported in Standards Mode.
- Blackboard strives to make all its products as accessible as possible. JAWS 14 and 15 were used during accessibility testing of 9.1 April 2014.
- Chrome support: due to the auto-update feature of Chrome, support is based on the version available at the time of testing. 9.1 April 2014 was tested with Chrome 34.
- Firefox support: due to the auto-update feature of Firefox, support is based on the version available at the time of testing. 9.1 April 2014 was tested with Firefox versions 28 and 24 (ESR).
- Note on OSX 10.8 Java is no longer shipped as part of the OS install and must be downloaded and installed by users on request of application/applet - this is a one time action on the part of the user.

WINDOWS OPERATING SYSTEM

WINDOWS OPERATING SYSTEM

	IE 11	IE 10	IE 9	Firefox (ESR)	Firefox (Final Release Channel)	Chrome (Stable Channel)
Windows Vista (32-bit)	Unsupported by Microsoft	Unsupported by Microsoft	Certified	Compatible	Compatible	Compatible
Windows Vista (64-bit)	Unsupported by Microsoft	Unsupported by Microsoft	Compatible	Compatible	Compatible	Compatible
Windows 7 (32-bit)	Compatible	Compatible	Compatible	Compatible	Compatible	Compatible
Windows 7 (64-bit)	Certified	Certified	Compatible	Certified	Certified	Certified
Windows 8 (32-bit)	Compatible	Unsupported by Microsoft	Unsupported by Microsoft	Compatible	Compatible	Compatible
Windows 8 (64-bit)	Certified	Unsupported by Microsoft	Unsupported by Microsoft	Certified	Certified	Certified

MAC OSX OPERATING SYSTEM

	Safari 7	Safari 6	Firefox (ESR)	Firefox (Final Release Channel)	Chrome (Stable Channel)
Mac OSX 10.7	Unsupported by Apple	Compatible	Compatible	Compatible	Compatible
Mac OSX 10.8	Unsupported by Apple	Certified	Certified	Certified	Certified
Mac OSX 10.9	Certified	Unsupported by Apple	Certified	Certified	Certified

Client Technology Highlights of Changes from Previous Service Packs
- Windows XP no longer supported.
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- OSX 10.7 moved to compatible.
- IE11 support added (focus on 64-bit).

Technologies NOT supported
- Windows XP and XP 64-bit (unlisted)
- Internet Explorer 6, 7, 8
- Firefox 1.x, 2.0, 3.0, 3.5 and 3.6
- Safari 2, 3, 4, 5 (or any version on Windows)
- Mac OSX through 10.6
- Jre 5 though it may continue to work

Registration and other Related Procedures

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.

Registrar's Office

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 at the Registrar's Office or in the webpage.

Registration is not complete until the student has:
1. Paid all charges and fees required by the Office of the Bursar.
2. Delivered and completed all documents required by the Institution for admission.

Classification of Students

A. By credit -hours enrolled
1. 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.
2. 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.
3. 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
1. First-year Students- Those who have a completed a minimum of 3 to 12 credit hours at the University.
2. Second-year Students- Those who have completed a minimum of 13 to 24 credit hours at the University.

3. 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)
1. Students on Academic Probation
2. Students on Academic Suspension
3. Students in Progress
4. Students in Academic Warning
D. By type of admission
1. Special Students- Those Students who come to the University with a written authorization from the institution or university they attend as regular students, or any others who take courses not leading to a degree.
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. Transitory Students- 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.

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 discourages professional students and 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 rescheduling 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

1. Total or partial withdrawals are allowed during a part of term or Summer session as specified in the academic calendar, with the consent of the advisor, in order to be processed by the Registrar's Office.

2. Any student who is officially registered, and completes the required procedure for withdrawal, will receive a withdrawal (W) grade.

3. 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.

4. Total withdrawal is allowed at any moment before the last day of classes in the semester or Summer session, with the consent of the advisor.

5. Total withdrawal is considered in the case of a registered student who withdraws from 100% of his total course load. This does not include the two summer sessions.

6. The deadline for voluntary total withdrawals is the day when classes end.

7. 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 scholastic standards).

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

Unofficial Withdrawal & Student Attendance Monitoring Policy

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

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.

Exceptions

This policy does not contain any exceptions.

PROCEDURE

Census Taking

The Registrar's Office notifies the deadline for Census Taking in the Academic Calendar (14 days after the beginning of each Part of Term).

1. The Faculty certifies through the Web for Faculty Portal those students who did not access the online course within the period specified in the academic calendar (Show/No Show).
2. Once the Faculty certifies the students who do not access the course, the System will send an email to identified students.
3. In case the student wants to continue enrolled in the course, he/she must send an email to the Registrar's Office (registraduria-uv@suagm.edu) with the approval of the professor. With this approval the Registrar will reinstall the course.

Unofficial Withdrawal & Student Attendance Monitoring Policy

1. After the census taking period of the Part of Term has been completed the professor must process the access alert every three days for an additional 14 days.
2. As soon as the additional 14 day period has been completed, the Access Alert System will send a report to the 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 Registar's Office via email within three (3) days from receiving the notification.

The professor must complete the Unofficial Withdrawal Form any time he/she identifies a student who is not attending the course.

This policy is effective from the date it is approved.

Changes in Name Address or Social Security Number

Students should notify the Registrar's Office of any change of address. 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

1. Class attendance is mandatory. The students will be responsible for work missed.
2. 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/A). The Registrar's Office will then adjudicate a withdrawal for non-attendance (WN). 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.
3. 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/dpcletters/GEN1106.html

➔ Reference 2:
http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/credit.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.
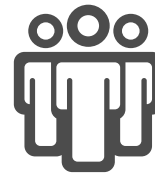
Procedures

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.

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
F = 0

In special cases, the following annotation system will apply:

W = withdrawal

WF = excessive unjustified absences from courses WF = excessive unjustified absences from courses

I= student did not complete projects or was absent from final examination

WN = student was enrolled but never attended.

P = passed

NP = did not pass

IP = in progress

Grading System

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

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
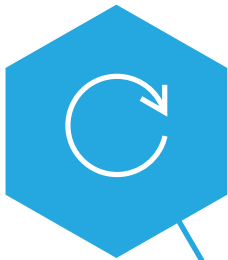
With respect to practicum courses, the student will have only two opportunities to repeat the course pending the recommendations and approval of the program dean and practicum supervisor.

A student will not be able to repeat the course until a grade has been posted.
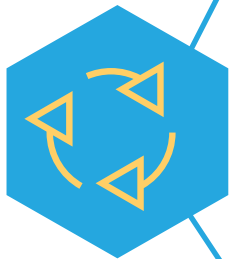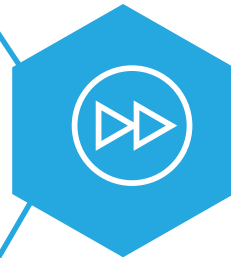
Every attempt is considered to repeat the Standard for Satisfactory Academic Progress (SAP) and tried to affect credit and the period of eligibility for Pell Grants and student loans.

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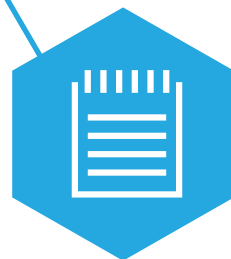
Disciplinary Regulation

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 polices 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)
Procedimiento para la investigación de querellas estudiantiles (Spanish)

Appeals for Academic Actions

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:

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.

Quantitative component

- •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 Appendix A, 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 cours-

es 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

- Course Repetitions - Federal regulations limit repetition of courses that can be paid with Title IV financial aid funds. Generally, failed courses may be repeated until passed and courses that you have passed can be repeated only once. 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.
- 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.
- 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.

- Transfer Credits - If a student transfers in credits from another institution, the accepted credits 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.

Scholarship and Grant Recipients

Other scholarship and grant programs may not allow for a financial aid warning period. 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 or 5674.

Financial Aid Ineligibility and Appeal Procedures

Students enrolled in degree programs, for which SAP is measured at the end of every two semesters, will be informed in writing, through e-mail, of his/her loss of 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 explain 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 a written appeal to the Institution after receiving the failure to meet SAP notification and before the next academic term begins. This notification must be sent via email to: registraduria-uv@suagm.edu . The Appeals Committee has five (5) days upon receipt of the student's appeal to make a determination and notify the decision before the next academic term begins.

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, through e-mail, 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 his/her status again.

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.

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

Student Consumer Information

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 postsecondary 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 re¬garding 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 con¬sent. 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 en¬forcement 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 com¬mittee. 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 educa¬tion 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 postsecondary 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: (a) develop, validate, or administer predictive tests; (b) 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))
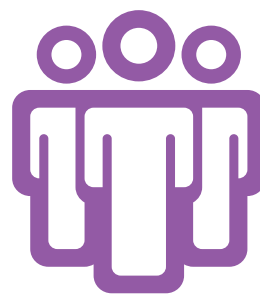
Law 186

- (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

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 2018-2019. This information is available on the website of the institution: http://agmonline.suagm.edu/

Charges per Credits		
PUERTO RICO & INTERNATIONAL RESIDENTS		
GRADUATE PROGRAMS		
BUSINESS ADMINISTRATION: Agribusiness, Human Resources, Marketing, Management, Supply Chain Management and Logistics **SCIENCES**: Environmental Planning **EDUCATION**: Teaching English as a Second Language		$260.00
UNITED STATES RESIDENTS		
GRADUATE PROGRAMS		
BUSINESS ADMINISTRATION: Agribusiness, Human Resources, Marketing, Management, Supply Chain Management and Logistics **SCIENCES:** Environmental Planning **EDUCATION:** Teaching English as a Second Language		$480.00
GENERAL FEES		
PUERTO RICO & INTERNATIONAL RESIDENTS		

General Fees:
   Technological Infrastructure
   Services & Retention
   Library
	$200.00
	$45.00
	$15.00
		$260

General Fees		
UNITED STATES RESIDENTS		
General Fees:	$85.00	$85.00
General Fees: Summer	$42.50	$42.50
OTHER FEES AND CHARGES		
Transcript		$6.00
Graduation Fee		$110.00
Diploma Duplicate		$25.00
Degree Certification		$5.00
Graduation or Administrative Graduation Certification		$35.00
Apositlle Fee		$40.00
Shipping Fee		Varies by country

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 administrated by the Office of Financial Aid to finance the studies.

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

The Bursar's (Treasurer's) Office will mail four invoices during the regular semester and two during the Summer session. According to the academic semester, the following dates will be established for students who apply for a payment plan: August 31, September 30, October 30, January 31, February 28, and March 30. If the invoice is not received in the

Cancellation and Refund Policy

mail, it is the student's responsibility to request it personally from the Bursar's (Treasurer's) Office.a reasonable period of time for the person to authorize, or not, the relay of this information

Should A Student's Enrollment Be Terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:
1. Cancellation can be made in person, by Certified Mail or by termination.
2. No charge will be made for submitting an application for admission. If the student is admitted and enrolled and the student cancels within three (3) business days after signing the student enrollment agreement and making initial payment all funds will be refunded.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all funds paid.
4. If cancellation occurs prior to completion of the first week (drop/add period) of the part of term of the semester, the school will refund 100% of the tuition for the semester.
5. Once the drop-add period has passed, for students that do not attend or show up for their courses, there will be a charge no greater that 25% of tuition cost of

the courses.

6. Termination Date: In calculating the refund due to a student, the last date of participation in class by the student is used in the calculation unless earlier written notice is received.

7. Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice from student.

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.

PAYMENT METHODS

Tuition, fees and service charges must be paid in full during registration or at the time student requests services. Payments can be made by checks and credit cards (Visa or Master 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 Office will not accept claims without receipts.

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 an 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 $3.00 per copy.

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 form 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 determi-

nation 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 Service

Time Frame of Institutional Response to Student

SUAGM 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 https://mysuagm.suagm.edu/web/agmus-bilingue-enlinea 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 provide 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:
- Tips for preparing your resumé and cover letter
- Successful interview techniques
- Using social media for networking opportunities
- Assistance with exam preparation and finding testing centers
- Advice on how to contact potential employers
- 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.

Overview of Educational Delivery System

The Universidad Ana G. Méndez (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, chats, 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 graduate 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 chat, 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.

Articulate Studio 09

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.

Prezi-Pro - It is a multimedia application that presents different topics and ideas in a refreshing way that contains visual effects and simulates interactive space to keep audience attention.

ACXIOM - The software randomly poses 2 multiple choice challenge questions to students when they login to their courses in Blackboard. 50% of the student body will be selected randomly each quarter.

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 Campus-Wide - 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 4.0 Campus-Wide- 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.

Proctor Now-Distance learning exams proctored by computer and webcam.

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.

UAGM Instructional Design Activity, Interaction, Subjec-Object, Technique and Tools

Instructional Event	Type of Interaction	Subject/Object	Technique	Technological Tools
Grab attention	Two-way	Professor – Student	Presentation of video clip, Group discussion	Video, Audio, Animation, Discussion forums, Chats
Facilitate browsing	Two-way	Professor – Student Student – Content	Presentation of tutorials	Multimedia application: Captivate
Inform learning objectives	Two-way	Professor – Student Student – Content	Presentation of multimedia information	Multimedia applications: Articulate Presenter / Engage / Captivate
Stimulate previous knowledge	Two-way	Professor – Student Student – Content	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web links, Email, Discussion forums
Present information stimuli	Two-way	Professor – Student	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web pages, Email, Discussion forums
Provide guided learning	Two-way	Professor – Student Student – Content	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web pages, Email, Discussion forums
Increase achievement	Multi-directional	Professor – Student	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web pages, Email, Discussion forums
Provide feedback	Multi-directional	Professor – Student Student – Content	Direct communication Assessment instruments	Tests, Messages (Bb), Email, Discussion forums
Analyze the process	Multi-directional	Student – Content Student – Student	Case studies Research Projects Group work	Email, Discussion forums, Chats, Digital Drop Box
Knowledge creation	Multi-directional	Student – Content Student – Student Student – Context	Case studies Research projects Guide questions Group work	Email, Discussion forums, Chats, Digital Drop Box
Practice and application	Multi-directional	Student – Content Student – Student Student – Context	Evaluations Projects Presentations Written Documents Research projects	Tests, Email, Discussion forums, Chats, Digital Drop Box

Academic Calendar

Academic Calendar

201901 Part of Term 122

agosto/August	
Inicio de clases / *classes begin*	20
Periodo de matricula tardía, reubicaciones y cambio de clases / *late registration period, class relocation and schedule change(drop/ add period)* cancelación de matrícula con el 100% de reembolso / *cancelation with refund of 100%*	20-24
septiembre/September	
Fecha límite para la toma de censo / *deadline for census taking /*	2
Fecha límite para los estudiantes remover incompletos y reclamación de notas/ *deadline for students to remove incomplete and claims of grades.*	19
Fecha límite para profesores remover incompletos y reclamación de notas/ *deadline for profesors to remove incomplete and claims of grades.*	21
octubre/October	
Último día de clases(incluye examenes finales) y fecha límite para radicar en registraduría baja parcial y total con anotación de "w" / *last day of classes(final exams included) and deadline for filing parcial withdrawl and total withdrawl with anotation "w" in the registars office*	14
Fecha límite para los profesores colocar calificaciones en el registro electrónico / *deadline for profesors to submit grades at the web for faculty*	17
*SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

201901 Part of Term 123

octubre/October	
Inicio de clases / *classes begin*	22
Periodo de matricula tardía, reubicaciones y cambio de clases / *Late registration period, class relocation and schedule change(drop/ add period) cancelación de matrícula con el 100% de reembolso / cancelation with refund of 100%*	22-26
noviembre/November	
Fecha límite para la toma de censo / *deadline for census taking*	4
Fecha límite para los estudiantes remover incompletos y reclamación de notas 201901 PT 122/ *deadline for students to remove incomplete and claims of grades 201901 PT 122*	16
Fecha límite para profesores remover incompletos y reclamación de notas/ *deadline for profesors to remove incomplete and claims of grades.*	19
Fecha límite para solicitar graduación para diciembre 2018/ Deadline to apply for graduation on December, 2018.	30
diciembre/December	
Último día de clases (incluye examenes finales) y fecha límite para radicar en registraduría baja parcial y total con anotación de "w" / *last day of classes(final exams included) and deadline for filing parcial withdrawl and total withdrawl with anotation "w" in the registars office*	16
Fecha límite para los profesores colocar calificaciones en el registro electrónico / *deadline for profesors to submit grades at the web for faculty*	19
*SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

201932 Part of Term 122

enero/January	
Inicio de clases / *classes begin*	7
Periodo de matricula tardía, reubicaciones y cambio de clases / *late registration period, class relocation and schedule change(drop/ add period)* cancelación de matrícula con el 100% de reembolso / *cancelation with refund of 100%*	7-11
Fecha límite para la toma de censo / *deadline for census taking*	20
Natalicio de martin luther king jr./*martin luther king jr day*	21
febrero/February	
Fecha límite para la toma de censo / *deadline for census taking* / fecha límite para cambios, reclamaciones o adición de notas / *deadline for changes, claims and adding grades*	6
Fecha límite para profesores remover incompletos / *deadline for profesors to remove incomplete*	8
Fecha límite para solicitar graduación a mayo 2019/ *deadline to apply for graduation on may, 2019*	15
Día de los próceres puertorriqueños/ *illustrious puertorican day*	18
Fecha límite para radicar en registraduría baja parcial y total con anotación de "w" / *deadline for filing parcial withdrawl and total withdrawl with anotation "w" in the registars office*	27
marzo/March	
Último día de clases(incluye examenes finales) / *last day of classes(final exams included)*	3
Fecha para los profesores colocar calificaciones en el registro electrónico / *deadline for profesors to submit grades at the web for faculty*	4-5
SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

201932 Part of Term 123

marzo/March	
Inicio de clases / *classes begin*	11
Periodo de matricula tardía, reubicaciones y cambio de clases / *late registration period, class relocation and schedule change(drop/ add period)* cancelación de matrícula con el 100% de reembolso / *cancelation with refund of 100%*	11-15
Día de la abolición de la esclavitud/*Abolition of slavery day*	22
Fecha límite para la toma de censo / *deadline for census taking*	24
abril/April	
Fecha límite para los estudiantes remover incompletos y reclamación de notas 201902 PT 122/ *deadline for students to remove incomplete and claims of grades 201902 PT 122*	10
Fecha límite para profesores remover incompletos / *deadline for profesors to remove incomplete*	12
Semana Santa/*Holy Week*	15-19
mayo/May	
Fecha límite para radicar en registraduría baja parcial y total con anotación de "w" / *deadline for filing parcial withdrawl and total withdrawl with anotation "w" in the registars office*	2
Último día de clases(incluye examenes finales) / *last day of classes(final exams included)*	5
Fecha para los profesores colocar calificaciones en el registro electrónico / *deadline for profesors to submit grades at the web for faculty*	6-7
*SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

201933 Part of Term 101

mayo/May	
Inicio de clases / *classes begin*	13
Periodo de matricula tardía, reubicaciones y cambio de clases / *late registration period, class relocation and schedule change(drop/add period)* cancelación de matrícula con el 100% de reembolso / *cancelation with refund of 100%*	13-17
Fecha límite para la toma de censo / *deadline for census taking*	26
Día de la recordación/Memorial Day	27
junio/June	
Fecha límite para solicitar graduación/ *deadline to apply for graduation on summer, 2019*	10
Fecha límite para los estudiantes remover incompletos y reclamación de notas /*deadline for students to remove incomplete and claims of grades*	12
Fecha límite para profesores remover incompletos / *deadline for profesors to remove incomplete*	14
julio/July	
Fecha límite para radicar en registraduría baja parcial y total con anotación de "w" / *deadline for filing parcial withdrawl and total withdrawl with anotation "w" in the registars office*	3
Día de la independencia de los Estados Unidos/*USA Independence Day*	4
Último día de clases(incluye examenes finales) / *last day of classes(final exams included)*	7
Fecha para los profesores colocar calificaciones en el registro electrónico / *deadline for profesors to submit grades at the web for faculty*	8-9
SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

201933 Part of Term 108

julio/July	
Inicio de clases / *classes begin*	15
Periodo de matricula tardía, reubicaciones y cambio de clases / *late registration period, class relocation and schedule change(drop/ add period)* cancelación de matrícula con el 100% de reembolso / *cancelation with refund of 100%*	15-19
Día de la constitución de Puerto Rico/Puerto Rico's Constitution Day	25
Fecha límite para la toma de censo / *deadline for census taking*	28
agosto/August	
Fecha límite para los estudiantes remover incompletos y reclamación de notas 201902 PT 122/ *deadline for students to remove incomplete and claims of grades 201902 PT 122*	12
Fecha límite para profesores remover incompletos / *deadline for profesors to remove incomplete*	14
septiembre/September	
Día del Trabajo/*Labor Day*	2
Fecha límite para radicar en registraduría baja parcial y total con anotación de "w" / *deadline for filing parcial withdrawl and total withdrawl with anotation "w" in the registars office*	5
Último día de clases(incluye examenes finales) / *last day of classes(final exams included)*	7
Fecha para los profesores colocar calificaciones en el registro electrónico / *deadline for profesors to submit grades at the web for faculty*	8-9
SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

202031 Part of Term 122

septiembre/September	
Inicio de clases / *classes begin*	9
Periodo de matricula tardía, reubicaciones y cambio de clases / *late registration period, class relocation and schedule change(drop/ add period)* cancelación de matrícula con el 100% de reembolso / *cancelation with refund of 100%*	9-13
Fecha límite para la toma de censo / *deadline for census taking*	20
octubre/October	
Fecha límite para los estudiantes remover incompletos y reclamación de notas/ *deadline for students to remove incomplete and claims of grades*	7
Fecha límite para profesores remover incompletos / *deadline for profesors to remove incomplete*	9
Fecha límite para radicar en registraduría baja parcial y total con anotación de "w" / *deadline for filing parcial withdrawl and total withdrawl with anotation "w" in the registars office*	30
noviembre/november	
Último día de clases(incluye examenes finales) / *last day of classes(final exams included)*	2
Fecha para los profesores colocar calificaciones en el registro electrónico / *deadline for profesors to submit grades at the web for faculty*	3-4
SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

202031 Part of Term 123

noviembre/November	
Inicio de clases / *classes begin*	4
Periodo de matricula tardía, reubicaciones y cambio de clases / *late registration period, class relocation and schedule change(drop/ add period)* cancelación de matrícula con el 100% de reembolso / *cancelation with refund of 100%*	4-8
Fecha límite para la toma de censo / *deadline for census taking*	15
Día de Acción de Gracias/*Thanksgiving Day*	28
diciembre/december	
Fecha límite para los estudiantes remover incompletos y reclamación de notas/ *deadline for students to remove incomplete and claims of grades*	2
Fecha límite para profesores remover incompletos / *deadline for profesors to remove incomplete*	4
Día de Navidad/*Christmas Day*	25
Fecha límite para radicar en registraduría baja parcial y total con anotación de "w" / *deadline for filing parcial withdrawl and total withdrawl with anotation "w" in the registars office*	26
Último día de clases(incluye examenes finales) / *last day of classes(final exams included)*	28
Fecha para los profesores colocar calificaciones en el registro electrónico / *deadline for profesors to submit grades at the web for faculty*	29-30
*SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

Course Numbering System

The following course numbering system is used by the AGMUS

- 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

Academic Programs

Master in Scinece in Environmental Management with a Specialization in Environmental Planning

Ths=is 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

Code	Title	Credits	Requisites
Core Professional Courses			
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
	Total	15	
Specialization Courses			
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
	Total	15	
Elective Courses (Select Two)			
ENMP 590	Environmental Risk Management	3	ENVI 500 & ENVI 501
ENMP 591	Energy Sources and Environment	3	ENVI 500
ENMP 592	Comparative Environment RiskAssessment	3	ENVI 500 & ENMP 590
ENMP 593	Current Topics in Environmental Affairs	3	
EMNP 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
	Total	6	
Thesis Option - Research Courses**			
ENMP 670		3	36 approved credits ENMP 670
ENMP 671		3	
	Total	6	
Non-Thesis Option			
Course Program Totals			
	Total Credits	42	

ENMP 670 and ENMP 671 are semester courses. Each course included a total of 16 weeks of course work.

Master 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.
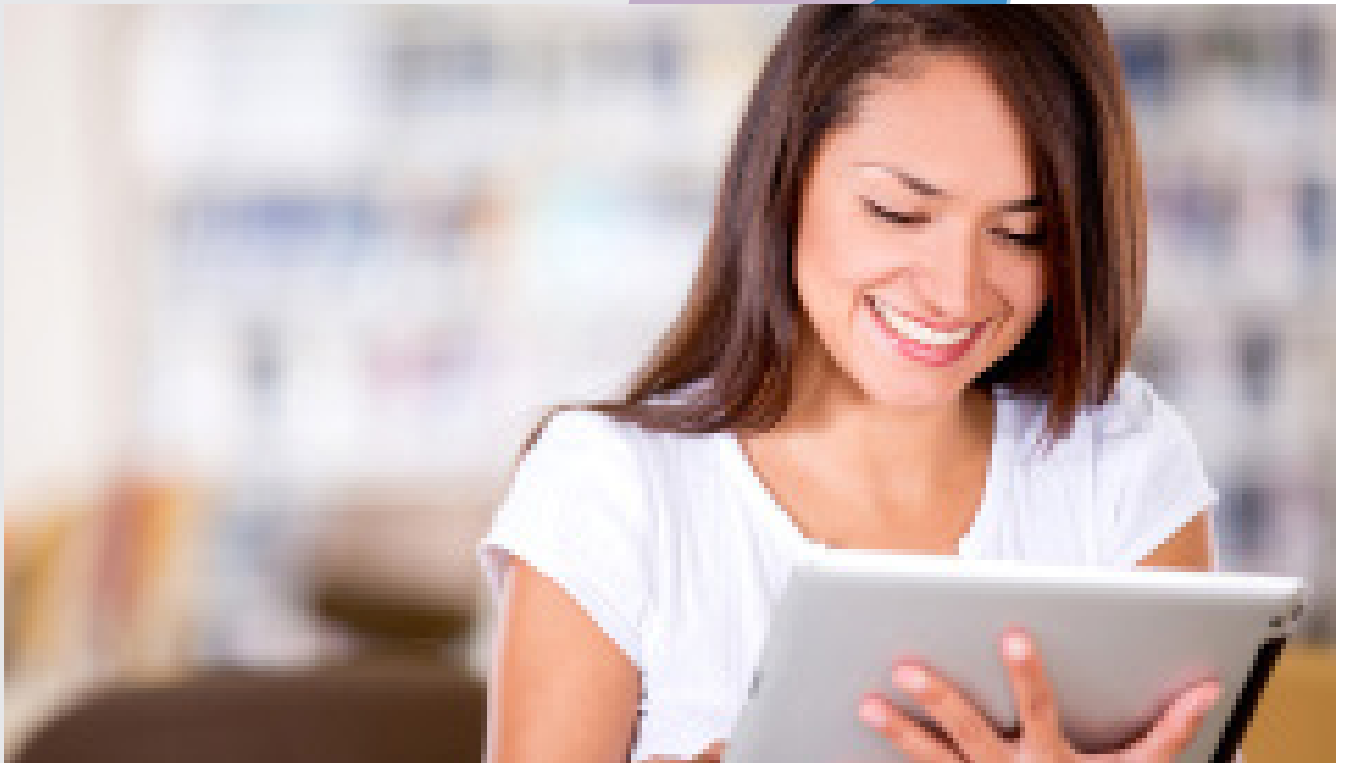
Code	Title	Credits	Requisites
CORE COURSES			
ADMI 500	Managing Organizations	3	
ITMA 501	Technology and Information Management	3	
MARK 502	Marketing Management	3	
FINA 505	Managerial Finance*	3	
ACCO 504	Accounting for Decision Making*	3	
ECON 505	Business Economics	3	FINA 505
QUME 507	Quantitative Methods & Statistics for Business	3	
	Total	21	
SPECIALIZATION COURSES			
Title	Course Description	Credits	Pre-requisite
MANA 550	Advanced Strategy Management	3	Complete 12 credits of core courses
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	
	Total	15	
ELECTIVE COURSES (Select one)			
Title	Course Description	Credits	Pre-requisite
MARK 552	CRM: Increasing Customer Value	3	
MANA 561	Sales Force and Key Account Management	3	
MANA 562	Pricing and Value Management		
	Total	3	
CAPSTONE COURSE			
Title	Course Description	Credits	Pre-requisite
ADMI 595	Knowledge Integration in Business Administration	3	Core courses & 9 credits in Specialization Courses
	Total	3	
	Total Credits	42	

* 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 credit hours; these are not included in the total amount of credits for the degree (42 credit hours). If recommendation is not accepted, students must sign a release form.

Master 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.

Code	Title	Credits	Requisites
Core Professional Courses			
ADMI 500	Managing Organizations	3	
ITMA 501	Technology and Information Management	3	
MARK 502	Marketing Management	3	
ECON 505	Business Economics	3	FINA 505
ACCO 504	Accounting for Decision Making	3	ACCO 500*
FINA 505	Managerial Finance	3	ACCO 500*
QUME 507	Quantitative Methods and Business Statistics	3	
	Total	21	
Specialization Courses			
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	
	Total	15	
Elective Courses (Select One)			
FAES 561	Managing of Strategies and Planning for the Agribusiness	3	None
ADMI 506	Business Ethics	3	
	Total	3	
Capstone Course			
FAES 554	Case Studies in Agribusiness	3	Core courses & 9 credits in Specialization Courses
	Total	3	
	Total Credits	42	

* 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 credit hours; these are not included in the total amount of credits for the degree (42 credit hours). If recommendation is not accepted, students must sign a release form.

Master in Business Administration with a Specialization in Marketing and Sales Management

This specialization 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.

Code	Title	Credits	Requisites
	Core Professional Courses		
ADMI 500	Managing Organizations	3	
ITMA 501	Technology and Information Management	3	
MARK 502	Marketing Management	3	
ECON 505	Business Economics	3	
ACCO 504	Accounting for Decision Making	3	
FINA 505	Managerial Finance	3	
QUME 507	Quantitative Methods and Business Statistics	3	
	Total	21	
	Specialization Courses		
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	Approved all core courses
MARK 555	Sales Management	3	ADMI 500 MARK 502
MARK 560	Consumer Behavior	3	Approved all core courses
	Total	15	
	Elective Courses (Select One)		
MARK 553	International Marketing	3	MARK 502
MARK 554	Services Marketing	3	MARK 502
MARK 561	Brand Management	3	Approved all core courses
MARK 562	Supply Chain Management for Marketing	3	
	Total	3	
	Capstone Course		
ADMI 595	Knowledge Integration in Business Administration	3	Core courses & 9 credits in Specialization Courses
	Total	3	
	Total Credits	42	

Master in Business Administration with a Specialization in Human Resources

This specialization presents the student with the theory practiced by modern associates in human resources management and its function as a strategic element in the company.

Code	Title	Credits	Requisites
Core Professional Courses			
ADMI 500	Managing Organizations	3	
ITMA 501	Technology and Information Management	3	
MARK 502	Marketing Management	3	
ECON 505	Business Economics	3	FINA 505
ACCO 504	Accounting for Decision Making	3	
FINA 505	Managerial Finance	3	
QUME 507	Quantitative Methods and Business Statistics	3	
	Total	**21**	
Specialization Courses			
HURM 550	International Human Resources Management	3	
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	
	Total	**15**	
Elective Courses (Select One)			
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	
	Total	**3**	
Capstone Course			
ADMI 595	Knowledge Integration in Business Administration	3	Core courses & 9 credits in Specialization Courses
	Total	**3**	
	Total Credits	**42**	

* 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 credit hours; these are not included in the total amount of credits for the degree (42 credit hours). If recommendation is not accepted, students must sign a release form.

Master in Business Administration with a Specialization in Supply Chain Management & Logistic

This specialization 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.

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	
ECON 505	Business Economics	3	FINA 505
ACCO 504	Accounting for Decision Making	3	ACCO 500*
FINA 505	Managerial Finance	3	ACCO 500*
QUME 507	Quantitative Methods & Statistics for Business	3	
	Total	21	
SPECIALIZATION COURSES			
Title	Course Description	Credits	Pre-requisite
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
	Total	15	
ELECTIVE COURSES (Select one)			
Title	Course Description	Credits	Pre-requisite
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
	Total	3	
CAPSTONE COURSE			
Title	Course Description	Credits	Pre-requisite
ADMI 595	Knowledge Integration in Business Administration	3	Core courses & 9 credits in Specialization Courses
	Total	3	
Total credits	42		

Master in Education with a Specialization in Teaching English as a Second Language

This specialization 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.

Code	Title	Credits	Requisites
	Core Professional Courses		
EDUC 501	Principles and Systematic development of curriculum	3	None
EDUC 512	Innovations and Education in ESOL	3	
	Total	6	
	Specialization Courses		
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
	Total	27	
	Research Course		
EDUC 600	Educational Research Methods in ESOL	3	Core courses & 9 credits in Specialization Courses
EDUC 617	Research Seminar	3	EDUC 600
	Total	6	
	Course Program Totals		
	Total Credits	39	

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).

Course Listings and Descriptions

Code	Course Description
ADMI 500	Managing Organizations: 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: 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 simulation tools, case studies and others 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.
ACCO 500	Financial Accounting: This course studies the foundations of financial accounting geared to provide a broad view, including the forms of business organization, the typical accounting cycle within them, the analysis of financial statements, and the management of different financial instruments.
ACCO 504	Accounting for Decisions Making: 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.
ECON 505	Business Economics: 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.
EDUC 501	Principles and Development of Curriculum: 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 504	Leadership, Communication in ESL Curriculum and Instruction: Study and analysis of leadership concepts and practices, communication and team work as applied to the school principal.
EDUC 510	Classroom Base Language Assessment Methods for ESL: This course will examine the nature of language assessments in terms of the relationship of language competence, proficiency and academic achievement. It will provide the student with exposure to the uses, techniques and procedures of classroom based assessment.
EDUC 511	The Use of Computers in ESL Curriculum and Instruction: This course is aimed at giving the student a general knowledge of the computer as an educational tool and in evaluating its effectiveness in certain areas of language instruction. The course will acquaint the student with the recent studies and research on computer-assisted language learning (CALL), and the advantages and disadvantages of the computer in language courses. The different types of CALL programs will be studied: tutorials, simulations, drill and practice, games, artificial intelligence, and internet based resources. The students will also be given guidelines for software evaluation.

Code	Course Description
EDUC 512	Educational Innovations and Strategies: The course centers on the study and analysis of educational innovations in school administration and supervision and on the teaching and learning process. It considers innovations and new educational strategies being implemented in the United States and other countries. Emphasis is also given to practices being developed in the public and private educational systems of Puerto Rico.
EDUC 550	Second Language Acquisition: This course covers and analysis 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: 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: 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: 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 ES Teaches: 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: This course examines the various methods for teaching a second language, as well as its principles and foundations for teaching a second language. 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 current research on methods for teaching a second language to impact a second language.
EDUC 567	Cross-Cultural Communication and Understanding: 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.

Code	Course Description
EDUC 569	Testing and Evaluation: 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: 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: 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: 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.
EDUC 630	Statistics for Pedagogical Research: Identification of the adequate research approach for the solution of pedagogical problems. Emphasis is made in topics related to descriptive and inferential data analysis making emphasis in results' interpretation. Other topics that will be covered include elementary notions of probability, estimation, sampling, hypothesis testing, experts' criteria and experimental design.
ENMP 550	Environmental And Natural Resources Economy: 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 590	Environmental Risk Management: 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 the Environment: The course will evaluate the local and international energy situation; specifically, its economic, environmental, social and geo-political 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 Environmental Risk Assessment: 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.

Code	Course Description
ENMP 593	Current Topics in Environmental Affairs: online 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	Climate and Atmospheric Pollution: 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: 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: 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: 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 ENMP 671	Thesis Proposal, Thesis Research: 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.

Code	Course Description
ENVI 500	Fundamentals of Environmental Sciences: 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 for Environmental Research: Descriptive and statistical methods to be applied in the analysis of uncertainties and decision-making processes of the environmental sciences.
ENVI 502	Waste Management: 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: 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: 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 (EA's, DIA's, 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.
FAES 550	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: 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: 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.

Code	Course Description
FAES 553	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: 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	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 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.
FINA 505	Managerial Finance: 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: 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 & Benefits: 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: 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.

Code	Course Description
HURM 553	International Economics Labor: 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: 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: 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 world-wide 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: 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: 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.

Code	Course Description
ITMA 501	Technology and Information Management: 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: 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	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.
MAMC 553	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 MAIP-ICS 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: 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.
MAMC5 61	Logistics Management and Strategy: 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. Software will be used extensively to model logistics and supply chain applications.
MAMC 562	International Logistics and Global Supply Chain Management: 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.
MANA 550	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.

Code	Course Description
MANA 552	Industrial and Service Quality Management: This course addresses a strategic, structured approach to the design and development of quality management programs in manufacturing and services. The analytical and behavioral aspects of quality management are addressed. Topics include the strategic importance of quality to organization success and the importance of customer orientation and human resource management in a total quality management program.
MANA 553	Human Behavior in the Organization: This course is designed to enrich students' understanding of behavior in organizations. Course study draws on the behavioral and social sciences to explore organizational phenomena in terms of individuals, groups, and total organizational systems. The course stresses the role leadership plays in creating effective organizations, meeting employee needs, managing power relationships, and revealing meaning in contemporary organizations.
MANA 554	International Management: This course is intended to serve both as a capstone to the international business program and as an elective for advanced management students. It examines the major policy and operational questions facing international firms today and in the years to come. Its focus is the interrelationship of external environment and internal resources that results in both broad corporate policies and specific operational practices among multinational firms. The various international competitive models which emerge in different industries are examined in terms of their environmental and corporate determinants, as well as the effects that the emerging patterns have on operational policies and procedures. The course employs cases, a project by which the student prepares an international strategy for a firm of his or her choosing, and a negotiation simulation as principal instructional vehicles.
MANA 561	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 & 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 502	Marketing Management: 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.

Code	Course Description
MARK 550	Marketing Integrated Communications: 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: 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 : 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: The function of marketing will be examined, together with its role in relation to 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. 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: 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: 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: 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.

Code	Course Description
MARK 561	Brand Management: 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: 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 & Statistics for Business: 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.

Faculty

Master of Business Administration		
Professors Name	**Academic Credentials**	**Area of Specialization**
Andino, Marcel	DS Automation & Computers MS Automatic Control University of Havana Cuba, 1981	Management, IT
Arroyo Muñiz, Yoniel	Ph.D. Enterprise and Management Universidad Interamericana, PR, 2011	Human Resources
Barguez Pérez, René R.	DBA Pontificia Unviersidad Católica, PR, 2016	Marketing
Borja, Iván M.	Ph.D. International Development Texas A&M University, TX 2009	Agribusiness, Theory for Decision Making in Agribusiness
Cálix Lara, Thelma	Ph.D. Ciencia y Tecnología de Alimentos Texas A&M University, TX 2011	Agribusiness
Christiansen, Manuel	MBA Accounting & Marketing Keiser University, FL., 2009	Marketing
Colón Guasp, Wilfredo	Ph.D. Environmental Horticulture University of Florida, FL 1992	Agribusiness
Colón Linar, Chalie	MBA International Business Florida Metropolitan University, 2006	Management
Colón, Víctor	PHD International Business Inter-American University,	Management
Cortina, Melissa	DBA Marketing Argosy University, FL 2012	Marketing, Human Resources
Cruz Caliz, José L.	Ph.D. in Management and Human Resources Pontificia Universidad Catolica, PR, 2015	Management, Human Resources
Cruz Ramos, Juan R.	MS in Supply Chain Management University of San Diego, CA, 2008 MBA in Materials Management & Production Control Universidad del Turabo, PR, 2006	Supply Chain and Logistic
Dones, Virgin	Ph.D. Entrepreneurships & Management Universidad Interamericana, PR 2010	Entrepreneurship, Management Development, International Business, Marketing
Franceschi Torres, Gino	DBA Intenational Business, minor in Management Argosy University, FL 2006	International Business, Management and Marketing
Jiménez Torres, Stephanie	MBA in Marketing Universidad Metropolitana, PR, 2012	Marketing
Lazo Vilella, Santiago	DBA Management Information System Universidad del Turabo, PR 2012	Management Information System
López Calero, Betsy	Ph.D. Entrepreneurial Management and Development; minor in Human Resources	Management, Human Resources

Master of Business Administration		
Professors Name	**Academic Credentials**	**Area of Specialization**
Morales Figueroa, Lourdes	PHD Business Administration	Management
Nadal Bosch, Rafael	Ph.D, International Business Universidad CEU San Pablo, Spain, 2015	International Management, International Marketing
Natalizio Manzano, Nicholas	MBA Materials Administration & Control Univesidad del Turabo, PR 2009	Management, Logistic
Penso, José E.	Master Global Strategic Communications University of Miami, 2013	Management, Marketing
Portocarrero, Hugo	MS Accounting & Financial Management University of Maryland University College, 2006	Management, Economics, Finance
Quiñones Rodríguez, Danister	Ph.D. in Organization and Management, specialization in Human Resources Capella University, 2016	Management, Human Resources
Ramirez Gelpi, Patricia	Juris Doctor Pontificia Universidad Católica, PR 2001	Juris Doctor
Reyes Salarichs, Mirlis	Ph.D. Management University of Macerata, Italy 2012	Management, Economy
Rivera Ortíz, Juan G.	DBA in Management, Universidad del Turabo, PR, MBA in Human Resources Universidad del Turabo, PR, 2012	Management, Human Resources
Rivera Pérez, Gricelda	DBA in Business Administration Pontificia Universidad Católica, PR, 2012	Management, Marketing
Robles Sánchez, Carmen	Ed.D. Currículo y Enseñanza Pontificia Universidad Católica, PR 2007	Education, E-Business, Business Administration
Rodríguez Rivera, Sonia	Ph.D. Entreprenuer & Management Development Universidad Interamerica, PR 2015	Management

Master of 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. Entreprenuer & 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
Soto, Maritza	Juris Doctor Universidad Interamericana, PR 2009	Juris Doctor, Management, Human Resources
Suárez Gómez, William	Ph.D. International Development University of Bradford, UK, 2016	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

Master of Education wiht Specialization in English as a Second Language		
Professors Name	**Academic Credentials**	**Area of Specialization**
Commander, Milagros	Ph.D. Teaching English as a Second Language New York University, NY, 1985	TESOL, Reading Processes, Development of Communication Skills, Methods of Teaching, Applied Linguistics, Research Methods in ESOL
Grau, Sharon	Ed.D. in Teaching, Curriculum & Learning Environments Universidad del Turabo, PR 2012	TESOL Fundamentals, Curriculum and Materials Development, Methods of TESOL, Second Language Acquisition
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
Mercado, Reylbeck	Master in Foreign Languages; TESOL Florida International University, FL, 2007	TESOL Fundamentals, Second Language Acquisition, Reading Processes
Nieves Cintrón, Michelle	Ed.D. Curriculum and Instruction Universidad Interamericana, PR, 2004 MA in Education; ESL University of Phoenix, PR, 1997	TESOL Fundamentals, Reading Processes, Second Language Acquisition
Penton, Luis	ME Curriculum & Instruction American College of Education, FL 2014MS Spanish Language Education Nova Southeastern University, FL 2014	TESOL Fundamentals, Cross-Cultural Communication, Second Language Acquisition, Reading Processes, Development of Communications Skills, Methods of TESOL
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
Bauzá, Jorge F.	Ph.D. Marine Sciences	Fundamental of Hydrogeology, Introduction to Environmental Sciences, Climate and Atmospheric Pollution
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
Gómez Agosto, Maritza	Ph.D. Environmental Sciences, in progress Universidad del Turabo, PR, pending	Environmental Fundamentals, Statistics, Environmental Technology, Environmental Risk, Environmental Assessment
Lugo Alvarado, Frances	Ph.D. Environmental Sciences Universidad del Turabo, PR, 2015	Fundamental, Waste Management, Statistics, Environmental Strategic Planning, Current Topics
Ruíz Díaz, Claudia	Ph.D. Environmental Sciences Universidad de Puerto Rico- Río Piedras San Juan, PR 2014	Environmental Fundamentals, Statistics, Environmental Technology, Energy Sources, Hydrology, 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 of Education wiht Specialization in English as a Second Language		
Professors Name	**Academic Credentials**	**Area of Specialization**
Commander, Milagros	Ph.D. Teaching English as a Second Language New York University, NY, 1985	TESOL, Reading Processes, Development of Communication Skills, Methods of Teaching, Applied Linguistics, Research Methods in ESOL
Grau, Sharon	Ed.D. in Teaching, Curriculum & Learning Environments Universidad del Turabo, PR 2012	TESOL Fundamentals, Curriculum and Materials Development, Methods of TESOL, Second Language Acquisition
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
Mercado, Reylbeck	Master in Foreign Languages; TESOL Florida International University, FL, 2007	TESOL Fundamentals, Second Language Acquisition, Reading Processes
Nieves Cintrón, Michelle	Ed.D. Curriculum and Instruction Universidad Interamericana, PR, 2004 MA in Education; ESL University of Phoenix, PR, 1997	TESOL Fundamentals, Reading Processes, Second Language Acquisition
Penton, Luis	ME Curriculum & Instruction American College of Education, FL 2014MS Spanish Language Education Nova Southeastern University, FL 2014	TESOL Fundamentals, Cross-Cultural Communication, Second Language Acquisition, Reading Processes, Development of Communications Skills, Methods of TESOL
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 of 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. Entreprenuer & 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
Soto, Maritza	Juris Doctor Universidad Interamericana, PR 2009	Juris Doctor, Management, Human Resources
Suárez Gómez, William	Ph.D. International Development University of Bradford, UK, 2016	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

Disclosure of Institutional Approvals and Regulatory Responsibility

Statement of Non Discrimination Policies

The UAGM does not exclude participation, or deny benefits or discriminate against any person because of age, race, color, sex, sexual orientation, gender identity, national origin, disability, social status, political affiliation, political ideas or religious or being a victim or be perceived as a victim of domestic violence, sexual or stalking aggression or being military, ex-military, serve or have served in the Armed Forces of the United States or hold veteran status or any other category protected by law.

FERPA

**Family Educational
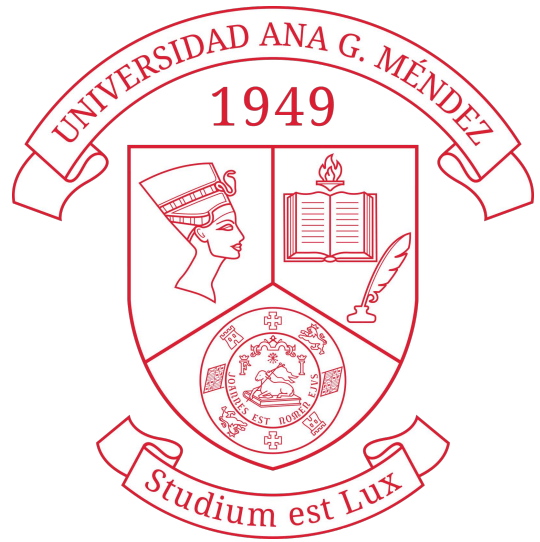Rights & Privacy Act**

External Requests

The university may disclose education records to authorized agencies according to the FERPA policy.

Unresolved complaints

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

CONTACT US

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