

**Universidad Ana G. Méndez**  
**Cupey Campus**  
**Academic Catalog**  
**2023-2024**

**Florida Branch Campuses**

**METRO ORLANDO**  
**SOUTH FLORIDA**  
**TAMPA BAY**



**Volume II**  
**January 2024**

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## Section I: Universidad Ana G. Méndez - Cupey Campus

### Our Profile

Universidad Ana G. Méndez – Cupey Campus (UAGM-Cupey) is a non-profit, nonsectarian institution of higher education that offers academic programs leading to professional certificates, associate degrees, undergraduate degrees, and graduate degrees in the master’s level. UAGM-Cupey Campus is one of the institution members of the Sistema Universitario Ana G. Méndez, Inc. (SUAGM). Its main campus is in San Juan and its two additional locations in Aguadilla and Bayamón. UAGM-Cupey has three Branch Campuses: Metro Orlando, South Florida, and Tampa Bay Campuses in Florida.

### Mission

The Cupey Campus and its locations are accredited units of Universidad Ana G. Méndez that develop academic and professional competencies through education, research, innovation, technology, entrepreneurship, and internationalization. It fosters integral citizens, who are committed to life-long learning, as well as to the socioeconomic, political, social, cultural, and environmental development of the local and global communities. Its resources support its post-secondary, undergraduate, graduate, and continuing education academic offer, using diverse learning modes and following the highest standards of quality.

### Vision

Universidad Ana G. Méndez - Cupey Campus will be recognized globally as a leading higher education institution for its inclusiveness, its excellence and innovation in teaching, outstanding research and community engagement. UAGM-Cupey will be the established leader in environmental affairs and education in Puerto Rico, the Caribbean, and United States promoting policies and best practices for a sustainable and competitive economy.

### Goals

To fulfill its mission, Universidad Ana G. Méndez - Cupey Campus proposes to:

1. Subscribes to a “flexible admissions policy” in order to serve a diverse student body. By “flexible admission” UAGM – Cupey means the availability of total open access to university level education while maintaining more specific and selective admission criteria in some designated academic areas. Admissions policies are nondiscriminatory to any eligible applicant regardless of age, race, color, national origin, religion, gender, marital status, academic or economic disadvantage, or disability.
2. Provides its students with innovative undergraduate, graduate, technical and continuing education programs through different learning modalities in the fields of Social Sciences, Humanities and Communications; Nursing and Allied Health Sciences; Education; Business Administration; Environmental Affairs; and, Sciences and Technology.
3. Fosters undergraduate and graduate academic and scientific research as a critical element for the creation of knowledge, as well as to promote innovation and economic development.
4. Develops local and international internship opportunities; collaborative alliances; student and faculty exchange programs with other prestigious institutions; and, public engagement and community service in order to enrich the student’s learning experience.
5. Believes and commits to the enhancement of the “First Year Students' Experience” as a transition period to university life and to provide an optimal, inclusive environment of learning and support at the beginning of students’ life until graduation.

6. Provides students the opportunity to develop a world vision and to become members of pluralistic communities by interacting with people with different backgrounds, cultures, ideas and values.
7. Delivers and implements comprehensive curricular and co-curricular initiatives to engage the students in knowledge acquisition for personal and professional growth and life-long learning; and, to become engaged citizens, leaders and active contributors to society.
8. Recruits, develops, and retains highly sensitive and qualified faculty members, committed to teaching, academic excellence and the diverse needs of our students.
9. Develops and implements strategies and support programs geared to enhance student academic achievement to guarantee their persistence, retention and degree completion within a flexible admissions' policy.
10. Implements systematic and ongoing assessment of the learning process in curriculum and co-curriculum, and overall institutional effectiveness in order to provide input for planning and resource allocation in support of the institutional mission.
11. Applies the most advanced emerging technologies to enrich the processes of learning, management and student services.
12. Fosters an inclusive environment; an atmosphere of academic freedom; intellectual challenge; the necessary resources to enable students' development of high cultural and ethical values; intellectual curiosity; information literacy; critical thinking; communication skills in English and Spanish; teamwork; leadership and decision-making skills; scientific and quantitative reasoning; and technological competencies necessary for their successful participation in today's Global World.

13. Implements innovative learning modalities in order to fulfill its educational mission, including classroom-based courses, as well as distance learning delivery systems to expand higher education options in Puerto Rico and abroad.
14. Ensures a campus with adequate, attractive physical and ground facilities; and, a safe environment to guarantee an integral sense of belonging, and professional and personal well-being.
15. Maintains leadership in the field of environmental affairs and resources preservation, and their sustainable development thus helping solve socioeconomic issues, and contributing to Puerto Rico's global competitiveness.

### Core Values

1. Excellence: as the maximum aspiration of all teaching, research, creative activities, and service endeavors.
2. Freedom: of thought and expression as an indispensable basis in the search and diffusion of knowledge.
3. Respect: for the diversity and dignity of human beings.
4. Integrity: in all dealings as an educational, research, and public service entity.
5. Equality: in recognizing the value of education as an instrument to provide better opportunities and to fully develop the potential of human beings.
6. Innovation: a constant to guarantee the pertinence and quality of programs and services.
7. Social Responsibility: regarding the needs of the community, the country and the humanity of which we are part.

### Accreditation and Affiliations

UAGM-Cupey Campus is accredited by Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street, 4th Floor, MB #166,

Wilmington, DE 19801, telephone: 267-284-5011. MSCHE is a regional accrediting agency recognized by the U.S. Department of Education and has extended this accreditation to the Branch Campuses in Florida.

Universidad Ana G. Méndez - Cupey Campus is a member in the following professional associations:

- American Association for Adult and Continuing Education
- American Association for Counseling and Development
- American Association of Collegiate Registrars and Admission Officers
- American Association of Higher Education
- American Council on Education
- American Library Association
- American Management Association
- Florida Association of Post-Secondary Schools and Colleges
- Hispanic Association of Colleges and Universities
- Library Administration and Management Association
- Puerto Rico Association of Higher Education
- The Association for Institutional Research

### Statement of Licensure

Universidad Ana G. Méndez – Cupey Campus in Florida is licensed by the Florida Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Suite 1414 Tallahassee, FL, 32399-0400; toll-free telephone number (888) 224-6684 ([www.fidoe.org/cie](http://www.fidoe.org/cie)).

The Main Campus and additional locations of Universidad Ana G. Méndez - Cupey Campus in Puerto Rico are licensed by the Puerto Rico Council of Higher Education and the Puerto Rico Council of General Education.

### Statement of Policy

This Catalog includes the main terms concerning the formal relationship between students and Universidad Ana G. Méndez – Cupey Campus. Regardless of its effective date, the institution reserves the right to admit, re-admit or register a student only for a semester or session separately. The institution binds itself only during the semester for which the student has enrolled and paid their tuition fees.

It is the student's responsibility to know and comply with the content of this Catalog and all the SUAGM: Cupey Campus rules and regulations. This catalog complies with the institution's bylaws, regulations, administrative orders, and duties under Federal Law. The Catalog is subject to subsequent amendments.

It is the responsibility of each student to ascertain current information that pertains to the individual programs, particularly regarding the fulfillment of degree requirements, through frequent reference to the Catalog and its addendum, and by consultation with the academic advisor, counselor, and/or other appropriate office. For programs leading to licensure and/or certification, it is the responsibility of the student enrolled in the program to remain in contact with their academic/program advisor and keep informed of any changes implemented to the program to comply with new state and licensure requirements.

In preparing this Catalog, efforts are made to provide pertinent and accurate information. Universidad Ana G. Méndez assumes no responsibility for Catalog errors or omissions.

The first section and second sections of this catalog contain an overview of the Universidad Ana G. Méndez - Cupey Campus and UAGM. Information that pertains to the Florida Campuses is included in Section III. Section IV details information on the programs offered at the Cupey Campus, Florida Branch Campuses. This catalog is electronically available to students at least one week before enrollment. Students will be informed of any changes or amendments made to the Catalog.

UAGM-Cupey main campus addresses and telephone numbers are:

Mailing Address:

UAGM-Cupey

P.O. Box 21345

San Juan, PR 00928-1345

Telephone No. (787) 751-0178

Fax No. (787) 766-1706

Website: [www.uagm.edu](http://www.uagm.edu)

Mailing Address:

Ana G. Méndez University - Cupey Campus

PO Box 21150

San Juan, PR 00928-1150

Telephone No.: (787) 766-1717

Fax No.: (787) 759-7663

Website: <https://cupey.uagm.edu>

### Universidad Ana G. Méndez – Cupey Campus Administration

Dr. Lorna Martínez  
Vice Chancellor (CEO)

Dr. José E. Berríos Lugo  
Dean of Academic Affairs

Dr. Rafael Rodríguez  
Dean of Student Affairs

Vacant  
Director of Licensing and Accreditation

Mrs. Brenda L. Ortiz  
Dean of Institutional Effectiveness

Dr. Juan Carlos Sosa Varela  
Dean of the Business, Tourism, and  
Entrepreneurship Division

Dr. Evelyza Crespo Rivera  
Dean of the Liberal Arts

Dr. Jorge Torres Colón

Dean of the Science and Technology Division

Dr. Vanessa Ortiz  
Dean of the Health Sciences Division

Dr. Rolando García  
Dean of the Engineering, Design and Architecture  
Division

Dr. Mildred Y. Rivera Cordero  
Dean of Professional Studies Division

Dr. Awilda Fontánez  
Dean of Technical Studies Division

### Legislative Boards

The Administrative Council is the legislative body of Institutional policy of the University in accordance with the by-laws of the Sistema Universitario Ana G. Méndez, Inc., Inc. as established by its Board of Directors.

The Chancellor, the Vice-Chancellor, the Vice-Chancellor of Student Affairs, the Vice-Chancellor of Outreach, the Vice-Chancellor for Information and Telecommunications, the Deans of the Schools, four faculty representatives, and two student representatives, constitute the Administrative Council of the Institution.

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

The Academic Board consists of the Vice-Chancellor, the Associate Deans of the Schools, and the Director of the Library, ten undergraduate faculty representatives, and two student representatives.

### Academic and Student Affairs Commission

The Academic and Student Affairs Commission (A.S.A.C.) consists of fifteen (15) members as follows: eight (8) faculty facilitators and seven (7) administrators. The faculty facilitators include



representation from the following areas: one (1) from liberal arts and criminal justice, one (1) from business administration, economics, and hospitality, one (1) from natural and health sciences, one (1) from Education, one (1) from languages, one (1) from Bilingual Education and ESOL, one (1) Campus at Large (South Florida), and one (1) Campus at Large (Tampa Bay Campus). The composition for the administrators is as follows: three (3) Academic Directors, three (3) Directors of Learning Resource Center, and the A.S.A.C. Chair. Special Guests, other officers, and facilitators shall be invited to participate in the meetings of the A.S.A.C. when the agenda includes items that touch on those programs. A.S.A.C. reviews and recommends course and program additions, revisions, and deletions and recommends policy related to academic offerings to the three affiliated universities in UAGM operations in Florida.

## Section II: Sistema Universitario Ana G. Méndez

### Profile

Universidad Ana G. Méndez (UAGM) is a private non-profit institution of higher education and a component of Sistema Universitario Ana G. Méndez. UAGM has three main campuses: UAGM-Gurabo Campus, UAGM-Cupey Campus, and UAGM-Carolina Campus. Governance (governing bodies) is established as follows: Board of Directors, University Board and Academic Senate.

Continuing with its commitment to provide for quality access alternatives to a university education for Hispanic adult students and its tradition of service and collaboration to meet community needs, SUAGM has established the Metro Orlando, South Florida, and the Tampa Bay Campuses as additional locations in Florida.

### Central Administration and Board of Directors

A Board of Directors of thirteen members governs the SUAGM. The Executive Officers of the Central Administration are: The President, the Executive Vice-President, the Vice-President for Financial Affairs, the Vice President for Planning and Institutional Effectiveness, the Vice President of Academic Affairs, the Vice-President for Administrative Affairs, the Vice-President for Marketing and Student Affairs, the Vice President of Human Resources. The Board of Directors is composed of 13 members: 5 permanent and 8 elected. The Board is organized in diverse working committees that include: Government Commission, Academic and Student Affairs Commission, Finance Commission, Audit Commission, and Executive Committee.

The University Board is a single governance body at central level. It is constituted by: UAGM President (presides), Nine (9) UAGM vice-presidents, Operational and Executive Vice President, Vice President of Academic Affairs, Vice President of Marketing and Students Affairs, Vice President of Planning and Institutional Effectiveness, Vice

President of Human Resources, Vice President of Financial Affairs, Vice President of International Affairs, Vice President of Administrative Affairs, Vice President of Telecommunications and Academic Innovation, Chancellor of each campus, Two (2) full-time faculty members per campus, and a student representative per campus.

### Board of Directors

Dr. René A. Soto Torres, Board Member / Board Chair

Dr. Migdalia Torres Rivera, Board Member, Board Vice Chair

Mr. José F. Méndez Méndez, Permanent Board Member / AGMUS President

Dr. Herminio Martínez Escudero, Permanent Board Member

Rafael A. Nadal Arcelay, Esq., Permanent Board Member

Mr. Wilfredo Cosme Ortiz, Board Member

Ms. Rita Di Martino, Board Member

Delia Castillo de Colorado, Esq., Board Member

Dr. María J. Rodríguez Martínez, Board Member

Margarita T. Millán, Esq., Board Member

Eng. Oscar Jiménez Martir, Board Member

### Non-Discrimination Statement

Universidad Ana G. Méndez – Cupey Campus does not discriminate on the basis of race, disability, national or ethnic origin, creed, color, gender, age, socioeconomic status or political, religious, or social beliefs. The University is required by Title IX not to discriminate on the basis of sex in education programs and activities. The University Title IX Coordinator for any inquiries by students, parents or guardians, employees and applicants for admissions and employment is Ms. Luz Velázquez and she can be reached at 5575 S. Semoran Blvd. Suite 502 Orlando, FL 32822, Telephone: 407-563-6501, email: [Invelazquez@uagm.edu](mailto:Invelazquez@uagm.edu).

### Statement of Legal Control

Sistema Universitario Ana G. Méndez Inc. is a private not for profit corporation registered under the laws of the Commonwealth of Puerto Rico and registered as a foreign corporation in the State of Florida. The corporation is governed by its Board of Directors under its systemic bylaws. The Sistema Universitario Ana G. Méndez, Inc. is registered with the Florida Department of State, Division of Corporations, to do business in Florida as Universidad Ana G. Méndez - Cupey Campus.

### Section III: Metro Orlando / South Florida / Tampa Bay Campuses

The Metro Orlando, South Florida, and Tampa Bay campuses represent the continuation of our commitment to provide quality access alternatives to a university education for Hispanic adult students. All campuses will serve its community as a bridge to fulfilling initiatives in serving Hispanic adults in the United States and in Latin America.

#### Metro Orlando Campus Administration and Staff

**Suheily Martinez**

Interim Campus Director

**Rosa Musi**

Academic Director

**Jacqueline Castro**

Director of Student Affairs

**Yeriel Rodríguez Bartolomei**

Associate Director of Enrollment

**Velma Aponte**

Director of Financial Aid

**Rosana Ramirez**

Associate Registrar

**Dimary Dosal**

Bursar

**Rafael Del Rio**

Learning Assistant Specialist

**Leonides Perez**

Director of Learning Resources Center

**Mónica Brotons**

Director of Career Placement

#### South Florida Campus Administration and Staff

**Marcela Munera**

Campus Director

**Kerelyne Escobar**

Academic Director

**Vidal Lopez**

Director of Student Affairs

**Kalinka Sotolongo**

Associate Director of Enrollment

**Velma Aponte**

Director of Financial Aid

**Cinthia Tineo Vasquez**

Associate Registrar

**Jorge Báez**

Bursar

**Leonides Perez**

Director of Learning Resources Center

**Dianelys Breijo**

Assistant Director of Learning Resources Center

**Mónica Brotons**

Director of Career Placement

#### Tampa Bay Campus Administration and Staff

**Viviana Barrabia**

Interim Campus Director

**María C. Rodríguez**

Academic Director

**Carlos Ayala**

Director of Student Affairs

**Carlos Ayala**

Interim Associate Director of Enrollment

**Velma Aponte**

Director of Financial Aid

**Marisabel Quiroga**

Associate Registrar

**Miriam Avilés**

Bursar

**Manuel Robayna**

Learning Assistant Specialist

**Leonides Perez**

Director of Learning Resources Center

**Mónica Brotons**

Director of Career Placement

**Physical Facilities**

The Metro Orlando Campus is located at 5601 South Semoran Boulevard #55, Orlando, Florida. The campus has 20 classrooms, 1 pharmacy lab, 2 nursing labs, 1 computer lab, 1 language lab, 1 FNP lab, 1 science lab, 1 library, administrative offices, and students and staff lounge. Parking space available for students and administration.

The South Florida Campus is located at 15201 NW 79th Ct., Miami Lakes, Florida 33016. The Campus has 21 classrooms, 1 science lab, 2 nursing labs, 1FNP lab, 1 pharmacy lab, 2 computer labs, 1 language lab, 1 library, administrative offices, a conference room, and students and staff lounge. Parking space available for students and the administration.

The Tampa Bay Campus is located at 3655 West Waters Ave. Tampa, Florida. The Campus has 14 classrooms, 1 language lab, 1 computer lab, 1 pharmacy lab, 1 nursing lab, 1 library, administrative offices, a conference room, and a student and staff lounge. Parking space available for students and the administration.

**Campuses Address and Telephone Numbers**

***Metro Orlando Campus***

Physical and Mailing Address

5601 South Semoran Blvd.

Suite # 55,

Orlando, FL 32822

Phone: 1-877-647-8246 / 407-207-3363

Fax: (407) 207-3373

Website: [www.uagm.edu/florida](http://www.uagm.edu/florida)

***South Florida Campus***

Physical and Mailing Address

15201 NW 79<sup>th</sup> Ct.

Miami Lakes, FL 33016

Phone: 1-800-774-3030 / 954-885-5595

Fax: (954) 885-5861

Website: [www.uagm.edu/florida](http://www.uagm.edu/florida)

***Tampa Bay Campus***

Physical and Mailing Address

3655 West Waters Ave.

Tampa, Florida 33614

Phone: 1-800-919-1099 / 813-932-7500

Fax: (813) 932-7527

Website: [www.uagm.edu/florida](http://www.uagm.edu/florida)

## Academic Calendars

### 2023-2024 Academic Registration Calendar Cupey Campus Fall 2023

	71	72	81	82	14
	8/21/2023- 10/7/2023	10/9/2023- 12/2/2023	8/21/2023- 10/14/2023	10/16/2023- 12/9/2023	8/21/2023- 12/2/2023
	(7 weeks)	(7 weeks)	(8 weeks)	(8 weeks)	(14 weeks)
Financial Aid- FAFSA Priority Deadline	8/19/2023	10/7/2023	8/19/2023	10/14/2023	8/19/2023
Admissions Deadline	8/19/2023	10/7/2023	8/19/2023	10/14/2023	8/19/2023
Classes Begin	8/21/2023	10/9/2023	8/21/2023	10/16/2023	8/21/2023
Add/Drop Deadline (Without charges)	8/26/2023	10/14/2023	8/26/2023	10/21/2023	8/26/2023
Census Attendance Deadline	9/12/2023	10/21/2023	9/12/2023	10/28/2023	9/12/2023
Deadline to Request Class Reinstatement	9/15/2023	10/24/2023	9/15/2023	10/31/2023	9/15/2023
Withdrawal Deadline	9/18/2023	11/18/2023	9/30/2023	11/25/2023	11/18/2023
Classes End	10/7/2023	12/2/2023	10/14/2023	12/9/2023	12/2/2023
Grades Due	10/10/2023	12/4/2023	10/17/2023	12/12/2023	12/5/2023
Graduation Application	10/30/2023	10/30/2023	10/30/2023	10/30/2023	10/30/2023
Holidays/University Recess	*9/4/2023	11/19-11/26 *10/9/2023	*9/4/2023, *10/9/2023	*11/13/2023 11/19-11/26	*9/4/2023, *10/9/2023, *11/13/2023, 11/19-11/26

\*Make-up classes will be required to meet the minimum classroom hour requirement.

\*\* Deadlines on holiday will be processed on the next business day.

September 17 is the celebration of the U.S. Constitution.

Calendar is subject to change.

**2023-2024 Academic Registration Calendar**  
**Cupey Campus**  
**Spring 2024**

	<b>71</b> 1/15/2024- 3/2/2024 (7 weeks)	<b>72</b> 3/4/2024- 4/27/2024 (7 weeks)	<b>81</b> 1/15/2024- 3/9/2024 (8 weeks)	<b>82</b> 3/11/2024- 5/4/2024 (8 weeks)	<b>14</b> 1/15/2024- 4/27/2024 (14 weeks)
Financial Aid- FAFSA Priority Deadline	1/13/2024	3/9/2024	1/13/2024	3/9/2024	1/13/2024
Admissions Deadline	1/13/2024	3/9/2024	1/13/2024	3/9/2024	1/13/2024
Classes Begin	1/15/2024	3/4/2024	1/15/2024	3/11/2024	1/15/2024
Add/Drop Deadline (Without charges)	1/20/2024	3/9/2024	1/20/2024	3/16/2024	1/20/2024
Census Attendance Deadline	1/27/2024	3/16/2024	1/27/2024	3/23/2024	1/27/2024
Deadline to Request Class Reinstatement	1/30/2024	3/19/2024	1/30/2024	4/2/2024	1/30/2024
Withdrawal Deadline	2/17/2024	4/13/2023	2/24/2023	4/20/2023	4/20/2024
Classes End	3/2/2024	4/27/2024	3/9/2024	5/4/2024	4/27/2024
Grades Due	3/5/2024	4/30/2024	3/11/2024	5/6/2024	4/30/2024
Graduation Application	2/28/2024	2/28/2024	2/28/2024	2/28/2024	2/28/2024
Holidays/University Recess	*2/19/2024	3/25/2024- 3/30/2024 *3/22/2024	*2/19/2024	3/25/2024- 3/30/2024	*2/19/2024, 3/25/2024- 3/30/2024 *3/22/2024

\*Make-up classes will be required to meet the minimum classroom hour requirement.

\*\* Deadlines on holiday will be processed on the next business day.

Calendar is subject to change.

## 2023-2024 Academic Registration Calendar

### Cupey Campus

### Summer 2024

	<b>71</b> 5/13/2024- 6/29/2024 (7 weeks)	<b>72</b> 7/1/2024- 8/17/2024 (7 weeks)	<b>81</b> 5/13/2024- 7/13/2024 (8 weeks)	<b>14</b> 5/13/2024- 8/17/2024 (14 weeks)
Financial Aid- FAFSA Priority Deadline	5/11/2024	6/29/2024	5/11/2024	5/11/2024
Admissions Deadline	5/11/2024	6/29/2024	5/11/2024	5/11/2024
Classes Begin	5/13/2024	7/1/2024	5/13/2024	5/13/2024
Add/Drop Deadline (Without charges)	5/18/2024	7/6/2024	5/18/2024	5/18/2024
Census Attendance Deadline	5/25/2024	7/13/2024	5/25/2024	5/25/2024
Deadline to Request Class Reinstatement	5/28/2024	7/16/2024	5/28/2024	5/28/2024
Withdrawal Deadline	6/16/2024	8/3/2024	6/22/2024	8/3/2024
Classes End	6/29/2024	8/17/2024	7/13/2024	8/17/2024
Grades Due	7/1/2024	8/19/2024	7/15/2024	8/19/2024
Graduation Application	6/30/2024	6/30/2024	6/30/2024	6/30/2024
Holidays/University Recess	*5/27/2024	*7/4/2024	*5/27/2024, *6/19/2024 7/1-2024-7/6/2024	*6/19/2024 *7/1-2024-7/6/2024

\*Make-up classes will be required to meet the minimum classroom hour requirement.

\*\* Deadlines on holiday will be processed on the next business day.

Calendar is subject to change.



## Students' Academic Requirements, Regulations and Services

### *Admissions*

**(UAGM – Cupey is currently not accepting new students.)**

#### ***Non-Degree Programs***

Applicants to UAGM Cupey at the Florida Branch Campuses must provide evidence of a standard high school diploma or its equivalent. If enrolling in a bilingual program, before enrolling in any course, applicants may be required to take a language proficiency assessment. Please refer to UAGM US Placement Protocol.

#### ***Undergraduate General Admission***

General Requirements for Admission:

1. The applicant must provide evidence of a standard high school diploma or its equivalent.
2. Applicants who have completed previous college level coursework must provide evidence of a standard high school diploma or its equivalent and an official transcript from the transferring institution (this means a document issued by the institution which includes an official seal, generally with a stamp stating “official transcript”).
3. If the applicant is enrolling in a bilingual program, before enrolling in any course, applicant may be required to take a language proficiency assessment. Please refer to the UAGM US Placement Protocol and the Transfer Credit Policy.

Applicants that do not meet one or more of the above-mentioned requirements can apply for admission. They will be interviewed by the Campus Director or the designated representative). The Director or the authorized

representative will determine if the applicant can be admitted. *Additional requirements may apply to specific academic programs including but not limited*

Every applicant to the UAGM institutions in the State of Florida can demonstrate compliance with the admissions requirements related to prior academic experience and/or achievement by presenting the original of any of the following documents:

- Evidence of previous credits, courses or studies documenting graduation from secondary school
- A General Education Diploma (GED) or other diploma or graduation document
- Certification prepared by a secondary institution or appropriate government agency, board, etc. confirming completion of secondary school or equivalent
- Grade report prepared by a secondary institution or appropriate government agency, board confirming completion of secondary school or equivalent

Applicants should present one or more of the original documents to the authorized institutional officer. The officer shall examine the document(s) to corroborate, in his best judgment, that it is original and has no visible alterations. If the applicant cannot leave the original document for the admission record, the officer will make a copy and certify with their initials that it is a copy from the original.

#### ***Graduate General Admission***

General Requirements for Admission:

1. The applicant must submit an official transcript, as defined above, providing evidence of an earned baccalaureate degree with a minimum cumulative grade point average (CGPA) of 2.25.

2. Applicants with a CGPA of less than 2.25 may be admitted to the institution at the discretion of the Campus Director via a documented personal interview.

If the applicant is enrolling in a bilingual program, before enrolling in any course, applicant may be required to take a language proficiency assessment. Please refer to the UAGM US Placement Protocol and the Transfer Credit Policy.

### ***Specific Program Admission Requirements***

All Students must contact the Student Affairs Director or an Student Coach/Retention Officer for specific requirements that the chosen program may have. Students must attend the orientation session.

The Technical Studies AS program has as an admission requirement that the student had completed satisfactory a minimum of 27 credits at the post-secondary level with a GPA of 2.00.

Additional disclaimer of admission in this program:

1. A minimum grade of C is required for coursework to transfer.
2. Transfer Course may be completed at the Diploma (Non-Degree) level, or undergraduate level.
3. The maximum number of credits to transfer is subject to the evaluation of an official academic record, following the transfer credit policy of UAGM, with the exception of 16 semester credits, which must be completed at the institution.

### ***Appeals of Admission Decisions***

Undergraduate and graduate applicants may appeal admission decisions to the Campus Director. The Director will request from the student any information needed to evaluate the appeal. The Campus Director's decision may be appealed in meritorious cases to the Chancellor.

### ***Readmission***

**UAGM – Cupey is currently not readmitting students.**

Once admitted to a program, it is expected that a student will register consecutively each term (except summer) and maintain satisfactory academic progress. Students who wish to resume their studies after an interruption of three or more semesters or more must apply for readmission.

Each student applying for readmission to the Institution will be subject to the current curriculum in effect for the program of study to which they are re-admitted.

### ***Admission Validity***

1. Students can only enroll in programs offered at the time of their admission or readmission.
2. Admission or readmission to UAGM- Universidad Ana G. Méndez - Cupey Campus in Florida will be valid for one semester of the academic year, beginning on the date it is granted.
3. Students must fulfill the admission requirements by the dates established in the academic calendar. Applications that are not accompanied by the required documents or that do not meet the established requirements will be considered provisional applications. If the documentation is not received within the semester for which the application is submitted, the Institution may invalidate the student's provisional admission and cancel their provisional application.

### ***Transfer Credit Policy***

The following criteria generally govern the transfer of credit at UAGM – Cupey Campus. Additional requirements will apply to specific

academic programs, which are listed in the Academic Programs section.

- For Diploma Programs: Only courses with a grade of C or better are accepted in transfer. Courses must be in a student's program of study.
- For Undergraduate Programs: Only courses with a grade of C or better are accepted in transfer. Courses must be in a student's program of study.
- For Graduate Programs: Only courses with a grade of B or more will be considered for transfer. Note that some graduate programs do not accept transfer credits.
- U.S. based institutions must be accredited by a national or regional accrediting body recognized by the U.S. Department of Education. Foreign institutions must be recognized as institutions of higher education by the appropriate ministry of education or other governmental agency.
- Generally, no transfer of credit will be validated for grades of P (Pass), S (Satisfactory), or similar non-quality grades.
- Courses for transfer must be similar in objectives and content to those offered by UAGM – Cupey Campus. Course work must be in a curricular area generally recognized for credit at UAGM – Cupey Campus.
- The courses for transfer can be applied toward graduation requirements.
- All credits submitted by the student will be evaluated under this policy and any program specific policies. Courses must be reported to UAGM – Cupey Campus using a final, official transcript. Such transcripts must bear the signature and/or seal of the issuing official. Official transcripts must be written in English or Spanish and contain the institution's name, the student's name, dates of

term(s) attended, title of each class taken, grades earned and academic credit system for each class (if applicable).

- Students hoping to receive transfer credit may be required to submit additional documentation or receive course evaluations, as required by UAGM – Cupey Campus in its discretion.
- Core professional skills or technology courses may be accepted if those credits were earned no more than 5 years prior to enrollment date. General Education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date.
- Students must comply with the Residency requirements for the purpose of granting a degree (see Residency Requirements in Academic Catalog and Student Handbook).
- Remedial courses, professional experience, Continuing Education, or exams taken at other university institutions will not be validated, except Advanced Level.

Any exception to this policy, in particular regarding the caducity of the courses, must be evaluated by the designated representative of the respective department to which the courses that will be evaluated for transfer belong.

Transfer credit accepted from another institution is generally reflected on the UAGM – Cupey Campus transcript with a grade of "T", not the actual grade received at the other institution. Courses accepted for transfer will be included in the credits attempted and the credits earned in the calculation of satisfactory academic progress. Transfer credits are not included when calculating the GPA. For additional information, please refer to the sections in the catalog entitled Satisfactory Academic Progress. Transfer credits (T grade) will not be considered for the calculation of the retention or graduation index.

An authorized representative from UAGM – Cupey Campus shall establish equivalencies for the courses, after consultation with the designated representative of the respective departments, or Dean of Academic Affairs and if necessary, with the faculty specialized in the area. In some cases, the offering institution's catalog and official course description provided by the student may be used to create course equivalencies. No official evaluation of transfer of credit is made until the student has been accepted by UAGM – Cupey Campus and an official transcript from the institution awarding the credits is received.

#### Additional Criteria for Transfer Students

- Official transcripts from all institutions attended must be received no later than thirty (30) calendar days after the start of the student's first term at UAGM – Cupey Campus to receive transfer credit.
- Transfer students must comply with UAGM – Cupey Campus residency requirements.
- Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned in the calculation of satisfactory academic progress. Transfer credits are not included when calculating the GPA. For additional information, please refer to the sections in the catalog entitled Satisfactory Academic Progress.
- Transfer credits (T grade) will not be considered for the calculation of the retention or graduation index.

Students must follow the following procedures regarding potential transfers of credit:

1. The student will file an Application for Admission, including any proposed transfer credits, with the Admissions Office. Courses from an institution that the student has identified in their

Admission Application will not be considered.

2. The student will provide an official transcript and any other documentation, including relevant course descriptions or an Academic Catalog and Student Handbook, requested by UAGM – Cupey Campus to validate transfer credits. The student has thirty (30) calendar days from the start of classes to submit the official transcripts and other required documentation. If the documentation is received within thirty (30) calendar days, the requested credits will not be considered. Student-printed or faxed credit transcripts will not be accepted.
3. Admissions will evaluate the documents submitted by the student. If the documents comply with what is required, the documentation will be referred to the Registrar's Office to continue the validation process.
4. The student will be notified through the institutional email if the requested credits have been validated within sixty (60) calendar days after the start of classes.
5. If the student does not agree with the decision on the granting or placement of credit earned at another institution, the student has the right to submit an appeal within the thirty (30) calendar days of receiving the decision. Appeals shall be made in writing to the Registrar's Office. The student will be required to provide reasonable documentation to support the appeal. The appealing student will generally receive a decision within seven (7) business days after the appeal has been submitted. If the Registrar finds merit to change the decision, the student record's will be updated accordingly.

The decision of the Registrar is final. If the student does not file an appeal, the decision will be considered final, and no alterations will be made.

### **Validation of Courses by Non-Traditional Teaching Means**

**Military Students** - The learning acquired by the military is recognized and validated for university credits, as defined by current federal regulations. These courses must be certified through an official credit transcript issued by the Office of Educational Services of the Armed Forces, National Guard or the Puerto Rico National Guard. The equivalences are subject to evaluation by the designated representative of the respective departments or the Dean of Academic Affairs.

**College Level Examination Program (CLEP)** consists of validated exams on some subjects generally required in a study program. The student must obtain three (3) points or more on a scale of five (5) points in each subject. Six (6) university credits equivalent to the corresponding course will be awarded for each exam. The grade for these courses will be reflected with (T) in the student's academic record.

### **Transcripts**

Universidad Ana G. Méndez – Cupey Campus provides official and unofficial copies of student transcripts within our established university guidelines. Universidad Ana G. Méndez – Cupey Campus does not provide copies of other institutions' transcripts to the student or to other institutions.

### **Residency Requirements**

A student must complete a minimum of 25% of their applicable program credits from UAGM – Cupey Campus to meet the residency requirements. In addition, transfer students must complete a minimum of 25% of the prescribed number of credit hours within their

major area of study in order to be measured for the recognition with honors.

### ***International Students***

**(UAGM – Cupey Campus is not admitting international students.)**

- All requirements for admission, readmission, and transfer will apply to international students.
- Admission for international students will be subject to the immigration laws and regulations in effect.
- UAGM – Cupey Campus at all Florida Branch Campuses is authorized to receive international students. Interested applicants must contact the Director of Admissions at each campus for the specifically related processes.

### **Dual Language Model**

#### ***Dual Language Nature of Degree Programs***

Degree programs at the SUAGM-Universidad Ana G. Méndez - Cupey Campus Florida Branch Campuses are bilingual (English/Spanish) following the dual language 50/50 approach in which courses are taught 50% in English and 50% in Spanish. English and Spanish courses do not follow the 50/50 approach. All students will be tested for placement in the appropriate level of English and Spanish courses required for the degrees. Applicants, who do not demonstrate basic knowledge in English or Spanish, as determined by test results, must complete additional language courses.

A graduate of Universidad Ana G. Méndez-Cupey Campus Florida Branch Campuses is expected to be a Dual Language Professional who demonstrates professional competencies confidently in their field of study in English and in Spanish.

#### ***Language Placement Tests and Developmental Courses***

All admitted students are required to take our English and Spanish language placement examinations. These tests help to place students in the most appropriate language level and courses. According to their results, students may be required to register for developmental language courses. Developmental courses considered non-credit hours do not count towards graduation on any specific career program.

Students may have taken these examinations prior to being admitted as part of their orientation or application process. The test scores and placement results are considered valid for enrollment if they are not older than one year. Placement test scores and placement results are valid for one calendar year. Students are advised to come prepared. Placement exams may take between 2 to 4 hours, depending on their proficiency in both languages.

#### *Undergraduate Developmental Courses*

The undergraduate English language developmental courses are ENGL 050-O and ENGL 102-O. Students are required to take both as a sequenced order or only ENGL 102-O, depending on their placement exam score. These courses must be taken during the student's first semester of enrollment as they are designed to prepare students for rigorous academic work.

The undergraduate Spanish language developmental courses are SPAN 100-O and SPAN 102-O. Students are required to take both or only SPAN 102-O, depending on their placement exam score. These courses must be taken during the student's first semester of enrollment as they are designed to prepare students for college level academic work.

#### *Testing Out of Developmental Courses (Undergraduate)*

Undergraduate students who are proficient in either English or Spanish, as demonstrated by attaining a predetermined score on the placement exam may not need to enroll in developmental courses. These students will be asked to complete and pass a written essay examination and an oral interview. If successful, students may start taking language credit courses and begin working towards their degree from the start. Otherwise, students must enroll in the corresponding language developmental course.

#### *Graduate Developmental Courses*

The graduate English language developmental courses are ENGL 500-O, ENGL 501-O, and ENGL 502-O. Students are required to take one, two or the three developmental courses as a sequence, depending on their placement exam score. These courses must be taken consecutively during the student's first semester of enrollment as they are designed to prepare students for rigorous academic work.

The graduate Spanish language developmental courses are SPAN 500-O, SPAN 501 and SPAN 502-O. Students are required to take one, two or the three developmental courses, depending on their placement exam score. These courses must be taken during the student's first semester of enrollment as they are designed to prepare students for college level academic work.

#### *Testing Out of Developmental Courses (Graduate)*

Graduate Students who are proficient in either English or Spanish, as demonstrated by a high score on the placement exam, may not need to enroll in developmental courses. These students will be asked to complete and pass a written essay examination and an oral interview. If successful, students will not need to take language courses at the graduate level and begin working towards their degree from the start.



### Graduates from Bilingual Bachelor's Degrees

Graduate students from a bilingual bachelor's degree received in any of the United States Campuses are not required to take developmental language courses.

#### ***Method of Instruction***

1. Non-degree and degree programs may be offered in a schedule of seven (7), eight (8) or fourteen (14) week sessions.
2. The Dean of Academic Affairs reserves the right to schedule courses based on the nature of the class and the required contact hours.
3. Each course offered is assigned a unique number known as a Course Reference Number (CRN).

The students will be required a minimum of 10 hours of individual or teamwork outside the classroom per week per class. Faculty and students will have access and interact through the Learning Management System (LMS) for coursework outside the classroom.

#### ***Course Modules and Language of Delivery***

Universidad Ana G. Méndez - Cupey Campus Florida Branch Campuses follow the Discipline-Based Dual Language Immersion Model® developed by Sistema Universitario Ana G. Méndez for its courses. This model provides for the development of English and Spanish language skills while equally exposing all students to the general education and professional content in both languages. The model seeks to develop students who can function professionally in both English and Spanish.

The rigorously selected and certified faculty community at all mainland campuses utilizes a wide variety of educational materials and resources as well as course modules as part of the teaching-learning processes. The

instructional modules contain the information on course objectives, topics, assignments, and most importantly serve as study guides for teachers and students by including rigorous learning activities to be carried out in class. Each instructional module also serves as a content planning guide that complements (not substitutes) course materials and textbooks. The modules divide the course into weekly workshops with their own specific objectives and recommended activities to meet the objectives.

Modules are prepared by program facilitators who received specialized training on module development. To prepare modules, faculty must be trained and certified as Module Developer Specialist and Dual Language Professional. All modules are available to students and faculty electronically through the Learning Management System: Blackboard® and can be accessed remotely through the Internet.

Modules for the Campuses also specify the percentages of instruction in English and Spanish used each week, ensuring equal exposure to both languages in the content area. Content courses are taught in the proposed dual-language format. Each lesson within a module contains specific information about the instructional language to be used. This can be controlled, for example, by specifically listing reading for a specific week in English, while assignments and/or student presentations are required in Spanish. Modules include texts, references and hyperlinks in both languages and students will be engaged in classroom activities in both languages. The modules developed to allow the students to be exposed and to facilitate their use of both languages in order to promote the development of bilingual professionals. All modules are presented with the dual language format, except English and Spanish courses that are entirely in the corresponding language.

### ***Language Support and E-Lab***

A Language Lab and an E-Lab that provides students with the resource to improve their proficiency in English and Spanish are available to support students in order for them to reach the desired level of bilingualism. One of the functions of the Language Lab is to offer preparatory courses for students who do not meet the language requirements to enroll in a degree granting program. Various rigorous and challenging software programs at different proficiency levels are used. Net Tutor® online tutoring services are available in both English and Spanish. Other online resources such as Gurabo's Virtual Library, E-Books, E-Libros, Tell Me More (Rosetta Stone), and Wimba Voice. Students may request the E-Lab informative brochure from the Student Success Coach/Retention Officer at any time.

The goal is to provide students with a high-quality education in both languages (English and Spanish) and offer them tools to ensure success in their university and professional lives.

## **Registration**

### **Registration**

The Dean of Student Affairs determines the University's registration procedures. Students are required to register on the dates established for their respective cohorts according to the registration schedule published by the University.

Registration is the process of developing a course schedule and enrolling in courses. There are three full semesters in an academic year: fall, spring, and summer.

#### **Registration process:**

1. Once admitted to the University, students will register for the semester.
2. Students using VA benefits may receive priority registration status.
3. Registration updates are sent through the institutional email.

### **Registration Holds**

Students with an active registration hold must resolve the hold in order to register, make changes to their academic schedule, request a transcript, apply for degree conferral, etc.

Sample registration holds may include, but are not limited to student conduct hold, missing document hold, financial hold, administrative hold, etc.

### **Maintaining the Academic Offerings, Programing of Courses, Closing and Eliminating Sections**

The Institution will follow the university's established procedures for maintaining academic offerings: programming of courses, closing and elimination of sections.

#### ***Programming of Courses***

Academic Affairs is responsible for determining which courses will be offered, the number of sections to be created, the number of sections and the professor assigned to each course.

#### ***Program Moratorium or Campus Closure***

The University must periodically evaluate fluctuations in the enrollment of programs and specialties, and the demand of the labor market for the same, to determine the continuity of their academic offerings. Accordingly, the institution has the power to place in moratorium programs or specialties due to a decrease in the required enrollment.

#### ***Late Registration***

Late registration will be held as reflected in the academic calendar. No student will be able to register after the period determined for late registration.

After the add/drop period, all courses become a permanent part of the student's record. Students may request to cancel or withdraw from one or more classes by completing the



appropriate cancellation and withdrawal request form.

### **Advanced Standing**

A student's time to complete their program of study may be shortened through transfer of credit, or credit from prior learning as defined in the admission section. The maximum amount of advanced standing credit, regardless of source, cannot exceed 75% of the total degree program length for undergraduate programs.

Academic credit that is awarded through one of these methods is not calculated in the student's cumulative grade point average but is factored into the determination of the maximum time in which a program must be completed as published in the section entitled Satisfactory Academic Progress. Advance standing through transfer credit or credit from prior learning credits do not apply to students pursuing a diploma programs.

### ***Transferability of Institutional credits to Other Institutions***

The transferability of credits is solely at the discretion of the accepting institution. It is the student's responsibility to confirm whether credits completed at UAGM – Cupey Campus will be accepted at any other institution.

### **Program Changes, Withdrawals, and Transient Registration**

#### ***Re-classification of Program or Major***

Active students may submit a request to change their program or major by submitting a *Student Services Request Form* by the add/drop by the deadline established in the Academic Calendar. Program and major changes are subject to program requirements and space availability.

### **Official and Unofficial Withdrawals**

#### **Official Withdrawal:**

An official withdrawal refers to an action taken by a student to discontinue enrollment. To request an official withdrawal, the student completes withdrawal form. The student will receive information about how their request to officially withdraw will affect their federal financial aid and academic progress requirements. The date of the official withdrawal will determine the student's tuition liability or refund due to the student. Total withdrawals or partial withdrawals are considered official withdrawals and are permitted.

1. Any student who is officially registered, and completes the procedure required for a total or partial withdrawal, according to the established deadline in the academic calendar, will receive a withdrawal grade **(W)**.
2. Any student who fails to complete the required procedure for withdrawal of a course before the established deadline in the academic calendar, or whose absences exceed the maximum allowed, will receive a **(WF)**.

UAGM – Cupey Campus reserves the right to withdraw students who fail to meet academic requirements or who, because of misconduct, disrupt the academic process.

The student who requests a total withdrawal from the institution without settling their financial obligations will lose their right to receive grades, certifications, transcripts or diplomas.

### **Early Identification of Partial Withdrawals:**

Students expressing an intention to request a partial withdrawal will be oriented on the process. The student will receive information about how their request to withdraw will affect their federal financial aid and academic progress requirements. After the student

goes through a withdrawal orientation process and want to move forward with the decision, the student proceeds to complete the respective form and submit it to the Registrar's office. Once the partial withdrawal has been processed, the professor and the staff of the Retention Office will automatically receive an email notification with the student data including the course in which the partial withdrawal was processed. The professor will validate if there is any alternative to support the student in completing the course. If the student expresses a desire to continue in the course, the staff of the Retention Office will guide them on the process of reinstatement in the course.

#### **Unofficial Withdrawal:**

An unofficial withdrawal refers to a student who stops attending one or more courses without officially withdrawing from UAGM-Cupey Campus. The date of the unofficial withdrawal will determine the student's tuition liability or refund due to the student. The withdrawal determination date for students who do not officially withdraw will be recorded as the last date of the academic term. For federal financial aid purposes, it will be assumed that the student unofficially withdrew from the institution as of the midpoint of term. The course(s) will be considered attempted, but not earned. An unofficial withdrawal is identified with the code (WF) in the system and on the student's official credit transcript. The (WF) is awarded by the professor at the end of the academic term.

#### **Course Reinstatement:**

A student who files a withdrawal and after having processed it wishes to continue the course(s), may request a reinstatement. The purpose of the reinstatement is to give students the opportunity to complete their academic goal. To do this, the student must comply with the following:

1. The student has a period of three (3) calendar days (excluding holidays, Saturdays and Sundays) to request the cancellation of the withdrawal with the reinstatement in the course(s) by the Registrar's office.
2. The student must complete the respective form for the reinstatement of the course(s). In the document, the student will be certifying that they will continue to participate in academic activities.
3. The request for reinstatement in the course(s) must occur no later than 5 days before the deadline established in the academic calendar to file withdrawals.
4. The Registrar's office proceeds with the evaluation of the request and notifies the student and the professor that the student was reinstated in the course(s).
5. After the process of reinstatement in the course(s) has been processed, if the student wishes to file a new withdrawal (within the dates established in the academic calendars), the effective date will be the date on which the new withdrawal request is filed.

#### *Transient Registration*

Universidad Ana G. Méndez – Cupey Campus students will have the opportunity to take courses at accredited institutions of higher education as transient students, if the courses are not offered at the institution and are required to continue course work in subsequent semesters.

1. In order to enroll as a transient student at another institution, students must submit the appropriate application form to the campus Registrar's Office. The student will be notified of the decision of their request, subject to the approval of the Academic

Division Associate Dean, within 10 business days.

2. Approval shall only be granted for those courses listed within a specific term.
3. Students must be in good academic, financial, and conduct standing.
4. Courses completed with a grade of "C" or higher will be accepted for students seeking a degree in undergraduate and diplomas programs. Courses completed with a "B" or higher will be accepted for students in the graduate programs if the academic program permits transfer credits.
5. The credits will be recorded as attempted credits and will not be considered for GPA.
6. Students must submit official transcripts to Universidad Ana G. Méndez – Cupey Campus within 30 days of completion of the course to be considered for transfer credit.

### *Class Attendance*

Regular attendance and participation in class discussion and activities are expected. It will enhance and enrich the experience for the entire class. If the student expects to miss class for any reason, it is the student's responsibility to notify the professor by email or telephone prior to class. Professors may take student attendance into consideration when grading and should explain the possible impact of absences on the student's grades. Professors are not required to allow students to make up work. Students are responsible for all material covered during the course, regardless of whether they are present in class. Thus, attendance is strongly recommended to better facilitate student achievement of academic goals.

### *Census Policy*

The census date represents a calendar date in each term when students' official enrollment status is evaluated for financial aid purposes.

Students are expected to attend all classes for which they registered, beginning with and

including the first class session. If a student fails to establish attendance by the applicable census date and has not otherwise dropped the course, the student will be administratively withdrawn from the course (WN on the student's transcript), and financial aid will be cancelled or reduced (other state and federal aid may be affected as well). The student will be responsible for 25% of the tuition and fees of the enrolled course.

### *Responsibilities:*

#### *Registrar's Office:*

- Works the necessary electronic processes for the registration of cases identified by professors as never attended.
- Send communications to students identified as not attended.

#### *Professors:*

- Completes the census-taking process electronically within the dates established in the academic calendars.
- Verify the student cases requesting reinstatement of courses.

#### *Students:*

- If attending the course and were certified as not attended; they must immediately contact the professor.

#### *Finance Office:*

- Process the return of funds in cases reported as not attended.

## **Student Classification**

### ***Classification of Undergraduate Students***

#### **By number of credit hours enrolled**

**Full time Students** – Students who have fulfilled the admissions requirements of the University and who are enrolled in 12 or more credit hours per semester in a program leading to diploma or undergraduate degree.

**Three quarter time** – Students who have fulfilled the admissions requirements of the University and are enrolled in 9-11 credit hours per semester in a program leading to a diploma or an undergraduate degree.

**Half time Students** – Students who have fulfilled the admissions requirements of the University and are enrolled in 6-8 credit hours per semester in a program leading to a degree, diploma or certificate.

**Less than half time-** Students who have fulfilled the admissions requirements of the University and are enrolled in less than 6 credit hours per semester in a program leading to a diploma or an undergraduate degree.

***By credit hours leading to a degree***

**First-year Students** – Those who have completed a minimum of 0 to 30 credit hours.

**Second-year Students** – Those who have completed a minimum of 31 to 60 credit hours.

**Third-year Students** – Those who have completed 61 to 90 credit hours.

**Fourth-year Students** – Those who have completed 91 to 120 credits hours.

**Fifth- year Students** – Those who have completed 121 or more credits hours.

**Academic Load- Undergraduate Students**

**Academic Load per Term**

A regular student is defined as a student who has fulfilled all admissions requirements to enter the institution, has enrolled in a program of study with 12 or more credits per semester, uninterrupted. Courses are scheduled in semester terms. Each semester is divided into parts of term of various lengths.

1. The regular academic load for a full-time undergraduate student is twelve (12) credits per semester.
2. For an academic load of more than twelve (12) credits per semester or

enrollment in more than two (2) classes per partial term, an authorization from the Academic Director is required.

3. Students who have registered with the maximum academic load permitted and need a maximum of four (4) additional credits to complete the graduation requirements in the same semester will be permitted to take the additional credits with the authorization from the Academic Director.

**Classification of Graduate Students**

***By number of credit hours enrolled***

**Full time Students**—Students who are registered for a minimum of 6 or more credit hours per semester in a program leading to a graduate degree.

**Half time Students** –Students who are registered for a minimum of 3-5 or more credit hours per semester in a program leading to a graduate degree.

**Less than half time-** Students who are registered for less than 3 credit hours per semester in a program leading to a graduate degree.

***By credit hours leading to a degree***

**First-year Students** - Those who have completed a minimum of 3 to 12 credit hours.

**Second-year Students-** Those who have completed a minimum of 13 to 24 credit hours.

**Third-year Students-** Those who have completed 25 or more credit hours.

***Academic Load- Graduate Students***

**Academic Load per Term**

A regular student is defined as a student who has fulfilled all admissions requirements to enter the institution, has enrolled in a program of study with six or more credits per semester, uninterrupted unless otherwise specified by the program. Courses are scheduled in semester

terms. Each semester is divided into seven (7), eight (8), or fourteen (14) weeks part of terms.

1. The regular academic load for a full-time master's students is six (6) credits per semester.
2. For an academic load of more than six (6) credits per semester or enrollment in more than two (2) classes per part of term, an authorization from the Academic Director. This may vary by program.
3. 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 Academic Director.
4. An academic load greater than six (6) credits will be permitted for students that are graduation candidates to be completed during the summer term.

#### *Evaluation of Student's Academic Achievement*

##### *Definition of a Semester Credit Hour*

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 outline under the guidance of a qualified professor. In addition, students are expected to engage in a minimum of two hours of out of class student work per each course credit hour.

##### *Partial and Final Evaluations:*

1. Each part of term (PT), professors will evaluate students based on the competencies required of the course where there will be at least three (3) partial evaluations and a final evaluation.

2. The weight of each evaluation will depend on the judgment and evaluation method of each professor. These evaluations may consist of exams, projects, cases or other appropriate activities in the judgment of the professors and depend on the nature of the course.
3. It will be the responsibility of the students to clarify with the professor any situation related to their evaluations.
4. If the student has been absent for justified reasons, the professor may give the student an opportunity for make-up exams or other means of evaluation.

Students must complete the work required for the evaluations on the date stipulated by the faculty.

##### *Responsibility of the Faculty:*

1. It will be the responsibility of the professor to comply with the academic calendar and to inform the students, at the beginning of the course, of the course objectives and content, exams and other work that will be required for their evaluation.
2. It will be the responsibility of the professor to provide weekly evaluation and feedback to students for all academic activities before the last date established for partial withdrawals.

#### **Grade System**

The university adheres to the following letter grade and points system:

1. For the purpose of computing a student's grade point average ("GPA"), the number value of the grades in the courses shall be:

Points	Grade	Grade Points
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(100-90)	A	4
(89-80)	B	3
(79-70)	C	2
(69-60)	D	1
(59-0)	F	0

- The following system of letters will be applied in special cases; they will not be included in the calculation of the student's GPA, except for the "Compulsory Withdrawal" ("WF").

AU	Audit Course
I	Incomplete (IA, IB, IC, ID, IF)
IP	Course in Progress
NP	No Pass
NR	Grade Not Reported
P	Pass
T	Transfer Credit
W	Official Withdrawal
WA	Administrative Withdrawal
WF	Compulsory withdrawal
WV	Midpoint evaluation
WN	Administrative Withdrawal

A **"W"** indicates a withdrawal from a course.

A **"WF"** indicates a withdrawal from a course with penalty for excessive and/or unjustified absences.

A **"WV"** is the administrative process of midpoint evaluation conducted by the registrar after a student receives a "WF" grade. This process determines the student's last date of course activity for Title IV purposes. "WV" does not change the earned grade.

A **"WN"** indicates no attendance in a course within the first two weeks of the term (no grade points). This is reported in the official census.

An **"I"** indicates that a student, who is absent from the final examination or does not satisfy all financial obligations to the University, will receive an incomplete as a provisional grade.

Additional information regarding Incompletes is outlined below.

A **"WA"** indicates an administrative withdrawal approved by the Campus Director or designated representative given for one of the following reasons:

- The possibility of danger to the health of the student or that of other students if enrollment were to be continued.
- Refusal to obey regulations or serious misconduct on the part of the student.
- Deficient academic work (below required academic standards).
- New admissions that do not complete the admissions application with the required documentation by the date scheduled in the Institution's calendar.

A **"P"** indicates that the student met the minimum expectations of the course. A "P" grade is not calculated into the CGPA but is considered in the determination of credit hours attempted and earned.

A course with a **"NP"** indicates that the student has not met the minimum expectations of the course. A "NP" grade is not calculated into the CGPA but is considered in the determination of credit hours attempted and earned.

A course with an **"F"** indicates that the student did not meet the minimum expectations of the course. An "F" grade is not calculated into the CGPA but is considered in the determination of credit hours attempted and earned.

Students may register for courses as auditors. Auditing a course means performance in the course is not evaluated for a grade. Upon completion of the course, the student will receive the grade of **"AU."**

A course with a **"NR"** indicates that the final grade is not officially submitted. As a placeholder grade, a **"NR"** does not count



towards the calculation of the CGPA and does not change the student's academic standing.

Once assigned by the faculty member or respective personnel, the grade is final and certified by the Registrar's Office in the students' official academic record.

### ***Grade Grievance Procedure***

The following grievance procedure provides students a means to contest a final course grade received in a course if a student believes fair and consistent grading procedures have not been followed. This procedure only pertains to the final course grade awarded in a course. A final grade is only subject to review when:

1. The assignment of the course grade to a student was on some basis other than performance in the course.
2. A procedural error has been discovered in the calculation or recording of the course grade; or
3. The assignment of a course grade to a student was not fairly given.

Disagreeing with grading policies or a faculty member's assessment of work is not a basis for a grade grievance.

If the basis of a student's grade grievance is that the student was subjected to harassment or discrimination, UAGM – Cupey Campus may pause the grade grievance procedure while the claim of harassment or discrimination is evaluated in accordance with other University procedures.

### **Process to Submit a Formal Grade Grievance**

To submit a formal grade grievance, the student must submit a written statement to the faculty member who issued the grade, or if the faculty member who issued the grade is no longer at the University, to the Academic Director, that includes the following information:

1. The basis for the grievance,
2. A summary of the issues in dispute, including any relevant documents.

The written statement must be submitted in accordance with the deadlines outlined in the chart below:

Semester Grade Was Issued	Deadline for Appeal to Faculty
Fall	10 <sup>th</sup> business day of following spring semester
Spring	10 <sup>th</sup> business day of following fall semester
Summer	10 <sup>th</sup> business day of following fall semester

A written decision from the faculty member or Academic Director, as appropriate, will typically be communicated to the student within 10 business days of receipt of the grievance.

If the student is not satisfied with the resulting disposition of the grievance, the student may submit an appeal to the Academic Director. This appeal must be submitted within 10 business days from receipt of the decision from the faculty member. A written response from the Academic Director will typically be communicated to the student within 10 business days of receipt of the student's appeal to the Dean of Academic Affairs. The decision of the Dean of Academic Affairs is final and cannot be appealed.

If any of the above deadlines are not met by the student, the grievance will be considered invalid and closed, unless, due to extenuating circumstances, the Dean of Academic Affairs grants an extension of time.

### ***Incompletes***

Faculty may assign a grade of an "I" (Incomplete) for a course only if a student (1) has completed most course requirements, (2) is passing at the time that the Incomplete is requested, and (3) has a justifiable and documented reason, beyond the control of the student (such as

accident, illness, or military service), for not completing the work on schedule.

**Conditions:**

1. The final exam will be offered, or the final work will be accepted only for students who have the opportunity of obtaining a minimum final grade of “D.”
2. It will be the student’s responsibility to make the necessary arrangements with the professor and the Academic Director of each campus to determine how to take the exam or turn in the final work and remove the Incomplete.
3. The Incomplete (I) may be removed if the student completes the work required in the academic session within (1) one academic semester of the first day of class of the following session and according to the dates established in the academic calendar.
4. If a student who has received an Incomplete in one or more courses does not achieve academic progress once the Incomplete is removed, according to institutional policies, financial aid will be reinstated, only if it is within the timeframes established by the Federal Government for disbursing aid.

If the student completes the required work in the timeframe allotted, the faculty member will complete a *Change of Grade* form to assign the appropriate letter grade. If the student does not complete the required work in the timeframe allotted, the Incomplete grade will be converted by the campus Registrar staff to a grade of IA, IB, IC, ID, IF. If by the end of the period to remove the incomplete the student has not turned in the final work or taken the exam, the final grade will be the grade that the student had at the time of the incomplete. The final grade will be included in the cumulative GPA and the credits will count as credits attempted. A student may not be awarded a second Incomplete for the same course.

***Responsibility of Faculty***

Faculty are required to submit to the Registrar’s office the required forms, including the Grade Roster and Faculty/Student Incomplete Grade Agreement form, per the scheduled due date and are required to comply with all relevant UAGM – Cupey Campus policies and procedures.

***Repeating Courses***

General Requirements

1. If a student does not meet the required minimum course grade, the student must repeat the course if required by the student’s program of study. The required minimum course grades and program requirement can be found in the Academic Programs section or Repeating Courses section in the Academic Catalog and Student Handbook.
2. A W or WN does not count as a graded attempt.
3. In all course repeats, the failing or previous grade is not expunged from a student’s academic record. However, the highest grade obtained for the course is the grade that will be counted towards the student’s GPA.
4. No additional credits will be earned for repeating courses for which credits have already been earned.
5. No student may repeat a specified course until they have received a final grade.
6. Repeated courses will count towards the evaluation of the student’s Satisfactory Academic Progress (SAP).
7. If a graduate student obtains a final grade of C or less and it lowers the minimum graduation GPA requirement of 3.0, it will be compulsory for the student to repeat the course(s).

***Independent Study***



Courses in this category must comply with established requirements of weekly hours of instruction. Independent study courses will be offered as an alternative for those students who require a course that is not offered in their graduation year either in the first or second semester. These courses will be offered through Independent Study with the approval of the Dean of Academic Affairs if they meet the following criteria:

1. The course content cannot be substituted for another.
2. The course is not being offered in the academic program the student is enrolled.
3. The course is required for the student's major.
4. The Associate Dean with input from the Academic Director of each campus will consider special cases individually on their own merits.

Students enrolled in an independent study course are required to adhere to the required engagement hours.

### **Satisfactory Academic Progress**

Federal regulations require students who are receiving Title IV (federal) financial aid to make deliberate and measurable progress toward their degree to continue to receive these funds. This requirement is called Satisfactory Academic Progress or SAP.

The evaluation criteria for SAP include a qualitative (grade-based) and quantitative (pace) components. The qualitative measure is based on the cumulative grade point average (CGPA). The quantitative measure is based on the number of credit hours the student attempts and earns. Students are also expected to complete their program within 150 percent of the length of the published program length as measured in credit hours.

### **Maintaining Satisfactory Academic Progress**

The Satisfactory Academic Progress of students enrolled in associate, bachelor's, and master's, degree programs will be assessed at the end of every two (2) semesters. The academic progress of students enrolled in diploma 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 credit hours required for their academic program, unless an appeal is successfully approved. The maximum timeframe calculation includes the attempted credits, including transfer credits, related to the student's academic program.

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

### **Qualitative component**

UAGM – Cupey Campus establishes specific minimum CGPA requirements by program level (i.e., diploma, associate, bachelor's, and master's degree programs). The student must meet the minimum retention rate according to their academic program. This index increases when considering the credits attempted and approved. Refer to Appendix A, Satisfactory Academic Progress Tables, for the qualitative components per program level.

### **Quantitative component**

UAGM – Cupey Campus 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 student's

program of study, are considered in the calculation.

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

### **Maximum Timeframe**

Students are prohibited from receiving federal student financial aid after attempting 150% of the number of credit hours required for graduation in their academic program, unless an appeal is successfully approved. The maximum timeframe calculation includes the attempted credits, including transfer credits, related to the student's academic program.

### **Changes in Status or Program**

If a student wants to enroll in a different academic program, the student must request approval from the associate dean. All attempted and earned credits of the program in which the student is enrolled are included in the quantitative measure and only grades from the program in which the student is enrolled 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 Enrollment to the Registrar for evaluation. If the student does not meet SAP, UAGM – Cupey Campus will determine if the student may be readmitted, provided an appeal has been approved.

Students requesting admission into a new academic program after graduation will begin the new program with a new SAP history. If a student transfers credits from the completed

program of study, only those transfer credits that apply to the student's current academic program will be considered when measuring SAP.

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

- **Course Repetitions** – Federal regulations limit the number of times a student can repeat a course paid for with Title IV financial aid funds. Generally, failed courses may be repeated until passed and courses that a student has passed can be repeated only once. Please check with the Financial Aid Office if you are not sure whether a course can be repeated with financial aid. If a student repeats a course, only the highest grade earned will be included in the student's cumulative GPA. However, each attempt at the course will count as credits attempted and will appear on the official transcript of credits.
- **Withdrawals** – If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted, but not earned and 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, but not earned. The credit hours will be considered earned once the course is completed. The course will not be considered in the cumulative GPA until a grade is assigned.
- **Transfer Credits** - If a student transfers in credits from another institution, the accepted credits count toward the determination of credit hours attempted and credit hours 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 to progress into the next term. Remedial and developmental courses count toward the determination of credit hours attempted and earned and will be considered in the cumulative GPA when determining SAP.

### **Financial Aid Warning and Failure to meet Satisfactory Academic Progress (non-degree programs)**

Students enrolled in diploma 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 Academic Progress. UAGM – Cupey Campus 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.

The student must meet SAP as of the next evaluation point (by the end of the next semester attended) to receive financial aid in future terms. Students who do 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, they may appeal the termination status to the Appeals Committee. See section titled Financial Aid Ineligibility and Appeal Procedures below.

Please note that certain scholarship and grant programs may not allow for a financial aid warning semester. In these cases, failure to meet SAP in any given term may result in the termination of scholarship or grant funds. Please refer to your scholarship or grant information materials or contact the Financial Aid Office.

### **Financial Aid Ineligibility and Failure to Meet Satisfactory Academic Progress (degree programs)**

Students enrolled in degree programs, for which SAP is measured at the end of every two semesters, will be informed in writing, through e-mail, of their loss of financial aid eligibility at the measurement point. The student will be advised of SAP requirements, appeal procedures and the process for re-establishing financial aid eligibility.

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.

### **Appeal Procedures and Financial Aid Probation**

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 tuition and fee(s) payments.

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

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

The student must submit the appeal after the receipt of the failure to meet SAP notification. For the appeal to be considered, the student must submit the SAP appeal documentation to the Academic Counselor, who will submit the documentation to the Appeals Committee.

The Appeals Committee is composed of a representative of the following offices: Academic Counselor, Registrar, Financial Aid, the Academic Director and the Campus Director or designated representative. It is presided by the Campus Director or designated representative. 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 UAGM – Cupey Campus. The Appeals Committee may request additional information or documentation, as needed. The Dean of Student Affairs will notify the student in writing, through e-mail, of the determination made by the Appeals Committee. UAGM – Cupey Campus will generally provide its decision within ten (10) business days after receiving the student's appeal documentation.

### Financial Aid Probation and Reinstatement

If the SAP appeal is approved, the student will be placed on financial aid probation for the next semester attended. The student may also be

placed on an academic plan at the Appeal's Committee's recommendation. UAGM – Cupey Campus will advise the student in writing of the progress the student must achieve to meet the requirements of the SAP policy or 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, UAGM – Cupey Campus will measure the student's Satisfactory Academic Progress. The student will retain financial aid eligibility only if the student meets published minimum SAP standards and 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 does not meet the requirements of the academic plan at the end of the probation semester, the student will no longer be eligible for financial aid funds unless the student successfully appeals their status again.

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

### Appendix A Satisfactory Academic Progress (SAP) Tables

Diploma Programs		
Credits Attempted	% of Credits Earned	GPA
1 - 15	55%	1.65
16 - 30	60%	1.75
31 - 45	64%	1.90
46 +	67%	2.00

Associate Degree Programs		
Credits Attempted	% of Credits Earned	GPA
1 - 28	57%	1.70
29 - 56	62%	1.85

57 +	67%	2.00
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Bachelor's Degree Programs		
Credits Attempted	% of Credits Earned	GPA
1 - 30	55%	1.70
31 - 60	60%	1.85
61-90	64%	2.00
91+	67%	2.00

Master's Degree Programs		
Credits Attempted	% of Credits Earned	GPA
1 - 18	55%	3.00
19-36	60%	3.00
37+	67%	3.00

### Internship/Externship and Practicum Requirements

Students must abide with the required hours, procedures and policies set by the state, local and accrediting agencies for internship/externship and practicum experiences. Also, students must comply with state and local certification requirements for the academic program, as applicable. Furthermore, students must comply with all requirements established by the internship/externship and practicum centers. Students must review policies and requirements specific to their program.

Students must complete their internship/externship package by the specified deadline, or they will not be enrolled in the internship/externship. UAGM – Cupey Campus reserves the right to remove a student who does not present themselves in a professional manner when working at an external site.

Students enrolled in a program with clinical or internship/externship practicum experiences must review the *Learning Environment Free of Drugs, Alcohol, and Tobacco Policy* and all institutional policies and the respective

program's alcohol and drug testing procedures in the program manual.

### Accumulated Credits Required and Retention Index

Accumulated credits are the sum of the credits corresponding to the courses the student registers in annually and those accepted as transfer. 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. The total of approved credits to complete the degree must meet a minimum average for graduation as established by major.

### Time to Degree Completion

Based on a course workload of 12 credits per semester, the estimated time to degree completion is five years for undergraduate programs.

### Graduation Requirements

#### Eligibility to Obtain an Academic Degree

- Students must have successfully completed the courses required for the degree as specified by the Institution in the Academic Catalog and Student Handbook and comply with all academic requirements for their degrees including but not limited to tests, practicum, and internships.
- Students must have successfully completed the total number of credits required for the degree with a minimum GPA of 2.00 for diploma and undergraduate degree program and a minimum GPA of 3.0 for master programs. There are programs that require a specific graduation minimum GPA. Please refer to the information about your program of study in the Academic Programs section.
- Students must have successfully completed the total concentration or major courses with a minimum GPA as required by the

program for non-degree and degree programs. Please refer to the information about your program of study in the Academic Programs section.

7. Students must satisfy all financial obligations before degree conferral.
8. Students must satisfy all admissions documentation requirements.
9. All final grades must be posted on the official transcripts before degree conferral.
10. It is the student's responsibility to ensure that they have fulfilled all graduation requirements.
11. All students, including transfer students, must meet the 25% residency requirements.
12. When calculating the GPA for graduation, only the courses approved at the institution and required for obtaining the degree will be considered.
13. All students admitted to the University will be subject to the graduation requirements in effect the year of their admission. Nevertheless, when the curricula of the programs have been modified, the student may opt to take the program in effect, but never a combination of both.
14. Students must satisfy programmatic academic achievement requirements established for specific programs (Governing Catalog).
15. Students must complete the Graduation Application for each degree or certificate and submit it prior to the graduation application deadline for the semester in which the student plans to graduate by the deadline established in the Academic Calendar.
16. Students must pay the graduation fee by the deadline established in the Academic Calendar.
17. All students applying for readmission to the institution will be subject to the graduation requirements in effect the year they are readmitted (Governing Catalog).

18. Students receiving associate and bachelor's degrees with a grade point average ranging from 3.50 to 3.74 will graduate with honors Cum Laude, 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.
19. Diploma program students with a grade point average ranging from 3.90 to 4.0 will graduate with High Honors.
20. Commencement will be held only once a year at the end of the spring academic semester. To be eligible to participate in the University Commencement ceremony, all students are required to wear the appropriate graduation regalia established by the University.

#### Diploma Information

Diplomas are mailed to the address on the student record. Students must provide their updated mailing address on their Graduation Application.

### Financial Information

#### ***Fees and Tuition Costs***

The information contained in this document regarding fees, tuition costs, deposits, reimbursements, etc., applies to all undergraduate and graduate students. The Board of Directors approves tuition costs at all levels.

The information included in this document does not represent a contract between the University and the student. Due to changing situations, it may be necessary to alter the fees and tuition costs before the publication of the next catalog.

Once a year, the Financial Office publishes a brochure with information about the tuition costs for all the academic programs, as well as other fees that apply.



## 2023-2024 Tuition and Fees Bulletin

<b>Cost per Credit</b>	<b>Cost</b>
Diploma Programs	<b>\$295.00</b>
Undergraduate (Associate and Bachelor) degree Programs	<b>\$395.00</b>
Master's degree Programs	<b>\$495.00</b>
<b>Fees</b>	
Laboratory & Supplies (per course)	<b>Varies*</b>
Academic Resources (per course)	<b>Varies*</b>
Electronic Resources (per semester & apply to all programs)	<b>\$50.00</b>
Technology Fee (per semester)	<b>\$375.00</b>
<b>Other Fees and Charges</b>	<b>Cost</b>
Student Activities / Service Fee (per credit)	<b>\$15.00</b>
Graduation Fee	<b>\$85.00</b>
ID Card Duplicate	<b>\$5.00</b>
Transcript	<b>\$10.00</b>
Returned Check Fee	<b>\$5.00</b>
Diploma Duplicate	<b>\$25.00</b>
E-Diploma	<b>\$15.00</b>
Degree Conferral Certificate	<b>\$20.00</b>

**Technology Fee**

The institution has a technology fee for each academic term. The Technology Fee provides students with adequate technological experiences through these objectives:

1. Strengthen the quality of the academic experience using technology in support of the curriculum.
2. Provide additional student access to technological resources and equipment that are needed in support of instruction and to maintain and enhance the technological competency of students as it relates to their academic endeavors.
3. The technology fee for each academic term is not refundable.

**Additional Expenses and Fees**

UAGM – Cupey Campus is focused on supporting affordability, facilitating transparency and ease of student procurement of course materials, and complying with applicable rules, standards, and laws. The primary considerations in the selection of textbooks and other course materials are promoting learning and ensuring instructional quality.

Course materials can range from traditional textbooks to simulations, professional memberships, software, videos, practitioner books, supplies, etc. Course materials are listed on the course syllabus and in the Learning Management System (LMS). Students will typically have the option to acquire course materials through the supplier of their choice. Some courses require fees, in which the cost of course materials are included. The approximate cost of course materials vary based on the course and/or program and additional course fees may apply.

Some learning resources, textbooks and teaching materials are provided through the virtual library and the Learning Management platform

(Canvas). In some cases, faculty will recommend textbooks, which students may acquire through the supplier of their choice. Please refer to the Textbook Information section in Canvas.

**Graduation Fee:**

The student must apply for Graduation by the date established in the academic calendar, along with a non-refundable graduation fee.

**Student Identification Card**

The Institution issues an identification card to ground campus students. The non-refundable cost of replacing a lost, misplaced or stolen identification card is \$5.00. The identification card is required to access the campus facilities.

**Payment and Refund Policy**

1. All students are responsible for the payment of the total cost of their studies. At the time of enrollment, students must identify their payment method. If that method of payment changes, students must notify UAGM – Cupey Campus .
2. Tuition rates and fees are established annually. Tuition rates and fees are published in Tuition and Fees Bulletin (Bulletin) available on the UAGM – Cupey Campus website.
3. Tuition costs and fees will be calculated based on credit hours of each course and fees based on the Bulletin. It is the student's responsibility to be informed regarding the costs and payment rules as indicated in the Bulletin.
4. Payment terms and methods are established in student enrollment agreements.
5. Tuition and fees are charged by the enrollment period and are due or accountable on the first day of class each term. All students must:
  - a. Pay such tuition and fees in full.



- b. Guarantee the funding using financial aid available to them, such as Pell Grant, Direct Loans, or other grants; or
  - c. Participate in an UAGM – Cupey Campus approved payment plan or structure.
- 6. UAGM – Cupey Campus permits its students to have a maximum balance of total debt for the academic year, determined by the student residency, as follows:
  - a. Puerto Rico resident students a balance of up to \$2,000
  - b. Non-Puerto Rico resident students a balance of up to \$3,000
- 7. Students can request a payment plan, in accordance with the limits set forth above, to pay off their outstanding debt.
- 8. Students using a payment plan must pay their outstanding balance on or before that semester's payment deadline as described in the table below:

Fall Semester	Spring Semester	Summer
November 15	April 15	July 15

- 9. If a student has a balance after a payment due date, a \$100 late fee will be placed on their account. This penalty does not apply to Veterans using VA benefits Chapters 31 & 33 and students using military benefits.
- 10. Students officialize their enrollment by:
  - a. guaranteeing the funding of their tuition costs via financial aid (for example, Title IV funds, including Pell Grants or Direct Loans, or other funds); or

- b. making an initial payment, equal to or greater than thirty percent (30%) of their total account balance for Non-Puerto Rico resident students or fifty percent (50%) for Puerto Rico resident students.
- 11. Students who do not pay their account balance, or enroll in a payment plan, by the deadline detailed above may be subject a financial hold. If this occurs, the student will no longer have access to UAGM – Cupey Campus services.
- 12. Students must comply with all established payment, withdrawal, and refund policies and deadlines.

### International students

To be enrolled, all international students may be required to provide additional documents, including an I-20 or Certification of Finance.

- 1. International students officialize their enrollment by making an initial payment equal to or greater than fifty percent (50%) of their total account balance.
- 2. Any outstanding balance must be paid in full on or before the dates set forth in this policy.

### VA students

Students using Veteran Affairs (VA) benefits must provide a VA Certification Letter, based on the type of Chapter the student will be utilizing. The amount VA pays is based on the type of training program and training time. VA students are responsible to meet the VA's requirements to receive their VA payment benefit. The student is responsible for paying the difference between the billed amount and what the VA is expected to pay. If this difference is not paid by the bill due date, the student may be subject to late fees or holds.

## Non-Attendance or Withdrawals

Cancellation and Withdrawals can be made in person, by email, by certified mail, or by administrative action. They cannot be made via phone or third parties.

1. **ENROLLMENT CANCELLATION** – Any student who cancels their enrollment on or before the first day of classes will have 100% of the tuition and fees refunded.
2. **WITHDRAWAL PRIOR TO THE ADD/DROP DEADLINE** – If the student withdraws on or before the add/drop deadline, the student will be refunded 100% of tuition and fees.
3. **NON-ATTENDANCE** – Any student who is marked as “non-attending” by their faculty during the established Census period will be automatically withdrawn and will be responsible for 25% of the tuition and fees of the enrolled course. Students that are marked as non-attending in a course but remain in attendance for additional courses will be responsible for 100% of the tuition and fees for those courses.
4. **MID-POINT** – Any student who, after the add/drop period, was marked as attending, and then obtains a “WF” in all their courses at the end of the semester will be responsible for 50% of their tuition cost and all fees. The student’s financial aid will also be adjusted to 50%.
5. **PARTIAL WITHDRAWAL** – Any student who, after the add/drop period, was marked as attending, and then withdraws from one or more (but not all) of their enrolled courses will be responsible for 100% of tuition and fees related to such courses. Financial Aid and VA/Military benefits could also be

impacted. Students should meet with a Financial Aid Officer prior to requesting a withdrawal to understand the full financial impact.

6. **TOTAL WITHDRAWAL** – Any student who, after the add/drop period, was marked as attending, and then withdraws from all of their enrolled courses in the first 60% of the term registered shall be entitled to a pro rata refund according to the following formula: Total days elapsed (using the student’s official withdrawal date)/total term days. After 60% of the total days of the term has elapsed, the student will be responsible for 100% of tuition and fees. Financial Aid and VA/Military benefits could also be impacted. Students should meet with a Financial Aid Officer prior to requesting a withdrawal to understand the full financial impact.
7. **RETURN OF TITLE IV FUNDS (R2T4)** – If a student who qualifies for Title IV (federal financial aid) funds does not complete the term or part of term, UAGM – Cupey Campus will complete a pro rata calculation to determine the percentage of the Title IV funding the student has earned for that term in accordance with the Return of Title IV policy.

## Refunds

All refunds will be processed according to the following refund guidelines, unless otherwise required by applicable law:

1. If the amount paid to the student account exceeds the cost of tuition and fees, a refund check or direct deposit will be processed.
2. Refunds will be processed within thirty (30) days of the determination date of the student’s withdrawal or receipt of a Cancellation Notice from the student, as applicable.

3. Refunds will first be applied to any outstanding amounts owed to UAGM – Cupey Campus .
4. Financial Aid refunds will be processed within fourteen (14) days after the financial aid funds have been disbursed into the student account.
5. The student is responsible for any outstanding balances incurred after the refund has been processed.
6. Students are responsible for updating their personal contact information with UAGM – Cupey Campus .
7. Students have ninety (90) calendar days to deposit the refund check. If the student does not deposit the check within the established time, the check will be canceled, and the funds will be returned to the original funding source.
8. Students should report concerns related to refunds (direct deposit or checks) in writing to their campus Bursar staff.

### Outstanding Debts

UAGM – Cupey Campus retains all legal and equitable remedies to collect unpaid debts and will apply these remedies as appropriate. Students with outstanding debt to UAGM – Cupey Campus may incur interest and fees or may be referred to third-party debt collection agencies.

### Return of Title IV Funds

If a student who qualifies for Title IV (federal financial aid) funds does not complete the term or part of term, the university is required to complete a pro rata calculation to determine the percentage of the Title IV funding the student has earned for that term. The pro rata calculation, called a Return of Title IV (R2T4) calculation, is based on the premise that a student “earns” financial aid for each calendar day they remain enrolled and in attendance during a term or part of term. The R2T4 calculation must be performed if a student

notifies the university of their withdrawal (official withdrawal), is dismissed, or stops attending all their courses without notification (unofficial withdrawal). For students who officially withdraw, the date the student began the official withdrawal process or provided official notification to the university of their intent to withdraw will be considered their last date of attendance. For students who unofficially withdraw, the midpoint of the term will be considered their last day of attendance. If a student was only scheduled to attend a part of term course (i.e., a course that does not span the entire term) and they unofficially withdraw, the midpoint of the part of term will be the last day of attendance. For students who are dismissed, their date of dismissal will be considered their last date of attendance.

The pro rata calculation uses the number of days the student attended as the numerator and the number of days in the term or the days they were scheduled to attend if enrolled part of term (excluding any scheduled breaks of 5 days or more) as the denominator. For example, if a student attended 40 days of a term of 100 days, they will have earned 40% of their Title IV aid for that term.

If a student attends beyond the 60% point of the term, they have earned 100% of their financial aid for the term.

If the R2T4 calculation determines the student has received more in Title IV disbursements than they have earned, the unearned portion of Title IV funding must be returned to the U.S. Department of Education no later than 45 days from the date the university determined the student ceased attending. There may be both an institutional and student portion to return. The university will return the institutional portion of loans and grants and the student portion of grants to the U.S. Department of Education, and the student will be responsible for repaying the university for any resulting balance on their student account. The student portion of the grant overpayment is any amount of the grant

overpayment that exceeds 50% of the amount of grant aid received by the student. The amount that must be returned is the lesser of:

1. The institutional charges multiplied by the unearned percentage of the Title IV funds; or
2. The entire amount of excess Title IV funds.

Any unearned funds are returned in the following order:

- Unsubsidized Direct Loans;
- Subsidized Direct Loans;
- Direct PLUS Loans;
- Federal Pell Grants;
- IASG Grants;
- FSEOG Grants;
- TEACH Grants.

The student portion of grants will not be returned if the grant overpayment is \$50 or less. Any loan amount to be returned by the borrower must be repaid according to the terms and conditions of the borrower's Master Promissory Note (MPN).

If the R2T4 calculation determines the student has received less in Title IV disbursements than they have earned, the student may be offered a post-withdrawal disbursement (PWD). The university may automatically disburse all or a portion of the PWD that consists of grant funds in order to satisfy tuition and fees within 45 days of the date the university determined the student ceased attending. The university will seek the student's permission to use PWD grant funds for all other educationally related charges. Any PWD of loan funds must be offered to the student or parent borrower in writing within 30 days and accepted by the student or parent borrower and disbursed within 180 days of the date the university determined the student ceased attending. Loan borrowers who are offered a PWD of loan funds will receive written instructions for declining the PWD or accepting

all or a portion of the PWD. A borrower can never receive a PWD for funds for which they did not meet the eligibility criteria at the time they ceased attending.

A student is exempt from the R2T4 calculation if any of the following conditions apply:

- They complete all requirements for graduation in the same term they cease attendance.
- They successfully complete one or more part of term courses that includes 49% or more of the number of days in the student's payment period.
- They are enrolled in a program offered in a part of term format and they successfully complete coursework equal to or greater than the university's definition of a half-time student.
- They are enrolled in a program offered in a part of term format and provide written confirmation that they will begin attendance in another part of term course in the same term within 45 calendar days from the date they ceased attending. If the student does not subsequently begin the part of term course, they confirmed they would attend, a R2T4 calculation is required.

Although a student may be exempt from the R2T4 calculation, other adjustments to the student's financial aid may be required.

The R2T4 calculation does not apply to Federal Work Study or non-federal financial aid programs.

The R2T4 calculation is separate from the university's refund policy. If a student ceases attendance during a term, the Title IV funds that previously paid or were anticipated to pay the student's account balance may be reduced resulting in the student owing a balance to the university. The university will seek payment from the student for any funds it returns to the U.S. Department of Education that results in a

balance due on the student's account. We encourage students to carefully consider the academic and financial consequences of withdrawing and to consult with the Financial Aid Office prior to withdrawing.

### **Financial Aid Credit Balances**

UAGM – Cupey Campus will issue a credit balance payment when a student's financial aid payments received exceed the tuition charges on their account. All credit balances will be processed according to the following refund guidelines:

1. If the amount paid to the student account exceeds the cost of tuition and fees, a check or direct deposit will be processed.
2. Financial Aid credit balances will be processed within 14 days after the financial aid funds have been disbursed into the student account.

### **Credit Balance and Refund Procedures**

Credit balance payments and refund payments will be processed according to the following:

- A payment will be sent via Direct Deposit to the students who have submitted the University's Direct Deposit form. Students who have not completed the Direct Deposit form will receive a check via US mail.
- The student is responsible for any outstanding balance in their account that may result from any adjustments made in their academic load after the credit balance or refund disbursement.
- All uncashed checks expire 90 days after the date of issuance.
- If the student does not cash the check within the established time or the direct deposit is unsuccessful, the Bursar's Office will contact the student, inquire how they would like to receive the funds, and provide next steps. If the Bursar's Office is unable to reach the student, the funds will be returned to the

original funding source (i.e., U.S. Department of Education, state agency, etc.). If the source of the funds was a payment from the student (i.e., not financial aid or another third-party payment) and attempts to contact the student are unsuccessful, the funds will be held on the student's account until the student inquires or the student incurs new charges to which the credit balance may be applied.

- Students are responsible for notifying the Bursar's Office of any changes to their address, bank account or any information required by UAGM – Cupey Campus to locate the student.
- UAGM – Cupey Campus will not issue a new Direct Deposit or check until the student has completed the corresponding form for a stop payment.
- All claims regarding this procedure or the cancellation, refund and credit balance policies shall be made in writing to the corresponding Bursar's Office.

### **Financial Aid**

The University makes every effort to help its students obtain federal financial aid for those who qualify.

Financial aid consists of many components of which the most common are federal grants and federal student loans. Federal grants, if eligible, are applied first to cover the cost of tuition and fees. This aid has no cost and does not have to be repaid. Federal student loans are available at a low interest rate and must be repaid to their lender.

### **Undergraduate Students**

#### **Federal Grants**

##### **Federal Pell Grant**

If eligible, this grant assists with covering educationally related costs for approximately 6 years of undergraduate studies. The Department of Education establishes the maximum award

limit each year. The eligibility is determined by the FAFSA submission each award year. Additional information can be obtained from the Financial Aid department.

Federal Supplemental Educational Opportunity Grant (FSEOG).

This grant helps undergraduate students with exceptional financial needs determined by the FAFSA submission and is contingent upon the availability of funds.

### **Federal Student Loan**

#### **Federal Direct Loan**

Federal Direct Loans are offered at a fixed interest rate that changes on a yearly basis for loans disbursed after July 1<sup>st</sup>. For “Direct Subsidized Loans” the government pays the interest while students are in school or in a deferment or forbearance period; for “Unsubsidized Loans” students are responsible for paying the interest while they are in school. If they choose not to pay the interest, it will accrue and be capitalized (added to the principle). This loan must be repaid; the repayment should begin six (6) months after the student graduates or ceases to study.

#### *Federal Direct Parent Loan for Undergraduate Students (FDPLUS)*

“PLUS” loans are borrowed by parents for dependent students at a fixed interest rate that changes on a yearly basis for loans disbursed after July 1<sup>st</sup>. The Parent PLUS loan requires a parent (biological, legal stepparent or adoptive parent) to process a credit check to determine eligibility. The maximum award amount is no more than the cost of attendance minus additional aid received. The parent is responsible for repayment of this loan, which begins 60 days after the first disbursement is made.

#### *Federal Work-Study Program (FWS)*

The FWS is a program that requires the student to work a maximum of 20 hours per week. The student is paid a competitive wage and is able to gain experience in their area of study.

### **Veterans’ Educational Benefits**

Veteran’s Education Benefits are provided by the Department of Veteran Affairs for Veterans and/or Dependents of Veterans. For more information regarding VA eligibility, please contact your campus Registrar or VA school certifying official.

In accordance with Title 38 US Code 3679 subsection (e), the University adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student’s enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Except for dependents, students using VA/military educational benefits are required to submit their Joint Services Transcript (JST) or the



Community University of the Air Force transcript if they wish to use their benefits.

### **How to apply for Federal Financial Aid**

To be considered for federal financial aid, a student must complete a Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov). The FAFSA collects financial and other information used to calculate the expected family contribution (EFC) and should be renewed by June 30<sup>th</sup> each award year that you are enrolled in school.

The amount of financial aid awarded may vary each year and is determined by the EFC, the type of aid they are eligible for, their academic performance and available funding.

### **Eligibility Requirements**

In order to meet the eligibility requirements, students must:

- Have financial need as determined by the FAFSA.
- Must be enrolled as a regular student in an eligible program.
- Be working toward a degree or diploma.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Not owe a refund on a Federal Grant or have been approved for the Fresh Start Initiative Program with the Department of Education.
- Maintain a Satisfactory Academic Progress.
- Be enrolled at least half-time except for the Federal Pell Grant, which allows less-than-half-time enrollment.
- Not have earned a bachelor's degree, to qualify for Pell and FSEOG.
- Provide all verification or required documents requested by the Financial Aid Office.
- Submit all documentation required for admission.

**Important Note:** The Institution complies fully with the privacy Rights of Parents and Students Act of 1974 (Title IV of the U.S. Public law 90-247), for more information about FERPA please refer to

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Graduate Students**

The University makes every effort to help its students obtain federal financial aid for those who qualify. Graduate students do not qualify for any federal grants but may qualify for federal unsubsidized and Graduate PLUS loans.

### **Federal Loans**

#### **Federal Direct Unsubsidized Loan**

Federal Unsubsidized student loans accrue interest while the student is enrolled in school. The student is responsible for repaying the loan plus all interest accrued starting six (6) months after the student graduates or ceases enrollment. If they choose not to pay the interest while in school, it will be capitalized (added to the principle).

#### **Federal Direct PLUS Loan for Graduate Students**

The U.S. Department of Education makes Direct PLUS Loans to eligible graduate or professional students through schools participating in the Direct Loan Program. PLUS Loans require a credit check to determine eligibility which is completed online at [www.studentaid.gov](http://www.studentaid.gov). PLUS Loans are offered at a fixed interest rate that changes on a yearly basis for loans disbursed after July 1<sup>st</sup>. The maximum award amount is no more than the cost of attendance minus any additional aid received. Repayment begins 60 days after the first disbursement is made.

#### **Federal Work-Study Program (FWS)**

The FWS is a program that requires the student to work a maximum of 20 hours per week. The



student is paid a competitive wage and is able to gain experience in their area of study.

### **Veterans' Educational Benefits**

Veteran's Educational Benefits are provided by the Department of Veterans Affairs, students interested in Veterans' Educational Benefits should contact their campus Associate Registrar.

In accordance with Title 38 US Code 3679 subsection (e), the university adopts the following additional provisions for any students (Chapter 31, 33, and 35) benefits, while payment to the institution is pending from the VA. This university will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Except for dependents, students using VA/military educational benefits are required to submit their Joint Services Transcript (JST) or the Community University of the Air Force transcript if they wish to use their benefits.

### **How to apply for Federal Financial Aid**

The student must submit the Free Application for Federal Student Financial Aid (FAFSA) or

FAFSA renewal to the U.S. Department of Education at [www.studentaid.gov](http://www.studentaid.gov).

Graduate students are eligible for unsubsidized loans up to the aggregate limit of \$138,500, including undergraduate loan usage, and can apply for Graduate PLUS loans through a credit check.

### **Eligibility Requirements**

In order to meet the eligibility requirements, students must:

- Must be enrolled as a regular student in an eligible program.
- Be working toward a graduate degree.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Not owe a refund on a Federal Grant or have been approved for the Fresh Start Initiative Program with the Department of Education.
- Maintain a Satisfactory Academic Progress.
- Must not have adverse credit history to be approved for a PLUS loan.
- Provide all verification or required documents requested by the Financial Aid Office.
- Submit all documentation required for admission.

**Important Note:** The Institution complies fully with the Privacy Rights of Parents and Students Act of 1974 (Title IV of the U.S. Public law 90-247) for more information regarding FERPA please visit <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### **Grant-Scholarship Programs**

UAGM (Cupey) students may be eligible for other State of Florida grants and scholarships.

Students should visit the Florida Department of Education web page - <http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm> to learn more about available grants, scholarships, and application processes.

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### Student Affairs and Services

#### Student Services

The University offers exceptional support services for all students on all campuses, in all modalities. All campuses are staffed with professional staff focused on student success, retention, and completion. These professional staff include the staff in the following Student Affairs departments: Registrar, Retention, Bursar, Financial Aid, Career Placement, and other Student Affairs support staff who assist students from point of admission to graduation and beyond as university Alumni. They also include the professional staff in the following Academic Affairs departments: Learning Resource Center & Library.

Many university services are available in person and online, on days and at times that are tailored to our student needs.

All staff contact information and hours of operation are regularly updated on the University website.

#### **Student service hours of operation:**

Monday, 9am-8pm

Tuesday, 9am-8pm

Wednesday, 9am-8pm

Thursday, 9am-8pm

Friday, 9am-6pm

Saturday, 9am-5pm

#### Registrar Services

The campus Registrar staff help students with a variety of services related to the student educational record such as, transfer credit processing, VA certification, transcripts, diplomas, among others.

Campus Registrars are available to meet with students in person, virtually, and via phone and email.

#### Bursar Services

The campus Bursar assists students with their student accounts, setting up payment plans, and serving as the campus administrator who officializes student registration.

The campus Bursar is available to meet with students in person, virtually, and via phone and email.

#### Financial Aid Services

The campus Financial Aid staff help students to navigate grants, work-study, loans, and scholarships to help make the student's education more affordable.

Financial aid can come from federal, school, and private sources to help pay for the student's post-secondary education.

The campus Financial Aid Officers are available to meet with students in person, virtually, and via phone and email.

#### Career Services

Career Placement provides the students with the essential knowledge to help them succeed, from career guidance to building a resume and

pursuing a career. The goal is to assist students and alumni in every aspect of career exploration and goal fulfillment. Career Placement will help the student by preparing them for the professional world. Career Placement offers the following services: 1) career development workshops, 2) resume review, 3) job search support, 4) interview preparation, 5) career events and fairs, and 6) connections to local employers.

The Director of Career Placement is available to meet with students virtually, and via phone and email. The Director also regularly visits the campuses and hosts career events on campus. The institution does not make any guarantee of placement.

### **Student Retention and Academic Advising**

All students have an assigned an advisor. Students are encouraged to remain in regular contact with their assigned Retention staff member. These staff serve as student advocates, advisors, and guides and help to ensure that our students are supported in their academic, personal, and professional goals.

The Retention staff assist all students with the following:

- Identifying possible academic, degree, and career options.
- Reviewing academic program guidelines, progress, and graduation requirements.
- Understanding and navigating through the enrollment and registration process.
- Clarifying college procedures and guidelines associated with academics.

Academic Counselors are also available to provide the following services:

- University and community resource referrals.
- Support for Title IX cases, serving as Title IX Deputy Coordinators.

- Advocacy and support for students seeking and securing disability accommodations.
- Advocacy and support for students identified in the SAP process (Satisfactory Academic Progress) and who are experiencing academic difficulty (probation & suspension.)
- Tailored academic advising and planning for students in academic or personal distress.

### **Student Disability Services**

UAGM – Cupey Campus is committed to providing reasonable accommodations to qualified students with disabilities, to ensure that such individuals have the opportunity to participate in educational programs and services on an equal basis. To that end, UAGM – Cupey Campus strives to create an inclusive educational environment for all members of the University community in accordance with provisions of applicable laws including, but not limited to, the Americans with Disabilities Act as amended (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504). The following terms are applied by UAGM – Cupey Campus in accordance with applicable federal law and regulations and are summarized below.

An individual with a **Disability** is one who has a physical or mental impairment that substantially limits one or more major life activities, who has a record of such impairment, or who is regarded as having such an impairment.

A **Qualified Individual with a Disability** is an individual with a disability who meets the academic and technical standards requisite for admission or participation in the educational program or activity, with or without reasonable accommodation.

A **Reasonable Accommodation** is any modification or adjustment that enables a qualified student or applicant with a disability to enjoy equal educational or employment opportunities and participate fully in all

programs and activities. Reasonable accommodation must address the particular disability and shall not impose an undue burden on the University or produce a fundamental alteration of the University's programs or services.

The University prohibits discrimination based on disability. The University also prohibits retaliation against individuals in connection with the assertion of rights under this policy.

In accordance with applicable law and University policies, UAGM – Cupey Campus will provide Reasonable Accommodations to Qualified Individuals with Disabilities on an individualized, case-by-case basis and in a timely manner.

To support students requesting Reasonable Accommodations, UAGM – Cupey Campus has empowered the Directors of Retention and the Academic Counselors with the authority to review and make decisions about whether an individual is a Qualified Individual with a Disability and what constitutes a Reasonable Accommodation. The Directors of Retention and Academic Counselors will make determinations regarding both academic accommodations as well as accommodations for other UAGM – Cupey Campus programs or activities and will coordinate with the Academic Affairs leadership as appropriate. All information pertaining to a Disability and potential accommodation will be stored securely and will only be shared with other University personnel on a need-to-know basis in compliance with applicable University policies and law.

#### **Process to Request Reasonable Accommodations**

A student may generally request a Reasonable Accommodation in accordance with the following procedures:

- Contact the Director of Retention or Academic Counselor to receive guidance on the services, procedures, and documents needed to request a Reasonable

Accommodation. Documentation requirements vary according to each individual's disability and situation. If documentation is required, the student will provide written and current documentation of their Disability from a qualified professional with relevant experience and no personal relationship with the individual being evaluated. Appropriate documentation should provide information to establish the existence of the Disability, describe the nature of the Disability, explain the limitations of the student, and offer accommodation recommendations. Documentation must be on a professional letterhead, signed, dated, and include a licensure number.

- Complete the Reasonable Accommodation Request form and provide the required documents.
- The Director of Retention or Academic Counselor will interview the student and engage in the interactive process.
- Once all the required documentation and information has been provided and the request for Reasonable Accommodation has been completed, it will be evaluated.
- The student will be notified of the outcome of the evaluation and the accommodation to be provided.
- The Director of Retention or Academic Counselor will draft the letter of Reasonable Accommodation.
- The Director of Retention or Academic Counselor will deliver the letter to all relevant faculty. The accommodation will be effective once the faculty member receives the letter of Reasonable Accommodation. The student will also be notified. The student should discuss the letter of Reasonable Accommodation with their professors and the best ways to implement the accommodation.
- The student will be responsible for returning the letter of reasonable accommodation signed by their faculty members.

- No accommodation will be provided retroactively. UAGM – Cupey Campus also reserves the right to modify accommodations. The student has the responsibility each semester to decide whether they want to continue to receive accommodations or services. If the student decides they need accommodation or services for a particular term, the student must renew the request for a reasonable accommodation for that term in accordance with this policy.

A student can request a Reasonable Accommodation at any time, but students are encouraged to submit a request for Reasonable Accommodations at least two weeks before the start of any academic term. Once a student has established their eligibility for Reasonable Accommodations, UAGM – Cupey Campus will provide the appropriate accommodation as expeditiously as possible; however, some accommodation can require a longer period of time to arrange.

The Academic Counselor will offer and coordinate student support resources of the institution and can guide the student in referrals to services with community agencies, which can provide additional support. For additional information about reasonable accommodation, please contact your Director of Retention or your Campus Academic Counselor.

UAGM – Cupey Campus is not required to provide services of a personal nature such as personal attendants, individually prescribed devices, transportation, or readers/tutors for personal use or study.

UAGM – Cupey Campus is committed to providing prompt and effective resolution of alleged incidents of discrimination and harassment. Any type of retaliation against an individual for requesting an accommodation, using an accommodation, or for filing a complaint or appeal with the University or an external governmental agency is prohibited.

Any student who believes that they have not received fair treatment regarding the Reasonable Accommodation process is encouraged to first meet with their campus Director of Retention or Academic Counselor. An earnest attempt will be made to find a valid solution, within the limits of the law.

If a student is experiencing problems receiving their assigned accommodation(s), they are encouraged to contact their professor(s) first to attempt to resolve the issue. If the student does not find a resolution after communicating with their professor, they should contact their Academic Counselor.

A student may file a complaint with the University in accordance with the campus-based grievance process outlined in the UAGM – Cupey Campus Academic Catalog and Student Handbook.

Complaints may also be filed with the U.S. Department of Education's Office for Civil Rights at any time at 400 Maryland Avenue, SW, Washington DC 20202 or (800) 421-3481, <https://www2.ed.gov/about/offices/list/ocr/index.html>.

## Students Feedback and Complaints

UAGM – Cupey Campus (“University”) allows students the opportunity to issue feedback, complaints, and grievances in a timely manner without retaliation. The purpose of this policy is to provide students with an avenue to express such concerns or to file a complaint, and to outline the process for doing so.

### Student Complaint Procedures

Students may file a Complaint within ten (10) business days of the first occurrence of the event giving rise to the Complaint, or within ten (10) days after the Student, through the use of reasonable diligence, should have had knowledge of the first occurrence giving rise to the Complaint.

1. Students are encouraged to use available informal means to resolve

concerns before filing a Complaint, but it is not required.

2. If informal means does not result in a resolution, or a Student decides not to informally address their concerns, a Complaint can be submitted in writing or orally to the Dean of Student Affairs. The Dean of Student Affairs shall designate a Complaint Administrator to administer the Complaint process in accordance with this policy.
3. The Complaint must contain a brief explanation of the facts and allegations, including all pertinent facts and documentation that the Student wishes to be considered. If the Complaint is filed verbally, the Director of Student Affairs shall create a record of the discussion and request that the Complainant sign the document. If the Complainant refuses to sign, such refusal shall be documented.
4. The Complaint Administrator may seek resolve the complaint informally by meeting with the parties to dialogue with them about the situation presented and seeking a resolution.
5. If the Complaint is not informally, the Complaint Administrator will initiate an investigation. The extent and components of the investigation will vary depending on the allegations and circumstances. For purposes of illustration, an investigation may include the following, as appropriate: reviewing the Complaint and documentation submitted, gathering additional documentation, interviewing witnesses, or convening a committee to review the matter and provide a report.
6. Upon completion of the investigation, the Complaint Administrator will report the findings of the investigation and issue a determination. UAGM – Cupey

Campus shall seek to complete the investigation and provide a written decision within fifteen (15) business days of receipt of the Complaint.

7. The Complaint Administrator reserves the right to forward the results of the investigation to other University officials for appropriate administrative or disciplinary action.
8. The Complaint Administrator's decision shall constitute a University Decision. Students may appeal the Complaint Administrator's decision in accordance with the Appeal of University Decision Policy.

#### General Provisions

- The form to file a Complaint is available on the University's website under Student Information in the Student Consumer Information section.
- The University wishes to create an environment in which individuals feel free to discuss concerns. All information submitted under this policy will be stored securely and will only be shared with other University personnel on a need-to-know basis.
- If the Complainant decides not to participate in the investigation or decides to withdraw from it, the investigative process may continue until the end. The lack of interest of the Complainant may be considered, as well as the available evidence.
- The Complainant and Respondent may select an advisor to assist them during the proceeding. The advisor may consult and interact privately with the Complainant or the Respondent during proceedings. However, the advisor is not permitted to have a verbal role in the proceedings or to represent or speak on behalf of the



Complainant or Respondent. An advisor can be excused from meetings if they interfere or disrupt in any way.

### Appealing a University Decision

UAGM – Cupey Campus (“University”) allows Students the opportunity to appeal a final University Decision in a timely manner without retaliation.

This policy does not apply to the Student Code of Conduct, academic policies (including grade grievances) or discrimination policies (including allegations related to Title IX). Such complaints or grievances will be resolved under other applicable University policies.

For purposes of this policy:

1. **Retaliation** means as adverse action taken against a Student for appealing a University Decision.
2. **Student** means an individual that is either registered for, enrolled in, or attending a University course.
3. **University Decision** means the final decision of a University department regarding a Student. Examples of departments include the financial aid or student accounts department. A University Decision does not include decision made with respect to the Student Regulations, academic policies or discrimination policies.

### University Decision Appeal Process

1. Students may appeal a University Decision only after all relevant campus-based administrative channels have been exhausted. These administrative channels are outlined in the Academic Catalog and Student Handbook, Student Complaints Policy section.

2. A Student may appeal a University Decision on the following limited grounds:
  - a. Procedural irregularity that materially affected the decision-making process (i.e., failure to follow the University’s own published procedures).
  - b. The outcome of the University Decision is disproportionate to the violation(s) of University policy or standard alleged; or
  - c. New evidence that was not reasonably available or known to exist during the decision-making process.
3. Students must follow the process outlined below to file an appeal:
  - A. The written appeal shall be a plain, concise, and complete statement which contains at least the following:
    - Documentation that all campus-based administrative channels were exhausted prior to this appeal.
    - A description of the specific University Decision that is being appealed.
    - A statement outlining the background of the case and the basis for the appeal including all pertinent facts and documentation that the student wishes to be considered.
    - An explanation of the grounds for the appeal; and
    - An explanation of the resolution being sought by the Student.
  - B. Written appeals must be made to the Chancellor within ten (10) business days of the receipt of a final University Decision. The Chancellor



- or the Chancellor's designee will serve as Appellate Officer.
- C. The Appellate Officer shall review the written appeal and may, but is not required to, hold a virtual or in-person informational meeting with the Student pursuing the appeal.
  - D. The Appellate Officer will review the evidence presented and based on a preponderance of evidence, make a determination regarding the appeal. The Appellate Officer may accept, modify, or reject the University Decision, or return the matter to the relevant University department for reconsideration. The decision of the Appellate Officer is final, and no further appeals can be made.
  - E. The Appellate Officer will prepare a written determination letter. The Student pursuing the appeal shall be provided the written determination letter. The Appellate Officer shall strive to provide the written determination letter within fifteen (15) calendar days' notice of receipt of the written appeal.
  - F. The Appellate Officer may seek legal advice at any point in the appeal process.
  - G. Should the Student fail to comply with process outlined in this policy, the Appellate Officer may dismiss the appeal and uphold the University Decision.
  - H. All documentation shall be retained in accordance with University policy and applicable law.

- I. Retaliation against a Student for appealing a University Decision is strictly prohibited.

In the event of any unresolved conflict, students can contact the Florida Commission for Independent Education at (888) 224-6684 or 325 W. Gaines St, Suite 1414, Tallahassee, FL 32399.

### **Student Regulations and Code of Conduct**

UAGM – Cupey Campus (“University”) Student Regulations Manual establishes student rights and responsibilities, as well as the rules that govern order, safety, and the healthy coexistence of the UAGM – Cupey Campus student community.

UAGM – Cupey Campus is committed to creating a vibrant University community and fostering a learning environment that is conducive to academic inquiry and discourse without fear of intimidation. We are committed to an educational and developmental process that balances the interests of individual students with the interests of the University community. The student conduct process described in this Regulations Manual is not intended to punish students; rather it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with established policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations.

These Regulations apply to behaviors that take place on campus, in study abroad programs, or at University-sponsored events, programs, or activities, including at clinical and internship sites. While the University has a primary duty to supervise student behaviors on its premises, it reserves the right to take disciplinary action in response to behavior off-campus or online that adversely affects the University and/or the pursuit of its objectives and warrants conduct action.

These Regulations may also be applied to behavior online, via email, or another electronic medium. Online speech by students not involving UAGM – Cupey Campus networks or technology will typically not be the subject of these Regulations with two notable exceptions: 1) A threat, defined as a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon a specific individual(s); and 2) Online or electronic speech that causes significant disruption to University operations or the educational mission. These Regulations also apply to guests of UAGM – Cupey Campus students. Hosts will be held accountable for their guest's misconduct or violation(s) of these Regulations.

Each student assumes the responsibility for becoming familiar with, and abiding by, these Regulations. The University reserves the right to make changes to these Regulations as necessary and once those changes are posted online, they are in effect. Students will be informed in writing of substantive changes to these Regulations in an established communication cycle.

All members of the University community are encouraged to report all suspected violations of the Regulations or any other potential danger or risk to the University community through established reporting procedures. All University employees, unless prohibited by law or policy, are required to report all possible violations through established reporting procedures.

The Student Code of Conduct (the “Code”) is adopted for the appropriate discipline of any student who acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University.

While the Code may have some similarities with the legal system, they are educational in nature and are not governed by restrictions found in criminal or civil proceedings. The Code should be read broadly and are not designed to define misconduct in exhaustive terms. Nothing in this

Code shall be construed as preventing University officials from taking any immediate action when deemed necessary.

### **Authority**

The authority for student discipline ultimately rests with the Chancellor. The Chancellor delegates this authority to the Dean of Student Affairs. The Dean of Student Affairs may further delegate student discipline authority to designated campus staff, as appropriate.

### **Definitions**

**“Assigned Conduct Official”** is defined as:

1. For ground campus students, the Director of Student Affairs, or their designee

**“Preponderance of Evidence”** is defined as: the standard of proof that applies to student conduct proceedings or determinations. In order to find that a student or organization has engaged in prohibited conduct, the standard of proof required is a preponderance of the information contained in the record. The information must demonstrate that it is more likely than not that the violation occurred.

**“Student”** is defined as:

1. All persons registered for University courses on campus;
2. All persons who are not officially enrolled for a particular term but have a continuing relationship with the University or intend to enroll in the next term. This provision is intended to include within the definition of students, those persons enrolled in the spring and fall semesters who engage in misconduct during the summer and students who are first time enrollees who engage in misconduct prior to the time of enrollment, or who are not enrolled in that particular part of term; and/or

3. All persons who are attending classes on campus although they may be enrolled students in other higher education institutions as transient students.

**“Campus”** is defined as: all areas, owned, leased, or under the control of UAGM – Cupey Campus .

### **Violations of Local, State, & Federal Law**

A student may be accountable to both law enforcement authorities and to the University for acts which constitute violations of law and this Code. Student conduct allegedly constituting a felony or misdemeanor offense may be referred to appropriate law enforcement agencies. University disciplinary proceedings will not be subject to challenge on the grounds that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced, or otherwise resolved or that such proceedings constitute double jeopardy. UAGM – Cupey Campus will comply with all local law enforcement Personal Protection Orders submitted to the UAGM – Cupey Campus Director of Operations, Compliance, and Safety.

### **Disciplinary Proceedings & Standard of Proof**

The University will conduct disciplinary proceedings pursuant to the Code in a fair and expeditious way. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable. Students will be informed of all steps and outcomes of the disciplinary process in writing. Deviations from the procedures in this Code shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in significant prejudice to a student or to the University. A “Preponderance of Evidence” is the standard of proof that applies to student conduct proceedings or determinations.

### **Academic Integrity and Title IX**

Allegations under the Academic Integrity Policy will be processed in accordance with student conduct procedures set forth in the Academic Catalog and Student Handbook. Any student determined by the professor to have been responsible for engaging in an act of academic dishonesty shall be subject to a range of academic penalties (apart from any sanctions that may be imposed pursuant to the Code) as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course, a re-take, or other options deemed appropriate by the faculty.

Alleged violations of the University’s Title IX-Sexual Misconduct policy will be governed and resolved in accordance with that University policy.

### **Prohibited Conduct**

The University may impose discipline for a violation of, or an attempt to violate, any University policies or regulations. Violations or attempted violations include, but are not limited to, the following types of misconduct:

- a. Forms of dishonesty not covered under the Academic Integrity Policy, including but not limited to, fabricating information, inappropriate use of Artificial Intelligence (AI), or knowingly furnishing false information or reporting a false emergency to University officials acting in the performance of their duties;
- b. Theft of, damage to or destruction of, any University property or property of others while on University premises;
- c. Unauthorized possession of University property;
- d. Dressing in a manner that is not conducive to health, welfare, and safety;
- e. Publicly exposing one's intimate body parts, public urination, defecation, and public sex acts;

- f. Possession, use, sale, barter, exchange, gift, distribution, or other transaction of any illegal drugs;
- g. Possession or use of explosives, fireworks, chemical agents, or deadly weapons;
- h. Illegal gambling;
- i. Use of offensive language, disrespectful language, insults, threats of aggression, or attempted assault to University officials, students, or guests;
- j. Failure to comply when given reasonable directives by a University official or law enforcement officer during the performance of their duties;
- k. Unauthorized use of the University name, logo, or other branded insignia;
- l. Unauthorized entry or occupancy of University facilities;
- m. Distributing or publishing informational material without the written authorization of the appropriate University official;
- n. Conduct that interferes with the University teaching activities and operations;
- o. Forgery, alteration, or misuse of any University document, record, key, electronic device, identification, or authorized signature;
- p. Theft or other abuse of computing facilities or computer time, including but not limited to: 1) unauthorized entry into a file to use, read, or change the contents or any other purpose; 2) unauthorized transfer of a file; 3) unauthorized use of another individual's identification or password; 4) use of computing facilities to interfere with the work of another student, faculty member, or University official; 5) use of computing facilities to interfere with a University computing system, or other violations of Information Technology policies and related policies; or 6) University technology, including, but not limited to, computers, network, and wireless internet, to access materials disruptive to the learning environment, including and without limitation sexually explicit or violent content;
- q. Disorderly or lewd conduct;
- r. Participation in a disturbance of the peace or unlawful assembly;
- s. Disobedience or violation of the conditions of probation and/or sanctions imposed in accordance with the procedures established by this Code;
- t. Misuse of University information technology resources;
- u. Unauthorized commercial solicitation on University property;
- v. Failure to respect the privacy of any member of the University community;
- w. Intentional or unintentional acts that cause or can be reasonably expected to cause harm to an individual or group that could or does result in injury to an individual or group;
- x. Discrimination: Any act that is in conflict with the University's established non-discrimination policies or that limits or denies the ability of any person or persons to participate in or benefit from educational programs or activities based upon an individual or group's actual or perceived status;
- y. Harassment: Subjecting another person or group to uninvited or unwelcome behaviors that are abusive, threatening, intimidating, or humiliating;
- z. Sexual Misconduct is conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person (provided that alleged violations of the University's Title IX- Sexual Misconduct policy will be governed and resolved in accordance with that University policy). UAGM – Cupey Campus prohibits the following specific conduct:
  - i. "Dating Violence" includes violence by a person who has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
  - ii. "Domestic Violence" is violence committed by: (1) a current or former spouse or intimate partner of the victim; (2) a person with whom

- the victim shares a child in common; (3) a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence has occurred.
- iii. "Sexual Assault" is defined as having or attempting to have sexual contact with another individual without consent. Sexual contact includes:
    - Sexual intercourse (anal, oral, or vaginal), including penetration with a body part or an object, or requiring another to penetrate himself or herself with a body part or an object, however slight; or
    - Sexual touching, including, but not limited to, intentional contact with the breasts, buttocks, groin, genitals, or other intimate parts of an individual's body.
  - iv. "Sexual Harassment" is defined as unwelcome sexual advances, and other visual, verbal, or physical conduct of a sexual nature when the conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating or hostile academic or student living environment.
  - v. "Stalking" occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
  - vi. "Sexual Exploitation" occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.;
    - aa. Hazing: any action which endangers the mental or physical health of a member of the University community, or which encourages the student to engage in illegal or inappropriate conduct for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a recognized group or organization;
  - bb. Bullying or cyber-bullying. Bullying behavior is defined as sustained physical or mental violence guided by one individual or group and directed against another person or other individuals who are unable to defend themselves. It includes verbal violence (insults, threats, intimidation, disqualifications). Cyberbullying is defined as the use of electronic information, interactive technologies, and any means of communication used to harass an individual or group through personal attacks or other means;
  - cc. Expressive activities that are unlawful and/or that materially and substantially disrupt the functioning of the University and/or that infringe upon the rights of others to engage in expressive activities;
  - dd. Encouraging, aiding, or abetting another in the commission of any offense prohibited by this Code;
  - ee. Violation of other University policies, including the Student Regulations Manual;
  - ff. Violation of local, state, or federal laws, regulations, or ordinances;
  - gg. Abuse or interference, or failure, to comply with the University's conduct process, including:
    - i. Failure to participate in conduct hearings
    - ii. Falsification, distortion, or misrepresentation of information
    - iii. Failure to provide, destroying, or concealing information during an investigation.
    - iv. Attempt to discourage an individual's proper participation in the conduct process.



- v. Retaliation, harassment, or intimidation of members involved in a conduct proceeding.

hh. Willfully entering a restroom or changing facility designated for the opposite sex and refusing to depart when asked by any administrative personnel, faculty member, security personnel or law enforcement personnel, in violation of Section 553.865, Florida Statutes.

### Disciplinary Sanctions

A student found in violation of this Code may be subject to one or more of the following sanctions by the assigned Conduct Official:

**Written Warning** - official reprimand to the student addressing the conduct violation and informing the student that prohibited conduct may be cause for additional disciplinary action if repeated in the future. A copy of the written warning is kept on file as part of the student disciplinary file system.

**Restrictions or Loss of Privileges** - Limitations on campus usage or University-sponsored events including facilities, courses, labs, or other campus activities related to a specific violation for a specified period of time.

**Disciplinary Probation** – A period of time in which a student is expected to demonstrate a positive behavioral change and may be excluded from participation in privileged or extracurricular institutional activities. This warning includes a written reprimand along with the possibility of more severe disciplinary sanctions should the student be found in further violation of any University policies or regulations during the established probation time frame. At the end of the probationary period, the University will review the student's conduct and decide whether or not to reinstate the student to good conduct standing.

**Community or Educational Service** – An assignment of an appropriate project that will

benefit the student, the institution, and/or the parties offended. Such assignment include, but are not limited to community service, letters of apology, educational assignments, and educational programs.

**Restitution** – Reimbursement to the University or affected party for damage or misappropriation of property. Restitution may take the form of appropriate services, fines, repair, or other compensation for damages, and it may be applied, where appropriate, in conjunction with another sanction.

**Disciplinary Suspension** - Termination of student status, including participation and attendance at all campus activities as set forth in the notice of suspension for a specific period of time. When circumstances warrant, the sanction of exclusion from the campus and University services may also be imposed. Being convicted in a court of law for a criminal offense involving personal misconduct may constitute sufficient grounds for suspension or expulsion from the University. A student on disciplinary suspension will be administratively withdrawn from their current courses. The student will be ineligible to receive a tuition and fees refund. Disciplinary suspensions are determined by the Dean of Student Affairs, under the approval of the Chancellor.

**Expulsion** - A permanent separation from the University. When circumstances warrant expulsion, the student is banned from the University property and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a no-trespass notice as necessary. Being convicted in a court of law for a criminal offense involving personal misconduct may constitute sufficient grounds for suspension or expulsion from the University. A student with a finding of Expulsion will be administratively withdrawn from their current courses. This administrative withdrawal will be noted on their transcript, and the student will be ineligible to receive a tuition and fees refund. Disciplinary expulsions are determined

by the Dean of Student Affairs, under the approval of the Chancellor.

**Loss of Employment** - Permanent severance of the student's employment with the University.

**Behavioral Requirement** - This includes required activities including but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

**No-trespass Notice** - The University may utilize a no-trespass notice on a temporary or permanent basis to protect the safety of the University community.

**Discretionary Sanctions** - Other sanctions that bear a reasonable relation to the violation for which the student has been sanctioned may be imposed instead of or in addition to those specified above.

### **Disciplinary Procedures**

Alleged violations of the Code will be addressed in accordance with the following procedures. Once an alleged violation is reported, the following steps will be followed:

1. The assigned Conduct Official will conduct a preliminary inquiry into the nature of the incident, the evidence available, and the parties involved, to determine if there is sufficient evidence to show a violation of the Code. If there is not sufficient evidence, the assigned Conduct Official will close the matter.
2. If there is sufficient information available for the assigned Conduct Official to show a violation of the Code, the assigned Conduct Official, will request in writing a conduct meeting with the student(s) involved within ten (10) business days of receipt of the incident report. The student will be provided information about the alleged violation of the Code and shall be afforded reasonable

access to review relevant evidence or information, redacted consistent with the Family Educational Rights and Privacy Act (FERPA), prior to and during the meeting. The student shall have the opportunity to provide additional and relevant information or the names of witnesses to the assigned Conduct Official. Any such additional information or names must be submitted in writing at least two business days prior to the meeting. The assigned Conduct Official may consider the additional information or interview witnesses at their discretion.

3. The student may accept responsibility for violations of this Code in writing without a conduct hearing. A student who accepts responsibility in writing forfeits all rights to an appeal.
4. A registration hold will be placed on the student(s) account until they have both scheduled and attended their required conduct meeting.
5. The student shall have the opportunity to respond to the information related to the alleged violation of the Code at the conduct meeting. The student may be accompanied by one advisor. The role of the advisor shall be limited to support and consultation; the advisor may not speak during the student conduct proceeding except privately to the student. Violation of this expectation will result in the advisor being removed from the proceeding at the discretion of the assigned Conduct Official. If a student refuses to participate in the conduct meeting, a decision will be made in their absence.
6. A student may be found responsible for any prohibited conduct when behavior that was previously unknown is discovered during the student conduct proceeding or if it is determined that a different section of the Code more appropriately addresses the conduct in question.



7. If the assigned Conduct Official finds, based on a preponderance of evidence, that the responding student(s) is not responsible for violating the code, the process will end, the registration hold will be lifted, and the student will receive a written notification of the finding.
8. If the assigned Conduct Official finds, based on a preponderance of evidence, that the responding student(s) is responsible for violating the code, the assigned Conduct Official will notify the student(s) in writing of the findings and impose sanctions within three (3) business days of the conduct meeting. The registration hold may be lifted depending on the outcome of the conduct meeting.

### **Student Disciplinary Appeal Committee**

Students found responsible for violating the Code may appeal to the Student Disciplinary Appeal Committee (the “Committee”). The Committee’s composition will at minimum include: two (2) faculty, two (2) administrative staff, one (1) student, and will be chaired by the Campus Director or their designee.

A letter of appeal must be submitted to the Committee within ten (10) business days of the receipt of the resolution letter from the assigned Conduct Official. The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the student conduct proceedings, or an appeal for mercy, are not appropriate grounds for an appeal. The Committee will only consider appeals based on at least one of the following criteria:

- a. Significant procedural error- when a student can demonstrate that a procedural error was made that was significantly prejudicial to the outcome of the proceeding.
- b. Significant substantive error- when a student can demonstrate that the evidence presented at the hearing was not sufficient

to justify the decision reached or if the sanction(s) imposed is (are) unreasonably harsh based upon the circumstances of the case.

- c. New evidence a student can demonstrate that information that was not available or known to exist at the time of the hearing has arisen which, when considered, may materially affect the outcome of the proceeding.

The Committee will consider the appeal. The Committee may by majority vote:

- a. Alter, amend, and/or overturn disciplinary action;
- b. Schedule a rehearing; or
- c. Uphold the assigned Conduct Official’s determination and sanction.

The Chair of the Committee will prepare a formal letter detailing the determination of the Committee. The Committee should strive to complete their process within 25 business days. The decision of the Committee may be appealed by the student in writing, within a term of twenty (20) calendar days of notification of the decision to the Dean of Student Affairs. The Dean of Student Affairs will review the appeal and make a determination within 15 days calendar. A formal letter will be sent to the student. The student may appeal the decision through the Appeal to University Decision Policy.

## General Provisions

### Course Numbering System

The following course numbering system is used by the UAGM- Cupey Campus:

- 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.

### Amendments

Universidad Ana G. Méndez - Cupey Campus has the authority to amend this catalog at any time that it deems necessary.

### False information

Any candidate who submits false information to attain admission to the Institution will be immediately disqualified for admission.

If, after admission, it is discovered that a student furnished false information, they will be subject to the appropriate disciplinary measures, including canceling their enrollment and losing the credits completed satisfactorily.

### Student's Responsibility

It will be the responsibility of the students to know and comply with all the academic and institutional norms or policies. The Institution will not accept a declaration of ignorance of a norm or policy to avoid complying with it.

### Institution's Responsibility

This Institution does not exclude participation, does not deny benefits, nor does it discriminate against any person by race, sex, color, birth, social origin or condition, physically disabled, or for political, religious, social or syndicate ideology.

### Reserved Rights

The Institution, to safeguard its goals and objectives, reserves the right to admit, readmit or enroll any student in any semester, session or class. For the same reason, it reserves the right to temporarily, partially; totally or permanently suspend any student before a hearing, in accordance with the Student Regulations Manual.

### FERPA

The Institution faithfully complies with the dispositions of the Family Educational Rights and Privacy Act of 1974, known as FERPA. This act is designed to protect the privacy of the academic records and to establish to the right of the students to inspect and review them.

### Law 186 (Only for US citizens and residents)

The institution lawfully complies with the dispositions of Law 186 of September 1, 2006. Better known as the Law that Prohibits the Use of the Social Security Number. Universidad Ana G. Méndez – Cupey Campus does not use any student's social security number as Identification in public and private educational records or documents.

### Anti-Hazing Policy

The University prohibits hazing, which is defined in the Student Code of Conduct as any action which endangers the mental or physical health of a member of the University community, or which encourages the student to engage in illegal or inappropriate conduct for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a recognized group or organization. Hazing is considered prohibited

conduct and will be adjudicated through the established student conduct process.

Sistema Universitario Ana G. Méndez Inc.- Florida Branch Campuses do not recognize sororities, fraternities or similar student's organizations. UAGM does not allow hazing for any reason whatsoever. Students engaging in any potentially harmful activities will be disciplined and may be subject to suspension or termination.

### ***Change of Name and/or Address***

It will be the responsibility of the student to notify the Registrar's Office of any change of name, Social Security information or address (postal and physical) while they are an active student at the Institution. Students must present relevant documentation, in order to update any information related to the Social Security card.

### ***Minimum Student Enrollment per Session***

Universidad Ana G. Méndez – Cupey Campus establishes, as an institutional policy, that the minimum course enrollment will be 6 students per session, and a maximum of 25 students.

### ***Governing Catalog***

A student's UAGM governing catalog is the Academic Catalog and Student Handbook in effect at the time of the student's initial admission or subsequent readmission. The student's governing catalog remains in effect as long as the student does not break enrollment for one or more academic semesters.

## Section IV: Faculty

The Faculty of the UAGM-Cupey Campus Metro Orlando, South Florida and Tampa Bay Campuses have a minimum of a master's degree in their area of expertise and a minimum of three years of professional experience. In addition, faculty members must demonstrate and be certified to have the aptitude and ability to facilitate courses in an accelerated program for adults. An updated list of certified faculty is available in the administrative office at each campus. The Faculty, although assigned to a specific campus, may be shared between the three campuses.

### Faculty Listing

Academic Year 2023-2024

Faculty Member:	Degrees/Diplomas Held & Awarding Institution:
Arcelay Vargas, Nancy	Doctor of Health Science Keiser University, FL 2014 Doctor of Education Argosy University, CA 2014 Master of Education in Instructional Technology, American Intercontinental University Florida 2004 Master of Public Health in Maternal and Child Health Universidad de Puerto Rico, 1994
Arroyo, Juan E.	Master of Arts in Labor Relations, Universidad Interamericana, Puerto Rico 2006.
Buchanan, Vielka	Master of Business Administration in Management, Kaplan University FL 2008
Calcador, Carlos	Doctor of Business Administration Walden University, Minnesota, 2017 Master in Business Administration-Accounting, Metropolitan University, PR, 2011
Carvalho, Kathalin	Juris Doctor, Stetson University School of Law, Tampa FL 2004. Master of Arts in Criminology, University of South Florida, Tampa FL 2001
Castillo, Marta	Master of Education, English Second Language Minor in Counseling, Ana G Mendez University, Orlando FL 2019
Colón, Chalie	Master of Business Administration in International Business Everest University, 2006
Diaz, Sharon	Master of Arts in English Education, Universidad de Puerto Rico, RUM, PR, 2011
Diaz, Steven	MS in Mathematics Education, Nova Southeastern University, 2004
Escobar, Jadyrah	MBA in Business Administration, Human Resources, Inter American University of Puerto Rico, 1997
Fabian, Jose L.	Master of Business Administration, Accounting, Ana G. Mendez University, Tampa, FL 2020
Fret, Juan J.	Master of Business Administration in Accounting, Universidad Interamericana, Puerto Rico 1980.

Faculty Member:	Degrees/Diplomas Held & Awarding Institution:
Guzman, Milton	MA Public Management, Johns Hopkins University MSc in Economics, Pompeu Fabra University
Jiménez- Gómez, Amilcar	Master of Business Administration in Marketing, Universidad Interamericana, Puerto Rico 1999.
Kravetz, Isaac	Master of Business Administration in Management, University of Phoenix 2004. Doctor of Medicine National Autonomous University of Mexico, 1982
Landaeta, Maria	Bachelor's Degree in Law, Rafael Bellosso Chacin University, Venezuela, 2002
Lima, Alexander	Master of Science Industrial Engineering University of Missouri Columbia, 1994
Lugo Rosa, Orlando	Master of Project Management, DeVry University, Tampa FL 2003.
Malave, Gilbert	Master of Business Administration in Project Management, Ana G. Mendez University, Orlando FL 2018
Martinez, Gustavo	Master in Engineering & Technology Cornell University, NY, 1996. Certificate in Project Management, George University, Washington DC, 1999
Martínez, José A.	Master of Business Administration in Finance, Wake Forest University, North Carolina, 1994 (Over 18 credits in Accounting at the Master Level)
Martínez, Pablo L.	Doctor of Education in Educational Leadership, Florida Southern College, Lakeland, FL 2022
Matos, Irma	Master of Business Administration-International Business, Keiser University FL, 2016 BS for Science in Electrical Technology, Instituto Superior Pedagogico. Cuba, 1994
McCarthy, Michael	Master of Business Administration in Management Central Institute of Business Administration (INCAE) Managua, Nicaragua 1977
Melendez, Brenda C.	Master of Business Administration, Marketing, University of Phoenix, San Juan, PR 2002
Mena, Rosmer	Master of Social Work University of South Florida, Tampa, FL 2011
Mercader, Jose Luis	Master of Business Administration- Business Administration, University of South Carolina, Columbia, 1985
Moleiro, Alfredo	Master of Business Administration, Global Management, University of Phoenix, AZ, 2015
Nunez, Pedro E.	Master of Business Administration in Finance, University of Denver, CO 1982

<b>Faculty Member:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Ocasio Pérez, Lissette	Master of Business Administration in Accounting, Universidad Metropolitana, FL. 2012.
Olivera, Bethzaida	Juris Doctor Interamerican University School of Law, San Juan PR 2006
Ortiz, Ely Ann	Master of Business Administration in Management, University of Phoenix, 2008
Paez, Pablo	Master Of Business Administration, University of Pennsylvania, PA 1975
Pérez-Segnini, Héctor	Master of Business Administration, Instituto de Estudios Superiores de Administracion, Caracas Venezuela Masters of Arts, Psychology –organizational, Columbia University
Porta, Saidi	Master of Business Administration in management, NOVA University, FL 2004
Puello, Pablo A.	Doctor of Philosophy in History, Inter American University, San Juan, PR, 2018
Quero, Adileidy	University of Florida, Bachelor Biochemistry & Microbiology. FL, 2020 Pharmacy Technician
Rivera, Carmen	Master of Arts in Spanish University of Central Florida, FL, 1999
Robayna, Manuel	Master of Business Administration in Management and Strategic Leadership, Universidad Metropolitana 2012, Tampa FL
Rodríguez, Ibis	Ph.D in Caribbean and Hispanic Literature, Centro de Estudios Avanzados de Puerto Rico y el Caribe, 2011 MA in Spanish Language, InterAmerican University, 1990
Rodríguez, María C.	Master of Business Administration in Management/ Graduate Certificate in Human Resources, University of Phoenix, Tampa FL 2008.
Roqueta, Luis	Doctor of Medicine, Higher Institute of Medical Science of Villa Clara, Cuba, 1983 Master of Business Administration-Leadership for Manager, Keiser University, FL 2016
Saldana, Jacqueline	Doctor of Management in Organizational Leadership University of Phoenix, Phoenix AZ, 2014
Tirado Acevedo, Alex	Doctorate in Business Administration, Columbia Southern University, 2017 Master's in Management Metropolitan University, 2008
Torres, Marcelo	Doctor of Medicine, Catholic University of Santiago de Chile, Guayaquil, 1992
Tracanelli, Silvio	Doctor of Management Sciences, Rafael Belloso Chacin Private University, Cuba, 2007

<b>Faculty Member:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Tua, Olga Vanessa	Master of Business Administration in Human Resources, Universidad Metropolitana, PR 2003
Valedón, Joanverónika	Juris Doctor, University of Florida Levin College of Law, 2002
Vázquez, María E.	Master of Business Administration in Material Management and Control, Universidad del Turabo, Puerto Rico, 2000
Velarde, Einar J.	Master of Arts in International Relations, Graduate Certificate in Economics, St. Mary's University, San Antonio, TX. 1987.
Velasquez, Cavi	Master of Business Administration in Strategic Leadership, Universidad Metropolitana, Tampa FL 2012
Velazquez, Benjamin	Master in business administration, Ana G. Méndez University, 2019 / Master in Finance, AGM, 2021
Villalobos, Mario	Doctor of Philosophy in BA/Spec. Financial Management, Northcentral University, 2017 Master of Business Administration, Spec. Financial Management, Rutgers University, NJ 1983



## Section V: Programs of Study

### Bachelor's degrees

#### Bachelor of Arts (BA) – Major in Criminal Justice

**120 Credits**

**(This program is not admitting new students.)**

#### Program Description

This program ushers students to academic and professional environments related to the Criminal Justice field. The Bachelor of Arts with major in Criminal Justice provides students a detailed view of the field with specific emphasis on the legal, forensic, and academic aspects of the discipline.

Students who graduate from this program can pursue professional positions in the public or private sector, or pursue a graduate degree in law or in the social sciences. The program is structured to address current topics in the field such as multiculturalism, alternate sentencing methods, rehabilitation processes, and cybercrimes, among others. Students must comply with state and local requirements or limitations to practice profession.

#### Program Objectives/Outcomes

Provide students with theoretical and practical knowledge that will facilitate problem solving and analysis in the criminal justice field.

- Develop critical thinking skills that help students comprehend the causes of crime and the different alternatives to tackle these causes.
- Enhance students' knowledge and experiences to facilitate the attainment of new or higher professional positions in the field.
- Provide a comprehensive examination of the Criminal Justice field with specific emphasis on crime prevention and law enforcement, legal foundations, and academic research.
- Develop awareness of diversity and justice in students' analysis of criminal conducts and alternatives for punishment.
- Offer an innovative and current curriculum that fulfills the students' professional and academic goals, and responds to the country's social, economic, cultural, and professional needs.
- Empower students with a holistic and balanced view of the discipline to facilitate the application and practice of their acquired skills.
- Develop proficiency to communicate adequately in English and Spanish both orally and in writing.

Bachelor of Arts (BA) – Major in Criminal Justice	
Curricular Sequence	Credits
General Education Courses	45
Core/Professional Courses	30
Major Courses	45
<b>Total</b>	<b>120</b>

<b>UAGM - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Criminal Justice</b> <b>Credential Issued: Bachelor of Arts (BA)</b> <b>Degree Requirements: 120 Credits</b>							
General Education Courses (45 Credits)							
Course	CR	UM-T	Pre-Req	Course	CR	UM-T	Pre-Req
SCIE 111-O Integrated Science I	3			COMP 110-O Computer and Software	3		
ENGL 115-O College Reading and Writing I	4		ENGL 102-O*	ENGL 116-O College Reading and Writing II	4		ENGL 105-O
ENGL 331-O Public Speaking	4		ENGL 116-O	SPAN 115-O Reading, Writing, and the Oral Communication in Spanish I	4		SPAN 102-O*
SPAN 116-O Reading, Writing, and the Oral Communication in Spanish II	4		SPAN 115-O	SPAN 255-O Spanish for Writing and Research	4		SPAN 116-O
HUMA 101-O World Cultures I	3			HUMA 102-O World Cultures II	3		HUMA 101-O
SOSC 111-O Individual, Community, Government, and Social Responsibility I	3			SOSC 112-O Individual, Community, Government, and Social Responsibility II	3		SOSC 111-O
MATH 120-O Algebra	3						
Core Professional Courses (30 Credits)							
Course	CR	UM-T	Pre-Req	Course	CR	UM-T	Pre-Req
CRIM 107-O Introduction to Criminal Justice	3		SOSC 112-O	SOCI 203-O Principles of Sociology/Survey Course	3		SOSC 112-O
SOSC 258-O Research Techniques in Social Sciences	3		SOSC 303-O	PSYC 123-O General Psychology	3		SOSC 112-O
PSYC 350-O Psychopathology Principles	3		PSYC 123-O	SOSC 303-O Applied Statistics Methods for Social Sciences	3		MATH 120-O
SOCI 325-O Sociology of Deviancy	3		SOCI 203-O	CRIM 400-O Human Rights in the Contemporary World	3		SOSC 112-O
POSC 373-O Political Systems of United States of America	3			QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the first semester of Enrollment
Major Courses (45 Credits)							
Major in Criminal Justice: Theory and Practice							
Course	CR	UM-T	Pre-Req	Course	CR	UM-T	Pre-Req
CRIM 306-O Comparative Criminal Justice System	3		CRIM 107-O	CRIM 335-O Ethical Aspects of Justice	3		CRIM 107-O
CRIM 350-O The Correction System	3		CRIM 107-O	CRIM 405-O Multiculturalism and Crime	3		CRIM 107-O
CRIM 427-O Therapeutic Jurisprudence and Restorative Justice	3		CRIM 107-O				
Major in Criminal Justice: Law Enforcement							
Course	CR	UM-T	Pre-Req	Course	CR	UM-T	Pre-Req
CRIM 300-O General Principles of Penal Law	3		CRIM 107-O	CRIM 301-O Special Laws in Criminal Legislation	3		CRIM 300-O
CRIM 360-O Criminal Investigation Techniques	3		CRIM 300-O	CRIM 380-O Criminalistics	3		CRIM 360-O
CRIM 432-O Criminal Technology, Fraud and Cybercrimes	3		CRIM 107-O				
Major in Criminal Justice: Law							
Course	CR	UM-T	Pre-Req	Course	CR	UM-T	Pre-Req
CRIM 200-O Constitutional Protections and Civil Rights	3		SOSC 112-O	CRIM 302-O Criminal Procedure	3		CRIM 300-O
CRIM 370-O Law of Evidence	3		CRIM 302-O	CRIM 415-O Evidence, Case Preparation and Testimony	3		CRIM 370-O
CRIM 434-O Forensic Psychology in the Criminal Justice System	3		CRIM 370-O PSYC 123-O SOCI 325-O				
*Language skills in both English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores on the language placement tests. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must abide with all required hours set by the state for practicum experiences and placement requirements for the professional area set by the State Law. The student must refer to the Internship Handbook available in the Academic Department for specific requirements and procedures students must meet before being accepted for a Practicum in Criminal Justice. QYLE 110-O must be taken within the first term of enrollment. <b>REVISED 2017.</b>							

## Master's Degree

### Master in Business Administration (MBA) – Major in Management

**38 Credits**

**(This program is not admitting new students.)**

#### Program Description

The Master of Business Administration in Management offers a curriculum which prepares students to make professional decisions based on assessment and planning, credible evidence, critical thinking, and common-sense reasoning. Students will focus on reflection, application, and analysis in the field of management. The program's coursework will foster the student's mastery of business concepts and technical skills through classroom-based and research-based activities. The program will develop the managerial competencies required to lead in the public and private sectors.

#### Program Objectives/Outcomes

Upon the completion of the program, students will:

- Apply advanced theories of different management areas, including but not limited to performance management, marketing, organizational diversity, accounting, economics, entrepreneurship, information management, managerial statistics, and international business, to effectively sustain a competitive advantage within their industry.
- Apply vital technical skills in the administration of information technology systems, human capital management, and business policy, as well as managerial skills in planning, organization, statistical analysis, and critical data-driven decision-making.
- Evaluate complex business problems from a global and ethical perspective to create policies, operational systems, and assessments to ensure organizational effectiveness.
- Communicate effectively their leadership, appraisals, and recommendations through oral and written skills in English and Spanish.

Master in Business Administration – Major in Management	
Curricular Sequence	Credits
Core/Professional Courses	24
Major Courses	14
<b>Total</b>	<b>38</b>

<b>UAGM - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Management</b> <b>Credential Issued: Master in Business Administration (MBA)</b> <b>Degree Requirements: 38 Credits</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
ACCO 500-O Accounting Survey (This course is recommended for those students who do not possess a background in business administration although this course is worth 3 credit hours, they are not counted towards the total amount of credits for the degree)	3		
<b>Core/Professional Courses (24 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
HURE 501-O Human Capital Management	3		
MANA 505-O Management Information Systems	3		
MANA 600-O Business Policy and Ethics	3		
MANA 720-O Operations and Production Management	3		Completion of Core courses
ACCO 503-O Managerial and Financial Accounting	3		ACCO 500-O or equivalent
ECON 519-O Managerial Economics	3		
MARK 511-O Marketing Management	3		
STAT 556-O Applied Managerial Statistics	3		
<b>Major Courses (14 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
INBU 600-O International Business	3		
MANA 605-O Business at the Private- Public Intersection	3		
MANA 700-O Entrepreneurship	3		
MANA 709-O Managing Organizational Diversity	3		
MANA 755-O Global Management Practicum	2		Completion of core courses
*Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must comply with state and local agencies certification requirements for the degree, as applicable. <b>REV 2/6/18.</b>			

**Master in Business Administration (MBA) – Major in Human Resources Management**

**42 Credits**

**(This program is not admitting new students.)**

**Program Description**

The Graduate Program in Business Administration of the School of Business Administration at Ana G. Méndez University - Cupey Campus offers a Master of Business Administration Degree with specializations in Human Resources Management, Management, and Accounting. The program offers an outstanding curriculum which prepares students to effectively and efficiently assume management responsibilities required by today's organizations.

The academic experience in the program permits students to develop the necessary competencies in the area of Business Administration which will enable them to assume managerial and leadership positions in the public and private sectors. The program also contributes to the student's formation as persons who are educated and skilled, capable of meeting personal and professional goals, and able and willing to assume social responsibility.

**Program Objectives/Outcomes**

Upon completion of this program, students will have:

- advanced concepts in the different management areas, such as: accounting, marketing, production, statistics, finance, organizational behavior, management information systems, and others which will help him/her in the performance of administrative positions
- skills in decision-making, planning, organization, supervision and managerial controls
- conceptual, psychomotor and affective skills, related with the new managerial technology
- written and verbal skills
- attitudes, work habits and skills for interpersonal relations which guarantee personal and professional success
- ethic and social conscience, such as to be a competent professional and exemplary citizen
- skills in the research process and in the solution of administrative problems
- communicate adequately in English and Spanish both orally and in writing

<b>Master in Business Administration (MBA) – Major in Human Resources Management</b>	
<b>Curricular Sequence</b>	<b>Credits</b>
Core/Professional Courses	24
Major Courses	15
Elective Courses	3
<b>Total</b>	<b>42</b>

<b>UAGM - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Human Resources Management</b> <b>Credential Issued: Master in Business Administration (MBA)</b> <b>Degree Requirements: 42 Credits</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
ACCO 500-O Accounting Survey (This course is recommended for those students who do not possess a background in business administration although this course is worth 3 credit hours, they are not counted towards the total amount of credits for the degree)	3		
<b>Core/Professional Courses (24 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
HURE 501-O Human Capital Management	3		
MANA 505-O Management Information Systems	3		
MANA 600-O Business Policy and Ethics	3		
MANA 720-O Operations and Production Management	3		
ACCO 503-O Managerial and Financial Accounting	3		
ECON 519-O Managerial Economics	3		
MARK 511-O Marketing Management	3		
STAT 556-O Applied Managerial Statistics	3		
<b>Major Courses (Students will select 5 courses to complete the require (15 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
MANA 715-O Supervision and Leadership	3		
HURE 640-O Collective Bargaining	3		
HURE 700-O Organizational Development and Design	3		
HURE 710-O Human Resources Administration	3		
HURE 720-O Training Design and Methodology	3		
HURE 725-O Labor Legislation	3		
HURE 730-O Compensation and Benefits Administration	3		
HURE 750-O Human Resources Seminar (Mandatory Course)	3		
<b>Elective Courses (Select 1 course – 3 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
FINA 620-O International Finance	3		
FINA 670-O Risk and Insurance	3		
FINA 740-O Analysis and Structure of Investment Portafolios	3		
COIS 505-O Information Systems for Managers	3		
COIS 710-O Analysis and System Design	3		
BUSI 605-O Business Research Methods	3		
*Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must comply with state and local agencies certification requirements for the degree, as applicable. <b>5/1/2020.</b>			



**Master in Business Administration (MBA) – Major in Accounting****38 Credits****(This program is not admitting new students.)****Program Description:**

This Master's Degree program in Business Administration is designed to provide the skills knowledge and abilities necessary in the area of Accounting. This major is geared towards the fundamental characteristics of an accounting manager providing emphasis in the accounting skills and knowledge required in today's constant changing economy. Also, it will provide knowledge on the use of technology to communicate and handle information and it will develop and enhance the communication skills and the management capabilities of each person.

The standard Master's Degree in Business Administration (MBA) provides the general technical knowledge in specific areas such as Accounting, Finance, Human Resources, and Marketing. However, it lacks on the specific technical knowledge necessary in the accounting area for the application and execution of techniques, tools and procedures at all technical levels. It will allow the development of professional leaders and managers the accounting knowledge that will efficiently operate in the managerial and accounting area. The MBA in Accounting will provide the accounting knowledge with special interest in the areas and application of technology, innovation, management, global economy and international affairs, among others.

The MBA in Accounting will offer courses in Finance, Management, Accounting, Marketing, and other general management functions with a more detail and specific focus or vision. The students in this program will be able to work in current and new business focusing into the local economy as well as into the international and global economy. In addition, this program will allow the students to utilize the current technology at different management levels and will learn to apply the accounting techniques with the technology to be successful in the current dynamic and multi-cultural economy; the students will learn new technical tools that affect the local and global economy and influence the behavior of the human resources and industries.

**Program Objectives/Outcomes**

- To provide a course of study consistent with the needs of the industry
- To provide the knowledge of the accounting theories
- To provide the understanding of the processes of accounting and the use of computers.
- To stimulate a positive attitude toward education, strengthening the concept of education as an on-going process
- To promote participation in community affairs
- To develop among students good interpersonal and communication skills
- To provide workshops in management techniques, marketing, accounting, and computers

<b>Master in Business Administration (MBA) – Major in Accounting</b>	
<b>Curricular Sequence</b>	<b>Credits</b>
Core/Professional Courses	24
Major Courses	11
Electives	3
<b>Total</b>	<b>38</b>

<b>UAGM - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Accounting</b> <b>Credential Issued: Master in Business Administration (MBA)</b> <b>Degree Requirements: 38 Credits</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
ACCO 500-O Accounting Survey (This course is recommended for those students who do not possess a background in business administration although this course is worth 3 credit hours, they are not counted towards the total amount of credits for the degree)	3		
<b>Core/Professional Courses (24 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
HURE 501-O Human Capital Management	3		
MANA 505-O Management Information Systems	3		
MANA 600-O Business Policy and Ethics	3		
MANA 720-O Operations and Production Management	3		
ACCO 503-O Managerial and Financial Accounting	3		
ECON 519-O Managerial Economics	3		
MARK 511-O Marketing Management	3		
STAT 556-O Applied Managerial Statistics	3		
<b>Major Courses (14 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
ACCO 615-O Corporate Financial Reporting: Operations	3		ACCO 503-O
ACCO 616-O Corporate Financial Reporting: Financial Transactions	3		ACCO 503-O ACCO 615-O
ACCO 711-O Contemporary Assurances and Audit Services	3		ACCO 503-O
ACCO 720-O Accounting Capstone	2		ACCO 503-O
FINA 670-O Risk and Insurance	3		ACCO 503-O
*Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must comply with state and local agencies certification requirements for the degree, as applicable. <b>REV 6/29/17.</b>			

**Master in Business Administration (MBA) – Major in Finance****39 Credits**

(This program is not admitting new students.)

**Program Description:**

This Master's Degree program in Business Administration is designed to provide the skills, knowledge and abilities necessary in the area of Finance. This specialty is geared towards the fundamental characteristics of a financial manager providing emphasis in the skills and knowledge required in the finance area that will go along with the constant changes in the economy. Also, it will provide knowledge on the use of technology to communicate and handle information and it will develop and enhance the communication skills and the management capabilities of each person.

The standard Master's Degree in Business Administration (MBA) provides the general technical knowledge in specific areas such as Accounting, Finance, Human Resources, and Marketing. However, it lacks on the specific technical knowledge necessary in the finance area for the application and execution of the tools at all technical levels and will allow the development of professional leaders and managers that will efficiently operate in the finance area. The MBA in Finance will provide the knowledge in this area and will provide special interest in the areas and application of technology, innovation, management, global economy and international affairs, among others.

The MBA in Finance will offer courses in Finance, Management, Accounting, Marketing and other general management functions with a more detail and specific focus or vision. The students in this program will be able to work and operate in current and new business focusing more into the international and global economy. In addition, this program will allow the students to utilize the current technology at different management levels and will learn how the use of technology can provide them the tools and competitive edge to be successful in the current dynamic and multi-cultural economy; the students will learn new technical tools that affect the local and global economy and influence the behavior of the human resources and industries.

**Program Objectives**

- Develop and form new highly skill professionals in the area of Finance with high quality standards in the areas of management and business administration that can take the challenges in the finance field to follow the path and vision of present and future companies.
- Graduates from the MBA in Finance program will be able to acquire the knowledge and experiences necessities to become leaders in the finance field with high values and ethics
- Graduates will be able to function in an environment full of uncertainties and growing competition and will have the ability to identify and develop the opportunities in the finance area to adapt and change
- Graduates will be capable to excel in a constantly changing business world full of new technologies with an increasing demand for globalization as part of a national and international community operating in a dynamic and multi-cultural society
- Graduates will be able to effectively communicate, analyze, and make decisions to solve problems and implement solutions
- The program will create professionals with the vision to implement financial techniques to take advantage of new opportunities for the development and growth of a company in the local and global economy
- Graduates will have the knowledge to incorporate technology and the latest communication tools and techniques to operate and be competitive in the global economy

- Graduates will know the importance of integrity and ethics in the performance of their functions with special attention to the company's human resources and the social responsibilities for the entire community
- The program will provide the knowledge and skills necessary in the finance area to develop and start a new business and achieve the maximum level of success in either the private, public, or non-profit sectors with the highest levels of technology and ethic integrity.

<b>Master in Business Administration (MBA) – Major in Finance</b>	
<b>Curricular Sequence</b>	<b>Credits</b>
Core/Professional Courses	24
Major Courses	15
<b>Total</b>	<b>39</b>

<b>UAGM - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Finance</b> <b>Credential Issued: Master in Business Administration (MBA)</b> <b>Degree Requirements: 39 Credits</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
ACCO 500-O Accounting Survey (This course is recommended for those students who do not possess a background in business administration although this course is worth 3 credit hours, they are not counted towards the total amount of credits for the degree)	3		
<b>Core/Professional Courses (24 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
HURE 501-O Human Capital Management	3		
MANA 505-O Management Information Systems	3		
MANA 600-O Business Policy and Ethics	3		
MANA 720-O Operations and Production Management	3		
ACCO 503-O Managerial and Financial Accounting	3		
ECON 519-O Managerial Economics	3		
MARK 511-O Marketing Management	3		
STAT 556-O Applied Managerial Statistics	3		
<b>Major Courses (15 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
FINA 635-O Investment Analysis and Portfolio Management	3		ACCO 503-O
FINA 650-O Financial Market, Currency and Banking	3		ACCO 503-O
FINA 670-O Risk and Insurance	3		ACCO 503-O
FINA 691-O Financial Modeling	3		ACCO 503-O
FINA 735-O Mergers and Acquisitions	3		ACCO 503-O
*Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must comply with state and local agencies certification requirements for the degree, as applicable. <b>REV 1-15-17.</b>			

**Master in Business Administration (MBA) – Major in Leadership and Project Management****42 Credits****(This program is not admitting new students.)****Program Description**

The MBA program in Leadership in Project Management will develop professionals with the necessary skills to be effective project managers, capable of generating creative ideas in the development of projects. Particular emphasis will be given to the management and strategic leadership component of project management practice. The program will focus in the leadership component of developing human capital in organizations while promoting innovation, differentiated assets management to achieve and maintain competitiveness.

**Program Objectives/Outcomes**

- Improve student's leadership skills so they can coordinate and harmonize the abilities and talent of their human resources team.
- Learn to use resources in an effective and efficient way, within the time, cost and human resources available while achieving high quality standards.
- Promote the formation of leaders capable of understanding their organizations as part of national and international environment in which they operate, while understanding the necessity of change; innovation created by accelerated technological change.
- Develop professional leaders with the right management skills to deal with new challenges in the development of projects in public and private organizations.
- Teach the skills necessary to identify, develop and manage strategic alliances with private, public and nonprofit organizations.
- Emphasizes in future leaders the importance of integrity in their dealings with the human resources of their business and the benefits to the general community in which they function.
- Develop in students the abilities to communicate, analyze and synthesize information in Spanish and English, which facilitate an efficient and understandable decision-making process.
- Promote the use of technological resources in developing analytical skills that will maximize opportunities and minimize risks in global markets.
- Foster the exchange of experiences, opinions and knowledge transfer in the development of organizational projects.
- Communicate adequately in English and Spanish both orally and in writing.
- Develop in students an ethical and social conscience, that will help him deal with the challenges of been a competent professional and exemplary citizen.

<b>Master in Business Administration (MBA) – Major in Leadership and Project Management</b>	
<b>Curricular Sequence</b>	<b>Credits</b>
Core/Professional Courses	21
Major Courses	18
Internship	3
<b>Total</b>	<b>42</b>



<b>UAGM - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Leadership and Project Management</b> <b>Credential Issued: Master in Business Administration (MBA)</b> <b>Degree Requirements: 42 Credits</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
ACCO 500-O Accounting Survey (This course is recommended for those students who do not possess a background in business administration although this course is worth 3 credit hours, they are not counted towards the total amount of credits for the degree)	3	
<b>Core/Professional Courses (21 Credits)</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
Hure 501-O Human Capital Management	3	
Mana 505-O Management Information Systems	3	
Mana 600-O Business Policy And Ethics	3	
Mana 720-O Operations And Production Management	3	
ECON 519-O Managerial Economics	3	
MARK 511-O Marketing Management	3	
STAT 556-O Statistics for Managerial Decision Making	3	
<b>Major Courses (Students will select 5 courses to complete the required 15 credits)</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
PRMG 600-O Operation Management	3	Stat 556-O
PRMG 601-O Project Scope and Time Management	3	
PRMG 602-O Project Cost Management	3	PRMG 601-O
PRMG 603-O Project Quality Management	3	
PRMG 604-O Project Human Resources & Risk Management	3	
PRMG 606-O Project Procurement Management	3	PRMG 601-O
PRMG 607-O Project Communication Management	3	
PRMG 608-O Using IT Applications in Project Management	3	
PRMG 605-O Project Integration Management (Internship)	3	All core and Major Courses
<b>Elective Courses (Select 1 course – 3 Credits)</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
STGM 604-O Organizations and Global Economy	3	
PRMG 530-O Project Management I: Introduction to Project Management	3	
PRMG 640-O Project Management II: Project Planning	3	
STGM 608-O Strategies for Change, Professional, and Entrepreneurial Development	3	
<b>Total</b>	<b>42</b>	
<b>** Major requirement *Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be recommended according to the student's scores in placement tests. REV 5/01/20.</b>		

## Course Descriptions

### **ACCO 500-O Accounting Survey**

#### **3 Credits**

This course is an introduction to financial and managerial accounting for non-business graduate students. It gives the student an overview of transaction analysis and basic elements of the accounting cycle for service and merchandising business. It also covers the preparation of financial elements: income statement, balance sheet, cost of manufacturing and cash flows, and inventory costing methods. **Pre-Requisite: None**

### **ACCO 503-O Managerial and Financial Accounting**

#### **3 Credits**

This course covers accounting concepts and techniques. The course focuses on the use of accounting in the preparation and analysis of financial statements, management decision-making with emphasis on planning, and performance evaluation. It includes the following topics: accounting as an information system, fundamentals of financial accounting and analysis of financial information, costing methods for products and services, budget control, and analysis, inventory control and valuation. It also covers study of cost behavior, cost-volume-profit relationships, job order, process and activity-based costing, short-run and long-run decisions, budget, and variance analysis. This course includes the use of electronic spreadsheets. **Pre-Requisite: ACCO 500-O or equivalent**

### **ACCO 615-O Corporate Financial Reporting: Operations**

#### **3 Credits**

This course focuses on financial accounting rules for corporations. It includes application and use of financial accounting in a decision-making framework and emphasizes corporate financial reporting strategies, preparation of financial statements, and interpretation of financial statements by external users. The course examines issues related to the environment and theoretical structure of accounting, the accounting cycle, financial statements and disclosures, income determination, valuation and accounting for current and non-current assets, and current liabilities and contingencies. Within these content areas, the course also explores the differences between financial statements prepared in accordance with U.S. Generally Accepted Accounting Principles (GAAP), and those prepared in accordance with International Financial Reporting Standards (IFRS). **Pre-Requisite: ACCO 503-O**

### **ACCO 616-O Corporate Financial Reporting: Financial Transactions**

#### **3 Credits**

This course focuses on financial accounting rules for corporations. It includes application and use of financial accounting in a decision-making framework and emphasizes corporate financial reporting strategies, preparation of financial statements, and interpretation of financial statements by external users. The course examines issues related to investments, non-current liabilities, equities, the statements of cash flows, and the accounting for changes and error corrections. Within these content areas, the course also explores the differences between financial statements prepared in accordance with U.S. Generally Accepted Accounting Principles (GAAP), and those prepared in accordance with International Financial Reporting Standards (IFRS). **Pre-Requisite: ACCO 615-O**

### **ACCO 711-O Contemporary Assurances and Audit Services**

#### **3 Credits**

This course defines and discusses the role of the audit and assurance services in financial markets. It focuses on the ethical and legal obligations of audit professionals, practice standards, risk assessment and the evaluation of internal controls, audit evidence, levels of assurance, attestation requirements, and the impact of information technology on audit practice. **Pre-Requisite: ACCO 503-O**

### **ACCO 720-O Accounting Capstone**

#### **3 Credits**

This content area capstone course applies advanced Accounting concepts to improve organizational effectiveness within the framework of financial and accounting regulations. Students apply existing professional standards and theories to an applied topic. **Pre-Requisite: Final course within the program.**

### **BUSI 605-O Business Research Methods**

#### **3 Credits**

This course is an introduction to concepts and procedures of business research. It covers the nature and purpose of investigation, types of design, instruments of investigation methods of data analysis, and interpretation. The course emphasizes on the search of truth by empirical means and on the contribution of research to the business administration field. **Pre-Requisite: STAT 555-O**

**COIS 505-O Information Systems for Managers**

**3 Credits**

This course covers fundamental concepts in computerized systems of information and the application to business administration. It gives students an insight and an adequate technical base in the analysis of programming and administration of information systems. **Pre-Requisite:**

**None**

**COMP 110-O Introduction to Computer and Software**

**3 Credits**

This course focuses on the study, application and handling of basic computer concepts, and productivity tools. The course integrates the analysis and evaluation of different application software. The main focus of the course is the creation and editing of documents and effective presentation of programs such as: search engine, internet, electronic mail, word processor, and presentations. The course includes laboratory experiences and practice in the use of the Internet.

**CRIM 107-O Introduction to Criminal Justice**

**3 Credits**

This is an introductory course to the field of criminal justice with an emphasis on studying the origins and the development of the schools of thought in the field of criminology throughout history. The course will provide ample discussion of the various theories that contributed to the development of the scientific field of criminology. The course also focuses on the structure, institutions and basic functions of the criminal justice system. The course provides an opportunity for the study and analysis of crime in our society identifying its causes and available options. **Pre-Requisite: None**

**CRIM 200-O Constitutional Protections and Civil Rights**

**3 Credits**

This course examines the legal, constitutional, and judicial protections and guarantees of citizens, in accordance with Supreme Court decisions. Emphasis will be given to civil rights, the Bill of Rights, and the origins and development of the Constitution of the United States and the corresponding state. **Pre-Requisites: SOSC 111-O, SOSC 112-O**

**CRIM 300-O General Principles of Penal Law**

**3 Credits**

Students study and analyze the origin, concepts, source, and characteristics of Criminal Law. The course examines Criminal Law as a complex socio-legal phenomenon. The course specifically studies the relevant general principles

in the application of current criminal law. **Pre-Requisite: CRIM 107-O**

**CRIM 301-O Special Laws in Criminal Legislation**

**3 Credits**

This course examines and analyzes special criminal laws; for example, legislation on minors, domestic violence, and legislation on controlled substances and others. The latter, will focus on public health perspectives to the controlled substances abuse problems. Also, the course will review the general principals of criminal law. **Pre-Requisites: CRIM 300-O**

**CRIM 302-O Criminal Procedure**

**3 Credits**

The course provides an opportunity for the analysis of the various procedural laws that regulate the application of criminal law. Also, the course covers the criminal law judicial process and its stages. Finally, the student has an opportunity to study the constitutional rights available to the accused through criminal investigation and the judicial process. **Pre-Requisite: CRIM 300-O**

**CRIM 306-O Comparative Criminal Justice Systems**

**3 Credits**

This course focuses on the comparative analysis of different legal traditions such as civil law and common law. It looks at similarities and differences of legal, correctional, and penal systems throughout the world. Different philosophies of justice, equality, punishment, crime, and crime prevention will be discussed in comparison to those of the United States. **Pre-Requisite: CRIM 107-O**

**CRIM 335-O Ethical Aspects of Justice**

**3 Credits**

This course studies the principles and ethical theories that guide the individual decision-making process within the Criminal Justice System. The laws that regulate individual and professional ethical behavior are discussed. This course is carried out by use of conferences and research in jurisprudence. **Pre-Requisite: CRIM 107-O**

**CRIM 350-O The Correctional System of Florida**

**3 Credits**

This course is aimed to study and analyze the Correctional System of Florida. The students will be exposed to the analysis of the philosophy of society protection and rehabilitation of law offenders. In addition, participants will review the legal foundations, the organization and

management of the Correctional System. The study of the main components of the Correctional System will also include the analysis of the penal institutions of the state, and all programs related to the correctional system.

**CRIM 360-O Criminal Investigation Techniques**  
**3 Credits**

This course consists of the study, description, and analysis of criminal investigation techniques, including the collection, identification and preservation of evidence at the crime scene, as well as crime solving methodology and procedures. Students will also explore a variety of prevention strategies through the application of the constitutional rights during the investigations. **Pre-Requisite: CRIM 300-O**

**CRIM 370-O Law of Evidence**  
**3 Credits**

This course is aimed at the study of the rules of evidence both in civil law and criminal law judicial proceedings. The course is designed to develop an understanding of the basic concepts of the rules of evidence. Emphasis will be given to the structure of the evidence, evidence and the judicial process, the rule of relevance, rule of exclusion, hearsay rule and its exceptions, privileges, offer of proof, photographs, writings, recordings, and demonstrative and scientific evidence. **Pre-Requisite: CRIM 107-O**

**CRIM 380-O Criminalistics**  
**3 Credits**

An introductory course to forensic science which consists of the study of the most recent scientific techniques for the collection, identification, treatment, and preservation of evidence used in a criminal investigation, as well as the constitutional principles that guarantee due process to an individual in the handling of the various types of evidence during a criminal investigation. Strong emphasis will be given to the importance and use of evidence in a judicial proceeding and in crime solving. **Pre-Requisites: CRIM 360-O**

**CRIM 400-O Human Rights in the Contemporary World**  
**3 Credits**

This course emphasizes the study of the development of the Human Rights concept. It focuses on the knowledge of human rights and their relation to dignity of the human being. **Pre-Requisites: SOSC 111-O, SOSC 112-O**

**CRIM 405-O Multiculturalism and Crime**  
**3 Credits**

The primary focus of this course is the interrelation between diversity and crime. It focuses on the impact of culture on human behavior and the interpretation of right and wrong. In addition, the course analyzes how gender, race, nationality, ethnic origin, religion, and other factors impact the criminal justice system and the distribution of justice in the United States. **Pre-Requisite: CRIM 107-O**

**CRIM 415-O Evidence, Case Preparation and Testimony**  
**3 Credits**

A study of the rules of evidence relating to the judicial process, with emphasis on hearsay and its exception. Students will learn how to prepare an effective presentation of a case before a court, and how to present evidence. Special emphasis will be given to report writing, analysis of legal documents, presentation of testimony, and submission of documents as evidence. **Pre-Requisites: CRIM 300-O; CRIM 370-O**

**CRIM 427-O Therapeutic Jurisprudence and Restorative Justice**  
**3 Credits**

This course studies the impact that laws and legal processes have on the emotional, social, and psychological well-being of offenders and victims. It focuses on alternative methods that help solve legal problems creatively and effectively. Emphasis is given to alternative methods for dispute resolution, restorative justice, drug courts, specialized courts, collaborative divorce law, among other topics. Readings draw from sociology, psychology, criminal justice, and counseling, among other disciplines. **Pre-Requisite: CRIM 107-O**

**CRIM 432-O Criminal Technology, Fraud and Cyber Crimes**  
**3 Credits**

This course familiarizes students with the term fraud and its definition in the Penal Code, and offenses in which the term applies to fraud in our criminal justice system. It also considers the application of these terms to the concept of Cyberspace. Students will learn to apply the form of search and tracking of evidence on computers and digital equipment. They will learn how to properly identify, preserve, package, and present such evidence in a legal setting in consideration of the chain of evidence. It includes the study of Federal, State, and International law, applied to digital computer fraud. **Pre-Requisite: CRIM 107-O**

**CRIM 434-O Forensic Psychology in the Criminal Justice System**

**3 Credits**

Studies the application of psychology to legal proceedings. Integrates different types of psychological analyses to the evaluation of witnesses, evidence, and presentation of evidence in court. Students will learn to use modern techniques of interrogation and psychological interview. They will also apply theoretical knowledge to the evaluation of both victims and offenders. **Pre-Requisites:** PSYC 123-O; SOCI 325-O; CRIM 370-O

**ECON 519-O Managerial Economics**

**3 Credits**

This course studies the use of economic tools in management decision-making to maximize the company's profit. It covers the analysis of demand, income, production, cost, markets, and the relationship between companies and the public sector. **Pre-Requisite: None**

**ENGL 050-O Preparatory English**

**4 Credits**

This course is designed for low and high beginning level students (Level 1 – Starting). It is a conversational and grammar-based immersion course designed to prepare undergraduate students in the four domains for language proficiency: listening, speaking, reading, and writing. Students will develop and/or strengthen skills for effective paragraph construction and basic expository essay writing skills. The main focus of the course is to prepare students for English academic course work in their selected degree program. Students who score between 0 – 120 points in the English placement test must enroll in this course in the first term of enrollment. This course requires the use of E-Lab and/or the Language Lab guided by the course English faculty.

**ENGL 102-O Basic English**

**4 Credits**

This course is designed for low and basic level students (Level 2 – Emerging). The primary goal of this course is to teach communicative competence, which is the ability to communicate in English according to the situation, purpose, and student's roles in the communication process at the professional level. Emphasis is placed on the development of aural (listening)/oral (speaking) comprehension skills. Basic reading and writing (productive) skills are also emphasized. In both cases, assignments and activities are in the context of topics from the degree programs the students represent. It

systematically reviews basic structures and vocabulary with a substantial amount of listening, speaking, reading, and writing practice, which leads students to a more confident ownership of the language. Reconstruction of relevant life and job activities will be used in a constructivist approach to learning. Students who score between 121- 240 points in the English placement test must enroll in this course in the first term of enrollment. This course requires the use of E-Lab and/or the Language Lab guided by the course English faculty.

**ENGL 115-O College Reading and Writing I**

**4 Credits**

This course is designed for English intermediate level students (Level 3 – Developing). It is the first-year English course. The course focuses on paragraph construction conventions, content, organization, voice, vocabulary, fluency, grammar, and syntax of college technical writing at the intermediate proficiency level. The course is intended to prepare students for the demand of college writing focusing on reading critically and incorporating source material in student's own writing. Research projects will be developed through the responsible use of technology by individual, pair, and group work activities. All course assignments and activities are delivered in the context of topics from the degree programs the students represent. This course requires the use of E-Lab and/or the Language Lab guided by the course English faculty.

**ENGL 116-O English Reading and Writing II**

**4 Credits**

This course is designed for English high intermediate level students (Level 4 – Expanding). It is the continuation of the first-year English course, ENGL 115-O. An integrated language art (listening, speaking, reading, and writing) approach is used in the course. The course focuses on strengthening paragraph construction conventions, content, organization, voice, vocabulary, fluency, grammar, and syntax of college technical writing at the high intermediate proficiency level. The course is intended to increase skills on professional college reading and writing skills aligned to the student's degree program. Research projects will be developed through the responsible use of technology by individual, pair, and group work. This course requires the use of E-Lab and/or the Language Lab guided by the course English faculty.

**Pre-Requisite: ENGL 115-O**

**ENGL 331-O Public Speaking**

**4 Credits**



This course is designed for English advanced level students (Level 5 – Bridging). An integrated language art (listening, speaking, reading, and writing) approach is used in the course. This course is divided in two required parts: intensive practice in writing different types of essays, monographs, reports, and conducting research in their degree program. The course also focuses in strengthening public speaking skills. English language and professional etiquette for public speaking is studied and practiced in weekly classes. All course assignments and activities are delivered in the context of topics from the degree programs the students represent. This course requires the use of E-Lab and/or the Language Lab guided by the course English faculty.

**ENGL 500-O Graduate Preparatory English**  
**3 Credits**

This course is a conversational/grammar preparatory course designed to prepare graduate level students for the accelerated curriculum offered at the School for Professional Studies Discipline-Based dual language program. This course is designed for graduate students who score between 0-81 points (Level 1 – Starting and Level 2 – Emerging) on the Graduate English Placement Test. This course requires the use of E-Lab or the Language Lab.

**ENGL 501-O Academic Writing for Graduate Students I**  
**3 Credits**

This course is designed for graduate students who score between 82-103 points (Level 3 – Developing and Level 4 – Expanding) on the Graduate English Placement Test. This is an application English writing class that focuses on strengthening writing skills. It examines and provides strategies for strengthening skills in writing for specific audiences, writing conventions and development of topic sentences and supporting details. It also provides emphasis on strategies for developing supporting ideas. It stresses the development of basic reading and writing skills for graduate students. It systematically reviews basic structures and vocabulary with a great deal of written practice, which lead the student to a more confident ownership of the language. Grammar and editing skills review is incorporated in the course. Therefore, the goal of this course is to provide student writers with information that will allow them to demonstrate a command of academic writing skills in English. This course requires the use of E-Lab or the Language Lab. **Pre-Requisite: English placement test scores.**

**ENGL 502-O Academic Writing for Graduate Students II**  
**3 Credits**

This course is designed for graduate students who score between 104-130 points (Level 5 – Bridging) on the Graduate English Placement Test. ENGL 502-O is a writing course designed to improve the academic writing skills of graduate students. The course focuses on organization and development of ideas and on paraphrasing and summarizing of reading selections to develop fluency, accuracy, and maturity in academic writing. A discussion of basic research skills and plagiarism is included. Editing skills are stressed, and a basic grammar review is provided. In addition, a variety of common rhetorical modes are analyzed, including narratives, informational reports, summaries, reviews, and argumentative essays. Students are placed into this course based on their English language placement results. It is an advanced English course that uses an integrated language approach. Role-play, oral presentations and other verbal and writing techniques are used. All phases of the English writing process are discussed and practiced. Students concentrate on writing good topic sentences, supporting details and paragraph unity. This course requires the use of E-Lab or the Language Lab. **Pre-Requisite: English placement test scores.**

**EXPL 101-O Experiential Learning: Introduction to Portfolio**  
**1 Credit**

This course involves the evaluation of theoretical and practical experiences for the preparation of an experiential learning portfolio. It is a presentation of evidence and support documentation related to occupational and personal skills acquired in the student's life to petition their evaluation for academic credit. **Pre-Requisite: None**

**FINA 620-O International Finance**  
**3 Credits**

This course studies the financial management of foreign operations of the firm. The course also covers the financial constraints of the international environment and their effect on standard concepts of financial management. It also studies international currency flows, forward cover, and international banking practices. **Pre-Requisite: FINA 503-O**

**FINA 635-O Investment Analysis and Portfolio Management**  
**3 Credits**



This course focuses on the analysis of investment options including stocks, bonds, mutual funds, stock options, and derivatives. Capital market theory and market efficiency are examined from a financial management perspective. Students learn to evaluate investments in an international market by incorporating economic conditions, ratios, and market information. Emphasis is placed on portfolio management and diversification. **Pre-Requisite: ACCO 503-O**

**FINA 650-O Financial Market, Currency, and Banking**  
**3 Credits**

This course places emphasis on the structure and operations of money markets and capital investment. It covers the budget theory, policies to achieve stability, and market growth. The course also covers the interdependencies of financial variables in the economy, emphasis in current situations, and effect on local and international markets. **Pre-Requisite: FINA 503-O.**

**FINA 670-O Risk and Insurance**  
**3 Credits**

This course offers an analysis of the risk management problems in the business enterprise. It emphasizes the methodology for risk analysis, techniques for risk, loss control, models for risk management decision making, and procedures for administering risk management policy relative to no speculative (insurable) risk. The course incorporates product liability, property damage, and bodily injury in the business environment. **Pre-Requisite: FINA 503-O**

**FINA 691-O Financial Modeling**  
**3 Credits**

This course provides students with decision-making skills derived from the ability to understand, perform, and interpret complex financial calculations and models used in finance. It presents the theory and practice of finance, emphasizing computer-based financial modeling, forecasting and the use of financial software applications to analyze the impacts of financial decisions. The course covers a variety of techniques, such as sensitivity and scenario analysis, optimization methods and Monte Carlo simulation. **Pre-Requisite: ACCO 503-O**

**FINA 735-O Mergers and Acquisitions**  
**3 Credits**

This course explores the environments that have recently given rise to a large number of corporate mergers and the business factors underlying these corporate

combinations. It examines the financial, managerial, accounting, and legal factors affecting mergers. Studies how to appraise a potential merger and structure a merger on advantageous terms. **Pre-Requisite: FINA 735-O**

**HUMA 101-O World Cultures I**  
**3 Credits**

This course is a critical study of the evolution of humanity from its beginnings to the development of cities and urban life. The course focuses on the impact of old civilizations at the world-wide level. It promotes the understanding of the moral, social, and cultural values in general at diverse times. **Pre-Requisite: None**

**HUMA 102-O World Cultures II**  
**3 Credits**

This course is a critical study of the evolution of humanity from its beginnings to the development of cities and urban life. The course focuses on the impact of old civilizations at the world-wide level. It promotes the understanding of the moral, social, and cultural values in general at diverse times. **Pre-Requisite: HUMA 101-O**

**HURE 501-O Human Capital Management**  
**3 Credits**

This course prepares students to address the concepts of personnel development as managers. Students learn criteria for developing effective job analysis, appraisal systems, and appropriate career development plans for employees. Other topics include personnel selection, employee compensation, benefits, training, workplace diversity, discipline, employee rights, unions, and management behaviors.

**HURE 640-O Collective Bargaining**  
**3 Credits**

In this course, emphasis is given to new forms of white-collar unionization, public sector labor relations, bargaining, and quasi-bargaining. The course covers the development of American unions, union structure and government, organizing campaigns and representation elections, labor agreement negotiation and administration, and public policy. Emphasis is given to the national labor relations act and the grievance-arbitration process. **Pre-Requisite: None**

**HURE 700-O Organizational Development and Design**  
**3 Credits**

This course is an introduction to concepts and procedures on organizational design and structures. Emphasis is given to the nature and changing processes of the organizational culture and structures. Discussion on different types of systems and management styles is integrated in the course. **Pre-Requisite: MANA 501-O**

**HURE 710-O Human Resources Management  
3 Credits**

This course is a study of the philosophy, techniques, and policies related to the administration of personnel as a critical responsibility of every manager. Topics included in the course are employment planning, recruitment and selection, performance measurement, training and development, employee relations, equal employment/affirmative action, compensation, and labor relations. **Pre-Requisite: None**

**HURE 720-O Training Design and Methodology  
3 Credits**

This course is designed to provide the student with the knowledge, management skills, and techniques related to the design and methodology of organizational training. The course focuses on the study, analysis of the concepts, methods, processes that promote development, and organizational growth. The impact of design and implementation of training programs that facilitate learning and synergy among human resources is also studied. **Pre-Requisites: HURE 710-O, MANA 501-O**

**HURE 725-O Labor Legislation\*\*  
3 Credits**

This course covers the federal and State legislation pertaining to the relationship between employer and employees. The following topics are discussed in this course: development of federal and state labor laws; constitutional rights; minimum wage, anti-discriminatory laws, unemployment. **\*\* Mandatory course. Pre-Requisite: None**

**HURE 730-O Compensation and Benefits Administration  
3 Credits**

This course is an introduction to systems of compensation and benefits related to profit and non-profit organizations. The course covers critical thinking discussions on financial motivation, design, implantation of compensation strategies, and compensation for special groups, among others. **Pre-Requisite: HURE 725-O**

**HURE 750-O Human Resources Seminar\*\*  
3 Credits**

This course studies the historical foundations and evolutionary development of human resources concepts such as comparative analysis of management patterns and emerging problems of management interest. The course covers readings and research in management practices. Each student must complete and present a research project for discussion and comments in the classroom in topics that are the main focus of the course.

**\*\*Mandatory course. Pre-Requisite: None**

**INBU 600-O International Business  
3 Credits**

This course provides a global study of the economic, financial, and political environment in business operations. Special emphasis is given to the international dimension of marketing, finance, accounting, taxes, economics, and human resources of corporations. **Pre-Requisite: None**

**MANA 505-O Management Information Systems  
3 Credits**

Information systems designed to support management in the areas of finance, manufacturing, marketing databases, and data communication are introduced.

**MANA 600-O Business Policy and Ethics  
3 Credits**

This course covers the functional and support areas of business administration. The course approaches business policy-making and administration from the perspective of the general manager. Cases emphasizing economic, social, and moral problems having implications for corporate policy are examined. **Pre-Requisites: 18 credit from core courses.**

**MANA 605-O Business at the Private-Public Intersection  
3 Credits**

Understanding the role of business requires understanding its role relative to other economic, social, and political institutions. This course helps students understand business within the broader global private and public environment, and encourages them to be managers and leaders of businesses that create value in both environments.

**MANA 700-O Entrepreneurship  
3 Credits**

This course is designed for students in the program for MBA interested in pursuing entrepreneurial careers. Primary attention is given to managing a new and rapidly growing business. It includes alternate sources of capital examined and conditions of utilization of each source established. Various growth strategies considered along with supporting public policy and personnel requirements for entrepreneurial success. **Pre-Requisite: None**

**MANA 709-O Managing Organizational Diversity**  
**3 Credits**

This course focuses on providing students with an understanding of themselves within cultures and subcultures and their responses to difference; other people (bosses, coworkers, subordinates, clients, and customers); differences among organizations. The course develops the point that managing diversity well is the essence of good management.

**MANA 715-O Supervision and Leadership**  
**3 Credits**

In this course, emphasis is given to management leadership skills necessary to develop professionals for current market, manufacture, government, and industry settings. The course examines contemporary roles on supervision and leadership development. **Pre-Requisite: None**

**MANA 720-O Operations and Production Management**  
**3 Credits**

This course stresses managing the production, distribution, materials, and information functions of manufacturing and service systems. It includes capacity determination, operating procedures analysis, operating systems design, control systems development, and new technology evaluation. The course utilizes current case examples of management skills required in the operating environment. **Pre-Requisite: None**

**MANA 755-O Global Management Practicum**  
**3 Credits**

In this course students develop a deeper understanding of global business through preparation and delivery of an applied project with a global client by participating in workshops and/or traveling to the client site (country and industry vary by topic). Students learn project engagement tactics, project identification and scoping techniques, research modalities (e.g., benchmarking, forecasting), and appropriate delivery practices. The travel component includes company visits, and structured

meetings (virtual or on-site) with business executives and experts.

**MARK 511-O Marketing Management**  
**3 Credits**

This course places emphasis on planning and decision-making procedures in areas such as: marketing measurements, product development, price adjustments, advertising and distribution. In this course, texts, case studies, readings and computer exercises are used to provide experience in managing the components of the market mix. **Pre-Requisite: None**

**MATH 120-O Algebra**  
**3 Credits**

This course presents topics such as: the set of real numbers, percentage, algebraic expressions, linear equations, linear inequalities, polynomials and its basic operations. It emphasizes in application, problem solving, and comprehension skills. **Pre-Requisite: None**

**POSC 373-O Political System of the United States**  
**3 Credits**

The course covers the evolution of the federal government, its structure, procedures, and functions. Emphasis will be placed on organization as well as on separation of powers in the legislative, executive, and judicial branches.

**PRMG 530-O Project Management I: Introduction to Project Management**  
**3 Credits**

This course stresses the analysis of processes related to Program Management. Comprehension of a project's life cycle and the importance of evaluating its different phases in the achievement of organizational goals are integrated. The development of skills and competencies related to planning and methodologies of the area is studied in this course. **Pre-Requisite: None**

**PRMG 600-O Operation Management**  
**3 Credits**

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

Management and Supply Chain Management. **Pre-Requisites: Undergraduate; statistics and business.**

**PRMG 601-O Project Scope and Time Management  
3 Credits**

This course includes the definition and analysis of the project management processes required to ensure that the project includes all the work required to successfully complete the project according project goal, objectives, needs and expectations. Definition and analysis of the processes required to ensure that the project is completed on time taking into consideration activity list, durations, activity sequencing, start and finish dates and graphical representations such as GANTT and Critical Path Method charts. It is the application of how the project scope baseline is defined and how the work breakdown structure is created and defined. **Pre-Requisite: None**

**PRMG 602-O Project Cost Management  
3 Credits**

Definition and analysis of the processes required to ensure that the project is completed within the approved budget. It is the application of financial concepts, earned value and forecasting techniques. There is a discussion regarding cost estimating, budgeting, S-curves, operation and maintenance life cycle costs, contingency reserve and baseline. The budget definition for a project is covered as part of this course. The discussion of the differences between a new change to the approved project budget and project variances are reviewed. Impact analysis about project critical areas is also covered. **Pre-Requisite: None**

**PRMG 603-O Project Quality Management  
3 Credits**

Definition and analysis of the processes required to ensure that the project and each deliverable satisfy the needs for which they were undertaken. It is the application of quality concepts, quality costs and quality control to the management process. The course emphasizes the importance of the quality plan definition, the requirements, the audits, the quality control and the quality baseline. The definition and development of a quality plan is covered. The discussion of the differences between a new change to the approved quality plan and project variances are reviewed. Impact analysis about project critical areas is also covered. **Pre-Requisite: PRMG 601-O**

**PRMG 604-O Project Human Resources and Risk Management  
3 Credits**

Definition and processes required to make more effective use of human resources assigned to the project and the project team development analysis. Study of the characteristics of successful teams. Strategies for the selection and recruitment of members of the team. Development and team work control. Description and analysis of the theories of Maslow, Herzberg, Alderfer and McGregor among others, and their impact on the individual and the formation of the team. Definition and analysis of the processes involved in the identification, analysis, and answers to the project risks. Development of a plan of risks and opportunities and a plan of responses to risks. Identification, qualification and quantification of risks and opportunities. Analysis of the impact of risks and opportunities in accordance with critical factors of success or "Triple Constraint". **Pre-Requisite: None**

**PRMG 605-O Project Integration Management (Internship)  
3 Credits**

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

**PRMG 606-O Project Procurement Management  
3 Credits**

Definition and analysis of the processes required to acquire goods and services from outside the performing organization. Topics include the discussion about contract types, negotiation processes, contractual terms and conditions, clauses, procurement team, quality levels, financial components among others. Also covered in the class are cost-benefit analysis, make or buy decisions, management of proposals, quotations and contracts. **Pre-Requisite: PRMG 601-O**

**PRMG 607-O Project Communication Management  
3 Credits**

Definition and analysis of the processes required to ensure timely and appropriate generation, collection, dissemination, storage and ultimate disposition of project information. Emphasis is on the components of effective communication. A description of strategies for an effective communication with project stakeholders and

the definition of project team ground rules and conflict management are also covered. **Pre-Requisite: None**

**PRMG 608-O Using IT applications in Project Management**  
**3 Credits**

The course explores the adoption of information technology applications during phases of project management from planning through tracking to closure. It covers features of Microsoft Project such as how to define a project, build and control well-formed project plans as well as how to use the software support scheduling, budgeting, tracking performance, communication and resources managing processes to accomplish goals and optimize process quality. Also, it integrates web technologies and mobile apps for today project management environment. **Pre-Requisites: None**

**PRMG 640-O Project Management II: Project Planning**  
**3 Credits**

This course focuses on analysis, action plan development and usage of effective methods in project management. The study of processes in the planning and initial phases of projects is an integral component of the course. Critical analysis of inputs, products, tools, and techniques used in project management processes is studied. Application of related terminology and definitions is a main goal of the course. **Pre-Requisite: None**

**PSYC 123-O General Psychology**  
**3 Credits**

This is a survey course in general psychology. The course is a study of basic principles, concepts, and theories of individual and social behavior. **Pre-Requisites: SOSC 111-O, SOSC 112-O**

**PSYC 350-O Psychopathology Principles**  
**3 Credits**

This course covers the pathological reactions in the feeble-minded, neurotics, and psychotics. The course includes a discussion of research methods and theories of abnormal conduct. Visits to local institutions to observe clinical cases are conducted as part of course requirements. **Pre-Requisite: PSYC 123-O**

**QYLE 110-O Attitude Development and University Adaptation\***  
**3 Credits**

This course focuses on the analysis and evaluation of values, attitudes, and prejudices in university life and the

world of work. The course studies the effect that our behavior has on others and how it also affects us. Evaluation of different types of ethical conduct from different philosophical perspectives that allow for the selection of those which give the individual more self-control with emphasis on the university surroundings is integrated throughout the course. Application of concepts through the use of concepts maps, self-reflections, case studies, role playing, team work, and the responsible use of technology. This course is a requirement for all incoming students. The course must be completed within the first term of enrollment in the institution. \* Required for all new undergraduate students.

**SCIE 111-O Integrated Sciences I**  
**3 Credits**

This course integrates concepts from the different areas of sciences. It includes the study of the nature of sciences, the scientific method, the relationship between science and technology, matter, and energy. The origin and evolution of live organisms and the conservation, nutrition, health and interactions between these and the environment will also be studied. **Pre-Requisite: None**

**SOCI 203-O Principles of Sociology**  
**3 Credits**

This is a survey course on principles of sociology. It focuses on the study of the theories of groups, institutions and society. Analysis of social organization and social problems is integrated in the course. **Pre-Requisites: SOSC 111-O, SOSC 112-O**

**SOCI 325-O Sociology of Deviancy**  
**3 Credits**

Study of sociological theories explaining deviant behavior. Special attention will be given to the role of cultural values and norms in the definition of deviant behavior. Pathological aspects such as poverty, family disorganization, overpopulation, prostitution and alcoholism are studied. **Pre-Requisite: SOCI 203-O**

**SOSC 111-O Individual, Community, Government, and Social Responsibility I**  
**3 Credits**

This course focuses on the study of the civic, social, cultural and psychological elements of the individual in our society. The course emphasizes in the personal, interpersonal and social dimensions of human behavior and social responsibility. **Pre-Requisite: None**



**SOSC 112-O Individual, Community, Government, and Social Responsibility II**

**3 Credits**

This course focuses on the study of the civic, social, cultural and psychological elements of the individual in our society. The course emphasizes in the personal, interpersonal and social dimensions of human behavior and social responsibility. **Pre-Requisite: SOSC 111-O**

**SOSC 258-O Research Techniques in Social Sciences**

**3 Credits**

Introduces the learner to the application of all scientific techniques for research and investigation in the social sciences. Places emphasis on basic procedures for gathering data, establishing the problem and hypothesis, analyzing, interpreting and applying findings. **Pre-Requisites: SOSC 303-O**

**SOSC 303-O Applied Statistical Methods for Social Sciences**

**3 Credits**

This course focuses on the statistical methods applied to the Social Sciences. It is an introductory feature of the statistical methods field applicable to the Social Sciences. It provides a general vision of descriptive and inferential statistics pertinent to the Social Work field. **Pre-Requisite: MATH 111-O**

**SPAN 100–O Communication Skills Spanish as a First Language**

**4 Credits**

This course fosters the development of language skills, both written and oral, as basic elements to convey different types of messages in accordance with the principles of effective communication and grammar rules in Spanish. At a basic level, it aims to introduce students to the proper use of language in their professional fields and in their private lives, always applying the standards governing the formal features of the Spanish language. It is through meaningful exercises and activities that spelling and grammatical rules are emphasized, while keeping the focus on reading comprehension as a skill that helps them to express themselves both orally and in writing effectively. It emphasizes effective oral communication as a useful tool in the professional and personal development of the students. In addition, it introduces and emphasizes the verbal and written aspects of language as important elements in formal communication. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to

this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

**SPAN 102-O Basic Spanish**

**4 Credits**

This course fosters the development of language skills, both written and oral, as basic elements to convey different types of messages in accordance with the principles of effective communication and grammar rules in Spanish. At an intermediate level, it aims to introduce students to the proper use of language in their professional fields and in their private lives, always applying the standards governing the formal features of the Spanish language. It is through meaningful exercises and activities that spelling and grammatical rules are emphasized, while keeping the focus on reading comprehension as a skill that helps them to express themselves both orally and in writing effectively. It emphasizes effective oral communication as a useful tool in the professional and personal development of the students. In addition, it introduces and emphasizes the verbal and written aspects of language as important elements in formal communication. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

**SPAN 103-O Introducción a la Lengua Española II**

**3 Credits**

Estudio de la historia y la evolución de la Lengua Española. El curso se fundamenta en el desarrollo de las destrezas básicas de lectura y escritura. Promueve el enriquecimiento del vocabulario. Analiza las estructuras gramaticales básicas del español mediante lecturas suplementarias.

**SPAN 115-O Reading, Writing and Oral Communication I**

**4 Credits**

This course fosters the development of language skills, both written and oral, as basic elements to convey different types of messages in accordance with the principles of effective communication and grammar rules

in Spanish. At a high intermediate level, it aims to introduce students to the proper use of language in their professional fields and in their private lives, always applying the standards governing the formal features of the Spanish language. It is through meaningful exercises and activities, with emphasis on spelling and grammatical rules, and the correct use of writing/editing techniques, that college-level students will learn effective ways to express themselves and apply these to their subject area. They will not only learn the proper rules for written communication, but also the correct etiquette that includes from writing e-mails to written reports. Special attention is given to verbal communication and body language as important characteristics of formal communication. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

#### **SPAN 116-O Reading, Writing and Oral Communication II**

##### **4 Credits**

This advanced Spanish course focuses on the use of language from a communication approach thus allowing the adult learner to further develop his/her language skills. In addition, the course deals with reading analysis and interpretation in reference to the evaluation of the content of the message (inference, critical analysis, distinguishing between facts, opinions, and assumptions), which goes beyond the meaning of the text, techniques, and author's resources. It also includes studying the text readings from the reader's perspective, while analyzing the content in reference to the central idea of the context, secondary idea, vocabulary, the correlation of ideas, different types of speeches, and languages. The course will give special attention to the proper wording of messages and sentence/paragraph construction. It will allow many opportunities to practice and manage grammatical structures in reference to spelling, punctuation, the development of techniques for oral presentations, proper body language, and the use of technology. The course pays close attention to the practice and management of grammatical structures in regards to the inaccuracies or misuse of the language (barbarisms, solecisms, ambiguities, agreement, pleonasms, etc.). The course is developed through reading discussions, reflections, reviews, research, essay writing,

and oral presentations supported by technology. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

#### **SPAN 255-O Spanish for Writing and Research**

##### **4 Credits**

This highest-level Spanish course focuses on the strengthening of Spanish language skills; allows the adult learner to further develop his/her linguistic skills, technical writing, and oral expression, in order to reach the highest and most effective professional level of communication. The learner will perfect the art of writing technical reports, essays, and conduct research relevant to his/her academic subject area. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

#### **SPAN 500-O Graduate Preparatory Spanish**

##### **3 Credits**

This is a preparatory Spanish course for graduate level students. It is designed based on a conversational and grammatical integrated approach. The course integrates a language lab to complete graduate level activities, workshops, and exercises to increase proficiency in Spanish. Dual language (English/Spanish) methodologies and strategies are used. A student who takes the UAGM Spanish Placement Test (for native speakers of Spanish) and scores between 0 and 40% must register for this course. This course requires the use of e-lab or the language lab.

#### **SPAN 501-O Academic Writing for Graduate Students I**

##### **3 Credits**

This is an intermediate developmental Spanish writing course designed to improve the Spanish academic writing skills of graduate students. Students will understand the steps of the Spanish writing process, practice and handle grammatical structures related to spelling and



punctuation, practice writing from the sentence to paragraph, write different sorts of paragraphs and writing styles, promote a research-based attitude, demonstrate originality, and academic honesty that will be reflected on written assignments, and essays required for the course. A student who takes the UAGM Spanish Placement Test (for native speakers of Spanish) and scores between 41% and 64% must register for this course. This course requires the use of E-Lab or the Language Lab.

**SPAN 502-O Academic Writing for Graduate Students II**  
**3 Credits**

A native speaking student who takes the UAGM Spanish Placement Test and receives a score of 65 to 100 percent will need to enroll in this course within the first semester of enrollment. This is a Spanish writing course designed to improve the academic writing skills of graduate level students. Students will practice and handle grammatical structures related to spelling and punctuation, practice writing from the sentence to paragraph, write different sorts of paragraphs and essays, and learn about different types of Spanish academic writing. The course focuses on the process of creation, writing, and revision. The course seeks to promote a research-based, originality, and academic honesty attitude that will be reflected on written assignments. Students will learn how to make academic searches and properly use citations, footnotes, references, and so forth. Special emphasis will be placed on thesis elaboration, organization of ideas and elaboration of schemes, writing and revision of drafts, writing coherence, text cohesion, paragraph organization, and different types of introductory and concluding paragraphs. This course requires the use of E-Lab or the Language Lab. **Pre-Requisite: None**

**STAT 556-O Applied Managerial Statistics**  
**3 Credits**

Business decision problems can be characterized as situations in which managers must select the best alternative from several competing alternatives. Managers frequently rely on results from statistical analyses to help make the best decision. The decision-aiding tools that can be applied by managers to gain insight into decision problems range from simple graphic displays of data to sophisticated statistical tests. Students use real-world data sets and PC-based software to describe sets of measurements, construct probability distributions, estimate numerical descriptive measures, and build multiple regression models.

**STGM 604-O Organizations and Global Economy**  
**3 Credits**

The course studies the opportunities that the global economy offers to management. The course analyzes economic principles based on problem examination and the challenges represented on a globalized economy. It includes decision making on financial, economic, and stock market issues. It evaluates strategic opportunities and risks regarding organizational development in the global context. **Pre-Requisite: None**

**STGM 608-O Strategies for Change, Professional, and Entrepreneurial Development**  
**3 Credits**

The course focuses on analysis of topics in the areas of power relations and resistance to change, motivation, and human behavior. Comprehension, respect for diversity, and group dynamics. Evaluation and design of strategies for the development of a positive organizational culture is integrated. It emphasizes on environmental and structural forces within the organization as a main topic. The course appraises the different variables related to the organizational capacity for managing change and the development of plans and strategies. **Pre-Requisite: None**