Capital Area Off Campus Center

Catalog

2013-2014
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Section I

Overview:

Universidad Del Este

and

Sistema Universitario Ana G. Méndez
Universidad del Este (UNE) – Puerto Rico

Institutional Profile

The Universidad Del Este (UNE) is a private non-profit institution of higher education and a member of the Ana G. Méndez University System in Puerto Rico. Its main campus is located in Carolina and its five University Centers are in the municipalities of Barceloneta, Cabo Rojo, Utuado, Yauco, and Santa Isabel. In the mainland, it has four Branch Campuses: Metro Orlando Campus, South Florida Campus, and Tampa Bay Campus in Florida and the Capital Area Campus in Maryland.

The Carolina campus in Puerto Rico is within easy reach of the entire Eastern part of the island. Its 21 acres suburban campus and its modern and spacious buildings provide an ideal atmosphere for the learning experience.

As a professionally oriented institution, Universidad Del Este offers thirty baccalaureate programs, twenty-five associate degrees, as well as twelve master's degree programs in the following areas: business, education, liberal arts, hospitality management, and sciences. Founded in 1949, as Puerto Rico Junior College, it has continued to grow into a four-year institution in 1992 and finally evolving into a university in 2001.

The student population consists mostly of commuting young adults from the surrounding communities. The 13,783 student body is comprised of undergraduates in the Carolina campus and its five additional locations. The graduate programs initiated in October 2001 with an enrollment of 25 students and as of the first semester of 2008-09, the student body has increased to over 1,136 students registered in the four graduate programs offered at the Carolina campus.

The academic staff consists of more than seventy-nine (79) full time faculty and two hundred and thirty-five part-time professors. A little over 23% of the full time faculty has a doctorate degree and the rest of the faculty holds master's degrees in their fields of expertise.
Mission Statement

The mission of the Universidad Del Este is to promote the integral development of a diverse student population through research, critical-creative thinking, the construction of knowledge, and its application.

Academic offerings include certification, associate degrees, bachelor’s degrees, graduate studies, and continuing education programs. These offerings meet the needs and interests of the members of the university community and receive the support of all institutional resources. Study programs incorporate multidisciplinary educational perspectives through learning and teaching strategies that are in harmony with local, regional, global demands, and with the latest technology.

The learning vision also incorporates a life-long learning process based on the most effective access for gathering, handling, analyzing, and applying information to relevant situations. The institution is committed to continuous improvement of the teaching-learning process, support services, assessment, research, and the appreciation of Puerto Rican culture in harmony with global cultures.

Principles
The principles, which guide the Institution, are wisdom, justice, honor, and freedom.

Goals
To fulfill its mission, Universidad Del Este proposes:

- To develop a well-rounded person through a multidisciplinary and liberal education
- To value diverse manifestations of Puerto Rico’s cultural-historic patrimony in our national identity and within a globalize culture
- To help students enrolled at the institution to achieve their educational goal
- To develop optimum levels in the quality of student life through the broadening of academic support services, team work, the use of emerging technologies and occupational and professional orientation pertinent to a well-rounded education
- To improve quality levels in the teaching, learning and service processes
- To strengthen human resource competencies through personal and professional development activities
- To perform research as a fundamental means to solve problems and as an essential part of institutional duties
- To develop current and pertinent academic courses that respond to society’s needs
• To improve the quality, efficiency, and effectiveness of decision making in institutional administrative procedures
• To demonstrate leadership in services provided to Puerto Rico and abroad

Administrative Council and Academic Board

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

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

Academic Board
The Academic Board regulates all the academic aspects of the Institution. It recommends relevant regulations regarding faculty, curricula, educational projects, and other educational innovations. The Academic Board consists of the Vice-Chancellor, the Associate Deans of the Schools, and the Director of the Library, ten undergraduate faculty representatives, and two student representatives.

Maryland 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 SUAGM
operations in Maryland and the District of Columbia.

Statement of Accreditation

The Middle States Association on Higher Education in USA, a regional accrediting agency recognized by the U.S. Department of Education, accredits Universidad Del Este in Puerto Rico. The Middle States Association on Higher Education has extended this accreditation to the Metro Orlando, South Florida, Tampa Bay, and the Capital Area campuses.

Statement of Authorization

Universidad del Este 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 UNE in Puerto Rico are licensed by the Puerto Rico Council of Higher Education and the Puerto Rico Council of General Education in Puerto Rico, the Florida Commission for Independent Education in Florida and the Maryland Higher Education Commission in Maryland.

Universidad Del Este is a member in the following professional associations:

American Association for Adult and Continuing Education
American Association for Counseling and Development
American Association of Collegiate Registrars and Admission Officers
American Association of Higher Education
American Council on Education
American Library Association
American Management Association
Association for Educational Communications and Technology
Association for Supervision and Curriculum Development
Center for Scientific Research
College Entrance Examination Board
Council for Adult Experiential Learning
Hispanic Association of Colleges and Universities
Library Administration and Management Association
National University Continuing Education
Phi Delta Kappa
Puerto Rico Association of Higher Education
Supervisors Labor Relations Program
The Association for Institutional Research
The Society for College and University Planning

Non-Discrimination Statement
Universidad Del Este does not discriminate based on race, handicap, national or ethnic origin, creed, color, sex, social condition or political, religious, social or trade union beliefs

Statement of Policy
This catalog includes the main terms concerning the formal relationship between students and Universidad Del Este. 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 catalog and all of the Universidad Del Este’s rules and regulations. This catalog complies with the institution’s bylaws, regulations, administrative orders, and duties under Federal Law. It is subject to subsequent amendments. This Catalog is electronically available to students at least one week prior to enrollment. Students will be informed of any changes or amendments made to the Catalog.

Universidad Del Este’s main campus address and telephone numbers are:

Mailing Address: UNE
P.O. Box 2010 Carolina
Puerto Rico 00984-2010

Telephone No.: (787) 257-7373
Fax No.: (787) 752-0070
Website: www.suagm.edu

Key Administration and Staff of Universidad Del Este

**Chancellor**
Alberto Maldonado-Ruiz, Esq.

**Vice Chancellor**
Mildred Huertas-Solá

**Vice Chancellor of Student Affairs**
Nahomy Curet-Molina, PH.D.
Vice Chancellor of Administrative Affairs
María S. Díaz-Díaz
Vice Chancellor of Information and Telecommunications
Carmen Ortega-Dávila, MLS
General Manager of Physical Facilities
Edgar D. Rodríguez-Acevedo
Dean of the School of Professional Studies
Mildred Y. Rivera Cordero
Dean of the School of Business Administration
Maritza I. Espina-Romero
Interim Dean of the José A. (Tony) Santana International School of Hospitality and Culinary Arts
Mildred-Huertas Solá
Dean of the School of Health Sciences
Haydée Encarnación-García
Dean of the School of Science and Technology
Wilfredo Colón-Guasp
Dean of the School of Education
María del Carmen Arribas
School of Human and Social Sciences
Luis Mayo-Santana

Overview of the Sistema Universitario Ana G. Méndez, Inc. – Puerto Rico
The Sistema Universitario Ana G. Méndez, Inc. (SUAGM) is a private, not for profit corporation
under the laws of the Commonwealth of Puerto Rico and its members Universidad del Turabo (UT),
Universidad Metropolitana (UMET), and Universidad Del Este (UNE) are four-year, coeducational,
on-profit private higher education institutions. Together, the SUAGM and its three member
institutions are the second largest private university system in the island of 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 Campus, South Florida Campus, and the Tampa Bay
Campus as additional locations in Florida and the Capital Area Campus in Maryland.
Moreover, in establishing SUAGM in the mainland: UNE Metro Orlando, South Florida, Tampa Bay
and Capital Area campuses, the SUAGM furthers its Vision 2015 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.

**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 District of Columbia. Its Board of Directors under its systemic bylaws governs the corporation.

**The address and telephone numbers for Sistema Universitario Ana G. Méndez, Inc. in Puerto Rico are:**

**Mailing Address:** SUAGM

P.O. Box 21345 San Juan

Puerto Rico 00928-1345

Telephone No.: (787) 751-0178

Fax No.: (787) 766-1706

Website: www.suagm.edu

**Statement of Institutional Review Board (IRB) Compliance Requirement:**

If the facilitator or the student is required, or wants to perform a research, or needs to administer a questionnaire or an interview to individuals, he/she must comply with the norms and procedures of the Institutional Review Board Office (IRB) and ask for authorization. To access the forms from the IRB Office or for additional information, visit the following link:

http://www.suagm.edu/ac_aa_re_ofi_formularios.asp and select the forms needed. Furthermore, in this Web site the student/facilitator will find instructions for several online certifications related to IRB processes. These certifications include: IRB Institutional Review Board, Health Information Portability Accounting Act (HIPAA), and the Responsibility Conduct for Research Act (RCR).

If you have any questions, please contact the following institutional coordinators:

Mrs. Evelyn Rivera Sobrado, Director of IRB Office (PR)
Tel. (787) 751-0178 Ext. 7196

Miss. Rebecca Cherry, Ph.D., IRB Institutional Coordinator
Tel. (787) 257-7373 Ext. 3936
Board of Directors of the Sistema Universitario Ana G. Méndez, Inc.

Héctor A. Jiménez, Chair
Ramiro Millán, Vice Chair
José F. Méndez, DR.h.c., SUAGM President
José Domingo Pérez, CE
Antonio Colorado, Esq.
Zoraida Fonalledas, Esq.
Juan R. Melecio, Esq.
Víctor Hernández, DMD
Félix Rodríguez Schmidt, MD
José F. Méndez, Jr.
Florabel Mullick, PhD
S.E. René A. León
Rafael A. Nadal, Esq.
Section II
Capital Area Off Campus Center
CAPITAL AREA OFF CAMPUS CENTER

Introduction

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

Degrees are offered in English or in the Dual Language format developed by SUAGM’s School for Professional Studies that was originally adapted from the model successfully developed and implemented by Regis University in Denver, Colorado, a leader in adult education.

ADMINISTRATION, STAFF AND FACULTY

Capital Area Campus Administration and Staff

- Syndia Nazario, Campus Director
- Johanna Lugo, Associate Campus Director
- Angel Toledo, Academic Director
- Joanna Dávila, Full Time Faculty
- Maribel Román, Full Time Faculty
- Aitza Maldonado, Counselor and Job Placement Officer
- Veronica Da Silva, Outreach Specialist
- Roberto Rosario, Culinary Arts Program Director
- Irisbel Class-Maldonado, Coordinator of Nursing Program
- Mariel Cruz, Integrated Services Coordinator
- Reinaldo Osorio, Integrated Services Officer
- Karen García, Integrated Services Officer
- Maybelline Soto, Financial Aid Officer
- Diego Alvarez, Operations Manager
- Sarivette Ortiz, Director for Learning Resources
- Carolyn Ortega, Learning Resource Center Specialist
- Mayra Marenco, Administrative Assistant
- Deana Villatoro, Administrative Assistant
- Leydi Vanegas, Receptionist
# Faculty Listing
## Academic Year 2013-2014

<table>
<thead>
<tr>
<th>NAME</th>
<th>SPECIALIZATION</th>
<th>DEGREES/DIPLOMAS HELD &amp; AWARDING INSTITUTION</th>
</tr>
</thead>
</table>
| COLÓN, Julio             | Electrical Engineering      | BS in Electrical Engineering, University of Puerto Rico  
Mayaguez, PR, 1991  
Certifications:  Project Engineering &  
management, NFPA 70E, 2012  
CADD (AutoCAD), STS, Electrical Design,  
Inspection & Construction  
Project Management (Office Project 2007),  
SOP Development |
| DÁVILA, Joanna           | Hispanic Language & Literature | Ph.D. in Spanish Literature, University of California, Los Angeles, 2013;  
MA Spanish Foreign Languages,  
San Jose State University, San Jose,  
California, 2004 |
| GARCÍA, María            | Guidance and Counseling     | MAED Counseling and Development,  
George Mason University, 1998 |
| GARCIA-COLBERG, Mariela  | Urban Studies and Planning  | PhD Candidate in Urban Studies (Community and Housing)  
JD Law, University of Puerto Rico, Puerto Rico, 1996;  
MA Social Work, Boston College, Massachusetts, 1991 |
| HERNÁNDEZ, Imiraily      | Civil/Environmental Engineering | Masters degree in Civil/Environmental Engineering,  
University of Puerto Rico, Mayaguez, 2010  
BS in Chemical Engineering, University of Puerto Rico, Mayaguez, 2007 |
| HUTCHISON, Whit          | Philosophy in Education & Ethics | PhD Ethics, Theological Seminary, New York, 1996;  
MA Divinity, Emory University, Georgia, 1978 |
<table>
<thead>
<tr>
<th>NAME</th>
<th>SPECIALIZATION</th>
<th>DEGREES/DIPLOMAS HELD &amp; AWARDING INSTITUTION</th>
</tr>
</thead>
</table>
| IVEY-SOTO, David    | Culinary Arts                            | Certified Culinary Administrator, American Culinary Federation  
St. Augustine, FL, 2008  
MBA, The College of William & Mary, Williamsburg, VA, 2005  
Certified Executive Chef, American Culinary Federation  
St. Agustine, FL, 2000  
Associate in Occupational Studies, Culinary Arts  
Culinary Institute of America, Hyde Park, NY, 1990  
MA Linguistics, University of California San Diego, California, 1971                                                                                                                                                                      |
| LÓPEZ, José         | Guidance and Counseling                  | Master in Social Work, Pontificial Catholic University, 2007                                                                                                                                                                                                                                          |
| MAGARIÑO, Aurelio   | Science Education                        | MS Science Education, Nova University, Florida, 1991;  
MA Sacred Theology, Lutheran Theological Seminary, Pennsylvania, 2010                                                                                                                                                                           |
| MOLINA, Carlos Miguel| Sociology & Political Science            | PhD in Sociology and Political Sciences, Universidad Complutense de Madrid, Spain, 2000  
Master in ESL Education, University of Maryland, 2009  
Master in Business Administration, Universidad Simón Bolivar, Venezuela, 1995                                                                                                                                                         |
| MORALES, Nadia      | Education, TESL                          | Master of Education-English Speakers of other Languages  
Sistema Universitario Ana G. Méndez, Orlando, FL, 2010                                                                                                                                                                                                 |
| NIEVES, Rubén       | System Engineering                       | MS in Systems Engineering                                                                                                                                                                                                                     |
Special Education courses towards Educator's Certificate,                                                                                                                                                                                           |
<table>
<thead>
<tr>
<th>NAME</th>
<th>SPECIALIZATION</th>
<th>DEGREES/DIPLOMAS HELD &amp; AWARDING INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORTIZ, Jose</td>
<td>Mathematics Education Educational Leadership ESOL</td>
<td>MED, University of Phoenix; MED in Curriculum and Teaching Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>University of Massachusetts, Boston, MA, 2002 Special in Curriculum and Instruction, CAGS, Cambridge, MA, 2002</td>
</tr>
<tr>
<td>PENTÓN-HERRERA, Luis</td>
<td>Spanish Education; Adult Education; Certificate in ESL</td>
<td>Master of Science, Spanish Language Education, NOVA Southeastern University, Miami, FL 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master of Education, Concentration in Adult Education &amp; Development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strayer University, Alexandria, VA 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate Certificate of English as a Second Language, American College of Education, Indianapolis, IN, 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ESL Certification, Career Switchers &amp; Teaching Program, Virginia Department of Education, Richmond, VA, 2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educate VA Teaching License, Career Switchers &amp; Teaching Program, Virginia Department of Education, Richmond, VA, 2012</td>
</tr>
<tr>
<td>PONCE, Liliana</td>
<td>Spanish Language Education; Social Anthropology Bilingual Education</td>
<td>MS in Education NOVA University, Florida, 2009; MA Anthropology, University of Kent, Canterbury, England, 1983</td>
</tr>
<tr>
<td>RAMOS, Mariano</td>
<td>Culinary Arts</td>
<td>BS in Computer Engineering, University of Maryland, Baltimore, MD, 2004</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Culinary Career Training ProgramL'Acaledie de Cuisine, Baltimore, MD 2006</td>
</tr>
<tr>
<td>ROHENA, Jesus</td>
<td>Engineering</td>
<td>Masters Degree in Engineering, Major in Structures, with Minor in Management, George</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Washington University, Washington, DC, 1993</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BS in Engineering, Major in Structures, with minor in Civil, University of Puerto Rico, Mayaguez, PR, 1984</td>
</tr>
<tr>
<td>NAME</td>
<td>SPECIALIZATION</td>
<td>DEGREES/DIPLOMAS HELD &amp; AWARDING INSTITUTION</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TOLEDO, Rosangelie</td>
<td>Doctor in Health Administration</td>
<td>PhD in Health Education, University of Phoenix, 2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Masters in Public Health, Epidemiology, University of Puerto Rico, Medical Sciences Campus, Rio Piedras, PR, 1998</td>
</tr>
</tbody>
</table>

**Physical Facilities:**

The Capital Area Off Campus Center is located at 514 V Street NE, Washington, DC. The campus has 3 classrooms, 3 kitchens, administration offices, a student and a faculty lounge as well as parking area. The Capital Area Campus is located at 11006 Veirs Mill Road, Suite L-1 Wheaton, MD.

**Address and Telephone Numbers:**

Physical and Mailing Address: 514 V Street NE, Washington, DC 20002  
Phone: 301-949-2224/1-800-854-8181  
Fax: 301-949-2243  
Website: www.suagm.edu/capitalareacampus
<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>E12: JANUARY 26 TO MARCH 1, 2014</th>
<th>E13: MARCH 2 TO APRIL 5, 2014</th>
<th>E14**: APRIL 6 TO MAY 17, 2014</th>
<th>E08: JANUARY 19 TO MARCH 15, 2014</th>
<th>E09: MARCH 16 TO MAY 10, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day for Registration</td>
<td>January 24</td>
<td>February 28</td>
<td>April 4</td>
<td>January 17</td>
<td>March 14</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 26</td>
<td>March 2</td>
<td>April 6</td>
<td>January 19</td>
<td>March 16</td>
</tr>
<tr>
<td>Drop/Add Process (DC, AW)</td>
<td>Before January 26</td>
<td>Before March 2</td>
<td>Before April 6</td>
<td>Before January 19</td>
<td>Before March 16</td>
</tr>
<tr>
<td>Withdrawal with partial return (WP, WT)</td>
<td>January 26 to 28</td>
<td>March 2 to 4</td>
<td>April 6 to 8</td>
<td>January 19 to 23</td>
<td>March 16 to 20</td>
</tr>
<tr>
<td>Last day to request graduation for students who complete requirements on May 2014</td>
<td>March 8</td>
<td>March 8</td>
<td>March 8</td>
<td>March 8</td>
<td>March 8</td>
</tr>
<tr>
<td>Last day for Students to Remove Incompletes and/or Grade Change Request from 201401</td>
<td>February 27</td>
<td>February 27</td>
<td>February 27</td>
<td>February 9 to 15</td>
<td>April 6 to 12</td>
</tr>
<tr>
<td>Last Day for Facilitators to Remove Incompletes and/or Grades Changes</td>
<td>March 3</td>
<td>March 3</td>
<td>March 3</td>
<td>March 3</td>
<td>March 3</td>
</tr>
<tr>
<td>Official Census Rosters to Facilitators (NP)</td>
<td>February 9 to 15</td>
<td>March 16 to 22</td>
<td>April 27 to May 3</td>
<td>February 9 to 15</td>
<td>April 6 to 12</td>
</tr>
<tr>
<td>Census Rosters Due at Registrar's Office</td>
<td>February 18</td>
<td>March 25</td>
<td>May 6</td>
<td>February 18</td>
<td>April 15</td>
</tr>
<tr>
<td>Last day for students to claim courses reported as Not Attending “NP”</td>
<td>February 22</td>
<td>March 28</td>
<td>May 9</td>
<td>February 21</td>
<td>April 18</td>
</tr>
<tr>
<td>Last day for Partial Withdrawal (WC)</td>
<td>March 1</td>
<td>April 5</td>
<td>May 17</td>
<td>March 15</td>
<td>May 10</td>
</tr>
<tr>
<td>Total Withdrawal (WE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Week of Classes</td>
<td>February 23 to March 1</td>
<td>March 30 to April 5</td>
<td>May 11 to 17</td>
<td>March 9 to 15</td>
<td>May 4 to 10</td>
</tr>
<tr>
<td>Grades due in Web for Faculty and Grade Rosters at Registrar’s Office</td>
<td>March 4</td>
<td>April 8</td>
<td>May 20</td>
<td>March 18</td>
<td>May 13</td>
</tr>
</tbody>
</table>

**Spring Break – From April 14 to 20. This Recess only applies for five week courses (PT E14).

DC = Drop course
AW = Administrative Withdrawal
WP = Partial Withdrawal with adjustment to Financial Aid (Title IV)
WT = Total Withdrawal with adjustment to Financial Aid (Title IV)
WC = Partial Withdrawal without adjustment
WE = Total Withdrawal without adjustment
NP = Not attending courses
NT = Not attending all courses enrolled
### ACADEMIC CALENDAR
#### SUMMER SEMESTER 2014-2015

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>PT E12 MAY 18 TO JUNE 21, 2014</th>
<th>PT E13 JUNE 22 TO JULY 26, 2014</th>
<th>PT E14 JULY 27 TO AUGUST 30, 2014</th>
<th>E08 MAY 11 TO JULY 5, 2014</th>
<th>E09 JULY 6 TO AUGUST 30, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day for Registration</td>
<td>May 16</td>
<td>June 20</td>
<td>July 25</td>
<td>May 9</td>
<td>July 3</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 18</td>
<td>June 22</td>
<td>July 27</td>
<td>May 11</td>
<td>July 6</td>
</tr>
<tr>
<td>Drop/Add Process (DC, AW)</td>
<td>Before May 18</td>
<td>Before June 22</td>
<td>Before July 27</td>
<td>Before May 11</td>
<td>Before July 6</td>
</tr>
<tr>
<td>Withdrawal with partial return (WP, WT)</td>
<td>May 18 to 20</td>
<td>June 22 to 24</td>
<td>July 27 to 29</td>
<td>May 11 to 15</td>
<td>July 6 to 10</td>
</tr>
<tr>
<td>Last day to request graduation for students who complete requirements during Summer 2014</td>
<td>July 12</td>
<td>July 12</td>
<td>July 12</td>
<td>July 12</td>
<td>July 12</td>
</tr>
<tr>
<td>Official Census Rosters to Facilitators (NP)</td>
<td>June 10</td>
<td>July 15</td>
<td>August 19</td>
<td>June 10</td>
<td>August 5</td>
</tr>
<tr>
<td>Census Rosters Due at Registrar’s Office</td>
<td>June 13</td>
<td>July 18</td>
<td>August 22</td>
<td>June 13</td>
<td>August 8</td>
</tr>
<tr>
<td>Last day for students to claim courses reported as Not Attending &quot;NP&quot;</td>
<td>June 21, 2014</td>
<td>July 26, 2014</td>
<td>August 30, 2014</td>
<td>July 5, 2014</td>
<td>August 30</td>
</tr>
<tr>
<td>Last Week of Classes</td>
<td>June 15 to 21</td>
<td>July 20 to 26</td>
<td>August 24 to 30</td>
<td>June 29 to July 5</td>
<td>August 24 to 30</td>
</tr>
<tr>
<td>Grades due in Web for Faculty and Grade Rosters at Registrar’s Office</td>
<td>June 24</td>
<td>July 29</td>
<td>September 2</td>
<td>July 8</td>
<td>September 2</td>
</tr>
</tbody>
</table>

DC = Drop course  
AW = Administrative Withdrawal  
WP = Partial Withdrawal with adjustment to Financial Aid (Title IV)  
WT = Total Withdrawal with adjustment to Financial Aid (Title IV)  
WC = Partial Withdrawal without adjustment  
WE = Total Withdrawal without adjustment  
NP = Not attending courses  
NT = Not attending all courses enrolled
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 SUAGM 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
- a General Education Diploma (GED) or other diploma or graduation document
- certification prepared by a secondary institution or appropriate government agency, board, etc. confirming completion of secondary school or equivalent
- grade report

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 extreme meritorious 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 (Graduate Studies).
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 SUAGM campuses in the continental US will be exempt from this requirement).

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

**Admissions Process – all Applicants are required to:**

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

**The Accelerated Studies Program Course Format**

The Accelerated Studies Program is offered in semester courses that are scheduled in five (5) or eight (8) week sessions. Classes meet once a week for four (4) hours Monday through Friday, morning sessions from 8:30am – 12:30pm, and evening sessions from 6:00pm - 10:00pm. On Saturday, classes are from 8:00am - 12:00pm and 1:00pm – 5:00pm, and Sunday from 1:00pm - 5:00pm.

A total of 9 five-week sessions and 6 eight-week sessions are offered throughout the academic year. The students will require a minimum of 10 hours of individual or team work outside the
classroom per week. Faculty and students will have access and interact through Blackboard for coursework outside the classroom.

The Dual Language Program Course Format

The Dual Language Programs offered in semester courses that are scheduled in five (5) or eight (8) week sessions. At the Capital Area Campus, classes meet once a week for four hours Monday through Friday, morning sessions from 8:30am – 12:30pm, evening sessions from 6:00pm - 10:00pm, Saturday from 8:00am - 12:00pm and 1:00pm – 5:00pm and Sunday from 1:00pm – 5:00pm.

Dual Language Track

Degree programs at the Capital Area Campus are bilingual. **Students are expected to have basic knowledge of English and Spanish.** 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 must complete additional language courses based on the language proficiency test results in each language.

A graduate of the Universidad del Este at the Capital Area Campus is expected to be a completely proficient as a Dual Language Professional who demonstrates professional competencies confidently in their field of study in Spanish and English.

These competencies achieved are divided into four skill areas:

**Conceptual Skills:**

1. Generate Ideas
2. Create Projects
3. Analyze/Interpret Data
4. Critical Thinking
5. Synthesis

**Language Skills:**

1. Spelling & Grammar
2. Quality Translation
3. Summarizes Information
4. Use of Varied Vocabulary
5. Technical Jargon
6. Reads & Understands

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

**Interpersonal Skills**
1. Team-work, cooperative/collaborative
2. Interpersonal Interaction

**Appeals of Admission Decisions**
Students may appeal admission decisions to the Campus Director. The Director will request from the student any information needed to evaluate the appeal.

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**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. Attend an orientation session in order to apply to the Dual Language Program and fulfill the admissions requirement of the program to which they are applying.
   b. All transfer students must meet the residency requirements prior to graduation
   c. Not be on academic or disciplinary probation at the institution from which they are transferring
2. Transfer credits will be considered attempted credits and will not be considered in the calculation of the retention index

**Residency Requirements**
1. Each student who transfers must observe the following rules to establish residency and be eligible for graduation.
   a. Complete a minimum of twelve (12) credits, six (6) of which must be in the major or concentration courses of the associates degree programs 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 transferred 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. Nevertheless, students admitted to the Graduate programs, must comply with the specific requirements for each of the master’s programs.
4. The maximum amount of credits that can be accepted will be in accordance with the institution’s Academic Norms, Regulations, and Procedures.
5. The Registrar will establish equivalencies for the courses, consulting with the faculty member specialized in the area and using the transferring institution’s catalog and official course description as a base.
6. The Office of the Registrar will inform the student of the courses officially accepted for transfer.

Foreign Students

1. All requirements for admission, readmission, and transfer will apply to foreign students.
2. Admission for foreign students will be subject to immigration laws and regulations in effect.

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, AND
4. Fulfill the academic 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 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 Academic Director, or the Director of Integrated Services.

**Admission Validity**

1. Students can only enroll in programs offered at the time of their admission or
   readmission.

2. Admission or readmission to the University will be valid for the registration period after
   the date of admission.

3. Students must fulfill the admission requirements by the dates established in the
   academic calendar.

4. Applications that are not accompanied by the required documents, or that do not meet
   the established requirements, will be considered provisional applications.

5. 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 registration.

**METHOD OF INSTRUCTION**

**Placement**

A placement test in English and Spanish will be administered to all prospective students to the
dual language program. The placement test results are utilized in three ways. First, it helps place
students in the appropriate language level. Second, it identifies students who require certain
developmental skills in languages while enrolled in a degree program. Finally, it identifies
students who do not possess an adequate threshold in the language and must enroll in a full-
immersion language course prior to enrolling in a degree program.

**Course Modules and Language of Delivery**
The Universidad Del Este at the Capital Area Campus follows the Discipline-Based Dual Language Immersion Model® developed by Sistema Universitario Ana G. Méndez for its courses. This model focuses on 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 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 about 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 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 the faculty community. 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®, which can be accessed remotely through the Internet.

Modules for the Capital Area Campus also specify the percentages of 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 specifics 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 bilingual 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 means to improve their proficiency in English and Spanish are available to support students in order for them to reach the desired level of bilingualism. One of the functions of the Language Lab is to offer preparatory courses for
students who do not meet the language requirements to enroll in a degree granting program. Various rigorous and challenging software programs at different proficiency levels are used. NetTutor® online tutoring services are available in both English and Spanish. Other online resources such as the Turabo’s Virtual Library, e-books (Spanish and English), Tell Me More online, and Wimba voice are available. Students may request the E-lab informative brochure from the Integrated Services Office at any time.

The Electronic language laboratory (e-lab) was designed to help students strengthen their linguistic skills in English and Spanish. The lab counts with a wide variety of visual and auditory on-line exercises that allow students to improve crucial areas such as listening comprehension, pronunciation, vocabulary building, grammar, reading comprehension, and writing.

The lab also includes a package of carefully selected ESOL (English to Speakers of Other Languages) websites to meet student’s needs as well as other software to boost language learning such as “Tell Me More”, “Rosetta Stone” (English and Spanish versions), Ellis Business, Ellis Master Pronunciation, Math Media Algebra, Math Media Basic Series, Spanish websites, Internet-Based Research and Guided Writing Activities. In addition, the lab administers the placement tests and coordinates tutoring services.

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

<table>
<thead>
<tr>
<th>Registration Validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Campus Director, in collaboration with the Registrar, will determine the registration dates and will include them on the Academic Calendar.</td>
</tr>
<tr>
<td>2. The receipt of the official notice of admission will be required to begin the registration process.</td>
</tr>
<tr>
<td>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 noted on the academic calendar.</td>
</tr>
<tr>
<td>4. Each course the student registers in during regular or late registration will become part of his or her permanent academic record.</td>
</tr>
</tbody>
</table>
The Institution will follow the *SUAGM Manual of Norms and Procedures for Programming, Closing, and Elimination of Courses* for maintaining academic offerings, programming of courses, closing, and elimination of sections. This manual is available at the campus.

### Transferability of Institutional Credits

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 Del Este or any other institution will accept credits.

### PROGRAM CHANGES, WITHDRAWALS AND SPECIAL PERMITS

**Withdrawals**

To apply for a partial or total withdrawal, students will submit the application to the Office of Integrated Services or Registrar within the dates specified to be final and official.

1. **Withdrawals with Reimbursements:** Courses in which the student applies for partial or total withdrawal during the period established by the Institution for withdrawals with reimbursements will affect the academic progress of the student. In the event of a partial withdrawal, the student will be classified in the category he or she is in at the end of the withdrawal with reimbursement period.

2. **Withdrawals without Reimbursements:** When students request a partial or total withdrawal from a course, after the established due date specified at the academic calendar by the Institution for withdrawals with reimbursement, the student’s academic progress will be affected.

3. The Institution may drop a student on the recommendation of the Discipline Committee or the Campus Director, following the provisions established in the Student Handbook.
Special Permits

1. Students will have the opportunity to take courses at other accredited university institutions, if the courses are not offered at the Institution and are required to continue with courses in the following semester.
2. To apply for a special permit, the student will submit the corresponding application form to the Office of Integrated Services or Registrar.
3. Students requiring a special permit will receive the recommendation from the Academic Director, before submitting the authorization form to the Integrated Services Office.
4. The special permit will be given for an academic semester or summer session.
5. Courses approved with a grade of “B” or higher at the institution will be considered. The credits will be considered 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 or eight weeks part of term (PT).

1. The regular academic load will be concurrent enrollment in six (6) credits.
2. For an academic load of more than eighteen (18) credits per semester, or enrollment in more than eight credits per term, the student will need authorization from the Academic Director or Campus Director.

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 weeks of each 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. In each part of term (PT), professors will evaluate students based on four evaluative competencies where there will be at least a partial evaluation 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 best judgment of the professors and considering the nature of the course.

3. It will be the responsibility of the students to clarify with the professor any situation related to their evaluations.

4. If the student has been absent for justified reasons, the professors may give the student an opportunity for make-up exams or other means of evaluation.

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

**Responsibility of Professors**

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

2. It will be the responsibility of the professors to comply with the academic calendar and to inform the students, at the beginning of the course, of the course objectives and content, exams and other work that will be required for their evaluation.

**Grade system**
Letter grade system and grade points per credit:

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>4.00</td>
<td>excellent</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>3.00</td>
<td>good</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>2.00</td>
<td>satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>1.00</td>
<td>deficient</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
<td>0.00</td>
<td>failure (no grade credit)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Official withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>Incomplete in progress</td>
</tr>
<tr>
<td>NR</td>
<td>Grade not reported</td>
</tr>
<tr>
<td>*</td>
<td>Repeated course</td>
</tr>
<tr>
<td>WN</td>
<td>Administrative withdrawal, Student registered but did not attend classes on the first day, (no grade points)</td>
</tr>
<tr>
<td>WA</td>
<td>Administrative withdrawal, the Vice chancellor of Student Affairs approves a student withdrawal due to certain reasons.</td>
</tr>
<tr>
<td>T</td>
<td>Transfer course</td>
</tr>
</tbody>
</table>

A minimum average of “C” is required for all degrees.

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

A “WN” indicates no attendance to a course within the first few days after classes begin (no grade points). This is reported on the official Census Register.

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 a “WA” indicates an administrative withdrawal 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 on the student’s official transcript. Nevertheless, a student has the right to appeal his/her grade to the Appeals Committee.

### 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 Registrar 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 will submit the form to the Registrar, 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 of the Campus.

4. Special cases of grade objections or changes will be resolved by an Appeals Committee composed by the Dean of the School for Professional Studies or his/her representative, who shall preside, the Academic Director, a professor, the 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 the 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. Once the incomplete is removed according to institutional policies and academic progress is achieved, financial aid will be reinstated. Financial aid will be reinstated, only if the incomplete is removed 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 the 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 Registrar’s Office where the Official Grade Register will be completed and final grades will be awarded.

3. When completing the Grade Register, the professor will specify the partial grades received by the student. In those cases where the student did not complete the academic work during the established period, the Registrar will compute the final grade, inserting a grade of zero (0) for the pending work, as applicable to the campus.
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 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. At the same time 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 of the Campus 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. The 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 will consider special cases individually on their own merits.

ACADEMIC PROGRESS

### Academic Status of the Students

1. The retention index of the student will be in accordance to the required index of the attempted credits and will be applied to the percent of approved credits established in the table designed for this purpose.

2. Students with satisfactory academic progress have cumulative GPA that is in accordance with the approved credits established in the table designed for this purpose. These tables are program-specific and are available at the Registrar’s Office.

3. In the case of transfer students, they will be evaluated upon completing their first year of study. Transfer credits will be considered attempted credits and will not be considered for the retention index.

4. Students on academic probation are those who have a cumulative GPA are lower than the retention index.

### Grade Point Average (GPA)

1. The grade point average will be the general average of all the grades obtained by the student during his or her studies in the Institution.

2. For transfer students, courses passed with “C” that are equivalent to those of the program of study they are admitted to, will be accepted as transfer credits. Students in the graduate program must comply with the requirements established by each Master's degree program.
### Retention Index

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

### Accumulated Credits Required and Retention Index

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

### Probation

1. To end the probation period, the student must obtain the percentage of credits and the average established. Students whose cumulative GPA is lower than the retention index established or those that do not reach the required percentage of approved credits will be put on automatic academic probation. To end the probation period, the student must obtain the percentage of credits and the average established.
2. Students who do not reach the retention index or do not reach the required percentage of approved credits during the period of automatic academic probation will be suspended for the term of one (1) academic year. Upon being suspended for one year, they may appeal one time during their student life.

### Suspensions

1. Students whose cumulative GPA is lower than the retention index and who have not approved the percentage of required credits after ending their probation period, will be suspended from the Institution for the term of one year.
2. The Institution will not accept any courses, diplomas or degrees conferred on a student by another institution during the time he or she was suspended.

3. Students who, upon completing their suspension, are interested in being readmitted will be subject to the requirements for readmission.

4. Those students who discontinued their studies while on probation will be identified as students on probation when applying for readmission.

5. Readmitted students, upon completing the period established for their first academic sanction, must be recommended by the Admissions Committee. The student will return to a second probation period for the next academic year. If upon completing this term the student has not reached the retention index required and the percentage of credits necessary, he or she will be suspended for a maximum of two years.

6. The Appeals Committee may approve an extraordinary probation period for an additional academic year, in the case of a student who completes the graduation requirements in that academic year.

**Appeals**

**Right to Appeal**

1. The student has the right to appeal the institutional determination about his or her not having obtained satisfactory academic progress as defined, if there was a crisis situation that impeded complying with this norm.

2. The Institution will consider the following crisis situations to accept an appeal and exempt the student from the norm of academic progress:
   a. an illness of the student or a dependent,
   b. an illness of the head of the household that created an economic crisis,
   c. natural disasters, divorce of the parents/student
   d. death of a parent, mother, spouse or child,
   e. a problem where there was an alteration in the family nucleus that in good judgment reasonably hindered the progress of the student
Appeals Committee

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

Applying for an Appeal

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

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

Reestablishing Financial Aid

A student who submits an application for appeal that has been considered favorably by the Appeals Committee will be eligible for financial aid for the semester he or she enrolls in, if it is within the dates established by the Federal Government for payment of financial aid.

The Office of Admissions-Financial Aid will re-establish financial aid for a student by means of the letter sent by the Campus Director notifying the student of the outcome of the appeal.

GRADUATION REQUIREMENTS

### Eligibility to Obtain an Academic Degree

1. Students must have completed the courses required for the degree as established by the Institution.
2. Students must have completed the total number of credits required for the degree with a minimum GPA of 2.00.
3. Transfer students must meet residency requirements.
4. When calculating the GPA for graduation, only the courses approved and required for obtaining the degree will be considered.
5. 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.
6. Students have submitted an Application for Graduation to the Integrated Services Office or Registrar by the date established in the academic calendar.

7. 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.

8. All students applying for readmission to the Institution will be subject to the graduation requirements in effect the year they are readmitted.

9. 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 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, before Commencement.

10. 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 contended 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 Vice President of Financial Affairs publishes a brochure with information about the tuition costs for all the academic programs, as well as other fees that apply.

Costs

The cost per credit is $360.00 at the undergraduate level, and $560.00 at the graduate level. The cost of credit awarded for prior learning is equal to 50% of the cost per credit.

In addition, the institution has a technology fee for each academic term. The fee amount is described as follows:
• Fall Term: $85.00
• Spring Term: $85.00
• Summer Term: $42.50

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.

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. Tuition, fees and service charges must be paid in full during registration or at the time the student requests services. Payments can be made 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 Policy

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 of the part of term without costs or charges.

Students who withdraw partially within the first week beginning with the first day of class of each part of term will be reimbursed 88% of the total tuition. After this time, the student who drops a course is responsible of 100% course charges.

**Non-attendance**

Students who do not attend the courses they are registered in will be reported as NP by the professor.

**Identifications**

The Institution issues an identification card for 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 transcripts**

Transcripts may be obtained at the Office of the Registrar. Payment must be made at the Office of the Bursar. The cost of each transcript will be $3.00 per copy.

<table>
<thead>
<tr>
<th>Financial Aid</th>
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<tbody>
<tr>
<td>The mission of the Student Financial Aid Program is to provide the student with scarce economic resources equal educational opportunities to obtain an academic preparation that will facilitate his integration to society.</td>
</tr>
</tbody>
</table>

Our Student Financial Aid Program operates under the basic principle that the primary responsibility of financing higher education is of the family. Therefore, the majority of the funds are offered under the economic criterion of need. The objectives of providing a fair distribution of the financial resources are in agreement with the state, federal and institutional dispositions. Financial Aid is available for those who qualify.

The program 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 Office of Integrated Services 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 PROGRAMS:**

**Federal Direct Loan**

Federal Direct Loans are offered at a variable interest rate, with a cap of 8.25%. For “Subsidized-Direct” the government pays the interest while student’s are in school; for “Unsubsidized Direct” students are responsible for paying the interest while they are in school. If they choose not to pay the interest, it will accrue and be capitalized (added on the principle).

**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 9%. Repayment begins 60 days after the first disbursement.

**Work and Study Program**

**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.

**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 FASFA 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,
- 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.
The SUAGM: UNE Capital Area Campus 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 serves 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 and customer friendly manner. Capital Area Campus has an Academic Advisor to meet the counseling and job placement needs of its students.

Integrated Student Services provides an extended schedule to accommodate the demands of working adults:

- Monday through Thursday: 11:00 a.m. - 8:00 p.m.
- Friday: 9:30 a.m. - 6:00 p.m.
- Saturday: 8:30 a.m. - 5:00 p.m.

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

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

Students may also submit a Request for Service or Complaint by filling out the appropriate form in Campus. They may also e-mail the Campus staff with service requests or complaints. These requests will be reviewed at least every week by the Director of Integrated Services or the Student and Registrar Services Coordinator for referral or resolution. In the event of any unresolved conflict, students can contact the District of Columbia Education Licensure Commission at (202) 727-6436 or Middle States Commission on Higher Education at (267) 284-5000.

Student Conduct and Disciplinary Actions

Disciplinary Regulations

All students will observe and comply with all the institutional policies, rules, and procedures and will follow a code of exemplary conduct. Each student must 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 for Professional Studies or the Campus Director.

The Ana G. Mendez University System Board of Directors ratifies disciplinary rules, and regulations. The students at SUAGM: UNE 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 Notice:

Due to the importance of the Disciplinary Regulations, each student is required to obtain a copy of the Student’s Handbook from the Integrated Services Office or Registrar. The student must sign a receipt for the handbook, and commits to read and become familiar with the Handbook’s contents and the Student’s Regulations. These requirements cannot be waived or omitted under any circumstances.
GENERAL PROVISIONS

Course Numbering System

Course Numbers:
The following course numbering system is used by the SUAGM: UNE
- 050, 100 and 200 coded courses are lower level undergraduate degree 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.

CHEF – Culinary Arts
CHEP – Culinary Arts Practicum
ENGL – English
HMNG – Hotel Management
MATH – Mathematics
QYLE – Quality of University Life
SPAN – Spanish

Separateness

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

Amendments

The Academic Board and the Administrative Council of the Institution have the authority to amend this catalog.

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.

**Change of Name and/or Address**

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

Programs of Study
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.

<table>
<thead>
<tr>
<th>Curricular Sequence</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>14</td>
</tr>
<tr>
<td>Core Professional Courses</td>
<td>15</td>
</tr>
<tr>
<td>Major Specialization Courses</td>
<td>34</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>8</td>
</tr>
<tr>
<td>TOTAL</td>
<td>71</td>
</tr>
</tbody>
</table>
### Important notice:

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.

### General Education Courses (14 Credits)

<table>
<thead>
<tr>
<th>COURSES</th>
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<th>COURSES</th>
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</thead>
<tbody>
<tr>
<td>QYLE 110-O Attitude Development and</td>
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<td>MATH 120-O Introduction to Algebra</td>
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<tr>
<td>Adaptation to University Life (Must be taken</td>
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<td>within the 1st term of enrollment.)</td>
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<tr>
<td>ENGL 115-O English Reading and Writing I</td>
<td>4</td>
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<td></td>
<td>SPAN 115-O Writing and Oral Comm in Spanish I</td>
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### Core/Professional Courses (15 Credits)

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<tr>
<th>COURSES</th>
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<th>COURSES</th>
<th>CR</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CHEF 116-O Culinary Arts Basic Components</td>
<td>3</td>
<td></td>
<td></td>
<td>HMNG 201-O Food and Beverage Management</td>
<td>3</td>
<td></td>
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<tr>
<td>HMNG 207-O Basic Wines, Beers and Spirits</td>
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<td>HMNG 211-O Hospitality Ethics</td>
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<tr>
<td>HMNG 220-O Purchasing and Menu</td>
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<td>ServSafe Seminar</td>
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<td>Development</td>
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### Specialization Courses (34 Credits)

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<th>PRE-REQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEF 104-O Meat Cutting *</td>
<td>2</td>
<td></td>
<td></td>
<td>CHEF 105-O Food Preparation I *</td>
<td>3</td>
<td></td>
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<tr>
<td>CHEF 107-O Food Preparation II *</td>
<td>5</td>
<td></td>
<td></td>
<td>CHEF 200-O Baking I *</td>
<td>4</td>
<td></td>
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<tr>
<td>CHEF 202-O Garde Manger &amp; Buffet</td>
<td>5</td>
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<td></td>
<td>CHEF 204-O Culinary Nutrition</td>
<td>3</td>
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<tr>
<td>Preparation</td>
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<tr>
<td>CHEF 206-O Baking II *</td>
<td>4</td>
<td></td>
<td></td>
<td>CHEF 213-O International Cuisine I *</td>
<td>3</td>
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<tr>
<td>CHEF 214-O International Cuisine II *</td>
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<td>CHEP 231-O Culinary Practicum (350 Hours)</td>
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### Elective Courses (8 Credits)

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<tbody>
<tr>
<td>ENGL 116-O Reading and Writing II</td>
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<td>Span 116–O Reading, Writing and Oral Comm in</td>
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<td></td>
<td></td>
<td></td>
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<td>Spanish II</td>
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<tr>
<td>ENGL 115-O</td>
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SISTEMA UNIVERSITARIO ANA G. MÉNDEZ
UNIVERSIDAD DEL ESTE
PROGRAM TITLE: Culinary Arts (Dual Language Curriculum)
CREDENTIAL ISSUED: Associate in Science
(DEGREE REQUIREMENTS)
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.

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5. All students must have a minimum overall GPA of 2.00 to graduate
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### CORE/PROFESSIONAL COURSES (15 CREDITS)

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<td>HMNG 201-O, MATH 120-O</td>
<td>ServSafe Seminar</td>
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### SPECIALIZATION COURSES (34 CREDITS)

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<td></td>
<td>CHEF 116-O in progress</td>
<td>CHEF 105-O Food Preparation I *</td>
<td>3</td>
<td></td>
<td>CHEF 116-O in progress</td>
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<tr>
<td>CHEF 107-O Food Preparation II *</td>
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<td>CHEF 116-O, CHEF 104-O, CHEF 105-O</td>
<td>CHEF 200-O Baking I *</td>
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<td>CHEF 107-O</td>
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<tr>
<td>CHEF 202-O Garde Manger &amp; Buffet Preparation</td>
<td>5</td>
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<td>CHEF 107-O</td>
<td>CHEF 204-O Culinary Nutrition</td>
<td>3</td>
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<td>CHEF 107-O, CHEF 200-O, CHEF 202-O</td>
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<td>CHEF 206-O Baking II *</td>
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<td></td>
<td>CHEF 200-O</td>
<td>CHEF 213-O International Cuisine I *</td>
<td>3</td>
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<td>CHEF 200-O, CHEF 202-O</td>
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**Total Number of Credits: 63**
Course Descriptions

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, browning 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.

PREREQUISITES 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 Word 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 cruditè 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 Word 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-requisite 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-Requisite: 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, CHEF 206-O, CHEF 213-O; Valid ServSafe Certificate

ENGL 050-O (Undergraduate Level Students Only who are not native speakers of English)
**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.

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 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 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. Prerequisites: ENGL116-O

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 tool, 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 encountered 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 assignment and lies. Emphasis will be placed in the understanding of morale and its 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

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.

**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 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.
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