This catalog is published in English by: Universidad Ana G. Méndez - Campus Virtual
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GENERAL INFORMATION

The students are responsible for reading and understanding the policies and regulations as well as the general requirements for degrees, academic distinctions and any other content that may affect them.

The information, policies and program requirements contained in this catalog are subject to continuous review and change without notice. All updates will be posted on the University Web portal.

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Website: agmvirtual.suagm.edu/maestrias-dl
Email: graduateonline@suagm.edu

A description of the disability services, auxiliary aids and the procedures for filling a grievance regarding disability or discrimination issues are available in the Student Handbook.

The information included in this catalog is subject to change.

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Welcome

The Universidad Ana G. Méndez- Campus Virtual (UAGM-Campus Virtual) is a project that was developed with the main goal of contributing a more accessible means of education to societies within and outside of Puerto Rico. In a new century that began presenting huge intellectual, economic and scientific challenges for human beings, education is one path that men and women can take to evolve in the world in an assertive manner.

Therefore, the academic offering proposed by the UAGM-Campus Virtual is innovative and varied. It promotes the incursion into academic subjects with an international focus in the world of business and finance through five master degrees in Business Administration, as well as in subjects that are particularly in demand such as Education in English as a Second Language and Environmental Sciences. Also, using emerging technological tools, it expects to bring education to the palm of students’ hands thereby having them participate in a process of transformation of their environment through acquired knowledge and developed skills. To all those that are prepared to assume this responsibility and become part of this educational project, the UAGM-Campus Virtual gives you the warmest welcome.

Migdalia Torres Rivera, Ph.D.
Chancellor
University Description

Purpose

Sistema Universitario Ana G. Méndez: Universidad Ana G. Méndez - Campus Virtual (UAGM-Campus Virtual) will be the fourth and first distance education institution, of the Ana G. Méndez University System (AGMUS). It will work under the strategic plan known as AGMUS Vision 2015 which states the following: “Towards 2015 Ana G. Méndez University System (AGMUS) will be recognized as an institution of excellence in education, research and service, with great responsibility and community appropriateness with a growing global projection. AGMUS will stand out as the fundamental community of ideas of our country, serving a venue for the deliberation and formulation of solutions that will satisfy the needs and development of Puerto Rico, and the World.

AGMUS will be characterized as a transforming entity, one of constant innovation and great financial strength, centered in the human being as the fundamental purpose and active source, making effective use of its technological, physical, and management resources in support of its mission and of its qualitative development”.

Ana G. Méndez University System and its institutions, within them UAGM-Campus Virtual, will run all their operations, actions and initiatives of academic, student and administrative development, in application and strict implementation of the following institutional values as rules and parameters of organizational conduct:

- **Excellence**: as the highest ambition in all its affairs related to education, research and service.
- **Freedom**: of ideas and expressions as the fundamental structure of the search and diffusion of knowledge.
- **Respect**: for diversity and dignity of the human being.
- **Integrity**: in all its actions as an educational entity.
- **Equity**: acknowledge the value of education as an instrument to access better opportunities and develop the full potential of the human being.
- **Innovation**: continuously guaranteeing the relevance of its programs and services.
- **Social Responsibility**: towards the needs of the community, the country and humanity of which we are part.

AGMUS has been recognized as a higher education institution that has brought about leadership in the integration of new technologies to the instructional component, directed towards the development of distance education. Dr. Eloy Recio Ferreras supports this statement in his book, titled “Presence in Distance Education” by arguing that “...this institution (and its three universities) has been the pioneer in the use of technology as a learning tool.” AGMUS has integrated the use of technology to its instructional methodology since the 70’s, through the conception of External University Education System (SEDUE, by its Spanish acronym) in 1977 and the Televised Studies Center (CET, by its Spanish acronym) in 1978. The element that distinguishes CET was the team of course developers assembled by content experts, designers, script writers, educational consultants and production crew.
WMTJ-Channel 40 was created in 1985, the first and only educational television station on the island licensed to a local University. WQTO – Channel 26 was established in 1986 to cover the southwest part of the island. Another pioneering alternative in Puerto Rico emerges from AGMUS as interactive television, the first Interactive Television Fixed Service (ITFS), recently renamed Educational Broadband Service (EBS). The one and only transmitting network of closed circuit microwaves, that cover 95% of the island, including the Municipalities of Vieques and Culebra.

The acknowledgement of AGMUS leadership has lived through time. Dr. Juan Meléndez points out in his book, “The Power of Distance Education”, that “presently, the Ana G. Méndez University System is one of the largest institutions of distance education in Puerto Rico”.

AGMUS is following its 2015 vision of advanced technologies and global reach. In 2001, the institution acquired Blackboard as the official course management system for the development of Web – based distance education.

UAGM-Campus Virtual is an institutional entity dedicated particularly to the development, offering and management of distance academic programs at the undergraduate and graduate levels, as well as other educational projects and distance education initiatives. In addition, the UAGM-CAMPUS VIRTUAL has the faculty to offer programs, courses and certifications through continuing education, in the distance mode. The Institution acknowledges that distance education is the educational alternative planned for the design of interactive, dynamic and social learning environments, available 24/7, aimed at a student population that is diverse, massive and dispersed. The educational mode is mediated by the information and telecommunication technologies, traditional and innovative, that contribute to the construction of knowledge and the exchange of information through new methods of synchronous and asynchronous interactivity.

UAGM-Campus Virtual is equipped with the technological infrastructure and has the responsibility of training faculty members, certify them as distance educators and manage the publication of online courses. The professional development process of certifying a faculty member as distance educator combines a sequence of workshops addressed to enhance learning concepts and skills development required to work as instructor of an online distance education course.

**Institutional Objectives**

1. Promote the improvement of the academic profile among the existing faculty through research projects, workshops, discussion board participation in local and global activities.

2. Promote the implementation of the educational model throughout the university’s community.

3. Institutionalize the evaluation model for all the academic programs offered through distance education.

4. Design curricula addressing the development of the student through the promotion of experiences that construct and strengthen knowledge, abilities and values, related to self-improvement and successful accomplishments in the real field of work.

5. Define an instructional teaching-learning model in concurrence with the technological innovations and integral development of the lifelong learning process for the student.

6. Monitor the compliance of The Equal Opportunity Policy and student retention to contribute to the academic accomplishments and successful fulfillment of the student through academic support, counseling, tutoring and instructional material.
7. Have the academic personnel available to offer services of quality to the student to enhance personal and professional development.

8. Guide the efforts of the administrative personnel to the task of molding students of high competitive characteristics that will be able to contribute to the moral, social and economic development of their country and the world.

9. Offer viable access to the technological resources of the institution.

10. Promotion of the development of community projects, social services and continuing education programs within the academic community, that contribute to improve the professional quality and the cultural levels of the wellbeing of the population.

11. Establish strategies that allow society in general to reach reliable information and enough programs, products, results, accomplishments and institutional activities to make use of the different media and delivery modes.

12. Be updated about the new technologies and assure the hiring of human resources which make possible the continuity of the instructional model.

13. Maintain the library Web system in optimum condition, with the data bases and information resources updated to offer the institution’s educative programs and their majors the best service.

14. Update and align, complete and wholly, the general regulations and particular rules of the institution with the valid laws and regulations, at a local and international level.

15. Monitor the quality of the planning, management and academic and institutional formalities through evaluation instruments to compile feedback of all university community areas.

16. Guarantee that the institutional processes, academic and administrative information serve the rules and regulations and efficiency criteria, confidentiality and openness.
Mission and Vision Statements

Mission
The Ana G. Méndez University-Virtual Campus is a distance learning institution of higher education that offers an alternative to traditional education through emerging technologies. Enacts an inclusive philosophy of appreciation for cultural diversity. It offers and awards undergraduate and graduate academic degrees and continuing education certifications, all designed to promote the holistic formation of the local and international community.

Vision
The Sistema Universitario Ana G. Méndez: UAGM Campus Virtual will be recognized, locally and internationally, as the first Puerto Rican Distance Education University with the highest standards of quality and excellence.
Governance

Sistema Universitario Ana G. Méndez Incorporado

Board of Directors

- Héctor A. Jiménez Ramírez, MBA, Board Chair
- Ramiro Millán, MBA, Board Vice Chair
- José F. Méndez, Dr.h.c. AGMUS President and Board Permanent Member
- Florabel Mullick, MD, Permanent Member
- Zoraida Fonalledas, LLM
- Juan R. Melecio, LLB
- Félix Rodríguez Schmidt, MD
- Víctor Hernández, DMD
- José F. Méndez, Jr., MBA-, Board Permanent Member
- René A. León, M. Econ
- Rafael A. Nadal Arcelay, LLM, Board Permanent Member
Administration

The administration of the Universidad Ana G. Méndez- Campus Virtual is committed to excellence in academic and student services. The administrators and faculty bring their experience to designing and delivering higher education programs.

Staff

- Chancellor- Migdalia Torres, Ph.D.
- Vice-Chancellor of Academic Affairs- Wilfredo Colón Guasp, Ph.D.
- Vice-Chancellor of Administration- Ivelisse Rivera
- Vice-Chancellor of Student Affairs- Héctor R. Flores
- Registrar- José J. Rivera
- Director of Financial Aid- Eduardo C. Vera

Academic Board

The Academic Board of the Universidad Ana G. Méndez- Campus Virtual regulates all academic aspects of the Institution. It recommends relevant regulations regarding faculty, curricula, educational projects and other educational innovations.

Administrative Council

The Administrative Council of Universidad Ana G. Méndez- Campus Virtual is the legislative body that establishes the Institutional policy of the college in accordance with the statutes of the Ana G. Méndez University System, as established by its Board of Directors.

Contact Information

The students are responsible for maintaining contact information accurate and current. The principal mode of official communication from the Universidad Ana G. Méndez- Campus virtual is via e-mail. The University will provide you with an e-mail address.

*Personnel from Metro Orlando Campus that offers support to SUAGM-AGM Campus Virtual.*
Physical Facilities

SUAGM: UAGM-Campus Virtual is a 100% online institution, where all teaching and learning is conducted via the institution’s Blackboard Learning Management System. The institution’s physical facilities consists of shared office spaces with our sister institutions in SUAGM Florida Center in Orlando, Florida at 5106 S. Semoran Blvd. The institution designated Suite is # 55 within the complex. All SUAGM: UAGM-Campus Virtual staff and faculty have designated office equipment to conduct their work online. The equipment consists of a desktop computer equipped with a complete suite of software and plug-ins, as well as audio/video peripheral equipment including a webcam, microphone and speakers to conduct web conferencing sessions. Faculty and staff has telephone and fax services, as well. All staff and faculty have their own unique credential to login to Blackboard Learning Management System and the institution's Banner Student Information System not conduct business related to students.
Dual Language Nature of Degree Programs

Degree programs at Universidad Ana G. Méndez-Campus Virtual are bilingual (English/Spanish) following the dual language 50/50 format. 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.

A graduate of Universidad Ana G. Méndez-Campus Virtual is expected to be a Dual Language Professional who demonstrates professional competencies confidently in their field of study in English and in Spanish. 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. Translates
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. Teamwork, cooperative/collaborative
2. Interpersonal Interaction
Admission Requirements

General Requirements for Admission

1. Successfully completed a Bachelor’s Degree.
2. An undergraduate grade point average (GPA) of 2.75 or more.
3. Submit corresponding application fee of $25.00 with completed application.
4. Submit official transcript from the accredited university where Bachelor’s Degree was obtained.
5. Submit two (2) letters of recommendation from previous professors, counselors, deans or supervisors.
6. Send by e-mail a full color front and back copy of a valid identification (government issued ID) with a photo to evidence an address where the applicant resides. This ID can be:
   i. Passport
   ii. Driver’s License
   iii. Citizenship card or certificate of citizenship (International Students)

Note: Once students are admitted they must take a language test to determine their level in Spanish and English.

Conditional Admission

1. A student who applies for admission and submits a student copy of his college transcript, but otherwise complies with the admissions requirements for the program of study in which he is applying, will be granted conditional admission.
2. Incoming students shall submit official documentation within 30 calendar days from the beginning of the course to complete the student’s records. If students do not submit the required documentation the admission will be canceled.
3. If a student does not comply with the GPA for any of the programs, bachelor in the area of interest or readmission, he will be referred to the admission committee.
4. Federal financial aid is not available to conditionally admitted students.

Specific Program Admission Requirements

In addition to complying with the general admissions requirements, for certain programs, the applicant must comply with the specific program admission requirements.

1. Students interested in any of the majors in the master’s degree in Business Administration must have completed a bachelor’s degree in the same area of specialization or completed 3 credit hours in accounting. If this prerequisite is not met, the student must enroll in the course ACCO 500 (remedial). ACCO 500 will not count for the student’s cumulative grade point average. If the student does not wish to take the course he must sign a waiver.
2. The applicant to the Masters in Science in Environmental Management with a specialization in Environmental Planning must satisfy in addition, the following requirements:
   a. Have obtained a Bachelor of Science degree from an accredited university with a minimum cumulative GPA of 2.75.
   b. Have obtained a Bachelor’s degree in any other discipline at an accredited university with a minimum cumulative GPA of 2.75, provided that the student successfully completed the following courses: mathematics (6 credit hours), biology (8 credit hours), chemistry (8 credit hours), physics (8 credit hours) and sciences (3 credit hours).
   c. Have completed the following introductory courses: computers (3 credit hours), economics (3 credit hours), sociology (6 credit hours) and statistics (3 credit hours).

3. Applicants to the Master’s program in Teaching English as a Second Language must meet the following additional requirements:
   a. Successfully completed a Bachelor’s Degree in Education or Modern Languages from an accredited university with a GPA of 2.75.
   b. A videoconference interview in English.
   c. Write an essay in English.
   d. Students who do not have a Bachelor’s Degree in Education or Modern Languages must meet the following additional requirements:
      i. Successfully completed a Bachelor’s Degree in any other discipline from an accredited university with a GPA of 2.75.
      ii. 12 credits in English and 12 credits in Education.

4. The Admissions Committee reserves the right to require an applicant to complete certain undergraduate level courses as a requirement for conditional admission to a program.

**Admissions Requirements by Category**

**Readmission**

1. In order to seek readmission, the student must have been absent from the Institution for at least one academic term (summer sessions do not count as interruptions). They must also comply with:
   a. The Satisfactory Academic Progress Norm
   b. Admission Requirements
   c. Curriculum standards, policies and procedures, which apply.

**Transfer Students**

1. Submit an official college transcript in which evidences that the student has satisfactorily completed at least six (6) credit hours at the institution where the student attended.
2. Transfer students must have a grade point average (GPA) of 3.00.
3. Transfer students must complete at least the last twenty-four (24) credits of their program at the UAGM-Campus Virtual.
4. A maximum of 18 credits will be accepted in transfer.
5. Compliance with the current requirements of the program of study in which the applicant is seeking admission.

International Students

1. The same admission, readmission or transfer requirements apply to international applicants.
2. Students must provide a copy of the university catalog (digital) from the university with they attended, if necessary.
3. If the student cannot send his official transcript, he must send a notarized copy.
4. The UAGM-Virtual Campus will work equivalence degree of the country of origin to the equivalent of the United States (US) by the evaluation of foreign credentials. Free of Cost.
5. Students will have a period of **30 calendar days** to submit their documents from the beginning of the course to complete his file. If the student does not submit the required documentation, admission and enrollment will be canceled.

Transitory or Special Students

**Transitory Student Requirements**

1. If the applicant is enrolled at another university, he must present a special authorization to enroll in courses at Universidad Ana G. Méndez-Campus Virtual. That authorization must demonstrate that the courses the student wishes to take at Universidad Ana G. Méndez-Campus Virtual are applicable to their studies at the home institution. The authorization shall be valid for one academic semester or corresponding summer session. No individual authorization is required if the student’s enrollment at Universidad Ana G. Méndez-Campus Virtual is pursuant to an effective consortium or contractual agreement.

   a. The student’s admission status will change from transitory to transfer student once all requirements are met.

**Requirements for Special Students**

A. If the applicant has a master’s degree and wishes to take courses at the institution but is not interested in obtaining another degree, he must provide an official college transcript from the university at which the student earned a master’s degree.

B. The applicant must comply with general and course admissions requisites according to current academic standards at the institution.

C. A student classified as a special student cannot apply for graduation.
Validation of Admission, readmission or Transfer

A. Acceptance for admission, readmission or transfer to Universidad Ana G. Méndez-Campus Virtual shall remain valid for one academic semester or summer session of an academic year after the date on which admission, readmission or transfer is granted.

B. The applicant must meet all admission requirements by the deadline established by the academic calendar. An applicant who does not submit all of the required documents or does not meet all established requirements may be conditionally admitted. All missing documents must be submitted within 30 calendar days from the first day of classes. If not, the institution shall invalidate the admission, readmission or provisional transfer, and cancel the student’s enrollment.

Student Contact Information

Students are responsible for maintaining their contact information at UAGM-Campus Virtual accurate and current. The University’s main venue for official communication is via e-mail and as such will provide each admitted student with an e-mail account.

Access to Student Academic Records

The Universidad Ana G. Méndez- Campus Virtual complies with FERPA policy regarding the disclosure of information contained in student records.

Minimum Average Required For Graduate Schools

The minimum grade point average (GPA) for admission is 2.75.

Deferment of Admission

Upon request, the Admissions Office may defer admission to the following semester of the same academic year for which admissions was requested.

Reserved Rights

In order to safeguard its goals and objectives, the Universidad Ana G. Méndez- Campus Virtual reserves the right to admit, readmit or enroll any student in any semester, session or class. As such, the University reserves the right to suspend a student temporarily or permanently.
Technology Requirements

These requirements refer to minimum computer hardware. “Recommended” settings must be satisfied or exceeded. “Minimum requirements” are meant for basic use of Blackboard. If any additional plug-in software applications are required, it is important to check with the appropriate vendors as the “minimum requirements” may change.

Recommended Requirements

- Operating System: Windows Vista (32 & 64 bit), 7 (32 & 64 bit), 8 (32 & 64 bit)
- Processor Speed/Type: AMD Athlon 64 X2 or Intel Core Duo 2
- CPU Memory: 2 GB DDR400 RAM
- Monitor Resolution: 1024 x 768
- Internet Connection: Any high-speed connection (e.g. Cable Broadband or DSL)
- Free Hard Disk Space: 250 Gb or greater at 7.200 R.P.M.

Minimum Requirements

- Operating System: Windows Vista
- Processor Speed/Type: AMD Athlon 64 X2 or Intel Core
- CPU Memory: 1 Gb of RAM DDR400
- Monitor Resolution: 800 x 600
- Internet Connection: 200 mbps dialup
- Free Hard Disk Space: 60 Gb at 7.200 R.P.M.
- Audio (Sound) Card: 16-bit sound card
- Video Card: 2D acceleration compatible and 1280x800 resolution
- Webcam
Internet Connection

Online courses may require students to download/ upload large files and also streaming audio and video, which require faster connection speeds. To function properly, Blackboard requires a high speed internet connection (DSL, cable).

Browser Plug-ins:

- Acrobat Reader: Needed to plug in and see documents in pdf format.
- Flash: Placer or producer, it reproduces swf files.
- Java: It is a programming language and computing platform that is used to make software. Blackboard needs Java to enable the Chat, Virtual Classroom and other useful tools.
- QuickTime: This plug in allows for watching videos and QuickTime VR in the browser.
- Microsoft Media Player: This software is used to watch videos in the Internet and it appears in all computers that work with Windows operating system by default (Windows XP, 2008, Windows Vista, Windows There are versions for Macintosh users. Videos are watched by streaming.

Virus Protection:

- Antivirus: This software detects and eliminates viruses in a fast and easy way. They are available through Internet. Some antivirus programs are Norton, Panda and McAfee.

Software:

- Software compatible with MS Office 2010 and above
- Real Player: This software is for watching videos with .rm format.
- Win Zip or similar: This software compresses files with the purpose of occupying less space in your hard disk. It is very useful for transferring heavy files because it reduces the time of download and upload of files.

Browsers:

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<th></th>
<th>Internet Explorer 11</th>
<th>Internet Explorer 10</th>
<th>Internet Explorer 9</th>
<th>Firefox (Final Release Channel)</th>
<th>Firefox 3.6</th>
<th>Chrome (Stable Channel)</th>
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<tr>
<td>Windows Vista ® (32-bit)</td>
<td>Unsupported by Microsoft</td>
<td>Unsupported by Microsoft</td>
<td>Certified</td>
<td>Compatible</td>
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<tr>
<td>Windows Vista (64-bit)</td>
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<td>Unsupported by Microsoft</td>
<td>Certified</td>
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<td>Windows 7 (32-bit)</td>
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<tr>
<td>Windows 8 (64-bit)</td>
<td>Certified</td>
<td>Unsupported by Microsoft</td>
<td>Unsupported by Microsoft</td>
<td>Certified</td>
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<td>Certified</td>
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Financial Aid

Available Financial Aid
- The free application for Federal Student Aid (FAFSA) (www.fafsa.ed.gov) - constitutes the base for federal programs for student financial aid.
- The Federal Family Education Loan Program (FFELP) - money that the students take as a loan to pay study costs. This money is returned to the lender when the student discontinues studies or drops studies completely.
- Private Loan— that which a student applies for when he or she doesn’t qualify for a subsidized student loan. (FFELP).

Private Loan Requirements
1. To be registered for at least part time. (At least 3 credits)
2. To be a United States citizen or permanent resident.
3. Students can apply for a private loan with a co-signer which meets the bank credit requirements.
Registration and other Related Procedures

The Registrar’s Office is responsible for the maintenance of all official academic student records and for issuing transcripts, certifications, registration, diplomas and graduation certificates, as well as submitting or mailing the grade reports to students.

Pre-registration

Pre-registration is the process by which active students have the opportunity to select the courses which they want officially register during the registration process. The pre-registration period takes place during the second semester.

Registration

The Vice-Chancellor for Student Affairs determines the registration procedures.

Candidates for admission will not be able to register until they have received an official statement or admission. Detailed information explaining the registration procedures will be distributed in advance.

Students are required to register on the dates for their respective groups according to the registration schedule announced by the University.

Late Registration

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

After the registration period, all courses will become a permanent part of the student’s record. Students may ask the Registrar to cancel their registration by filling out the appropriate cancellation request forms at the Registrar’s Office or in the webpage.

Registration is not complete until the student has:

1. Paid all charges and fees required by the Office of the Bursar.
2. Delivered and completed all documents requested by the Institution at admission.

Classification of Students

A. By credit -hours enrolled

1. Full time Students – Those who have fulfilled the admissions requirements of the Institution and are carrying a program of six or more credit hours per semester in a program leading to a degree, diploma or certificate.

2. Part time Students – Those who have fulfilled the admissions requirements of the University and enrolled in a program leading to a degree, diploma or certificate, but who
are carrying three to five credit hours of work per semester.

3. Less than half time- Those who have fulfilled the admission requirements of the University and enrolled in a program leading to a degree, diploma or certificate but who are carrying two credit hours of work per semester.

B. By credit hours leading to a degree

1. First-year Students- Those who have a completed minimum of 3 to 12 credit hours at the University.

2. Second-year Students- Those who have completed a minimum of 13 to 24 credit hours at the University.

3. Third-year Students- Those who have completed a 25 or more credit hours at the University.

C. By grade-point average

(See Student Academic Status section)

1. Students on Academic Probation
2. Students on Academic Suspension
3. Students in progress
4. Students in academic warning

D. By type of admission

1. Special Students- Those students who come to the University with a written authorization from the institution or university they attend as regular students, or any others who take courses not leading to a degree.

2. Readmission Students- Those students who have interrupted their studies for at least one semester and wish to continue studying.

3. Transfer Students- Those active or former students of an accredited post-secondary Institution.

4. Transitory Students- Those students who come to the Universidad Ana G. Méndez-Campus Virtual with authorization from the institution or university they attend as regular students to take courses not leading to a degree.

Special Conditions and Regulations

1. Students who have registered with the maximum academic load permitted and need three more credits to complete the graduation requirements in the same semester will be allowed to take three additional credits with the authorization from the appropriate Vice-Chancellor of the Students Affairs.

2. No student may have an academic load greater than six (6) credits. An academic load greater than six (6) credits will be permitted for students that are graduation candidates for the summer and that have been authorized by the appropriate Vice-Chancellor of the Students Affairs. This academic load may not be greater than three (3) credits.

3. All students will be given a reasonable time to graduate or complete their selected concentration. However, the University discourages professional students and will reserve the right to admit, readmit or register any student in any semester, session or class. For the same reasons, the University reserves the right to suspend a student temporarily or permanently.

4. Changes in Programs or Schedules

A student may change his/her program of study in accordance with the following rules:
a. The student must have the consent of the advisor in order to be processed by the Registrar’s Office.

b. The Institution will make every reasonable effort to offer courses as announced, but it reserves the right to change the time schedule or to withdraw a course or courses.

5. Relocation of Students
At the end of the period for late registration the Registrar may relocate students where elimination or re-scheduling of courses has taken place. Changes of courses will be allowed with the recommendation of the Vice-Chancellor of the Students Affairs. Such changes should take place on the dates appointed for such purposes in the academic calendar.

Withdrawals

1. Total or partial withdrawals are allowed during a part of term or summer session as specified in the academic calendar, with the consent of the advisor, in order to be processed by the Registrar’s Office.

2. Any student who is officially registered, and completes the required procedure for withdrawal, will receive a withdrawal (W) grade.

3. Any student, who fails to complete the required procedure for dropping a course before the stipulated date and whose absences exceed the maximum allowed, will receive a withdrawal failure (WF) grade.

4. Total withdrawal is allowed at any moment before the last day of classes in the semester or summer session, with the consent of the advisor.

5. Total withdrawal is considered in the case of a registered student who drops 100% of his total course load. This does not include the two summer sessions.

6. The deadline for voluntary total withdrawals is the day when classes end.

7. The institution reserves the right to require a student to withdraw from any course or from the University, temporarily, for any of the following reasons:
   a. Possibility of hazard to the health of the student or that of other students, if enrollment were continued.
   b. Refusal to obey regulations or serious misconduct on the part of the student.
   c. Deficient academic work (below required scholastic standards).

8. Students who withdraw from the Institution or finish their studies without settling their financial obligations will not receive graduation certificates, transcripts or diplomas.

Changes in Name, Address or Social Security Number
Students should notify the Registrar’s Office of any change of address. The same procedure should be followed with corrections or changes in the names or social security numbers of students. In these cases, the students should present evidence of the names or Social Security changes.

Class Attendance

1. Class attendance is mandatory. The students will be responsible for work missed.

2. If a student enrolled in a course never attends each and any class, the professor will identify him/her as a non-attending student (N/A). The Registrar’s Office will then adjudicate a withdrawal for non-attendance (WN). Adjustments in Financial Aid benefits
or total cancellation of Financial Aid and the payment of 1/3 of the total cost of enrollment, as pertinent, will also be in effect.

3. Those students whose absences exceed the minimum allowed and do not have authorization from the professor, or have not processed an official withdrawal, will receive a “WF” classification as penalty. This classification has a value of 0 and affects the grade point average.

Credit For Prior Learning: Challenge Examination Or E-Portfolio

Students may obtain credit for prior learning through passing a proctored online challenge examination or by the evaluation of their ePortfolio conducted by the institution’s faculty.

CHALLENGE EXAMINATION PROCEDURES

i. A challenge examination is an assessment of the student’s mastery of course content prepared by a certified faculty member of the institution. The examination is conducted in a secure online environment with the use of the institution’s proctoring software "Proctor Now".

ii. The student must be registered (full or part time) and must have demonstrated consistent satisfactory academic progress during his or her studies. The student must receive academic advisement as to the process that is required with student services staff.

iii. The student must obtain related documents from the Integrated Services webpage. The student will receive a general online orientation and will complete related documents on the web.

iv. Upon approval, the student will be notified via email for the corresponding online payment to be made. The institution will issue an online permit for the exam and provide a digital examination study guide to the student.

v. The student will take the online examination on the advertised date. Students must login to the secure environment first and then start recording the entire session using the institution’s “Proctor Now” secure online proctoring. Student must show an Identification card to the camera and show first a 360 degree view of the room. The web camera must show the student taking the exam and the software will record every keystroke by the student.

vi. A certified faculty member with expertise in the area of the exam will grade the examination and award the correspondent grade based on the test results. Appropriate documentation will be submitted to the Registrar, Associate Registrar or the Student and Registrar Services Coordinator.

vii. No more than 25% of total program credits may be awarded for prior learning. Credit awarded through challenge examinations or portfolio cannot be counted towards meeting residency requirements.

E-Portfolio Procedures

The e-Portfolio is an online document that presents the student’s supporting
documentation demonstrating their mastery of course content.

The following policies and procedures will apply:

5. The student must be registered (full or part time) and must have demonstrated consistent satisfactory academic progress during his or her studies. The student must receive academic advisement as to the process that is required with student services staff.

6. The student must obtain related documents from the Integrated Services webpage. The student will receive a general online orientation and will complete related documents on the web.

7. After recommendation from the advisor, the students register for EXPL101, a one-credit course that prepares students for the preparation of e-Portfolios according to standards.

8. Once the course is completed, the student will register for an e-Portfolio evaluation and make the corresponding payment online.

9. The e-Portfolio will be evaluated for awarding of credit to a certified faculty member in the area of expertise. If applicable, the faculty member will award a grade of “P” for the course.

10. Appropriate documentation will be submitted to the Registrar.

11. No more than 25% of total program credits may be awarded for prior learning. Credit awarded through challenge examinations or portfolio cannot be counted towards meeting residency requirements.

Student Evaluation

Unit of credit

In assigning credit hours to courses, the objective of Universidad Ana G. Méndez- Campus Virtual (UAGM-Campus Virtual) is to follow the standards and regulations established by federal and accrediting agencies. A credit hour is the unit of measuring educational credit. A credit hour is the amount of work which represents the proposed learning results which can be evidenced by the student’s demonstrated achievements and which have been established institutionally as reasonable evidence of the following formula:

1 contact hour + 2 hours activities/homework

The duration of courses at UAGM-Campus Virtual is eight weeks, the equivalent to 3 credit hours, which translate to approximately 45 hours of activities related to the objectives which must be accomplished per credit hour.

Reference 1:
http://ifap.ed.gov/dpcletters/GEN1106.html

Reference 2:

8 weeks = 5.25 class time hours and 10.5 homework approximately.

The student, in learning preparation for a course, must employ between 15-20 hours per week, participating in experiences which include activities directed by the facilitator, preparation and integration of contents for synchronic and asynchronous group activities, such as discussion forums, virtual forums, chats, watching videos and other presentations, among others.
Procedures

Faculties assigned to courses are required to provide a minimum of three partial grades and one final evaluation activity with the value of a partial grade, during every given term.

Students are assessed using a variety of methods including discussion forums, weekly written assignments and essays. The timeframe for assessments varies among courses and the faculty is expected to provide guidance to the students during the entire term. This is a process related to institutional effectiveness that seeks to maintain high retention rates.

Grading System

The unit of measure for determining the course value is the credit. The credit equivalents for laboratory work have been determined according to the rules of each program. Scholastic standing in completed courses is indicated by the following letter grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>69-00</td>
<td>0</td>
</tr>
</tbody>
</table>

To determine the grade point average the following values will be used, where a course is approved with a minimum of 3.0 point.

- A = 4
- B = 3
- C = 2
- F = 0

In special cases, the following annotation system will apply:

- I = student did not complete projects or was absent from final examination
- WN = student was enrolled but never attended
- P = passed
- NP = did not pass
- IP = in progress

Repetition of Courses

1. The student who needs to repeat a course because he/she did not approve it, only have one chance to repeat it. He/she must requests authorization to the Vice-Chancellor of Student Affairs, who is the responsible to grant this authorization.

2. If a student fails in two core courses or if he/she fails two times in the same course, he/she will be suspended for a period equivalent to one semester. At the end of the suspension, the student may be considered for re-admission on probation and he/she must repeat the failed course.

3. After this last chance, if the student fails again in the course, he/she will be dropped automatically and definitely from the Program.

Standards for Satisfactory Academic Progress

Satisfactory Academic Progress will be understood as the status of a student that has maintained the required percentage of credits with the corresponding Grade Point Average.

The purpose of the Standards for Satisfactory Academic Progress is to corroborate that students approve the credit percentage required, with an accumulated academic index equal or higher to the retention index, according to their program of studies. It also establishes a formal process through which students that are encountering academic difficulties can be
identified and the necessary help can be provided.

The student has a right to appeal the institutional determination regarding his/her status if he/she understands that there is academic progress and that the institution’s determination is due to an administrative error or that, during the academic year, a critical situation existed that prevented him/her from obtaining satisfactory academic progress as established by the Institution.

**Definitions**

**Attempted Credits**

Attempted credits are the number of credits of all registered courses, independently of the grades received. This includes accepted transfer credits.

**Approved Credits**

Approved Credits are the number of credits of all completed courses in which the grades are A, B or P, including transfer credits.

The student should approve the courses according to the Standard of Academic Progress for the type of academic program in which he/she is enrolled. According to the number of accumulated credits and the cumulative academic grade point average, as established in the following tables:
Disciplinary Regulation

All students will observe and comply with all the institutional policies, rules and procedures and will follow a code of exemplary conduct. Each student should be familiar with the institutional policies regarding plagiarism. Also, course work cannot be used to complete the requirement of more than one course. Any violation of discipline will be referred to the Vice-chancellor of Student Affairs.

Disciplinary rules and regulations are ratified by the Ana G. Méndez University System Board of Directors. The students at UAGM-Campus Virtual 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.

Appeals Committee

Appeals Committee will be composed of one representative from each of the following offices: Vice-Chancellor Students Academics, Registrar, and Vice Chancellor for Student Affairs or designated representatives.

Application for an Appeal

Students who meet any of the academic progress appeals criteria must submit all the necessary documentation to justify their request. If a student requests an appeal based on a mathematical or calculation error, and it is corrected by the Office of the Registrar, he or she will not go through the full Appeals process.

For any unresolved complaints you can contact: Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Toll free telephone (888) 224-6684.

Satisfactory Academic Progress Policy - Overview

Minimum Index Required (SAP)

<table>
<thead>
<tr>
<th>Graduate Programs</th>
<th>39 Credits Minimum</th>
<th>42 Credits Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Credits Required</td>
<td>Index Required</td>
<td>Minimum Credits Required</td>
</tr>
<tr>
<td>0-12</td>
<td>2.50</td>
<td>0-12</td>
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<td>3.00</td>
<td>25-36</td>
</tr>
<tr>
<td>37-39</td>
<td>3.00</td>
<td>37-42</td>
</tr>
</tbody>
</table>

Satisfactory academic progress (SAP) is a measure of student progress toward the completion of a degree. Federal regulations require that all students who receive Title IV
funds as part of their financial aid package maintain SAP.
The Ana G. Mendez University – Virtual Campus (UAGM-CV)’s SAP policy contains qualitative and quantitative measures of progress.
The quantitative measure is based on the number of credit hours a student attempts and passes. This calculation is completed by dividing the cumulative number of credit hours a student successfully completes by the total number of credit hours the student attempts over the student’s academic career in a particular program at UAGM-CV. Transfer credits are included in this calculation.
SAP also includes a qualitative measure consisting of a cumulative grade point average (GPA).

Maintaining Satisfactory Academic Progress
SAP is evaluated at the end of every semester. To maintain good standing, students must achieve an overall minimum cumulative pass rate of 66.67 percent for all credit hours attempted and completed and a cumulative GPA of 2.0 (undergraduate) or 2.50 (graduate) as measured at the end of each semesters.
Students are prohibited from receiving federal student financial aid after attempting 150 percent of the number of credit hours required for their academic program. This calculation includes transfer credits and all UAGM-CV enrolled credits for the student’s program.
If a student wants to enroll in a different academic program, the student must request approval from the Dean of the School. Even though only attempted and earned credits from the student’s current program of enrollment are included in the quantitative measure (including internally transferred credit hours) and only the grades for courses from the student’s current program of enrollment are included in the qualitative measure, students are encouraged to carefully consider program changes because the federal government has placed limits on total lifetime financial aid eligibility.

Readmitted students will have the same SAP status that resulted as of the end of the last term attended.
Students requesting admission into a new degree program after having completed his or her prior program of enrollment will begin the new program with a new SAP history, unless the student transfers credits into the new academic program in which case those transfer credits will be considered when measuring SAP.

Impact of Course Repetitions, Withdrawals, Incomplete Courses, and Transfer Courses on Satisfactory Academic Progress

Withdrawals
If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted and credit hours earned but will not be considered in the cumulative GPA.

Transfer Credits
If a student transfers in credits from another institution or program, the credits for the course(s) count toward the determination of credit hours attempted and credit hours earned but will not be considered in the cumulative GPA.

Course Repetitions
If a student repeats a course, only the highest grade earned will be included in the student’s cumulative GPA. However, each attempt at the course will count as credits attempted.

Incomplete Courses
If a student has an incomplete in a course, the credits for the course count toward the determination of credit hours attempted. The course will not be considered in the cumulative GPA until an earned grade is assigned.

Remedial and Developmental Courses
Financial aid recipients may receive aid for a maximum of 30 semester credit hours in developmental coursework. Students enrolled in remedial courses are expected to receive passing grades in those courses in order to progress into the next term. Remedial courses do not count
toward the determination of credit hours attempted and credit hours earned and will not be considered in the cumulative GPA when determining SAP.

Financial Aid Warning and Failure to Meet Satisfactory Academic Progress

Students who fail to meet the SAP requirements at the end of a semester will be placed on Financial Aid Warning for the next semester attended. The student will be notified in writing that he or she is on Financial Aid Warning and that financial aid eligibility is retained during this period. The student must meet SAP as of the next evaluation point in order to receive financial aid in future terms.

Students who become ineligible for federal financial aid funds based on their failure to maintain SAP may continue their studies at UAGM-CV at their own cost. If the student believes there are extenuating circumstances associated with the student’s inability to meet SAP, he/she may appeal his/her termination status to the Financial Aid Appeals Committee. See section titled Financial Aid Ineligibility and Appeal Procedures below.

Scholarship and Grant Recipients

Other scholarship and grant programs may not allow for a Financial Aid Warning semester. In these cases, failure to meet SAP in any given term may result in the termination of scholarship or grant funds. Please refer to your scholarship or grant information materials or contact the Financial Aid department at 787-288-1118.

Financial Aid Ineligibility and Appeal Procedures

A student will be advised in writing when he or she has lost his financial aid eligibility for failure to meet SAP and will be advised of the process for re-establishing financial aid eligibility. Students who have lost eligibility for financial aid based on a failure to meet SAP standards and who have extenuating circumstances may appeal the loss of eligibility. Students who wish to make an appeal must be current on all financial obligations. Students may not use financial aid to make retroactive tuition and fee(s) payments. A SAP appeal must discuss the extenuating circumstances that prevented the student from meeting the requirements of the SAP policy. These extenuating circumstances must have occurred within 12 months of the student’s failure to meet SAP and may include extreme medical issues, a death in the immediate family, employment related hardship and/or military mobilization. The student must also describe how his or her situation has changed in order to allow the student to meet the SAP standards at the next evaluation point. As part of the appeal, the student must submit the following:

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

In order for your appeal to be considered, you must submit the SAP appeal packet via email to graduateonline@suagm.edu or FAX to 787-288-1141. The Financial Aid Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the student’s previous academic performance at UAGM-CV. The committee may request additional information or documentation, as needed, and will inform the student of its final determination.

The student will have a maximum of ten days after the first day of classes to appeal. The institution will have ten days for the evaluation process after receiving the student’s appeal.

Financial Aid Reinstatement

If the Institution approves a SAP appeal, the student will be placed on Financial Aid Probation for one academic term; the student also may be placed on an Academic Plan. The Institution will
advise the student of the progress the student must achieve to ensure he or she meets the SAP policy or the requirements of the Academic Plan by the end of the probationary semester. Students will be eligible for financial aid while on Financial Aid Probation. After the end of the Financial Aid Probation semester, the Institution will measure the student’s academic progress. The student will retain financial aid eligibility only if the student meets published minimum SAP standards or meets the requirements of the Academic Plan at the end of the semester of Financial Aid Probation.

Any student who loses financial aid eligibility due to SAP and attends school at his or her own cost will regain financial aid eligibility in the academic semester following the semester in which the student once again meets the minimum SAP standards.

Student Suspension for Academic Reasons

Students who fail to meet the academic standards are subject to suspension from the University for one (1) academic year. The student has the right to study one academic year on probation.

Academic Probation

A suspended student may qualify for academic probation if recommended by the Satisfactory Academic Progress Appeals Committee, upon completion of the following procedure:

1. The student must submit a request for probation to the Satisfactory Academic Progress Appeals Committee.
2. The Satisfactory Academic Progress Appeals Committee will consider only situations related to students’ personal affairs, economic problems or dysfunctions in family affairs.
3. The probation period for graduated students will last two semesters.
4. Students who do not reach the minimum academic average for retention during the probationary period will be suspended. If the student is placed on a second probationary period and again does not meet the minimum academic average for retention; he/she will be permanently suspended.

The decisions reached by the Satisfactory Academic Progress Appeals Committee will be posted and will be final.

Minimum Grade Average Required for Readmission

1. Readmission to the University will be based on the norms established by the Institution.
2. Readmission to the University must be approved by the Satisfactory Academic Progress Appeals Committee. As a condition for readmission, graduate students must reach the minimum grade point average required, based on the number of credits in a term of two academic semesters: Otherwise, the student will be dismissed for a period of one academic year. If the student is suspended for a second time, he/she will be permanently dismissed.
3. Universidad Ana G. Méndez- Campus Virtual will not give credit for courses taken by the students at other institutions during the time of their suspension. Students dismissed for academic deficiency cannot be registered.
4. The readmitted students will reinitiate their studies along with the current course sequence at the time of their admission to the Institution.
Family Rights and Privacy Act

Information Statement

In accordance with United States Public Law 93-380, FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, students have the right at Ana G. Méndez University- Virtual Campus to inspect educational records, and correct such records if warranted. The law protects students from release of information open for inspection and review unless he or she waives this right. The parent(s) of U.S.C.S. s. 152 Internal Revenue Code also has the right to inspect records, which are maintained by the University on behalf of the student.

There are two distinct categories of records: (1) Directory Information Records, (2) Limited Access Records.

(1) Directory Information, which may be made public, includes the student’s name, last known address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This information will be released only by the Office of the Vice-Chancellor of Student Affairs or a representative after the petitioner has demonstrated a legitimate need to have such information. Students who do not wish release of “directory information” must complete a statement in the Office of the Registrar no later than the last day of each term. Otherwise, directory information may be disclosed by the University for legitimate purposes.

(2) Limited Access Records include the permanent academic records of the student, disciplinary records, financial information, and testing data. This category also includes all records maintained officially by the Institution which do not come under the categories of Directory Information or Sole Possession Records. The Institution will not release information in Limited Access Records except after written permission of the student or parent.

Student Right-to-Know and Campus Security Act

The common intention of the three major parts of this 1990 Act is to enhance the choice of the potential consumer, the postsecondary student, by reporting statistics about the “performance” of higher education institutions.

- Section 103 covers disclosures about the graduation or completion.
- Rate and other postsecondary outcomes of all students.
- Section 104 covers disclosures about the comparative academic “success” of students who receive financial aid contingent upon participation in intercollegiate sports.
- Section 105 concerns institutional revenues and expenditures for intercollegiate athletic activities.
- Sections 203 and 204 concern disclosures, reports, and publications about campus security policies and crime statistics.

Compliance with all of the Act’s disclosure provisions becomes an additional criterion for institutional eligibility to participate in federal student aid programs.

Law 186

(Only for US citizens and residents)

Law 186 of September 1, 2006, better known as the Law that Prohibits the Use of the Social Security Number as Identification in public and private education institutions.
This law was created to prohibit the use of the Social Security number as identification in public and private education institutions for students of any level or grade, including university studies, to establish rules of the use of this information in these institutions, support the Puerto Rico Council for Higher Education and General Council of Education to apply administrative sanctions for the violation of the rules and regulations and establish a period of time to comply.

The Family and Educational Rights and Privacy Act of 1974 (FERPA) 20 USC 1232g, establishes that all schools and universities can relay information, without the consent of the student or parents, if the information is in the directory and is composed of the student’s name, address, telephone number, date and place of birth, honors, awards and years attending the school. The school must inform the student about the information included in the directory and give them a reasonable period of time for the person to authorize, or not, the relay of this information. This Federal Law establishes the gender and Social Security number of the student within the confidential information.

The Social Security number will not be requested from the student for taking tests, presentation of projects, and any other purpose that is not related to affairs with a legitimate reason like the registration process, loan application or financial aid, transcripts or any application of a government agency or a court order. The notification of the information is necessary to the student and the authorization of the student and/or refusal of the protection of the law, in writing and signed by the parents, legal guardian or student, before providing and using the Social Security number of the student.

The Social Security number is confidential information. The faculty is required to ask authorization, in writing, from the student before using the Social Security number as information. This number will not be used for identification purposes of the institution. The Alternate code will be used for identification purposes of the students.

If a document that contains the social security number is published, outside the academic confidentiality context, it should be edited so the information will be partially illegible, without altering the document.

The protection of this Law can be refused in a voluntary manner by students 21 years of age or older or legally emancipated, custodial parents in custody and in the minor’s best interest, with authorization in writing. Refusal of the protection of the law cannot be established as registering, graduation, transcription or services use condition.

This regulation will not be applied in cases where the Social Security number is necessary or authorized by federal laws and regulations, such as internal identity verification, credit validation, employment, contributions or financial aid, always subject to the institution’s confidentiality agreement.

Graduation Requirements

Students at UAGM-Campus Virtual are eligible to obtain an academic degree after the completion of the following requirements:

1. The candidacy application form, completed by the date established in the academic calendar.
2. Successful Completion of all Program courses as determined by the institutions minimum grade requirements.
3. The prescribed number of credit hours with a grade point average of 3.00 or more.
4. Master Degree students will NOT be required to attend physically, or to have residence credits to be eligible for the degree.
5. Graduation applicants must have satisfied all their financial obligations to the Institution.

6. Graduation applicants will be subject to the rules and graduation requirements in the catalog of the year they expect to graduate. Master degree students must have a grade point average of 4.00 to graduate with honors.

Commencement exercises are held once during the academic year, at the end of the second semester. Students who fulfilled the requirements for a degree at the end of the first (1st) semester or the summer session must apply for a statement from the Registrar’s Office, confirming the completion of requirements.

Graduates must claim their diplomas at the Registrar’s Office no later than one year after graduation. The Institution will not be responsible for diplomas after that date.

**Tuition, Fees and Related Information**

**Tuition and Fees**

The Office of the Vice-President of Financial Affairs publishes a circular letter once a year with information about tuition costs for all academic programs and other fees for all institutional services. You could also access our Web page at: [http://agmvirtual.suagm.edu/bilingue](http://agmvirtual.suagm.edu/bilingue)

**Tuition Chances**

All tuition, general fees and service charges are subject to change. The University agrees to provide reasonable advanced notice of any increases. All increase will only apply to subsequent terms, not the one in which the student is currently enrolled.

**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. Each course is composed of three (3) credit hours.

**TUITION**

Cost per Credit Hour: $260

**FEES**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Fees (Technology, Library, Services &amp; Retention) Fee:</td>
<td>$255</td>
</tr>
<tr>
<td>Other Fees (Technology, Library, Services &amp; Retention):</td>
<td>$127.50</td>
</tr>
</tbody>
</table>

**BOOKS AND SUPPLIES** (estimated)

Books: $250

All learning resources, textbooks and teaching materials are provided through the virtual library and Blackboard platform. In some cases, faculty will recommend textbooks, which students will acquire through the suppliers of your choice.

**OTHER COSTS**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies of Credit Transcript: $6</td>
</tr>
<tr>
<td>Graduation Fee: $15</td>
</tr>
<tr>
<td>Diploma Duplicate: $10</td>
</tr>
</tbody>
</table>
Graduation Certification: $_______5_____

Accumulated Credits Required and Retention Index

iv. Accumulated credits are the sum of the credits corresponding to the courses the student registers in annually and those accepted as transfer.

v. To complete a degree, a student must complete all academic requirements for it in a period not to exceed 150% of the total credit hours required to obtain the degree.

vi. The total of approved credits to complete the degree must meet a minimum average for graduation as established by major.

vii. 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.

Payment Methods

Tuition, fees and service charges must be paid in full during registration or at the time student requests services. Payments can be made by checks and credits cards. Receipts for all transactions must be requested and retained by students, in case of any complaint or adjustment requested in the future. The Bursar’s Office will not accept claims without receipts.

Clear Statement

Students with an outstanding debt balance will not be allowed to take final examinations until such balance is paid in full. The account of any student who does not fulfill his/her obligation of payment will be blocked. After processing the payment in full, each professor will have to receive a notice by electronic mail with the confirmation.

Students who do not comply with this requirement will receive a grade of Incomplete (I) and will be required to pay a $20 (US Dollars) fee in order to remove the grade from the academic record.

Tuition Option Payment Plan (TOPP)

Students with an outstanding debt balance will not be allowed to take final examinations until such balance is paid in full. The account of any student who does not fulfill his/her obligation of payment will be blocked. After processing the payment in full, each professor will have to receive a notice by electronic mail with the confirmation.

Students who do not comply with this requirement will receive a grade of Incomplete (I) and will be required to pay a $20 (US Dollars) fee in order to remove the grade from the academic record.

Invoices

The Bursar’s Office will mail four invoices during the regular semester and two during the summer session. According to the academic semester, the following dates will be established for students who apply for a payment plan: August 31, September 30, October 30, January 31, February 28, and March 30. If the invoice is not received in the mail, it is the student’s responsibility to request it personally from the Bursar’s Office.
Adjustments and Refunds for Active and New Students

INTRODUCTION

Universidad Ana G. Méndez-Campus Virtual will issue a refund check when the amount of financial aid or payments a student receives exceeds the tuition charges in his/her account.

GENERAL PROVISIONS

ISSUED REFUND:
- A check will be issued and mailed to the student at the mailing address on record.
- Students will be notified, via email or text message, that a refund check on his/her behalf has been issued and the student should receive the check by mail.
- Students will be responsible for any outstanding balance in their account that may result from any adjustment made in his or her academic load after the disbursement of the refund check.
- All refund checks expire after 90 days of issuance.
- After 90 days of check issuance, funds will be returned to the corresponding funding source.

REFUND POLICIES FOR NON-ATTENDANCE OR WITHDRAWAL FROM COURSES:
- PARTIAL WITHDRAWAL – Students who withdraw from one of their enrolled courses will be responsible for the full cost of the course.
- NON-ATTENDANCE (Partial) – Any student who does not attend an enrolled course will be automatically withdrawn and will be responsible for 10% of the tuition cost for the enrolled course.
- NON-ATTENDANCE (Total) – Any student who does not attend all of the enrolled courses will be automatically withdrawn and will be responsible for a non-refundable fee of $400.00.
- MID POINT – any student who obtains a WF in all his/her courses at the end of the semester will be responsible for 50% of his/her total tuition cost.
- TOTAL WITHDRAWAL – Any student, who withdraws from all enrolled courses will be responsible for a prorated portion of his/her total tuition costs. These costs will be prorated based on: (a) the number of days from the first day of the term up to the withdrawal date, and (b) the total number of days in the corresponding term (semester or single “Part of Term”, as applicable).

CLAIMS CHECKS:
- All claims regarding this policy shall be made in writing by email or regular mail to the corresponding institution’s Bursar’s Office.
This policy is effective as of approval date stated below.

APPROVAL DATE
January 22, 2015

Student Services

Institutional Response Time Frame to Student

SUAGM has a Help Desk Service Center for its educational institutions, which will impact the student population of UAGM- Campus Virtual. The services provided by the Contact and Customer Service Center are presented in the accompanying table. The office is available Monday to Friday From 7:00 am to 8:00 pm and Saturday 8:00 am-5:00 pm Eastern Time Zone. Students requiring support after hours are encouraged to refer to the Frequently Asked Questions (FAQ) page available at http://agmvirtual.suagm.edu/maestrias-bilingues/faq where they can obtain answers to most common issues.

Quality of Life and Wellness

The Quality of Life and Wellness Program provides services to promote personal and optimal personal and academic development of the students. The staff offers counseling services and preventive activities which promote healthful styles of life. Our goal is to be a resource to you for any concerns you have while you are a student at the Ana G. Méndez University-Virtual Campus.

Available services are:

- Tutoring - online tutoring is a component to help students be more successful. For tutoring schedule contact our Web site.
- Workshops - the program offers a variety of delivery modes in the areas of: stress management, procrastination, study skills, personal success and other related areas.
- Students with Special Needs Services - This office provides access and reasonable accommodation for student who has documented disabilities so they can achieve their full educational potential. Integrated Services Coordinator and Counselor will be providing this service.
- Placement & Career Services – The career center provide assistance to students with skills they need to perform successful job searches and to assist them to develop and implement job search strategies. The Career Center does not guarantee employment upon attaining a degree, but supports the students with occupational information and trends. You can interact with the Career Center staff by e-mail and telephone. Our services include:
  - Tips for preparing your resume and cover letter
  - Successful interview handling techniques
  - Using social media for networking opportunities
  - Assistance with exam preparation and finding testing centers
  - Advice on how to contact potential employers
  - Proven methods on how to find work in the area you completed training and certifications
Student Organizations

Participation in student organizations provides opportunities for valuable experiences. Such participation fosters personal growth, encourages understanding, leadership, and cooperation and emphasizes the ideals of service, good citizenship and respect for human values. All student organizations related to the University must apply to the Office of the Vice-Chancellor of Student Affairs for registration. A faculty or administrative member assists and advises each registered group. The students can access the policies and procedures to register the organizations at our Web portal.

Bookstore

Textbooks and required course materials may be purchased through the online university bookstore.

University Policies

Universidad Ana G. Méndez- Campus Virtual is committed to provide a secure environment for the university community. The institutional policies apply to all students. Some policies may be updated after publication; please refer to our Web portal for current policies and procedures.

Maximum Number of Students Per Session

Ana G. Méndez University- Virtual Campus establishes as institutional policy that the minimum enrollment for online courses will be 12 students per session and the maximum will be 20 students. The exception to this rule will be scheduled courses for students with research project or thesis in progress. In these cases, the Policy for Allocation of Students to Research will apply. The maximum enrollment for online courses is established according to the courses content, the technology to be used and the technical support that the student needs. Also, to be considered is the time that the professor needs to interact with each student.
Overview of Online Educational Delivery System

Universidad Ana G. Méndez- Campus Virtual (UAGM- Campus Virtual) provides an integrated portal with the technologies to support the proposed programs offered in an online delivery format. The online courses take place within the secure environment of Blackboard. It requires registered students to login into their courses using their UAGM - Campus Virtual unique login. Blackboard is an online platform providing a portal and a learning management system with synchronous and asynchronous online tools designed to allow student and faculty class interactions. All student interactions including discussion board postings, chats, assignment submittals and quizzes have unique identifying information such as date, time and student identification information.

UAGM- Campus Virtual Blackboard Learning Management System (LMS) is the platform used to deliver the online graduate program. It provides the necessary functionality to correctly administer distance or online educational programs. It incorporates a solid environment for sharing and administering content, conduct online evaluations, follow-up with students, manage tasks and assignments, and conduct online collaborations. The platform provides for the delivery of synchronous as well as asynchronous education. Asynchronous delivery is accomplished via discussion forums, course email, lessons, modules and exams and quizzes. The majority of course activities are designed for asynchronous delivery, which provides student with the greatest flexibility in fulfilling academic requirements. For synchronous mode of delivery, tools like chat, whiteboard and desktop space sharing using a feature called Blackboard Collaborate allows faculty to deliver instruction in real time.

Universidad Ana G. Méndez- Campus Virtual also has the following tools that support the delivery of the online courses:

- **Softchalk** - This program transform academic content into HTML format that includes a wide variety of learning activities review. It also allows users to include assessment and evaluation tools that can be published to Blackboard Grade Center. Once students reviewed and completed the activities included in the softchalk module, a completion certificate can be printed.

- **Articulate Studio 09**
  - **Presenter** - Quickly create Flash-based presentations and e-learning courses.
  - **Engage** - Easily add stunning interactive content to your e-learning courses.
  - **Quizmaker** - Effortlessly craft Flash-based quizzes, assessments, and surveys.
  - **Video encore** - Convert your videos into the popular flash video format.

- **Snagit & Camtasia** - Snagit gives the tools needed to create eye-catching images and short videos for easy sharing. It is an excellent tool to capture a section of a screen or a video. On the other hand, Camtasia helps to create professional videos easily. This program can record on-screen activity, customize and edit content, add interactive elements, and share the videos or tutorials with anyone, on nearly any device. They both do video captures, Snagit is great for screen shots and Camtasia is great to create tutorials.

- **Prezi-Pro** - It is a multimedia application that presents different topics and ideas in a refreshing way that contains visual effects and simulates interactive space to keep audience attention.

- **ACXIOM** - The software randomly poses 2 multiple choice challenge questions to students when they login to their courses in Blackboard. 50% of the student body will be selected randomly each quarter.

- **Courseval** - Web-base and mobile-based course assessment system. Surveying and evaluation
software. It can be integrated to the Learning Management System (LMS).

**Respondus Lock Down Browser Campus-Wide** - It is a specialized browser that provides a secure testing environment within the LMS. When the test begins the user’s desktop is locked and it is not possible to print, copy, navigate or access other applications. Increases security of online testing.

**Respondus 4.0 Campus-Wide** - Application for creating and managing exams that can be printed to paper or published directly to the LMS. This program allows users to transform tests done in Word format on Web delivery form. Enhances the assessment capabilities.

**Proctor Now** - Distance learning exams proctored by computer and webcam. **Taskstream** - Learning achievement tool. Manage data that streamlines workflow and improves process. Provide custom workflow, data collection and reporting capabilities to support outcomes assessment initiatives that engage faculty, students and administrators.

**Blackboard Retention Center** - Provides an easy way for faculty to discover which students in the course are at risk. Based on preconfigured rules and rules faculty creates, students’ engagement and participation are visually displayed, quickly alerting you to potential risk. From the Retention Center, faculty can communicate with struggling students and help them take immediate action for improvement.

**NetTutor** - Is an online tutoring service that is integrated to the UAGM Campus Virtual Blackboard platform. This online tutoring service is provided by teachers and tutors who have a demonstrated interest in helping students succeed.
# UAGM-Campus Virtual Instructional Design Activity, Interaction, Subject-Object, Technique and Tools

<table>
<thead>
<tr>
<th>Instructional Event</th>
<th>Type of Interaction</th>
<th>Subject/Object</th>
<th>Technique</th>
<th>Technological Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grab attention</strong></td>
<td>Two-way</td>
<td>Professor – Student</td>
<td>Presentation of video clip, Group discussion</td>
<td>Video, Audio, Animation, Discussion forums, Chats</td>
</tr>
<tr>
<td><strong>Facilitate browsing</strong></td>
<td>Two-way</td>
<td>Professor – Student Student – Content</td>
<td>Presentation of tutorials</td>
<td>Multimedia application: Captivate</td>
</tr>
<tr>
<td><strong>Inform learning objectives</strong></td>
<td>Two-way</td>
<td>Professor – Student Student – Content</td>
<td>Presentation of multimedia information</td>
<td>Multimedia applications: Articulate Presenter / Engage / Captivate</td>
</tr>
<tr>
<td><strong>Stimulate previous knowledge</strong></td>
<td>Two-way</td>
<td>Professor – Student Student – Content</td>
<td>Presentation of information Hyperlinks to other content</td>
<td>Multimedia applications: Articulate Presenter, Web links, Email, Discussion forums</td>
</tr>
<tr>
<td><strong>Present information stimuli</strong></td>
<td>Two-way</td>
<td>Professor – Student</td>
<td>Presentation of information Hyperlinks to other content</td>
<td>Multimedia applications: Articulate Presenter, Web pages, Email, Discussion forums</td>
</tr>
<tr>
<td><strong>Provide guided learning</strong></td>
<td>Two-way</td>
<td>Professor – Student Student – Content</td>
<td>Presentation of information Hyperlinks to other content</td>
<td>Multimedia applications: Articulate Presenter, Web pages, Email, Discussion forums</td>
</tr>
<tr>
<td><strong>Increase achievement</strong></td>
<td>Multi-directional</td>
<td>Professor – Student</td>
<td>Presentation of information Hyperlinks to other content</td>
<td>Multimedia applications: Articulate Presenter, Web pages, Email, Discussion forums</td>
</tr>
<tr>
<td><strong>Provide feedback</strong></td>
<td>Multi-directional</td>
<td>Professor – Student Student – Content</td>
<td>Direct communication Assessment instruments</td>
<td>Tests, Messages (Bb), Email, Discussion forums</td>
</tr>
<tr>
<td><strong>Analyze the process</strong></td>
<td>Multi-directional</td>
<td>Student – Content Student – Student – Student</td>
<td>Case studies Research projects Group work</td>
<td>Email, Discussion forums, Chats, Digital Drop Box</td>
</tr>
<tr>
<td><strong>Knowledge creation</strong></td>
<td>Multi-directional</td>
<td>Student – Content Student – Student Student – Context</td>
<td>Case studies Research projects Guide questions Group work</td>
<td>Email, Discussion forums, Chats, Digital Drop Box</td>
</tr>
<tr>
<td><strong>Practice and application</strong></td>
<td>Multi-directional</td>
<td>Student – Content Student – Student Student – Context</td>
<td>Evaluations Projects Presentations Written documents Research projects</td>
<td>Tests, Email, Discussion forums, Chats, Digital Drop Box</td>
</tr>
</tbody>
</table>
# ACADEMIC CALENDAR

August – October 201601  
PT 201

<table>
<thead>
<tr>
<th>August</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classes begin</strong></td>
<td>17</td>
</tr>
<tr>
<td>Late registration period, class relocation and schedule change</td>
<td>17-20</td>
</tr>
<tr>
<td>Deadline for partial withdrawl with eligible credit or refund of 75%</td>
<td>31</td>
</tr>
<tr>
<td>Deadline for census taking</td>
<td>31</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>September</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for changes, claims and adding grades 201503</td>
<td>7</td>
</tr>
<tr>
<td>Regular registration period for next term part</td>
<td>14-16</td>
</tr>
<tr>
<td>Deadline for students to remove incomplete</td>
<td>16</td>
</tr>
<tr>
<td>Deadline for professors to remove incomplete</td>
<td>21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day of classes(final exams included) and deadline for filing parcial withdrawl and total withdrawl with anotation “w” in the registars office</td>
<td>11</td>
</tr>
<tr>
<td>Deadline for professors to submit grades at the web for faculty</td>
<td>12-15</td>
</tr>
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</table>

*Subject to change.*
<table>
<thead>
<tr>
<th>October</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>19</td>
</tr>
<tr>
<td>Late registration period, class relocation and schedule change</td>
<td>19-21</td>
</tr>
<tr>
<td>November</td>
<td></td>
</tr>
<tr>
<td>Deadline for partial withdrawal with eligible credit or refund of 75%. Deadline for census taking / Deadline for changes, claims and adding grades 201503.</td>
<td>2</td>
</tr>
<tr>
<td>Regular registration period for next term part</td>
<td>16-18</td>
</tr>
<tr>
<td>Deadline for students to remove incomplete</td>
<td>18</td>
</tr>
<tr>
<td>Deadline for professors to remove incomplete</td>
<td>23</td>
</tr>
<tr>
<td>December</td>
<td></td>
</tr>
<tr>
<td>Last day of classes (final exams included) and deadline for filing partial withdrawal and total withdrawal with annotation “w” in the registrar’s office.</td>
<td>13</td>
</tr>
<tr>
<td>Deadline for professors to submit grades at the web for faculty</td>
<td>14-16</td>
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*Subject to change.*
## January – March 201602
### PT 122

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td>Classes begin</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Class relocation and schedule change</td>
<td>19-21</td>
</tr>
<tr>
<td><strong>Febrero/February</strong></td>
<td>Deadline for partial withdrawal with eligible credit or refund of 75% / 1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Deadline for census taking / Deadline for changes, claims and adding grades 201503</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regular registration period for next term part</td>
<td>15-19</td>
</tr>
<tr>
<td></td>
<td>Deadline for students to remove incomplete</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Deadline for professors to remove incomplete</td>
<td>23</td>
</tr>
<tr>
<td><strong>Marzo/ March</strong></td>
<td>Last day of classes (final exams included) and deadline for filing partial withdrawal and total withdrawal with annotation “w” in the registrar’s office.</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Deadline for professors to submit grades at the web for faculty</td>
<td>7-9</td>
</tr>
</tbody>
</table>

*Subject to change.*
## March

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>14</td>
</tr>
<tr>
<td>Late registration period, class relocation and schedule</td>
<td>14-17</td>
</tr>
<tr>
<td>change</td>
<td></td>
</tr>
<tr>
<td>Deadline for partial withdrawl with eligible credit or</td>
<td>28</td>
</tr>
<tr>
<td>refund of 75%</td>
<td></td>
</tr>
<tr>
<td>Deadline for census taking</td>
<td>28</td>
</tr>
</tbody>
</table>

## April

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for changes, claims and adding grades</td>
<td>11</td>
</tr>
<tr>
<td>201503</td>
<td></td>
</tr>
<tr>
<td>Regular registration period for next term part</td>
<td>11-15</td>
</tr>
<tr>
<td>Deadline for students to remove incomplete</td>
<td>18</td>
</tr>
<tr>
<td>Deadline for professors to remove incomplete</td>
<td>21</td>
</tr>
</tbody>
</table>

## May

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Last day of classes (final exams included) and deadline</td>
<td>8</td>
</tr>
<tr>
<td>for filing parcial withdrawl and total withdrawl with</td>
<td></td>
</tr>
<tr>
<td>anotation “w” in the registrars office</td>
<td></td>
</tr>
<tr>
<td>Deadline for professors to submit grades at the web for</td>
<td>9-11</td>
</tr>
<tr>
<td>faculty</td>
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</tbody>
</table>

* Subject to change.
# May – June 201603

## PT 108

<table>
<thead>
<tr>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classes begin</strong></td>
<td><strong>30</strong></td>
</tr>
<tr>
<td><strong>Late registration period, class relocation and schedule change</strong></td>
<td><strong>May 30 June 01</strong></td>
</tr>
<tr>
<td><strong>Deadline for partial withdrawal with eligible credit or refund of 75%</strong></td>
<td><strong>13</strong></td>
</tr>
<tr>
<td><strong>Deadline for census taking</strong></td>
<td><strong>13</strong></td>
</tr>
<tr>
<td><strong>Deadline for changes, claims and adding grades</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td><strong>Regular registration period for next term part</strong></td>
<td><strong>14-17</strong></td>
</tr>
<tr>
<td><strong>Deadline for students to remove incomplete</strong></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td><strong>Deadline for professors to remove incomplete</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>July</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last day of classes (Final exams included) and deadline for filing partial withdrawal and total withdrawal with annotation “W” in the Registrars Office</strong></td>
<td><strong>24</strong></td>
</tr>
<tr>
<td><strong>Deadline for professors to submit grades at the web for faculty.</strong></td>
<td><strong>25-27</strong></td>
</tr>
</tbody>
</table>

*Subject to change.*
Course Numbering System

The following course numbering system is used by the AGMUS

7. 050, 100 and 200 coded courses are lower level bachelor’s degree courses
8. 300 and 400 coded courses are upper division bachelor’s degree courses
9. 500, 600 and 700 coded courses are master’s degree level courses

The Course Prefix

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

1. ACCO – Accounting
2. ECON – Economy
3. EDUC – Education
4. ENMP - Planning
5. ENVI- Environmental
6. FINA – Finance
7. HURM – Human Resources
8. MANA – Management
9. MARK – Marketing
10. STAT – Statistics
Master in Business Administration with a Specialization in Management

The specialty in management allows the student to explore theoretical as well as practical elements of modern management, as well as changes in this field. Other objective of this concentration is to prepare the student to the different administrative jobs in commercial and industrial companies.
# Specialization in Management

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
<th>Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Professional Courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCO 501</td>
<td>Managerial Accounting</td>
<td>3</td>
<td>ACCO 500</td>
</tr>
<tr>
<td>ECON 519</td>
<td>Managerial Economics</td>
<td>3</td>
<td>STAT 555</td>
</tr>
<tr>
<td>FINA 503</td>
<td>Managerial Finance</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>MANA 501</td>
<td>Organizational Behavior</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>MANA 600</td>
<td>Research Methods</td>
<td>3</td>
<td>STAT 555</td>
</tr>
<tr>
<td>MARK 511</td>
<td>Marketing Management</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>STAT 555</td>
<td>Statistics for Decision-Making</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>39</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **Specialization Courses**                                       |         |                             |
| HURM 710  | Personnel Administration                   | 3       | None                        |
| HURM 715  | Leadership and Supervision                 | 3       | None                        |
| HURM 725  | Labor Law                                  | 3       | MANA 501 HURM 710           |
| MANA 625  | Total Quality Management                   | 3       | MANA 501 STAT 555           |
| MANA 705  | Production an Operations Management        | 3       | STAT 555                    |
| MANA 738  | Advanced Marketing Management-Capstone     | 3       | 27 or more credits approved, |
|           | Course                                     |         | including MANA 600          |

## Course Program Totals

| Total Credits | **39** |
Master in Education with a Specialization in Teaching of English as a Second Language

This specialty is designed to provide candidates with a background in the principles, theories and practice of second language acquisition, learning and teaching. It seeks to prepare educators who can assume positions of leadership in ESL education as teachers or English supervisors in public or private schools and as professors in institutions of higher education.
## Specialization in Teaching of English as a Second Language

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
<th>Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Professional Courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 501 EU</td>
<td>Principles and Development of Curriculum in ESOL</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDUC 512 EU</td>
<td>Innovations and Education in ESOL</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td><strong>Specialization Courses</strong></td>
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<td></td>
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<tr>
<td>EDUC 550 EU</td>
<td>Second Language Acquisition</td>
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<td>None</td>
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<tr>
<td>EDUC 551 EU</td>
<td>Reading Processes in Second Language Settings</td>
<td>3</td>
<td>EDUC 550</td>
</tr>
<tr>
<td>EDUC 553 EU</td>
<td>Curriculum and Materials Development</td>
<td>3</td>
<td>None</td>
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<tr>
<td>EDUC 555 EU</td>
<td>Development of Communication Skills in English</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDUC 566 EU</td>
<td>Methods of Teaching as a Second Language</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDUC 567 EU</td>
<td>Cross-Cultural Communication and Understanding</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDUC 564 EU</td>
<td>Applied Linguistics for ESOL Teachers</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDUC 569 EU</td>
<td>Testing and Evaluation of ESOL</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDUC 604 EU</td>
<td>Knowledge Integration Seminar in ESOL</td>
<td>3</td>
<td>All Core and Specialization Courses</td>
</tr>
<tr>
<td><strong>Research Courses</strong></td>
<td></td>
<td></td>
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<tr>
<td>EDUC 600 EU</td>
<td>Educational Research Methods in ESOL</td>
<td>3</td>
<td>All Core and Specialization Courses</td>
</tr>
<tr>
<td>EDUC 617 EU</td>
<td>Research Seminar</td>
<td>3</td>
<td>EDUC 600, a passing score in your state or country of origin.</td>
</tr>
</tbody>
</table>

### Course Program Totals

| Total Credits | 39 |
Master in Science in Environmental Management with a Specialization in Environmental Planning

This specialty prepares students to assume management responsibilities required by today’s environmental field. The academic and field experience of the School allows students to develop the competencies in the area of environmental management which will enable them to assume leadership positions in the public and private sectors. The main goal of our program is to prepare an educated and skilled professional that contributes to solving the environmental problems of the world to achieve a sustainable development.
# Specialization in Environmental Planning

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
<th>Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Professional Courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVI 500</td>
<td>Fundamentals of Environmental Sciences</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>ENVI 501</td>
<td>Statistical Methods Applied to environmental Research</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>ENVI 502</td>
<td>Waste Management</td>
<td>3</td>
<td>ENVI 500</td>
</tr>
<tr>
<td>ENVI 503</td>
<td>Environmental Legislation: Multilateral Environmental Agreements (MEAS)</td>
<td>3</td>
<td>ENVI 500</td>
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<td>ENVI 504</td>
<td>Environmental Documents and Evaluation</td>
<td>3</td>
<td>ENVI 500/503</td>
</tr>
<tr>
<td><strong>Specialization Courses</strong></td>
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<tr>
<td>ENMP 550</td>
<td>Environmental and Natural Resources Economy</td>
<td>3</td>
<td>None</td>
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<tr>
<td>ENMP 551</td>
<td>Principles of Environmental Technology</td>
<td>3</td>
<td>ENVI 500</td>
</tr>
<tr>
<td>ENMP 552</td>
<td>Environmental Communication and Writing</td>
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<td>ENVI 500/504</td>
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<tr>
<td>ENMP 553</td>
<td>Environmental Strategic Planning</td>
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<td>ENMP 554</td>
<td>Environmental Quality Control Management</td>
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<tr>
<td><strong>Elective Courses (Select Two)</strong></td>
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<tr>
<td>ENMP 590</td>
<td>Environmental Risk Management</td>
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<td>ENVI 500/501</td>
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<tr>
<td>ENMP 591</td>
<td>Energy Sources and the Environment</td>
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<td>ENVI 500</td>
</tr>
<tr>
<td>ENMP 592</td>
<td>Comparative Environmental Risk Assessment</td>
<td>3</td>
<td>ENVI 500/590</td>
</tr>
<tr>
<td>ENMP 593</td>
<td>Current Topics in Environmental Affairs</td>
<td>3</td>
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<tr>
<td>ENMP 594</td>
<td>Climatology and Atmospheric Pollution</td>
<td>3</td>
<td>ENVI 500 ENMP 551</td>
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<tr>
<td>ENMP 595</td>
<td>Tropical Ecosystems</td>
<td>3</td>
<td>ENVI 500 ENMP 551</td>
</tr>
<tr>
<td>ENMP 596</td>
<td>Environmental Auditing</td>
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<td>None</td>
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<tr>
<td>ENMP 597</td>
<td>Fundamentals of Hydrogeology</td>
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<td>ENVI 500</td>
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<td><strong>Research Courses</strong></td>
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<td>ENMP 670</td>
<td>Research Proposal</td>
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<td>36 approved credits</td>
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<tr>
<td>ENMP 671</td>
<td>Research</td>
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<td><strong>Course Program Totals</strong></td>
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<tr>
<td>Total Credits</td>
<td></td>
<td>42</td>
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</table>
## Course Listings and Descriptions

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 501</td>
<td><strong>Managerial Accounting:</strong> This course emphasizes the study of managerial accounting within a framework of planning, control, and decision-making. It includes topics such as the cost-volume-profit relationship, capital investments, with a special interest in budget formulation and implementation.</td>
</tr>
<tr>
<td>ECON 519</td>
<td><strong>Managerial Economics:</strong> The course centers on the application of microeconomic theory and the tools of analysis of decision sciences to achieve efficient solutions in an organization. It includes fundamental topics such as demand theory, production and cost theory, and market structure.</td>
</tr>
<tr>
<td>EDUC 501 EU</td>
<td><strong>Principles and systematic development of curriculum:</strong> Study of relationships and differences between the foundations of education and the domains of curriculum. Discussion of theory, practice and the roles of the major participants in the design and development of curriculum. Analysis of curriculum development theories according to different philosophical viewpoints. Study of different models of curriculum development.</td>
</tr>
<tr>
<td>EDUC 512 EU</td>
<td><strong>Innovations and Education in English as a Second Language Setting:</strong> This course covers the study and analysis of educational innovations in school administration, and supervision, and in the teaching and learning process. It considers innovations and new educational strategies being implemented in the United States and other countries. Emphasis is also given to those practices being developed in the public and private educational systems in Florida.</td>
</tr>
<tr>
<td>EDUC 550 EU</td>
<td><strong>Second Language Acquisition:</strong> This course covers and analysis the theories related to the process of language development, language learning, language acquisition and the application of classroom practice to impact student achievement. It also includes the study of the influence of language acquisition in learning and literacy to reflect Florida requirements.</td>
</tr>
<tr>
<td>EDUC 551 EU</td>
<td><strong>Reading Processes in a Second Language Setting:</strong> This course includes the study and analysis of current theories on the reading processes in a second language. The different approaches to the teaching of reading and their application to the ESL Classroom will be discussed. Students will also be acquainted with the different skills involved in the reading process and with various teaching and evaluating strategies that can be used in the ESL classroom strategies on “Teaching the Transfer” approaches from the native language to the English language are the main focus of the course.</td>
</tr>
<tr>
<td>EDUC 553 EU</td>
<td><strong>ESOL Curriculum and Materials Development:</strong> This course includes the review of the relationship between language and related issues in curriculum and instruction for students learning in a second language. Students will investigate recent research studies from a linguistics philosophical and psychological perspective. A thorough review of explanatory curriculum practices and materials available is the main focus of the course.</td>
</tr>
<tr>
<td>EDUC 555 EU</td>
<td><strong>Development of Communication Skills in English:</strong> This course will focus on the identification of activities that promote second-language acquisition, emphasizing the active language skills of listening comprehension, speaking and writing. The first part of the course will be dedicated to the discussion of the different acquisition models and their implications and applications in the classroom. The second part of the course will focus on the identification, selection and development of instructional materials and strategies for the teaching of the skills. Some of the areas to be studied will be aural discrimination, attention and recall; vocabulary development, oral production and pronunciation; the mechanics and process of writing.</td>
</tr>
<tr>
<td>EDUC 564 EU</td>
<td><strong>Applied Linguistics for ESOL Teachers:</strong> This course focuses on linguistics aspects as they apply to second language acquisition and learning. It also includes the application of phonology,</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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</tr>
<tr>
<td>EDUC 566 EU</td>
<td><em>Methods of Teaching English as a Second Language</em>: This course examines the various methods for teaching a second language, as well as its principles and foundations for teaching a second language. It reviews the evaluation, design and adaptation of materials for teaching English-as a second language. Fundamental to this course is the critical analysis of current research on methods for teaching a second language to impact a second language.</td>
</tr>
<tr>
<td>EDUC 567 EU</td>
<td><em>Cross-Cultural Communication and Understanding</em>: In this course, the sociological and cultural issues that impact the development and implementation of both, curriculum and teaching of students will be examined. Emphasis is given to the examination of the results of research conducted in this area. Best practices to embrace multiculturalism and its role in student achievement are integrated in the course.</td>
</tr>
<tr>
<td>EDUC 569 EU</td>
<td><em>Testing and Evaluation</em>: This course introduces future teachers to second language acquisition and learning classroom-based assessment methodologies to determine proficiency in listening speaking, reading and writing skills. State assessment requirements on integrated in the course.</td>
</tr>
<tr>
<td>EDUC 600 EU</td>
<td><em>Educational Research Methods in ESOL</em>: This course is a study of educational research methodologies and theories in ESOL. It places emphasis on practical applications of research findings and teacher conducted research to classroom practice.</td>
</tr>
<tr>
<td>EDUC 604 EU</td>
<td><em>Knowledge Integration</em>: This course has been designed to provide students the opportunity to revise, examine, and critically discussed knowledge integration related with the educational system in the United States of America. Emphasis will be given to the evolution of the educational system during the end of the 20th century and the beginning of the 21st century. Challenges and concerns affecting today's educational system and their impact to academic achievement will be the prime focus to classroom discussion.</td>
</tr>
<tr>
<td>EDUC 617 EU</td>
<td><em>Research Seminar</em>: Research course based on the development of a pedagogical intervention focused on the teaching and learning of English as a second language of English Language Learners (ELLs). The intervention will be a contribution to the field of TESOL as it applies to educational systems, classrooms, schools, districts, or the community in general.</td>
</tr>
<tr>
<td>ENMP 550</td>
<td><em>Environmental And Natural Resources Economy</em>: This online course evaluates the importance of the scientific knowledge in the handling and conservation of the renewable and nonrenewable natural resources as basis for analysis and economic estimate to determine the added value of the natural resources. The course discusses the natural resources of the environmental public policy and the function of the economic analysis in the development of the policy that is carried out. The fundamental elements of the economic theory will be analyzed, including the analysis of cost and benefit.</td>
</tr>
<tr>
<td>ENMP 551</td>
<td><em>Principles of Environmental Technology</em>: Theoretical and technical aspects of environmental controls. The physical, chemical, biological and technological processes available for the purification of water and the disposition of solid and liquid waste will be discussed. The available technological methods of pollution control in water, soil, atmosphere, and noise contamination will be studied.</td>
</tr>
<tr>
<td>ENMP 553</td>
<td><em>Environmental Strategic Planning</em>: Study and analysis of the organizational environment and how to identify the trends and changes to facilitate the formulation of strategic organizational goals. The course focuses on the total quality concept and human resources administration applied to environmental issues.</td>
</tr>
</tbody>
</table>
| ENMP 554 | *Environmental Quality Control Management*: Development of an integrated global vision of environmental management, based on the tendencies and practices that direct it. Emphasis is given to the theoretical and operational phases, if the task is performed by an
Environmental manager, like methods, and techniques and pertinent practice of management. The course discusses the environmental managers’ function, roles, responsibilities and leadership. Description and application of those allied principles to the management of quality control in industrial laboratories, public agencies, municipalities, and businesses that perform environmental analysis.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENMP 590</td>
<td>Environmental Risk Management:</td>
<td>The discussion of risk assessment and risk management processes will be studied. Emphasis on the risks, uncertainty and implications in the strategies to reduce the human health risk and the effects on ecosystems. Presentation of different database resources (IRIS Database).</td>
</tr>
<tr>
<td>ENMP 591</td>
<td>Energy Sources and the Environment:</td>
<td>The course will evaluate the local and international energy situation; specifically, its economic, environmental, social and geo-political implications. It will examine the energy sources, strategies, its environmental impact, and the available technology for environmental control. The energy policy, its design and implementation, as an essential element for environmental planning and management will be covered during the course.</td>
</tr>
<tr>
<td>ENMP 592</td>
<td>Comparative Environmental Risk Assessment:</td>
<td>The course will evaluate and measure the health and environmental risk of human activities. The most important risk assessment techniques as well as their limitations will be covered in-depth by this course. Additionally, the course will discuss and evaluate the importance to communicate to the public the results of risk assessment.</td>
</tr>
<tr>
<td>ENMP 593</td>
<td>Current Topics in Environmental Affairs:</td>
<td>Online course of specialty that will treat subjects not covered in the regular curriculum. The course will provide the presentation and discussion of current subjects of great importance for the professional in the environmental area. This course will allow the opportunity to have guests of private companies, state or federal agencies that facilitate the students to be updated with regard to new technologies, new methods of investigation and conservation of resources, recent scientific findings and new applicable legal regulations in the environmental subjects.</td>
</tr>
<tr>
<td>ENMP 594</td>
<td>Climatology and Atmospheric Pollution:</td>
<td>The course is aimed at the evaluation of chemical, climate, economic and other variables relevant to atmospheric pollution management and control. Scientific and technical aspects associated with climate and air pollution, strategies for pollution control, and the legal framework encompassing the problem will be studied in detail.</td>
</tr>
<tr>
<td>ENMP 595</td>
<td>Tropical Ecosystems:</td>
<td>The structure, physiology, taxonomy and distribution of the main tropical ecosystems in the tropics will be studied. Exotic plants and animals introduced to different ecosystems, the environmental conditions and types of soils in different zones of life will be analyzed. The student will understand the fragility of the tropical ecosystems so as to make a critical judgment on the management of the tropical resources.</td>
</tr>
<tr>
<td>ENMP 596</td>
<td>Environmental Auditing:</td>
<td>This course is designed to give to the student the tools, skills and knowledge to develop, to structure and lead an audit of environmental compliance with the federal and state laws and applicable regulations. The course also has an inclusive discussion of the professional practices and the guides to carry out an audit or diligent environmental evaluation of a property or commercial or industrial establishment as part of the process of transaction in compliance with the Environmental Protection laws.</td>
</tr>
<tr>
<td>ENMP 597</td>
<td>Fundamentals of Hydrogeology:</td>
<td>The course looks into the technical and scientific principles relevant to the availability, occurrence of groundwater quality. Discusses the chemical, physical and biological characteristics of groundwater resources. Discusses the water flow in aquifers, hydrologic cycle, geology, the hydrological systems and the environmental issues related to the water resources.</td>
</tr>
</tbody>
</table>
| ENMP 670 | Thesis Proposal, Thesis Research:                                   | This is a requisite for the Master Degree. This course is focused on the development of research work on an environmental problem. This research
and its results must contribute to environmental knowledge. Comprehensive exam and its 
approval will be required to be granted a Master Degree. One semester each course.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ENVI 500</td>
<td><strong>Fundamentals of Environmental Sciences:</strong> A general perspective of the environmental sciences. The analysis of subjects related to problems of population dynamics; natural resources; and pollution effects in living beings will be studied. The discussion of the actual environmental problems and solutions will be analyzed.</td>
</tr>
<tr>
<td>ENVI 501</td>
<td><strong>Statistical Methods for Environmental Research:</strong> Descriptive and statistical methods to be applied in the analysis of uncertainties and decision-making processes of the environmental sciences.</td>
</tr>
<tr>
<td>ENVI 502</td>
<td><strong>Waste Management:</strong> Study of the fundamental concepts necessary to adequately manage solid waste (domestic, industrial and hazardous). RCRA will be discussed, its laws, and regulation norms related to the generation, transportation, action and storage, and the final disposal of solid waste. The law describes the necessary strategies to comply, evaluate and execute the required tasks to meet the public health, environmental health, and natural resources goals.</td>
</tr>
<tr>
<td>ENVI 503</td>
<td><strong>Environmental Legislation:</strong> Multilateral Environmental Agreements: The course is aimed at providing a legal and normative perspective of the activities that may have an impact on natural resources and the environment. Additionally, the course will analyze the local and federal legal framework pertaining to the use, management, and conservation of important natural resources. The course emphasizes the most important legal instruments from agencies such as the Environmental Quality Board and the Department of Natural and Environmental Resources. The course will be approached by in-depth case studies and real life situations.</td>
</tr>
<tr>
<td>ENVI 504</td>
<td><strong>Environmental Documents and Evaluation:</strong> Core online course that will study the importance of environmental documents in the processes of decision making. One will include antecedents, legal basis, requisites of format, content and procedural of environmental documents, used in the determination and governmental evaluation of environmental impacts of projects, actions and decisions (EA’s, DIA’s, etc.). The student will learn the proceeding and process of permissions and consultations of environmental type including the different agencies that take part. The student will also learn the preparation and analysis of mitigation plans, damage prevention (Moist soils, erosion control and land sedimentation, water forests, bodies, etc.) and plans to answer the environmental emergencies. Also it will include the preparation of manifestos, information of monitoring unloads and Environmental Justice. The course will take as it bases the Environmental Policy of the United States and each jurisdiction where the Student resides.</td>
</tr>
<tr>
<td>FINA 503</td>
<td><strong>Managerial Finance:</strong> The methodology and concepts relevant to the financial decision making process are studied. Within the framework of modern financial theory, this course examines how to manage the sources and uses of capital to achieve corporate goals. It specifically includes the study of financial analysis and financial planning techniques, long-run investment decisions, short-run liquidity needs, and long-run financial strategies and instruments.</td>
</tr>
<tr>
<td>HURM 710</td>
<td><strong>Personnel Administration:</strong> The course deals with philosophy, techniques and policies of the management of human resources in modern organizations. A conceptual model of personnel administration is discussed. The analysis is supplemented with classical case studies.</td>
</tr>
<tr>
<td>HURM 715</td>
<td><strong>Leadership and Supervision:</strong> The course provides the student with the skills and knowledge necessary to carry out effectively the managerial functions of planning, organization, direction and control of personnel.</td>
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</tbody>
</table>
| HURM 725    | **Labor Law:** The course promotes the analysis, evaluation, and discussion of local and federal laws pertaining to the employer-employee relationship. Topics discussed include fair
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>MANA 501</td>
<td><strong>Organizational Behavior</strong>: The course centers on the study of the conceptual and analytical foundations of human behavior in the organization. The impact of organizational variables of employee satisfaction and the performance of the organization will be examined. A case study approach is used.</td>
<td></td>
</tr>
<tr>
<td>MANA 600</td>
<td><strong>Research Methods</strong>: The course examines the nature and scope of research design and its application to management science. It also incorporates the statistical tools commonly used in the research process and in the development of a research proposal.</td>
<td></td>
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<tr>
<td>MANA 625</td>
<td><strong>Total Quality Management</strong>: The course centers on the presentation of the principles and concepts of the total quality management philosophy and its application in business and industry.</td>
<td></td>
</tr>
<tr>
<td>MANA 705</td>
<td><strong>Production an Operations Management</strong>: This course deals with concepts, techniques and decision-making in production operations management. Among the specific topics included are: acquisition and utilization of raw materials, short and long term projections, job programming, purchasing and inventory control, production scheduling according to demand, quality standards, and incentive systems.</td>
<td></td>
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<tr>
<td>MANA 738</td>
<td><strong>Advanced Marketing Management</strong>: The course centers on the study of marketing management through the use of quantitative analysis and marketing policy. Students will engage in a detailed analysis of the responsibilities of the distribution manager, including planning, organizing, directing, and coordinating the activities of personnel in charge of specialized tasks, such as promotion, sale management, and pricing.</td>
<td></td>
</tr>
<tr>
<td>MARK 511</td>
<td><strong>Marketing Management</strong>: The course is aimed at developing student’s capability for analysis and decision-making in situations requiring verbal and written solutions to marketing problems. It includes the study of strategic marketing, segmentation, positioning, and target market. Also included is the study of information systems, marketing research, psychographics and demographic characteristics of consumers.</td>
<td></td>
</tr>
<tr>
<td>STAT 555</td>
<td><strong>Statistics for Decision-Making</strong>: The course centers on the study of concepts and statistical methods useful to administrators in their decision-making processes. The course covers descriptive statistics and inferential statistics. Computer applications are part of the course.</td>
<td></td>
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<tr>
<td>Professors Name</td>
<td>Academic Credentials</td>
<td>Courses</td>
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<tr>
<td>Márquez, Eulalia</td>
<td>Ph.D. Specialization in Industrial/Organizational Psychology- San Juan, PR, 2001</td>
<td>Management Organizations, Human Behavior in the Organizations, Human Resources Management</td>
</tr>
<tr>
<td>Martínez, Broderick</td>
<td>Doctorate of Business Administration in Accounting NOVA Southeastern University, FL 1999</td>
<td>Accounting, Finance, Economics</td>
</tr>
<tr>
<td>Ortiz, Maribel</td>
<td>Ph.D. Business Administration, Interregional &amp; International Business Universidad Interamericana- San German, PR, 2011</td>
<td>International Business, Management, Marketing, Total Quality Management</td>
</tr>
<tr>
<td>Porta, Saidi</td>
<td>Pd.D. International Business Interamerican University-San Germán, PR in progress Expected graduation date: May 2015</td>
<td>International Business, Management</td>
</tr>
<tr>
<td>Rosa, Carlos F.</td>
<td>DBA- Management Universidad del Turabo-Gurabo, PR, 2009</td>
<td>Management, Accounting, Economics, Finance</td>
</tr>
<tr>
<td>Sosa, Juan C.</td>
<td>Ph.D. International Business Universidad de Puerto Rico-San Juan, PR, 2006</td>
<td>International Marketing, Marketing, Management, Microeconomics, Operations Management</td>
</tr>
<tr>
<td>Christiansen, Manuel</td>
<td>Master of Business Administration in marketing Keiser University, FL 2010</td>
<td>Marketing, Management</td>
</tr>
<tr>
<td>Cintrón, José</td>
<td>Master of Business Administration Accounting Metropolitan University, FL 2010</td>
<td>Accounting, Finance</td>
</tr>
<tr>
<td>Dávila, María Renee</td>
<td>Master of Business Administration in Management American Intercontinental University, FL 2007</td>
<td>Management</td>
</tr>
<tr>
<td>Doria, Verónica</td>
<td>Master of International Business Administration NOVA University, FL 2006</td>
<td>Business Administration</td>
</tr>
<tr>
<td>López, Mario Alberto</td>
<td>Master Degree in Management and Strategic Leadership University of Este, FL 2011</td>
<td>Management, Leadership and Supervision</td>
</tr>
<tr>
<td>Mejía, Ricardo</td>
<td>Master of Engineering in Management Universidad Politécnica de PR, PR 2010</td>
<td>Management</td>
</tr>
<tr>
<td>Name</td>
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<tr>
<td>Mesa, Ramón Antonio</td>
<td>MBA Strategic Management and Leadership Universidad del Este, Miramar, FL 2010</td>
<td>Management, Leadership and Supervision</td>
</tr>
<tr>
<td>Rondón, Ramón</td>
<td>MBA Management Saint Thomas University-Miami FL, 2003</td>
<td>Management, International Business</td>
</tr>
<tr>
<td>Tomecek, Karl</td>
<td>MBA Business NOVA Southeastern-Davie, FL, 2004</td>
<td>Management</td>
</tr>
<tr>
<td>Professor's Name</td>
<td>Academic Credentials</td>
<td>Courses</td>
</tr>
<tr>
<td>------------------------</td>
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<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Francis, Maria I.</td>
<td>Master of Linguistics &amp; master online in ESOL and Spanish University of Basque County, Spain 1993</td>
<td>Spanish</td>
</tr>
<tr>
<td>Garced, Aileen</td>
<td>Ed.D. Teaching as a Second Language Universidad de Puerto Rico, San Juan, PR in progreses Expected graduation date May 2015</td>
<td>Second Language Acquisition, Innovations and Education in ESOL, Methods of Teaching Testing and Evaluation</td>
</tr>
<tr>
<td>Macia, José</td>
<td>Doctor of Education in Higher Education-English and TESOL Florida International University, Miami, FL 1999</td>
<td>English TESOL</td>
</tr>
<tr>
<td>Mercado, Reylbeck</td>
<td>Ph.D. Doctor and Surgeon, Doctor of Medicine Xavier Pontifical university, Colombia 1976</td>
<td>TESOL Spanish</td>
</tr>
<tr>
<td>Nuñez, Dulcinia</td>
<td>Ph.D Curriculum and Teaching Fordham University-New York, NY, 21987</td>
<td>TESOL, Principles and Development of Curriculum, Innovations and Education in ESOL, Reading Processes, Development of Communication Skills, Cross-Cultural Communication and Understanding, Integration Seminar</td>
</tr>
<tr>
<td>Pabón, Mireya</td>
<td>Master of Education in Teaching English as a Second Language (ESOL) Universidad del Turabo, FL 2005</td>
<td>ESOL</td>
</tr>
<tr>
<td>Rivera Noble, Angie</td>
<td>Master of Science in Teaching English to Speakers of other Languages NOVA University, FL 2000</td>
<td>TESOL</td>
</tr>
<tr>
<td>Vázquez, Elizabeth</td>
<td>Master in ESOL University of Phoenix, PR 2006</td>
<td>ESOL</td>
</tr>
</tbody>
</table>
# Master in Environmental Science with Specialization in Environmental Planning

<table>
<thead>
<tr>
<th>Professor’s Name</th>
<th>Academic Credentials</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bauzá, Jorge F.</strong></td>
<td>Ph.D. Marine Sciences UPR Mayagüez, Universidad de Puerto Rico-Mayaguez, PR, 2003</td>
<td>Fundamental of Hydrogeology, Introduction to Environmental Sciences, Climate and Atmospheric Pollution</td>
</tr>
<tr>
<td><strong>Cox, Osvaldo</strong></td>
<td>Ph.D. Chemistry Ohio State University-Columbus, OH, 1968</td>
<td>Climate and Atmospheric Pollution Energy sources and the environment</td>
</tr>
<tr>
<td><strong>De Jesús Rivas, Quintín</strong></td>
<td>MP Environmental Planning Universidad Metropolitana-San Juan, PR, 2011</td>
<td>Environmental Auditing, Environmental and Natural Resources Economy, Preparation of Environmental Documents and Evaluation</td>
</tr>
<tr>
<td><strong>Ortíz, María C.</strong></td>
<td>Ph.D. (c) Public Health Epidemiology Walden University-in Progress</td>
<td>Environmental Communication and Writing, Environmental Sciences, Research Proposal, Research</td>
</tr>
<tr>
<td><strong>Otero Serrano, Juan</strong></td>
<td>Ph.D. Business Administration, Finance Universidad Puerto Rico-san Juan, PR, 2008</td>
<td>Statistical Methods Applied to Environmental Research</td>
</tr>
<tr>
<td><strong>Padín, Carlos M.</strong></td>
<td>Ph.D., Geography, Natural Resources Planning and Management Southern Illinois University-Carbondale, IL, 1994</td>
<td>Environmental Documents and Evaluation, Natural and Environmental Resources Economy</td>
</tr>
<tr>
<td><strong>Vázquez, Gabriel M</strong></td>
<td>Juris Doctor Universidad Interamericana-School of Law San Juan, PR, 2012</td>
<td>Environmental Legislation</td>
</tr>
<tr>
<td><strong>Zayas, Beatriz</strong></td>
<td>PhD. Molecular toxicology/ University of Pittsburg, PA Post Doc Novel anticancer drugs/Mass Institute of Technology (MIT)-Boston, MA, 2002</td>
<td>Environmental Risk Assessment, Environmental Management, and Environmental Toxicology</td>
</tr>
</tbody>
</table>
Disclosure of institutional approvals and regulatory responsibility

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