

**CAROLINA
CAMPUS**



UNIVERSIDAD
ANA G. MÉNDEZ
UNIVERSITY

UAGM

Bilingüe / Dual Language

**CATALOG
2018-2019**



AUGUST 1, 2018

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Section I: Universidad Ana G. Méndez- Carolina Campus

Our Profile

Universidad Ana G. Méndez- Carolina Campus (UAGM-Carolina) is a private non-profit institution of higher education and a component of the Sistema Universitario Ana G. Méndez. Its main campus is located in Carolina and five Off-Campus locations in Puerto Rico are located in the towns of Yauco, Arecibo, Cabo Rojo, Barceloneta, Santa Isabel and a location in Washington DC. UAGM-Carolina has three branch campuses in the state of Florida; Metro Orlando campus located in Orlando; South Florida campus located in Miramar; and the Tampa Bay campus located in Tampa. In January 2012, the Capital Area branch campus located in the state of Maryland initiated its academic offerings. Recently, the Dallas branch campus began its operations in the state of Texas. The Carolina campus is located in the Eastern part of the island. It has a suburban campus of over 21 acres and its modern and spacious buildings provide an ideal atmosphere for the learning experience.

A professionally oriented institution, Universidad Ana G. Méndez- Carolina Campus offers over forty-eight baccalaureate programs, twenty-two associate degrees, and around twenty-three master programs, in business, education, social work, hospitality management, culinary arts, science and technology and the health sciences. Founded in 1949, as Puerto Rico Junior College, it continued to mature into a four-year institution in 1992 as Colegio Universitario del Este and finally evolving into a university in 2001 as Universidad Ana G. Méndez- Carolina Campus.

UAGM-Carolina's student population consists mostly of commuting young adults from the surrounding communities. The overall population at UAGM-Carolina is 13,800 and comprised of undergraduate and graduate students. Master's degree programs initiated in October 2001 at UAGM-Carolina's Carolina campus and in 2005 at the Off-Campus locations. Certificate technical programs are also offered in diverse fields at the Carolina campus, as well as, the Off-campus locations.

The academic faculty consists of one-hundred and sixty-seven (167) full time professors and over eight hundred and thirty-five part-time professors. Fifty-one per cent of the full time faculty has doctorates while the rest of the faculty possesses master's degrees in their fields of expertise.

Mission

Universidad Ana G. Méndez- Carolina Campus is a private non-sectarian, non-profit, accredited higher education institution, part of Ana G. Méndez University System. Its academic efforts and services are to promote the constructivist learning, respect for diversity, and social justice.

Its mission is to promote the integral development of individuals, to become responsible, solidary citizens, able to contribute to the sustainable development of the environment through a socio-humanistic education of excellence; valuing research, internationalization, entrepreneurship, technology, culture and community engagement. All its resources support the academic offerings of certificate, associate, bachelor, graduate studies, and continuing education programs.

Vision

To be recognized as a university of outstanding academic excellence in Puerto Rico and worldwide.

Guiding Principles

The principles, which guide the Institution, are excellence, innovation, justice, respect, freedom of thought and action, solidarity, equity, integrity and social responsibility.

Goals

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

1. Provide an education of excellence, through the development of cognitive, affective and psychomotor competencies in students that will enable them to make positive

contributions to the social, economic and political setting at local and global levels.

2. Offer traditional and nontraditional academic programs, within the constructivist dimension of learning, that meet the interests and needs of a society oriented toward service, technology, internationalization and research.
3. Attain a faculty that meets the highest standards of excellence and that promotes its commitment to teaching, research, the use of technology and community service.
4. Promote a culture of service within the academic community with equal opportunities, based on human rights and the fulfillment of social responsibility.
5. Advocate in students the socio-humanistic and the integral formation, as well as entrepreneurship, innovation, technological skills and global vision.
6. Encourage research and creative work in the disciplines to contribute to the cultural, social, political, economic and technical-scientific development of our society.
7. Position the university in the international scenario by means of diverse activities, collaborative projects and exchange programs for both faculty and students.
8. Promote a culture of quality and effectiveness through institutional and specialized accreditations of academic programs, consolidation of assessment measurements, and the integration of assessment findings to planning and resources allocation processes.

Accreditation and Affiliations

Universidad Ana G. Méndez- Carolina Campus is accredited by Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, telephone: 267-284-5000. MSCHE is a regional accrediting agency recognized by the U.S. Department of Education and has

extended this accreditation to the UAGM-Carolina Branch Campuses in Florida, Maryland, District of Columbia and Texas.

Universidad Ana G. Méndez- Carolina 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 Admissions Officers
- American Association of Higher Education
- American Council on Education
- American Library Association
- American Physical Plant Association
- Asociación Universitaria de Programas de Honor Puerto Rico
- Association for Educational Communications and Technology
- College Board of Puerto Rico
- Council on Higher Education Association
- Hispanic Association of Colleges and Universities
- International Facility Management Association
- Learning Resources Network
- Library Administration and Management Association
- National Collegiate Honors Council
- Puerto Rico Association of Higher Education
- Puerto Rico Association of Honors Programs
- Puerto Rico Association for Counseling and Development.
- Puerto Rico Chamber of Commerce
- Puerto Rico Library Association
- Puerto Rico Manufactures Association
- The Association for Institutional Research

Statement of Licensure

Universidad Ana G. Méndez- Carolina Campus is licensed by the District of Columbia Education

Licensure Commission. Additional information regarding this institution may be obtained by contacting the Commission at:

810 First Street, NE
2nd Floor
Washington, DC 20002
Phone: (202) 727-6436
Fax: (202) 741-0229
www.osse.dc.gov

The Main Campus and additional locations of Universidad Ana G. Méndez- Carolina 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 UAGM-Carolina 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 his/her tuition fees.

It is the student's responsibility to know and comply with the content of this catalogue and all the UAGM-Carolina 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.

The first section and second sections of this catalog contain an overview of Universidad Ana G. Méndez-Carolina Campus. Information that pertains to the Capital Area Campus is included in Section III. Section IV details information on the programs offered at the University del Este, Capital Area Campus. 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-Carolina Campus main campus addresses and telephone numbers are:

Mailing Address:
UAGM-Carolina
P.O. Box 21345
San Juan, PR 00928-1345

Telephone No. (787) 751-0178
Fax No. (787) 766-1706

Website: www.suagm.edu

Mailing Address:
Universidad Ana G. Méndez- Carolina Campus
PO Box 2010
Carolina, PR 00984-2010

Telephone No.: (787) 257-7373
Fax No.: (787) 752-0070

Website: <http://une.suagm.edu/>

Universidad Ana G. Méndez- Carolina Campus Administration

Mildred Huertas Solá

Chancellor

Ángel Toledo López

Vice Chancellor

Marisol Muñoz Zabala

Vice Chancellor for Administrative Affairs

Mayra M. Ferrán Torres

Vice Chancellor of Sponsored Programs

Carmen Ortega Dávila

Vice Chancellor of Information Resources and
Director of Virtual Library

María G. Véaz Morales

Vice Chancellor of Student Affairs

Terestella González-Denton

Dean of José A. (Tony) Santana International School
of Hospitality and Culinary Arts

María del Carmen Arribas

Dean of School of Education

José Berrios Lugo

Dean of the School of Innovation, Entrepreneurship and Business

Evelya Crespo Rivera

Dean of School of Social and Human Sciences

Marielis Rivera Ruiz

Dean of School of Sciences and Technology

Vanessa Ortiz López

Dean of School of Health Sciences

Patricia Mercado Rivera

Dean of School of Technical Studies

Mildred Y. Rivera Cordero

Dean of School of Professional Studies

Jhon Sanabría Rodríguez

Dean of the School Institute of Public Safety

Legislative Boards

The Administrative Council of Universidad Ana G. Méndez- Carolina Campus is the legislative body of the Institutional policy of the university in accordance with the by-laws of the Sistema Universitario Ana G. Méndez as established by its Board of Directors.

The Chancellor, the Vice Chancellor, Vice Chancellor of Student Affairs, Vice Chancellor of Physical Facilities and Operations Manager, Vice Chancellor of Information Resources, Vice Chancellor of External Resources, Vice Chancellor of Administrative Affairs, Deans of the Schools, four faculty representatives, one Director of the Off-Campus locations, and two student representatives constitute the Administrative Council.

The Academic Board of Universidad Ana G. Méndez- Carolina Campus 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, the Library Director, ten undergraduate faculty representatives, and two student representatives.

Academic and Student Affairs Commission

The Maryland Academic and Student Affairs Commission (MASAC) consists of nine (9) members as follows: five (5) faculty facilitators and four (4) administrators. The faculty facilitators include representation from the following areas: one (1) from Social Sciences, Humanities and General Education, one (1) from Business Administration, one (1) from Health, Science and Mathematics, one (1) from Education, and one (1) from languages. The composition for the administrators is as follows: one (1) Campus Director, one (1) Academic Director an, one (1) Director of Learning Resource Center, and the MASAC Chair. Special Guests, other officers and facilitators shall be invited to participate in the meetings of the MASAC, when the agenda includes items that touch on those programs.

MASAC 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 Maryland and the District of Columbia (DC).

Section II: Sistema Universitario Ana G. Méndez

Profile

The Ana G. Méndez University System (the System) is a not for profit private corporation established under the laws of the Commonwealth of Puerto Rico. It is comprised of four (4) academic institutions, one (1) noncommercial private TV Station for public broadcasting, and a Central Administration, under which all administrative affairs of the institution are managed by a President/CEO. Together, the SUAGM and its four-member institutions are the largest private university system in Puerto Rico.

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, the Capital Area Campus in Maryland, the Capital Area Off Campus in Washington, DC, and the Dallas Area Campus in Texas.

Moreover, in establishing SUAGM in the mainland SUAGM furthers its Vision 2020 as a “high-quality, people-centered learning community, of advanced technology, and internationally oriented focus”. The campuses in the mainland will serve its community and serve as a bridge to fulfilling initiatives in serving the needs of Hispanic adults in other communities in the United States and in Latin America.

Central Administration and Board of Directors

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

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

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

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

academic programs and long-range institutional plans. The Board has four working committees:

- Government
- Academic and Student Affairs
- Finance
- Audit

Board of Directors

Ramiro Millán Catasús

President of the Board

Félix Rodríguez Schmidt

Vice-President of the Board and Permanent Member

José F. Méndez

President of SUAGM, CEO and Permanent Member

José F. Méndez González

President Emeritus and Permanent Member

Héctor A. Jiménez Ramírez

Rafael A. Nadal Arcelay, Esq.

Permanent Member

Manuel Agosto García

Herminio Martínez

Permanent Member

Wilfredo Cosme Ortiz

René A. Soto Torres

Rita Di Martino

Delia Castillo de Colorado

Gloria Castillo

Secretary of the Board

José E. De La Cruz Skerrett.

Legal Advisor

gender, social condition or political, religious, social or trade union beliefs.

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 Maryland Department of State, Division of Corporations, to do business in Maryland and the District of Columbia as Universidad Ana G. Méndez-Carolina Campus .

Non-Discrimination Statement

The Ana G. Méndez University System and its institutions do not discriminate on the basis of race, handicap, national or ethnic origin, creed, color,

Section III: Capital Area Campus

Introduction

The Capital Area Campus represents 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.

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

Capital Area Campus Administration and Staff

Luis J. Zayas Seijo

Vice-President of National Affairs

Carlos T. Eira de Aquino

Campus Director

Veronica Bermudez

Academic Director

Mayra E. Marengo-Fuentes

Academic Department Administrative Assistant

Silquia Vélez

Branch Campus Registrar/ Credential Evaluation Services

Brenda Rivera-Ruiz

Associate Registrar

Carlos Ayala

Integrated Services Coordinator

Lester Ayala

Academic & Student Services Counselor

Nikolaos Moraros

Associate Director of Nursing and Allied Health Programs

Carmen Irizarry

Operations Manager

Angel Ortíz

Technical Support Specialist

Verónica Da Silva

Outreach and Marketing Director

Jonathan Knapp

Recruitment Coordinator

Sarivette Ortíz

Learning Resources Center Director

Lizeth Montano

Learning Assistant Specialist

Juan Nolasco

Library Assistant

Julio Vega

Financial Aid Director

Karen García

Financial Aid Officer

Vacant

Integrated Services Director

Antonica Neto

Integrated Services Officer

Gabriel Alvarez

Integrated Services Officer/Marketing

Migdaliz Velez

Culinary Arts Program Coordinator

Leydi Vanegas

Receptionist

Physical Facilities

The Capital Area Off-Campus is located at 514 V Street NE, Washington, DC. The campus has 3

classrooms, 3 kitchens, administration offices, learning resources center, a student and a faculty lounge as well as parking area.

Campus Address and Telephone Numbers

Physical and Mailing Address: 514 V Street NE

Washington, DC 20002

Phone: (301) 949-2224 / 1-888-747-8362

Fax: (301) 949-2243

Website: www.suagm.edu/dccampus

Academic Calendars

First Semester 2018-19 (201911)

ACTIVITIES	E12 AUGUST 26 TO SEPTEMBER 29, 2018	E13 SEPTEMBER 30 TO NOVEMBER 3, 2018	E14** NOVEMBER 4 TO DECEMBER 15, 2018	E08/E16 AUGUST 26 TO OCTOBER 20, 2018	E09/E17 OCTOBER 21 TO DECEMBER 15, 2018	E07 (Education internships) AUGUST 26 TO NOVEMBER 17, 2018
Classes Begin	August 26, 2018	September 30, 2018	November 4, 2018	August 26, 2018	October 21, 2018	August 26, 2018
Add/drop Process Deadline	September 1, 2018	October 6, 2018	November 10, 2018	September 1, 2018	October 27, 2018	September 1, 2018
Official Census Rosters to Facilitators (NP)	September 3, 2018	October 8, 2018	November 12, 2018	September 3, 2018	October 29, 2018	September 3, 2018
Census Rosters Due at Registrar's Office	September 11, 2018	October 16, 2018	November 20, 2018	September 11, 2018	November 6, 2018	September 11, 2018
Last day for Students to Remove Incompletes and/or Grade Change Request from 201812 and 201813	September 24, 2018	September 24, 2018	September 24, 2018	September 24, 2018	September 24, 2018	September 24, 2018
Last Day for Facilitators to Remove Incompletes and/or Grades Changes from 201812 and 201813	September 26, 2018	September 26, 2018	September 26, 2018	September 26, 2018	September 26, 2018	September 26, 2018
Last day for students to request change of major/academic program	September 29, 2018	September 29, 2018	September 29, 2018	September 29, 2018	September 29, 2018	September 29, 2018
Last day for: Partial Withdrawal (WC) Total Withdrawal (WT)	September 29, 2018	November 3, 2018	December 15, 2018	October 20, 2018	December 15, 2018	November 17, 2018
Grades due in Web for Faculty and Grade Rosters at Registrar's Office	October 2, 2018	November 6, 2018	December 17, 2018	October 23, 2018	December 17, 2018	November 20, 2018
Last day to request graduation for students who complete requirements on December 2018	October 31, 2018	October 31, 2018	October 31, 2018	October 31, 2018	October 31, 2018	October 31, 2018

**PT E14 and E15 will not meet the week of November 18 to 24, 2018

SIV Registrar Office

June 04, 2018

Subject to change

Second Semester 2018-19 (201912)

ACTIVITIES	E12 JANUARY 13 TO FEBRUARY 16, 2019	E13 FEBRUARY 17 TO MARCH 23, 2019	E14** MARCH 24 TO MAY 4, 2019	E08/E16 JANUARY 13 TO MARCH 09, 2019	E09/E17 MARCH 10 TO MAY 04, 2019	E07 (Education internships) JANUARY 13 TO APRIL 6, 2019
Classes Begin	January 13, 2019	February 17, 2019	March 24, 2019	January 13, 2019	March 10, 2019	January 13, 2019
Add/drop Process Deadline	January 19, 2019	February 23, 2019	March 30, 2019	January 19, 2019	March 16, 2019	January 19, 2019
Official Census Rosters to Facilitators (NP)	January 21, 2019	February 25, 2019	April 1, 2019	January 21, 2019	March 18, 2019	January 21, 2019
Census Rosters Due at Registrar's Office	January 29, 2019	March 5, 2019	April 9, 2019	January 29, 2019	March 26, 2019	January 29, 2019
Last day for Students to Remove Incompletes and/or Grade Change Request from 201911	February 11, 2019	February 11, 2019	February 11, 2019	February 11, 2019	February 11, 2019	February 11, 2019
Last Day for Facilitators to Remove Incompletes and/or Grades Changes from 201911	February 13, 2019	February 13, 2019	February 13, 2019	February 13, 2019	February 13, 2019	February 13, 2019
Last day for students to request change of major/academic program	February 16, 2019	February 16, 2019	February 16, 2019	February 16, 2019	February 16, 2019	February 16, 2019
Last day to request graduation for students who complete requirements on May 2019	February 28, 2019	February 28, 2019	February 28, 2019	February 28, 2019	February 28, 2019	February 28, 2019
Last day for: Partial Withdrawal (WC) Total Withdrawal (WT)	February 16, 2019	March 23, 2019	May 4, 2019	March 9, 2019	May 4, 2019	April 6, 2019
Grades due in Web for Faculty and Grade Rosters at Registrar's Office	February 19, 2019	March 26, 2019	May 6, 2019	March 12, 2019	May 6, 2019	April 9, 2019

** PT E14 and E15 will not meet the week of April 14 to 20, 2019

SIV Registrar Office June 04, 2018
Subject to change

Summer Semester 2018-19 (201913)

ACTIVITIES	E12/E08/E16 MAY 12 TO JUNE 15, 2019	E13/E09/E17 JUNE 16 TO JULY 20, 2019	E14 JULY 21 TO AUGUST 24, 2019	E07 MAY 12 TO AUGUST 3, 2019
Classes Begin	May 12, 2019	June 16, 2019	July 21, 2019	May 12, 2019
Add/Drop Process Deadline	May 18, 2019	June 22, 2019	July 27, 2019	May 18, 2019
Official Census Rosters to Facilitators (NP)	May 20, 2019	June 24, 2019	July 29, 2019	May 20, 2019
Census Rosters Due at Registrar's Office	May 28, 2019	July 2, 2019	August 6, 2019	May 28, 2019
Last day for: Partial Withdrawal (WC) Total Withdrawal (WT)	June 15, 2019	July 20, 2019	August 24, 2019	August 3, 2019
Grades due in Web for Faculty and Grade Rosters at Registrar's Office	June 18, 2019	July 23, 2019	August 27, 2019	August 6, 2019
Last day to request graduation for students who complete requirements on Summer 201913	July 6, 2019	July 6, 2019	July 6, 2019	July 6, 2019

Subject to change

SIV Registrar Office
June 4, 2018

Students' Academic Requirements, Regulations and Services

Admissions

Undergraduate General Admission

General Requirements for Admission

1. Diploma from an accredited secondary school or its equivalent.
2. Health vaccination certification for applicants younger than twenty-six (26 years).

Admissions Process

All Applicants are required to:

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

Every applicant to the UAGM institutions in the District of Columbia 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:

- transcript of previous credits, courses or studies documenting graduation from secondary school
- 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

Applicants should present one or more of the original documents to the authorized institutional officer. The officer shall examine the document (s) to corroborate, in his best judgment, that it is original and has no visible alterations. If the applicant cannot

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

In validated cases, the Campus Director or his designated representative may consider the admission of applicants who cannot present the evidence as described above but meet the following requirements:

1. The applicant demonstrates that he/she has no reasonable access to appropriate documentation.
2. The applicant presents a notarized declaration in which the applicant certifies that he meets the requirement of prior studies.
3. The applicant must also complete an interview with the Campus Director or authorized institutional officer to evaluate compliance with the previous requirements.
4. The applicant takes the placement tests in English and Spanish (or just English for the English track). (Students have previous studies at any of the UAGM campuses in the continental US will be exempt from this requirement).

Students should contact the Office of Integrated Services for more specific information.

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 or Vice-president of National Affairs.

Readmission

Once admitted to a program, it is expected that a student will register consecutively each term (except summer) and maintain satisfactory academic

progress. Students with satisfactory academic progress that wish to resume their studies after an interruption of one semester or more must apply for readmission and:

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

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

Admission Validity

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

student's provisional admission and cancel his or her provisional application.

Transfer Students from Other Programs or Universities

Requirements:

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

Residency Requirements

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

Validation of Transfer Credit for Courses

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

International Students

1. All requirements for admission, readmission, and transfer will apply to international students.
2. Admission for international students will be subject to the immigration laws and regulations in effect.
3. Universidad Ana G. Méndez- Carolina Campus at all Branch Campuses is

authorized to receive international students. Interested applicants must contact the Director of Integrated Services at each campus for the specific related processes.

Dual Language Model

Dual Language Nature of Degree Programs

Degree programs at the Universidad Ana G. Méndez-Carolina Campus 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- Carolina Campus Branch Campuses is expected to be a Dual Language Professional who demonstrates professional competencies confidently in their field of study in English and in Spanish.

A Dual Language Professional demonstrates competency in the following areas:

Conceptual Skills:

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

Language Skills:

1. Bilingual and Bi-literate in the Four Language Skills: Listening, Speaking, Reading and Writing
2. Spelling & Grammar
3. Professional Translations
 - a. Oral

- b. Written
- 4. Summarizes Information Accurately
- 5. Use of Sophisticated Professional Vocabulary
- 6. Use of Technical Professional Jargon
- 7. Reads, Understands, and Applies Knowledge for Positive Decision Making

Communication Skills:

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

Interpersonal skills:

- 1. Teamwork
 - a. Collaboration
 - b. Trust
 - c. Professional Ethics
 - d. Excellence
 - e. Humbleness
- 2. Interpersonal Interaction
 - a. Respect

Language Placement Tests and Developmental Courses

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

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

exams may take between 2 to 4 hours, depending on their proficiency of both languages.

Undergraduate Developmental Courses

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

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

Testing Out of Developmental Courses (Undergraduate)

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.

Method of Instruction

The Accelerated Studies Program Course Format

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

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

The Puente Support Services Program Course Format

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

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

The Daytime Program Format

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

Course Modules and Language of Delivery

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

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

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

Modules for the Campuses also specify the percentages of instruction in English and Spanish used each week, ensuring equal exposure to both languages in the content area. Content courses are taught in the proposed dual-language format. Each lesson within a module contains specific information about the instructional language to be used. This can be controlled, for example, by specifically listing reading for a specific week in English, while

assignments and/or student presentations are required in Spanish. Modules include texts, references and hyperlinks in both languages and students will be engaged in classroom activities in both languages. The modules developed allow the students to be exposed and to facilitate their use of both languages in order to promote the development of bilingual professionals. All modules are presented with the dual language format, except English and Spanish courses that are entirely in the corresponding language.

Language Support and E-Lab

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

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

Registration

Registration Validity

1. The Branch Campus Registrar will determine the registration dates and will include them on the Academic Calendar.
2. The receipt of the official notice of admission will be required to begin the registration process.

3. Students will be required to register according to the calendar and times announced. Any student may register on the day and time assigned; and during the specified late registration period set and notified on the academic calendar.
4. Each course the student registers in during regular or late registration will become part of his or her permanent academic record.

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

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

Credit for Prior Learning, Challenge Examination or Portfolio

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

The following policies and procedures will apply:

1. The student must be registered (full or part time) and must have demonstrated consistent satisfactory academic progress during his or her studies. The student must receive academic advisement as to the process that is required with student services staff.
2. For **Challenge Examination** Option:
 - a. The student must obtain related documents from the Integrated Services Office. The student will receive a general

- orientation and will complete related documents. Documents will be referred to the Academic Director for initial screening before referring them to a subject academic specialist for final analysis.
- b. Upon approval, the student will be notified for the corresponding payment to be made. The Academic Director and/or its representative will issue a permit for the exam and provide an examination study guide to the student.
 - c. The student will take the examination on the advertised date.
 - d. A certified faculty member with expertise in the area of the exam will grade the examination and award the correspondent grade based on the test results. Appropriate documentation will be submitted to the Registrar.
3. For the Portfolio Option:
- a. The student must obtain the related documentation from the Integrated Services Office. The student will receive a general orientation and will complete related documents. Documents will be referred to the Academic Director for initial screening before referring them to a subject academic specialist for final analysis.
 - b. After recommendation from the advisor, the students register for EXPL101, a one-credit course that prepares students for the preparation of portfolios according to standards.
 - c. Once the course is completed, the student will register for portfolio evaluation and make the corresponding payment.
 - d. The portfolio will be presented to the Academic Director, who will submit it for evaluation and awarding of credit to a certified faculty member in the area of expertise. If applicable, the faculty

member will award a grade of “P” for the course.

- e. Appropriate documentation will be submitted to the Registrar.
4. No more than 25% of total program credits may be awarded for prior learning. Credit awarded through challenge examinations or portfolio cannot be counted towards meeting residency requirements.

Transferability of Institutional credits to Other Institutions

Courses taken at the three institutions are generally accepted for transfer to other institutions. However, the transferability of credits is solely at the discretion of the accepting institution. It is the student’s responsibility to confirm whether Universidad Ana G. Méndez- Carolina Campus or any other institution will accept credits.

Program Changes, Withdrawals, and Special Permits

Re-classification of Program or Major

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

Withdrawals

1. To apply for a partial or total withdrawal, students will provide official notification of intent to withdraw, in writing or orally, to the Integrated Services Office or Associate

Registrar at the Universidad Ana G. Méndez-Carolina Campus branch campuses. The campuses will record and document the reasons and date of the student petition.

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

Special Permits

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

Academic Load, Class Attendance, and Academic Advising

Academic Load per Term

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

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

Class Attendance

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

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

Evaluation of Student's Academic Achievement

Evaluation System

Credit Value:

One semester credit hour is equivalent to a minimum of fifteen (15) hours of planned learning experiences

composed of hours of instruction and individual or group activities as indicated in the course module under the guidance of a qualified instructor.

Partial and Final Evaluations:

1. Each part of term (PT), professors will evaluate students based on the competencies required by the course where there will be at least three (3) partial evaluations and a final evaluation.
2. The weight of each evaluation will depend on the judgment and evaluation method of each professor. These evaluations may consist of exams, projects, cases or other appropriate activities in the judgment of the professors and depending on the nature of the course.
3. It will be the responsibility of the students to clarify with the professor any situation related to their evaluations.
4. If the student has been absent for justified reasons, the professors may give the student an opportunity for make-up exams or other means of evaluation.
5. Students must complete the work required for the evaluations by the last day of class as established in the academic calendar. Otherwise, they will receive zero (0) for each work not completed.

Responsibility of the Professors:

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

Grade System

Letter grade system and grade points per credit:

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

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

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

W	Official Withdrawal
WF	Stopped attending the course without applying for withdrawal at the Registrar's Office
I	Incomplete (IA, IB, IC, ID, IF)
IP	Incomplete in Progress
WN	Administrative Withdrawal. Student registered but did not attend classes on the first day, (no grade points)
WA	Administrative Withdrawal. The Campus Director or designated representative approves a student withdrawal due to validated reasons.
T	Transfer Course
P	Pass
F	Fail

A minimum 2.00 average is required for all undergraduate degrees and 3.00 average for all graduate degrees, except for degrees requiring a different minimum average.

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

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

A course with an “I” indicates that a student, who is absent from the final examination or does not satisfy all financial obligations to the University, will receive an incomplete as a provisional grade.

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

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

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

A course with 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 Satisfactory Academic Progress.

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 Satisfactory Academic Progress.

Changes, Grade Objections and Additions

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

1. In the event of a student grade objection, the student is obligated to present the

objection at the Integrated Services Office or Associate Registrar the Capital Area Campus, as applicable to the campus, within thirty (30) calendar days of the first day of class of the term following the objected grade.

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

Incompletes

Conditions:

1. The student will receive a provisional grade of Incomplete only for a justified absence to an exam or final work and if he or she has a minimum of partial grades.
2. The final exam will be offered or the final work will be accepted only for students who

have the opportunity of obtaining a minimum final grade of "D".

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

Responsibility of Professors

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

academic work during the established period, the Associate Registrar's, as applicable to the Campus, will compute the final grade, inserting a grade of zero (0) for the pending work.

Repeating Courses

1. A student who wishes to repeat a course will have the liberty to do so. When a student obtains a D, F, or W in core professional, major and / or concentration courses that are required for graduation at the undergraduate level and that must be passed with a minimum of C, it will be compulsory to repeat the course (as it applies to specific programs, make reference to program outline).
 - a. It is recommended that all graduate courses be passed with a minimum of B; and that students maintain a grade point average of 3.0.
 - b. If a student obtains a final grade of C and it lowers the GPA to less than 3.0 it will be compulsory to repeat the course(s).
 - c. Students who obtain a final grade of D, F or W at the graduate level must repeat such course(s).
2. The Institution will allow a student who has obtained a C, D, F, W, or WN in a course to repeat it using financial aid, if he or she has not exceeded 150% of attempted credits.
3. Students who repeat a course will receive the highest grade obtained for purposes of their academic average.
4. If the grades obtained are the same as the previous ones, they will be counted for the GPA and only once for the graduation average.
5. In the case of Practice/Practicum/ Internships courses, the student may repeat the course a maximum of twice. He or she will only be able to repeat the course the second and last time with the approval and

recommendation of the Academic Director and the practice supervisor.

6. No student will repeat a specified course until he or she has received a grade for it.
7. Repeated courses will be considered to determine the student's academic progress.

Independent Study

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

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

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

Academic Progress

Students pursuing an academic degree must achieve or exceed the minimum standards of satisfactory academic progress (SAP). These standards shall apply to all students, regardless of the methods by which they fund their studies. Failure to meet SAP requirements may result in the suspension of Title IV eligibility and/or the student may not continue in the program.

SAP is measured at the end of each academic semester through minimum qualitative and quantitative benchmarks. Further, all students must successfully complete their program of study within 150 percent of the normal timeframe. All students must meet the minimum standards of academic

achievement and successful course completion percentage while enrolled at the Universidad Ana G. Méndez- Carolina Campus , US Branch campuses. Specific programs may mandate higher academic standards to meet SAP. It is the responsibility of the students to adhere to the academic standards for their program of study. Students who fail to maintain specific academic requirements will not be permitted to continue in their program of study.

Reviewing Satisfactory Progress

Minimum CGPA and Rate of Course of Completion

The progress of all students will be reviewed at the end of each semester and at the end of each academic year. Students' satisfactory academic progress is reviewed using two measures, which must both be achieved to meet SAP: cumulative grade point average (CGPA) and rate of course completion percentage. Students who fail to earn the minimum required cumulative grade point average and/or earn the minimum required rate of course completion percentage will be placed on Financial Aid Warning status for one semester. While on Financial Aid Warning, 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 equal or exceed the minimum, the student is removed from Financial Aid Warning because the student is meeting SAP. 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.

SAP Appeal Process

If the student loses federal financial aid assistance because of not meeting the minimum SAP requirements following a semester on Financial Aid

Warning, he/she may submit an Application for Appeal to the Director of the Student Success Center or Director of Nursing (for students majoring in Nursing) explaining and documenting the basis for an appeal including his/her injury or illness, the death of a relative, or other special circumstances. The appeal must also explain why he/she failed to make SAP and what has changed in his/her situation that will allow him/her to make SAP at the next evaluation. The appeal is submitted to the Appeals Committee or Director of Nursing. If the Committee or Director of Nursing determines that the student will make SAP at the end of the next evaluation, the student will be placed on Financial Aid Probation for one semester and remain eligible to receive federal financial assistance. If the Committee or Director of Nursing determines that, based on the appeal, the student will require more than one semester to meet SAP, the student may be placed on Financial Aid Probation, and an academic plan must be developed for the student. If the student meets the minimum SAP requirements at the end of the semester of Financial Aid Probation or after the semester when the student was on an Academic Plan, the student will be considered meeting the SAP standards. If not, the student will no longer be eligible for federal financial assistance and may no longer continue in their program of study. The student shall be referred to the Center of Student Success to explore alternate academic options.

Academic Plan

Once a student is placed on probation, an Academic Plan will be put into place. The Academic Plan will serve as a road map to guide a student toward meeting his or her SAP goal within a specified time and method. The plan is designed by the Center for Student Success and communicated to the student in writing. The plan that is implemented will be regularly evaluated 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 time frame (MTF), and

the student stays in compliance with the terms of the Academic Plan.

Extended Enrollment Status

Students not achieving the minimum standards of satisfactory academic progress or who fail to meet the minimum standards at the end of the probationary period may be terminated from the University. Students may continue their studies in an extended enrollment status to attempt to earn eligibility for reentry. Students on an extended enrollment status will be charged the appropriate tuition and fees and will not be eligible for any Title IV financial aid. While on this extended enrollment status, students must attempt to correct their academic deficiencies. The extended enrollment status must be completed within the required maximum time frame. The conditions for extended enrollment status will be agreed upon in writing by the student and the Center for Student Success. The Appeals Committee reviews and approves requests for extended enrollment.

Appeals Committee

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

Impact of Certain Grades on the CGPA and Rate of 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 final grade will be included in the cumulative grade point average and the credits will count as credits attempted.
- 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. The grade for the repeated course will count in the cumulative grade point average.
- Transfer Credits: All transfer credits 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.

Programmatic Academic Achievement Requirements

Reestablishing Financial Assistance Eligibility

If a student majoring in Social Work does not meet the program's minimum requirements of rate of completion or cumulative grade point average, the student is not eligible for re-entry. If a student majoring in Social Work does not meet the program's minimum academic achievement requirements, the student is not eligible for re-entry. A student who may not continue in the program is not eligible to apply for re-entry in the program at any of the Universidad Ana G. Méndez-Carolina Campus, US Branch campuses.

Graduation Requirements

Eligibility to Obtain an Academic Degree

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

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

Financial Information

Fees and Tuition Costs

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

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

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

Cost

The cost per credit is:

Undergraduate	\$411.00
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The cost of credit awarded for prior learning is equal to 50% of the cost per credit.

Laboratory Fees

Culinary arts laboratory fee per course	\$125.00
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Culinary Arts set of knives and uniforms (once)	\$260.00
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*Laboratory Fees include other elements including but not limited to Laboratory Supplies, Electronic Simulation Tools, among others

Technology Fee

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

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

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

- Broaden/enhance the quality of the academic experience through the use of technology in support of the curriculum;
- Provide additional student access to technological resources and equipment that are needed in support of instruction and to maintain and enhance the technological competency of students as it relates to their academic endeavors;
- Increase the integration of technology into the curriculum.
- The technology fee for each academic term is not refundable.

Additional Expenses

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

Graduation Fee:

The student will submit an Application for Graduation to the Integrated Services Office Associate Registrar at the Branch Campuses by the date established in the academic calendar, along with a \$90.00 graduation fee, non-refundable.

Payment Methods

Tuition, fees and service charges must be paid in full during registration or at the time student requests services. Payments can be made online or in cash, personal check, certified or manager's check, money order, or credit cards such as American Express, Visa or Master Card. Receipts for all transactions must be requested and retained, and presented with any claim or adjustment requested. The Bursar's Office will not accept claims without receipts. **All tuition, general fees and service charges are subject to change during the life-term of this catalog.**

Refund Formula

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

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

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

Partial Withdrawal: Course Drop/Add Period

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

Non-Attendance

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

Identifications

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

Copies of Credit Evidence

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

Cancellation and Refund Policy

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

1. Cancellation can be made in person, by Certified Mail or by termination.
2. No charge will be made for submitting an application for admission. If the student is admitted and enrolled and the student cancels within three (3) business days after signing the student enrollment agreement and making initial payment all funds will be refunded.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all funds paid.
4. If cancellation occurs prior to completion of the first week (drop/add period) of the part of term of the semester, the school will refund 100% of the tuition for the semester.
5. Once the drop/add period is over, there will be tuition adjustment no greater than 25% of tuition cost of classes in progress even if the student did not attend the class past the drop/add period.
6. Termination Date: In calculating the refund due to a student, the last date of participation in class by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice from student.

Financial Aid

Universidad Ana G. Méndez- Carolina Campus makes every effort to help its students obtain government financial aid for those who are unable to begin or continue their university education without such aid.

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

work being done, thus helping with his costs of education.

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

Grant-Scholarship Programs

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (SEOG)

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

Loan, Work-Study and Veterans Programs

Federal Direct Loan

Federal Direct Loans are offered at a variable interest rate, with a cap of 8.25% for undergraduate and 9.50% for graduate programs. For "Subsidized-Direct" the government pays the interest while students are in school; for "Unsubsidized Direct" students are responsible for paying the interest while they are in school. If they choose not to pay the interest, it will accrue and be capitalized (added on the principal). This loan must be repaid; the repayment should begin six (6) months after the student graduates or ceases to study.

Federal Direct Parent Loan for Undergraduate Students (FDPLUS)

"PLUS" loans are borrowed by parents for dependent students. The interest rate is variable, with a cap of 10.5%. Repayment begins 60 days after the first disbursement.

Federal Work-Study Program (FWSP)

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

Veterans

Universidad Ana G. Méndez- Carolina Campus Branch Campuses in the United States are approved for Veterans Training and higher education degrees.

How to apply for Federal Financial Aid

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

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

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

Eligibility Requirements

In order to meet the eligibility requirements, students must:

- Have financial need
- Must be enrolled as a regular student in an eligible program
- Be working toward a degree or certificate
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Not owe a refund on a Federal Grant or be in default on a Federal Educational loan
- Be making Satisfactory Academic Progress

- Be registered with Selective Service (if required)
- Be enrolled at least half-time except for the Federal Pell Grant, which allows less-than-half-time enrollment
- Not have received a Bachelor's Degree for Pell and FSEOG
- Provide documentation of any information requested by the Office of Admission and Financial Aid

Important Note: The Institution complies fully with the privacy Rights of Parents and Students Act of 1974 (Title IV of the U.S. Public law 90-247), as amended, which specifically governs access to records maintained by institutions to which funds are made available under any Federal program for which the U.S. Commission of Education has administrative responsibility. The release of such records, provided that such institutions must furnish parents of students access to official records directly related to the students and an opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading or otherwise inappropriate. Institutions must obtain the written consent of parents before releasing personally identified data from student records to other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.

Student Affairs and Services

Students Services

Universidad Ana G. Méndez- Carolina Campus Branch Campuses reflects the commitment of the System, its member institutions and the School for Professional Studies to student service. The service offered is characterized for being personalized and individualized, where the student and the program representative together go through the steps from admission to registration, according to the particular needs of each student. Due to the integration of the different student services into a one-stop student

service model, students can process their admission; validate transfer credit for their courses; receive orientation and apply for financial aid; receive personalized academic advising; complete registration, and program planning and academic progress audits through an appointment with the Student Integrated Services Staff.

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

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

Integrated Student Services are provided in an extended schedule to accommodate the demands of working adults:

Monday through Thursday:	9:00 a.m. - 8:00 p.m.
Friday:	9:00 a.m. - 6:00 p.m.
Saturday:	8:00 a.m. - 5:00 p.m.

Academic Advising

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

Students Feedback and Complains

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

Students may also submit a Request for Service or Complaint by filling out the appropriate form in Campus. They may also e-mail the campus staff with service requests or complaints. These requests will be reviewed at least every week by the Director of Integrated Services or the Student and Registrar Services Coordinator for referral or resolution.

Any Student that initiate a complaint will be not be subject to unfair treatment or retaliation by school officials. In the event of any unresolved conflict, students can contact **District of Columbia Higher Education Licensure Commission** at 810 First St. NE 2nd Floor, Washington DC 20002.

Student Conduct and Disciplinary Actions

Disciplinary Regulations:

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

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

Important Notification-Grounds for Termination

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

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

General Provisions

Course Numbering System

The following course numbering system is used by the UAGM-Carolina 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.

ACCO – Accounting

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

Separateness

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

Amendments

Universidad Ana G. Méndez- Carolina 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, he or she will be subject to the appropriate disciplinary measures, including canceling his or her enrollment and losing the credits completed satisfactorily.

Student's Responsibility

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

Institution's Responsibility

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

Reserved Rights

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

FERPA

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

Anti-Hazing Policy

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

Change of Name and/or Address

It will be the responsibility of the student to notify the Registrar and/or Director of Integrated Services of any change of name or address while he or she is an active student at the Institution.

Section III: Faculty

The Faculty of UAGM-Carolina Campus, Capital Area Campus has a minimum of a master's degree in their area of expertise and a minimum of three years of professional experience. In addition, 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 the campus.

Faculty Listing

Academic Year 2018-18

Faculty Listing Capital Area Campus			
Name	Education	Specialization	Degrees/Diplomas Held & Awarding Institution:
Alicea-Cabassa, Leroy	Ed.D	Curriculum and Teaching	Doctorate in Curriculum & Teaching Inter-American University, PR 2015 Master of Arts in Teaching of English as a Second Language Inter-American University PR 2005
Alvarado, Hermán	MS	Public Health Languages	Masters Certificate in Project Management George Washington University Washington DC, 2009 Graduate Certificate in Leadership & Management University of Maryland, Graduate School of Management & Technology Masters of Science in Demography Graduate School of Public Health, University of Puerto Rico PR 1997
Bonet, Jesús	MS	Computer System Management	Masters of Science in Computer Systems Management with a minor in Software Development Management College Park, MD 2008
Brana, Blanca	MA/JD	Counseling Juris Doctor	Master of Arts in Professional Counseling Psychology, American School of Professional Psychology Argosy University, Washington, DC Arlington, VA, 2007 Juris Doctor, School of Law Inter-American University San Juan, PR 1981

Faculty Listing Capital Area Campus			
Name	Education	Specialization	Degrees/Diplomas Held & Awarding Institution:
Colón, Julio	BS	Electrical Engineering	Bachelor in Sciences in Electrical Engineering, University of Puerto Rico, Mayagüez, PR 1991 Certifications: Project Engineering & Management, NFPA 70E, 2012 CADD (AutoCAD), STS, Electrical Design, Inspection & Construction Project Management, SOP Development 2007
Curran, Sarah Jane M	MA	Food Studies Culinary Arts Management	Masters of Arts in Food Studies New York University 2012 Bachelor of Professional Studies Culinary Arts Management The Culinary Institute of America Hyde Park New York 2009
Dávila, Alfonso	MS	Management of Information Technology	Master of Science in Management of Information Technology University of Virginia, 2005
De Jesús-Liriano, Rubén	MA	Curriculum and Instruction: English	Master of Arts in Curriculum and Instruction in English, Universidad Ana G. Méndez- Carolina Campus , Carolina, PR 2007
Fericelli, Paul	BS	Environmental Engineering	Bachelor of Science in Environmental Engineering University of Central Florida, FL 2009
Francone, Sonia	MBA	Accounting	Master of Sciences in Accounting Strayer University, 2012 CPA Certification issued July 2013 Government Accounting/Budget Techniques & Control, University of Ibague, Colombia 1998
García-Pelayo, Jaime	BBA	Business Management and Culinary Arts	Bachelor in Business Management & Culinary Arts Centro de Estudios Superiores de San Ángel, Mexico City, Mexico 2008 Diploma in Restaurant Management Operations Cámara Nacional de la Industria de Restaurantes y Alimentos, 2010 Diploma of Specialization in Mexican Gastronomy and Culture, Escuela de Gastronomía Mexicana Historia Arte y Cultura, 2011 Specialized Training Leadership Course in Restaurant Management

Faculty Listing Capital Area Campus			
Name	Education	Specialization	Degrees/Diplomas Held & Awarding Institution:
			The French Culinary Institute at The International Culinary Center, New York 2012
Hurtado, Daniela	AD	Gastronomy and Culinary Arts	Associate Degree in Gastronomy and Culinary Arts The Institute of Culinary Education, 2011 International Cuisine
Hutchison, Whit	Ph.D.	Philosophy in Education & Ethics	PhD in Ethics Theological Seminary, New York, 1996 Master of Arts in Divinity Emory University, GA 1978
Kinney, Mónica	MBA	Management	Master of Business Administration in Management Strayer University, 2005
Magariño, Aurelio	MS	Sciences Education	Master of Sciences in Science Education Nova University, Florida, 1991 Master of Arts in Sacred Theology Lutheran Theological Seminary, PA 2010
Mariño, Alberto	MBA	Management	Master in Business Administration Saint Leo University, Saint Leo, FL 2011
Marrero, Laura	MBA	Finance	Master of Business Administration in Finance University of Puerto Rico, PR, 2012 Bachelor of Science in Business Administration in Finance University of Puerto Rico, PR, 2006
Meléndez, Paul	MBA	Accounting Project Management	Master of Business Administration in Accounting and Project Management Keller Graduate School of Management 2010
Merino, David	AD	Culinary Arts	Associate Degree in Culinary Arts The Art Institute of Washington, 2013
Miranda, Ubirathan	DBA	International Business	Doctorate in Business Administration in International Business Walden University 2015 Master of Business Administration in General Management Florida Metropolitan University, 2005
Muñoz, Oscar	MBA	Management	Master in Business Administration in Management Strayer University 2008
Ortiz, Milagros	Ph.D.	International & Interregional Business	PhD in Entrepreneurial Development Inter American University of Puerto Rico, PR 2010 Master of Business Administration in Marketing University of Puerto Rico, Puerto Rico, 1998

Faculty Listing Capital Area Campus			
Name	Education	Specialization	Degrees/Diplomas Held & Awarding Institution:
Peña, Dariel	MS	Industrial Organizational Psychology	Master of Science in Industrial and Organizational Psychology Carlos Albizu University, Rio Piedras, PR 2008
Peña, Oscar	MBA	Business Administration	Master of Business Administration in Management Universidad Metropolitana Wheaton, MD 2014
Ponce, Liliana	MA	Spanish Language Education Social Anthropology	Master of Science in Spanish Education NOVA Southeastern University, 2009 Master of Arts in Social Anthropology University of Kent, Canterbury, England 1983
Portocarrero, Hugo	MS	Accounting Finance Management	Bachelor in Sciences in Business Administration ESAN, Perú Master of Sciences in Business Administration Accounting and Finance, Maryland University, 2006. Master of Business Administration Maryland University, 2011
Quiñones, Luis	MS	Counseling Psychology	Master of Arts in Counseling Psychology Bowie State University, Bowie, MD 2012
Ramírez, María Del Pilar	Ph.D.	Business	PhD-ABD: Human Resources Inter American University, San German, PR 2014 Master of Business Administration in Human Resources Inter American University, San German, PR 1996 Bachelor of Arts in Political Science Inter American University, San German, PR 1989
Razynska, Kasia	Ed.M.	International Education Policy	Masters in International Education Policy Harvard Graduate School of Education Cambridge, MA 2005
Rivera, Erica	MA	English	Master of Arts in English Education University of Puerto Rico, Mayagüez Campus 2014
Robinson, María	MS	Community and Public Health Nursing	Master in Community and Public Health Nursing UMB, Baltimore, MD 2011 Bachelor of Science in Nursing UMB, Baltimore, MD 2007
Rolón, Perla	MS	System Security	Master of Science in Information Systems System Security (Fraud) EDP College of Puerto Rico, Inc. 2011

Faculty Listing Capital Area Campus			
Name	Education	Specialization	Degrees/Diplomas Held & Awarding Institution:
Sepúlveda, José	MS	Management Information Systems	Master in Information System Management George Washington University, 2007
Sevillano, María	Ed.D.	Instructional Technology Management	Doctor of Education in Instructional Technology and Distance Education Nova Southeastern University, 2006
	MBA		Master in Business Administration in Management Universidad del Turabo, 1987
Toledo-López, Ángel	Ph.D.	American Politics Law	JD, School of Law University of Puerto Rico
	J.D.		PhD American Politics, Survey Research Methodology Pennsylvania State University, 2002
Torres, Raúl	LLM	Labor Law	Master of Arts in American Politics Survey Research Methods, 1998
			Master of Arts in Education in Bilingual Education American College of Education, 2015
Valentín, Sandra	MS	Curriculum & Instruction in English	LLM Labor Law George Washington University, 1987
			Juris Doctor, School of Law University of Puerto Rico, 1976
Wallace, Susan			PhD Candidate in Curriculum & Instruction Capella University, in progress
			Master in Curriculum & Instruction in English University of Phoenix, 2003
			L'Ecole du Grand Chocolat Valence France 1997
			Johnsons & Wales University Providence RI
			Associate in Pastry and Baking Arts Baltimore's International Culinary Arts Institute

Section IV: Programs of Study

Associate Degrees

Associate in Science (AS) – Major in Culinary Arts (Dual Language Curriculum)

71 Credits

Program Description

The Associate Degree program in Science in Culinary Arts in its dual language modality combines a supervisory base with professional courses, Garde Manger, Baking and Pastry, Cooking Methods and International Cuisine. Emphasis is placed on hands-on practice and the development of specialized skills for work in the field in both languages (English and Spanish). This program offers options that prepare the student for advancement into entry-level management positions, with the added benefit of being able to work in both languages. A Practicum experience of 350 hours is required in a restaurant, convention centers or hotel setting.

Associate in Science (AS) – Major in Culinary Arts (Dual Language)	
Curricular Sequence	Credits
General Education Courses	14
Core Professional Courses	15
Major Specialization Courses	34
Elective Courses	8
Total	71

Sistema Universitario Ana G. Méndez Universidad Ana G. Méndez- Carolina Campus International School of Hospitality and Culinary Arts Program Title: Culinary Arts (Dual Language Curriculum) Credential Issued: Associate in Science (AS) Degree Requirements: 71 Credits							
General Education Courses (14 Credits)							
Course	CR	UE-T	Pre-Req	Course	CR	UE-T	Pre-Req
QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the 1 st term of enrollment	MATH 120-O Introduction to Algebra	3		
SPAN 115-O Reading, Writing, and Oral Communication in Spanish I	4			ENGL 115-O English Reading and Writing II	4		
Core/Professional Courses (15 Credits)							
Course	CR	UE-T	Pre-Req	Course	CR	UE-T	Pre-Req
CHEF 116-O Culinary Arts Basic Components	3			HMNG 201-O Food and Beverage Management	3		MATH 120-O
HMNG 207-O Basic Wines, Beers and Spirits	3			HMNG 211-O Hospitality Ethics	3		
HMNG 220-O Purchasing and Menu Development	3		HMNG 201-O MATH 120-O	ServSafe Seminar	0		
Specialization Courses (34 Credits)							
Course	CR	UE-T	Pre-Req	Course	CR	UE-T	Pre-Req
CHEF 104-O Meat Cutting *	2		CHEF 116-O (In Progress)	CHEF 105-O Food Preparation I *	3		CHEF 116-O (In Progress)
CHEF 107-O Food Preparation II *	5		CHEF 116-O CHEF 104-O CHEF 105-O	CHEF 200-O Baking I *	4		CHEF 107-O
CHEF 202-O Garde Manger & Buffet Preparation	5		CHEF 107-O	CHEF 204-O Culinary Nutrition	3		CHEF 107-O CHEF 200-O CHEF 202-O
CHEF 206-O Baking II *	4		CHEF 200-O	CHEF 213-O International Cuisine I *	3		CHEF 200-O CHEF 202-O
CHEF 214-O International Cuisine II *	4		CHEF 200-O CHEF 202-O	CHEP 231-O Culinary Practicum (350 Hours)	1		CHEF 206-O CHEF 2013-O ServSafe Certificate
Elective Courses (8 Credits)							
Course	CR	UE-T	Pre-Req	Course	CR	UE-T	Pre-Req
ENGL 116-O Reading and Writing II	4		ENGL 115-O	SPAN 116-O Reading, Writing and Oral Communication in Spanish II	4		SPAN 115-O
Important notice:							
<ol style="list-style-type: none"> 1. *Course and Laboratory 2. Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency in each language. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. 3. All Core/Professional Courses (CHEF and HMNG) must have a minimum final grade of C. Practicum must have a minimum grade of B. 4. ServSafe Certification is required for graduation and for CHEP 231-O. This certification will cost \$150.00. 5. All students must have a minimum overall GPA of 2.00 to graduate 6. QYLE 110-O must be taken within the first term of enrollment. 							

Associate in Science (AS) Major in Culinary Arts (English Curriculum)

63 Credits

Program Description

The Associate Degree program in Science in Culinary Arts combines a supervisory base with professional courses, Garde Manger, Baking and Pastry, Cooking Methods and International Cuisine. Emphasis is placed on hands-on practice and the development of specialized skills for work in the field. This program offers options that prepare the student for advancement into entry-level management positions. A Practicum experience of 350 hours is required in a restaurant, convention centers or hotel setting.

Associate in Science – Major in Culinary Arts	
Curricular Sequence	Credits
General Education Courses	14
Core/Professional Courses	15
Major Specialization Courses	34
Total	63

Sistema Universitario Ana G. Méndez Universidad Ana G. Méndez- Carolina Campus International School of Hospitality and Culinary Arts Program Title: Culinary Arts (English Curriculum) Credential Issued: Associate in Science (AS) Degree Requirements: 63 Credits							
General Education Courses (14 Credits)							
Course	CR	UE-T	Pre-Req	Course	CR	UE-T	Pre-Req
QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the 1 st term of enrollment	MATH 120-O Introduction to Algebra	3		
ENGL 115-O English Reading and Writing I	4			ENGL 116-O English Reading and Writing II	4		ENGL 115-O
Core/Professional Courses (15 Credits)							
Course	CR	UE-T	Pre-Req	Course	CR	UE-T	Pre-Req
CHEF 116-O Culinary Arts Basic Components	3			HMNG 201-O Food and Beverage Management	3		MATH 120-O
HMNG 207-O Basic Wines, Beers and Spirits	3			HMNG 211-O Hospitality Ethics	3		
HMNG 220-O Purchasing and Menu Development	3		HMNG 201-O MATH 120-O	ServSafe Seminar	0		
Specialization Courses (34 Credits)							
Course	CR	UE-T	Pre-Req	Course	CR	UE-T	Pre-Req
CHEF 104-O Meat Cutting *	2		CHEF 116-O (In Progress)	CHEF 105-O Food Preparation I *	3		CHEF 116-O (In Progress)
CHEF 107-O Food Preparation II *	5		CHEF 116-O CHEF 104-O CHEF 105-O	CHEF 200-O Baking I *	4		CHEF 107-O
CHEF 202-O Garde Manger & Buffet Preparation	5		CHEF 107-O	CHEF 204-O Culinary Nutrition	3		CHEF 107-O CHEF 200-O CHEF 202-O
CHEF 206-O Baking II *	4		CHEF 200-O	CHEF 213-O International Cuisine I *	3		CHEF 200-O CHEF 202-O
CHEF 214-O International Cuisine II *	4		CHEF 200-O CHEF 202-O	CHEP 231-O Culinary Practicum (500 Hours)	1		CHEF 206-O CHEF 2013-O ServSafe Certificate
Important notice:							
<ol style="list-style-type: none"> 1. *Course and Laboratory 2. Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency in each language. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. 3. All Core/Professional Courses (CHEF and HMNG) must have a minimum final grade of C. Practicum must have a minimum grade of B. 4. ServSafe Certification is required for graduation and for CHEP 231-O. This certification will cost \$150.00. 5. All students must have a minimum overall GPA of 2.00 to graduate 6. QYLE 110-O must be taken within the first term of enrollment. 							

Bachelor's Degree

Bachelor of Science (BS) – Major in Culinary Management

130 Credits

Program Description

This bachelor program is ideal for those students who want to manage its own business, restaurant or kitchen. This program will combine the professional and concentration courses of culinary arts and the managerial function required to operate and manage a kitchen or restaurant. Emphasis is given in cost control and increasing profits. Practicum experiences of 650 hours are required in restaurant, convention centers or hotel settings.

Bachelor of Science (BS) – Major in Culinary Management	
Curricular Sequence	Credits
General Education Courses	42
Core/Professional Courses	42
Major Specialization Courses	46
Total	130

Sistema Universitario Ana G. Méndez Universidad Ana G. Méndez- Carolina Campus International School of Culinary Arts Program Title: Culinary Management Credential Issued: Bachelor in Science (BS) Degree Requirements: 130 Credits							
General Education Courses (42 Credits)							
Course	CR	UE-T	Pre-Req	Course	CR	UE-T	Pre-Req
QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the 1 st term of enrollment	MATH 120-O Introduction to Algebra	3		
ENGL 115-O English Reading and Writing I	4			ENGL 116-O English Reading and Writing II	4		ENGL 115-O
SPAN 115-O Writing and Oral Communication in Spanish I	4			SPAN 116-O Reading, Writing, and Communication in Spanish II	4		SPAN 115-O
ENGL 331-O Public Speaking	4			SPAN 255-O Spanish for Writing and Research	4		
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
HIST 273-O History of the United States of America	3			COMP 110-O Computer Software	3		
Core Professional Courses (42 Credits)							
Course	CR	UE-T	Pre-Req	Course	CR	UE-T	Pre-Req
HMNG 101-O Introduction to Hospitality Industry	3			HMNG 201-O Food and Beverage Management	3		MATH 120-O
HMNG 207-O Basic Wines, Beers and Spirits	3			HMNG 211-O Hospitality Ethics	3		
HMNG 220-O Purchasing and Menu Development	3		HMNG 201-O MATH 120-O	HMNG 259-O Hospitality Accounting	3		
HMNG 280-O Guest Services	3		HMNG 101-O	HMNG 290-O Spreadsheet & Database Applications	3		
HMNG 347-O Hospitality Human Resources Management	3		HMNG 211-O HMNG 280-O	HMNG 350-O Cost Control for Hospitality	3		
HMNG 360-O Hospitality Finance	3		HMNG 259-O	HMNG 365-O Hospitality Law	3		
HMNG 370-O Hospitality Sales & Marketing	3		HMNG 101-O	HMNG 380-O Restaurant & Catering Concept Development	3		
Specialization (30 Credits)							
Course	CR	UE-T	Pre-Req	Course	CR	UE-T	Pre-Req
CHEF 104-O Meat Cutting (Lab)	2		CHEF 116-O (In Progress)	CHEF 105-O Food Preparation I (Lab)	3		CHEF 116-O (In Progress)
CHEF 107-O Food Preparation II (Lab)	5		CHEF 116-O CHEF 104-O CHEF 105-O	CHEF 116-O Culinary Arts Basic Components	3		
CHEF 200-O Baking I (Lab)	4		CHEF 107-O	CHEF 202-O Garde Manger & Buffet Preparation	5		CHEF 107-O
CHEF 204-O Culinary Nutrition	3		CHEF 200-O CHEF 202-O	ServSafe Seminar	0		
CHEF 206-O Baking II (Lab)	4		CHEF 200-O	CHEF 213-O International Cuisine I	3		CHEF 200-O CHEF 202-O
CHEF 214-O International Cuisine II	4		CHEF 202-O	CHEP 231-O Culinary Practicum (350 Hours)	1		CHEF 206-O CHEF 213-O ServSafe
HFBP 450-O Food & Beverage Practicum Management (300 Hours)	3		CHEP 231-O CAPC 452-O	CAPC 452-O Restaurant Management Capstone	6		HMN 350-O HMNG 370-O HMNG 380-O CHEP 231-O
<p>Language skills in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency in each language. If students qualify for Preparatory Language Courses or developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the degree, as applicable. The student must refer to the Internship Handbook available in the Department of Faculty and Curriculum for specific requirements and procedures. QYLE 110-O must be taken within first term of enrollment.</p> <ul style="list-style-type: none"> • All the HMNG, CHEF, and HFBP courses have a final minimum grade of C. • The practicum and internships must be approved with a minimum grade of B. • It's a graduation requirement to have the ServSafe Certification. The certification must be approved to enroll in the practicum. • All students must maintain a minimum grade point average of 2.00 to graduate <p>Transfer students from other institutions must comply with UAGM-Carolina residency policy.</p>							

Course Descriptions

CAPC 452-O Restaurant Management Capstone 6 Credits

Practical course in which the students apply acquired managerial skills and technical knowledge of all previous courses to create and manage a fully operational restaurant. All students will have the opportunity to role play as restaurant Executive Chef, Sous Chef, Restaurant Manager and Assistant Restaurant Manager, while planning and executing all related duties in the front-of-the-house and back-of-the-house of the School Restaurant Laboratory. Students will also rotate in the various duties required to run an effective operation such as waiter, cook, steward and restaurant host, among other duties and positions. Emphasis will be given to the planning and organization process, including the menu development and costing, food serving size, portion control and quality, the requisition process, methods to control all operational costs, food handling, proper etiquette and overall guest experience and satisfaction. **Pre-Requisites: HMNG 350-O, HMNG 370-O, HMNG 380-O; CHEP 231-O**

CHEF 104-O Meat Cutting (Lab) 2 Credits

Overview of the butcher's field and poultry, meat and fish fabrication for restaurants, hotels or any foodservice operation. Identification will involve primary, secondary and commercial cuts. The student will learn the fundamental techniques for fabricating cuts for professional kitchens by handling the proper tools. Emphasis in the food exposure to hygiene and sanitation practices and prevention of food borne illnesses. Theoretical presentations and lab sessions are used to develop the course. The course will use the Internet as a research tool and MS Words for paper and projects. Email will be used for communication purposes. **Pre-Requisite: CHEF 116-O in progress.**

CHEF 105-O Food Preparation I (Lab) 3 Credits

Demonstration of proper use and safely handling of different types of knives. Emphasis will also be placed on vegetable cuts and production of stocks, broths, glazes, thickening agents and sauces. The course will use the Internet as a research tool, the Email as a means of communication and MS Word for papers and projects.

Theoretical presentations, demonstrations and extensive participation in lab sessions are used to develop the course. **Pre-Requisite: CHEF 116-O in progress.**

CHEF 107-O Food Preparation II (Lab) 5 Credits

Introduction to fundamental cooking theories and techniques in food preparation. Application of cooking methods will emphasize on sautéing, poaching, steaming, roasting, braising, baking, broiling and frying. The students will learn cooking techniques used as for fish, meats, poultries, vegetables, soups and starches. Sauce derivatives, breakfast cookery, plate development, knife skills and proper sanitation practices are also applied in this course. Theoretical presentations, demonstrations and extensive participation in lab sessions are used to develop the course. The course will use the Internet as a research tool and MS Words for paper and projects. **Pre-Requisites: CHEF 116-O, CHEF 104-O, CHEF 105-O**

CHEF 116-O Culinary Arts Basic Components 3 Credits

The course will cover an introduction to the culinary theories fundamentals. Topics of study include: gastronomy evolution, industry professionalism, culinary terms, kitchen organization and planning, learning of cooking methods, mother sauces, equipment and tools identification, recipe conversion measurements and weights, general concepts of hygiene and sanitation, properties of taste and nutrition. Theoretical presentations, demonstrations and laboratory visits are used to develop the course. The course will use the Internet as a research tool and MS Words for assignments and projects. The e-mail will be used as a method of communication.

CHEF 200-O Baking I (Lab) 4 Credits

Introduction to the principles and techniques used in the preparation of high-quality baked goods and pastries, with an emphasis on baking principles, fundamental production techniques and evaluation of quality characteristics of baking ingredients. The students will develop an understanding of baking formulas and ratios used to prepare bread and dough. Topics to be covered and practiced include: cake baking and decoration, cookie

dough, pie crust and pate a choux. Theoretical presentations, demonstrations and extensive participation in lab sessions are used to develop the course. The course will use the Internet as a research tool and MS Words for paper and projects. **Pre- Requisite: CHEF 107-O**

CHEF 202-O Garde Manger & Buffet Presentation
5 Credits

The course will introduce the student to the vocabulary, techniques, methods and history of the Garde Manger kitchen. The course will initiate with the production of dressings, salads and sandwiches. As an intermediated component will be the production of cheese, fruits and crudité platters, vegetables carving and caviar presentation. Students will learn styles of presenting food and buffets through the preparation of hot and cold hors-d'oeuvre, forcemeats, sausages, pates, terrines, galantines and roulades, curing and smoking techniques, Theoretical presentations, demonstration and extensive participation in lab session are used to develop this course. The student will be responsible of planning, organize and present a Grand Buffet using techniques of food styling. The course will use the internet as a research too, MS Words for paper and projects and emails as means of communication. **Pre- Requisite: CHEF 107-O**

CHEF 204-O Culinary Nutrition
3 Credits

Overview of the butcher's field and meat fabrication for foodservice operations. Identification will involve primary, secondary and commercial cuts. The student will learn the fundamental techniques for fabricating cuts for professional kitchens by handling the proper tools. Emphasis on the food exposure to hygiene and sanitation practices and prevention of food borne illnesses. Theoretical presentations and lab sessions are used to develop the course. The course will use the Internet as a research tool and MS Word for papers and projects. Email will be used for communication purposes. **Pre-Requisites: CHEF 107-O, CHEF 200-O, CHEF 202-O**

CHEF 206-O Baking II (Lab)
4 Credits

The course CHEF 206-O focuses on the development of techniques previously learned in the course CHEF 200-O. Emphasis will be given to the production of complex pastry products such as: chocolate candy, cookies, mousses and Bavarian fillings, frozen desserts, ice cream, silver desserts, cakes and classical international desserts

international. The theory is based on the methods and techniques to create more elaborate pastries. The course will use the Internet as a research tool and MS Words for paper and projects. Email will be used for communication purposes. **Pre-Requisite: CHEF 200-O**

CHEF 213-O International Cuisine I (Lab)
3 Credits

Exposure to specific gastronomic cultures of Europe through seminars, conferences, demonstrations, menus, discussion, investigative, research, and recipes preparation and development. Emphasis is placed in the traditional and contemporary European dishes of France, Spain, and Italy. Class activities include discussion of historic information about regional tradition, ingredients, cooking techniques, religion, food and service protocol. The course will use the Internet as a research tool, M.S. words for paper and projects, E- mails as a means of communications and Power Point for presentations. **Pre-Requisites: CHEF 200-O, CHEF 202-O**

CHEF 214-O International Cuisine II (Lab)
4 Credits

Exposure to the diverse gastronomic cultures from around the world through seminars, conferences, demonstrations, menus discussions, investigative research, and recipes preparation and development. Emphasis is placed in in traditional and contemporary dishes of Germany, Austria, England, Greece, Russia, Africa, Middle East, India, Japan, China, Indochina, Korea, US, Mexico, South America, and Caribbean. Class activities include discussion of historic information about regional and traditional, ingredients, cooking techniques, religion, food, and service. The course will use the Internet as a research tool, MS Words for paper and projects, Email as means of communication and Power Point for presentation. **Pre-Requisites: CHEF 200-O, CHEF 202-O**

CHEP 231-O Culinary Practicum (350 Hours)
1 Credit

Practicum in a commercial foodservice or hospitality establishment approved by the school. The practicum location will be selected from a list of approved centers by the student and practicum coordinator. The coordinator will impart students with a seminar in which they will discuss the different aspects of the practicum, the calendar, resume and professional etiquette, among other topics. The students will apply their theory and practical knowledge under the supervision of a certified chef. Work under pressure, judge accurately flavors and

seasoning and application of hygiene and sanitation procedures will be emphasized. This practicum will help in the development of the student's practical and cognitive skills in the planning, preparation and presentation of entire meals. Internship CHEP 231-O requires 350 working hours. Two evaluations will be required by the supervisor assigned to each of the two areas to rotate: Pastry and Baking, Hot Food and Cold Food, according to school standards. **Pre-Requisites: CHEF 200-O, CHEF 202-O, CHEF206-O, CHEF 213-O; Valid ServSafe Certificate**

COMP 110-O Computer and Software
3 Credits

This course studies the application and handling of basic computer concepts, productivity tools. Include the analysis and evaluation of different application software. The course emphasizes the creation and editing of documents and effective presentation of programs such as search engine, internet, electronic mail, word processor, and presentations. The course requires computer laboratory experiences and practice in the use of the Internet.

ENGL 050-O Preparatory English
4 Credits

This course is designed for beginning level students (Level 1 – Starting) of English as a Second Language. It is a conversational/grammar based preparatory course designed to prepare undergraduate students in the four domains for language proficiency: listening, speaking, reading, and writing. Students who score between 0 - 111 points in the Accuplacer English placement test must enroll in this course in the first term of enrollment. This course requires the use of E-Lab or the Language Lab. (Undergraduate Level Students Only who are not native speakers of English)

ENGL 102-O Basic English
4 Credits

This course is designed for students who score between 147-180 points (Level 2 – Emerging) on the Accuplacer English Placement Test. The primary goal of the course is to teach communicative competence, that is, the ability to communicate in English according to the situation, purpose, and student's roles in the communication process. Emphasis is placed on the development of oral comprehension skills. Basic reading and writing skills are also emphasized. In both cases, students' lives will be central to all activities. Reconstruction of real life

activities will be used in a constructivist approach to learning. It systematically reviews basic structures and vocabulary with a substantial amount of oral and written practice, which leads students to a more confident ownership of the language. There's laboratory practice where students will apply the skills developed in the classroom activates in communicative activities. Laboratory practice is required.

ENGL 115-O English Reading and Writing I
4 Credits

This course focuses on strengthening college level basic reading comprehension and writing skills. An integrated language arts approach is used. Specific grammatical skills will also be developed integrating oral communication and listening skills. The ability to organize one's thoughts, to express them simply and clearly, and to observe the standards and conventions of language usage will be developed. Short research projects will be developed through the integration of technology (individual, pair, or group work). This course requires language lab activities and experiences. This course requires the use of E-Lab or the Language Lab guided by the course faculty. **Pre-Requisite: None**

ENGL 116-O English Reading and Writing II
4 Credits

This course focuses on reading comprehension and writing skills of the English language for university students. It concentrates on strategies for generating ideas for writing, planning, and organizing materials in English. 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 with an integrated language approach. This course requires the use of E-Lab or the Language Lab guided by the course faculty.

ENGL 331-O Public Speaking
4 Credits

English 331-O is a performance course that is divided into two parts: foundations of speech and modes of oral communication and speech. Since the course is performance oriented, the theoretical elements of speech communication are a main focus as they provide an adequate framework with which students can function in the classroom. Basic concepts that have important practical value are studied, discussed, and applied. By the

end of the course, students should have acquired enough experience and knowledge in this most complex and difficult form of human behavior oral communication in English. **Pre-Requisite: ENGL116-O**

**HFBP 450-O Food & Beverage Practicum Management
3 Credits**

The course is a practical food and beverages work experience structured to provide exposure to administrative and supervisory duties, and/or projects not previously performed. A Minimum of 300 hours field experience is required.

The practicum location will be selected from a list of approved centers by the student and practicum coordinator. The school practicum coordinator will impart students with a seminar in which they will discuss the different aspects of the practicum, the calendar, resume and professional etiquette, among other topics. Two evaluations will be required to be completed by the supervisor assigned in the practicum center. The seminars are mandatory for students and failure to attend will result in the student's automatic drop from the course.

Pre-Requisites: CHEP 231-O, CAPC 452-O

**HIST 273-O History of the United States of America
3 Credits**

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

**HMNG 101-O Introduction to the Hospitality Industry
3 Credits**

This course introduces the student to the most important areas within the Hospitality Industry, the professional career options within the industry and the management functions associated with each area. Special importance will be given to Lodging, Food and Beverage, and the Meeting industries. Case studies, group dynamics, teamwork, and class discussions will introduce students to effective management styles, the use of the decision making process to resolve managerial situations and the development of strategic management thinking skills. Guest speakers from the industry will share their experiences with students. The course will use the

Internet as a research tool, e-mail and Blackboard as means of communication, and MS Word and PowerPoint for projects and presentations. **Pre-Requisite: None**

**HMNG 201-O Food And Beverage Management
3 Credits**

Overview of the various types of the food and beverage operations in the industry, the different ways the food and beverage is served and the proper way to deal with the customer and customer complaints. The student should understand the infrastructure of the front of the house of a restaurant, the different ways of setting the tables and service. Fundamental of administration, marketing and sales, cost control, food production, nutrition, financial and customer service will be explored. Theoretical presentations and case studies are used to develop the class. The course will use the Internet as a research too, MS Words for assignments and projects, and the e-mail as means of communication. **Pre-Requisite: MATH 120-O**

**HMNG 207-O Basic Wines, Beers and Spirits
3 Credits**

This course explores the history, classification, methods of production and uses of wines, beers, and spirits. Sensory analysis, product knowledge, basic principles of food and wine pairing, service techniques and alcohol service related to the hospitality industry will be discussed. The course will use the Internet among other research tools, e-mail as means of communication and MS Word and Power Point for papers and projects.

**HMNG 211-O Hospitality Ethics
3 Credits**

Debates of the ethical dilemmas commonly encounter by the hospitality employees. Discussion of overbooking regulations, breach of contract, sexual harassment, professional and personal relationships with peers and supervisors, abuse of power, schedule assignation and lies. Emphasis will be placed in the understanding of morale and it's implication. The course will be developing through the analysis of case studies, readings, and day-today situations. The course will finalize with the development of a Code of Ethics. It will use the Internet among others research tools, Email as means of communication and MS Word for papers.

**HMNG 220-O Purchasing and Menu Development
3 Credits**

Comprehensive study of the principles involved in the purchasing process and menu development in a quality food and beverage service operation. It includes the understanding of the overall concept of purchasing and receiving practices, to apply knowledge of quality standards and regulations governing food products to the purchasing function and to receive and store food and non-food items properly. Menu planning and development is also covered since one function is dependent upon the other. Topics to be covered include basic concepts of art and graphic design for menus, cost analysis, market trends, nutritional considerations and the persuasive and effective use of language for plate descriptions. The course will use the Internet as a research tool, the Email as a means of communications and MS Word for papers and projects. **Pre-Requisites: HMNG 201-O, MATH 120-O**

HMNG 259-O Hospitality Accounting
3 Credits

Course provides students with the basic accounting concepts and principles in the hospitality industry; hospitality financial data, and the flow of financial information during the complete accounting cycle. Students will have the opportunity to produce and interpret financial statements. Topics covered will include aspects of the restaurant accounting and hotel accounting, among others. The course will use the Internet as a research tool, the Email as a means of communications and MS Word for papers and projects. **Pre-Requisite: MATH 120-O**

HMNG 280-O Guest Services
3 Credits

The exploration of the role of service in a successful hospitality operation. Topics discussed encompass: handling difficult guests, dealing with complaints, developing listening skills, and improving guest satisfaction. Introduction to the service philosophy. The course will use the Internet among others research tools, Email as means of communication and MS Word and Power Point for papers and projects. **Pre-Requisite: HMNG 101-O**

HMNG 290-O Spreadsheets and Database Applications
3 Credits

Introduction to tourism business related computerized software applications including spreadsheet, database, presentation and graphics packages. Students will learn how to use the software (Excel, Access, Word, and Power

Point) to organize, interpret and present information. The course uses real life situations to prepare and analyze financial information using Excel. Special emphasis is placed on database management and the use of MS Access to create tables, queries and reports of information such as Customers and Employee Database, Accounts Payable, Accounts Receivable, and Inventories. The course will use lectures and assigned laboratory material.

HMNG 347-O Hospitality Human Resources Management
3 Credits

Comprehensive study of human resources, personnel supervision and effective communication as applied to Human Resources Management techniques within hotels, restaurants, events and other hospitality workplaces will be presented. The role, characteristics and skills of a supervisor and the principles of planning, recruitment, selection, staffing and organizing, training, performance management, coaching, counseling and discipline, controlling, delegation and decision making are topics of study. Other topics will include how to resolve conflicts, organizational behavior theories applied to the strategic management of a successful hospitality operation, important behavioral modification factors such as management styles, motivation, job satisfaction, employee empowerment, organizational culture, leadership, team-work, power structure and organizational change, will be discussed and analyzed. The course will use the Internet as a research tool, the Email as a means of communications and MS Word for papers and projects. **Pre-Requisites: HMNG 101-O, HMNG 211-O, HMNG 280-O**

HMNG 350-O Cost Control for Hospitality
3 Credits

Course provides students with information on the basic principles of effective cost control in food production and service management, accounting systems and budgetary allocations in the hospitality industry. Study and analysis of cost control systems and methods in the areas of purchasing, receiving, storing, issuing and par stock within the Hospitality Industry. Techniques in controlling wages and sales, assessment and reporting on food and beverage control. The focus of the course is on food and beverage cost control concepts and processes including purchasing and receiving control, storing and issuing control, portions and quantities, inventory and daily food cost, actual and standard food costs, menu engineering and analysis, sales control, beverage control and labor control. This course

uses basic mathematics and spreadsheet applications on a regular basis. **Pre-Requisite: HMNG 259-O**

HMNG 360-O Hospitality Finance

3 Credits

Course provides students with the principles, methods and concepts of hospitality finance, cash management and its importance; the investment decisions regarding hospitality projects and capital expenditures; cash control during the various stages of operations; statement of cash flow; an introduction to feasibility studies, financial ratios analysis and working capital. The course will use the Internet as a research tool, the Email as a means of communications and MS Word for papers and projects.

Pre-Requisite: HMNG 259-O

HMNG 365-O Hospitality Law

3 Credits

This course focuses on elements of business law, mostly torts (negligence), and property law and the effects thereof on the hospitality and tourism industries. It is intended to help the student to develop a practical managerial perspective on how the law applies generally to: the hospitality/tourism company's policies and practices, minimize the negative impact of the legal environment on the company, and foster an attitude of compliance and prevention. The course emphasizes in US Federal law, recognizing that also local laws applies to hospitality companies. Students will examine relevant federal and state cases and statutes. The overall objective is to enable students to recognize, analyze, and evaluate legal issues for the purpose managing preventatively and apply appropriate decisions in the workplace. **Pre-Requisite: HMNG 101-O**

HMNG 370-O Hospitality Sales & Marketing

3 Credits

This course immerses the students into the functions and principles of hospitality sales and marketing. Students will learn the essential sales and marketing functions. The course incorporates the development of a marketing plan with emphasis on sales and marketing techniques, target marketing, advertising, public relations, and market study and analysis. The course uses the Internet among other research tools, email as means of communication, and MS Word, Excel and Power Point for projects and presentations. **Pre-Requisite: HMNG 101-O**

HMNG 380-O Restaurant & Catering Concept Development

3 Credits

Discussion and conceptualization of the process to open a restaurant or a catering service. It includes financial aspects, marketing analysis and strategies, legal responsibilities, permit process and financial backing to operate. The class requires the preparation of a food and beverage business plan. The course will take place through lectures, presentations and written analysis. It includes integration of technology, use of Internet for research, use of email as a communication tool and software such as Word and PowerPoint. **Pre-Requisites: HMNG 201-O, HMNG 220-O, HMNG 360-O, HMNG 370-O, COMM 205-O**

QYLE 110-O Attitude Development and University Adaptation*

3 Credits

Analysis and evaluation of values, attitudes, and prejudices in university life and the world of work are a main focus of the course. 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. Application of concepts through the use of concepts maps, self-reflections, case studies, role playing, team work, and the responsible use of technology is used to achieved course goals and expectations. Students must register in this course within the first term of enrollment in the institution. ***Required for all new undergraduate students.**

MATH 120-O Introduction to 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. Emphasize in application and comprehension skills. Develop the course concepts with responsible use of technology, cooperative learning, problem solving and different assessment techniques.

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. Topics are stated in the context of the personal, interpersonal and social dimensions.

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. Topics are stated in the context of the personal, interpersonal and social dimensions.

Pre-Requisite: SOSC 111-O

SPAN 100–O Communication Skills Spanish as a First Language

4 Credits

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

SPAN 102 – O Basic Spanish

4 Credits

This course fosters the development of language skills, both written and oral, as basic elements to convey different types of messages in accordance with the principles of effective communication and grammar rules in Spanish. At an intermediate level, it aims to introduce students to the proper use of language in their professional fields and in their private lives, always

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

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

4 Credits

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

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

This advanced Spanish course focuses on the use of language from a communication approach thus allowing the adult learner to further develop his/her language skills. In addition, the course deals with reading analysis and interpretation in reference to the evaluation of the content of the message (inference, critical analysis, distinguishing between facts, opinions, and assumptions), which goes beyond the meaning of the text, techniques, and author's resources. It also includes studying the text readings from the reader's perspective, while analyzing the content in reference to the central idea of the context, secondary idea, vocabulary, the correlation of ideas, different types of speeches, and languages. The course will give special attention to the proper wording of messages and sentence/paragraph construction. It will allow many opportunities to practice and manage grammatical structures in reference to spelling, punctuation, the development of techniques for oral presentations, proper body language, and the use of technology. The course pays close attention to the practice and management of grammatical structures in regards to the inaccuracies or misuse of the language (barbarisms, solecisms, ambiguities, agreement, pleonasm, etc.). The course is developed through reading discussions, reflections, reviews, research, essay writing, and oral presentations supported by technology. Finally, the resources and practical exercises found in the Language Lab/E- Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

**CAROLINA
CAMPUS**



**CATALOG
2018-2019**



AUGUST 1, 2018