Undergraduate
Catalog
2018-2019

Creando presencia en la distancia

UNIVERSIDAD ANA G. MÉNDEZ

1949

Studium est Lux

Table of contents

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

General
Information

The students are responsible for reading and understanding the policies and regulations as well as the general requirements for degrees, academic distinctions and any other content that may affect them.

The information, policies and program requirements contained in
this catalog are subject to continuous review and change without notice. All updates will be posted on the University Web Page.

This catalog is published in English by portal: http://agmonline.suagm.edu

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

CEPR

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

Accreditation

CHE
MSA

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. 5/20/2019

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.
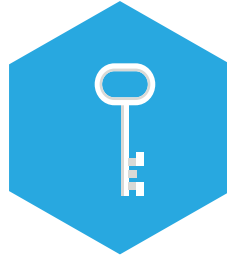
Freedom

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

Respect

for diversity and dignity of the human being.
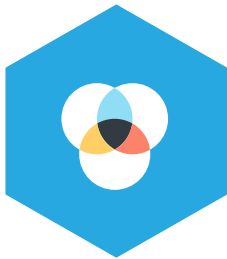
Integrity

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.
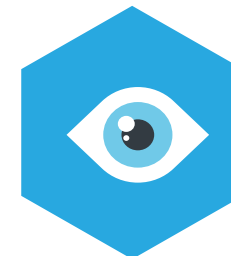
Social Responsibility

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
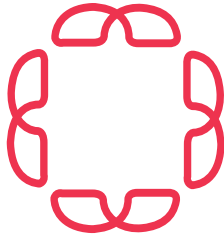
Sistema Universitario Ana G. Méndez

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 academicand 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**- Johjan M. Báez Fuentes, MBA
- **Vice-Chancellor of Licenses and Accreditation**- 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 institution'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 Manage-ment System and the institution's Banner Student Information System not conduct matters related to students.

Admission **Requirements**

Admissions Policy

Admissions Policy
Applicants seeking admission to Universidad Ana G. Méndez undergraduate programs must meet the following requirements:

General Admission Requirements

1. Have obtain a high school diploma or its recognized equivalent.
2. Accumulative high school grade point average(GPA) of 2.00.
3. Submit official transcript of credits of the school attended, or an official document of an institution or agency recognized by the U.S. Department of Education that certifies the equivalency of a high school degree.
4. Applicants should submit College Entrance Examination Board (PEAU) scores. International students should send the equivalent test results.
5. 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 International students may submit a Citizenship card or certificate of citizenship (International Students)
6. Some academic programs may have other specific requirements. Refers to Programs academic section in the catalogue for more information.

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 documen-

tation the admission and enrollment will be canceled.
3. If a student does not comply with the GPA for any of the programs, high school grade of interest or re-admission, he will be referred to the admission committee.
4. Federal financial aid is not available to conditionally admitted students.

Admission Procedures

High school students in their senior year can submit the admission and provide evidence of their cumulative grade point average (GPA), computed at the end of the first semester of the senior year and their College Entrance Examination Board (PEAU) test results.
Students in their junior year of high school can start an early process by filling in the admission application and providing evidence of their cumulative GPA computed at the end of the second semester of their junior year.
To complete the admissions record process, all applicants must provide the required documentation listed below:
1. Submit an application for admission.

2. Submit a copy of the College Entrance Examination Board (PEAU) test results. International students should send the equivalent test results.

3. Meet all admission requirements by the date scheduled in the Institution's calendar.

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:

    a. The Satisfactory Academic Progress Norm

    b. Admission Requirements

    c. Curriculum standards, policies and procedures, which apply.

Transfer Students

1. The same admission, readmission or transfer requirements apply to transfer applicants.

2. Must have passing grades in at least six (6) credits of the twelve (12) credits attempted from an accredited university. The passing grade must be "C" or above.

3. Meet the cumulative grade point average according to the academic program requirement of our Institution.

4. May be required to submit a digital copy of the catalog of the accredited, post-secondary institution the student is transferring from.

5. Comply with the admission requirements for transfer as established by his/her program of choice.

6. Compliance with all Universidad Ana G. Méndez's rules and regulations.

7. All students who transfer to the Institution must observe the rules of residence established.

8. All transfer students must pass thirty (30) credits of residence, within which 12 credits must be of the concentration courses in the UAGM.

9. To obtain honors (Cum Laude, Magna Cum Laude, and Summa Cum Laude) at our university, you must pass at least 60 credits of residency.

International Students

1. The same admission, readmission or transfer requirements apply to international applicants.

2. Students must provide a copy of the university catalog (digital) from the university with they attended, if necessary.

3. If the student cannot send his official transcript, he must send a notarized copy.

4. The UAGM will work equivalence degree of the country of origin to the equivalent of the United States (US) by the evaluation of foreign credentials. Free of Cost.

5. Students will have a period of 56 calendar days to submit their documents from the beginning of the course to complete his file. If the student does not submit the required ocumentation, admission and enrollment will be canceled.

Transitory Student Requirements

Students who are enrolled in another university or college and wish to take courses not leading to a degree can apply as transitory student. They need an official permit from their university or college.

Requirements for Special Students and Transitory Student

- Applicants with a college degree must submit a copy of the degree or an official permit authorizing them to enroll.

- The applicant may be required to attend an interview with representatives of the School.

Admission **Requirements**

Validation of Admission, Readmission or Transfer

A. 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.

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

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.

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.

Graduation **Requirements**

Graduation Requirements

The student usually graduates from the UAGM under the program requirements prevailing at the time of his admission to the Institution; however, the Institution reserves the right to make revisions in the different programs and in the requirements for the degree. Students who do not complete their studies during the time required by their respective programs (program sequence), as well as those who apply for readmission after a period of absence from the Institution, are governed by the rules that apply or are in effect when the student completes his evaluation for graduation. Nevertheless, the student should be in touch, via email, with the academic guidance counselor or the Registrar's Office about of the progress evaluation of his academic program yearly.

To receive a degree, the candidates must meet the following requirements:

1. They must have taken the courses required in one of the programs offered by the Institution.
2. They must have satisfactorily completed the prescribed number of credits with a grade point average of 2.00 (C) or higher or as required in their program of studies. Students receiving bachelor's degrees with a grade point average ranging from 3.50 to 3.74 will graduate with honors Cum Laude, and those within the 3.75 to 3.89 range will graduate with honors Magna Cum Laude, and those with a grade point average ranging from 3.90 to 4.00 will graduate with honors Summa Cum Laude.
3. They must fill out an application for graduation thru our web page: https://continuavirtual.wufoo.com/forms/solicitud-de-graduacian-graduation-request/
4. They must have satisfied all financial obligations to the Institution. All candidates for graduation will be required to attend Commencement Exercises. Commencement Exercises will be celebrated once during the academic year, at the end of the second semester. Those students who meet the requirements for a degree at the end of the first or second summer session or at the end of the first semester (August-December) should apply via email to the Registrar's Office for a certified statement showing that they have completed the requirements of their respective programs of study.

Important Note:
Students should familiarize themselves with all rules, norms and regulations of the Institution through the Student Handbook, Student Regulations, and the Handbook of Academic Norms and Administrative Procedures. These publications are available upon request at the Office of the Vice Chancellor of Student Affairs and at the web site: agmonline.suagm.edu these documents provide the information and updates as to program requirements, academic policy changes, as well as other academic and administrative changes that may take place during your years of study at the Institution.

Technology **Requirements**

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

Date Published: Apr 30,2014
Category: Product: Installs & Configurations; 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 technologies.
- **Certified: Fully tested and supported.**
- **Compatible: Partially tested but should function properly.**
- **Unsupported: Either unsupported by the vendor or not tested.**

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.

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.
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- 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.
- OSX 10.9/Safari 7.x support added.
- 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.
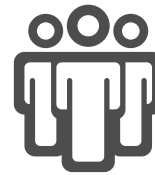
Procedures

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
D = 1
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
D	69-60	1.0
F	59-0	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**
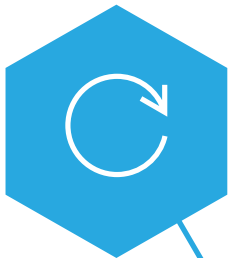
With respect to practicum courses, the student will have only two opportunities to repeat the course pending the recommendations and approval of the program dean and practicum supervisor.

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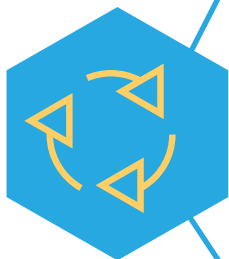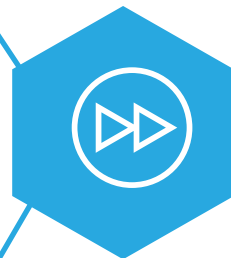
Every attempt is considered to repeat the Standard for Satisfactory Academic Progress (SAP) and tried to affect credit and the period of eligibility for Pell Grants and student loans.

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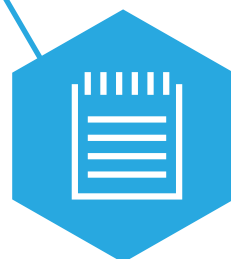
Disciplinary Regulation

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 Poli-cies: illness of the student or a relative, economic crisis due to illness affecting the head of household, natural disasters, divorce, death in the immedi-ate 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 Sa factory Academic Progress

The academic progress of students enrolled in associates, bachelors and masters degree programs will be assessed at the end of every two (2) semesters. The academic progress of students enrolled in technical and postgraduate certificate programs will be assessed at the end of each semester. 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. This calculation includes all attempted credits, including transfer credits, related to the student's academic program.

Qualitative component

The Institution establishes specific minimum GPA requirements by program level (i.e., certificate, associate, bachelor and master). The minimum GPA increases as credits attempted increase. Students enrolled in a program of more than two academic years must have a GPA consistent with the Institution's graduation requirements at the end of the student's second academic year. The Institution considers that a student is at the end of her/his second academic year when he/she has earned 48 credits.

Quantitative component

- The Institution uses a graduated completion percentage by program level. The student must earn the minimum percentage of attempted credits depending on the program level and academic year in which the student is enrolled.
- 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, students in a bachelor's degree program must complete 120 credits and may attempt up to 180 credits (150% x 120 = 60; 60 + 120 = 180).

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 Dean of the School. Even though only attempted and earned credits from the student's current program of enrollment are included in the quantitative measure and only the grades for courses from the student's current program of enrollment are included in the qualitative measure, 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, unless the student transfers credits into the new academic program in which case those transfer credits will be considered when measuring SAP.

Impact of Course Repe   awals, Incompletes and Transfers on Sa   factory Academic Progress

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

tempted.
- 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 for the courses count toward the determination of credit hours attempted and earned, but will not be considered in the cumulative GPA. Only those transfer credits that apply to the student's program of enrollment at the Institution will count as credits attempted and earned. Refer to the Institution's catalog for requirements on accepted transfer credits from another institution.

Remedial and Developmental Courses

Financial aid recipients may receive aid for a maximum of 30 semester credit hours in developmental coursework. Students enrolled in remedial courses are expected to receive passing grades in those courses in order to progress into the next term. Remedial courses do not count towards

the determination of credit hours attempted and earned and will not be considered in the cumulative GPA when determining SAP.

Financial Aid Warning and Failure to Meet Satisfactory Academic Progress

Students enrolled in technical and postgraduate certificate programs, for which SAP is evaluated at the end of each semester, will be placed on financial aid warning status for the next semester attended as a consequence of not making satisfactory progress. The Institution uses this status without appeal or any other action by the student. The Registrar's Office will notify the student in writing, through e-mail, of the financial aid warning status and that financial aid eligibility is retained during this period.

The student must meet SAP as of the next evaluation point (by the end of the next semester attended) in order to receive financial aid in future terms. Students who did not meet SAP as of the next evaluation point become ineligible for federal financial aid funds and may continue their studies at the Institution at their own cost. If the student believes there are extenuating circumstances associated with the student's inability to meet SAP, he/she may appeal his/her termination status to the Appeals Committee. See section titled

Financial Aid Ineligibility and Appeal Procedures below.

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

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

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

Students who wish to make an appeal must be current on all financial obligations. Students may not use financial aid to make retroactive tui-

tion and fee(s) payments.

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

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

In order for the appeal to be considered, the student must submit the SAP appeal documentation to the Institution's Professional Counselor, who will submit the documentation to the Appeals Committee. The Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the student's previous academic performance at the Institution. The Appeals Committee may request additional information or documentation, as needed. The Vice Chancellor for Student Affairs will notify the student in writing, through e-mail, the determination made by the Appeals Committee.

The student must submit an appeal to the institution in writing

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

Financial Aid Reinstatement

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

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

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

Satisfactory Academic
Progress Tables

Bachelor's Degree Programs		
Credits Attempted	% of Credits Eamed	GPA
1-30	55%	1.70
31-60	60%	1.85
61-90	64%	2.00
91 +	67%	2.00
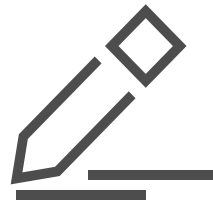
Student **Consumer Information**

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 com-

pliance 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))
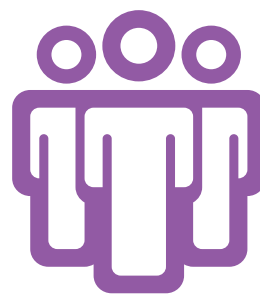
Law 186

- (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.

T   ees and Related Informa

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 bulle   tended to inform y   ee cost, fees and other charges, as ap-
proved for the academic year 2018-2019. This informa   vailable on the website of the ins
h   agmonline.suagm.edu/

Charges per Credits	
PUERTO RICO & LATIN AMERICA RESIDENTS	
UNDERGRADUATE PROGRAMS	
BUSINESS ADMINISTRATION: Management, Information Systems, Accounting	$190.00
UNITED STATES RESIDENTS	
UNDERGRADUATE PROGRAMS	
BUSINESS ADMINISTRATION: Management, Information Systems, Accounting	$396.00
GENERAL FEES	
PUERTO RICO & LATIN AMERICA RESIDENTS	

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

General Fees		
UNITED STATES RESIDENTS		
General Fees:		$85.00
Technological Infrastructure	$85.00	
General Fees: Summer		
Technological Infrastructure	$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.

T   ayment 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 Organiza

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 107**

mayo/May	
INICIO DE CLASES / *CLASSES BEGIN*	**20**
PERIODO DE MATRÍCULA TARDÍA, REUBICACIONES Y CAMBIO DE CLASES / *ADJUSTMENT TO THE LATE ENROLLMENT, CLASS RELOCATION AND SCHEDULE CHANGE (DROP/ADD PERIOD)* / CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO / CANCELLATION OF REGISTRATION WITH 100% REFUND	**20-24**
CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO A ESTUDIANTES QUE SE ADMITIERON DURANTE LA MATRÍCULA TARDÍA / CANCELLATION OF REGISTRATION WITH 100% REFUND TO STUDENTS TO BE ADMITTED DURING LATE ENROLLMENT	**25-28**
junio/June	
FECHA LÍMITE PARA LA TOMA DE CENSO / DEADLINE FOR CENSUS TAKING	**2**
FECHA LÍMITE PARA QUE LOS ESTUDIANTES SE REINSTALEN AL CURSO/DEADLINE FOR STUDENTS TO REQUEST REINSTATEMENT TO THE COURSE	**7**
FECHA LÍMITE PARA QUE LOS PROFESORES ENVÍEN LISTAS DE LOS ESTUDIANTES QUE NO HAN ASISTIDO AÚN/DEADLINE FOR PROFESSORS TO SEND THE STUDENTS LIST WHO HAS NOT ATTENDED YET	**14**
FECHA LÍMITE PARA SOLICITAR GRADUACIÓN A VERANO 2019/ *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 INCOMPLETES AND CLAIMS OF GRADES*	**20**
FECHA LÍMITE PARA PROFESORES REMOVER INCOMPLETOS / *DEADLINE FOR PROFESSORS TO REMOVE INCOMPLETE*S	**24**
julio/July	
FECHA LÍMITE PARA RADICAR EN REGISTRADURÍA BAJA PARCIAL Y TOTAL CON ANOTACIÓN DE "W" / *DEADLINE FOR FILING PARCIAL WITHDRAWAL AND TOTAL WITHDRAWAL WITH ANOTATION "W" IN THE REGISTRAR'S OFFICE*	**11**
ÚLTIMO DÍA DE CLASES (INCLUYE EXÁMENES FINALES) / *LAST DAY OF CLASSES (FINAL EXAMS INCLUDED)*	**14**
FECHA PARA LOS PROFESORES COLOCAR CALIFICACIONES EN EL REGISTRO ELECTRÓNICO / *DEADLINE FOR PROFESSORS TO SUBMIT GRADES AT THE WEB FOR FACULTY*	**5-17**
SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

202031 **Part of Term 122**

agosto/August	
INICIO DE CLASES / *CLASSES BEGIN*	**12**
PERIODO DE MATRÍCULA TARDÍA, REUBICACIONES Y CAMBIO DE CLASES / *ADJUSTMENT TO THE LATE ENROLLMENT, CLASS RELOCATION AND SCHEDULE CHANGE (DROP/ADD PERIOD)* / CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO / CANCELLATION OF REGISTRATION WITH 100% REFUND	**12-16**
CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO A ESTUDIANTES QUE SE ADMITIERON DURANTE LA MATRÍCULA TARDÍA / CANCELLATION OF REGISTRATION WITH 100% REFUND TO STUDENTS TO BE ADMITTED DURING LATE ENROLLMENT	**17-20**
FECHA LÍMITE PARA LA TOMA DE CENSO / DEADLINE FOR CENSUS TAKING	**25**
FECHA LÍMITE PARA QUE LOS ESTUDIANTES SE REINSTALEN AL CURSO/DEADLINE FOR STUDENTS TO REQUEST REINSTATEMENT TO THE COURSE	**30**
septiembre/September	
FECHA LÍMITE PARA QUE LOS PROFESORES ENVÍEN LISTAS DE LOS ESTUDIANTES QUE NO HAN ASISTIDO AÚN/DEADLINE FOR PROFESSORS TO SEND THE STUDENTS LIST WHO HAS NOT ATTENDED YET	**7**
FECHA LÍMITE PARA LOS ESTUDIANTES REMOVER INCOMPLETOS Y RECLAMACIÓN DE NOTAS / *DEADLINE FOR STUDENTS TO REMOVE INCOMPLETE AND CLAIMS OF GRADES*	**11**
FECHA LÍMITE PARA PROFESORES REMOVER INCOMPLETOS / *DEADLINE FOR PROFESORS TO REMOVE INCOMPLETE*	**14**
octubre/October	
FECHA LÍMITE PARA RADICAR EN REGISTRADURÍA BAJA PARCIAL Y TOTAL CON ANOTACIÓN DE "W" / *DEADLINE FOR FILING PARCIAL WITHDRAWAL AND TOTAL WITHDRAWAL WITH ANOTATION "W" INTHE REGISTRAR'S OFFICE*	**2**
ÚLTIMO DÍA DE CLASES(INCLUYE EXAMENES FINALES)/ *LAST DAY OF CLASSES(FINAL EXAMS INCLUDED)*	**6**
FECHA PARA LOS PROFESORES COLOCAR CALIFICACIONES EN EL REGISTRO ELECTRÓNICO / *DEADLINE FOR PROFESORS TO SUBMIT GRADES AT THE WEB FOR FACULTY*	**7-11**
FECHA LÍMITE PARA SOLICITAR GRADUACIÓN A DICIEMBRE 2019/ *DEADLINE TO APPLY FOR GRADUATION ON DECEMBER, 2019*	**30**
SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

202031 **Part of Term 123**

octubre/October	
INICIO DE CLASES / *CLASSES BEGIN*	**14**
PERIODO DE MATRÍCULA TARDÍA, REUBICACIONES Y CAMBIO DE CLASES / *ADJUSTMENT TO THE LATE ENROLLMENT, CLASS RELOCATION AND SCHEDULE CHANGE (DROP/ADD PERIOD)* / CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO / CANCELLATION OF REGISTRATION WITH 100% REFUND	**14-18**
CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO A ESTUDIANTES QUE SE ADMITIERON DURANTE LA MATRÍCULA TARDÍA / CANCELLATION OF REGISTRATION WITH 100% REFUND TO STUDENTS TO BE ADMITTED DURING LATE ENROLLMENT	**19-22**
FECHA LÍMITE PARA LA TOMA DE CENSO / DEADLINE FOR CENSUS TAKING	**27**
FECHA LÍMITE PARA SOLICITAR GRADUACIÓN A DICIEMBRE 2019/ *DEADLINE TO APPLY FOR GRADUATION ON DECEMBER, 2019*	**30**
noviembre/November	
FECHA LÍMITE PARA QUE LOS ESTUDIANTES SE REINSTALEN AL CURSO/DEADLINE FOR STUDENTS TO REQUEST REINSTATEMENT TO THE COURSE	**1**
FECHA LÍMITE PARA QUE LOS PROFESORES ENVÍEN LISTAS DE LOS ESTUDIANTES QUE NO HAN ASISTIDO AÚN/DEADLINE FOR PROFESSORS TO SEND THE STUDENTS LIST WHO HAS NOT ATTENDED YET	**8**
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*	**15**
DÍA DE ACCIÓN DE GRACIAS/THANKSGIVING DAY	**28**
diciembre/December	
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)*	**8**
FECHA PARA LOS PROFESORES COLOCAR CALIFICACIONES EN EL REGISTRO ELECTRÓNICO / *DEADLINE FOR PROFESORS TO SUBMIT GRADES AT THE WEB FOR FACULTY*	**9-13**
DÍA DE NAVIDAD/CHRISTMAS DAY	**25**
SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

202032 **Part of Term 122**

enero/January	
INICIO DE CLASES / *CLASSES BEGIN*	**13**
PERIODO DE MATRÍCULA TARDÍA, REUBICACIONES Y CAMBIO DE CLASES / *ADJUSTMENT TO THE LATE ENROLLMENT, CLASS RELOCATION AND SCHEDULE CHANGE (DROP/ADD PERIOD)* / CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO / CANCELLATION OF REGISTRATION WITH 100% REFUND	**13-17**
CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO A ESTUDIANTES QUE SE ADMITIERON DURANTE LA MATRÍCULA TARDÍA / CANCELLATION OF REGISTRATION WITH 100% REFUND TO STUDENTS TO BE ADMITTED DURING LATE ENROLLMENT	**18-21**
FECHA LÍMITE PARA LA TOMA DE CENSO / DEADLINE FOR CENSUS TAKING	**26**
FECHA LÍMITE PARA QUE LOS ESTUDIANTES SE REINSTALEN AL CURSO/DEADLINE FOR STUDENTS TO REQUEST REINSTATEMENT TO THE COURSE	**31**
febrero/February	
FECHA LÍMITE PARA QUE LOS PROFESORES ENVÍEN LISTAS DE LOS ESTUDIANTES QUE NO HAN ASISTIDO AÚN/DEADLINE FOR PROFESSORS TO SEND THE STUDENTS LIST WHO HAS NOT ATTENDED YET	**7**
FECHA LÍMITE PARA LOS ESTUDIANTES REMOVER INCOMPLETOS Y RECLAMACIÓN DE NOTAS 201901 PT 123 / *DEADLINE FOR STUDENTS TO REMOVE INCOMPLETE AND CLAIMS OF GRADES 201901 PT 123*	**10**
FECHA LÍMITE PARA PROFESORES REMOVER INCOMPLETOS / *DEADLINE FOR PROFESORS TO REMOVE INCOMPLETE*	**14**
marzo/March	
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)*	**8**
FECHA PARA LOS PROFESORES COLOCAR CALIFICACIONES EN EL REGISTRO ELECTRÓNICO / *DEADLINE FOR PROFESORS TO SUBMIT GRADES AT THE WEB FOR FACULTY*	**9-13**
SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

202032 **Part of Term 123**

marzo/March	
INICIO DE CLASES / *CLASSES BEGIN*	**16**
PERIODO DE MATRÍCULA TARDÍA, REUBICACIONES Y CAMBIO DE CLASES / *ADJUSTMENT TO THE LATE ENROLLMENT, CLASS RELOCATION AND SCHEDULE CHANGE (DROP/ADD PERIOD) /* CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO / CANCELLATION OF REGISTRATION WITH 100% REFUND	**16-20**
CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO A ESTUDIANTES QUE SE ADMITIERON DURANTE LA MATRÍCULA TARDÍA / CANCELLATION OF REGISTRATION WITH 100% REFUND TO STUDENTS TO BE ADMITTED DURING LATE ENROLLMENT	**21-24**
FECHA LÍMITE PARA LA TOMA DE CENSO / DEADLINE FOR CENSUS TAKING	**29**
abril/April	
FECHA LÍMITE PARA QUE LOS ESTUDIANTES SE REINSTALEN AL CURSO/DEADLINE FOR STUDENTS TO REQUEST REINSTATEMENT TO THE COURSE	**3**
FECHA LÍMITE PARA QUE LOS PROFESORES ENVÍEN LISTAS DE LOS ESTUDIANTES QUE NO HAN ASISTIDO AÚN/DEADLINE FOR PROFESSORS TO SEND THE STUDENTS LIST WHO HAS NOT ATTENDED YET	**10**
FECHA LÍMITE PARA LOS ESTUDIANTES REMOVER INCOMPLETOS Y RECLAMACIÓN DE NOTAS 201901 PT 123 / *DEADLINE FOR STUDENTS TO REMOVE INCOMPLETE AND CLAIMS OF GRADES 201901 PT 123*	**13**
FECHA LÍMITE PARA PROFESORES REMOVER INCOMPLETOS / *DEADLINE FOR PROFESORS TO REMOVE INCOMPLETE*	**17**
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*	**7**
ÚLTIMO DÍA DE CLASES(INCLUYE EXAMENES FINALES) / *LAST DAY OF CLASSES(FINAL EXAMS INCLUDED)*	**10**
FECHA PARA LOS PROFESORES COLOCAR CALIFICACIONES EN EL REGISTRO ELECTRÓNICO / *DEADLINE FOR PROFESORS TO SUBMIT GRADES AT THE WEB FOR FACULTY*	**11-15**
SUJETO A CAMBIOS/ SUBJECT TO CHANGE	

202033 **Part of Term 107**

mayo/May	
INICIO DE CLASES / *CLASSES BEGIN*	**25**
PERIODO DE MATRÍCULA TARDÍA, REUBICACIONES Y CAMBIO DE CLASES / *ADJUSTMENT TO THE LATE ENROLLMENT, CLASS RELOCATION AND SCHEDULE CHANGE (DROP/ADD PERIOD)* / CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO / CANCELLATION OF REGISTRATION WITH 100% REFUND	**25-29**
CANCELACIÓN DE MATRÍCULA CON EL 100% DE REEMBOLSO A ESTUDIANTES QUE SE ADMITIERON DURANTE LA MATRÍCULA TARDÍA / CANCELLATION OF REGISTRATION WITH 100% REFUND TO STUDENTS TO BE ADMITTED DURING LATE ENROLLMENT	**30 – 2 junio/June**
junio/June	
FECHA LÍMITE PARA LA TOMA DE CENSO / DEADLINE FOR CENSUS TAKING	**7**
FECHA LÍMITE PARA QUE LOS ESTUDIANTES SE REINSTALEN AL CURSO/DEADLINE FOR STUDENTS TO REQUEST REINSTATEMENT TO THE COURSE	**12**
FECHA LÍMITE PARA QUE LOS PROFESORES ENVÍEN LISTAS DE LOS ESTUDIANTES QUE NO HAN ASISTIDO AÚN/DEADLINE FOR PROFESSORS TO SEND THE STUDENTS LIST WHO HAS NOT ATTENDED YET	**19**
FECHA LÍMITE PARA SOLICITAR GRADUACIÓN A VERANO 2020/ *DEADLINE TO APPLY FOR GRADUATION ON SUMMER, 2020*	**10**
FECHA LÍMITE PARA LOS ESTUDIANTES REMOVER INCOMPLETOS Y RECLAMACIÓN DE NOTAS / *DEADLINE FOR STUDENTS TO REMOVE INCOMPLETES AND CLAIMS OF GRADES*	**22**
FECHA LÍMITE PARA PROFESORES REMOVER INCOMPLETOS / *DEADLINE FOR PROFESSORS TO REMOVE INCOMPLETE*S	**26**
julio/July	
FECHA LÍMITE PARA RADICAR EN REGISTRADURÍA BAJA PARCIAL Y TOTAL CON ANOTACIÓN DE "W" / *DEADLINE FOR FILING PARCIAL WITHDRAWAL AND TOTAL WITHDRAWAL WITH ANOTATION "W" IN THE REGISTRAR'S OFFICE*	**16**
ÚLTIMO DÍA DE CLASES (INCLUYE EXÁMENES FINALES) / *LAST DAY OF CLASSES (FINAL EXAMS INCLUDED)*	**19**
FECHA PARA LOS PROFESORES COLOCAR CALIFICACIONES EN EL REGISTRO ELECTRÓNICO / *DEADLINE FOR PROFESSORS TO SUBMIT GRADES AT THE WEB FOR FACULTY*	**20-21**
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**

Bachelor in Business Administration with a major in Information Systems

The Bachelor in Business Administration with a major in Information Systems prepare students to obtain and apply the knowledge and proficiency needed in computer skills as well as network technology. It capacitates them to design, develop, and support information systems that allow streamline and troubleshooting. In the same way, it enables students to analyze existing systems to optimize and support the operations of the company, to make effective management and planning decisions, and select appropriate systems and train personnel.

Code	Title	Credits
General Education Courses		54
FYIS 101	Induction Seminar to Distance Education College Life	3
SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English - Basic Level Introduction to English - Intermediate Introduction to English - Advanced Level	6
MATH 112	College Algebra	3
QUME 250	Quantitative Methods I	3
SOSC 101-102 or SOSC 103 y PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6
SCIE 111-112	Integrated Science I and II	6
COIS 101	Introduction to Computers	3
HIST 101	Introduction to the Study of History	3
SPAN 215	Writing and Composition	3
ENGL 212	English Second Year Basic Level	3
ENGL 350	Conversational English	3
HUMA 101-102	World cultures	3
Core Professional Courses		36
ACCO 111-112	Introduction to Accounting I and II	8
STAT 201	Introduction to Business Statistics	3
ECON 123	Introduction to Economics (Compendium)	3
ECON 325	Introduction to International Trade	3
ENMA 101	Introduction to Business Development	3
MANA 210	Administrative Theories	3
MANA	Management concentration course	3
BUSI 204	Commercial Law	4
MARK 133	Principles of Marketing	3
FINA 202	Commercial Finance	3
Major Courses		26
OFAD 141	Keyboard Skills	3
COIS 110	Introduction to Information Systems	4
COIS 215	Introduction to Application Development	3
COIS 216	Design and Implementation of Desktop Applications	4
COIS 304	Concepts of "Hardware" and "Software"	3
COIS 312	Design and Implementation of Distributed Applications	3
COIS 320	Architecture Solutions	3
COIS 412	Networking	3
Guided Elective Courses		6
COIS 408	Topics in Information Systems	3
COIS 411	Database Development	3
COIS 424	Web pages and E-Commerce	3
	Elective course	3

Bachelor in **Business Administration** with a Major in **Accounting**

This program exposes students to vital knowledge and skills used in accounting positions. Students will identify various aspects of accounting. Among the topics are: accounting principles and theories, elements of intermediate accounting, advanced accounting, cost accounting, tax accounting, auditing, reporting procedures, state analysis, professional standards and ethics, accounting research and specific applications to for-profit companies, government and nonprofit public.

Code	Title	Credits
General Education Courses		54
FYIS 101	Induction Seminar to Distance Education College Life	3
SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English - Basic Level Introduction to English - Intermediate Introduction to English - Advanced Level	6
MATH 112	College Algebra	3
QUME 250	Quantitative Methods I	3
SOSC 101-102 or SOSC 103 y PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6
SCIE 111-112	Integrated Science I and II	6
COIS 101	Introduction to Computers	3
HIST 101	Introduction to the Study of History	3
SPAN 215	Writing and Composition	3
ENGL 212	English Second Year Basic Level	3
ENGL 350	Conversational English	3
HUMA 101-102	World cultures	3
Core Professional Courses		36
ACCO 111-112	Introduction to Accounting I and II	8
STAT 201	Introduction to Business Statistics	3
ECON 123	Introduction to Economics (Compendium)	3
ECON 325	Introduction to International Trade	3
ENMA 101	Introduction to Business Development	3
MANA 210	Administrative Theories	3
MANA	Management concentration course	3
BUSI 204	Commercial Law	4
MARK 133	Principles of Marketing	3
FINA 202	Commercial Finance	3
Major Courses		25
ACCO 201	Intermediate Accounting I	4
ACCO 202	Intermediate Accounting II	4
ACCO 203	Cost Accounting	4
ACCO 205 or ACCO 320	Taxes of Puerto Rico Federal Income Tax	3
ACCO 304	Auditing	3
ACCO 308	Contemporary Accounting	3
ACCO 450	Advanced Accounting	4
Guided Elective Courses		6
ACCO 250	Computerized Accounting	3
ACCO 295	Managerial Accounting	3
ACCO 297	Funds and Government Accounting	3
ACCO 306	Accounting Information Systems	3
ACCO 402	Advanced Cost Accounting	3
FINA 301	Financial Statements Analysis	3
	Elective course	**3**

Bachelor in **Business Administration** with a major in **Management**

The Bachelor in Business Administration with a major in Management prepares students with skills that meets the business demands and fill administrative positions in government or private organizations. The manager is responsible for the management of the company and must be committed to effectively use the resources of the organization to achieve the company's goals and mission.

Code	Title	Credits
General Education Courses		54
FYIS 101	Induction Seminar to Distance Education College Life	3
SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English - Basic Level Introduction to English - Intermediate Introduction to English - Advanced Level	6
MATH 112	College Algebra	3
QUME 250	Quantitative Methods I	3
SOSC 101-102 or SOSC 103 y PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6
SCIE 111-112	Integrated Science I and II	6
COIS 101	Introduction to Computers	3
HIST 101	Introduction to the Study of History	3
SPAN 215	Writing and Composition	3
ENGL 212	English Second Year Basic Level	3
ENGL 350	Conversational English	3
HUMA 101-102	World cultures	3
Core Professional Courses		36
ACCO 111-112	Introduction to Accounting I and II	8
STAT 201	Introduction to Business Statistics	3
ECON 123	Introduction to Economics (Compendium)	3
ECON 325	Introduction to International Trade	3
ENMA 101	Introduction to Business Development	3
MANA 210	Administrative Theories	3
MANA	Management concentration course	3
BUSI 204	Commercial Law	4
MARK 133	Principles of Marketing	3
FINA 202	Commercial Finance	3
Major Courses		21
FINA 240	Risk and Insurance	4
MANA 125	Business Ethics	4
MANA 213	Human Resources Management	4
MANA 230	Organizational Behavior	3
MANA 340	Production and Operations Management	3
MANA 404	Labor Relations	3
MANA 401	Seminar in Strategic Management	4
Guided Elective Courses		9
MANA 350	Business, Government and Society	3
ACCO 295	Management Accounting	3
OFAD 141	Keyboard Skills	3
ENMA 200	Business Creativity	3
ENMA 301	Business Financial Planning	3
ENMA 310	Franchising, Strategic Alliances and Family Business	3
FINA 308	Real Estate and Property Management	3
	Elective course	**3**

Course **Listings and Descriptions**

Code	Course Description
ACCO 111	Introduction to Accounting I. Fundamentals of accounting. Analyzing and recording business transactions, the accounting cycle and preparation of Financial Statements. Includes accounting for cash, accounts receivable and inventories.
ACCO 112	Introduction to Accounting II. Tangible and intangible assets, current liabilities and the payroll system, application of accounting principles to partnerships and corporations, investments and bonds. Requisite: ACCO 111
ACCO 201	The accounting process and a review of the accounting cycle. Development of accounting theory and practice, preparation of financial statements including Statement of Cash Flows. Problems related to the control, valuation, presentation, and recording of cash; accounts receivable; Cost flow and special valuation methods of inventories.
ACCO 202	Control methods, valuation, income determination, record and presentation of assets classified as property, physical plant, equipment, intangible assets, short and long-term investments and short and long-term debt. The course includes the study of the characteristics of a corporation, record, presentation and analysis of shareholders' equity; paid capital and retained earnings.
ACCO 203	Fundamentals and basic concepts of cost accounting systems for the accumulation of costs, job costing, procedural cost, joint costs and standard cost. It includes the discussion of the nature of quantitative aspects of indirect costs of the departmental overhead; and the relationship of the accounting systems with the decision-making process.
ACCO 205	The history and the purpose of the income contribution; concepts and methods to determine the net taxable income of individuals and corporations, and the preparation of income tax returns according to the Internal Revenue Code of Puerto Rico as amended.
ACCO 250	The use of accounting software to record business transactions and operational data to generate accounting records, financial statements and other reports. It includes the generally accepted accounting principles and emphasis on the use of electronic sheets is reinforced.
ACCO 295	Management Accounting Development and use of accounting information in the managerial functions of planning, control and decision making. Includes funds flow analysis, cost-volume profit relationship, and the preparation of the Master Budget and standard costing. Analysis of short-term decisions and the capital budget.
ACCO 297	The accounting principles applicable to the control, registration and presentation of the government financial information and the non-profit institutions; as well as preparation of financial statements. It emphasizes on the accounting principles that apply to the different funds of government, universities and voluntary health and charity entities.
ACCO 304	Generally Accepted Auditing Standards (GAAS). Includes the external auditor's reports, internal controls, ethical and legal responsibility, evidence, planning and audit documentation, audit program, sampling techniques and internal controls of the accounting systems.
ACCO 308	Analysis and interpretation of generally accepted accounting principles (GAAP). The conceptual framework that provides the basis for the preparation and presentation of financial statements. Develop and review current status of financial accounting theories and analysis of the Financial Accounting Standards Board (FASB) Statements and Accounting Principles Board (APB) opinions.
ACCO 320	Study of the historical development and purpose of the federal tax system, basic contributory concepts, types of income, taxable income determination and the federal income tax return preparation for individuals, associations and corporations.
ACCO 450	Generally accepted accounting principles as applied to business combinations, Investment in Common Stock, partnerships, and consolidated financial statements. Overview of the accounting principles that apply to government funds. Control, recording process, and reporting of financial information of government units.

Code	Course Description
BUSI 204	Commercial Law. Introduction to our legal system. The Constitution of the United States and the Constitution of Puerto Rico. Legal history, origin and development of commercial law. Ways in which obligations arise from the parties. Civil, commercial and criminal. Includes the study of civil and commercial contracts, and its formation and validity. Guarantee contracts, such as mortgage, finance, garment and conditional sale. Different forms of organizations such as corporations, partnerships and individual business. Introduction to the law of negotiable instruments, bankruptcy, patents and copyrights. Regulations for commercial transactions via the Internet and ("Long Arm Statutes"), the digital signature on the contract and as binding upon the parties. Cases where jurisdiction arises to claim a citizen of another state.
COIS 101	Introduction to Computers. This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches.
COIS 110	Introduction to Information Systems. Introduction to system concepts, information technology and DBMS software. It covers how information is used in organizations and how information technology improves the operations of the organization. students are provided with solid grounding in business uses of information technology in a rapidly changing environment, and discussion about critical issues surrounding the use of IT in organizations is provided. Requisite: COIS 101
COIS 215	Introduction to Application Development. Introduction to application development. This course develops the skills necessary to create software. It includes software design and the use of a programming language. Requires laboratory. Requisite: COIS 110
COIS 216	Design and Implementation of Desktop Applications. Teaches Microsoft Visual Basic programmers, the skills to successfully create and deploy applications and components. Requires laboratory. Requisite COIS 215
COIS 304	Concepts of "Hardware" and "Software" A survey of technical topics related to computer systems with emphasis on the relationships between hardware architecture, system software and applications software. Explores the architecture of processors and storage systems and its implications for systems software design are covered including their impact on the development of application programs in the business environment. Requires laboratory. Requisite: COIS 110
COIS 312	Design and Implementation of Distributed Applications. Basic principles of how to build three-tier client/server solutions. Designed for Microsoft Visual Basic programmers, who currently build distributed applications that access corporate databases. Requires laboratory. Requisite: COIS 216
COIS 320	Architecture Solutions. This course provides the student with the basic skills necessary for the analysis, design and development of information systems. The students will learn how to develop logical and physical models. It includes database modeling, Structured Query Language (SQL), and data base administration. It also includes basic concepts on project management. Requires laboratory. Requisite: COIS 312
COIS 408	Topics in Information Systems. This course provides students with previous programming language knowledge, tools to develop desktop applications in C++ language with an emphasis on programs that solve problems in the business world. Requires laboratory. Requisite: COIS 216
COIS 411	Database Development. It provides basic skills relating to the design and development of database systems. Students will learn about database system analysis, modeling techniques and database development strategies. Requires laboratory. Requisite: COIS 110

Code	Course Description
COIS 412	Networking. Provides the background necessary to understand technology for local area networks (LANs), wide area networks (WANs), and the Internet. Requires laboratory. Requisite: COIS 304
COIS 424	Web pages and E-Commerce. This course develops the skills necessary to design, create, implement and maintain electronic web pages. Includes experiences with web pages designing tool, database management and transactions processing. Requires laboratory. Requisite: COIS 412
ECON 123	Introduction to Economics (Compendium). Provides the student with the theoretic knowledge and applied basis of Economics. The student will learn the essential principles and theories for the micro and macroeconomic analysis. Time is devoted to develop the skills needed to identify and solve the problems encountered by the public and private sectors. Requisites: SOSC 103 or SOSC 101-102
ECON 325	Introduction to International Trade. Systems and their effect on the commercial behavior of countries. Emphasizes the relationships between business enterprises, government, and the financial sectors and their involvement in international business activities. Corporate policies and strategies in the global operations. Requisites: ECON 121-122 or ECON 123
ENGL 101	Introduction to English - Basic Level. This course emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.
ENGL 102	Introduction to English - Basic Level. This course emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.
ENGL 103	Introduction to English - Intermediate. This course is a thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading, and writing skills.
ENGL 104	Introduction to English - Intermediate. This course is a thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading, and writing skills.
ENGL 105	Introduction to English - Advanced Level. This course includes a review of English grammar emphasizing written communication through the study of the content and form of the essay. ENGL 106 Introduction to English - Advanced Level. This course includes a review of English grammar emphasizing written communication through the study of the content and form of the essay.
ENGL 212	English Second Year Basic Level. Basic Level Emphasizes vocabulary development and grammar structures for effective oral and written business communication. Required course for Business Administration students. Requisites: ENGL 101-102 or ENGL 103-104 or ENGL 105-106d uses are described as well as their environmental impact.
ENGL 350	Conversational English. This course provides practice for the development of oral communication skills to be used in personal and professional settings. Requisites: ENGL 101-102, ENGL 103-104, or ENGL 105-106 and a 200 level English course.
ENMA 101	Introduction to Business Development. This course offers students a basic understanding and overview of the business world and the entrepreneurial. This includes topics related to writing a business plan, business ethics, management, marketing, finance, accounting and the legal aspects of commercial operations.
ENMA 200	Business Creativity. Entrepreneurial Innovation. This course is designed to develop creativity and innovation in business ideas. Emphasis is given to the development of such ideas: their creation, form, and protection. The course stimulates and challenges the student to develop new business types, to know different existing business types, to make decisions, and risk taking. The course also looks for the development of the entrepreneurial character, and how it can transform an idea into a real business.

Code	Course Description
ENMA 301	Business Financial Planning This course analyzes different financing alternatives available for public and private enterprises. The financial plan components for different business types are examined in accordance with the characteristics and development stages of the enterprises. Computer programs are integrated to facilitate the preparation of financial plans, statements, and forecasts.
ENMA 310	Franchising, Strategic Alliances and Family Business Franchising, Strategic Alliances, and Family Businesses. Definition, nature and analysis of particular characteristics of Family businesses, franchises and strategic alliances. Analysis of the advantages and disadvantages of them. Manage business relationships, conflicts, and shared decision making.
FINA 202	Commercial Finance Introduction to basic financial theories and techniques. Studies of the various responsibilities of a finance manager from determining the best sources of funds for a company to the optimal decision of assets on which capital is invested. Use and interpretation of financial analysis, budget development, capital cost, short-term financing in the need to balance the components of profit and risk. Requisites: ACCO 111-112
FINA 240	Risk and Insurance The course describes the risks to which individuals, businesses and businesses are exposed and the costs associated with such risks. Emphasis will be given to risks related to the liability of manufacturers for their products, and the responsibility for the operation of establishments, use of vehicles, professional liability, property losses and accidents at work. Various techniques used for risk management will be studied, including risk assumption, prevention, diversification and transfer of risks through insurance and other contractual mechanisms. Commercial policies related to the risk of ownership and public liability and the different types of companies operating in the insurance industry will be analyzed.
FINA 301	Study of the different methods and techniques used in the analysis of the basic financial statements. Analysis and comparison of different financial statements used in business.
FINA 308	Real Estate and Property Management Real Estate and Property Management. This course presents the principles and practices for the acquisition, sale and administration of Real Estate in Puerto Rico. We discuss issues related to the purchase and sale of Real Estate, Mortgage cases and real rights, financing, appraisal. Other transactions related to property and the Property Registry. The course focuses on studying the laws of condominiums, zoning, regulations and permits, as well as regulations of the profession of Real Estate Broker and Seller in Puerto Rico.
FYIS 101	Induction Seminar to Distance Education College Life This course was designed to foster the student's transition process from face to face studies to online university life. Its design focuses on developing a critical perspective through the analysis and evaluation of his/her values, and prejudices in the process of adaptation to university life and to the working environment. To facilitate academic goal achievement, the following approaches have been integrated: 1. Study of attitudes and behaviors needed to achieve academic success. 2. Evaluation of different behaviors and styles of personality that strengthen academic achievement. Use of Self-analysis and Reflection; Graphic organizers, such as concept maps; case studies, role-playing, teamwork and responsible use of technology.

Code	Course Description
HIST 101	Introduction to the Study of History. The course is an introduction to the study of historical and cultural affairs. Promotes understanding of the importance, meaning and pleasure of the study of history, as well as the knowledge on the process of writing. Empower the university student to learn of the many lessons we can learn from history. It answers the question: What's the story?
HUMA 101	World Cultures. Critical study of human cultural evolution from the origin of the cities and the urban life, until modern society. Special attention is given to critical cultural events. The course promotes understanding of general moral, social and cultural aspects through the ages.
HUMA 102	World Cultures. Critical study of the humanity cultural evolution from the origin of cities and urban life until the development of modern society. Special attention is given to events that had the greatest cultural impact for humanity. The course promotes understanding of important moral, social and cultural aspects of Puerto Rican society in the global context.
MANA 125	Business Ethics. Concepts related to moral aspects of human behavior within the whole social system, and particularly in business settings or in groups where the individual operates.
MANA 131	Human Relations in Trade. Concepts dealing with the interaction and interpersonal relations of individuals and groups within business organizations. It includes an analysis of leadership and group behavior.
MANA 210	Administrative Theories. Study of all administrative theories and the management process in the sequence of planning, organizing, directing and controlling.
MANA 213	Human Resources Management. Study of all administrative theories and the management process in the sequence of planning, organization, directing, and controlling.
MANA 230	Organizational Behavior. Study of human behavior both as individuals and as groups in the determination of organizational effectiveness. Special attention is given to formal and informal groups, the leader's role in conflict management, and concepts such as perception, learning, socialization, motivation, stress management, awareness and development of values.
MANA 340	Production and Operations Management. Principles of production management applied to problems such as product design, objectives, policies, work, methods and standards, plant location, layout, scheduling, maintenance, inventory, quality control, operations analysis, performance and cost control.
MANA 350	Business, Government and Society. Study of the philosophies, interrelationships, and perspectives regarding the role of business in society. Selected issues in the context of social responsibility are included. The analysis of specific legislation related to the field is also examined.
MANA 401	Seminar in Strategic Management. This is the capstone course of the management major and offers the student a hands-on overview of the strategic management process, focusing on the strategic analysis, strategy formulation and strategy implementation phases. Students will deepen their analytical competencies while applying knowledge acquired in previous courses, skills and values to specific business issues.
MANA 404	Labor Relations. Studies the worker-management relationships, development and operation of labor unions, public and private policies on labor relations, collective bargaining, job and union security, and labor laws.

Code	Course Description
MARK 133	Principles of Marketing. Presents the basic concepts and applications most relevant to the marketing decision making process. Focuses on the universal concerns of managers who are responsible for marketing decisions. Includes the consumer's buying decisions process and types of consumer behavior as related to the basic marketing philosophies regarding products, price, promotion and distribution.
MATH 112	College Algebra. The Intermediate Algebra II course is designed for first-year students. It provides the fundamental theoretical and practical skills needed to conceptualize linear equations, polynomials and polynomial equations, factorization, rational expressions and equations, expressions and equations with radicals, rational and radical exponents, equations with quadratic functions and their applications.
OFAD 141	Keyboard Skills. Special emphasis will be given to key by touch using a computer keyboard. Development of speed and accuracy. Training in simple documents, such as: memorandums, documents with proofreader's marks, and also basic functions of Microsoft Word application such as: create, save, print, edit, and centralize text.
PSYC 123	General Psychology (Compendium). Survey course in general psychology. Study of basic principles, concepts and theories of individual and social behavior.
QUME 250	Quantitative Methods. Pre-calculus for Business Administration and Economics students. It includes the topics of linear equations, polynomials and polynomial equations, inequalities, functions and operations with both logarithmic and exponential functions, financial mathematics and matrix Algebra and Systems of equations. Application problems are included for each content area within the Business Administration and Economics context.
SCIE 111	Integrated Science I. This course integrates different science concepts applying the scientific method. It establishes the relationship between science and technology. Students will study the origin and development of the Universe, particularly that of planet Earth, and the origin and evolution of organisms. Students will study matter and energy concepts applied to systems.
SCIE 112	Integrated Science II. This course integrates different science concepts through the scientific method. They will study the origin and evolution of organisms, the interaction among them, with the environment and the importance of conservation of the environment and biodiversity. They will study the human body as a system emphasizing human and public health, nutrition and sexuality. Finally, the interdisciplinary field of modern biotechnology is studied, considering its variety of applications and contributions.
SOSC 101	Introduction to Social Science I. Course offers an introductory view of general principles and fundamentals of the Social Sciences. It addresses the study of Anthropology, Sociology and Psychology. Scientific Analysis of social dynamics with attention to the variables of cultural diversity, social class, gender, race and ethnic differences as well as that of globalization in the contemporary world.
SOSC 102	Introduction to Social Science II. This course follows up the introductory course to social sciences course. It focuses on political science, economics and demography and analyzes the manners in which political systems obtain, maintain and lose power; the shifts and changes in world population; the effects of a globalized economy in Puerto Rico and abroad. Attention is placed on important variables such as cultural diversity, social class, gender, race and ethnicity.

Code	Course Description
SOSC 103	Introduction to Social Sciences (Compendium). The course consists of a compendium of the general principles and foundations of the Social Sciences as scientific disciplines. The course specifically studies basic concepts in the fields of Anthropology, Sociology, Economics, and Political Science, and considers their significance in the analysis of social problems. The course themes are approached from a global perspective.
SPAN 101	Introduction to Spanish Language - Basic Level. Study of the history and evolution of the Spanish language. This course is based on the development of reading and writing competencies and the basic skills that comprise them. The course emphasizes the study and critical analysis of Spanish grammatical structures and makes an introduction to literary genres through reading a variety of texts.
SPAN 102	Introduction to Spanish Language - Basic Level. Study of the history and evolution of the Spanish language. This course is based on the development of reading and writing competencies and the basic skills that comprise them. The course emphasizes the study and critical analysis of Spanish grammatical structures and makes an introduction to literary genres through the reading of a variety of texts and the writing of different types of paragraphs: argumentative, expository and descriptive.
SPAN 103	Introduction to Spanish Language - Intermediate Introduction to Linguistics and the historical evolution of the Spanish language in Puerto Rico. Review of grammar, vocabulary enrichment and written communication. Latin American Literature.
SPAN 104	Introduction to Spanish Language - Intermediate Introduction to Linguistics and the historical evolution of the Spanish language in Puerto Rico. Review of grammar, vocabulary enrichment and written communication. Latin American Literature
SPAN 105	Introduction to Spanish - Advanced Level. Study of Written communication. Reading of masterpieces of Hispanic literature. Emphasis is made on literary criticism and research techniques.
SPAN 106	Introduction to Spanish - Advanced Level. Study of Written communication. Reading of masterpieces of Hispanic literature. Emphasis is made on literary criticism and research techniques.
SPAN 215	Writing and Composition. Study and practice of the principles that govern the process of writing different types of texts. The course highlights the development of linguistic skills from a whole language perspective. Emphasis on planning and composition of various types of texts.
STAT 201	Introduction to Business Statistics Study of central tendency and dispersion measurements, sampling methods, probability theory, binomial probability distribution, normal density probability function and lineal regression. Requisite: MATH 112

Faculty

General Component Courses		
Faculty Name	**Academic Credentials**	**Courses Taught**
Algarín, Nollyris	Ed.D. in Intructional Technology and Distance Education	MATH 110, QUME 250
Alvarez, Margie	Ed.D Curriculum and Teaching major in Technology	COIS 101, COIS 110, OFAD 141
Arroyo, Marangellie	MA Instructional Design in Educational Technology	ENGL 101, ENGL 102, COIS 101, COIS 110, OFAD 141
Arroyo, Marylind	Ed.D. English	All ENGL courses
Arvelo, Lilliam	MS Environmental Science	SCIE 111, SCIE 112
Castro, Elsa	Ed.D. in Intructional Technology and Distance Education and Ph.D. in American History	HIST 101, HUMA 101, HUMA 102
Dragoni, Jason	MS Environmental Biology	SCIE 111 and SCIE 112
Fonseca, Yasmín	MS Mathemathics	MATH 112, QUME 250
González, Reinaldo	Ph.D. in History of PR and the Caribbean	HIST 101, HUMA 101, HUMA 102
Lago, Carlos	Ph.D. in History of PR and the Caribbean	HIST 101, HUMA 101, HUMA 102
León, Julio	MS Science Computing	MATH 112, QUME 250, COIS 101, COIS 110
Martoral, Elba	Med Instructional Design, minor in Spanish	SPAN 101, SPAN 102, SPAN 103, SPAN 104, COIS 101
Mendez, Luz	Ph.D. in Communications	All ENGL courses
Ramirez, Karola	Med Instructional Systems and Educational Technology	COIS 101, FYIS 101, OFAD 141
Soto, Brendalys	Ed.D Leadership and Instruction in Distance Education (in process) MBA Graphic Design and Digital Design	COIS 101, OFAD 141
Rentas, Enid	Ph.D Leadership and Education	All ENGL courses
Sostre, Maritza	Ed.D. in Curriculum development and English	All ENGL courses
Toledo, Mary Ann	Ed.D Instructional Leadership, Education Technology	All English courses
Truffa, Graciela	MA in Spanish	All SPAN courses

Management		
Faculty Name	**Academic Credentials**	**Courses Taught**
Andino, Marcel	Ph.D	QUME 250, STAT 201, FINA 202
Barreto, Didier	MBA	All MANA courses
Berdecia, Marla	MBA Marketing	MARK 133
Colón, Deborah	Juris Doctor	MANA 210, BUSI 204, ENMA 101
Colón, Victor	Ph.D Intl Busines, minor Human Resourses	All MANA, ENMA and FINA courses,
Figueroa, Domingo	MBA in Marketing	MARK 133, FINA 202, FINA 240
Morales Figueroa, Lourdes	DBA	All MANA and ENMA courses
Penso, José	MBA Global Strategic Communications	All MANA, MARK and ENMA courses
Ramirez Gelpi, Patricia	Juris Doctor	BUSI 204, MANA 125
Reyes, Mirlis	DBA	All MANA and ENMA courses
Rivera, Juan	DBA	QUME 250, STAT 201, FINA 202, ENMA 101, MANA 131, MANA 213, FINA 240, MANA 230, MANA 404, ENMA 310
Rodríguez, Sonia	DBA Human Resources	ENMA 101, MANA 210, MANA 131, MANA 213, MANA 230, MANA 404
Román, José	Ph.D. International Marketing and Management	MARK 133, all MANA and ENMA courses
Sánchez, Carlos	DBA Marketing	MARK 133, MANA 210
Sevilla, Joel	Ph.D Business Administration and Economy	ECON 123, ECON 325, FINA 202, MANA 131, ENMA 101, MANA 340
Yinat, Jorge	Ph.D Organization and Management	All MANA and ENMA courses, ACCO 111, ACCO 112

Accounting		
Faculty Name	**Academic Credentials**	**Courses Taught**
Christiansen, Manuel	MBA Accounting and Marketing	All ACCO, ECON, MARK and FINA courses, MANA 210
Dávila, Edwin	DBA Entrepreneurial Management	All MANA, ACCO and ENMA courses, FINA 202, FINA 240, FINA 308
Louis, Joveness R.	MBA	All ACCO courses, FINA 202, FINA 240
Nieves, Angel	DBA	All ACCO courses
Portocarrero, Hugo	MBA Finance and Accounting	All FINA, ACCO, MANA, ENMA and ECON courses

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

Master 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 Discrimina   olicies

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 affilia-tion, 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.
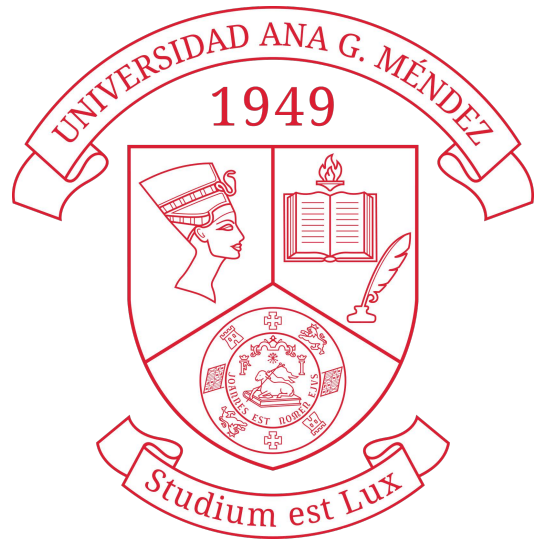
External Requests

The university may disclose education records to au-thorized 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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