

SISTEMA UNIVERSITARIO ANA G. MÉNDEZ, Inc.

UNIVERSIDAD METROPOLITANA



DALLAS AREA CAMPUS

CATALOG

2017-2018

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SECTION I

OVERVIEW:

UNIVERSIDAD METROPOLITANA

AND

SISTEMA UNIVERSITARIO ANA G. MÉNDEZ

UNIVERSIDAD METROPOLITANA

INSTITUTIONAL PROFILE:

The Universidad Metropolitana (UMET) 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. UMET is one of the institution members of the Sistema Universitario Ana G. Méndez, Inc. (SUAGM). Its main campus is located in San Juan and its four University Centers are located in the municipalities of Aguadilla, Jayuya, Bayamón, and Comerío. In the mainland, it has five Branch Campuses: Metro Orlando, South Florida, and Tampa Bay Campuses in Florida, Capital Area Campus in Maryland, and Dallas Area Campus in Dallas.

VISION

Universidad Metropolitana will be recognized globally as a leading higher education institution for its inclusiveness, its excellence and innovation in teaching, outstanding research and community engagement. UMET 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.

MISSION STATEMENT

Universidad Metropolitana is a private, not for profit higher education institution committed to fulfill a relevant role in the social and economic development of Puerto Rico. Its mission is to provide a diverse student body with opportunities to acquire professional and personal competencies through education, research and community service in order for them to become agents of change, life-long learners and responsible contributors to a globalized and sustainable world.

TO FULFILL ITS MISSION, UMET:

1. Subscribes to a "flexible admissions policy" in order to serve a diverse student body. By "flexible admission" UMET 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; team work; 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.

UMET'S 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.

8. Social Responsibility: regarding the needs of the community, the country and the humanity of which we are part.

Sistema Universitario Ana G. Méndez

The Sistema Universitario Ana G. Méndez Inc. (the System) is a not for profit private corporation established under the laws of the Commonwealth of Puerto Rico. It is comprised of four (4) academic institutions, one (1) noncommercial private TV Station for public broadcasting, and a Central Administration, under which all administrative affairs of the institution are managed by a President/CEO. Universidad del Metropolitana is one of the four (4) academic institutions.

A thirteen (13) -member board of trustees governs the System. Of these, five (5) are permanent members. The other eight (8) members are elected by the board for two term periods of two (2) years each, and two periods of four-(4) years, that add up to a maximum of 12 years of service in the board. The board members are distinguished professionals who represent different career paths and fields of work, and/or civic and community leaders.

The chief executive officer (CEO) of Ana G. Méndez University System is the President, and there is also an Executive Vice President. Each of the administrative and academic components has its own CEO. Thus, the Central Administration units are led by Vice Presidents for: Planning and Academic Affairs, Marketing and Student Affairs, Finance Affairs, Administrative Affairs, Human Resources, National Affairs, and International Affairs. There is also a Vice President and General Manager of Sistema TV., the only nonacademic institution. The other institutional officers are the Chancellors of the four academic institutions, which are: Universidad del Turabo, Universidad Metropolitana, Universidad del Este, and Universidad Ana G. Méndez – Campus Virtual. A fifth Chancellor manages the operation of all the academic institutions established in Florida, USA. All Chancellors and Vice Presidents respond directly to the President/CEO, who appoints them.

The System's bylaws define the objectives, powers, officers, committees, meetings and the general handling of the financial affairs of the institutions. The Governing Manual describes the way in which the Board of Directors governs all institutional affairs. The Institutional Bylaws specify the way in which each one of the autonomous institutions will be operated and administered.

The Board is the policy-making, legislative and fiscal oversight body of the System. In addition to appointing the President, the Board is responsible of all corporate affairs and control of the corporation. It approves the institutional mission and vision, the strategic and long range institutional plans, and its annual and special budgets. The President/CEO, who is also a Board member, is directly responsible to the Board for the administration of all corporate business; including the appointment of VPs and institutional officers; personnel administration and compensation; and recommendation to the Board of academic programs and long-range institutional plans.

The Board has four working committees:

Government

Academic and Student Affairs

Finance

Audit

Board of Directors of the Sistema Universitario Ana G. Méndez, Inc.

Mr. Ramiro Millán, Board Chair

Dr. Félix R. Schmidt, Board Vice Chair/ Board Permanent Member

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

Dr. José F. Méndez, AGMUS President Emeritus/Board Permanent Member

Mr. Héctor A. Jiménez Ramírez

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

Mr. Manuel Agosto García

Dr. Herminio Martínez, Board Permanent Member

Mr. Wilfredo Cosme Ortiz

Dr. René A. Soto Torres

Dr. Rita Di Martino

Lcda. Delia Castillo de Colorado

Key Administration and Staff of Universidad Metropolitana:

Chancellor

Carlos M. Padín, Ph.D.

Vice Chancellor

Dr. Juan Otero Serrano

Vice Chancellor of Student Affairs

Carmen Rosado León, MBA

Vice Chancellor of Administrative Affairs

Dr. Gregorio Villegas Cobian

Vice Chancellor of Information Resources

Carlos M. Fuentes, BA

Vice Chancellor for External Resources

Gladys Cora, MA

Dean of School of Professional Studies

Mildred Y. Rivera

Acting Dean of the School of Business Administration

Teresita Ibarra Pérez, Ph.D.

Dean of School of Education

Dr. Luis A. Mojica Torres

Acting Dean of the School of Social Sciences, Humanities and Communications

Dr. Mariveliz Cabán

Dean of the School of Health Sciences

Dr. Lourdes Maldonado

Dean of the School of Environmental Affairs

María C. Ortiz Rivera, Ph. D.
Dean of the School of Science and Technology
Dr. Karen González
Dean of the School of Professional Technical Studies
Laura Aponte
Executive Director School of Continuing Education
Lorna Martínez, MA
Executive Director for International and Corporate
Zaida Vega, Ed.D.

Administrative Council and Academic Board

Administrative Council:

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.

Academic Board:

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.

Texas Academic and Student Affairs Commission:

The Texas Academic and Student Affairs Commission (TASAC) consists of nine (9) members as follows: five (5) faculty facilitators and four (4) administrators. The faculty facilitators include representation from the following areas: one (1) from Social Sciences, Humanities and General Education, one (1) from Business Administration, one (1) from Health, Science and Mathematics,

one (1) from Education, and one (1) from languages. The composition for the administrators is as follows: one (1) Campus Director, one (1) Academic Director an, one (1) Learning Resource Center Director, and the TASAC Chair. Special Guests, other officers and facilitators shall be invited to participate in the meetings of the TASAC, when the agenda includes items that touch on those programs.

TASAC reviews and recommends course and program additions, revisions, and deletions and recommends policy related to academic offerings to the three affiliated universities in SUAGM operations in Texas.

Non-Discrimination Statement:

The Ana G. Méndez University System and its institutions do not discriminate on the basis of race, disability, national or ethnic origin, creed, color, gender, social condition or political, religious, social or trade union beliefs.

Statement of Policy:

This catalog includes the main terms concerning the formal relationship between students and the SUAGM: UMET. 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 his/her tuition fees.

It is the student's responsibility to know and comply with the content of this catalogue and all the SUAGM: UMET 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.

The first section of this catalog contains an overview of the SUAGM. Information that pertains to the Branch Campuses in Florida, Maryland, Texas and District of Columbia campuses is included in Section II. Section III details information on the programs offered at the Universidad Metropolitana, 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.

The SUAGM and UMET main campus addresses and telephone numbers are:

SISTEMA UNIVERSITARIO ANA G. MÉNDEZ, INC.

Mailing Address: P.O. Box 21345 San Juan
Puerto Rico 00928-1345

Telephone No.: (787) 751-0178

Fax No. (787) 766-1706

Website: www.suagm.edu

Universidad Metropolitana:

Mailing Address: P.O. Box 21150
San Juan, Puerto Rico 00928-1150

Telephone No.: (787) 766-1717

Fax No.: (787) 759-7663

Website: www.suagm.edu/umet

Statement of Accreditation:

Universidad del Metropolitana is accredited by Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, telephone: 267-284-5000. MSCHE is a regional accrediting agency recognized by the U.S. Department of Education and has extended this accreditation to the UMET Branch Campuses in Florida, Maryland and Texas.

SUAGM: UMET has membership 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
Association for Educational Communications and Technology
Association for Supervision and Curriculum Development
Center for Scientific Research
College Entrance Examination Board

Council for Adult Experiential Learning
Florida Association of Post-Secondary Schools and Colleges
Hispanic Association of Colleges and Universities
Library Administration and Management Association
National University Continuing Education
National League of Nursing
Phi Delta Kappa
Puerto Rico Association of Higher Education
Supervisors Labor Relations Program
The Association for Institutional Research
The Society for College and University Planning

Statement of Licensure:

Universidad Metropolitana is Authorized by Texas Higher Education Coordinating Board (THECB).
Additional information regarding this institution may be obtained by contacting the THECB at:

P.O. Box 12788
Austin Texas
Texas 12788
Phone (512) 427-6200
Fax (512) 427-6168
www.thecb.state.tx.us

The main campus and additional locations of Universidad Metropolitana are licensed in Puerto Rico Council of Higher Education, the Puerto Rico Council of General Education in Puerto Rico.

Statement of Legal Control:

The 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 Maryland. The corporation is governed by its Board of Directors under its systemic bylaws. The Sistema Universitario Ana G. Méndez, Inc. is registered with the Texas Department of State, Division of Corporations, to do business in Texas as Universidad Metropolitana.

SECTION II: DALLAS AREA CAMPUS

DALLAS AREA CAMPUS

INTRODUCTION

The Dallas Area Campus represents the continuation of our commitment to provide quality access alternatives to a university education for Hispanic adult students. The Campus serves its community and serves as a bridge to fulfilling initiatives in serving Hispanic adults in the United States and in Latin America.

All degrees are offered in the flexible and convenient methodology developed by the SUAGM's School for Professional Studies that was originally adapted from the model successfully developed and implemented by Regis University in Denver, Colorado, a leader in adult education.

DALLAS CAMPUS ADMINISTRATION AND STAFF:

NAME	TITLE	AREA OF ASSIGNMENT	DEGREE
Armin Garza	Campus Director	Administration	MBA- Human Resources Management Wayland Baptist University, TX 2012
Josiebel Sambolin	Academic Director	Administration	M.S. in Educational Leadership Cardinal Stritch University, WI 2011
Jose Lopez	Operations Manager	Administration	M.Ed. in Educational Administration University of North Texas, TX 2010
Ana Delgado	Academic and Student Services Counselor	Student Services	MBA – Business Admin. National University, PR 2016
Raquel Laboy	Associate Registrar	Student Services	MBA – Marketing Universidad del Turabo, PR 2008
Aristides Jimenez	Outreach and Marketing Coordinator	Student Services	Bachelor in Science, Biology Universidad de PR, Humacao 2000
Carlos Laureano	Financial Aid Officer	Student Services	MBA in Human Resources Universidad Interamericana, PR 2009
Jessica Ruiz	Integrated Services Officer	Student Services	Bachelor in Arts – Office Syst Magmt. Universidad Inter, San German PR 2013
Iván Colón	IT Support Specialist	Support Staff	BS in Computer Science, Universidad Interamericana, PR 2014

PHYSICAL FACILITIES:

The Dallas Area Campus (DAC) is located at 3010 N Stemmons Fwy, Dallas, Texas. The 38,302 s/f campus has 12 classrooms, one language laboratory, two computer laboratories, 3 allied health laboratories, a Learning Resources Center, administration and faculty offices, a student lounge, a faculty lounge as well as parking area

Address and Telephone Numbers:

Physical and Mailing Address:

3010 N Stemmons Fwy, Dallas, Texas 75247

Phone: (469) 341-7300

Fax: (469) 341-7299

Website: www.suagm.edu/dallasareacampus

Academic Requirements, Regulations and Services

Admission

Undergraduate General Admission

General Requirements for Admission:

1. The applicant must have a minimum of 12 attempted credits or its equivalent from an accredited institution of postsecondary education.
2. The applicant must be 21 years of age or older.
3. The applicant must have 2 years of work experience.

Applicants that do not meet one or more of the above-mentioned requirements can apply for admission as a regular student. They will be interviewed by the Campus Director (or his designated representative). The Director or his authorized representative will determine if the applicant can be admitted in the regular accelerated format, conditioned upon enrolling in the Puente support services program. This program is designed specifically to help the applicant acquire the needed skills to be successful in the regular accelerated program. Additional requirements may apply to specific academic programs including but not limited to High School GPA.

All students enrolled in this program will take up to 25 credits before transitioning to the regular accelerated (5 or 8 week) format. Students must take 16 credits of language courses and 9 credits in general education courses that may include 3 credits in Humanities, 3 credits of Computer Sciences, and 3 credits of Introduction of University Life.

Undergraduate General Admission Daytime Program

Admission Requirements:

Students applying for the regular undergraduate program must provide evidence of the following requirements:

1. High School Graduation Diploma or its equivalent (GED) or official transcripts from another higher education institution.

Admission Process

All applicants are required to:

1. Attend an orientation session where the structure, policies, and procedures of the programs offered are discussed.
2. Submit an admission application.
3. Submit academic evidence from previous studies or degree earned.

Every applicant to the SUAGM-Universidad del Turabo Branch Campuses 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

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 his admission record, the officer will make a copy and certify with his initials that it is a copy from the original.

Graduate General Admission

Requirements for Admission:

1. The applicant must be 21 years of age or older.
2. The applicant must provide evidence for 2 years of work experience.
3. The applicant must have a bachelor's degree with a minimum GPA of 2.75 or 2.75 in the last 60 credits or an 80% score or more in admission interview.
4. The applicant must submit 3 recommendation letters (students who have bachelor's degree from any of the SUAGM campuses in the continental US will be exempt from this requirement).
5. The applicant must participate in the admission interview.

6. In validated cases, the Campus Director or his designated representative may consider the admission applicant's for graduate studies who cannot present the evidence as describe above but meet the following requirements:
 - a. The applicant demonstrates that he/she has no reasonable access to appropriate documentation.
 - b. The applicant presents a notarized declaration in which applicant certifies that he/she has a bachelor's degree with the minimum GPA.

Admissions Process

All applicants are required to:

1. Attend an orientation session where the structure, policies, and procedures of the programs offered are discussed.
2. Submit an admissions application.
3. Submit evidence of high school graduation or diploma.
4. Submit academic evidence from degree earned at the university where the bachelor's degree was awarded.
5. Submit 3 recommendation letters from employers or supervisors. A form letter is provided.
6. Participate in the admission interview.
7. Take the English and Spanish Language Placement and Assessment Tests.

Specific Requirements for Each Program:

Students must contact the Associate Registrar, Integrated Services Director or Integrated Services Officer for specific requirements that the chosen program may have. Students must attend the orientation session.

Appeals of Admission Decisions:

Students 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 appeal in meritorious cases to the Dean of the School for Professional Studies.

Readmission

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

1. have a cumulative GPA that meets the retention index
2. complete the required percentage of credits of the total attempted credits
3. have completed the period of suspension due to academic reasons, accumulated credits or for disciplinary reasons, if applicable
4. fulfill the current existing requirements of the program of study applied to, and all other general admissions requirements that apply

Each student applying for readmission to the Institution will be subject to the current curriculum in effect for the program of study to which he or she is admitted. Each candidate for readmission may be subject to an interview with the Integrated Services Director or Associate Registrar.

Admission Validity

1. Students can only enroll in programs offered at the time of their admission or readmission.
2. Admission or readmission to SUAGM-Universidad Metropolitana Branch Campuses 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 his or her provisional application.

Transfer Students from Other Programs or Universities

Requirements:

1. Students from other fully accredited universities may be admitted if they fulfill the following requirements:

- a. Have a minimum of 24 attempted credits or its equivalent from an accredited institution of postsecondary education. Twelve (12) of those credits must be with a “C” or above to be admitted as a transfer student,
- b. Must be 21 years of age or older.
- c. Provide evidence of at least 2 years of work experience.
- d. Attend an information session and fulfill the admissions requirements of the program to which they are applying.
- e. Transfer credits will be considered attempted credits (T grade) and will not be considered for the calculation of the retention or graduation index.

Residency Requirements:

1. Each student who transfers to the Accelerated Studies Programs must observe the following rules to establish residency and be eligible for graduation.
 - a. Complete a minimum of thirty (30) credits, six (6) of which must be in the major or concentration courses of the bachelor degree programs offered at the University.
 - b. Complete a minimum of (24) master degree credits offered at the University.

Validation of Transfer Credit for Courses

1. Validating transfer credits assumes that the student was admitted to the university as a transfer student.
2. The validation will take into consideration each of the classes approved and their equivalency with a corresponding subject offered at the University.
3. Undergraduate courses approved with a grade or equivalent of “C” or higher at the other institution will be considered for transfer credit. Graduate courses approved with a grade of “B” or higher at other institution will be considered for transfer credit.
4. The Associate Registrar as applicable, will establish equivalencies for the courses, consulting with the Faculty Director and if necessary with the faculty specialized in the area and using the transferring institution’s catalog and official course description as a base.
5. The Associate Registrar’s Office, as applicable to the Campus, will inform the student of the courses officially accepted for transfer.
6. Courses taken at the three institutions of SUAGM are generally accepted for transfer to other system institutions. However, the transferability of credits is solely at the discretion

of the accepting institution. It is the student's responsibility to confirm whether Universidad Metropolitana or any other system institution will accept credits.

International Students

1. All requirements for admission, readmission, and transfer will apply to international students.
2. Admission for international students will be subject to the immigration laws and regulations in effect.
3. SUAGM-Universidad Metropolitana at all Branch Campuses is authorized to receive international students. Interested applicants must contact the Director of Integrated Services at each campus for the specific related processes.

Dual Language Model

Dual Language Nature of Degree Programs

Degree programs at the SUAGM-Universidad Metropolitana 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 SUAGM-Universidad Metropolitana 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.

A Dual Language Professional demonstrates competency in the following areas:

Conceptual Skills:

1. Generate Innovative/Creative Ideas
2. Coordinates Projects
3. Analyze/Interpret Data
4. Use Critical Thinking for Problem Solving
5. Synthesis

Language Skills:

1. Bilingual and Bi-literate in the Four Language Skills: Listening, Speaking, Reading and Writing
2. Spelling & Grammar
3. Professional Translations
 - a. Oral
 - b. Written
4. Summarizes Information Accurately
5. Use of Sophisticated Professional Vocabulary
6. Use of Technical Professional Jargon
7. Reads, Understands, and Applies Knowledge for Positive Decision Making

Communication Skills:

1. Making Coherent Presentations (reports, proposals)
2. Support Opinions
3. Express Ideas (hypothetical & situational)

Interpersonal skills:

1. Teamwork
 - i. Collaboration
 - ii. Trust
 - ii. Professional Ethics
 - iv. Excellence
 - v. Humbleness
2. Interpersonal Interaction
 - i. Respect

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 of 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 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 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.

Method of Instruction

The Accelerated Studies Program Course Format:

The Accelerated Studies Program is offered in semester courses that are scheduled in five (5), eight (8), ten (10) and fifteen (15) week sessions. Classes meet once a week for four (4) hours Monday through Friday from 6:00pm - 10:00pm. On Saturday, classes are from 8:00am - 12:00pm and 1:00pm – 5:00pm.

The students will be required a minimum of 10 hours of individual or team work outside the classroom per week. Faculty and students will have access and interact through Blackboard for coursework outside the classroom.

The *Puente Support Services Program* course format:

The *Puente Support Services Program* offers courses scheduled in eight (8) week sessions. At the Branch Campuses, classes meet once a week for four hours Monday through Friday from 6:00pm - 10:00pm; Saturday from 8:00am - 12:00pm and 1:00pm – 5:00pm. The students will be required a minimum of 10 hours of individual or team work outside the classroom per week. All students enrolled in this program will take 25 credits before transitioning to the regular accelerated (5 or 8 week) format. Students must take 8 credits of English, 8 credits of Spanish, 3 credits of Humanities, 3 credits of Computer Sciences, and 3 credits of Introduction of University Life.

The Puente Counselor may recommend to the Campus Director transfer of a Puente student to the regular accelerated format, if the student has demonstrated academic success after one semester (12 credits) of coursework, including a GPA of 2.5 or above.

The Daytime Program Course Format:

The *Daytime Program* offers courses scheduled in eight (8) week sessions. At the Branch Campuses, classes meet once a week for four and a half (4.5) hours Monday through Friday, morning sessions from 8:30 am – 1:00 pm and afternoon sessions from 1:00 pm - 5:30 pm. Six (6) eight-week sessions are offered throughout the academic year. The students will be required a minimum of 10 hours of individual or team work outside the classroom per week

Course Modules and Language of Delivery

Universidad del Metropolitana 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 a specialized training on module development. In order 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 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. NetTutor® online tutoring services are available in both English and Spanish. Other online resources such as the Turabo's Virtual Library, E-Books, E-Libros, Tell Me More, and Wimba Voice. Students may request the E-Lab informative brochure from the Integrated Services Office 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 Validity

1. The Branch Campus Registrar will determine the registration dates and will include them on the Academic Calendar.
2. The receipt of the official notice of admission will be required to begin the registration process.
3. Students will be required to register according to the calendar and times announced. Any student may register on the day and time assigned; and during the specified late registration period set and notified on the academic calendar.
4. Each course the student registers in during regular or late registration will become part of his or her permanent academic record.

Maintaining the Academic Offerings, Programming of Courses, Closing and Eliminating sections

The Institution will follow the *SUAGM Manual of Norms and Procedures for Programming, Closing, and Elimination of Courses* for maintaining academic offerings: programming of courses, closing and elimination of sections. This manual is available at each Branch Campus.

Credit for Prior Learning, Challenge Examination or Portfolio

Students may obtain credit for prior learning through passing challenge examinations or the evaluation of portfolios by Faculty. A challenge examination is an assessment of the student's mastery of course content prepared by a certified faculty member of the institutions. A portfolio is

an assessment with supporting documentation that demonstrates a student's mastery of course content.

The following policies and procedures will apply:

1. The student must be registered (full or part time) and must have demonstrated consistent satisfactory academic progress during his or her studies. The student must receive academic advisement as to the process that is required with student services staff.
2. For **Challenge Examination Option**:
 - a. The student must obtain related documents from the Integrated Services Office. The student will receive a general orientation and will complete related documents. Documents will be referred to the Academic Director for initial screening before referring them to a subject academic specialist for final analysis.
 - b. Upon approval, the student will be notified for the corresponding payment to be made. The Academic Director and/or its representative will issue a permit for the exam and provide an examination study guide to the student.
 - c. The student will take the examination on the advertised date.
 - d. A certified faculty member with expertise in the area of the exam will grade the examination and award the correspondent grade based on the test results. Appropriate documentation will be submitted to the Registrar.
3. For the **Portfolio Option**:
 - a. The student must obtain the related documentation from the Integrated Services Office. The student will receive a general orientation and will complete related documents. Documents will be referred to the Academic Director for initial screening before referring them to a subject academic specialist for final analysis.
 - b. After recommendation from the advisor, the students register for EXPL101, a one-credit course that prepares students for the preparation of portfolios according to standards.

- c. Once the course is completed, the student will register for portfolio evaluation and make the corresponding payment.
 - d. The portfolio will be presented to the Academic Director, who will submit it for evaluation and awarding of credit to a certified faculty member in the area of expertise. If applicable, the faculty member will award a grade of "P" for the course.
 - e. Appropriate documentation will be submitted to the Registrar.
4. No more than 25% of total program credits may be awarded for prior learning. Credit awarded through challenge examinations or portfolio cannot be counted towards meeting residency requirements.

Transferability of Institutional credits to Other Institutions

Courses taken at the three institutions are generally accepted for transfer to other institutions. However, the transferability of credits is solely at the discretion of the accepting institution. It is the student's responsibility to confirm whether Universidad Metropolitana or any other institution will accept credits.

Program Changes, Withdrawals, and Special Permits

Re-classification of Program or Major

Active students may apply for reclassification to a program or major by submitting application for reclassification to his Academic & Student Service Counselor before the dateline established in the Academic Calendar. The Academic Counselor will contact the student during the next three (3) working days to schedule an appointment and discuss the academic requirements for the program. The student will be required to present his/her Financial Aid Report (NSLDS) at the meeting. The petition will be evaluated by the Academic counselor and presented to the pertinent program director for approval according to program requirements and space availability.

Withdrawals

1. To apply for a partial or total withdrawal, students will provide official notification of intent to withdraw, in writing or orally, to the Integrated Services Office or Associate Registrar at the SUAGM Universidad Metropolitana branch campuses. The campuses will record and document the reasons and date of the student petition.

2. Withdrawals with Reimbursements: Courses in which the student applies for partial or total withdrawal during the first week of the class will be reimbursed. Partial withdrawal may affect the classification of the student for financial aid purposes.
3. Withdrawals without Reimbursements: When students request a partial or total withdrawal from a course, after the due date established by the Institution for withdrawals with reimbursement, will affect the student's academic progress.
4. The Institution may drop a student on the recommendation of the Discipline Committee or the Campus Director, following the provisions established in the Student's Regulations Handbook.

Special Permits

1. Students will have the opportunity to take courses at other accredited institutions of higher education, if the courses are not offered at the and are required to continue course work in subsequent semesters.
2. To apply for a special permit, the student will submit the corresponding application form to the Associate Registrar at the SUAGM-Universidad Metropolitana applicable branch Campus. The Associate Registrar will present the petition to the Academic Director and will notify the student of the approval or disapproval of his petition.
3. The special permit will be given for an specific semester or summer session.
4. Courses approved with a grade of "C" or higher for a bachelors or "B" or higher for a Master at the institution will be accepted. The credits will be recorded as attempted credits and will not be considered for the retention index.

Academic Load, Class Attendance, and Academic Advising

Academic Load Per Term

Courses are scheduled in semester terms. Each semester is divided into five to fifteen weeks parts of terms.

1. The regular academic load for a full-time bachelor's student is twelve (12) credits and for a Master's is six (6) credits per semester.
2. For an academic load of more than eighteen (18) credits per semester or enrollment in more than two (2) classes per partial term, the student will need authorization from the Academic Director or Campus Director.

Class Attendance

Regular attendance and participation in class discussion and activities is 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.

A census is made during the first two (2) weeks of each part of term to determine whether the student attended at least once during the period of enrollment.

Evaluation of Student's Academic Achievement

Evaluation System

Credit Value:

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

Partial and Final Evaluations:

1. Each part of term (PT), professors will evaluate students based on the competencies required by 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 depending 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 professors may give the student an opportunity for make-up exams or other means of evaluation.

5. Students must complete the work required for the evaluations by the last day of class as established in the academic calendar. Otherwise, they will receive zero (0) for each work not completed.

RESPONSIBILITY OF PROFESSORS:

1. It will be the responsibility of the professors to inform the students of at least one partial evaluation before the last date established for partial withdrawals.
2. It will be the responsibility of the professors 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.

GRADE SYSTEM:

Letter grade system and grade points per credit:

1. For the purpose of computing the student's average, the number value of the grades in the courses will be:

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

2. The following system of letters will be applied in special cases; they will not be considered for student's average, except for the WF.

W = Official withdrawal

WF = Stopped attending the course without applying for withdrawal at the Registrar's Office

I = Incomplete (IA, IB, IC, ID, IF)

IP = Incomplete in progress

WN = Administrative withdrawal. Student registered but did not attend classes on the first day, (no grade points)

WA = Administrative withdrawal. The Campus Director or designated representative approves a student withdrawal due to validated reasons.

T = Transfer course

A minimum 2.00 average is required for all degrees, except for degrees requiring a different minimum average.

A course with a **“W”** indicates a withdrawal from a course.

A **“WN”** Indicates no assistance to a course within the first few days after classes begin (no grade points). This is reported on the official census.

A course with 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.

A course with **“WA”** indicates an administrative withdrawal approved by the Campus Director given for one of the following reasons:

1. possibility of danger to the health of the student or that of other students if enrollment were to be continued
2. refusal to obey regulations or serious misconduct on the part of the student
3. deficient academic work (below required academic standards)
4. new admissions that do not complete the admissions application with the required documentation by the date scheduled in the Institution's calendar

Once assigned by the professor, the grades are final and certified by the Registrar's Office in the students' official evidence. Nevertheless, a student has the right to appeal his/her grade to the Appeals Committee.

Changes, Grade Objections and Additions

These are the specifications regarding changes, grade objections, and additions.

1. In the event of a student grade objection, the student is obligated to present the objection at the Integrated Services Office or Associate Registrar at Metro Orlando, Associate

Registrar at South Florida and Associate Registrar at Tampa Bay Campuses, as applicable to the campus, within thirty (30) calendar days of the first day of class of the term following the objected grade.

2. The professor must submit to the Academic Director any request for a grade change or addition, within a period of time not to exceed one term since the grade was given. The proper form will be provided. The Academic Director of the Campus will submit the form to the Associate Registrar as applicable to the campus, who will be responsible for making the change or addition in the Official Grade Register.
3. Changes made outside the established calendar must be justified in writing and approved by the Academic Director.
4. Special cases on grade objections or changes will be resolved by an Appeals Committee composed by the Chancellor or his/her representative, who shall preside, the Academic Director, a professor, the Associate Registrar or his/her representative, and a student appointed by the Director, at the beginning of each academic year. The decisions of the Committee will be final as decided by the majority of its members. The Academic Director and/or Campus Director will authorize grade changes. The Committee will make its decisions within 30 calendar days of the date the student's objection was submitted.

Incompletes

Conditions:

1. The student will receive a provisional grade of Incomplete only for a justified absence to an exam or final work and if he or she has a minimum of partial grades.
2. 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".
3. 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.
4. 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.

5. 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 dates established by the Federal Government for assigning aid.

Responsibility of Professors:

1. It will be the responsibility of the professors, at the end of each academic term, to submit to their Associate Registrar the Incomplete Form, Grade Register, indicating each case the partial grades obtained and with a blank space for the pending grade. The professors will also submit exams with corresponding answer keys or will indicate the work or assignments each student has pending.
2. Upon completion of the term specified to complete the students' academic work, professors will have thirty (30) additional days to hand in the documents for removal of Incompletes to the Associate Registrar's or Registrar's Office where the Official Grade Register will be completed and final grades will be awarded.
3. When completing the Grade Register, the professors will specify the partial grades received by the students. In those cases where the student did not complete the academic work during the established period, the Associate Registrar's, as applicable to the Campus, will compute the final grade, inserting a grade of zero (0) for the pending work.

Repeating Courses

1. A student who wishes to repeat a course will have the liberty to do so. When a student obtains a D, F, or W in core professional, major and / or concentration courses that are required for graduation at the undergraduate level and that must be passed with a minimum of C, it will be compulsory to repeat the course (as it applies to specific programs, make reference to program outline).
 - a. It is recommended that all graduate courses be passed with a minimum of B; and that students maintain a grade point average of 3.0.
 - b. If a student obtains a final grade of C and it lowers the GPA to less than 3.0 it will be compulsory to repeat the course(s).
 - c. Students who obtain a final grade of D, F or W at the graduate level must repeat such course(s).

2. The Institution will allow a student who has obtained a C, D, F, W, or WN in a course to repeat it using financial aid, if he or she has not exceeded 150% of attempted credits.
3. Students who repeat a course will receive the highest grade obtained for purposes of their academic average.
4. If the grades obtained are the same as the previous ones, they will be counted for the GPA and only once for the graduation average.
5. In the case of Practice/Practicum/Internships courses, the student may repeat the course a maximum of twice. He or she will only be able to repeat the course the second and last time with the approval and recommendation of the Academic Director and the practice supervisor.
6. No student will repeat a specified course until he or she has received a grade for it.
7. Repeated courses will be considered to determine the student's academic progress.

Independent Study

Courses in this category must comply with the four hours of weekly instruction. Independent study courses will be offered as an alternative for those students who require a course that is not programmed in their graduation year be it the first or second semester. These courses will be offered through independent study if they meet the following specific criteria:

1. The course content cannot be substituted for another.
2. The course is not being offered in the division the student is enrolled in and the student cannot attend the section offered in another division.
3. The course is required for the student's major.

The Academic Director of each campus will consider special cases individually on their own merits.

Academic Progress

Academic Status of the Students:

1. The retention index of the student will be in accordance to the required index of the attempted credits and will be applied to the percent of approved credits established in the table designed for this purpose.
2. Students with satisfactory academic progress have cumulative GPA that is in accordance with the approved credits established in the table designed for this purpose. These tables

are program-specific and are available at the Associate Registrar or Registrar Office, as applicable to the campus.

3. Students will be evaluated at the end of December and at the end of May.
4. The Satisfactory Academic Progress Handbook is available at the Registrar's Office, Learning Resources Centers and at the Campus website.

Grade Point Average (GPA)

1. The grade point average will be the general average of all the grades obtained by the student during his or her studies in the Institution.
2. For transfer students, courses passed with "C" that are equivalent to those of the program of study they are admitted to, will be accepted as transfer credits.

Retention Index

1. The retention index will be the minimum cumulative GPA that allows a student to continue enrolled in the Institution.

Accumulated Credits Requirements and Retention Index

1. Accumulated credits are the sum of the credits corresponding to the courses the student registers in annually.
2. To complete a degree, a student must complete all academic requirements for it in a period of time not to exceed 150% of the total credit hours required to obtain the degree.
3. The total of approved credits to complete the degree must meet a minimum average for graduation as established by major.
4. A student who reaches 150% of the total credits in his or her program of study may continue studying in his or her present status, but will not be eligible for federal or state aid administered by the Office of Financial Aid to finance the studies.

Probations

1. To end the probation period, the student must obtain the percentage of credits and the average established. Students whose cumulative GPA is lower than the retention index established or those that do not reach the required percentage of approved credits will

be put on for automatic academic probation. To end the probation period, the student must obtain the percentage of credits and the average established.

2. Students who do not reach the retention index or do not reach the required percentage of approved credits during the period of automatic academic probation will be suspended for the term of one (1) academic year. Upon being suspended for one year, they may appeal one time during their student life.

Suspensions

1. First Academic Suspension (S1): Students who were Not in Progress, filed an appeal and it was approved.
2. Second Academic Suspension (S2): Students in their First Academic Suspension that had their appeal approved and did not comply with the Satisfactory Academic Progress norms.
3. Permanent Suspension (PS): Students permanently suspended for not complying with the Satisfactory Academic Progress norms established in their programs of studies.
4. The Satisfactory Academic Progress Handbook is available at the Registrar's Office, Learning Resources Centers and at their Campus website.

Appeals

Right to Appeal:

1. The student has the right to appeal the institutional determination about his or her not having obtained satisfactory academic progress, if there was a critical situation that impeded complying with the norm.
2. The Institution will consider the following critical situations to accept an appeal and exempt the student from the full effect of the academic progress norm:
 - a. Illness of the student or dependents as evidence by a medical certification presented in compliance to HIPA.
 - b. Death of a parent, spouse or child.
 - c. Severe economic crisis (loss of job)
 - d. Change in work schedule, job transfer or place of employment.
 - e. Natural disasters or man-made disasters

- f. Problems caused by an alteration in the family nucleus (divorce, separation, protection orders or similar legal decrees) that in good judgment reasonably hindered the progress of the student.
- g. Military deployment or training
- h. Extreme conditions

Appeals Committee:

The Appeals Committee will be composed of a representative of the following offices: Academic Advisor, Registrar, Financial Aid, and the Academic Director. It will be presided by the Director or his/her representative.

Applying for an Appeal:

A student who believes that his or her academic status is a result of a crisis situation may submit an Application for Appeal accompanied by the necessary documentary evidence.

In the event of an error in calculation, if upon correcting the error the student meets the Progress Norms, this claim will not be counted as an appeal.

Reestablishing Financial Aid:

The Office of Financial Aid will reestablish financial aid to any students that file an appeal and the decision is favorable to the student. The Campus Director will notify the student the result of his appeal.

Graduation Requirements

Eligibility to Obtain an Academic Degree

1. Students must have approved the courses required for the degree as specified by the Institution in the Catalog and comply with all academic requirements for their degrees including but not limited to tests, practicums and internships.
2. Students must have approved the total number of credits required for the degree with a minimum GPA of 2.00 for undergraduate programs and 3.00 for the graduate programs.
3. For master's degrees, students must complete the degree's final Requirements.
4. Transfer students must meet residency requirements.

5. When calculating the GPA for graduation, only the courses approved and required for obtaining the degree will be considered.
6. All students admitted to the Institution 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 at the time of graduation, but never a combination of both.
7. Have submitted an Application for Graduation to the Integrated Services Office Associate Registrar at the Branch Campuses by the date established in the academic calendar.
8. No document will be given certifying that the student has completed the graduation requirements until evidence of having no financial debts with the institution have been presented.
9. All students applying for readmission to the institution will be subject to the graduation requirements in effect the year they are readmitted.
10. Commencement will be held only once a year, at the end of the second academic semester. Students who fulfill their graduation requirements at the end of the any semester or at the end of the summer session may apply and obtain a certification of completion of graduation requirements from the Registrar's Office at the corresponding Branch Campus, before Commencement.
11. Two degrees may be conferred if they are from different programs or different majors when it is the same program.

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.

Cost:

The cost per credit is:

Undergraduate	\$396.00
Graduate	\$480.00

The cost of credit awarded for prior learning is equal to 50% of the cost per credit.

Laboratory Fees:

Allied Health Courses	\$125.00
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Technology Fee:

In addition, the institution has a technology fee for each academic term. The fee amount is described as follows:

- Fall Term: \$98.00
- Spring Term: \$98.00
- Summer Term: \$48.00

The Technology Fee provides students with adequate technology experiences through these objectives:

- Broaden/enhance the quality of the academic experience through the use of technology in support of the curriculum;
- 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;
- Increase the integration of technology into the curriculum.
- The technology fee for each academic term is not refundable.

Additional Expenses:

Please note that in attending any institution, you will need to allow for other expenses, such as books and supplies, transportation, meals, and other personal needs. A variety of financial aid packages are available.

Payment Methods:

Tuition, fees and service charges must be paid in full during registration or at the time student requests services. Payments can be made online or in cash, personal check, certified or manager's

check, money order, or credit cards such as American Express, Visa or Master Card. Receipts for all transactions must be requested and retained, and presented with any claim or adjustment requested. The Bursar's Office will not accept claims without receipts. **All tuition, general fees and service charges are subject to change during the life-term of this catalog.**

Refund Formula:

Any student who requests a total withdrawal of courses on or prior to 60% of the _____ part of term registered will be reimbursed according to the following formula:

$$\frac{\text{TOTAL DAYS ELAPSED}}{\text{TOTAL PART OF TERM DAYS}} = \% \text{ of TOTAL COST}$$

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

Partial Withdrawal: Course Drop/Add Period:

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

Non - Attendance:

Students who do not attend the courses they are registered in, will be reported as NP by the professor. The administration will record an administrative withdraw (WP) and the student withdrawn administratively and charge 25% of the course tuition cost.

Identifications:

The Institution issues an identification card to each student. The cost of replacing a lost, misplaced or stolen identification card is \$5.00. The identification card is necessary at several offices within the institution and will be the property of the institution.

Copies of credit evidence:

Evidence may be obtained at the Registrar's Office. Payment must be made at the Bursar's Office. The cost of each evidence will be \$3.00 per copy.

Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule and norms:

1. The students are not required to pay tuition during the first week of the program.
2. Cancellation can be made in person, by Certified Mail or by termination.
3. No charge will be made for submitting an application for admission. If the student is admitted and enrolled and the student cancels within three (3) business days after signing the student enrollment agreement and making initial payment all funds will be refunded.
4. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the university for the entire program.
5. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all funds paid.
6. If cancellation occurs prior to completion of the first week (drop/add period) of the part of term of the semester, the school will refund 100% of the tuition for the semester.
7. Once the drop/add period is over, there will be tuition adjustment no greater than 25% of tuition cost of classes in progress even if the student did not attend the class past the drop/add period.
8. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the date of termination, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) the first of the following dates when the student's participation in an academically related activity cannot be documented: at the end of the first week of each academic term, at the end of the first month of each academic term, at the midpoint of each academic term, and at the end of each academic term.
 - (d) Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
9. Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice from student.

10. If a student is enrolled in a semester in the university program and withdraws or is otherwise terminated after the cancellation period, the university may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of weeks remaining in the portion of the course for which the student has been charged after the effective date of termination bears to the total number of weeks in the portion of the course for which the student has been charged, except that a student may not collect a refund if the student has completed 60 percent or more of the total number of weeks in the portion of the course for which the student has been charged on the effective date of termination.
11. The student will not be expected to purchase recommended instructional supplies, books and tools until such time as these materials are required. These materials can be purchased with appropriate vendors and the refund and exchanges policies of those vendors will apply.
12. A student who fails to attend class for a justifiable reason may request a grade of incomplete and can be permitted to complete the course during the 12-month period following the date the student requested the incomplete. No additional tuition will be charged.
13. No student will be enrolled and charged tuition or fees unless admitted into the university.
14. The university will guarantee that students have the opportunity of enrolling on the courses needed to complete the program.
15. A full refund of all tuition and fees is due and refundable if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Students Called to Active Military Service

A student of the university who withdraws as a result of the student being called to active duty in a military service of the United States or the State National Guard may elect one of the following options for the program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation

of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

- (b) A grade of incomplete with the designation "withdrawn-military" for the courses, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

Financial Aid

SUAGM-Universidad del Turabo makes every effort to help its students obtain government financial aid for those who are unable to begin or continue their university education without such aid.

Financial aid is made up of three components. First, scholarships that are given and thus do not have to be repaid. Second, student money loans made available at a low interest with reasonable conditions of repayment. Third, the work and study program permits students to acquire experience that is related to their program of studies and at the same time receives compensation for the work being done, thus helping with his costs of education.

The student can be eligible to receive aid of all three components, as long as the regulations of these available funds will allow the aid.

Grant-Scholarship Programs:

Federal Pell Grant:

This grant helps undergraduate students to pay for their first post-secondary education. Students must be enrolled at least on three credits to receive the benefit. The maximum award varies every year. Information may be obtained from the Integrated Services Office and the Financial Aid Officer.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant helps undergraduate students with exceptional financial need. The amount of the awards is contingent to availability of funds.

Loan, Work-Study and Veterans Programs

Federal Direct Loan:

Federal Direct Loans are offered at a variable interest rate, with a cap of 8.25% for undergraduate and 9.50% for graduate programs. For “Subsidized-Direct” the government pays the interest while students are in school; for “Unsubsidized Direct” 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 on 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. The interest rate is variable, with a cap of 10.5%. Repayment begins 60 days after the first disbursement.

Federal Work-Study Program (FWSP):

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

Veterans

SUAGM- Universidad del Turabo Branch Campuses in the United States are approved for Veterans Training and higher education degrees.

How to apply for Federal Financial Aid

To be considered for federal student aid, a student must complete a Free Application for Federal Student Financial Aid (FAFSA). The FAFSA collects financial and other information used to calculate the expected family contribution (EFC) and to determine a student's eligibility through computer matches with other agencies. The FAFSA is the only form students must fill out to apply for federal financial aid.

The student must submit the Free Application for Federal Student Financial Aid (FAFSA) or Renewal FAFSA to the U.S. Department of Education at www.fafsa.gov.

The amount of financial aid award may vary each year according to the student's need, the type of aid they are eligible, their academic performance and available funding.

Eligibility Requirements:

In order to meet the eligibility requirements, students must:

- have financial need,
- must be enrolled as a regular student in an eligible program.
- be working toward a degree or certificate,
- be a U.S. citizen or eligible non-citizen,
- have a valid Social Security Number,
- not owe a refund on a Federal Grant or be in default on a Federal Educational loan,
- be making Satisfactory Academic Progress,
- be registered with Selective Service (if required),
- be enrolled at least half-time except for the Federal Pell Grant, which allows less-than-half-time enrollment,
- not have received a Bachelor's Degree for Pell and FSEOG,
- provide documentation of any information requested by the Office of Admission and Financial Aid.

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), as amended, which specifically governs access to records maintained by institutions to which funds are made available under any Federal program for which the U.S. Commission of Education has administrative responsibility. The release of such records, provided

that such institutions must furnish parents of students access to official records directly related to the students and an opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading or otherwise inappropriate. Institutions must obtain the written consent of parents before releasing personally identified data from student records to other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.

Student Affairs and Services

Students Services

The SUAGM: Universidad Metropolitana Branch Campuses reflects the commitment of the System, its member institutions and the School for Professional Studies to student service. The service offered is characterized for being personalized and individualized, where the student and the program representative together go through the steps from admission to registration, according to the particular needs of each student. Due to the integration of the different student services into a one-stop student service model, students can process their admission; validate transfer credit for their courses; receive orientation and apply for financial aid; receive personalized academic advising; complete registration, and program planning and academic progress audits through an appointment with the Student Integrated Services staff.

The School for Professional Studies personnel also offers orientation about other services available and acts as a liaison to other offices of the System and its member institutions. The Director of Integrated Services, Financial Aid Staff, Registrar, and Integrated Services Officers will be cross-trained to perform these services in an integrated manner. All Branch Campuses have Academic Advisors to meet the counseling and job placement needs of its students.

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Integrated student services are provided in an extended schedule to accommodate the demands of working adults:

Monday through Thursday: 9:00 a.m. - 8:00 p.m.

Friday: 9:00 a.m. - 6:00 p.m.

Saturday: 8:00 a.m. - 5:00 p.m.

Academic Advising

All students will have a staff member assigned as academic advisor. They must complete all the procedures and schedules for academic advising. In addition, they must meet periodically with their academic advisor to work a schedule for academic success.

Students Feedback and Complains

Students in each course section will select a student representative that will meet with the Campus Director or its representative during the second or third week of class. Student representatives will provide feedback to staff on course, faculty, program, services and facilities. Student representatives will also have responsibility for administering end of course evaluations.

Students may also submit a Request for Service or Complaint by filling out the appropriate form in Campus. They may also e-mail the campus staff with service requests or complaints. These requests will be reviewed at least every week by the Director of Integrated Services or the Student and Registrar Services Coordinator for referral or resolution. In the event of any unresolved conflict, students can contact the Texas Higher Education Coordinating Board at (512)427-6101 or Middle States Commission on Higher Education at (267) 284-5000.

Student Conduct and Disciplinary Actions

Disciplinary Regulations:

All students will observe and comply with all the institutional policies, rules and procedures and will follow a code of exemplary conduct. Each student should be familiar with the institutional policies regarding plagiarism. Also, course work cannot be used to complete the requirement of more than one course. Any violation of discipline will be referred to the Dean of the School of Professional Studies or the Campus Director.

Disciplinary rules and regulations are ratified by the Ana G. Méndez University System Board of Directors. The students at SUAGM, UMET are expected to honor, obey and respect these rules and regulations in all their ramifications. These principles, rules and regulations are clearly stated in the college by-laws, the Student Handbook, and in the other regular or periodic publications of the Administration.

Important Notification-Grounds for Termination:

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

Due to the importance of the Disciplinary Regulations, each student is required to obtain a copy of the Student's Regulations Handbook from the institution internet page, the Integrated Services or the Branch Campus Associate Registrar and signs a receipt for it, and commit himself to read and become familiar with the Handbook's contents and the Student's Regulations. These requirements cannot be waved or omitted under any circumstances and a digital copy is available at each Branch Campus website.

General Provisions

Course Numbering System

The following course numbering system is used by the SUAGM: UMET

- 050, 100 and 200 coded courses are lower level bachelor's degree courses
- 300 and 400 coded courses are upper division bachelor's degree courses
- 500, 600 and 700 coded courses are master's degree level courses

THE COURSE PREFIX:

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

ACCO – Accounting

ARTS – Arts

BIOL – Biology

CH - Community Health

COIS, COMP – Computer Information System

COMM- Communications
CRIM – Criminal Justice
ECED – Education
ECON – Economy
ENTR – Entrepreneurship
EDUG – EDAG – Graduate Education Courses
ENGL – English
FINA - Finance
FORS- Forensic Sciences
HESM – Health Services Management
HIST – History
HS – Health Science
HUMA – Humanities
ITHM – International Tourism and Hospitality Management
LIAR – Liberal Arts
MANA – Management
MARK – Marketing
MATH – Mathematics
NURS - Nursing
OFAS – Office Systems
POSC – Political Science
PSYC – Psychology
PUHE – Public Health
SCIE – Integrated Sciences
SOCI – Sociology
SONO -Sonography
SOSC – Social Sciences
SOWO – Social Work
SPAN – Spanish
SPED – Special Education
STMG – Strategic Management

Separateness

The provisions of this document are separable; declaring one or more void will not affect the other provisions that may be applied independently of those voided.

Amendments

SUAGM-Universidad del Turabo have 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, he or she will be subject to the appropriate disciplinary measures, including canceling his or her 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. The Institution will not accept a declaration of ignorance of a norm 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, physical handicap, 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 Rules of Discipline.

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 right of the students to inspect and review them.

Anti-Hazing Policy

Sistema Universitario Ana G. Méndez- UMET Branch Campuses do not recognize sororities, fraternities or similar student's organizations. UMET 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 and/or Director of Integrated Services of any change of name or address while he or she is an active student at the Institution.

SECTION III:

PROGRAMS OF STUDY

BACHELOR DEGREES

BACHELOR OF ARTS IN SOCIAL SCIENCES (BA)

MAJOR IN CRIMINAL JUSTICE

120 Credits

PROGRAM DESCRIPTION:

This academic design aims at ushering students to positions at operational level in the Criminal Justice field, so that they can provide professional services either to the public or the private sector. As part of the Criminal Justice System, this major covers the following areas: Correction, Criminal Investigation, Courts System, Rehabilitation and Minors' Justice. Students must comply with state and local requirements or limitations to practice profession.

ENTRANCE REQUIREMENTS OR PREREQUISITES:

To be admitted to the Social Sciences Department, the student must fulfill all the requirements for admission to the Institution.

PROGRAM OBJECTIVES/OUTCOMES:

- Develop student's knowledge related to factors that cause the criminality problem, such as to empower him/her in efforts as a provider of Criminal Justice services.
- Promote the development of a critical attitude to build his/her capacity, to comply with job requirements, and at the same time, to seek for promotions within the organizational structure where he/she works.
- Offer an innovative curriculum that responds to the country's social, economic, cultural and professional needs.
- Coach, orient, and stimulate students who wish to continue graduate studies in Law.
- Empower students on applying knowledge and acquired skills when employed in a government agency or the private sector, so that they can attain their goals.
- Develop proficiency to communicate adequately in English and Spanish both orally and in writing.

CURRICULAR SEQUENCE	
	CREDITS
General Education Courses	57
Core/Professional Courses	27
Major Courses	30
Guided Elective Courses	6
TOTAL	120

**SISTEMA UNIVERSITARIO ANA G. MÉNDEZ
UNIVERSIDAD METROPOLITANA
SCHOOL FOR PROFESSIONAL STUDIES
PROGRAM TITLE: CRIMINAL JUSTICE
CREDENTIAL ISSUED: BACHELOR OF ARTS IN SOCIAL SCIENCES (BA)
DEGREE REQUIREMENTS**

GENERAL EDUCATION COURSES (57 CREDITS)

COURSE	CR	TR	UM	PRE-REQ	COURSE	CR	TR	UM	PRE-REQ
SCIE 111-O Integrated Science I	3				SCIE 112-O Integrated Science II	3			SCIE 111-O
ENGL 115-O English Reading and Writing I	4				ENGL 116-O English Reading and Writing II	4			ENGL 115-O
ENGL 331-O Public Speaking	4			ENGL 115-O ENGL 116-O	COMP 110-O Computer and Software	3			
HUMA 101-O World Cultures I	3				HUMA 102-O World Cultures II	3			HUMA 101-O
SPAN 115-O Reading, Writing, and the Oral Communication in Spanish I	4				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 115-O SPAN 116-O	HIST 273-O History of the United States of America	3			
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 111-O Intermediate Algebra I	3				MATH 112-O Intermediate Algebra II	3			MATH 111-O
QYLE 110-O Attitude Development and University Adaptation (Must be taken in 1st semester of enrollment.)	3								

CORE PROFESSIONAL COURSES (27 CREDITS)

COURSE	CRS	TR	UM	PRE-REQ	COURSE	CRS	TR	UM	PRE-REQ
CRIM 350-O The Correctional System	3			SOSC 112-O	CRIM 400-O Human Rights in the Contemporary World	3			SOSC 111-O SOSC 112-O
POSC 420-O History of Political Thinking	3				PSYC 123-O General Psychology	3			SOSC 111-O SOSC 112-O
PSYC 350-O Psychopathology Principles	3			PSYC 123-O	SOCI 203-O Principles of Sociology	3			SOSC 111-O SOSC 112-O
SOCI 325-O Sociology of Deviancy	3			SOSC 111-O SOSC 112-O	SOSC 225-O Contemporary Economic and Political Issues	3			SOSC 112-O
SOSC 303-O Applied Statistics Methods for Social Sciences	3			MATH 111-O					

MAJOR COURSES (30 CREDITS)

COURSE	CRS	TR	UM	PRE-REQ	COURSE	CRS	TR	UM	PRE-REQ
CRIM 107-O Introduction to Criminal Justice	3			SOSC 111-O SOSC 112-O	CRIM 300-O General Principles of Penal Law	3			SOSC 111-O SOSC 112-O CRIM 107-O
CRIM 301-O Criminal Legislation and Other Special Laws	3			SOSC 111-O SOSC 112-O CRIM 300-O	CRIM 302-O Criminal Procedural Law and Evidence	3			CRIM 110-O CRIM 300-O
CRIM 360-O Criminal Investigation Techniques	3			SOSC 111-O SOSC 112-O CRIM 107-O CRIM 300-O	CRIM 380-O Criminalistics	3			SOSC 111-O SOSC 112-O CRIM 107-O CRIM 300-O
CRIM 370-O Law of Evidence	3			CRIM 107-O CRIM 300-O	CRIM 318-O Police Organization and Management	3			
CRIM 200-O Constitutional Protections and Civil Rights	3			SOSC 111-O SOSC 112-O	CRIM 401-O Practicum in Criminal Justice	3			All Courses

GUIDED ELECTIVES (6 Credits)

COURSE	CRS	TR	UM	PRE-REQ	COURSE	CRS	TR	UM	PRE-REQ
CRIM 118-O Civil System	3				CRIM 315-O Administrative Law	3			

Total Number of Credits **120**

Language skills in both English and Spanish will be assessed with a placement test. Additional language enhancement 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 Office 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. REVISED 07/2016**

MASTER DEGREES

MASTER IN BUSINESS ADMINISTRATION (MBA)

MAJOR IN MANAGEMENT

38 Credits

PROGRAM DESCRIPTION:

The Graduate Program in Business Administration of the School of Business Administration at Universidad Metropolitana offers a Master of Business Administration Degree with majors 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 allows 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.

CURRICULAR SEQUENCE	
	CREDITS
Core/Professional Courses	24
Major Courses	14
TOTAL	38

**SISTEMA UNIVERSITARIO ANA G. MÉNDEZ
 UNIVERSIDAD METROPOLITANA
 SCHOOL FOR PROFESSIONAL STUDIES
 PROGRAM TITLE: MANAGEMENT
 CREDENTIAL ISSUED: MASTER IN BUSINESS ADMINISTRATION (MBA)
 DEGREE REQUIREMENTS**

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 (38 credit hours).

ACCO 500-O Accounting Survey 3

CORE/PROFESSIONAL COURSES (24 Credits)

COURSES/DESCRIPTIONS	CRS	TR	UMET	PRE-REQUISITE
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			

MAJOR COURSES (14 Credits)

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			
TOTAL NUMBER OF CREDITS	38			

*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.
 REV 1/15/17.

MASTER IN BUSINESS ADMINISTRATION (MBA)
MAJOR IN HUMAN RESOURCES MANAGEMENT
42 Credits

PROGRAM DESCRIPTION:

The Graduate Program in Business Administration of the School of Business Administration at Universidad Metropolitana offers a Master of Business Administration Degree with majors 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

CURRICULAR SEQUENCE	
	CREDITS
Core Courses	24
Major Courses	15
Elective Courses	3
TOTAL	42

SISTEMA UNIVERSITARIO ANA G. MENDEZ UNIVERSIDAD METROPOLITANA SCHOOL FOR PROFESSIONAL STUDES PROGRAM TITLE: HUMAN RESOURCES MANAGEMENT CREDENTIAL ISSUED: MASTER IN BUSINESS ADMINISTRATION (MBA) DEGREE REQUIREMENTS				
ACCO 500-O Accounting Survey	3	This course is recommended for those students who do not possess a background in business administration. Although this course is worth 3 credit hours, it is not counted towards the total amount of credits for the degree (42 credit hours).		
CORE PROFESSIONAL COURSES (24 CREDITS)				
COURSE	CRS	TR	UM	PRE-REQ.
MANA 501-O Organizational Behavior	3			
STAT 555-O Statistics for Managerial Decision Making	3			
ECON 519-O Managerial Economics	3			
MANA 720-O Operations and Production Management	3			
ACCO 503-O Managerial and Financial Accounting	3			ACCO 500-O or Equivalent
MARK 511-O Marketing Management	3			
FINA 503-O Corporate Finance I	3			ACCO 503-O STAT 555-O
MANA 600-O Business Policy and Ethics	3			18 Core Credits
MAJOR COURSES (Select 5 courses - 15 Credits)				
COURSE	CRS	TR	UM	PRE-REQ.
MANA 715-O Supervision and Leadership	3			
HURE 730-O Compensation and Benefits Administration	3			HURE 725-O
HURE 725-O Labor Legislation**	3			
HURE 750-O Human Resources Seminar** (Mandatory Course)	3			
HURE 700-O Organizational Development and Design	3			MANA 501-O
HURE 710-O Human Resources Administration **	3			
HURE 640-O Collective Bargaining	3			
HURE 720-O Training Design and Methodology	3			HURE 710-O MANA 501-O
ELECTIVE COURSES (Select 1 course - 3 CREDITS)				
COURSE	CRS	TR	UM	PRE-REQ.
FINA 670-O Risk and Insurance	3			FINA 503-O
COIS 505-O Information Systems for Managers	3			
BUSI 605-O Business Research Methods	3			STAT 555-O
FINA 620-O International Finance	3			FINA 503-O
FINA 630-O Investments	3			ACCO 503-O FINA 503-O ECON 519-O
PROFESSIONAL DEVELOPMENT WORKSHOPS (6)				
1.				4.
2.				5.
3.				6.
Total Number of Credits	42			

****Major requirement.** Language skills in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency in each language. 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 the minimum required hours and policies set by the state and local agencies for practicum experiences. Students must comply with state and local certification requirements for the degree, as applicable. Students must complete six professional development workshops as a graduation requirement. In addition to the regular curriculum, students are required to **attend six (6) professional development workshops** during their course of study. The workshops are designed to broaden and enhance student's knowledge in area other than their area of major. The workshops will be at least three hour each.

MASTER IN BUSINESS ADMINISTRATION

MAJOR IN ACCOUNTING

38 Credits

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 offers courses in Finance, Management, Accounting, Marketing, and other general management functions with a more detailed 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

CURRICULAR SEQUENCE	
	CREDITS
Core/Professional Courses	24
Major Courses	11
Elective Courses	3
TOTAL	38

**SISTEMA UNIVERSITARIO ANA G. MÉNDEZ
 UNIVERSIDAD METROPOLITANA
 SCHOOL FOR PROFESSIONAL STUDIES
 PROGRAM TITLE: ACCOUNTING
 CREDENTIAL ISSUED: MASTER IN BUSINESS ADMINISTRATION (MBA)
 DEGREE REQUIREMENTS**

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 (38 credit hours).

ACCO 500-O Accounting Survey	3			
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CORE COMPONENT (24 Credits)

COURSES/DESCRIPTIONS	CRS	TR	UMET	PRE-REQUISITE
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			

MAJOR COURSES (14 Credits)

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
TOTAL NUMBER OF CREDITS	38			

*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 and licenses as applicable. **REV 6/29/2017**

MASTER IN BUSINESS ADMINISTRATION

MAJOR IN FINANCE

39 Credits

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.

CURRICULAR SEQUENCE

	CREDITS
Core/Professional Courses	24
Major Courses	15
TOTAL	39

**SISTEMA UNIVERSITARIO ANA G. MÉNDEZ
 UNIVERSIDAD METROPOLITANA
 SCHOOL FOR PROFESSIONAL STUDIES
 PROGRAM TITLE: FINANCE
 CREDENTIAL ISSUED: MASTER IN BUSINESS ADMINISTRATION (MBA)
 DEGREE REQUIREMENTS**

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 (39 credit hours).

ACCO 500-O Accounting Survey 3

CORE/PROFESSIONAL COURSES (24 Credits)

COURSES/DESCRIPTIONS	CRS	TR	UMET	PRE-REQUISITE
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			

MAJOR COURSES (Select 5 courses - 15 Credits)

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
TOTAL NUMBER OF CREDITS	39			

*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. REV 6/29/17

**MASTER OF BUSINESS ADMINISTRATION (MBA)
MAJOR IN LEADERSHIP IN PROJECT MANAGEMENT**

42 Credits

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 and promoting the innovation, differentiated assets management in achieving and maintaining competitiveness.

PROGRAM OBJECTIVES/OUTCOMES:

- Improve student's leadership skills so they can coordinate and harmonize the abilities and talent of their human resources team.
- Learns 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 sectors 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, that 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.

CURRICULAR SEQUENCE	
	CREDITS
Core Courses	21
Major Courses	18
Internship	3
TOTAL	42

SISTEMA UNIVERSITARIO ANA G. MÉNDEZ UNIVERSIDAD METROPOLITANA SCHOOL FOR PROFESSIONAL STUDIES PROGRAM TITLE: LEADERSHIP IN PROJECT MANAGEMENT CREDENTIAL ISSUED: MASTER IN BUSINESS ADMINISTRATION (MBA) DEGREE REQUIREMENTS					
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 (42 credit hours).					
ACCO 500-O Accounting Survey				3	
CORE PROFESSIONAL COURSES (21 Credits)					
COURSES/DESCRIPTIONS		CRS	TR	UMET	PRE-REQUISITE
ACCO 503-O Managerial and Financial Accounting		3			
BUSI 605-O Business Research Methods		3			STAT 555-O
ECON 519-O Managerial Economics		3			
FINA 503-O Corporate Finance I		3			ACCO 503-O STAT 555-O
MANA 501-O Organizational Behavior		3			
MARK 511-O Marketing Management		3			
STAT 555-O Statistics for Managerial Decision Making		3			
MAJOR COURSES (Students will select 6 courses to complete the required 18 credits)					
PRMG 600-O Operation Management		3			
PRMG 601-O Project Scope and Time Management		3			
PRMG 602-O Project Cost Management		3			
PRMG 603-O Project Quality Management		3			PRMG 601-O
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 Application in Project Management		3			
INTERNSHIP (3 Credits)					
PRMG 605-O Project Integration Management (Internship)		3			All Core and Major Courses
PROFESSIONAL DEVELOPMENT WORKSHOPS (6)					
1.		4.			
2.		5.			
3.		6.			
Total Number of Credits		42			

****Major requirement.** Language skills in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency in each language. 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 the minimum required hours and policies set by the state and local agencies for practicum experiences. Students must comply with state and local certification requirements for the degree, as applicable. Students must complete six professional development workshops as a graduation requirement. In addition to the regular curriculum, students are required to **attend six (6) professional development workshops** during their course of study. The workshops are designed to broaden and enhance student's knowledge in area other than their area of major. The workshops will be at least three hour each.

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 506-O

Cost Accounting

3 Credits

This course focuses on the analysis and applications of cost accounting techniques in managerial functions of planning, control, and decision making. It also studies the cost determination and internal control systems in inventory management for raw material, labor, and manufacturing overhead costs. It involves the analysis of the cost-volume-profit model, operational budget, variable costing, standard costing, and variance analysis. The course also utilizes business applications software and case studies. **Pre-Requisite: ACCO 503-O**

ACCO 605-O

International Accounting

3 Credits

This course focuses on accounting from a global perspective. It covers regulatory organizations on international accounting issues, generally accepted international accounting principles, contrast of accounting policies in the United States and other American, Asian and European countries. It also covers value and determination of income across different countries and presentation of financial statements for multinational business enterprises. The course makes emphasis in the use of information for analysts, managers and other decision makers. **Pre-Requisite: ACCO 503-O, FINA 503-O**

ACCO 610-O

Financial Accounting and Reporting I

3 Credits

This course studies generally accepted accounting principles for corporations and partnerships. It makes emphasis in consolidations and issues related to other business combinations. The course covers consolidated financial statements, consolidation methods, liquidation, and reorganization. Other topics covered are financial statements for partnerships; formation, operation, and liquidation of partnerships. **Pre-Requisite: ACCO 503-O**

ACCO 620-O

Financial Accounting and Reporting II

3 Credits

This course focuses on the analysis of current financial accounting issues and accounting for non-profit institutions. It studies interim and business segment reporting, financial statement consolidation of multinational companies, estates and trusts, accounting for government, universities, hospitals, and other nonprofit institutions. **Pre-Requisite: ACCO 610-O**

ACCO 706-O

Advanced Auditing

3 Credits

This course is an introduction to auditing from the perspective of the professional manager. It studies the environment opinion formulation process and reporting activities of the public auditor. It covers acquisition and management of auditing services as an aspect of managerial control. The course involves the use of audit software to enhance the application of knowledge in the accounting field. **Pre-Requisite: ACCO 503-O**

ACCO 707-O

Federal Income Tax

3 Credits

This course focuses on the federal internal revenue code and regulations, income exclusions, deductions and credits of individuals, partnerships and corporate taxable entities. Additionally, this course also includes filing of tax returns, as effects upon reorganization, liquidation and dissolutions.

Pre-Requisite: ACCO 503-O

ACCO 710-O

Advanced Auditing II

3 Credits

This course offers an overview of the Generally Accepted Auditing Standards (GAAS), their application to a variety of situations where practicing Accountants have to decide complex issues based on professional standards. The course focuses on theory, procedures, evidence, and the auditor's opinion. It covers ethics, auditor's legal responsibilities, and internal controls in manual and computerized systems, auditing procedures, evidence gathering, the standard audit report, and other types of reports. It utilizes case studies, and audit software to enhance the application of knowledge in accounting. **Pre-Requisites: ACCO 503-O, ACCO 706-O**

ACCO 721-O

Accounting Seminar

3 Credits

This course studies the application of accounting principles to the solution of problems related to operational, functional, and accounting requirements of an enterprise. It covers research, presentation, and discussion of application case studies case. A formal research project in an accounting area is required. **Pre-Requisite: 12 Major Credits**

BUSI 600-O

Federal Business Law

3 Credits

This course studies state and federal business laws. It also studies contracts, agencies, partnerships, corporations, bankruptcy, and property laws. The main focus is the application of the main topics to accounting and auditing situations. **Pre-Requisite: None**

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 101-O

Introduction to Computer Based Systems

3 Credits

This course helps students, with no previous experience in computers, develop the levels of productivity necessary for their personal and work environment. It requires computer laboratory application. **Pre-Requisite: None**

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. **Pre-Requisite: None**

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 110-O

General Principles of Penal Law

3 Credits

This is an introductory course to criminal law. The course uses the Penal Code as the basis for the study of the nature of crime, its elements, available defenses for the accused, and the sentencing guidelines. **Pre-Requisites: SOSC 111-O, SOSC 112-O, CRIM 107-O**

CRIM 118-O

Civil System

3 Credits

This course seeks to provide the student with knowledge of the historical process that promoted the development of our civil law system and its main components, such as Property Law, Family Law, Contracts, Estate Law, and Torts. **Pre-Requisites: SOSC 111-O, SOSC 112-O**

CRIM 207-O

Criminal/Procedural Law and Evidence

3 Credits

This course provides an opportunity for the analysis of the various procedural laws that regulate the application of criminal justice. 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-Requisites: CRIM 110-O, CRIM 118-O**

CRIM 210-O

Criminal Investigation Techniques

3 Credits

This course emphasizes the study and guidelines of basic criminal investigation techniques. The study is done considering the historical origins and trajectory of today's technological advances in investigative methods. **Pre-Requisites: CRIM 107-O, CRIM 207-O**

CRIM 212-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 in 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 210-O**

CRIM 215-O

Criminalistics

3 Credits

This course is 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. The course also covers 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 the crime solving process. **Pre-Requisite: CRIM 210-O**

CRIM 310-O

Constitutional Protection and Civil Rights

3 Credits

This course focuses on the study of the legal, constitutional, and judicial protections and guarantees in accordance with Supreme Court decisions to individuals. Emphasis will be given to civil rights, the Bill of Rights, and the origins and development of the Constitution of the United States. **Pre-Requisites: CRIM 107-O, CRIM 118-O**

CRIM 315-O

Administrative Law

3 Credits

The course examines the development of judicial review of administrative decisions under the common law, as well, as the development of non-judicial and statutory review mechanisms. Students will have an understanding of the principles and procedures for review of administrative action, and the ability to apply such understanding to the solution of problems. In addition, students will have an appreciation of the relationship between law and public sector administration. **Pre-Requisite: None**

CRIM 318-O

Police Organization and Management

3 Credits

This course includes the study and analysis of the organizational structure and administrative procedures of the State, State Trooper, Sheriff and, Police Departments. The course focuses on the functions, duties, powers and relations with the community. **Pre-Requisite: None**

CRIM 350-O

The Correctional System of Texas

3 Credits

This course is aimed to study and analyze the Correctional System of Texas. 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 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-Requisite: SOSC 111-O, SOSC 112-O**

CRIM 401-O

Practicum in Criminal Justice

3 Credits

In this course, the student will have an opportunity to practice the theoretical knowledge acquired by working for a public or private entity related to the criminal justice system. The professor will serve as a guide and will provide the resources, orientation, and coordination of the practicum process. The selection of the entity for the placement of the student will be made by the professor with the assistance of the student. Students must abide with the minimum required hours set by the state for practicum experiences. The student must refer to the Internship Handbook available from the Director of Instruction and Curriculum for specific requirements and procedures. **Pre-Requisite: All courses**

ECON 123-O

Economics Compendium

3 Credits

This course provides the student with the theoretic knowledge and application of Economics. The student will learn the essential principles and theories for micro and macro analysis. Time is devoted to develop the skills needed to identify and solve the problems encountered by the public and private sectors. **Pre-Requisite: None**

ECON 350-O

International Economy

3 Credits

This course studies the concepts, theories and applications of international economics and finance; analysis of economic relationships between nations; review international trade common practices (imports and exports); review of macroeconomics data on imports and exports in the US economy as collected and published by the US government; study of government intervention in international trade. **Pre-Requisites: None**

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 arts (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. Prerequisite: 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 arts (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 503-O

Corporate Finance I

3 Credits

This course applies financial planning strategies to increase the value of investment of stockholders. The course utilizes analysis of management decisions concerning investments, financing, and dividend policies. The course involves assets approval, risk, debt policies, and alternate ways of financing. The course also involves short-term assets, liabilities administration, acquisitions, mergers, and international financial management. **Pre-Requisites: ACCO 503-O, STAT 555-O**

FINA 610-O

Corporate Finance II

3 Credits

This course discusses the theory and practice of corporate finance, assets administration, and capital budgeting. Risks, performance, and capital opportunity cost, dividends policies and capital structures, acquisitions, mergers, and socio-economic aspects of the corporate finances are also discussed. **Pre-Requisite: FINA 503-O**

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 630-O

Investments

3 Credits

This course covers the valuation of corporate securities of multinational and domestic corporations, portfolio theory, and the measurement of portfolio performance. Emphasis is placed on the role of return and risk in valuing stocks, bonds, options, and in the construction of portfolios.

Pre-Requisites: FINA 503-O, ACCO 503-O, ECON 519-O

FINA 640-O

Public Finance and Fiscal Policies

3 Credits

This course is an analysis of government resources and use of government funds. It also emphasizes the impact of the fiscal policies to promote stability and development based on real situations. **Pre-Requisite: FINA 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 680-O

Real Estate Mortgage Financing

3 Credits

This course is an analysis of the mortgage market, development, impact of real estate, and financing. The course also integrates the concepts of capital market in public, private business, agencies, and the role of financing in the real estate market. **Pre-Requisite: None**

FINA 750-O

Finance Seminar

3 Credits

This course involves the integration of the main concepts in finance with the discussion of current real world situations. The course studies the investigation, presentation, and discussion of study cases. The course requires a formal investigation of a topic in the finance area. **Pre-Requisites: All Core Courses and 9 credits of Major Courses**

HIST 273-O

History of the United States of America

3 Credits

This course is a survey of the political, economic, and socio-cultural development of the United States of America through its history. It covers the hominization process in the continent, its geographical surroundings, and the development of the Amerindian settlements. It also includes a chronological analysis of the major historical processes that contributed in the development of the U.S. from its origins to present. **Pre-Requisite: None**

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 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 501-O

Organizational Behavior

3 Credits

This course is a study of individual, group, and organizational behavior in social systems. The course covers application of organizational behavior and organizational theory to management practice. **Pre-Requisite: None**

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 603-O

Materials Management

3 Credits

This course is designed to provide the student with knowledge in the field of Materials Management and its functions in the planning and control of production processes, buying procedures, measurement of demand, decisions of storage operations, and physical movement of a product from its manufacture to the distribution channels, the product specifications, process design, and quality control. **Pre-Requisite: MANA 720-O**

MANA 621-O

Business Law

3 Credits

This course deals with the laws pertaining to business associations, such as partnerships (limited and general), corporations, franchises, and joint ventures. Topics in this course include rights and obligations; will contracts, mortgages, business agencies and associations, corporations, negotiable instruments, investment and loans, bankruptcy, business laws, labor laws, and jurisprudence.

Pre-Requisite: None

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 710

Human Resources Management

3 Credits

This course is a study of the philosophy, techniques, and policies related to the administration of personnel and as a critical responsibility of every manager. Topics included in this 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**

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 716-O

Strategic Planning and Control

3 Credits

In this course, major components of long-term strategy from an upper-level management perspective are covered. This course provides a learning laboratory for the study of major strategic decision-making models. **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 750-O

Management Seminar **

3 Credits

This course studies the historical foundations and evolutionary development of management concepts such as comparative analysis of management patterns and emerging problems of management interest. The course covers readings and research in management. Each student must complete and present a research project for discussion and comments in the classroom. ** Mandatory course. **Pre-Requisites: All courses**

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**

MARK 615-O

Advertising and Sales Promotion

3 Credits

This course examines the marketing promotions from a communications standpoint. It discusses advertising, sales promotion, personal selling and publicity as components of the promotional program of an enterprise including profit and non-profit institutions marketing products and/or services. The course emphasizes the planning, design, and implementation of advertising campaigns. **Pre-Requisite: None**

MATH 111-O

Intermediate Algebra I

3 Credits

This course covers the rational exponents and radicals, linear graphs and quadratic equations, inequalities, systems of equations and their applications; special products factoring, and rational expressions. **Pre-Requisite: None**

MATH 112-O

Intermediate Algebra II

3 Credits

This course covers the rational exponents and radicals, linear graphs and quadratic equations, inequalities, systems of equations and their applications; special products factoring, and rational expressions and basic geometry concepts. **Pre-Requisite: MATH 111-O**

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-Requisites: 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 communications 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**

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-Requisites: 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**

SCIE 112-O

Integrated Sciences II

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: SCIE 111-O**

SOCI 201-O

Principles of Sociology I

3 Credits

This course is a study of the human being in a socio-cultural context. Emphasis is given to the use of the scientific method in the study of society and the study of social theories. It includes the study of social stratification and institutions such as family, religion, education, economy and politics. It involves an analysis of contemporary social problems. **Pre-Requisites: SOSC 101-O, SOCI 102-O**

SOCI 202-O

Principles of Sociology II

3 Credits

This course is a study of the human being in a socio-cultural context. Emphasis is given to the use of the scientific method in the study of society and the study of social theories. It includes the study of social stratification and institutions such as family, religion, education, economy and politics. It involves an analysis of contemporary social problems. **Pre-Requisites: SOCI 201-O**

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**

SOSC 103 -O

Introduction to Social Sciences

3 Credits

This is a survey course on general principles and foundations of the social science disciplines: anthropology, sociology, psychology, economics, and political sciences. The course covers an analysis of social problems and impact in society. **Pre-Requisite: None**

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 225-O

Contemporary Economic and Political Issues

3 Credits

This course focuses on an interdisciplinary approach to study the interrelation of social organizations, political, and economic systems in the contemporary world. It studies social, political, and economic developments. It includes an analysis of selected events and current issues that impact our society. **Pre-Requisites: SOSC 111-O SOSC 112-O**

SOSC 301-O

Statistics for Social Sciences 1

3 Credits

This course covers descriptive and inferential statistical techniques and reasoning. It includes elements of statistical reasoning and mechanics involved in the computation of statistical measures in social sciences challenges in society. The course focuses on the when, why and how of using specific techniques in a research process. **Pre-Requisites: SOSC 111-O, SCIE 112-O, MATH 111-O**

SOSC 302-O

Statistics for Social Sciences 2

3 Credits

This course covers descriptive and inferential statistical techniques and reasoning. It includes elements of statistical reasoning and mechanics involved in the computation of statistical measures in social sciences challenges in society. The course focuses on the when, why and how of using specific techniques in a research process. **Pre-Requisite: SOSC 301-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 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, pleonasm, 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 SUAGM 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 SUAGM 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 SUAGM 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.**

STAT 555-O

Statistics for Managerial Decision Making

3 Credits

This course covers basic statistical skills for advanced work in the functional areas of business administration, including descriptive statistics, probability, probability distributions, sampling, estimation, statistical inference, and Bayesian principles. Computer programs are used in the course as problem solving tools. **Pre-Requisite: None**

FACULTY:

The Faculty of the SUAGM: UMET Dallas Area Campus has a minimum of a master's degree in their area of expertise and a minimum of three years of professional experience. In addition, the faculty community must demonstrate and must be certified to have the aptitude and ability to facilitate courses in a program for adults. An updated list of certified faculty is available in the administrative offices at the campus.

**FACULTY LISTING
 ACADEMIC YEAR 2016-2017**

NAME	MAJOR	DEGREES/DIPLOMAS HELD & AWARDING INSTITUTION
ÁVILA, CARLOS	Business Administration/Finance	Master in Business Administration Interamerican University, PR 1987
BOADAS, ANA MARÍA	Bilingual Education/Spanish	Master in Bilingual Education Southern Methodist University Dallas, TX 2005
CARATINI, MARÍA	Education/English	M.Ed. in TESOL Pontifical Catholic University of Puerto Rico, PR 1985
CHÁVEZ, EDGAR	Education & Spanish	M.Ed. in Instructional Specialist University of Texas, El Paso, TX 2003 MA in Spanish Universidad de Granada, Spain, 2014
CISNEROS, OSCAR	Education & Spanish	M.Ed. in Teaching and Learning Spanish and its Culture Universidad de Granada, Spain 2011
CORTÉS-BESSA, MONTSERRAT	Bilingual Education	Master in Bilingual Education Southern Methodist University Dallas, TX 2004
DASILVA, HEBERT	Education	Master of Bilingual Education SMU-Dallas TX 2001 M. Ed in Administration, Texas Woman's University 2001
DONATO, MARÍA DEL MAR	Psychology	Ph.D. in Organizational Psychology Industrial Carlos Albizu University, PR 2008 MS in Organizational Psychology Carlos Albizu University, PR 2004
DOOLEY, CYNTHIA	Spanish	Master of Arts in Spanish Texas A&M University, 1995

NAME	MAJOR	DEGREES/DIPLOMAS HELD & AWARDING INSTITUTION
EVANS, GILDA	Spanish	Doctorate of Philosophy in Spanish, Indiana University IN 1981 MA in Spanish, Indiana University IN 1975
GARCÍA-O'NEILL, EDGAR	Business	Doctorate in Management, University of Phoenix, Arizona 2010 MS of Business Administration University of Phoenix, AZ 2003
GARCÍA-SMITH, PATRICIA	Bilingual Education	Master of Bilingual Education Southern Methodist University, TX 2001
HERNÁNDEZ, LUIS	Information Technology/Computers	Master of Science in Computer Education & Cognitive Systems University of North Texas, TX 2010
JASSO, GABRIEL A.	Psychology	Psy- D in Clinical Psychology Argosy University, Dallas TX 2012 Master of Arts in Legal Studies Texas State University, TX 2010
JOLAY, ENRIQUE	Information Technolgy	Master of Science in Information Technology Carnegie Mellon University, 1999
LATORRE-QUEVEDO, MICHAEL	Business	Master of Science in Business Administration in Human Resources Universidad Metropolitana, PR 2011
LLINAS, PABLO	International Relations/Business	Master of International Relations Alliant International University San Diego, CA 2008
LÓPEZ, JOSÉ	Education	M.Ed. in Education Administration University of North Texas, TX 2010
MERCED, FLORIBEL	Master of Art	Master of Arts in Communications University of the Sacred Heart, PR 2015
MONTILLA, MARÍA	Law/Humanities	Juris Doctor, Interamerican University, PR 2008 Master of Arts in Philosophy Boston College, MA 2003
MORALES, LOURDES	Business	Ph.D. in Business Administration Pontifical Catholic University, PR 2005 Master of Industrial Management Interamerican University, PR 1989
NELSON, EMMA	Math	MA in Mathematics Education Texas Woman's University, TX 1976
PADILLA, ALEJANDRO	Education	M.Ed. in Education with Policy Studies University of Texas, Arlington TX 2014

NAME	MAJOR	DEGREES/DIPLOMAS HELD & AWARDING INSTITUTION
PEREZ, JAVIER	Business & Technology	MS in Technology Management, Global Management University of Phoenix, AZ 2007
QUINTERO, FLOR	Psychology	Master of Science in School Psychology Interamerican University of Puerto Rico, PR 2009
RAMÍREZ, JOANALY	Education & Technology	M.Ed. in Educational Technology Leadership Lamar University, TX 2011
RODRÍGUEZ, FRANCESLIA	Education	M.Ed in Curriculum and Teaching Universidad Metropolitana, PR 2005
ROTH, LUZ	Education	M.Ed. in Curriculum Development Texas Woman's University, TX 2002
SANDOVAL, JAIME	Education	M.Ed. in Secondary Education Stephen F. Austin Nacogdoches, TX 1997
SEGURA, SILVIA	Bilingual Education	M.Ed. in Bilingual Education Texas Woman University, TX 1991
STEER NELLY	Bilingual Education	M.Ed. in Bilingual Education Southern Methodist University, TX 2001
SUÁREZ, VIVIAN	Medicine & Science	Doctor of Medicine Iberoamericana University, Santo Domingo, DR 2011
SUERO, LILIANA	Technology	Master of Arts in Technology University of North Texas 2006
VALENZUELA-ESCOBAR, ALICE	Education	M.Ed. in Special Education University of Louisville, KY 1988
VILLASEÑOR, ELSA	Spanish	Master of Arts in Spanish University of North Texas, TX 2008

Academic Calendars 2017-2018

The information contained in this catalog is true and correct to the best of my knowledge.