

**Universidad Ana G. Méndez**  
**Cupey Campus**  
**Academic Catalog and Student Handbook**  
**2022-2023**

**Florida Branch Campuses**

**METRO ORLANDO**

**SOUTH FLORIDA**

**TAMPA BAY**



**Volume II**  
**January 2023**

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

### Our Profile

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

### Mission

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

### Vision

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

### Goals

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

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

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

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

### Core Values

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

### Accreditation and Affiliations

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

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

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

- American Association for Adult and Continuing Education
- American Association for Counseling and Development
- American Association of Collegiate Registrars and Admission Officers
- American Association of Higher Education
- American Council on Education
- American Library Association
- American Management Association
- 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
- 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 Ana G. Méndez – Cupey Campus in Florida is licensed by the Florida Commission for Independent Education, Florida Department of

Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Suite 1414 Tallahassee, FL, 32399-0400; toll-free telephone number (888) 224-6684 ([www.fidoe.org/cie](http://www.fidoe.org/cie)).

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

### Statement of Policy

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

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

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

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

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

UAGM-Cupey main campus addresses and telephone numbers are:

Mailing Address:

UAGM-Cupey  
P.O. Box 21345  
San Juan, PR 00928-1345

Telephone No. (787) 751-0178

Fax No. (787) 766-1706

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

Mailing Address:

Ana G. Méndez University - Cupey Campus  
PO Box 21150  
San Juan, PR 00928-1150

Telephone No.: (787) 766-1717

Fax No.: (787) 759-7663

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

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

**Dr. Lorna Martínez**

Vice Chancellor

**Dr. José E. Berríos Lugo**

Dean of Academic Affairs

**Dr. Rafael Rodríguez**

Dean of Student Affairs

**Dr. Giselle Tapia**

Director of Licensing and Accreditation

**Mrs. Brenda L. Ortiz**

Dean of Institutional Effectiveness

**Dr. Juan Carlos Sosa Varela**

Dean of the Business, Tourism, and  
Entrepreneurship Division

**Dr. Evelyza Crespo Rivera**

Dean of the Liberal Arts

**Dr. Mildred Y. Rivera Cordero**

Dean Professional/Technical Studies

**Dr. Juan C. Sosa**

Dean of Business, Tourism and Entrepreneurship

### Legislative Boards

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

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

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

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



### Academic and Student Affairs Commission

The Academic and Student Affairs Commission (A.S.A.C.) consists of fifteen (15) members as follows: eight (8) faculty facilitators and seven (7) administrators. The faculty facilitators include representation from the following areas: one (1) from liberal arts and criminal justice, one (1) from business administration, economics, and hospitality, one (1) from natural and health sciences, one (1) from Education, one (1) from languages, one (1) from Bilingual Education and ESOL, one (1) Campus at Large (South Florida), and one (1) Campus at Large (Tampa Bay Campus). The composition for the administrators is as follows: three (3) Academic Directors, three (3) Directors of Learning Resource Center, and the A.S.A.C. Chair. Special Guests, other officers, and facilitators shall be invited to participate in the meetings of the A.S.A.C. when the agenda includes items that touch on those programs. A.S.A.C. reviews and recommends course and program additions, revisions, and deletions and recommends policy related to academic offerings to the three affiliated universities in UAGM operations in Florida.

## Section II: Sistema Universitario Ana G. Méndez

### Profile

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

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

### Central Administration and Board of Directors

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

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

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

### Board of Directors

René A. Soto Torres, Board Chair

Migdalia Torres Rivera, Board Member, Board Vice Chair

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

Ramiro Millán Catasús, Permanent Board Member

Herminio Martínez Escudero, Permanent Board Member

Rafael A. Nadal Arcelay, Permanent Board Member

Wilfredo Cosme Ortiz, Board Member

Rita Di Martino, Board Member

Delia Castillo de Colorado, Board Member

María J. Rodríguez Martínez, Board Member

Héctor M. Cabrera Oliveras, Board Member

Oscar Jiménez, Board Member

### Non-Discrimination Statement

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

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

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

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

#### Metro Orlando Campus Administration and Staff

**Sandra Martinez**

Campus Director

**Rosa Musi**

Academic Director

**Jacqueline Castro**

Director of Student Affairs

**Vacant**

Director of Admissions

**Jeniffer Molina**

Director of Financial Aid

**Mariola Rivera**

Associate Registrar/ Credential Evaluation Services

**Yadira Berríos**

Bursar

**Dimary Dosal**

Bursar

**Rafael Del Rio**

Learning Assistant Specialist

**Leonides Perez**

Director of Learning Resources Center

#### South Florida Campus Administration and Staff

**Marcela Munera**

Campus Director

**Vacant**

Academic Director

**Vidal Lopez**

Director of Student Affairs

**Kalinka Sotolongo**

Director of Admissions

**Jeniffer Molina**

Director of Financial Aid

**Cinthia Tineo Vasquez**

Associate Registrar/ Credential Evaluation Services

**Jorge Báez**

Bursar

**Leonides Perez**

Director of Learning Resources Center

**Dianelys Breijo**

Assistant Director of Learning Resources Center

#### Tampa Bay Campus Administration and Staff

**Joel T. Hornes**

Campus Director

**María C. Rodríguez**

Academic Director

**Viviana Barrabia**

Director of Student Affairs

**Annette Alexander**

Director of Admissions

**Jeniffer Molina**

Director of Financial Aid

**Marisabel Quiroga**

Associate Registrar/ Credential Evaluation Services

**Miriam Avilés**

Bursar

**Manuel Robayna**

Learning Assistant Specialist

**Leonides Perez**

Director of Learning Resources Center

**Physical Facilities**

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

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

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

**Campuses Address and Telephone Numbers**

***Metro Orlando Campus***

Physical and Mailing Address

5601 South Semoran Blvd.

Suite # 55,

Orlando, FL 32822

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

Fax: (407) 207-3373

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

***South Florida Campus***

Physical and Mailing Address

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

Miami Lakes, FL 33016

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

Fax: (954) 885-5861

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

***Tampa Bay Campus***

Physical and Mailing Address

3655 West Waters Ave.

Tampa, Florida 33614

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

Fax: (813) 932-7527

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

## Academic Calendars

### 2022-2023 Academic Registration Calendar Cupey Campus Fall 2022

	<b>71</b> 8/22/2022- 10/8/2022  (7 weeks)	<b>72</b> 10/17/2022- 12/10/2022  (7 weeks)	<b>81</b> 8/22/2022- 10/15/2022  (8 weeks)	<b>82</b> 10/17/2022- 12/17/2022  (8 weeks)	<b>14</b> 8/22/2022- 12/3/2022  (14 weeks)
Financial Aid- FAFSA Priority Deadline	7/25/2022	9/19/2022	7/25/2022	9/19/2022	7/25/2022
Admissions Deadline	8/26/2022	10/21/2022	8/26/2022	10/21/2022	8/26/2022
Classes Begin	8/22/2022	10/17/2022	8/22/2022	10/17/2022	8/22/2022
Add/Drop Deadline	8/28/2022	10/23/2022	8/28/2022	10/23/2022	8/28/2022
Census Attendance Deadline	9/5/2022	10/31/2022	9/5/2022	10/31/2022	9/5/2022
Deadline to Request Class Reinstatement	9/9/2022	11/4/2022	9/9/2022	11/4/2022	9/9/2022
Withdrawal Deadline	9/28/2022	11/30/2022	10/3/2022	12/5/2022	11/14/2022
Classes End	10/8/2022	12/10/2022	10/15/2022	12/17/2022	12/3/2022
Grades Due	10/10/2022	12/12/2022	10/17/2022	12/19/2022	12/5/2022
Graduation Application	10/31/2022	10/31/2022	10/31/2022	10/31/2022	10/31/2022
Holidays/University Recess		11/5/2022, 11/11/2022, 11/21/2022-11/27/2022		11/5/2022, 11/11/2022, 11/21/2022-11/27/2022	11/5/2022, 11/11/2022, 11/21/2022-11/27/2022

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

Calendar subject to change

September 17, 2022 is the celebration of the U.S. Constitution.

**2022-2023 Academic Registration Calendar  
Cupey Campus  
Spring 2023**

	<b>71</b> 1/9/2023- 2/25/2023 (7 weeks)	<b>72</b> 3/6/2023- 4/29/2023 (7 weeks)	<b>81</b> 1/9/2023-3/4/2023 (8 weeks)	<b>82</b> 3/6/2023- 4/29/2023 (8 weeks)	<b>14</b> 1/9/2023- 4/22/2023 (14 weeks)
Financial Aid- FAFSA Priority Deadline	12/12/2023	2/6/2023	12/12/2023	2/6/2023	12/12/2023
Admissions Deadline	1/13/2023	3/10/2023	1/13/2023	3/10/2023	1/13/2023
Classes Begin	1/9/2023	3/6/2023	1/9/2023	3/6/2023	1/9/2023
Add/Drop Deadline	1/15/2023	3/12/2023	1/15/2023	3/12/2023	1/15/2023
Census Attendance Deadline	1/23/2023	3/20/2023	1/23/2023	3/20/2023	1/23/2023
Deadline to Request Class Reinstatement	1/27/2023	3/24/2023	1/27/2023	3/24/2023	1/27/2023
Withdrawal Deadline	2/15/2023	4/19/2023	2/20/2023	4/17/2023	4/10/2023
Classes End	2/25/2023	4/29/2023	3/4/2023	4/29/2023	4/22/2023
Grades Due	2/27/2023	5/1/2023	3/6/2023	5/1/2023	4/24/2023
Graduation Application	2/28/2023	2/28/2023	2/28/2023	2/28/2023	2/28/2023
Holidays/University Recess	1/16/2023, 2/20/2023	4/2/2023-4/9/2023	1/16/2023, 2/20/2023		1/16/2023, 2/20/2023, 4/2/2023-4/9/2023

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

Calendar subject to change

## 2022-2023 Academic Registration Calendar

### Cupey Campus

### Summer 2023

	<b>71</b> 5/8/2023- 6/24/2023 (7 weeks)	<b>72</b> 6/26/2023- 8/19/2023 (7 weeks)	<b>81</b> 5/22/2023- 7/22/2023 (8 weeks)	<b>14</b> 5/8/2023- 8/19/2023 (14 weeks)
Financial Aid- FAFSA Priority Deadline	4/10/2023	5/29/2023	4/24/2023	4/10/2023
Admissions Deadline	5/12/2023	6/30/2023	5/26/2023	5/12/2023
Classes Begin	5/8/2023	6/26/2023	5/22/2023	5/8/2023
Add/Drop Deadline	5/14/2023	7/2/2023	5/28/2023	5/14/2023
Census Attendance Deadline	5/22/2023	7/17/2023	6/5/2023	5/22/2023
Deadline to Request Class Reinstatement	5/26/2023	7/21/2023	6/9/2023	5/26/2023
Withdrawal Deadline	6/14/2023	8/2/2023	7/10/2023	7/31/2023
Classes End	6/24/2023	8/12/2023	7/22/2023	8/12/2023
Grades Due	6/26/2023	8/14/2023	7/24/2023	8/14/2023
Graduation Application	6/30/2023	6/30/2023	6/30/2023	6/30/2023
Holidays/University Recess	5/29/2023	7/3/2023-7/9/2023	5/29/2023, 7/3/2023-7/9/2023	5/29/2023, 7/3/2023-7/9/2023

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

Calendar subject to change



## Students' Academic Requirements, Regulations and Services

### *Admissions*

**(Please refer to the program curriculum page for admissions information.)**

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

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

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

General Requirements for Admission:

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

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

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

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

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

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

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

General Requirements for Admission:

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

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

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

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

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

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

Additional disclaimer of admission in this program:

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

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

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

### ***Readmission***

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

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

### ***Admission Validity***

1. Students can only enroll in programs offered at the time of their admission or readmission.
2. Admission or readmission to UAGM-Universidad Ana G. Méndez - Cupey Campus Florida 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 their provisional application.

### ***Awarding of Transfer Credit and Alternative Ways to Earn Credit***

Universidad Ana G. Méndez – Cupey Campus allows students to proceed expeditiously toward their degree and academic program objectives by providing guidelines for the transfer of postsecondary credit and alternative ways to

earn university credit. Regardless of transfer credit status, students must earn a minimum of 25% of their degree credit hours as institutional credits to be awarded at Universidad Ana G. Méndez – Cupey Campus degree.

### **Coursework From Regionally Accredited Institutions**

All coursework from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency will be awarded in accordance with the following guidelines:

- a. All official transcripts must be received within forty-five (45) days after the student's first part of term at Universidad Ana G. Méndez – Cupey Campus;
- b. All College level or College preparatory courses which have both grades and credit hours will be considered for transfer if they meet the minimum grade requirement of a "C" or higher for undergraduate programs and a "B" or higher for graduate programs;
- c. Credits at the upper-division college level (300 and 400 level courses) are not accepted for transfer into diploma and associate-degree programs and are only evaluated for transfer credit into baccalaureate programs; diploma credits are not transferrable at the 100 level.
- d. Course credits evaluated for transfer from colleges with different credit systems (i.e., quarter hours, units, etc.) are converted to semester hours;
- e. Core/Major courses, including business, technical and professional courses, may be accepted if those credits were earned no more than 5 years prior to the enrollment date (this requirement may vary by School).
- f. Regardless of the number of credits accepted in transfer, the student must complete at least 25% of the college-level credits required

to earn an Ana G. Méndez – Cupey Campus degree;

- g. If initial placement in courses cannot be determined after the evaluation of transfer work, students may be required to complete entry testing in one or more disciplines to determine course placements(s);
- h. All credits that are transferred to Universidad Ana G. Méndez – Cupey Campus will become part of the student's permanent academic record and will appear on the Ana G. Méndez – Cupey Campus official transcript as transfer credit;
- i. Transfer credits will be applied by the designated University officials in the most appropriate manner to the student's program in the area of general electives, general education, program courses, and other academic requirements.

### **Coursework From Sistema Universitario Ana G. Méndez**

Credits earned at any Sistema Universitario Ana G. Méndez (UAGM) institution will be accepted without a time limit **unless otherwise prohibited by program requirements**. UAGM courses will transfer as a "T" on the student's academic record and will not impact the student's grade point average (GPA) at Universidad Ana G. Méndez – Cupey Campus.

### **Coursework from Non-Regionally Accredited Institutions**

Prior to initial enrollment at Universidad Ana G. Méndez – Cupey Campus, a student may request credit for coursework earned at an institution that is not regionally accredited. All coursework approved by the designated academic administrator will be evaluated using the same guidelines as those for regionally accredited institutions. The academic administrator will determine specific course equivalency for a general education or major course or degree

program requirement. Additionally, the equivalency may be granted towards elective credit. Approval of all evaluated coursework will be included in the Universidad Ana G. Méndez – Cupey Campus official student transcript. Denied requests may be appealed in writing to the Vice Chancellor of Academic Affairs or their designee.

### **Coursework From International Institutions**

All official transcripts received from post-secondary institutions outside of the United States that are in English, or Spanish will be evaluated by our Registrar's office using the same guidelines for regionally accredited institutions using AACRAO Edge.

All official transcripts from post-secondary institutions outside of the United States that are not in English, or Spanish must have a course-by-course commercial evaluation completed by an agency approved by the National Association of Credential Evaluation Services (NACES) at the student's expense. Universidad Ana G. Méndez – Cupey Campus will perform an evaluation based on the course-by-course evaluation report received directly from one of the approved agencies and in accordance with the same guidelines as those for regionally accredited institutions.

Students will not be awarded General Education English credit for courses taken outside of the United States, its territories or Puerto Rico. These students will be required to take a placement test to place into the appropriate level English course.

### **Credit By Examination- Outside Agencies**

Universidad Ana G. Méndez – Cupey Campus accepts some form of transfer credit through credit by examination from outside agencies. No grades or grade point values will be assigned for credit by examination. Official copies of these test scores must be submitted directly to Universidad Ana G. Méndez – Cupey Campus Admissions from the appropriate issuing agency.

#### **a. Advanced Placement Exams (AP)**

A student who wishes to receive credit for Advanced Placement courses must have their Advanced Placement scores sent from the College Board directly to Universidad Ana G. Méndez – Cupey Campus Admissions. A student who earns a score a 3, 4, or 5 on any Advanced Placement test is awarded Universidad Ana G. Méndez – Cupey Campus credit for the equivalent course according to established university guidelines. Students who obtained a 3 or higher on an AP exam should speak with their campus registrar.

#### **b. Defense Activity Non-Traditional Education Support (DANTES/DSST)**

The Defense Activity Non-Traditional Education Support (DANTES) program is a test conducted by the Educational Testing Services (ETS). The DANTES Subject Standardized Tests (DSSTs) measure earned achievement in specific university courses. Universidad Ana G. Méndez – Cupey Campus will award credit according to the established university guidelines. Universidad Ana G. Méndez – Cupey Campus does not permit a student to use exam credit towards grade forgiveness. Students who have taken DANTES Subject Standardized Tests should speak with their campus registrar.

#### **c. Excelsior University Examinations**

Excelsior University Examinations (formally known as Regents University Exams or the Proficiency Examination Program) are developed by Excelsior University using national committees of faculty consultants and national studies to assess how well the tests measure the performance of students in actual University courses. Excelsior University Examinations are approved by the American Council on Education and Excelsior University is accredited by the Middle States Commission on Higher Education (MSCHE). Universidad Ana G. Méndez – Cupey Campus will award credit according to the

established university guidelines. Universidad Ana G. Méndez – Cupey Campus does not permit a student to use exam credit towards grade forgiveness. Students who have taken Excelsior University examinations should speak with their campus registrar. Detailed information about Excelsior University Examinations can be found online at [www.excelsior.edu](http://www.excelsior.edu).

d. International Baccalaureate (IB)

The International Baccalaureate (IB) Diploma Program is a rigorous two-year, pre-university liberal arts program of study for the highly motivated, academically oriented secondary student. The Diploma is awarded only to the student who meets curricular, service, and thesis requirements and score at the prescribed level on internationally standardized subject examinations. Through the IB program, a student may be awarded up to 30 university level credit hours. No grades will be assigned to credits awarded through the program. The student will not receive credit for 18 courses that duplicate credit awarded for courses attended at Universidad Ana G. Méndez – Cupey Campus or credit that was awarded through other accelerated programs (i.e., AP, CLEP, credit by examination, etc.). Universidad Ana G. Méndez – Cupey Campus will award credit according to the established university guidelines. Universidad Ana G. Méndez – Cupey Campus does not permit a student to use exam credit towards grade forgiveness. Students who have IB scores should speak with their campus registrar.

e. Cambridge Advanced International Certificate of Education (AICE)

The AICE program is an international advanced secondary curriculum and assessment program equivalent to the British system of “A-Levels”. AS-Level courses are comprised of curriculum lasting one academic year. A-Level courses encompass all AS-Level curriculum as well as additional topics. A-Level coursework is completed over two academic years.

Universidad Ana G. Méndez – Cupey Campus will award credit according to the established university guidelines. Universidad Ana G. Méndez – Cupey Campus does not permit a student to use exam credit towards grade forgiveness. Students who have taken AICE courses should speak with their campus registrar.

f. College-Level Examination Program (CLEP)

The College Board provides the CLEP program and offers students 30+ exams that cover introductory college level material. Students have the opportunity to be awarded credit according to established university guidelines. Universidad Ana G. Méndez – Cupey Campus does not permit a student to use exam credit towards grade forgiveness. Students who have taken or are interested in taking a CLEP exam should speak with their campus registrar.

**Education Credit for Military Service**

Students may earn university credit for military experience. Students should work directly with their campus Registrar to review military experience. The Registrar’s Office will award credit on a course-by-course basis in relation to the student’s declared program of study following the ACE recommended guidelines, and with approval from the appropriate Academic Administrator.

Students using VA educational benefits are required to submit their Join Services Transcript (JST) or the Community University of the Air Force transcript. Upon receipt of the transcript, the Registrar’s Office will award credit on a course-by-course basis in relation to the student’s declared program of study following the ACE recommended guidelines, and with approval from the appropriate Academic Administrator.

**Credit For Licensure or Certification**

Universidad Ana G. Méndez – Cupey Campus may award university credit to students intended to meet requirements toward academic programs and degrees based on specific licensure or certification. Eligible students must complete the *Articulation Credit Transfer Form* and provide a copy of the appropriate license or certification. The designated academic administrator will review documentation and determine the award of credit for the Registrar to post on the student's educational record.

### **Prior Learning Credit (PLC)**

Prior Learning Credit (PLC) is a way student may be awarded appropriate credit for demonstration of knowledge gained from previous learning experiences outside the classroom. This learning may result from an industry certification, in-service training, or experience acquired during employment. Credit awarded through existing articulation agreements and MOU's will be excluded from this process.

#### **Prior Learning Credit Guidelines:**

1. Students must be enrolled in Universidad Ana G. Méndez – Cupey Campus courses in order to be considered for PLC;
2. Credits awarded through PLC will appear on the student's official transcript as credit only; no grade point values will be assigned to PLC;
3. A student cannot earn PLC for a course in which credit has already been attempted; PLC cannot be used to forgive a grade previously earned in a credit course;
4. A student must complete 25% of each degree or certificate program's total credit hours at Universidad Ana G. Méndez – Cupey Campus.

#### **Prior Learning Credit Process:**

1. Students who are interested in PLC must fill out a *PLC Application Form* and submit it to the School Dean.
2. The School Dean will contact the student to review the requirements of the portfolio.
3. Once the student submits the portfolio, the School Dean will review and determine what PLC credit will be offered.

### **Transcripts**

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

### **Residency Requirements**

A student must complete a minimum of 25% of their applicable program credits from Universidad Ana G. Méndez – Cupey Campus to meet the residency requirements. In addition, transfer students must complete a minimum of 25% of the prescribed number of credit hours within their major area of study in order to be measured for the recognition with honors.

### **International Students**

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. UAGM-Universidad Ana G. Méndez - Cupey Campus at all Florida Branch Campuses is authorized to receive international students. Interested applicants must contact the Director



of Admissions at each campus for the specifically related processes.

### **Dual Language Model**

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

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

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

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

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

Students may have taken these examinations prior to being admitted as part of their orientation or application process. The test scores and placement results are considered valid for enrollment if they are not older than

one year. Placement test scores and placement results are valid for one calendar year. Students are advised to come prepared. Placement exams may take between 2 to 4 hours, depending on their proficiency in both languages.

#### ***Undergraduate Developmental Courses***

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

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

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

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

#### ***Graduate Developmental Courses***

The graduate English language developmental courses are ENGL 500-O, ENGL 501-O, and ENGL

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

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

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

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

#### *Graduates from Bilingual Bachelor's Degrees*

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

#### **Method of Instruction**

- Non-degree and degree programs may be offered in a schedule of five (5), seven (7), eight (8) or fourteen (14) week sessions.
- The Vice Chancellor of Academic Affairs reserves the right to schedule courses based on the nature of the class and the required contact hours.

- Each course offered is assigned a unique number known as a Course Reference Number (CRN).

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

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

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

The rigorously selected and certified faculty community at all mainland campuses utilizes a wide variety of educational materials and resources as well as course modules as part of the teaching-learning processes. The instructional modules contain the information on course objectives, topics, assignments, and most importantly serve as study guides for teachers and students by including rigorous learning activities to be carried out in class. Each instructional module also serves as a content planning guide that complements (not substitutes) course materials and textbooks. The modules divide the course into weekly workshops with their own specific objectives and recommended activities to meet the objectives.

Modules are prepared by program facilitators who received specialized training on module development. To prepare modules, faculty must



be trained and certified as Module Developer Specialist and Dual Language Professional. All modules are available to students and faculty electronically through the Learning Management System: Blackboard® and can be accessed remotely through the Internet.

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

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

A Language Lab and an E-Lab that provides students with the resource to improve their proficiency in English and Spanish are available to support students in order for them to reach the desired level of bilingualism. One of the functions of the Language Lab is to offer preparatory courses for students who do not meet the language requirements to enroll in a degree granting program. Various rigorous and challenging software programs at different proficiency levels are used. Net Tutor® online tutoring services are available in both English and Spanish. Other online resources such as

Gurabo's Virtual Library, E-Books, E-Libros, Tell Me More (Rosetta Stone), and Wimba Voice. Students may request the E-Lab informative brochure from the Student Success Coach/Retention Officer at any time.

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

## **Registration**

### **Registration**

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

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

### **Registration process:**

1. Campus Registrar and/or Retention staff will register new students once admitted to the University.
2. Campus Retention staff will register active students for upcoming semesters at designated times throughout the academic year.
3. Students using VA benefits and students registered with their Student Success Coach/Retention Officer for a documented disability will receive priority registration status.
4. Students will receive registration updates from their campus Retention staff.

### **Registration Holds**

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

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

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

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

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

Academic Affairs is responsible for determining which courses will be offered, the number of sections to be created, the number of sections and the instructor assigned to each course. Course programming is designed during the month of June for the following academic year, which begins in August.

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

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

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

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

After the add/drop period, all courses will become a permanent part of the student's record. Students may ask the Registrar to cancel

their registration by filling out the appropriate cancellation request forms which can be accessed through the Student Portal or at one of the university campuses.

### ***Advanced Standing***

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

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

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

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

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

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

Active students may submit a request to change their program or major by completing a Change Form and submitting the form to their assigned Retention Officer or Student Success Coach by the deadline established in the Academic Calendar. Program and major changes are

subject to program requirements and space availability.

#### *Withdrawals*

1. To apply for a Partial or Total Withdrawal, students must obtain a form from the Retention Office. The form must be submitted by the deadline established in the Academic Calendar. The request will be processed and documented with the reasons and date of the student request.
2. Withdrawals with Reimbursements: Courses in which the student applies for partial or total withdrawal before the add/drop deadline will be fully 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 date established by the University for withdrawals with reimbursement, it may affect the student's academic progress.
4. The Institution may administratively drop a student with no refund, following the provisions established in the Student Code of Conduct.

#### *Transient Registration*

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

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

subject to the approval of the School Dean, within 10 business days.

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

#### *Class Attendance*

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

#### *University Census and the importance of Class Attendance*

Census is recorded based on being present in class during the first two weeks of the course. Please refer to the academic calendar in this catalog for exact dates. If marked as "not

attending" during this period on the official Census, the student will be financially responsible for the course and Financial Aid and Veteran benefits may be decreased. Students who are reported as not attending will be administratively withdrawn from the course (WN on the student transcript).

Regular attendance and active student engagement is encouraged in all courses and course activities. Any class session missed reduces the opportunity for learning and may have an adverse effect on the grade earned in the course. Each instructor will establish and announce their class attendance and engagement policies at the beginning of each term.

## Student Classification

### *Classification of Undergraduate Students*

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

- **Full time Students** – Students who have fulfilled the admissions requirements of the University and who are enrolled in 12 or more credit hours per semester in a program leading to diploma or undergraduate degree.
- **Three quarter time** – Students who have fulfilled the admissions requirements of the University and are enrolled in 9-11 credit hours per semester in a program leading to a diploma or an undergraduate degree.
- **Half time Students** – Students who have fulfilled the admissions requirements of the University and are enrolled in 6-8 credit hours per semester in a program leading to a degree, diploma or certificate.
- **Less than half time-** Students who have fulfilled the admissions requirements of the University and are enrolled in less than 6 credit hours per semester in a program leading to a diploma or an undergraduate degree.

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

- **First-year Students-** Those who have completed a minimum of 0 to 30 to credit hours.
- **Second-year Students-** Those who have completed a minimum of 31 to 60 credit hours.
- **Third-year Students-** Those who have completed 61 to 90 credit hours.
- **Fourth-year Students** – Those who have completed 91 to 120 credits hours.
- **Fifth- year Students** – Those who have completed 121 or more credits hours.

#### Academic Load- Undergraduate Students

##### Academic Load per Term

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

1. The regular academic load for a full-time undergraduate student is twelve (12) credits per semester.
2. For an academic load of more than twelve (12) credits per semester or enrollment in more than two (2) classes per partial term, an authorization from the Vice-Chancellor of Academic Affairs or designee, is required.
3. Students who have registered with the maximum academic load permitted and need a maximum of four (4) additional credits to complete the graduation requirements in the same semester will be permitted to take the additional credits with the authorization from the campus Registrar staff.

Please refer to the program page under academic programs for specific program information regarding academic load.

## Classification of Graduate Students

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

- **Full time Students**—Students who are registered for a minimum of 6 or more credit hours per semester in a program leading to a graduate degree.
- **Half time Students** —Students who are registered for a minimum of 3-5 or more credit hours per semester in a program leading to a graduate degree.
- **Less than half time**- Students who are registered for less than 3 credit hours per semester in a program leading to a graduate degree.

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

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

## ***Academic Load- Graduate Students***

### Academic Load per Term

A regular student is defined as a student who has fulfilled all admissions requirements to enter the institution, has enrolled in a program of study with six or more credits per semester, uninterrupted unless otherwise specified by the program. Courses are scheduled in semester terms. Each semester is divided into five (5) to fourteen (14) weeks part of terms.

1. The regular academic load for a full-time master's student is six (6) credits per semester.
2. For an academic load of more than six (6) credits per semester for master's degree programs or enrollment in more than two (2)

classes per part term an authorization from the Vice-Chancellor or designee is required. This may vary by program.

3. Students who have registered with the maximum academic load permitted and need three more credits to complete the graduation requirements in the same semester will be allowed to take three additional credits with the authorization from the appropriate Vice-Chancellor or designee.
4. No student may have an academic load greater than six (6) per semester credits. An academic load greater than six (6) credits will be permitted for students that are graduation candidates to be completed during the summer term. Approval from the Vice-Chancellor or designee is required. This academic load may not be greater than three (3) credits.

Please refer to the program page under academic programs for specific program information regarding academic load.

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

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

One semester credit hour is equivalent to a minimum of fifteen (15) hours of planned learning experiences composed of hours of instruction and individual or group activities as indicated in the course outline under the guidance of a qualified instructor. In addition, students are expected to engage in a minimum of two hours of out of class student work per each course credit hour.

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

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

2. The weight of each evaluation will depend on the judgment and evaluation method of each professor. These evaluations may consist of exams, projects, cases or other appropriate activities in the judgment of the professors and depend on the nature of the course.
3. It will be the responsibility of the students to clarify with the professor any situation related to their evaluations.
4. If the student has been absent for justified reasons, the 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 on the date stipulated by the faculty. Otherwise, they will receive zero (0) for any work not completed.

*Responsibility of the Faculty:*

1. It will be the responsibility of the faculty 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**

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

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

Points	Grade	Grade Points
(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 included in the calculation of the student's GPA, except for the "Compulsory Withdrawal" ("WF").

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

A "W" indicates a withdrawal from a course.

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

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

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



An “I” indicates that a student, who is absent from the final examination or does not satisfy all financial obligations to the University, will receive an incomplete as a provisional grade. Additional information regarding Incompletes is outlined below.

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

1. The 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.

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

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

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

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

A course with a “NR” indicates that the final grade is not officially submitted. As a placeholder grade, a “NR” does not count towards the calculation of the CGPA and does not change the student’s academic standing.

Once assigned by the faculty or respective personnel, the grades are final and certified by the Registrar’s Office in the student’s official academic record.

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

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

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

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

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

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

To submit a formal grade grievance, the student must submit a written statement to the faculty member who issued the grade, or if the faculty

member who issued the grade is no longer at the University, the School Dean, that includes the following information:

1. The basis for the grievance, in accordance with the accepted bases listed above;
2. A summary of the issues in dispute, including any relevant documents;
3. The desired outcome for the grievance.

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

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

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

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

If any of the above deadlines are not met by the student, the grievance will be considered invalid and closed, unless, due to extenuating

circumstances, the Vice Chancellor of Academic Affairs grants an extension of time.

### *Incompletes*

Faculty may assign a grade of an "I" (Incomplete) for a course only if a student (1) has completed most course requirements, (2) is passing at the time that the Incomplete is requested, and (3) has a justifiable and documented reason, beyond the control of the student (such as accident, illness, or military service), for not completing the work on schedule.

A *Faculty/Student Incomplete Grade Agreement* form must be completed and submitted to the campus Registrar staff for processing prior to the term's grade submission deadline (PT grade submission deadline). A copy of the completed form should be retained by all parties.

### **Conditions:**

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



timeframes established by the Federal Government for disbursing aid.

If the student completes the required work in the timeframe allotted, the faculty member will complete a Change of Grade form to assign the appropriate letter grade. If the student does not complete the required work in the timeframe allotted, the Incomplete grade will be converted by the campus Registrar staff to a grade of NP or F. In either case, the final grade will be included in the cumulative GPA and the credits will count as credits attempted. A student may not be awarded a second Incomplete for the same course.

### *Responsibility of Faculty*

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

### *Repeating Courses*

1. If a student does not meet the minimum course grade in a program, the student will be required to repeat the course.
2. Ana G. Méndez – Cupey Campus will allow a student who has obtained a C, D, F, W, or WN in a course to repeat the course using financial aid if they have not exceeded 150% of attempted credits.
3. Although both the old grade and the new grade will be shown on the permanent record, the highest grade obtained for the course is the grade that will determine the student's GPA and the amount of credit earned for the course.

4. No additional credits will be earned for repeating courses for which credits have already been earned.
5. In the case of externships, practicums, or internship courses, the student may repeat the course a maximum of twice. The student 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 may repeat a specified course until they have received a grade for it.
7. Repeated courses will count towards the evaluation of the student's satisfactory academic progress.

It is recommended that all graduate courses be passed with a minimum of Band that those students maintain a GPA of 3.0. If a graduate student obtains a final grade of C and it lowers the GPA to less than 3.0, it will be compulsory for the student to repeat the course(s).

### *Independent Study*

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

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

4. The School Dean with input from the Academic Director of each campus will consider special cases individually on their own merits.

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

### ***Satisfactory Academic Progress***

Students pursuing an academic degree must meet the minimum standards of Satisfactory Academic Progress (SAP) to continue Title IV eligibility and in some cases, continue with their academic program. These standards shall apply to all students, regardless of the methods by which they fund their studies. SAP is measured at the end of each academic semester (including summer) to ensure students are meeting minimum qualitative and quantitative benchmarks. Additionally, students must complete their academic programs within a maximum timeframe. Students who fail to meet these standards will become ineligible for federal financial aid and may be dismissed from the university.

### **Qualitative Standard (minimum CGPA)**

Students must earn and maintain a 2.0 cumulative grade point average (CGPA) in most undergraduate programs and a 3.0 cumulative grade point average (CGPA) in graduate programs. Specific programs as identified in the Academic Catalog may mandate higher academic standards to meet SAP. Students must earn and maintain a 3.0 cumulative grade point average (CGPA), among other requirements, if they are enrolled in the Associate of Science in Nursing or Bachelor of Science in Nursing programs. It is the responsibility of the student to adhere to the academic standards for their program of study.

Grades of A, B, C, D, F and WF are included in the CGPA calculation. Transfer credits, incompletes, audited courses, courses dropped during the add/drop period, and withdrawals (W, WA and WN) are not included in the CGPA calculation. If a student repeats a course, the highest earned grade is included in the CGPA calculation.

A student enrolled in a program of more than two academic years in length must have a CGPA of at least 2.0 ("C or equivalent") at the end of the student's second academic year to be meeting the qualitative standard of SAP.

### **Quantitative Standard (completion rate)**

Students must meet the minimum standards of successful course completion percentage (67%) to ensure they are on track to graduate within the maximum timeframe for their academic program. The completion rate is calculated by dividing the number of earned credit hours by the number of attempted credit hours. For example:  $9 \text{ earned credits} \div 12 \text{ attempted credits} = 75\% \text{ completion rate}$ . Earned credits include grades of A, B, C, D, and Pass. Attempted credits include grades of F, W, WF, I, WA and WN. Transfer credits are considered attempted and earned credits. Courses dropped during the add/drop period and audited courses are not included in the completion rate calculation. Repeated coursework and grade forgiveness may both negatively impact the student completion rate. All attempts will be included in the denominator of the calculation, but only one successful completion will be included in the numerator.

### **Maximum Timeframe**

Completion of a program of study may not exceed 150% of the length of the academic program under the Maximum Timeframe (MTF) under SAP. For example, if the length of an AA degree is 60 credit hours, a student cannot attempt more than 90 credit hours to complete

the program and receive federal financial aid. Similarly, with respect to a 120-credit hour program, a student cannot attempt more than 180 credit hours to complete the program. Maximum timeframe for graduate programs is also determined by multiplying the length of the program in credit hours by 150%. Each semester, the university will evaluate if a student can complete their program within the maximum timeframe. A student becomes disqualified for federal financial aid when it is determined that it is not mathematically possible for them to complete their program within the maximum timeframe.

### **Financial Aid Warning, Suspension Status & Probation Status**

Students who fail to earn the minimum required cumulative grade point average and/or earn the 67% minimum required rate of course completion percentage will be placed on Financial Aid Warning status for one semester. A student can only be placed on Financial Aid Warning if they were meeting the SAP standards in the prior semester in which they were enrolled or were in the first semester of their program.

While on Financial Aid Warning status, the student will remain eligible for federal financial assistance.

At the end of the Financial Aid Warning period, the student's cumulative grade point average and rate of course completion percentage are again reviewed. If the student's cumulative grade point average and rate of course completion percentage meet the minimum standards, the student is removed from Financial Aid Warning status.

If the student's cumulative grade point average and/or rate of course completion percentages are below the required minimum for SAP, the student will be deemed not making satisfactory academic progress, and the student will lose

eligibility for federal financial assistance at that time (Financial Aid Suspension).

If the student does not meet the minimum SAP requirements for CGPA or completion rate and their Title IV eligibility is suspended, the student may submit an SAP Appeal. If the appeal is approved, the student will be placed on Financial Aid Probation status for one semester and remain eligible to receive federal financial assistance. If the student meets the minimum SAP requirements at the end of the semester in which they are on Financial Aid Probation, the student will be considered as meeting the SAP standards.

### **SAP Appeals**

If the student does not meet the minimum SAP requirements for CGPA or completion rate and their Title IV eligibility is suspended, the student may submit an SAP Appeal Form to their Director of Retention or Academic and Retention Counselor detailing and documenting the basis for an appeal including student injury or illness, the death of an immediate relative, or other special circumstances. The appeal must explain why they failed to make SAP and what has changed in their situation that will allow them to meet SAP requirements at the next evaluation. Students are not permitted to appeal due to exceeding the maximum timeframe for their program. However, students who reach the maximum timeframe for their program may continue their enrollment without the benefit of financial aid.

The SAP Committee reviews the appeal and notifies the student of the outcome of their appeal via student email. Students typically receive a response from the SAP Committee within 30 days. If the committee determines the student's appeal does not provide adequate reasons or documentation for their failure to meet the SAP standards, or that circumstances have not changed such that the student could

meet SAP standards in the future, the student's appeal will be denied, and the student will lose federal financial aid eligibility until they meet the SAP standards or successfully appeal.

If the committee determines the student's appeal is approved and that the student will meet SAP standards at the next evaluation, the student will be placed on Financial Aid Probation status for one semester and remain eligible to receive federal financial assistance. If the student meets the minimum SAP requirements at the end of the semester in which they are on Financial Aid Probation, the student will be considered as meeting the SAP standards. If the committee determines the student's appeal is approved and that, based on the appeal, the student will require more than one semester to meet SAP, the student will be placed on Financial Aid Probation and an Academic Plan will be developed for the student. If the student meets the terms of the Academic Plan at the end of the semester in which the student was on Financial Aid Probation status, the student will remain eligible for federal financial aid for another semester under their approved Academic Plan. If the student does not meet the terms of their Academic Plan and is not meeting SAP standards at the end of the Financial Aid Probation term, the student will no longer be eligible for federal financial aid and may no longer continue in their program of study. The student shall be referred to their Director of Retention or Academic and Retention Counselor to explore alternate academic options.

### **SAP Academic Plan**

Once a student is placed on Financial Aid Probation status and the SAP Committee determines the student will require more than one semester to meet the standards of SAP, an Academic Plan will be created. The Academic Plan will serve as a road map to guide a student toward meeting their SAP goal within a specified

time and method. The Academic Plan is developed by the Director of Retention or Academic and Retention Counselor and provided to the student in writing. The plan will be evaluated after every semester and refined as internal and external developments warrant. An Academic Plan may span multiple evaluation periods, so long as the Academic Plan allows for graduation from the program within the maximum timeframe (MTF), and the student stays in compliance with the terms of the Academic Plan. If a student wants to change their Academic Plan, they must appeal. The appeal must state what has happened to require the change and how they will be able to make academic progress.

### **Regaining Financial Aid Eligibility**

Students who are not meeting SAP requirements for CGPA or completion rate may regain eligibility on their own without submitting an appeal by attending and achieving overall SAP requirements without the assistance of federal financial aid. Students who are not meeting SAP requirements are checked each semester and are determined eligible for federal financial aid once they meet the SAP requirements. The same process applies to students who have submitted a SAP appeal that has been denied. Students who have been denied a SAP appeal can re-appeal after completing one semester without federal aid using extended enrollment status. These students are monitored each semester and are made eligible for federal aid once they meet the SAP requirements.

### **Extended Enrollment Status**

Students not achieving the minimum standards of satisfactory academic progress (SAP) or who fail to meet the minimum standards at the end of the probationary period may be dismissed from the university. Students not dismissed may continue their studies in an extended enrollment status to attempt to earn eligibility for federal

financial aid. Students on an extended enrollment status will be charged the published tuition and fees and will not be eligible for any Title IV financial aid.

### **Impact of Certain Grades on the CGPA and Rate Course Completion Percentage**

**Incompletes:** A student with a grade of “I” must complete the coursework within the allotted time as published in the Catalog. The faculty member will assign a final grade if the student does not complete the course within the allotted time. The I grade is not included in the CGPA calculation, but the final grade for the course is included in the next SAP CGPA evaluation. The I grade is included as credits attempted for the completion rate.

**Withdrawals:** All course withdrawals will count as credits attempted but will not be included in the cumulative grade point average.

**Repetitions:** Students are permitted to repeat courses. All credits count as credits attempted, but only one successful completion is included in the numerator (earned credits). The highest grade for the repeated course will count in the cumulative grade point average.

**Transfer Credits:** All transfer credits that are creditable toward the student’s current program of enrollment count as credits attempted and credits earned in the rate of course completion percentage. Transfer credits do not count in the cumulative grade point average.

### **Remedial and Developmental Courses**

Students are required to earn a passing grade in a remedial course prior to attempting the next course in the sequence. Remedial courses are not included in the calculation of completion rate, maximum timeframe, and cumulative GPA. However, a qualitative assessment of a student’s progress in remedial courses is performed by requiring that the student earn a “P grade” (pass)

in a minimum of 50% of cumulative remedial credit hours attempted.

### **Major Changes**

If a student changes their academic program of enrollment, previously completed courses that are not creditable toward the new program of enrollment also will not be included in the SAP evaluation.

### **Internship/Externship and Practicum Requirements**

Students must abide with the required hours, procedures and policies set by the state and local agencies for internship/externship and practicum experiences. Also, students must comply with state and local certification requirements for the academic program, as applicable. Furthermore, students must comply with all requirements established by the internship/externship and practicum centers. All external practicum experiences will be conducted in English regardless of if students are enrolled in a program offered in Spanish. Students must review policies and requirements specific to their program.

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

Students enrolled in a program with clinical and/or internship/externship practicum experiences must review the *Learning Environment Free of Drugs, Alcohol, and Tobacco Policy* institutional policy and the respective program’s alcohol and drug testing procedures in the program manual.



### ***Accumulated Credits Required and Retention Index***

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

### ***Time to Degree Completion***

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

### ***Graduation Requirements***

#### ***Eligibility to Obtain an Academic Degree***

- 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.
- Students must have approved the total number of credits required for the degree with a minimum GPA as required by the program.
- Students must have approved the total concentration or major courses with a minimum GPA as required by the program for non-degree and degree programs.
- Students must satisfy all financial obligations before degree conferral.
- Students must submit all official high school and college transcripts for all classes taken at another institution while attending Universidad Ana G. Méndez – Cupey Campus. All final grades must be posted on the official transcripts before degree conferral.

- It is the student's responsibility to ensure that they have fulfilled all graduation requirements.
- All students, including transfer students, must meet the 25% residency requirements.
- When calculating the GPA for graduation, only the courses approved and required for obtaining the degree will be considered.
- All students admitted to the University will be subject to the graduation requirements in effect the year of their admission. Nevertheless, when the curricula of the programs have been modified, the student may opt to take the program in effect at the time of graduation, but never a combination of both.
- Students must complete the Graduation Application for each degree and/or certificate and submit it prior to the graduation application deadline for the semester in which the student plans to graduate by the deadline established in the Academic Calendar.
- Students must pay the graduation fee by the deadline established in the Academic Calendar.
- All students applying for readmission to the institution will be subject to the graduation requirements in effect the year they are readmitted (Governing Catalog).
- Students receiving bachelor's degrees with a grade point average ranging from 3.50 to 3.74 will graduate with Latin honors Cum Laude, those within the 3.75 to 3.89 range will graduate with Latin honors Magna Cum Laude, and those with a grade point average ranging from 3.90 to 4.00 will graduate with Latin honors Summa Cum Laude.
- Commencement will be held only once a year, at the end of the spring academic semester. Students who fulfill their graduation requirements at the end of any

semester or at the end of the summer session may apply and obtain a graduation certification from the Registrar's Office before Commencement.

- To be eligible to participate in the University Commencement ceremony, all students are required to wear the appropriate graduation regalia established by the University.
- Two degrees may be conferred if they are from different programs.

The University participates in facilitated graduation. Facilitated graduation is the degree auditing process that identifies students at or past completion, and automatically awards credential(s) to those that qualify on a designated timeline. Facilitated graduation ensures that students are automatically graduated upon completing all degree and diploma requirements. Students will have their diplomas mailed to the address on file.

Students can download unofficial student transcripts within the Secure Area of the Student Portal. All requests for official University transcripts should be made by the student through the Student Portal. Students are encouraged to order their transcript once all course grades have been assigned to the student record.

#### *Grade Forgiveness*

Students wishing to retake a course for grade forgiveness must do so prior to earning a degree or diploma. Grade forgiveness will not be applied after a degree or diploma has been awarded.

#### *Diploma Information*

Diplomas are mailed to the address on the student record within 6 weeks of the annual Commencement ceremony. Prior to submitting the Graduation Application, students should verify their address in the Secure Area and update their address accordingly.

### **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.

The cost per credit is:

#### Diploma Programs

Cost per Credit	\$ 300.00
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#### Undergraduate (Associate & Bachelor's Degree)

Cost per credit	\$ 411.00
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#### Master's Degree

Cost per credit	\$ 500.00
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#### **General And Technology Fees (Applicable to All Programs\*)**

Technology Fee (per semester)	\$ 350.00
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Electronic Resources Fee (per semester)	\$ 50.00
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#### **Laboratory, Practice and Other Fees \***

CAPSIM (MBA Programs)	\$ 70.00
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#### Diploma Programs

Laboratory, Supplies, or Academic Resources  
(per designated courses) \$ 100.00

Undergraduate Programs

Laboratory, Supplies, or  
Academic Resources Varies

Master's Degree Programs

Laboratory, Supplies,  
or Academic Resources Varies

**Other Fees and Charges (Applicable to all Programs) \***

Student Activities / Service Fee  
(Per credit) \$ 5.00

Graduation Fee \$ 50.00

ID Card Duplicate \$ 5.00

Transcript \$ 10.00

Returned Check Fee \$ 25.00

Diploma Duplicate \$ 25.00

E-Diploma \$ 15.00

Graduation Certificate \$ 5.00

Applicable fees will apply to all programs  
regardless of residency.

\*Fees are non-refundable.

**Technology Fee**

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

1. Strengthen the quality of the academic experience using technology in support of the curriculum.

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

**Additional Expenses and Fees**

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

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

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

Most learning resources, textbooks and teaching materials are provided through the virtual library and the Learning Management platform. In some cases, faculty will recommend textbooks, which



students may acquire through the supplier of their choice.

### ***Graduation Fee:***

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

### ***Student Identification Card***

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

### ***Payment Methods***

Payments can be made online or on campus by cash, personal check, certified or manager's check, money order, credit cards (American Express, Visa, Discover, or Master Card). Receipts for all transactions must be requested and retained by students, in case of any complaint or adjustment requested in the future. The Bursar's Office will not accept claims without receipts. All tuition and fees and service charges are subject to change during the life-term of this catalog.

### ***Minimum payments due to Officialize***

Students can officialize their enrollment, once they make an initial payment, or guarantee the funding via financial aid (student loans or other) equal to or greater than ten percent (10%) of their total account balance with the exception of doctoral, graduate, and international students. Doctoral and graduate students may officialize their enrollment, once they make an initial payment, or guarantee the funding via financial aid (student loans or other) equal to or greater than ten percent (10%) of their total account balance. International students can officialize their enrollment, once they make an initial

payment, equal to or greater than fifty percent (50%) of their total account balance.

### ***New Student Enrollment Cancellation***

Any new student who cancels their enrollment on or before the first day of classes will have 100% of the tuition and fees refunded. Cancellation can be made in person, by email, by certified mail, or by administrative action. They cannot be made via phone or third parties. Refunds will be processed within 30 days of termination of student's enrollment or receipt of Cancellation Notice from the student. All refunds are less any amounts owed to the university.

### ***Course Drops prior to the Add/Drop Deadline***

If the student withdraws by the part of term (PT) add/drop deadline, the student will be refunded 100% of tuition and fees, as well as any funds paid to the University for supplies, books, or equipment which can be and are returned to the institution.

### ***Partial Withdrawal***

Students who withdraw from one of their enrolled courses after the add/drop period will be responsible for 100% of tuition and fees. Financial Aid and VA/Military benefits could also be impacted. Students should meet with a Financial Aid Officer prior to requesting a withdrawal to understand the full financial impact.

### ***Withdrawal for Non-attendance***

Any student who are marked as "non-attending" by their faculty during the established Census period will be automatically withdrawn and will be responsible for 25% of tuition cost of the enrolled course. Federal Aid cannot be used to pay the 25% outstanding balance.

### ***Mid-Point Withdrawal***

Any student who obtains a "WF" in all their courses at the end of the semester will be

responsible for 50% of the total cost of their tuition cost and financial aid will be adjusted to 50%. The student will be responsible for the outstanding balance.

### **Total Withdrawal**

Students who request a total withdrawal of courses, after the add/drop period, but through 60% of the term registered, will be reimbursed according to the following formula: Total days elapsed/total term days= % total cost. Financial Aid and VA/Military benefits could also be impacted. Students should meet with a Financial Aid Officer prior to requesting a withdrawal to understand the full financial impact. After 60% of the total days of the term has elapsed, the student will be responsible for 100% of tuition and fees.

### *Cancellation and Refund Policy*

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be processed according to the following refund guidelines:

1. Cancellation can be made in person, by email, by certified mail, or by administrative action.
2. No charge will be made for applying for admission.
3. If the student withdraws before the end of the drop/add period, the student will be refunded all (100%) tuition and fees, as well as any funds paid for supplies, books, or equipment which can be and are returned to the institution. New Students who cancel within three working days from the date that the student signs the enrollment agreement, will be refunded all (100%) tuition and fees, but may not be refunded for supplies, materials, and kits that are not returnable.
4. Students who do not attend the courses during the established Census period will be reported by the professor. The administration will record an administrative withdrawal, and the student will be charged 25% of the course

tuition cost. Federal Aid cannot be used to pay the 25%.

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

6. Refunds will be processed within 30 days of termination of student's enrollment or receipt of Cancellation Notice from the student.

### **Refund Formula**

Any student who requests a total withdrawal of courses, after the drop-add period, but through 60% of the semester registered, will be reimbursed according to the following formula: Total days elapsed/total semester days= % total cost. After 60% of the total days of the semester has elapsed, the student will be responsible for 100% of total costs.

### **Return of Title IV Funds**

If a student who qualifies for Title IV (federal financial aid) funds does not complete the term or part of term, the university is required to complete a pro rata calculation to determine the percentage of the Title IV funding the student has earned for that term. The pro rata calculation, called a Return of Title IV (R2T4) calculation, is based on the premise that a student "earns" financial aid for each calendar day they remain enrolled and in attendance during a term or part of term. The R2T4 calculation must be performed if a student notifies the university of their withdrawal (official withdrawal), is dismissed, or stops attending all their courses without notification (unofficial withdrawal). For students who officially withdraw, the date the student began the official withdrawal process or provided official notification to the university of their intent to withdraw will be considered their last date of attendance. For students who unofficially withdraw, the midpoint of the term will be considered their last day of attendance. If a student was only scheduled to attend a part of

term course (i.e., a course that does not span the entire term) and they unofficially withdraw, the midpoint of the part of term will be the last day of attendance. For students who are dismissed, their date of dismissal will be considered their last date of attendance.

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

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

If the R2T4 calculation determines the student has received more in Title IV disbursements than they have earned, the unearned portion of Title IV funding must be returned to the U.S. Department of Education no later than 45 days from the date the university determined the student ceased attending. There may be both an institutional and student portion to return. The university will return the institutional portion of loans and grants and the student portion of grants to the U.S. Department of Education, and the student will be responsible for repaying the university for any resulting balance on their student account. The student portion of the grant overpayment is any amount of the grant overpayment that exceeds 50% of the amount of grant aid received by the student. The amount that must be returned is the lesser of:

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

Any unearned funds are returned in the following order:

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

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

If the R2T4 calculation determines the student has received less in Title IV disbursements than they have earned, the student may be offered a post-withdrawal disbursement (PWD). The university may automatically disburse all or a portion of the PWD that consists of grant funds in order to satisfy tuition and fees within 45 days of the date the university determined the student ceased attending. The university will seek the student's permission to use PWD grant funds for all other educationally related charges. Any PWD of loan funds must be offered to the student or parent borrower in writing within 30 days and accepted by the student or parent borrower and disbursed within 180 days of the date the university determined the student ceased attending. Loan borrowers who are offered a PWD of loan funds will receive written instructions for declining the PWD or accepting all or a portion of the PWD. A borrower can never receive a PWD for funds for which they did not meet the eligibility criteria at the time they ceased attending.

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

- They complete all requirements for graduation in the same term they cease attendance.
- They successfully complete one or more part of term courses that includes 49% or more of

the number of days in the student's payment period.

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

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

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

The R2T4 calculation is separate from the university's refund policy. If a student ceases attendance during a term, the Title IV funds that previously paid or were anticipated to pay the student's account balance may be reduced resulting in the student owing a balance to the university. The university will seek payment from the student for any funds it returns to the U.S. Department of Education that results in a balance due on the student's account. We encourage students to carefully consider the academic and financial consequences of withdrawing and to consult with the Financial Aid Office prior to withdrawing.

### **Financial Aid Credit Balances**

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

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

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

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

- A payment will be sent via Direct Deposit to the students who have submitted the University's Direct Deposit form. Students who have not completed the Direct Deposit form will receive a check via mail.
- Students will be notified, via email or text message, that the credit balance or refund has been processed.
- The student is responsible for any outstanding balance in their account that may result from any adjustments made in their academic load after the credit balance or refund disbursement.
- All uncashed checks expire 90 days after the date of issuance.
- If the student does not cash the check within the established time or the direct deposit is unsuccessful, the Bursar's Office will contact the student, inquire how they would like to receive the funds, and provide next steps. If the Bursar's Office is unable to reach the student, the funds will be returned to the original funding source (i.e., U.S. Department of Education, state agency, etc.). If the source of the funds was a payment from the student (i.e., not financial aid or another third-party payment) and attempts to contact the student are unsuccessful, the funds will be held on the student's account until the student inquires or the student incurs new charges to which the credit balance may be applied.

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

### **Payment Plan**

Students can officialize their enrollment, once they make an initial payment, or guarantee the funding via financial aid (student loans or other) equal to or greater than ten percent (10%) of their total account balance. Universidad Ana G. Méndez – Cupey Campus offers students the use of a payment plan. Students using a payment plan must pay their outstanding balance on or before that semester's published withdrawal deadlines. These deadlines are updated annually and are outlined in the Academic Catalog.

### **Financial Aid**

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

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

### **Undergraduate Students**

#### *Federal Grants*

#### **Federal Pell Grant**

If eligible, this grant assists with covering educationally related costs for approximately 6 years of undergraduate studies. The Department of Education establishes the maximum award limit each year. The eligibility is determined by the FAFSA submission each award year. Additional information can be obtained from the Financial Aid department.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG).**

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

### **Federal Student Loan**

#### *Federal Direct Loan*

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

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

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



responsible for repayment of this loan, which begins 60 days after the first disbursement is made.

#### Grant-Scholarship Programs

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

Students should visit the Florida Department of Education web page -

<http://www.floridastudentfinancialaid.org/SSFA/D/home/uamain.htm> to learn more about available grants, scholarships, and application processes.

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

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

#### *Veterans' Educational Benefits*

Veteran's Education Benefits are provided by the Department of Veterans Affairs, students interested in Veterans' Educational Benefits should contact branch campus officials.

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

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

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

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

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

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

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

#### *Eligibility Requirements*

In order to meet the eligibility requirements, students must:

- Have financial need as determined by the FAFSA.
- Must be enrolled as a regular student in an eligible program.
- Be working toward a degree or diploma.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Not owe a refund on a Federal Grant or be in default on a Federal Student loan.
- Maintain a Satisfactory Academic Progress.
- Be enrolled at least half-time except for the Federal Pell Grant, which allows less-than-half-time enrollment.

- Not have earned a bachelor's degree, to qualify for Pell and FSEOG.
- Provide all verification or required documents requested by the Financial Aid Office.
- Submit all documentation required for admission.

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

### Graduate Students

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

#### *Federal Loans*

##### Federal Direct Unsubsidized Loan

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

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

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

more than the cost of attendance minus any additional aid received. Repayment begins 60 days after the first disbursement is made.

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

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

#### Grant-Scholarship Programs

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

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

#### *Veterans' Educational Benefits*

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

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

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



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

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

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

The student must submit the Free Application for Federal Student Financial Aid (FAFSA) or FAFSA renewal to the U.S. Department of Education at [www.studentaid.gov](http://www.studentaid.gov).

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

#### *Eligibility Requirements*

In order to meet the eligibility requirements, students must:

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

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

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

### **Student Affairs and Services**

#### **Student Services**

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

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

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

#### Student service hours of operation:

Monday, 9am-8pm

Tuesday, 9am-8pm

Wednesday, 9am-8pm

Thursday, 9am-8pm

Friday, 9am-5pm

Saturday, 9am-1pm

#### *Registrar Services*

The campus Registrar staff help students with a variety of services related to the student

educational record such as, transfer credit processing, VA certification, transcripts, diplomas, among others.

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

#### *Bursar Services*

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

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

#### *Financial Aid Services*

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

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

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

#### *Career Services*

Career Placement provides the students with the essential knowledge to help them succeed, from career guidance to building a resume and pursuing a career. The goal is to assist students and alumni in every aspect of career exploration and goal fulfillment. Career Placement will help the student by preparing them for the professional world. Career Placement offers the following services: 1) career development workshops, 2) resume review, 3) job search support, 4) interview preparation, 5) career

events and fairs, and 6) connections to local employers.

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

#### *Student Retention and Academic Advising*

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

The Retention staff assist all students with the following:

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

Academic and Retention Counselors are also available to provide the following services:

- University and community resource referrals.
- Support for Title IX cases, serving as Title IX Deputy Coordinators.
- Advocacy and support for students seeking and securing disability accommodations.
- Advocacy and support for students identified in the SAP process (Satisfactory Academic Progress) and who are experiencing academic difficulty (probation & suspension.)

- Tailored academic advising and planning for students in academic or personal distress.

### *Student Disability Services*

Universidad Ana G. Méndez – Cupey Campus is committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and services on an equal basis. To that end, we strive to create an inclusive educational environment for all members of the University community in accordance with provisions of applicable laws including, but not limited to, the Americans with Disabilities Act as amended (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504).

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

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

A student (or applicant) may request an accommodation in accordance with the following procedures:

1. The individual requesting an accommodation must submit a written request their campus Director of Retention, who will coordinate an intake appointment with the designated campus staff member.

2. At the time of the intake appointment the designated campus staff member will:

- a) Conduct an intake interview;
- b) Provide information regarding student information and documentation requirements;
- c) Describe services and accommodations offered at Universidad Ana G. Méndez – Cupey Campus; and
- d) Provide information regarding this policy.

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

4. The campus Director of Retention will engage in the interactive process with the student to determine appropriate Reasonable Accommodations. For conditions that are subject to change over time (including health related disorders, learning disabilities and psychological disabilities) the student may be asked to provide updated documentation for their file on an on-going basis for accommodations to be continued. No accommodation will be provided retroactively.

The University reserves the right to modify accommodations.

5. If a Reasonable Accommodation is provided, the campus Retention department will generate an "Instructor Notification Letter" (INL) that explains to each instructor that the student is properly registered with the University and a list of accommodations to which the student is entitled. The INL will not disclose the student's specific disability information or diagnosis. It is the student's responsibility to deliver an INL to each of their instructors and to discuss the accommodation.

Though a student can request an accommodation at any time, Universidad Ana G. Méndez – Cupey Campus must receive reasonable advanced notice, which is typically four to six weeks. For sign language interpreters or books in alternative format, the full six weeks' notice is usually necessary.

The student has the responsibility each semester to decide whether they want to continue to receive accommodations or services. If the student decides they need accommodations or services for a particular semester, the need must be communicated to their campus Retention department by phone, e-mail, or in writing prior to the start of the semester.

If, for any reason, a student is unable to complete a course for which a Reasonable Accommodation has been provided, the student is responsible for informing their campus Retention department that they are no longer in need of the accommodation.

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

Universidad Ana G. Méndez – Cupey Campus is committed to providing prompt and effective resolution of alleged incidents of discrimination and harassment. Any type of retaliation against an individual for requesting an accommodation,

using an accommodation, or for filing a complaint or appeal with the University or an external governmental agency is prohibited.

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

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

A student may file a complaint with the University in accordance with the campus-based grievance process outlined in the Universidad Ana G. Méndez – Cupey Campus Academic Catalog.

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

### ***Student Complaint and Grievance Policy***

Universidad Ana G. Méndez – Cupey Campus is committed to ensuring that all students and student organizations, receive access to fair, equitable and timely grievance processes without retaliation. The purpose of this policy is to resolve complaints and grievances regarding decisions or actions that were made by employees or agents of the University.

1. A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure.

- a. Students should use all available informal means to have decisions reconsidered before filing a complaint or grievance.
- b. No retaliation of any kind shall occur against a student for participation in a complaint or grievance.
- c. These procedures shall be publicized to students annually in the UAGM Catalog and Student Handbook.
- d. A student may complain concerning any university-related issue and discuss it with the appropriate UAGM employee as established in this policy.

2. Students must pursue resolution of student concerns through the following channels:

- 1<sup>st</sup> level: Academic Director
- 2<sup>nd</sup> level: Campus Director

Students may appeal University Decision once they have exhausted all campus-based administrative channels as outlined in the Appeal of University Decision Policy.

### **Appealing a University Decision**

Appealing a University Decision Pursuant to the Appeal of University Decision Policy, students and student organizations may appeal a University Decision only after all relevant campus-based administrative channels have been exhausted. Student or Student Organization may appeal a University Decision on the following limited grounds:

a. Procedural irregularity that materially affected the decision-making process (i.e., failure to follow the University's own published procedures);

b. The outcome of the University Decision is disproportionate to the violation(s) of university policy or standard alleged; or

c. New evidence that was not reasonably available or known to exist during the decision-making process.

The written appeal shall be a plain, concise and complete statement which contains at least the following:

a. Documentation that all campus-based administrative channels were exhausted prior to this appeal.

b. A description of the specific University Decision that is being appealed.

c. A statement outlining the background of the case and the basis for the appeal including all pertinent facts and documentation that the student wishes to be considered.

d. An explanation of the grounds for the appeal; and

e. An explanation of the resolution being sought by the Student or Student Organization.

Written appeals must be made to the Vice Chancellor of Student Affairs within ten (10) business days of the receipt of a final University Decision. Depending on the nature of the grievance, the Vice Chancellor of Academic Affairs may hear the appeal and serve as Appellate Officer or designee.

The Appellate Officer shall review the written appeal and may, but is not required to, hold a virtual or in-person informational meeting with the Student or Student Organization pursuing the appeal. The Appellate Officer will review the evidence presented and based on a preponderance of evidence, make a determination regarding the appeal.

The Appellate Officer may accept, modify, or reject the University Decision, or return the matter to the relevant University department for reconsideration. The decision of the Appellate Officer is final, and no further appeals can be made. The Appellate Officer will prepare a written determination letter. The Student or Student Organization pursuing the appeal shall be provided the written determination letter. The Appellate Officer shall strive to provide the written determination letter to the Student or Student Organization within thirty (30) calendar days' notice of receipt of the written appeal.

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



### ***Code of Student Conduct and Discipline***

Universidad Ana G. Méndez – Cupey Campus is dedicated to the advancement of knowledge, learning, and to the development of exemplary personal and social conduct. Students assume the responsibility for conducting themselves in a manner that contributes positively to the University's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University as described in this Student Code of Conduct (the "Code").

While this Code may have some similarities with the legal system, it is essentially educational and administrative in nature. This Code is not governed by restrictions found in criminal or civil proceedings. It should be read broadly and is not designed to define misconduct in exhaustive terms. Nothing in this Code shall be construed as preventing University officials from taking any immediate action when deemed necessary.

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

### **Academic Integrity Policy**

#### **Policy Scope**

Universidad Ana G. Méndez – Cupey Campus has set an academic integrity policy and procedures that extends to students, faculty, and the University community. The procedures include standards and responsibilities expected in all academic settings and define the students and faculty obligations in cases of evidenced student violations.

### **Policy**

**Academic integrity** refers to the expectation of honesty in the development and submission of student course work based on individual knowledge and skillset of each student. Dishonesty and academic misconduct are not tolerated in any form by the University and must be reported following the established procedures.

**Plagiarism** is the dishonest representation by a student of information, ideas or the presentation of another student or author's creation as if they were their own. Not using citations, not giving credit to an author, or using excessive paraphrasing are forms of academic theft and plagiarism. Plagiarism applies to information in writing, presentations, drawings, seminars or lectures, graphs, etc.

**Cheating** is the act of misrepresentation of mastery or skill in an academic exercise. It may include using or copying information from another student to write a report or complete an assignment, using materials without the authorization of the professor during an exam, communicating with another student before or during examination, etc.

**Fabrication or falsification** is the creation of false information or results in an academic exercise to deceit and commit fraud. For example, the student invents false information and presents it as facts.

### ***Violation Procedures: Application of the Code of Conduct and Discipline***

The University ***Code of Conduct and Discipline*** defines all forms of academic misconduct as prohibited conduct and establishes procedures to review academic integrity alleged violations. Violations to academic integrity include cheating, fabrication of information, plagiarism and stealing.



Faculty and students are encouraged to report violations to the Academic Integrity Policy. Faculty must use the academic integrity violation report form to report minor violations such as unintentional plagiarism. Students must follow the procedures in the Code of Conduct for reporting.

#### *Authority and Jurisdiction*

The University reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the University community. This Code is adopted for the appropriate discipline of any student (or student organization) who acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University.

The authority for student discipline ultimately rests with the University Chancellor. The Chancellor delegates this authority to the Vice Chancellor of Student Affairs, and the Vice Chancellor delegates this authority to designated staff on the campuses.

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

The Code may also be applied to behavior online, via email, or another electronic medium. Online speech by students not involving Universidad Ana G. Méndez – Cupey Campus networks or technology will typically not be the subject of this Code with two notable exceptions: 1) A threat, defined as a threat a reasonable person would interpret as a serious expression of intent

to inflict bodily harm upon a specific individual(s); and 2) Online or electronic speech that causes significant disruption to University operations or the educational mission. The Code also applies to guests of UAGM students. Hosts will be held accountable for their guest's misconduct or violation(s) of the Code.

All members of the University community are encouraged to report all suspected violations of the Code through established reporting procedures. All University employees are required to report all possible violations through established reporting procedures.

#### *Student Conduct Philosophy*

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

#### *Definitions*

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

1. The Campus Director of Student Affairs, or their designee.

**“Preponderance of Evidence”** is defined as: the standard of proof that applies to student conduct proceedings or determinations. In order to find that a student or organization has engaged in prohibited conduct, the standard of proof required is a preponderance of the

information contained in the record. The information must demonstrate that it is more likely than not that the violation occurred.

**“Student”** is defined as:

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

**“Student Organization”** is defined as: all recognized student groups, clubs, or organizations. Student Organizations may be held collectively responsible when violations of this Code by those associated with the group or organization have received consent or encouragement of the group or organization or the of the group or organization’s leaders or officers.

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

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

Any student who accepts the privilege of attendance at the University is deemed to have given their consent to the policies of the University, Student are also required to comply with local, state, and federal laws. By enrolling at the University, a student assumes the

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

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

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

#### *Prohibited Conduct*

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

- a. All forms of academic misconduct, including but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty;
- b. Other forms of dishonesty, including but not limited to, fabricating information, or knowingly furnishing false information or reporting a false emergency to University officials acting in the performance of their duties;
- c. Theft of, damage to or destruction of, any University property or property of others while on University premises;
- d. Unauthorized possession of University property;
- e. Dressing in a manner that is not conducive to health, welfare, and safety;
- f. Publicly exposing one's intimate body parts, public urination, defecation, and public sex acts;
- g. Possession, use, sale, barter, exchange, gift, distribution, or other transaction of any illegal drugs;
- h. Possession or use of explosives, fireworks, chemical agents, or deadly weapons;
- i. Illegal gambling;
- j. Use of offensive language, disrespectful language, insults, threats of aggression, or attempted assault to University officials, students, or guests;
- k. Failure to comply when given reasonable directives by a University official or law enforcement officer during the performance of their duties;
- l. Unauthorized use of the University name, logo, or other branded insignia;
- m. Unauthorized entry or occupancy of University facilities;
- n. Distributing or publishing informational material without the written authorization of the appropriate University official;
- o. Conduct that interferes with the University teaching activities and operations;
- p. Forgery, alteration, or misuse of any University document, record, key, electronic device, identification, or authorized signature;
- q. Theft or other abuse of computing facilities or computer time, including but not limited to: 1) unauthorized entry into a file to use, read, or change the contents or any other purpose; 2) unauthorized transfer of a file; 3) unauthorized use of another individual's identification or password; 4) use of computing facilities to interfere with the work of another student, faculty member, or University official; 5) use of computing facilities to interfere with a University computing system, or other violations of Information Technology policies and related policies; or 6) University technology, including, but not limited to, computers, network, and wireless internet, to access materials disruptive to the learning environment, including and without limitation sexually explicit or violent content;
- r. Disorderly or lewd conduct;
- s. Participation in a disturbance of the peace or unlawful assembly;
- t. Disobedience or violation of the conditions of probation and/or sanctions imposed in accordance with the procedures established by this Code;
- u. Misuse of University information technology resources;
- v. Unauthorized commercial solicitation on University property;
- w. Failure to respect the privacy of any member of the University community;
- x. Intentional or unintentional acts that cause harm to an individual or group that could or does result in injury to an individual or group;

y. Discrimination: Any act that is in conflict with the University's established non-discrimination policies or that limits or denies the ability of any person or persons to participate in or benefit from educational programs or activities based upon an individual or group's actual or perceived status;

z. Sexual misconduct: including harassment, stalking, non-consensual sexual intercourse, sexual exploitation, or intimate partner and domestic violence as defined by University policy;

aa. Hazing: any action which endangers the mental or physical health of a member of the University community, or which encourages the student to engage in illegal or inappropriate conduct for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a recognized group or organization;

bb. Bullying or cyber-bullying;

cc. Expressive activities that are unlawful and/or that materially and substantially disrupt the functioning of the University and/or that infringe upon the rights of others to engage in expressive activities;

dd. Encouraging, aiding, or abetting another in the commission of any offense prohibited by this Code;

ee. Violation of other University policies:

ff. Violation of local, state, or federal laws, regulations, or ordinances;

gg. Abuse or interference, or failure, to comply with the University's conduct process, including:

- i. Failure to participate in conduct hearings
- ii. Falsification, distortion, or misrepresentation of information

iii. Failure to provide, destroying, or concealing information during an investigation

iv. Attempt to discourage an individual's proper participation in the conduct process

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

### ***Disciplinary Sanctions***

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

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

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

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

**Community or Educational Service** – An assignment of an appropriate project that will benefit the student, the institution, and/or the parties offended. Such assignments include, but are not limited to community service, letters of apology, educational assignments, and educational programs.

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

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

**Expulsion** – A permanent separation from the University. When circumstances warrant expulsion, the student is banned from the University property and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a no-trespass notice as necessary. Being convicted in a court of law for a criminal offense involving personal misconduct may constitute sufficient grounds for suspension or expulsion from the University. A student with a finding of Expulsion

will be administratively withdrawn from their current courses. This administrative withdrawal will be noted on their transcript, and the student will be ineligible to receive a tuition and fees refund. Disciplinary expulsions are determined by the Vice Chancellor of Student Affairs, under the approval of the University Chancellor.

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

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

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

**Disciplinary Probation or Suspension of Student Organizations** – In addition to the above sanctions, additional sanctions may be imposed against a student organization for the violation of this Code and may include disciplinary probation or suspension of the student organization.

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

#### *Standards of Student Behavior*

Primary responsibility for managing the classroom environment rests with the faculty. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. Faculty have direct support from University security and administrative staff at all times. Faculty should immediately report any incident

to their campus Security Official and to their supervisor.

Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from class or dismissal from the course on disciplinary grounds must be preceded by a disciplinary hearing, as set forth in the implementing procedures of this Code.

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

#### Disciplinary Procedures

Alleged violations of the University's Title IX-Sexual Misconduct policy will be governed and resolved in accordance with that University policy. All other alleged violations of the Code will be addressed in accordance with the following procedures. Once an alleged violation is reported, the following steps will be followed:

1. The assigned Conduct Official will conduct a preliminary inquiry into the nature of the incident, the evidence available, and the parties involved, to determine if there is sufficient

evidence to show a violation of the Code. If there is not sufficient evidence, the assigned Conduct Official will close the matter.

2. If there is sufficient information available for the assigned Conduct Official to show a violation of the Code, the assigned Conduct Official, will request in writing a conduct meeting with the student(s) involved within ten (10) business days of receipt of the incident report. The student will be provided information about the alleged violation of the Code and shall be afforded reasonable access to review relevant evidence or information, redacted consistent with the Family Educational Rights and Privacy Act (FERPA), prior to and during the meeting. The student shall have the opportunity to provide additional and relevant information or the names of witnesses to the assigned Conduct Official. Any such additional information or names must be submitted in writing at least two business days prior to the meeting. The assigned Conduct Official may consider the additional information or interview witnesses at their discretion.

3. The student may accept responsibility for violations of this Code in writing without a conduct hearing. A student who accepts responsibility in writing forfeits all rights to an appeal.

4. A registration hold will be placed on the student(s) account until they have both scheduled and attended their required conduct meeting.

5. The student shall have the opportunity to respond to the information related to the alleged violation of the Code at the conduct meeting. The student may be accompanied by one advisor. The role of the advisor shall be limited to support and consultation; the advisor may not speak during the student conduct proceeding except privately to the student. Violation of this expectation will result in the advisor being removed from the proceeding at



the discretion of the assigned Conduct Official. If a student refuses to participate in the conduct meeting, a decision will be made in their absence.

6. A student may be found responsible for any prohibited conduct when behavior was previously unknown are discovered during the course of the student conduct proceeding or if it is determined that a different section of the Code more appropriately addresses the conduct in question.

7. If the assigned Conduct Official finds, based on a preponderance of evidence, that the responding student(s) is not responsible for violating the code, the process will end, the registration hold will be lifted, and the student will receive a written notification of the finding.

8. If the assigned Conduct Official finds, based on a preponderance of evidence, that the responding student(s) is responsible for violating the code, the assigned Conduct Official will notify the student(s) in writing of the findings and impose sanctions within three (3) business days of the conduct meeting. The registration hold may be lifted depending on the outcome of the conduct meeting.

### ***Student Disciplinary Appeals Committee***

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

A letter of appeal must be submitted to the Committee within ten (10) business days of the receipt of the resolution letter from the assigned Conduct Official. The written appeal must specify grounds that would justify consideration.

General dissatisfaction with the outcome of the student conduct proceedings, or an appeal for mercy, are not appropriate grounds for an appeal. The Committee will only consider appeals based on at least one of the following criteria:

a. Significant procedural error – when a student can demonstrate that a procedural error was made that was significantly prejudicial to the outcome of the proceeding.

b. Significant substantive error – when a student can demonstrate that the evidence presented at the hearing was not sufficient to justify the decision reached or if the sanction(s) imposed is (are) unreasonably harsh based upon the circumstances of the case.

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

The Committee may by majority vote:

a. Alter, amend, and/or overturn disciplinary action;

b. Schedule a rehearing; or

c. Uphold the assigned Conduct Official’s determination and sanction.

The Chair of the Committee will prepare a formal letter detailing the determination of the Committee. The Committee should strive to complete their process within 25 business days. The Committee’s decision is final and not subject to further review or appeal.



## General Provisions

### **Course Numbering System**

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

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

### **The Course Prefix**

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

### **Amendments**

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

### **False information**

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

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

### **Student's Responsibility**

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

### **Institution's Responsibility**

This Institution does not exclude participation, does not deny benefits, nor does it discriminate against any person by race, sex, color, birth, social origin or condition, 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 Student Code of Conduct.

### **FERPA**

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

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

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

### **Anti-Hazing Policy**

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

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

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

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

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

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

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

### ***Governing Catalog***

A student's UAGM governing catalog is the Academic Catalog in effect at the time of the student's initial admission or subsequent readmission. The student's governing catalog remains in effect as long as the student does not break enrollment for three or more academic semesters. A student must seek re-admission if they break enrollment for three semesters or longer. Students who are re-admitted will be required to comply with the requirements of the Catalog under which they were readmitted.

## Section IV: Faculty

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

### Faculty Listing

Academic Year 2022-2023

Faculty Member:	Degrees/Diplomas Held & Awarding Institution:
Abraham, Leticia	Master of Science in Spanish Language Education, Nova Southeastern University, 2014
Alomar, Maricelly	Master of Arts in Education Guidance & Counseling, Universidad Interamericana de Puerto Rico, 1992
Alvarez, Pedro	Master of Science, Spanish Language Nova Southeastern University, Florida 2014
Andrade, Pablo F.	Master of Arts in Applied Economics, University of Central Florida, FL 2000
Aponte, Bianca	Juris Doctor, Florida A&M University, 2021
Aponte, Carmen M.	Master of Science in Computer Information Systems, University of Phoenix, 2006
Arcelay Vargas, Nancy	Doctor of Health Science Keiser University, FL 2014 Doctor of Education Argosy University, CA 2014 Master of Education in Instructional Technology, American Intercontinental University Florida 2004 Master of Public Health in Maternal and Child Health Universidad de Puerto Rico, 1994
Arroyo, Juan E.	Master of Arts in Labor Relations, Universidad Interamericana, Puerto Rico 2006.
Bangerter, Travis	Master of Business Administration, University of Phoenix, 2016
Bernuil Quintanar, Jose L.	Doctor in Medicine, Universidad Autónoma de México, Guadalajara, MX 1979
Bolivar, Marga	Master of Science in Engineering Management, University of South Florida, Tampa FL 2004.
Bonet, Byron	Master of Science of Nursing/Medical Surgical, National University College, 2019
Bóssolo, Ivette	Juris Doctor / Florida State University, Tallahassee, FL, 2005
Brisolla, Aysha	Master of Healthcare Administration and Logistics, University of Phoenix,
Bruno, Sonia	Master of Arts in Education, Major in Bilingual Education Elementary and 2ND, Ana G. Mendez University, Miami FL 2011

<b>Faculty Member:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Buchanan, Vielka	Master of Business Administration in Management, Kaplan University FL 2008
Burgos, Abimael	Bachelor of Business Administration, Management, Pontificia Universidad Católica de PR, 2004
Burgos, Luis	Doctor in Education Educational Administration, Interamerican University, 1996
Caballero, Wanda	Master of Education in Guidance and Counseling. Universidad del Turabo, 2012, Tampa FL
Calcador, Carlos	Doctor of Business Administration Walden University, Minnesota, 2017 Master in Business Administration-Accounting, Metropolitan University, PR, 2011
Carbajal, Florence	Master of Education In TESOL Universidad Del Turabo, FL 2010
Carvalho, Kathalin	Juris Doctor, Stetson University School of Law, Tampa FL 2004. Master of Arts in Criminology, University of South Florida, Tampa FL 2001
Castillo, Maria L.	BA Health Sciences Management, Webster University, 1998, Cert Pharmacy Tech
Castillo, Marta	Master of Education, English Second Language Minor in Counseling, Ana G Mendez University, Orlando FL 2019
Catala, Alma	Master of Science in Biomedical Sciences, Burnett School Of Biomedical Sciences, University of Central Florida, 2018
Chaves, Mercedes P.	Bachelor of Business Administration Universidad Laica Vicente Rocafuerte Guayaquil, Ecuador 1992
Colón, Chalie	Master of Business Administration in International Business Everest University, 2006
Colón, Ismabel	Ph.D Research & Academic Psychology, UPR 2017
Colón, Victor	Doctor of Philosophy in Entrepreneurial Management and International Business Universidad Interamericana, Puerto Rico, 2012 Master of Business Administration in Finance Universidad Interamericana, Puerto Rico, 1998
Colon-Colon, Hector	Master of Divinity, Eastern Baptist Theological Seminary, Philadelphia, PA, 1985
Cortés, Gretel	Doctor of Medicine Ibero-American University Dominican Republic, 2008
Cotto, Angela	M.B.A in Human Resources, Interamerican University PR, 2016
Cravener, Marilyn	Master of Accounting and Financial Management DeVry University, FL, 2008
Crespo, Sonia V.	Master of Chemistry, Universidad Central De Quito, Quito, Ecuador 2006.

<b>Faculty Member:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Cruz-Monge Veronica	Master of Education in English Curriculum, Caribbean University, Puerto Rico 2010
De Jesús, Edwin	Master of Education Guidance and Counseling, Universidad del Turabo, Orlando FL, 2010
Del Río, Rafael	Master of Business Administration, University of Phoenix, 2012
Diaz, Sharon	Master of Arts in English Education, Universidad de Puerto Rico, RUM, PR, 2011
Diaz, Steven	MS in Mathematics Education, Nova Southeastern University, 2004
Eguia, Marco	Master of Science in Computing in Open Information, Universidad Interamericana de Puerto Rico, 2007
Engel Peñalosa, Luz M.	Master of Education in Language Arts, Carthage College, WI. 2003
Escobar, Jadyrah	MBA in Business Administration, Human Resources, Inter American University of Puerto Rico, 1997
Espinosa, Jaime	Physician and Surgeon. National Polytechnic Institute, Higher School of Medicine, 1979.
Estévez, Oribel	Doctor of Education in Higher Education Leadership, Nova Southeastern University, Tampa FL 2016
Fabian, Jose L.	Master of Business Administration, Accounting, Ana G. Mendez University, Tampa, FL 2020
Fleitas, Maria	Bachelor of Science in Biological Health Sciences and Health Management, University of South Florida, Tampa FL 2021
Fontanez, Suheily	Bachelor's in business administration Interamerican University, PR, 2007
Fret, Juan J.	Master of Business Administration in Accounting, Universidad Interamericana, Puerto Rico 1980.
Frometa, Rolando	Master of Business Administration, University of Central Florida, FL 2020
Gabauer, Carola	Master of Business Administration in Management and Strategic Leadership, Ana G. Méndez, 2018
González, Lester	Master in Health Service Administration, Health Services Management, 2018
Guzman, Milton	MA Public Management, Johns Hopkins University, / MSc in Economics, Pompeu Fabra University
Harper, Maria del C.	Master of Media Design Management, Sanford Brown College, Tampa FL, 2010
Hernández, Adriana	Master of Science in Industrial Engineering & Management, University of South Florida, Tampa FL 1994.
Herrera, Miguel	Master of Arts in Social Administration in Social Work, Temple University, Pennsylvania, 2004

<b>Faculty Member:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Hoepp, Lizeth	Bachelor in Pharmacy, Santa Maria University, 2004
Hurtado, Miguel	Doctorate in Medicine University of Sciences, Arts & Technology Montserrat, 2018 Master in Public Health in Medical Sciences, School of Public Health, 2017 Pharmacy Technician Certificate Ponce Paramedical College, PR, 2008
Irizarry, José	MS Legal Studies: Law and Public Policy/Concentration in Homeland Security, California Univ. of Pennsylvania, 2009
Jacome, Olga	Doctorate in Education Science, Major in Spanish and Literature, Universidad de Guayaquil, Ecuador, 2004
Jiménez- Gómez, Amilcar	Master of Business Administration in Marketing, Universidad Interamericana, Puerto Rico 1999.
Jimenez, Edda	Doctorate in Pharmacy, Nova Southeastern University, San Juan, PR 2014
Juelle, Frances	Master of Business Administration: Accounting, University of Phoenix, 2011
Kravetz, Isaac	Master of Business Administration in Management, University of Phoenix 2004. Doctor of Medicine National Autonomous University of Mexico, 1982
Landaeta, Maria	Bachelor's Degree in Law, Rafael Bellosso Chacin University, Venezuela, 2002
Leduc, José R.	Doctor of Medicine, Universidad Central Del Este (UCE), DR.
Lima, Alexander	Master of Science Industrial Engineering University of Missouri Columbia, 1994
Lugo Rosa, Orlando	Master of Project Management, DeVry University, Tampa FL 2003.
Malave, Gilbert	Master of Business Administration in Project Management, Ana G. Mendez University, Orlando FL 2018
Martin, Anthony	Bachelor's in information system, EDP University of Puerto Rico 2014
Martinez, Gloria	Ed.D Education with concentration in Orientation and Counseling, University of PR, 2017 / Master in Education, Inter PR, 2007
Martinez, Gustavo	Master in Engineering & Technology Cornell University, NY, 1996. Master Certificate in Project Management, George University, Washington DC, 1999
Martínez, José A.	Master of Business Administration in Finance, Wake Forest University, North Carolina, 1994 (Over 18 credits in Accounting at the Master Level)

<b>Faculty Member:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Martinez, Lucia	Industrial Engineer, Universidad Distrital Francisco Jose de Caldas, Bogotá, Colombia, 1998 Master of Education, Universidad Latinoamericana de Ciencia Y Tecnología, San Jose, Costa Rica, 2009
Martínez, Pablo L.	Doctor of Education in Educational Leadership, Florida Southern College, Lakeland, FL 2022
Masmela, Paola	Master in Education, Universidad Sergio Arboleda, 2013
Mateu, Maria de los Angeles	Master of Business Administration, Management and Strategic Leadership, Ana G. Mendez University, Tampa, FL 2012
Matos, Irma	Master of Business Administration-International Business, Keiser University FL, 2016 BS for Science in Electrical Technology, Instituto Superior Pedagógico. Cuba, 1994
Matos, Samuel	Doctor of Medicine, Venezuela Doctor of Philosophy in Public Health, University of South Florida, Tampa FL 2020
McCarthy, Michael	Master of Business Administration in Management Central Institute of Business Administration (INCAE) Managua, Nicaragua 1977
Melendez, Brenda C.	Master of Business Administration, Marketing, University of Phoenix, San Juan, PR 2002
Melendez, Miguel	Master of Arts in English. Universidad de Puerto Rico, San Juan, PR 2019
Mena, Nelson	Master of Arts in Computer Science, Queens College, Queens NY, 2001
Mena, Rosmer	Master of Social Work University of South Florida, Tampa, FL 2011
Méndez, Cecilia	Master of Education in Teaching English as a Second Language (ESOL), Universidad del Turabo, FL 2005
Méndez, Jessica	Medical Assistant Diploma, Galiano Career Academy, 2005
Mendoza, Ana T.	Master of Sciences, Educational Leadership, AGM 2008
Mercader, Jose Luis	Master of Business Administration- Business Administration, University of South Carolina, Columbia, 1985
Moleiro, Alfredo	Master of Business Administration, Global Management, University of Phoenix, AZ, 2015
Molinares, Fernando	Master in Fine Arts, Savannah College of Art and Design, 2021 / BA Fine Arts, University of Central FL, 2008
Morales, Albert	Master of Arts, History, American Public University, 2017
Morales, Edna	Bachelor's Degree in Pharmacy, Massachusetts College of Pharmacy, Boston MA, 1992
Morales, Mayra	Educational Specialist – School Psychology UCF, 2002



<b>Faculty Member:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Neuman, Maria I	PhD Human Science, Universidad del Zulia, Venezuela, 2008 / MS Technology Management, Universidad del Zulia, Venezuela, 1995
Nieves, Zitszurie	Masters Degree, Polytechnic University of Puerto Rico, Major in Finance, 2020
Nunez, Pedro E.	Master of Business Administration in Finance, University of Denver, CO 1982
Ocasio Pérez, Lissette	Master of Business Administration in Accounting, Universidad Metropolitana, FL. 2012.
Olivera, Bethzaida	Juris Doctor Interamerican University School of Law, San Juan PR 2006
Ortiz, Ely Ann	Master of Business Administration in Management, University of Phoenix, 2008
Ortiz, Rafael	Master in Math Education, Inter American University, 2006
Ortiz-Torres, Irma	Master of Education in Curriculum and Instruction: Reading/TESOL Over 50 credits in Education at the doctorate level.
Pacheco, Magaly	Doctorate of Education in Counseling and Guidance, Universidad Interamericana, Puerto Rico, 1994 Master of Public Administration, Universidad de Puerto Rico, 1982
Paez, Pablo	Master Of Business Administration, University of Pennsylvania, PA 1975
Patiño, Adriana	MS Spanish Language Education, Nova Southeastern University, Fort Lauderdale, FL, 2015
Penna, Victor	Doctor in Medicine Universidad Central del Este, San Pedro de Macoris, República Dominicana, 1985
Pérez-Segnini, Héctor	Master of Business Administration, Instituto de Estudios Superiores de Administracion, Caracas Venezuela Masters of Arts , Psychology –organizational, Columbia University
Pijuan, Alexander	MBA. Business Administration, Leadership in Project Management, Ana G. Méndez University System , Metro Orlando 2019 B.S. Business Administration, Information Systems Management, 2007
Porta, Saidi	Master of Business Administration in management, NOVA University, FL 2004
Puello, Pablo A.	Doctor of Philosophy in History, Inter American University, San Juan, PR, 2018

<b>Faculty Member:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Puerta, María I.	Doctor of Philosophy in Social Sciences, Universidad Carobobo, Venezuela, 2012 Master in Political Sciences, Universidad Central de Venezuela, 2002
Quero, Adileidy	University of Florida, Bachelor Biochemistry & Microbiology. FL, 2020 Pharmacy Technician
Ramos, Damaris	DBA, Marketing, Walden University, 2021 / Master in Industrial Organizational Psychology, Carlos Albizu University, PR 2001
Ramos, Simon E.	EdD/DBA Nova Southeastern University Ft. Lauderdale, FL 2005
Reyes Santos, René	Master of Arts in History Education, Universidad De Puerto Rico, PR 1992
Rios McConnell, Rafael	Master of Sciences in Public Health, Health Systems Administration, UPR, 2019
Rios, Abigail	Master in Public Administration, University of Puerto Rico, 1996 Ph.D. (in Progress, 24 credits) Instructional Design Keiser University
Rivera, Carmen	Master of Arts in Spanish University of Central Florida, FL, 1999
Rivera, Erica	MA English Education, UPR 2014
Rivera, Sonia	Registered Pharmacy Technician, Med Tech College, San Juan PR 1997
Rivera, Waldemar	Master of Guidance & Counseling, Nova Southeastern University, Tampa FL 2010.
Robayna, Manuel	Master of Business Administration in Management and Strategic Leadership, Universidad Metropolitana 2012, Tampa FL
Rodríguez, Ibis	Ph.D in Caribbean and Hispanic Literature, Centro de Estudios Avanzados de Puerto Rico y el Caribe, 2011 MA in Spanish Language, InterAmerican University, 1990
Rodriguez, Jose M.	Master of Divinity, Pastoral Studies, Southern Baptist Theological Seminary, KY 2009
Rodríguez, María C.	Master of Business Administration in Management/ Graduate Certificate in Human Resources, University of Phoenix, Tampa FL 2008.
Roman, Cesar	Master of Arts in Psychology, Interamerican University, Puerto Rico 2006
Roqueta, Luis	Doctor of Medicine, Higher Institute of Medical Science of Villa Clara, Cuba, 1983 Master of Business Administration-Leadership for Manager, Keiser University, FL 2016
Rosales Arceo, Aida	Master of Education in International Languages, Framingham College, Boston, MA 2003

<b>Faculty Member:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Saldana, Jacqueline	Doctor of Management in Organizational Leadership University of Phoenix, Phoenix AZ, 2014
Sanchez Arquer, Beatriz	Pharmacist, Santa Maria University, Caracas Venezuela, 1994 Pharmacy Technician, Dep of Health, 2018
Sanchez, Jesenia	Bachelor in Science Nursing, AGM Orlando, 2015 / Medical Assistant Degree, Career Training Institute, 2001
Santana, Daniel	Bachelor in Computer Sciences, Inter American University, PR 2005
Soto, Sherly	Master of Education in ESOL, Universidad del Turabo, PR, 2004
Tirado Acevedo, Alex	Doctorate in Business Administration, Columbia Southern University, 2017 Master's in Management Metropolitan University, 2008
Torres, Marcelo	Doctor of Medicine, Catholic University of Santiago de Chile, Guayaquil, 1992
Torres, Nelson	Doctor of Educational Leadership, University of Central Florida, FL, 2006 Master of Education in Elementary Education, Marymount University, VA 1994 Master Business Administration in Logistics Management, Florida Institute of Technology, 1980 Master of Arts in Educational Psychology, Ball State University, IN 1977
Torres, Ramon	MS Psychology, Purdue University, 2018
Tracanelli, Silvio	Doctor of Management Sciences, Rafael Bellosso Chacin Private University, Cuba, 2007
Trujillo, Adolfo	MD General Surgeon, School of Medicine Juan N Corpas, 1994/ PhD Hospital Administration, EAFIT Medellin Colombia, 2000
Tua, Olga Vanessa	Master of Business Administration in Human Resources, Universidad Metropolitana, PR 2003
Useche, María	Doctor in Law, Universidad Central de Venezuela, 2005
Valedón, Joan-Veronika	Juris Doctor, University of Florida, Gainesville, FL 2002
Valedón, Joanverónika	Juris Doctor, University of Florida Levin College of Law, 2002
Vázquez, María E.	Master of Business Administration in Material Management and Control, Universidad del Turabo, Puerto Rico, 2000
Velarde, Einar J.	Master of Arts in International Relations, Graduate Certificate in Economics, St. Mary's University, San Antonio, TX. 1987.
Velasquez, Cavi	Master of Business Administration in Strategic Leadership, Universidad Metropolitana, Tampa FL 2012
Velazquez, Benjamin	Master's in business administration, Ana G. Méndez University, 2019 / Master in Finances, AGM, 2021

<b>Faculty Member:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Viera, Jacqueline	MA Degrees Human Resources Management & Human Resource Development, Webster University, 2011
Villafañe, Omar	JD: Law, University of PR, 2016
Villalobos, Mario	Doctor of Philosophy in BA/Spec. Financial Management, Northcentral University, 2017 Master of Business Administration, Spec. Financial Management, Rutgers University, NJ 1983
Zayas, Santiago Carla	Master of Arts in Spanish, University of South Florida, Tampa FL 2008. Graduate Certificate in Latin American Studies, University of South Florida, Tampa FL 2010.
Zurita, Elizabeth	Doctor of Biology and Chemistry, Universidad Central de Ecuador, Quito, Ecuador, 1982

## Section V: Programs of Study

### Bachelor's degrees

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

**120 Credits**

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

#### Program Description

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

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

#### Program Objectives/Outcomes

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

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

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

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



## Master's Degree

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

**38 Credits**

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

#### Program Description

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

#### Program Objectives/Outcomes

Upon the completion of the program, students will:

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

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

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

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

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

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

**Program Objectives/Outcomes**

Upon completion of this program, students will have:

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

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

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

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

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

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

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

**Program Objectives/Outcomes**

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

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

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

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

(This program is not admitting new students.)

**Program Description:**

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

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

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

**Program Objectives**

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



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

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

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

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

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

**Program Objectives/Outcomes**

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

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

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

## Course Descriptions

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

#### **3 Credits**

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

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

#### **3 Credits**

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

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

#### **3 Credits**

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

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

#### **3 Credits**

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

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

#### **3 Credits**

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

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

#### **3 Credits**

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

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

#### **3 Credits**

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

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

**3 Credits**

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

**None**

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

**3 Credits**

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

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

**3 Credits**

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

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

**3 Credits**

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

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

**3 Credits**

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

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

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

**3 Credits**

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

**CRIM 302-O Criminal Procedure**

**3 Credits**

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

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

**3 Credits**

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

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

**3 Credits**

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

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

**3 Credits**

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



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

**CRIM 360-O Criminal Investigation Techniques**

**3 Credits**

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

**CRIM 370-O Law of Evidence**

**3 Credits**

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

**CRIM 380-O Criminalistics**

**3 Credits**

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

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

**3 Credits**

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

**CRIM 405-O Multiculturalism and Crime**

**3 Credits**

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

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

**3 Credits**

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

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

**3 Credits**

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

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

**3 Credits**

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

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

**3 Credits**

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

**ECON 519-O Managerial Economics**

**3 Credits**

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

**ENGL 050-O Preparatory English**

**4 Credits**

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

**ENGL 102-O Basic English**

**4 Credits**

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

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

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

**4 Credits**

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

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

**4 Credits**

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

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

**ENGL 331-O Public Speaking**

**4 Credits**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**MANA 700-O Entrepreneurship  
3 Credits**



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**3 Credits**

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

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

**3 Credits**

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

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

**3 Credits**

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

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

**4 Credits**

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

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

**SPAN 102-O Basic Spanish**

**4 Credits**

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

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

**3 Credits**

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

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

**4 Credits**

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

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

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

##### **4 Credits**

This advanced Spanish course focuses on the use of language from a communication approach thus allowing the adult learner to further develop his/her language skills. In addition, the course deals with reading analysis and interpretation in reference to the evaluation of the content of the message (inference, critical analysis, distinguishing between facts, opinions, and assumptions), which goes beyond the meaning of the text, techniques, and author's resources. It also includes studying the text readings from the reader's perspective, while analyzing the content in reference to the central idea of the context, secondary idea, vocabulary, the correlation of ideas, different types of speeches, and languages. The course will give special attention to the proper wording of messages and sentence/paragraph construction. It will allow many opportunities to practice and manage grammatical structures in reference to spelling, punctuation, the development of techniques for oral presentations, proper body language, and the use of technology. The course pays close attention to the practice and management of grammatical structures in regards to the inaccuracies or misuse of the language (barbarisms, solecisms, ambiguities, agreement, 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 UAGM Spanish Placement Test (for native speakers of Spanish) and scores between 0 and 40% must register for this course. This course requires the use of e-lab or the language lab.

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

##### **3 Credits**

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

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

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

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

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

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

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

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

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

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