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*Programs offered only at Metro Orlando Campus
Section I

Overview:

Universidad Metropolitana

And

Sistema Universitario Ana G. Méndez
Universidad Metropolitana

Institutional Profile

Universidad Metropolitana (UMET) is a non-profit, nonsectarian institution of higher education that offers academic programs leading to professional certificates, associate degrees, undergraduate degrees, and graduate degrees in the master level. It is one of the institution members of the Sistema Universitario Ana G. Méndez (SUAGM).

As stated in its Mission, UMET is committed to provide its students with an atmosphere of academic freedom and with the necessary resources to develop mental flexibility, intellectual curiosity and linguistic skills as for their professional and personal fulfillment. The academic programs are designed to develop these skills through structured course requirements that include general education, professional and elective offerings. UMET defines General Education as a program component that contains, develops, and fosters a broad culture as well as the knowledge, skills, experiences, and values that enable its graduates to understand themselves and the world in which they live.

Foundation

Founded in 1980 as Colegio Universitario Metropolitano that became Universidad Metropolitana (UMET) in 1985 with the opening of the first graduate programs.

Mission

Universidad Metropolitana (UMET) will provide students with an environment of academic freedom and intellectual challenge that develops their mental flexibility, intellectual curiosity, linguistic skills and the necessary professional skills to achieve their personal realization, develop a productive life, and make significant contributions to society.

Universidad Metropolitana (UMET) will provide access to higher education available to everyone through a flexible admissions policy.

Universidad Metropolitana (UMET) is committed to the continuous update of the curriculum, to the quality of teaching, to research, and to community services.

Vision

Universidad Metropolitana (UMET) will become an academic community that constantly assesses the social, economic and political challenges in our country and throughout the world, responding by creating innovative, non traditional programs that facilitate the personal and professional development of both graduate and undergraduate students.

Universidad Metropolitana (UMET) will be known for its commitment to environmental affairs and for its leadership in the disciplines of science and technology.

Universidad Metropolitana (UMET) will distinguish itself as a state of the art university in educational technology through the use of telecommunications and distance learning.
Principal Officers

Federico M. Matheu, Ph. D., Chancellor
Omar A. Ponce, Ph.D., Vice Chancellor

Admission Policy

Universidad Metropolitana (UMET) has a flexible admission policy.

Library

UMET Collection: 121,385 volumes printed, audiovisual and electronic format
AGMUS Collection: 347,197

Licenses

Puerto Rico Council of Higher Education
Puerto Rico General Council on Education

Accreditations

Middle States Association of Colleges and Universities
National League of Nursing Accrediting Commission (NLNAC)
Commission on Accreditation of Allied Health Education Program (CAAHEP)
Sistema Universitario Ana G. Méndez

Sistema Universitario Ana G. Méndez (SUAGM) is a private, not for profit corporation under the laws of the Commonwealth of Puerto Rico and its members Universidad del Turabo (UT), Universidad Metropolitana (UMET), and Universidad del Este (UNE) are four-year, coeducational, non-profit private higher education institutions. Together, SUAGM and its three member institutions are the second largest private university system in the island of Puerto Rico. Continuing with its commitment to provide for quality access alternatives to a university education for Hispanic adult students and its tradition of service and collaboration to meet community needs, SUAGM has established the Metro Orlando and the South Florida Campuses as additional locations. Moreover, in establishing a SUAGM: UMET Metro Orlando and South Florida Campus, the system furthers its Vision 2005 as a “high-quality, people-centered learning community, of advanced technology, and internationally oriented”. The campuses in Florida will both serve its community and also serve as a bridge to fulfilling initiatives in serving the needs of Hispanic adults in other communities in Latin America and the United States.

Non-Discrimination Statement

Sistema Universitario Ana G. Méndez and its institutions do not discriminate on the basis of race, handicap, national or ethnic origin, creed, color, sex, social condition or political, religious, social or trade union beliefs.

Statement of Policy

This catalog includes the main terms concerning the formal relationship between students and SUAGM: UMET. Regardless of its effective date, the Institution reserves the right to admit, re-admit or register a student only for a semester or session separately. The Institution binds itself only during the semester for which the student has enrolled and paid his/her tuition fees.

It is the student’s responsibility to know and comply with the content of this catalog and all SUAGM: UMET rules and regulations. This catalog is in compliance with the institution’s bylaws, regulations and administrative orders and duties under Federal Law. It is subject to subsequent amendments.

The first section of this catalog contains an overview of SUAGM. Information that pertains to the Metro Orlando and the South Florida Campuses is included in Section II. The third section details information about the UMET’s program of studies.
The SUAGM and UMET main campus addresses and telephone numbers are:

**Sistema Universitario Ana G. Méndez**

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

Telephone No.: (787) 751-0178
Fax No.: (787) 766-1706
Website: www.suagm.edu

**Universidad Metropolitana**

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

Telephone No.: (787) 766-1717
Fax No.: (787) 759-7663
Website: www.suagm.edu/umet

**Statement of Accreditation**

Each one of the three institutions of SUAGM (UT, UNE, UMET) is accredited by Middle States Association of Colleges and Schools, a regional accrediting agency recognized by the U.S. Department of Education. Middle States has extended this accreditation to the Metro Orlando and South Florida Campuses.

SUAGM institutions have membership in the following professional associations:

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

**Statement of Licensure**

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

325 W Gaines ST., Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200
(888) 224-6684
www.fldoe.org

The Main Campus and additional locations of UT, UNE and UMET in Puerto Rico are licensed by the Puerto Rico Council of Higher Education and the Puerto Rico Council of General Education.

**Statement of Legal Control**

Sistema Universitario Ana G. Méndez is a private not for profit corporation registered under the laws of the Commonwealth of Puerto Rico and registered as a foreign corporation in the State of Florida. The corporation is governed by its Board of Directors under its systemic bylaws.

**Board of Directors of the Sistema Universitario Ana G. Méndez**

Ing. José Domingo Pérez, Presidente de la Junta de Directores
Sr. Néstor de Jesús Pou, Vicepresidente de la Junta de Directores
Sr. José F. Méndez, Presidente del SUAGM
Lcdo. Juan M. García Passalacqua
Sr. Ivar A. Pietri
Lcdo. Jorge A. Pierluisi, Jr.
Lcdo. Mario F. Gaztambide, Jr.
Lcdo. Antonio J. Colorado
Lcda. Zoraida Fonalledas
Lcdo. David Rivé Power
Lcdo. Juan R. Melecio
Dra. Florabel G. Mullick
Sr. Enrique M. Cardona
Dr. Víctor Hernández
Dr. Félix R. Schmidt
Sra. Agnes B. Suárez

**Officers of the corporation:**

José Domingo Pérez, CE, Board Chair
Néstor de Jesús, Board Vice Chair
José F. Méndez, President & CEO
Juan M. García Passalacqua, Esq.
Ivar A. Pietri
Jorge A. Pierluisi, Jr., Esq.
Mario F. Gaztambide, Jr., Esq.
Antonio J. Colorado, Esq.
Zoraida Fonalledas, Esq.
David Rivé-Power, Esq.
Juan R. Melecio, Esq.
Florabel G. Mullick, MD
Enrique M. Cardona, CPA
Víctor Hernández, DDM
Félix R. Schmidt, MD
Agnes B. Suárez, CPA
Administrative Council and Academic Board

Administrative Council

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

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

Academic Board

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

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

Academic and Student Affairs Commission

At the Metro Orlando and South Florida Campus, we have an Academic and Student Affairs (ASAC) consisting of eleven (11) members, including six (6) faculty professors with balanced representation from each discipline area and representation from both Florida Campuses, the Director of Faculty and Curriculum of each campus and the Director of Learning Resources Center of each campus. The certified faculty-professors elect professors to become members for a one-year term. The six (6) professors are elected as follows: one (1) professor for the area Natural and Health Sciences; one (1) professor for the area of Languages; one (1) professor for the area of Business Administration and Management; one (1) professor representing Education, one (1) professor representing Social and Human Sciences; (1) Campus Representative at Large.
Section II
Metro Orlando Campus
South Florida Campus
METRO ORLANDO – SOUTH FLORIDA CAMPUSES

Introduction

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

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

The physical facilities of the Metro Orlando Campus include 17 classrooms, two computer laboratories, two wet labs, a library, administration offices, a student and a faculty lounge as well as parking area. The South Florida Campus includes 12 classrooms, two computer laboratories, two wet labs, a library, administration offices, a conference room, a student and faculty lounge. Also, parking area is available for students and administration.

Metro Orlando Campus Administration and Staff

Luis Zayas Seijo, Associate Vice-President of Academic Affairs / Dean
Luis A. Burgos, Chief Operations Officer Florida Campuses
Elvira Costa, Director
Ricardo Ortolaña, Director of Faculty and Curriculum
Steven Pérez, Director of Integrated Services
Silquia Vélez, Director of Student Affairs and Registrar
Vacant, Director of Marketing and Recruitment
Lissette Bóssolo, Operations Manager
Vacant, Associate Director of External Affairs and Continuing Education
Carmen Figueroa, Director for Learning Resources
Fernando Wilches, Information Systems Director
Alexander Pijuán, Assistant to the Information Systems Director
Fidel Távara, Assessment and Placement Coordinator
Rosanilda Torres-Ibáñez, Financial Aid Coordinator
Lorna Gardón, Counselor and Job Placement Officer
Margarita David & Rosa Valera & Luis Fonseca, Assistant Librarians
Claudia Camacho, Executive Assistant
Lourdes Gutiérrez, Administrativo Assistant
Awilda L. Narváez, Administrative Assistant for Faculty
Vacant, Assistant to the Business Manager
Maricelli Alomar, Integrated Services Officer
Luisa Figueroa, Integrated Services Officer
Alexis Hernández, Integrated Services Officer
Luis Gautier, Security and Maintenance Officer

South Florida Campus Administration and Staff

Luis Zayas Seijo, Associate Vice-President of Academic Affairs / Dean
Luis A. Burgos, Chief Operations Officer Florida Campuses
Syndia Nazario, Director
Jorge Báez, Operations Manager
Jessica López, Director of Marketing
Roberto Túa, Director of Technology
Digna Orta, Director of Integrated Services
Lourdes Vazquez, Integrated Services Officer
Vacant, Administrative Assistant for Faculty and Integrated Services
Vacant, Associate Register and Coordinator of Student Affairs
Nydia Bonilla Financial Aid Coordinator
Betzaida Fuentes, Counselor PT
Vacant, Faculty and Curriculum Director
Maria Baez, Placement and Assessment Coordinator
Jesus Correa, Director for Learning Resources Center
Jacquelyn Rodríguez, Administrative Assistant

FACULTY

The Faculty of the SUAGM: UMET Metro Orlando Campus and South Florida Campus have a minimum of a Master Degree in their area of expertise and a minimum of two years of professional experience. In addition, faculty must demonstrate and be certified to have the aptitude and ability to facilitate courses in an accelerated program for adults. An updated list of certified faculty is available in the offices of each campus.
<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Credentials, Institution granting degree and date</th>
<th>Campus</th>
</tr>
</thead>
</table>
| Abigail Rios-Lugo | MPA in Administrative Programming, University of PR, PR, 1998  
                        BS in Political Sciences, University of PR, PR, 1989                                | Metro Orlando Campus |
| Abigail Santiago | M.A. Technology Education  
                        Caribbean University of Puerto Rico  
                        2002  
                        B.A. in Secondary Education  
                        Interamerican University of PR, PR, 1990                                        | Metro Orlando Campus |
| Alberto Velázquez | Ph.D. in Polymers Chemistry  
                        McGill University  
                        Montreal, Québéc  
                        1989  
                        M.S. in Polymer Chemistry, Laval University  
                        Montreal, Québéc  
                        1985  
                        B.S. in Chemistry  
                        Universidad de la Havana  
                        Havana, Cuba  
                        1973                                                      | South Florida Campus |
| Adriana Ferrufino | MA International Business Administration Nova Southeastern Univ.  
                        2004  
                        MA Economics  
                        International Business Universidad de los Andes Colombia  
                        1990  
                        BA in Economics Universidad de los Andes Colombia  
                        1989                                                      | South Florida Campus |
| Amilcar Martínez | M.B.A. Business Administration  
                        Webster University, PR  
                        2000  
                        B.A Industrial Management  
                        University of Puerto Rico  
                        1984                                                        | Metro Orlando Campus |
| Angel Avila      | MA Special Education, Minor:School Administration, Univ. of Phoenix, PR, 1995  
                        BA Political Sciences, University of Puerto Rico, 1989                                | Metro Orlando Campus |
                        BS Electrical Engineering, Polytechnic University of Armed Forces, Maracay, Venezuela  
                        1985                                                      | South Florida Campus |
<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Credentials, Institution granting degree and date</th>
<th>Campus</th>
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<tbody>
<tr>
<td>Angel Rios</td>
<td>MA in Administration &amp; Supervision, Pontifical Catholic University, PR 1984, BA in Elementary Education, Pontifical Catholic Univ., PR 1983</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Antonia Rivera-Torres</td>
<td>MA in Post Secondary Institution Administration, Interamerican University, PR, 1996, BA in Humanities, Interamerican University, PR, 1993</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Ariadna Rivera</td>
<td>MA Educational Computing, Interamerican University, PR 2000, BA Special Education Univ. Central de Bayamón PR, 1994</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Ariel Maldonado</td>
<td>MBA Nova Southeastern Univ., FL 1997, BS Information Systems Engineer, Javeriana University, Cali, Colombia 1989</td>
<td>South Florida Campus</td>
</tr>
<tr>
<td>Armando J. Sanchez</td>
<td>MS in Computer Modeling &amp; Simulation, Univ. of Central Florida, FL, 1997, BS in Civil Engineering, University of PR, Mayagüez PR, 1981, AS in Natural Science, University of PR, PR, 1978</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Arnaldo Fernandez</td>
<td>MA Journalism, Universidad de la Havana, Cuba 1994, BA Physics, Instituto Superior Pedagógico, Cuba 1980</td>
<td>South Florida Campus</td>
</tr>
<tr>
<td>Bárbaro Forteza</td>
<td>MS Spanish Language Education Nova Southeastern Univ. 2006, BS Education Instituto Pedagógico Superior, Havana, Cuba 1982</td>
<td>South Florida Campus</td>
</tr>
<tr>
<td>Bernardo Gil</td>
<td>M.B.A. Global Management, University of Phoenix, P. R. 2002, B.B.A. Business Administration, University of Puerto Rico</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Name</td>
<td>Academic Credentials, Institution granting degree and date</td>
<td>Campus</td>
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<tr>
<td>Bessie A. Torres</td>
<td>MA in Organizational Psychology, Colombia Univ., NY, 2003</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td></td>
<td>BS in Psychology, University of Central Florida, FL, 2001</td>
<td></td>
</tr>
<tr>
<td>Betty Muriel</td>
<td>MS Science, Universidad del Turabo, PR 2001</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td></td>
<td>BA Education (Biology), University of Puerto Rico 1980</td>
<td></td>
</tr>
<tr>
<td>Betzaida Fuentes</td>
<td>MS in Clinical Psychology Carlos Albizu University, PR 1985</td>
<td>South Florida Campus</td>
</tr>
<tr>
<td></td>
<td>BS in Psychology University of Puerto Rico 1982</td>
<td></td>
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<tr>
<td>Brenda Lampón</td>
<td>MS Industrial and Organizational Psychology Carlos Albizu University, Fi 2004</td>
<td>South Florida Campus</td>
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<tr>
<td></td>
<td>BA Psychology University of Sacred Heart, PR, 2000</td>
<td></td>
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<tr>
<td>Brenda Marín</td>
<td>Master in Social Work University of Puerto Rico, 1998</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td></td>
<td>BA Social Welfare, University of Puerto Rico, PR, 1995</td>
<td></td>
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<tr>
<td>Broderick F. Martínez</td>
<td>MS in Accounting Nova Southeastern University 1999</td>
<td>South Florida Campus</td>
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<tr>
<td></td>
<td>MBA Business Administration Nova Southeastern University 1998</td>
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<tr>
<td></td>
<td>BA Business Administration Florida International University 1996</td>
<td></td>
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<tr>
<td>Carlos A. Rueda</td>
<td>Ph.D. in Human Services – Criminal Justice, Walden Univ., MN, 2003</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td></td>
<td>BS in Psychology, Dobbs Ferry, NY, 1986</td>
<td></td>
</tr>
<tr>
<td>Carlos J. Cestero-Badillo</td>
<td>Doctor in Medicine Iberoamericana University, Dominican Republic., 2002</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td></td>
<td>BS in Biology, George Fox Univ., OR, 1996</td>
<td></td>
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<tr>
<td>Carlos Rodriguez</td>
<td>MA in TESOL, Universidad del Turabo, PR, 2002</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Name</td>
<td>Academic Credentials, Institution granting degree and date</td>
<td>Campus</td>
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<tr>
<td>Carlos Samuel Avila</td>
<td>BA in English, Pontifical Catholic Univ., PR, 1994&lt;br&gt;MBA Finance Interamerican University of Puerto Rico 1987&lt;br&gt;BA in Accounting University of Puerto Rico 1982</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Carmen Aponte</td>
<td>MS in Computer Information Systems, University of Phoenix, 2006&lt;br&gt;BA of Science in Computer Programming, EDP College, PR, 1998&lt;br&gt;Associate Degree in Business, EDP College, PR, 1985</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Carmen Astacio</td>
<td>M.A. Guidance &amp; Counseling Interamerican University of PR, 1982&lt;br&gt;B.A. in Social Sciences, Major in Psychology Interamerican University of PR, 1978</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Carmen C. Figueroa</td>
<td>MLIS in Library Automation, University of PR, P.R. 1989&lt;br&gt;BASS in Sociology &amp; Social Welfare, University of PR, 1982</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Carmen L. Lamboy</td>
<td>Ed.D. in Instructional Technology &amp; Distance Education, Nova Southeastern Univ., FL, 2004&lt;br&gt;MA in TESOL, Turabo Univ., PR, 1996&lt;br&gt;BA in Secondary Education, University of PR PR, 1988</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Carmen Muñiz</td>
<td>M.A. in Education University of Central Florida 2004&lt;br&gt;B.A. in Social Work University of South Florida 1999</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Carmen Rivera</td>
<td>MA in Spanish, University of Central Florida FL, 1999&lt;br&gt;BA in Secondary Education, Interamerican Univ., PR, 1977</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Cecilia Méndez</td>
<td>Master of Education, ESOL, Univ. del Turabo, Orlando, FL 2005&lt;br&gt;BA in Preschool Education, Univ. Didelista, Costa Rica, 1995</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Clelia Sallaberry</td>
<td>MA in Spanish, Univ. of California, Irvine, CA, 2003&lt;br&gt;BA in Spanish, Univ. of California, Irvine, CA, 2000</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Cristina Camacho</td>
<td>M. Ed. TESOL Universidad del Turabo Orlando, FL</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Name</td>
<td>Academic Credentials, Institution granting degree and date</td>
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<tr>
<td>Cristina Valle</td>
<td>BA in Psychology, University of PR, PR, 2001</td>
<td>Metro Orlando</td>
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<td></td>
<td>M.A. Human Resources University of Central Florida 2003</td>
<td>Campus</td>
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<tr>
<td></td>
<td>B.A. in Psychology University of Central Florida 2000</td>
<td></td>
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<td></td>
<td>BS in Automated Management Information System Engineering, Havana Polytechnic Inst., Havana, Cuba</td>
<td>Campus</td>
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<tr>
<td></td>
<td>1982</td>
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<tr>
<td>Denismar Medina</td>
<td>MBA in Health Care Management, University of Phoenix, FL, 2003</td>
<td>Metro Orlando</td>
</tr>
<tr>
<td></td>
<td>BS in Physical Therapy, University of PR, PR, 1990</td>
<td>Campus</td>
</tr>
<tr>
<td>Diana Algarín</td>
<td>MA in Exceptional Education University of Central Florida, Orlando, FL 2003</td>
<td>Metro Orlando</td>
</tr>
<tr>
<td></td>
<td>BA in Philosophy, World Univ. San Juan, PR 1979</td>
<td>Campus</td>
</tr>
<tr>
<td>Diana Malonda</td>
<td>MS in Finance, Universidad Gran Mariscal de Ayacucho, Barcelona, Venezuela (1998)</td>
<td>Metro Orlando</td>
</tr>
<tr>
<td></td>
<td>Civil Engineer</td>
<td>Campus</td>
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<tr>
<td></td>
<td>Universidad de Oriente, Barcelona, Venezuela (1993)</td>
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</tr>
<tr>
<td>Diane Duren-Scolo</td>
<td>MA in TESOL Education, Univ. of Connecticut, 2000</td>
<td>Metro Orlando</td>
</tr>
<tr>
<td></td>
<td>BA in Communications, Sacred Heart Univ., PR, 1990</td>
<td>Campus</td>
</tr>
<tr>
<td>Doel Salcedo</td>
<td>MA in Computer Resources and Information Management, Webster University, Wash. DC, 1993</td>
<td>Metro Orlando</td>
</tr>
<tr>
<td></td>
<td>BA in English Literature, Interamerican Univ., PR, 1983</td>
<td>Campus</td>
</tr>
<tr>
<td>Dorie M. Méndez</td>
<td>MBA in Accounting, Mercer University Atlanta, GA, 1994</td>
<td>Metro Orlando</td>
</tr>
<tr>
<td></td>
<td>BBA in Accounting, Pontifical Catholic Univ., PR, 1991</td>
<td>Campus</td>
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<tr>
<td>Edmundo Lugo</td>
<td>MS in Bilingual Education, The City College of New York, NY, 1988</td>
<td>Metro Orlando</td>
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<td>Eduardo Chaparro</td>
<td>Master in Corporate</td>
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<td>Edward Cornejo</td>
<td>MA Counseling Psychology - Manhattan College 1991</td>
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<td>Edwin Rivera</td>
<td>B.B.A. Accounting Sacred Heart Univ. San Juan P.R. 1980</td>
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<td>Elio E. Del Cañal</td>
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<td>Elizabeth Vazquez Aquino</td>
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<td>Master of Science in Nursing, Univ. of Phoenix, 2006</td>
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<td>BA of Science in Nursing, Florida Southern College, Lakeland, FL, 2004</td>
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<td>M.A. Educational Leadership NOVA Southeastern University, Florida, 2000</td>
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<td>MS Microbiology and Medical Zoology University of PR 2003</td>
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<td>MPA in Personnel Management, Troy Univ. Norfolk, VA, 2005</td>
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<td>MS in Criminal Justice University of Central Florida, Orlando, FL, 2004</td>
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<td>Ed.D in Counseling and Community Psychology Boston University 1981</td>
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<td>MS Management St. Thomas University 2000</td>
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<td>Fernando López</td>
<td>MS Spanish Language Education Nova Southeastern University</td>
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| Fernando Santiago             | 2006  
BA Spanish Universidad de La Havana, Cuba  
1982  
MA ESOL, Turabo Univ., PR, 2005  
BA in Education, Turabo Univ. PR, 1992  
AS in Bilingual Education, Modesto Junior College, Modesto, CA, 1990 | Metro Orlando Campus        |
| Fernando Varela               | MBA in Marketing, Univ. Metropolitana, San Juan, PR, 2005  
BA in Marketing, University of Puerto Rico PR, 1986 | Metro Orlando Campus        |
| Fernando Wilches              | MS in Management System Analysis, Kean Univ. NJ, 1994  
BS in Computer Science, Trenton State Univ., NJ 1982 | Metro Orlando Campus        |
| Fidel Távara                 | MA in Instructional Leadership & Bilingual Assessment, University of Illinois, IL 2002  
BA in Foreign Language Teaching, National University, Pedro Ruiz Gallo, Perú, 1994 | Metro Orlando Campus        |
| Flor Andreani                 | Ph.D. Social Sciences Universidad Central de Venezuela 1997  
MS Social Sciences Universidad Central de Venezuela 1973  
BS Sociology Universidad Central de Venezuela 1971 | South Florida Campus        |
| Francisco Prada               | MBA Accounting American Intercontinental University 2005  
Bachelor in Business Administration Major in Accounting 1977 | South Florida Campus        |
| Gloria Rivadeneyra           | MS in Medical Sciences, University of Florida, FL 2000  
BS in Animal Sciences, University of Florida, FL, 1997 | Metro Orlando Campus        |
| Graciela Squillaro-Truffia    | MA in Spanish, University of Central Florida, FL, 2000  
Licentiate of Science in Hospitality Management, Univ. of Moron, Argentina, 1982 | Metro Orlando Campus        |
<p>| Grisselle Vidal-Corujo        | PhD in Literature 80 credits, University of PR, PR 1999 | Metro Orlando Campus        |</p>
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<td>Guillermo Moreno</td>
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<td>Héctor López</td>
<td>MA in Economics, University of Puerto Rico, PR, 1983&lt;br&gt;BS in Industrial Engineering, Polytechnic Univ. of PR, 1988</td>
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<td>Idali Medina</td>
<td>M.Ed. International and Overseas Administration of Schools The College of New Jersey, 2003&lt;br&gt;BA English Linguistics/Education University of PR RUM, 1982</td>
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<td>Ingrid Cruz</td>
<td>MS in Mass Communications, Florida International Univ., FL, 1997&lt;br&gt;BA in Communications, Sacred Heart Univ., PR, 1988</td>
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<td>Iris Machado</td>
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<td>Ivelisse Guardiola</td>
<td>MA Mass Communications (Public Relations) University of Florida, FL, 2004&lt;br&gt;BS Social Sciences and Business Administration (Psychology and Marketing) Universidad de PR, PR, 2003</td>
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<td>Ivette Bóssolo</td>
<td>Juris Doctor, Florida State Univ. Tallahasee, FL, 2005&lt;br&gt;BBA Human Resources &amp; Marketing, Universidad de PR, PR, 2001</td>
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<td>Ivonne González</td>
<td>M.Ed. Technology Applied to Education Caribbean Univ. Ponce, PR, 2003&lt;br&gt;BA in ESL</td>
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<td>Jaime Solórzano</td>
<td>MD in Medicine, University of Guadalajara, Mexico, 2002&lt;br&gt;BA, Physical Therapy and Rehabilitation, University of Guadalajara, Mexico, 1995</td>
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<td>J. Rafael Betancourt</td>
<td>MA Religion Eastern University&lt;br&gt;BA Psychology Eastern University 1984&lt;br&gt;1987</td>
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<td>Jacqueline Carrero</td>
<td>MS Special Education Long Island University, NY&lt;br&gt;BA Early Childhood &amp; Elementary Education - Queens College, NY 1994</td>
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<td>Jasmin Suarez</td>
<td>MA in Counseling Universidad de PR, PR, 1987&lt;br&gt;BA in Human Welfare, Universidad de PR, PR 1983</td>
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<tr>
<td>Jessica López</td>
<td>MBA Marketing Universidad Metropolitana&lt;br&gt;B.A. Communications University of Puerto Rico 2004&lt;br&gt;1994</td>
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<td>Jesus Martí</td>
<td>Juris Doctor, Interamerican Univ., PR, 1982&lt;br&gt;BA in Psychology, Universidad de PR, PR, 1979</td>
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<td>Jesús Oliveras</td>
<td>MIBA in International Finance, Nova Southeastern University, FL, 2004&lt;br&gt;BBA in Accounting and Finance Interamerican Univ. PR, 1982&lt;br&gt;18 credits in MBA Phoenix University, 1992</td>
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<td>Jimmy Soto</td>
<td>Juris Doctor Catholic University of PR, Ponce, PR, 1984&lt;br&gt;BBA in Accounting Universidad de PR, Cayey, PR, 1979</td>
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<td>Jorge Rivera</td>
<td>MBA in Management, University of Phoenix, 1995&lt;br&gt;BS in Production Management, Universidad de PR, PR, 1987&lt;br&gt;Associate in Industrial Management Universidad de PR, PR, 1987</td>
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<td>Jorge Martínez</td>
<td>MBA in General Management, Keller Graduate School of Management, FL, 2004</td>
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| José A. Banchs            | BA in Sociology, Sacred Heart Univ., PR, 1984  
BBA in Accounting, Interamerican University, PR, 1971                                                                | Metro Orlando Campus |
| José Carrasquel           | Ph.D Romance Linguistics, University of Washington 1995  
MA Romance Languages, University of Oregon 1990  
BS Computer Science and Mathematics  
University of Oregon 1988 | South Florida Campus |
| José Echegaray            | MS Public Health Administration, University of Puerto Rico 1994  
BS Biology  
University of Puerto Rico 1981 | South Florida Campus |
| José A. Martinez          | MBA in Finance,  
WAKE Forest University, NC, 1994  
BBA in Accounting, Universidad de PR, PR, 1980 | Metro Orlando Campus |
| José Alvarez              | MBA in Marketing  
University of Phoenix, PR, 1998  
BS in Biology, Interamerican Univ. of PR, 1994 | Metro Orlando Campus |
| Jose Penso                | Master Media & Communication Management  
Webster University, Jacksonville 2006  
BBA  
Universidad Autonomia, Barranquilla, Colombia 1999 | South Florida Campus |
| José Perez-Valentin       | M.A. in Education TESOL  
Universidad del Turabo, Orlando, FL 2006  
B.A. Elementary Education  
Interamerican University of P. R. 1994 | Metro Orlando Campus |
| Joslyn Hernández          | MBA in Management Information Systems, Sagrado Corazon Univ., Santurce, PR, 2002  
BBA in Computer Information Systems, Universidad de PR, Mayagüez, PR, 1993 | Metro Orlando Campus |
| Judith Cancel             | Ph.D. Bilingual & Bicultural Studies, University of Connecticut, 1987  
MA in Education (Curriculum & Admin.)  
University of Connecticut, 1982 | Metro Orlando Campus |
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<td>Julia López</td>
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<td>Juris Doctor&lt;br&gt;Universidad de PR, San Juan, PR 1999&lt;br&gt;BBA in Accounting&lt;br&gt;Universidad de PR, San Juan, PR 1986</td>
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<td>Karen B. McFadyen</td>
<td>M Ed.&lt;br&gt;Univ. of North Carolina N.C., 1976&lt;br&gt;BA in Spanish, University of North Carolina, NC, 1966</td>
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<td>Karina Ledesma</td>
<td>MS Management Information Systems, University of Central Florida, FL, 2004&lt;br&gt;Computer Science Engineer, Universidad Femenina del Sagrado Corazón, Perú, 1993</td>
<td>Metro Orlando</td>
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<td>Kerinth D Campbell</td>
<td>M Ed Educational Leadership Central Connecticut State University 2004&lt;br&gt;BA Spanish &amp; Social Sciences University of the West Indies (Mona) 1989</td>
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<td>Kety Lopez</td>
<td>MS Mental Health Counseling University of Florida 2006&lt;br&gt;BS Psychology Florida International University 2003</td>
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<td>Lilian J. Panagiotópoulos</td>
<td>M Ed. Instructional Design and Educational Technology Univ. of Florida 1982&lt;br&gt;BS TESOL&lt;br&gt;Universidad Pedagogica, Venezuela 1976</td>
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<td>Lillybeth Mendez</td>
<td>MS Public Health University of Puerto Rico 1978&lt;br&gt;BA Education University of Puerto Rico 1975</td>
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<td>Master in Administration and Supervision, Mercy College, 2004&lt;br&gt;Master in Guidance and Counseling, College of New Rochelle, NY 1996</td>
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<td>MS Reading Education, Eastern Connecticut State College, 1976</td>
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<td>Doctor in Medicine, Universidad de PR, PR, 1986</td>
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<td>BS in Chemistry, UNIVERSITY OF PUERTO RICO, PR, 1982</td>
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<td>Luis Gomez</td>
<td>Law degree from Brooklyn, Law School, New York, 1962</td>
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<td>Luis R. Pastrana</td>
<td>Ph.D. Candidate in Political Sciences, University of Chicago, IL</td>
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<td>Luis Zayas</td>
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<td>BS in Natural Sciences – Mathematics, Universidad de PR, PR, 1991</td>
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<td>Luz Fonseca</td>
<td>MS in Elementary Education Old Dominion University, VA, 2001</td>
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<td>University of Puerto Rico, PR, 1973</td>
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<td>Lynette Rodríguez</td>
<td>MA in Curriculum, University of Phoenix, 1993</td>
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<td>BA in Preschool &amp; Elementary Education, Universidad de PR, PR, 1982</td>
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<td>Lynn Torres</td>
<td>Ed D in Counseling &amp; Guidance, Interamerican Univ., San Juan, PR, 1994</td>
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<td>MA in Public Administration, Universidad de PR, PR, 1982</td>
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<td>Magaly Pacheco</td>
<td>BA in Social Work, Universidad de PR, PR, 1980</td>
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<td>Academic Credentials, Institution granting degree and date</td>
<td>Campus</td>
</tr>
<tr>
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<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------</td>
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<tr>
<td>Manuel J. Aragones</td>
<td>MS Computer Sciences Nova Southeastern University 2003 BS in Mathematics and Computer Science 2000</td>
<td>South Florida Campus</td>
</tr>
<tr>
<td>Mar Rodriguez</td>
<td>Ph.D. Candidate in Human Factors Psychology, University of Central Florida FL, 2003 MA in Elementary Education, Texas A&amp;M University, TX, 1986 BA in Psychology and Biology, Universidad de PR, PR, 1984</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Marcel Andino</td>
<td>Ph. D. Technical Sciences (automation and computers) University of Havana, Cuba 1981 MS Automatic Control University of Havana, Cuba 1974 BS Industrial Engineering University of Havana, Cuba 1967</td>
<td>South Florida Campus</td>
</tr>
<tr>
<td>Marco A. Albarran</td>
<td>MBA Hospitality Management Lynn University Boca Raton FL 2000 BS Hospitality Management Lynn University Boca Raton FL 1998</td>
<td>South Florida Campus</td>
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<tr>
<td>Mareitssa Griggs</td>
<td>MS in ESOL, Nova Southeastern University, FL, 2004 BA in History, Meredith College, NC, 1989</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Marga González</td>
<td>J.D. UNIVERSITY OF PUERTO RICO, PR, 1990 BBA in Accounting, Universidad de PR, PR, 1987</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Margarita David</td>
<td>MS Documents Management Systems La Salle University, Colombia, 1998 BS in Library Science La Salle University, Colombia, 1989</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Margarita Muriel</td>
<td>M.A. Elementary Education &amp; ESE Eastern Nazarene College Mass. 1994 B.A. of Science Education University of Massachusetts 1987</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Margarita O’Ferral</td>
<td>MS in Urban Education, Chicago State Univ. IL 1978 BA in Secondary Education, Universidad de PR, PR 1968</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Maria Antonia Montalvo</td>
<td>Ph.D. Education University of New Mexico 1994 MS. Education Western Illinois University 1997 Bachelor of Arts Northern Illinois University 1973</td>
<td>South Florida Campus</td>
</tr>
<tr>
<td>Maria del C. Cubero</td>
<td>MS Business Education InterAmericana, PR 2002</td>
<td>South Florida Campus</td>
</tr>
<tr>
<td>Name</td>
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<tr>
<td>María C. Sevillano</td>
<td>BS Commercial Education, University of Puerto Rico 1992</td>
<td>South Florida Campus</td>
</tr>
<tr>
<td></td>
<td>Ed. D. Information Technology and Distance Learning Nova SE, Florida 2006</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MBA Management and Marketing Universidad del Turabo 1987</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS Management University of Sacred Heart 1982</td>
<td></td>
</tr>
<tr>
<td>María González</td>
<td>Doctorate in Humanities and Social Sc. (Family Therapy) Nova Southeastern 1991</td>
<td>South Florida Campus</td>
</tr>
<tr>
<td></td>
<td>MS Family Therapy, Saint Thomas University 1985</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS in Health Education</td>
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</tr>
<tr>
<td></td>
<td>Boston Bouve College, MA</td>
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<tr>
<td></td>
<td>BS in Health Education</td>
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<tr>
<td>María M. Báez-Reyes</td>
<td>Ph. D. Psychology University of Puerto Rico 2005</td>
<td>South Florida Campus</td>
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<tr>
<td></td>
<td>MA Academic and Research Psychology University of Puerto Rico 2002</td>
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<td></td>
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<tr>
<td>María Vazquez</td>
<td>MBA in Material Management &amp; Production Control, Turabo University, PR, 2000</td>
<td>Metro Orlando Campus</td>
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<tr>
<td></td>
<td>MBA in Business, Pontifical Catholic University, PR, 1987</td>
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<tr>
<td>María González</td>
<td>Master of Science in Nursing</td>
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<td>University of Phoenix, 2003</td>
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<tr>
<td>Maria T. Díaz-Urbino</td>
<td>MPA in Public Administration</td>
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<tr>
<td></td>
<td>University of Central Florida, FL, 1991</td>
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<tr>
<td></td>
<td>BS in Business Administration Marketing, University of Central Florida, FL, 1987</td>
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</tr>
<tr>
<td></td>
<td>BA in Political Sciences, University of Central Florida, FL, 1987</td>
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</tbody>
</table>
| Mariella Sullivan | MA in Varying Exceptionalities, Nova Southeastern Univ, FL, 2001  
BA in TESOL, Instituto Pedagógico Nacional Monterrico, Perú, 1986 | Metro Orlando Campus    |
| Mario P. Molins   | MS Management and Organizational Sciences, Florida International University 1973  
BA Economics and International Studies, University of Florida 1967 | South Florida Campus    |
| Marta González    | MA in Administration & Supervision, University of Phoenix, FL 1990  
BA in Elementary Education, Univ. Central de Bayamón, PR 1998 | Metro Orlando Campus    |
| Martin Taylor     | Ph. D. Hispanic Language and Literature University of California Los Angeles 1964  
MA Spanish – Hispanic Language and Literature University of California Los Angeles 1956  
BA Spanish and Latin American Studies New York University 1954 | South Florida Campus    |
| Melissa Martell   | M.B.A. Human Resources  
Universidad Metropolitana, Orlando, Florida, 2005  
B.A. Business Administration  
University of Puerto Rico, PR, 1999 | Metro Orlando Campus    |
| Michael Santiago  | MA in Administration & Supervision, Metropolitan Univ, PR, 1995  
BA in Natural Sciences, Metropolitan Univ., PR, 1993  
AS in Respiratory Therapy, Metropolitan Univ., PR, 1991 | Metro Orlando Campus    |
| Miguel A. Rivera  | Master of Business Administration, Major: Finance, INTER, San Germán, PR 2000  
BS Accounting, George Univ., Oregon, 1991  
AD. Industrial Engineering, University of PR, 1987 | Metro Orlando Campus    |
| Milka I. Colon    | MA in Administration & Supervision, University of Phoenix, PR 1996  
BA in Tourism, Sacred Heart Univ., PR, 1993 | Metro Orlando Campus    |
| Mireya Pabón      | M.Ed in ESOL  
Universidad del Turabo, Orlando, FL, 2005  
BA in Elementary Education  
University of Puerto Rico, PR, 199 | Metro Orlando Campus    |
| Myrna A. Benitez-Garcia | MBA Marketing  
University of Phoenix, PR 2001 | Metro Orlando Campus    |
<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Credentials, Institution granting degree and date</th>
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</table>
| Nancy Arcelay Vargas        | BA in Communications & Advertising  
Sacred Heart Univ. PR  
1991  
M Ed. Instructional Technology  
American Intercontinental University  
2004  
MS Public Health Major  
Mother and Child Development  
University of Puerto Rico  
1994  
BS Health Science Administration  
University of PR  
1991 | South Florida Campus |
| Natalia S. Ruiz             | MA in Organizational Management,  
University of Phoenix, PR,  
2004  
BBA in Marketing, Interamerican Univ. PR, 2001  
MBA in Technology Management,  
University of Phoenix, FL, 2003 | Metro Orlando Campus |
| Nelson Placa                | MA in Organizational Management,  
University of Phoenix, PR,  
2004  
BBA in Marketing, Interamerican Univ. PR, 2001 | Metro Orlando Campus |
| Nereida Oliveras            | Juris Doctor,  
Interamerican Univ., PR.,  
1998  
MA in Music, Roosevelt  
Univ., IL,  
1980  
BA in Music,  
Indiana Univ., IN, 1978 | Metro Orlando Campus |
| Nora Colón                  | ED.S. in Bilingual & Bicultural Education, Seton Hall University, South Orange, New Jersey,  
1997  
MA in Teaching, Curriculum & Learning Environment,  
Harvard University,  
1991  
BA in Elementary Education, University of PR, PR,  
1988 | Metro Orlando Campus |
| Odette Martinez             | MA In Art Education, Universidad del Turabo, PR 2004  
BA in Plastics Arts, University of PR, PR 2001 | Metro Orlando Campus |
| Olga Vázquez                | MS Microbiology & Molecular Biology,  
University of Central Florida,  
2001 | Metro Orlando Campus |
| Orlando Portalatin          | MS in Industrial – Organizational Psychology,  
University of Central Florida, FL, 2001  
BBA in Marketing,  
University of Central Florida, FL, 1993 | Metro Orlando Campus |
| Pablo F. Andrade            | MA in Economics,  
University of Central Florida, FL, 2000 | Metro Orlando Campus |
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<tr>
<th>Name</th>
<th>Academic Credentials, Institution granting degree and date</th>
<th>Campus</th>
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</thead>
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| Pablo Rivera      | BA in Economics, Univ. of Cuenca, Ecuador, 1994  
Master in Business Administration, UMET, PR, 2001  
BA Degree in Music Composition, 1989  
RICE University, Houston, TX, 1989 | Metro Orlando Campus        |
| Pablo Simón       | MA History – University of Miami, FL, 2005  
MBA Accounting  
University of Miami  
FL, 1992  
MS Management Florida International University  
1981  
BA Accounting and Business Administration, Univ. Interamericana, PR  
1979 | South Florida Campus               |
| Pamela Jones      | MA in TESOL, University of Central Florida, FL, 2004  
BA in Translation and Interpretation, UFSC, Lima, Perú, 1999 | Metro Orlando Campus        |
| Pedro Nieves      | MBA  
University of Central Florida, FL 2003  
MS Mechanical Engineering University of Central Florida, FL, 1998  
BS Mechanical Engineering University of Central Florida, FL, 1996 | Metro Orlando Campus        |
| Pedro E. Nuñez    | MBA Finance  
University of Denver, CO, 1984  
Systems Engineering degree, Universidad Metropolitana, Venezuela 1979 | South Florida Campus        |
| Ramón A. Ojeda    | Master in Business Administration, Penn State, University of Pennsylvania, 1996  
Bachelor in Business Administration  
Universidad Metropolitana, Caracas, Venezuela, 1993 | Metro Orlando Campus        |
| Ramón Claudio-Tirado | Ed. In Educational Administration, Columbia Univ., N.Y. 1971  
MA in Supervision & Curriculum  
University of N.Y., 1963  
BA in Elementary Education  
University of PR, PR 1958 | Metro Orlando Campus        |
| Rebecca Millán    | Ph.D. in Christian Counseling, Doxa International University, 1996  
MA in School Counseling, University of Phoenix, 2000 | South Florida Campus        |
<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Credentials, Institution granting degree and date</th>
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<tbody>
<tr>
<td>Ricardo Castro</td>
<td>Bachelor of Arts, University of Puerto Rico, PR, 1989&lt;br&gt;MBA in Marketing, University of Phoenix, PR 2001&lt;br&gt;BBA in Management, University of Central Florida, PR, 1978</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Ricardo Ortolaza</td>
<td>Ed.D in Curriculum and Instruction, Argosy University, FL, 2005&lt;br&gt;Educational Specialist in Curriculum and Instruction Argosy University, FL 2005&lt;br&gt;MA in ESL Sec. Education Catholic University of PR, PR 2000&lt;br&gt;BA in Secondary Education in ESL Catholic University of PR, PR, 1997</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Ricardo Zaurin</td>
<td>MS in Information Management Universidad de Oriente, Venezuela, 1994&lt;br&gt;Civil Engineer Universidad de Oriente, Venezuela, 1985</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Richard Flores</td>
<td>MA in Administration &amp; Supervision University of Phoenix, PR, 1995&lt;br&gt;BS in Natural Sciences – Mathematics, University of PR, PR 1988</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Rita Hernández</td>
<td>MS in Nursing, University of PR, 1997&lt;br&gt;BS in Nursing, University of PR 1988&lt;br&gt;AD in Nursing, University of PR, 1980</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Roberto Desdin</td>
<td>Ph.D. Clinical Psychology Oklahoma State University 1983&lt;br&gt;MS Clinical Psychology Oklahoma State University 1977&lt;br&gt;BA Psychology Drew University Madison NJ 1974</td>
<td>South Florida Campus</td>
</tr>
<tr>
<td>Roberto Rivera</td>
<td>MA in Administration &amp; Supervision, University of Phoenix, PR,1989&lt;br&gt;BA in Mathematics, University of PR, PR, 1975</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Rosario Rivera</td>
<td>MA in TESOL, Adelphi Univ., N.Y., 1996&lt;br&gt;MA in Bilingual – Bicultural Education Phoenix University, PR, 1990</td>
<td>Metro Orlando Campus</td>
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<tr>
<td>Name</td>
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<tr>
<td>Roxana Arias</td>
<td>BBA in Accounting &amp; Economics, Interamerican Univ., PR, 1984</td>
<td>Metro Orlando Campus</td>
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<tr>
<td></td>
<td>MA in Counseling &amp; Psychology, Troy State University, FL, 2003</td>
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<td></td>
<td>BA in Education &amp; Health, University of Central Florida, 2002</td>
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<tr>
<td>Sandra Ríos</td>
<td>Master in Education Administration and Supervision Catholic University of Puerto Rico, 1986</td>
<td>Metro Orlando Campus</td>
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<tr>
<td></td>
<td>BA in Nursing, Catholic Univ. of Puerto Rico 1980</td>
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<tr>
<td>Sandra Martínez</td>
<td>Ed. D. , Adult Education &amp; Leadership), NOVA Southeastern Univ., FL, (9 credits in progress) 2005</td>
<td>Metro Orlando Campus</td>
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<td></td>
<td>MA in Curriculum &amp; Instruction, National Louis University, FL 2003</td>
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<td>MA 33 Credits in TESOL, Interamerican University, PR, 1986</td>
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<td>BA in Education, Turabo University, PR, 1981</td>
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<tr>
<td>Sara Lugo</td>
<td>M.A. Business Admin. University of Phoenix, Florida 2005</td>
<td>Metro Orlando Campus</td>
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<td></td>
<td>B.A. Business Administration Catholic University of P. R. 1998</td>
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<tr>
<td>Silquia Velez</td>
<td>MBA in Human Resources, Turabo University, PR, 1997</td>
<td>Metro Orlando Campus</td>
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<tr>
<td></td>
<td>BS in Secretarial Sciences, Turabo University, PR, 1984</td>
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<tr>
<td>Sylvia M. Pabón</td>
<td>M.Ed ESOL Turabo University, Orlando, FL, 2005</td>
<td>Metro Orlando Campus</td>
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<tr>
<td></td>
<td>Bachelor in Secretarial Sciences, University of Puerto Rico, PR, 1988</td>
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<tr>
<td>Sylvia T. Gáeziers</td>
<td>Ph.D. in Educational Organization, University of Buffalo, NY, 1997</td>
<td>Metro Orlando Campus</td>
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<tr>
<td></td>
<td>MBA in Interpersonal Relations &amp; Marketing, Interamerican University, PR, 1976</td>
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<tr>
<td>Syndia Nazario</td>
<td>M.Ed. Educational Leadership, Nova Southeastern University 2004</td>
<td>South Florida Campus</td>
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<td></td>
<td>BA Psychology University of Puerto Rico 1989</td>
<td></td>
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<tr>
<td>Teresa diSerio</td>
<td>MS Cultural Affairs School of Cultural Administration, Buenos Aires 1998</td>
<td>South Florida Campus</td>
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<tr>
<td>Tere Rodrigez-Baez</td>
<td>BS in Education, Teaching Language &amp; Communication, CAECE University, Buenos Aires, Argentina 2001</td>
<td>Metro Orlando Campus</td>
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<tr>
<td></td>
<td>BS in Education, Spanish Literature &amp; Latin, Superior Institute Otga Cossettini, Argentina 1976</td>
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<tr>
<td>Teresita Sotomayor</td>
<td>MA in Bilingual &amp; Special Education, Governor’s State Univ., IL, 1986</td>
<td>Metro Orlando Campus</td>
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<tr>
<td></td>
<td>Bachelor in Elementary Education, Special Education, Loyola University, Chicago, IL, 1983</td>
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<tr>
<td>Vicente Pelaez</td>
<td>MS in Operation Research (Stochastic Simulation), George Washington Univ., DC, 1993</td>
<td>Metro Orlando Campus</td>
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<tr>
<td></td>
<td>BS in Industrial Engineering University of PR, PR, 1986</td>
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<td>27 Credits / Industrial Engineering University of Central Florida, FL 2005</td>
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<td>Victor Santiago</td>
<td>MBA, Keller Graduate School of Management, Devry Univ., Orlando, FL 2004</td>
<td>Metro Orlando Campus</td>
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<tr>
<td></td>
<td>Financial Management Specialist, Politécnico Grancolombiano, Colombia, 1996</td>
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<tr>
<td>Vilma Meléndez</td>
<td>MA in Administration &amp; Supervision, University of Phoenix, PR 1994</td>
<td>Metro Orlando Campus</td>
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<td>BA in Spanish, Univ. Metropolitana, PR 1990</td>
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<tr>
<td>Wanda Asencio</td>
<td>MBA in Human Resources, Univ. of PR, Mayagüez, 2005</td>
<td>Metro Orlando Campus</td>
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<td>BA in Business Administration, Interamerican University of PR, San Germán, PR, 1986</td>
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<tr>
<td>Yojamny M. Pijuan</td>
<td>Doctor in Medicine, Universidad Central del Este, San Pedro de Macoris, Dominican Republic, 2004</td>
<td>Metro Orlando Campus</td>
</tr>
<tr>
<td>Yvette Pinzón</td>
<td>MS in Pre-Kinder &amp; Primary, Nova Southeastern Univ., FL 2002</td>
<td>Metro Orlando Campus</td>
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<tr>
<td></td>
<td>BS in Business Administration, New Hampshire College, NH, 1991</td>
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</tbody>
</table>
Physical facilities

The Metro Orlando Campus is located at 5601 South Semoran Boulevard, Orlando. The Campus includes seventeen classrooms, two computer laboratories, two wet labs, a library, administration offices, a conference room, a student and a faculty lounge. Also, parking area is available for students and administration.

The South Florida Campus is located at 3520 Enterprise Way, Miramar, Florida. The Campus includes 12 classrooms, two computer laboratories, two wet labs, a library, administration offices, a conference room, a student and faculty lounge. Also, parking area is available for students and administration.

Address and Telephone numbers

Metro Orlando Campus

Physical address: 5601 South Semoran Blvd, Suite # 55, Orlando, FL 32822

Mailing address: P. O. Box 574988, Orlando, FL 32857-4998

Phone: 1-888-SISTEMA / 407-207-3363

Fax: 407-207-3373

Web site: www.suagm.edu/florida

South Florida Campus

Physical address:

3520 Enterprise Way, Miramar, Florida

Mailing Address: 3520 Enterprise Way, Miramar, Florida 33025

Mailing address: PO Box 27-8740, Miramar, FL 33027-8740

Phone: 1-888-ESTUDIA / (954) 885-5595

Fax: (954) 885-5861

Web site: www.suagm.edu/florida
## SISTEMA UNIVERSITARIO ANA G MENDEZ
### Universidad Metropolitana
**METRO ORLANDO/SOUTH FLORIDA CAMPUS**

### ACADEMIC CALENDAR
**SUMMER SEMESTER 200703-200800**

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<th>ACTIVITIES</th>
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<th><strong>PT E03</strong></th>
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<td>Last day to request graduation for students who complete requirements during Summer 2007</td>
<td>June 30, 2007</td>
<td>June 30, 2007</td>
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<tr>
<td>Last Day for Facilitators to Remove Incompletes and/or Grades Changes</td>
<td>June 20, 2007</td>
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<td>Holidays</td>
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<td>PT E04</td>
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<td>MAY 13 TO JUNE 16, 2007</td>
<td>JUNE 17 TO JULY 21, 2007</td>
<td>JULY 22 TO AUGUST 25, 2007</td>
<td>MAY 13 TO JULY 7, 2007</td>
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<td>Due at Registrar's Office</td>
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<td>Last day for students to claim courses reported as</td>
<td>June 8, 2007</td>
<td>July 13, 2007</td>
<td>August 17, 2007</td>
<td>June 8, 2007</td>
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<td>Not Attending “NA”</td>
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<td>Grade Rosters to Facilitators</td>
<td>June 10, 2007</td>
<td>July 15, 2007</td>
<td>August 19, 2007</td>
<td>July 1, 2007</td>
</tr>
<tr>
<td>Grades due in Web for Faculty and Grade Rosters at</td>
<td>June 19, 2007</td>
<td>July 24, 2007</td>
<td>August 28, 2007</td>
<td>July 10, 2007</td>
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<tr>
<td>Registrar's Office</td>
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<td>DC= Drop course</td>
<td></td>
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<tr>
<td>WP = Partial Withdrawal</td>
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<tr>
<td>WE o WT – Total Withdrawal</td>
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</tr>
<tr>
<td>NA- Not attending courses</td>
<td></td>
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</tr>
</tbody>
</table>

DC= Drop course
AW= Administrative Withdrawal
WP = Partial Withdrawal
WE o WT – Total Withdrawal
NA- Not attending courses
<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>E02</th>
<th>E03</th>
<th>E04</th>
<th>E05</th>
<th>E06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal with partial return (12% “WP”)</td>
<td>August 29 to September 1, 2007</td>
<td>October 3-6, 2007</td>
<td>November 7-10, 2007</td>
<td>August 29 to September 1, 2007</td>
<td>October 24-27, 2007</td>
</tr>
<tr>
<td>Last day to request graduation for students who complete requirements on December 2007</td>
<td>October 31, 2007</td>
<td>October 31, 2007</td>
<td>October 31, 2007</td>
<td>October 31, 2007</td>
<td>October 31, 2007</td>
</tr>
<tr>
<td>THANKSGIVING HOLIDAY/THANKSGIVING BREAK*</td>
<td>--------</td>
<td>--------</td>
<td>November 18-24, 2007</td>
<td>--------</td>
<td>November 22, 2007</td>
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</tr>
<tr>
<td><strong>ACTIVITIES</strong></td>
<td>E02</td>
<td>E03</td>
<td>E04</td>
<td>E05</td>
<td>E06</td>
</tr>
<tr>
<td>AUGUST 26 TO SEPTEMBER 29, 2007</td>
<td>SEPTEMBER 30 TO NOVEMBER 3, 2007</td>
<td>NOVEMBER 4 TO DECEMBER 15, 2007</td>
<td>AUGUST 26 TO OCTOBER 20, 2007</td>
<td>OCTOBER 21 TO DECEMBER 15, 2007</td>
<td></td>
</tr>
<tr>
<td>Last day for students to claim courses reported as Not Attending “NA”</td>
<td>September 21, 2007</td>
<td>October 26, 2007</td>
<td>December 7, 2007</td>
<td>September 21, 2007</td>
<td>December 7, 2007</td>
</tr>
<tr>
<td>Grades due in Web for Faculty and Grade Rosters at Registrar’s Office</td>
<td>October 2, 2007</td>
<td>November 6, 2007</td>
<td>December 18, 2007</td>
<td>October 23, 2007</td>
<td>December 18, 2007</td>
</tr>
</tbody>
</table>

DC= Drop course  
AW= Administrative Withdrawal  
WP = Partial Withdrawal  
WE o WT – Total Withdrawal  
NA- Not attending courses  

*Holy Week Recess only apply for five weeks sessions*
## SISTEMA UNIVERSITARIO ANA G MENDEZ
University Metropolitana
METRO ORLANDO/SOUTH FLORIDA CAMPUS
ACADEMIC CALENDAR
SECOND SEMESTER 200802

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>E02</th>
<th>E03</th>
<th>E04</th>
<th>E05</th>
<th>E06</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTIVITIES</strong></td>
<td><strong>E02</strong></td>
<td><strong>E03</strong></td>
<td><strong>E04</strong></td>
<td><strong>E05</strong></td>
<td><strong>E06</strong></td>
</tr>
<tr>
<td><strong>JANUARY 27 TO MARCH 1, 2008</strong></td>
<td><strong>MARCH 2 TO APRIL 12, 2008</strong></td>
<td><strong>APRIL 13 TO MAY 17, 2008</strong></td>
<td><strong>JANUARY 27 TO MARCH 22, 2008</strong></td>
<td><strong>MARCH 23 TO MAY 17, 2008</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last day to request graduation for students who complete requirements on May 2008</strong></td>
<td>February 29, 2008</td>
<td>February 29, 2008</td>
<td>February 29, 2008</td>
<td>February 29, 2008</td>
<td>February 29, 2008</td>
</tr>
<tr>
<td><strong>Last day for Students to Remove Incompletes and/or Grade Change Request from 200801</strong></td>
<td>February 22, 2008</td>
<td>February 22, 2008</td>
<td>February 22, 2008</td>
<td>February 22, 2008</td>
<td>February 22, 2008</td>
</tr>
<tr>
<td><strong>Last Day for Facilitators to Remove Incompletes and/or Grades Changes</strong></td>
<td>February 27, 2008</td>
<td>February 27, 2008</td>
<td>February 27, 2008</td>
<td>February 27, 2008</td>
<td>February 27, 2008</td>
</tr>
<tr>
<td><strong>Holy Week Recess</strong></td>
<td>\textbf{-}</td>
<td>\textbf{March 16-22, 2008}</td>
<td>\textbf{-}</td>
<td>\textbf{-}</td>
<td>\textbf{-}</td>
</tr>
<tr>
<td>Attendance Rosters and No official Reports to Facilitators (NA)</td>
<td>Holy Week Recess</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**ACTIVITIES**

<table>
<thead>
<tr>
<th>E02</th>
<th>E03</th>
<th>E04</th>
<th>E05</th>
<th>E06</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JANUARY 27 TO MARCH 1, 2008</strong></td>
<td><strong>MARCH 1 TO APRIL 12, 2008</strong></td>
<td><strong>APRIL 13 TO MAY 17, 2008</strong></td>
<td><strong>JANUARY 27 TO MARCH 22, 2008</strong></td>
<td><strong>MARCH 23 TO MAY 17, 2008</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendance Rosters Due at Registrar’s Office</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>February 19, 2008</td>
<td>April 1, 2008</td>
<td>May 6, 2008</td>
<td>February 19, 2008</td>
<td>May 6, 2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last day for students to claim courses reported as Not Attending “NA”</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>February 22, 2008</td>
<td>April 4, 2008</td>
<td>May 9, 2008</td>
<td>February 22, 2008</td>
<td>May 9, 2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last day for: Partial Withdrawal (“W”) Total Withdrawal (“WE”)</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Last Week of Classes</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>February 24 to March 1, 2008</td>
<td>April 6-12, 2008</td>
<td>May 11-17, 2008</td>
<td>March 16-22, 2008</td>
<td>May 11-17, 2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Rosters to Facilitators</th>
<th></th>
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</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grades due in Web for Faculty and Grade Rosters at Registrar’s Office</th>
<th></th>
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</thead>
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DC= Drop course  
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*Holy Week Recess only apply for five weeks sessions*
ACADEMIC REQUIREMENTS, REGULATIONS AND SERVICES

ADMISSIONS

Undergraduate General Admission

General requirements for admission

1. Have a minimum of 24 attempted credits or its equivalent from an accredited institution of postsecondary education.
2. 23 years of age or older
3. 3 years of work experience
4. Attend an information session in order to apply to the Accelerated Studies Program
5. Comply with all the corresponding procedures for admission

Admissions Process – all applicants are required to:

1. Attend an information session where the structure, policies and procedures of the programs are discussed.
2. Submit an admissions application.
3. Submit official (school-to-school) academic and financial transcripts from all post-secondary institutions attended.
4. Submit a Dean of Student recommendation letter from the last institution attended. A form letter is provided.
5. Schedule an appointment with the Coordinator of Financial Aid to apply for financial aid.
Graduate General Admission

General requirements for admission

1. 23 years of age or older
2. 3 years of work experience
3. A bachelors degree with a minimum of 2.75 GPA in the last 60 credits
4. Submit 3 recommendation letters
5. Admission interview

Admissions Process – all applicants are required to:

1. Attend an information session where the structure, policies and procedures of the programs are discussed.
2. Submit an admissions application.
3. Submit an official academic transcript from the university where the bachelor's degree was awarded.
4. Submit 3 recommendation letters from your employer or supervisor. A form letter is provided.
5. Admission interview.

Specific requirements for each program

Students should contact the Registrar, Associate Registrar, Director of Integrated Services and/or to the Director of Student Affairs for specific requirements that their chosen program may have as well as attend the information session.

The Accelerated Studies Program Course Format

The Accelerated Studies Program is offered in semester courses that are scheduled in five (5) or eight (8) week sessions. At the Metro Orlando Campus, classes meet once a week for four hours Mondays through Fridays, morning sessions from 8:30am – 12:30pm, evening sessions from 6:00pm - 10:00pm, Saturdays from 8:00am - 12:00pm and 1:00pm – 5:00pm and Sundays from 1:00pm – 5:00pm.
South Florida Campus classes meet once a week for four hours Mondays through Fridays, morning sessions from 8:30am – 12:30pm, evening sessions from 6:00pm - 10:00pm, Saturdays from 8:30am - 12:30pm and 1:30pm – 5:30pm and Sundays from 1:30pm – 5:30pm. A total of 8 five-week sessions and 5 eight-week sessions are offered throughout the academic year. The students will be required a minimum of 10 hours of individual or teamwork outside the classroom per week. The courses meet four (4) hours weekly for five (5) or eight (8) weeks.

**Bilingual nature of degree programs**

Degree programs at the Metro Orlando and South Florida Campus are bilingual. Students are expected to have basic knowledge of English and Spanish. 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 Metropolitana at the Metro Orlando and South Florida Campus is expected to be a Dual Language Professional who demonstrates professional competencies confidently in their field of study in Spanish and English. 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:**
6. Spelling & Grammar
7. Translates
8. Summarizes Information
9. Use of Varied Vocabulary
10. Technical Jargon
11. Reads & Understands

**Communication Skills:**
12. Making Coherent Presentations (reports, proposals)
13. Support Opinions
14. Express Ideas (hypothetical & situational)
Interpersonal Skills

15. Team-work, cooperative/collaborative

16. Interpersonal Interaction

Appeals of admission decisions

Students may appeal admission decisions to the Director. The Director will require from the student any information needed to evaluate the appeal.

Transfer students from other programs or universities

Requirements

a. Students from other duly accredited universities may be admitted if they fulfill the following requirements:
   1. Have a minimum of 24 attempted credits or its equivalent from an accredited institution of postsecondary education. Twelve (12) of those credits must be with a “C” or above to be admitted as a transfer student
   2. 23 years of age or older
   3. 3 years of work experience
   4. Attend an information session in order to apply to the Accelerated Studies Program and fulfill the admissions requirements of the program to which they are applying
   5. All transfer students must meet the residency requirements prior to graduation
   6. Not be on academic or disciplinary probation at the institution from which they are transferring.
   7. Submit one (1) official transcript with the Admissions Application

b. Transfer credit will be considered attempted credits and will not be considered for the retention index.

Residency Requirements

a. Each student that transfers to the Accelerated Studies Programs must observe the following rules to establish residency and be eligible for graduation.
   1. Approve a minimum of thirty (30) credits of which (6) credits must be in the major or concentration courses of the bachelor degree programs offered at the University.
   2. A maximum of (12) credits may be transferred from other institutions at the Master’s level.
Validation of transfer credit for courses

- Validating transfer credits assumes the student was admitted to the university as a transfer student.
- The validation will take into consideration each of the classes approved and their equivalency with a corresponding subject offered at the University.
- Undergraduate students’ courses approved with a grade of “C” or higher at the other institution will be considered for transfer credit. Nevertheless, students admitted to the Graduate programs, must comply with the specific requirements of each of the master programs.
- The maximum amount of credits that can be accepted will be in accordance with the institution’s Academic Norms, Regulations and Procedures.
- The Director of Student Affairs/Registrar and/or Associate Registrar will establish equivalencies for the courses, consulting with the faculty specialized in the area and using the transferring institution’s catalog and official course description as a base.
- The Office of the Registrar or Associate Registrar will inform the student of the courses accepted for transfer.

Foreign Students

- Requirements for admission, readmission and transfer will apply to foreign students.
- Admission for foreign students will be subject to the immigration laws and regulations in effect.

Readmission

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

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

Each student applying for readmission to the Institution will be subject to the curriculum in effect for the program of study to which he or she is admitted. Each candidate for readmission may be
subject to an interview with the Director of Faculty and Curriculum of the Center or the Director of Student Affairs or Integrated Services.

**Admission Validity**

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

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

c. Students must fulfill the admission requirements by the dates established in the academic calendar. Applications that are not accompanied by the required documents, or that do not meet the established requirements, will be considered provisional applications. If the documentation is not received within the semester for which the application is submitted, the Institution may invalidate the student’s provisional admission and cancel his or her registration.
METHOD OF INSTRUCTION

Placement

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

Course Modules and Language of Delivery

The Universidad Metropolitana, Metro Orlando and South Florida Campuses follow the discipline-based dual language immersion model developed by Sistema Universitario Ana G. Méndez for its courses. This model provides for the development of English and Spanish language skills while equally exposing all students to the general education and professional content in both languages. The model seeks to develop students that can function professionally in both English and Spanish.

The rigorously selected and certified faculty at the Metro Orlando and South Florida Campuses utilize a wide variety of educational materials and resources as well as course modules. The modules contain the information about course objectives, topics, assignments, and most importantly serve as study guides for teachers and students by including possible learning activities to be carried out in class. Each module also serves as a content planning guide that complements (not substitutes) course materials and textbooks. The modules divide the course into weekly workshops with their own specific objectives and recommended activities to meet the objectives.

Modules are prepared by program facilitators who have received a specialized training on module development. In order to prepare modules, faculty must be trained and certified as
Module Developer. All modules are available through the Course Management System: Blackboard and students have access to it through the Internet.

Modules for the Metro Orlando/South Florida Campus also determine the percentages of English and Spanish used each week, ensuring equal exposure to both languages in the content area. Content courses are taught in the proposed two-way bilingual format. Each lesson within a module contains specifics about the instrumental language to be used. This can be controlled, for example, by specifically listing reading for a specific week in English, while assignments and/or student presentations are required in Spanish. Modules include texts, references and links in both languages and students will be engaged in classroom activities in both languages. The modules developed allow the students to be exposed and to facilitate their use of both languages in order to promote the development of bilingual professionals.

All modules will be presented with the bilingual format, except English and Spanish Courses that are entirely in the corresponding language.

| Language Support |

A Language Lab that provides students with the means to improve their proficiency in their second language in order to reach the desired level of bilingualism is available. Among the functions of the Language Lab is to offer the preparatory courses for students who do not meet the language requirements to enroll in a degree granting program. Various software alternatives are used. Tutoring is also available in both English and Spanish.
REGISTRATION

Registration Validity

a. The Director of the Campus, together with the Registrar or Associate Registrar, will determine the registration process and will include it on the Academic Calendar.
b. The receipt of the official notice of admission will be required to begin the registration process.
c. Students will be required to register according to the calendar and times announced. Any student may register on the day and time assigned; and during the specified late registration period set and notified on the academic calendar.
d. Each course the student registers in during regular or late registration will become part of his or her permanent academic record.

Maintaining the Academic Offering: Programming of Courses, Closing and Eliminating Sections

The Institution will follow the SUAGM Manual of Norms and Procedures for Programming, Closing, and Elimination of Courses for maintaining academic offerings: programming of courses, closing and elimination of sections. It is available at the Office of the Director and the Office of the Director of Student Affairs.

Credit for Prior Learning: Challenge Examination or Portfolio

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

The following policies and procedures will apply:

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

2) For challenge examinations-
   a) The student must obtain authorization from the designated advisor. Once authorization is obtained, and after the corresponding payment has been made, the Director of Student Affairs, Director of Integrated Services, and/or his/her
representative will issue a permit for the exam and provide an examination study guide to the student.
b) The student will take the examination on the advertised date.
c) A certified faculty member with expertise in the area of the exam will grade the examination and award credit if applicable. A grade of “P” will be awarded.

3) For portfolio-
a) After recommendation from the advisor, the students register for EXPL101, a one-credit course that prepares students for the preparation of portfolios according to standards.
b) Once the course is completed, the student will register for portfolio evaluation and make the corresponding payment.
c) The portfolio will be presented to the Director of Student Affairs/Registrar at Metro Orlando Campus or Associate registrar at South Florida Campus, who will submit it for evaluation and awarding of credit to a certified faculty member in the area of expertise. If applicable, the faculty member will award a grade of “P” for the course.

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

### Transferability of Institutional Credits

Courses taken at the institution are generally accepted for transfer at other institutions. However, the transferability of credit is solely at the discretion of the accepting institution. It is the student’s responsibility to confirm whether or not credits will be accepted by the institution chosen by the student.
PROGRAM CHANGES, WITHDRAWALS AND SPECIAL PERMITS

**Reclassification of Program or Major**

Active students may apply for reclassification of a program or major after meeting the following requirements by submitting an application for reclassification to the Office of Student Affairs/Registrar or the Associate Registrar.

**Withdrawals**

a. To apply for a partial or total withdrawal, students will submit the application for withdrawal to the Office of the Director of Student Affairs/Registrar at Metro Orlando Campus or Associate registrar at South Florida Campus within the dates specified to be final and official.

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

c. Withdrawals without reimbursements:
   Courses that the student requests a partial or total withdrawal from, after the established calendar by the Institution for withdrawals with reimbursement, will affect the student’s academic progress.

d. The Institution may drop a student on the recommendation of the Discipline Committee or the Director of the University Center, following the provisions established in the Student Handbook.

**Special Permits**

a. Students will have the opportunity to take courses at other accredited university institutions, if the courses are not offered at the Institution and are required to continue on to other courses in the following semesters.

b. To apply for a special permit, the student will submit the corresponding application form to the Office of Student Affairs/Registrar at the Metro Orlando Campus and to the Associate Registrar at the South Florida Campus.

c. Students in this situation will receive the recommendation from the Director of Faculty and Curriculum of the Center, before submitting the authorization form to the
Office of Student Services at the Metro Orlando Campus or the Office of Integrated Services at the South Florida Campus.

d. The special permit will be given for an academic semester or summer session.
e. Courses approved with a grade of “B” or higher at the institution will be considered. The credits will be considered as attempted credits and will not be considered for the retention index.

**ACADEMIC LOAD, CLASS ATTENDANCE AND ACADEMIC ADVISING**

<table>
<thead>
<tr>
<th>Academic Load per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses are scheduled in semester terms. Each semester is divided into five or eight week part of terms.</td>
</tr>
<tr>
<td>a. The regular academic load will be concurrent enrollment in six (6) credits.</td>
</tr>
<tr>
<td>b. For an academic load of more than eighteen (18) credits per semester, or enrollment in more than eight credits per term, the student will need authorization from the Director of Faculty and Curriculum or Director of the Campus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to the classroom</td>
</tr>
<tr>
<td>a. The professors must verify that each student is officially registered, confirming this on the Invoice Schedule (Student’s Program).</td>
</tr>
<tr>
<td>b. Students that are not officially registered in the corresponding section will not be admitted to the classroom.</td>
</tr>
</tbody>
</table>

**Compulsory Attendance**

a. Attendance to class will be compulsory. Students will be responsible for the academic work covered during their absences.

b. Within the term stipulated by the Office of Student Affairs, the professor will inform the Office of the Student Affairs, Associate Registrar or Integrated Services Officers about those students that never attended classes, using the official lists provided the third week after the first day of classes.

c. Cases identified by the professors as “no attendance” for the first three weeks of class will appear with a grade of WN on their academic record, once the term is ended.
EVALUATION OF STUDENT’S ACADEMIC ACHIEVEMENT

Credit value

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

Partial and final evaluations

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

Responsibility of the professors

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

Letter grade system and grade points per credit.

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

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

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

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Official withdrawal</td>
</tr>
<tr>
<td>WF</td>
<td>Stopped attending the course without applying for withdrawal at the Office of the Registrar.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>Incomplete in progress</td>
</tr>
<tr>
<td>P</td>
<td>Passed course that does not affect the GPA</td>
</tr>
<tr>
<td>NP</td>
<td>Not passed</td>
</tr>
<tr>
<td>NR</td>
<td>Grade not reported</td>
</tr>
<tr>
<td>*</td>
<td>Repeated course</td>
</tr>
<tr>
<td>WN</td>
<td>Administrative withdrawal, Student registered but did not attend classes on the first day, (no grade points)</td>
</tr>
<tr>
<td>WA</td>
<td>Administrative withdrawal, the Vice chancellor approves a student withdrawal due to certain reasons.</td>
</tr>
<tr>
<td>T</td>
<td>Transfer course</td>
</tr>
</tbody>
</table>

A minimum average of “C” is required for all degrees.
A “W” indicates a withdrawal from a course with the approval of the professor, or the Dean of the School or the Program Coordinator, and the official approval of the Registrar.

A “WN” indicates no assistance to a course within the first few days after classes begin (no grade points). Reported in the official attendance register.

A “WF” indicates a student failure to continue attending his classes and does not officially drop the course.

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

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

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

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

a. In the event of a student grade objection, the student is obligated to present the objection at the Office of Student Affairs/Registrar at Metro Orlando Campus and the Associate Registrar at South Florida Campus within thirty (30) calendar days of the first day of class of the term following the objected grade.

b. The professor must submit to the Director of Faculty and Curriculum any request for a grade change or addition, within a period of time not to exceed one term since the grade was given. The proper form will be provided. The Director of Faculty and Curriculum of the Campus will submit the form to the Registrar or Associate Registrar, who will be responsible for making the change or addition in the Official Grade Register.

c. Changes made outside the established calendar must be justified in writing and approved by the Director of Faculty and Curriculum of the Campus.

d. Special cases of grade objections or changes will be resolved by an Appeals Committee composed by the Dean or Chief Operations Officer or his/her representative, who shall preside, the Director of Faculty and Curriculum, a professor, the Registrar or his/her representative, and a student appointed by the Chancellor, at the beginning of each academic year. The decisions of the Committee will be final as decided by the majority of its members. The Vice-Chancellor of Academic Affairs will authorize grade changes. The Committee will make its decisions within 30 calendar days of the date the student’s objection was submitted.

Incompletes

Conditions

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

b. The final exam will be offered or the final work will be accepted only for students that have the opportunity of obtaining a minimum final grade of “D”.
c. It will be the student's responsibility to make the necessary arrangements with the Professor and the Director of Faculty and Curriculum of each campus to determine how to take the exam or turn in the final work and remove the Incomplete.

d. The Incomplete (I) may be removed if the student completes the work required in the academic session within (1) one academic semester of the first day of class of the following session and according to the dates established in the academic calendar.

e. A student that because of receiving Incomplete in one or more courses does not achieve academic progress, once the Incomplete is removed according to institutional policies; financial aid will be reinstated, if it is within the dates established by the Federal Government for assigning aid.

Responsibility of the Professors

a. It will be the responsibility of the professors, at the end of each academic term, to submit to their respective Program offices the Incomplete Form, Grade Register, including students that have Incomplete, indicating for each case the partial grades obtained and with a blank space for the pending grade. The professors will submit exams with corresponding answer keys or will indicate the work or assignments each student has pending.

b. Upon completion of the term specified to complete the students’ academic work, professors will have thirty (30) additional days to hand in the documents for removal of Incompletes to the Registrar’s Office where the Official Grade Register will be completed and final grades will be given.

c. When completing the Grade Register, the professors will specify the partial grades received by the students. In those cases where the student did not complete the academic work during the established period, the Registrar or Associate Registrar will compute the final grade, inserting a grade of zero (0) for the pending work.

Repeating Courses

a. A student that wishes to repeat a course will have the liberty to do so. When a student obtains a C, D, F, W or WF in certain courses required for graduation that must be passed with a minimum of B, it will be compulsory to repeat the course.
b. The Institution will allow a student that has obtained a C, D, F, W, WF or WN in a course to repeat it using financial aid, if he or she has not exceeded 150% of attempted credits.

c. Students that repeat a course will receive the highest grade obtained for purposes of their academic average.

d. If the grades obtained are the same as the previous ones, they will be counted for the GPA and only once for the graduation average.

e. In the case of Practice/Practicum/Internships courses, the student may repeat the course a maximum of twice. He or she will only be able to repeat the course the second and last time with the approval and recommendation of the Director of Faculty and Curriculum and the practice supervisor.

f. No student will repeat a specified course until he or she has received a grade for it.

g. Repeated courses will be considered to determine the student’s academic progress.

**Independent Study**

Independent study courses will be offered, as an alternative for those students that require a course that is not programmed in their graduation year be it the first or second semester. These courses will be offered through independent study if they meet the following specific criteria:

1. The course content cannot be substituted for another.

2. The course is not being offered in the division the student is enrolled in and the student cannot attend the section offered in another division.

3. The course is required for the student’s major.

The Director of Faculty and Curriculum of each Campus will consider special cases individually on their own merits.
ACADEMIC PROGRESS

Academic Status of the Students

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

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

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

d. Students on academic probation are those whose cumulative GPA is lower than the retention index.

Grade Point Average (GPA)

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

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

Retention Index

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

Accumulated Credits Required And Retention Index

a. Accumulated credits are the sum of the credits corresponding to the courses the student registers in annually.

b. To complete a degree, a student must complete the requirements for it in a period of time not to exceed 150% of the total credit hours required to obtain the degree.
c. The total of approved credits to complete the degree must meet a minimum average for graduation as established by major.

d. A student that reaches 150% of the total credits in his or her program of study may continue studying in his or her present status, but will not be eligible for federal or state aid administrated by the Office of Financial Aid to finance the studies.

**Probation**

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

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

**Suspensions**

a. Students whose cumulative GPA is lower than the retention index and who have not approved the percentage of required credits after ending their probation period, will be suspended from the Institution for the term of one year.

b. The Institution will not accept any courses, diplomas or degrees conferred on a student by another institution during the time he or she was suspended.

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

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

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

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

Right to Appeal

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

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

Appeals Committee

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

Applying for an Appeal

A student that believes that his or her academic status is a result of a crisis situation may submit an Application for Appeal accompanied by the necessary documentary evidence. In the event of an error in calculation, if upon correcting the error the student meets the Progress Norms, this claim will not be counted as an appeal.

Reestablishing Financial Aid

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

The Office of Admissions-Financial Aid will reestablish financial aid for a student by means of the letter sent by the Office of the Vice Chancellor notifying the student of the outcome of the appeal.
GRADUATION REQUIREMENTS

Eligibility to Obtain an Academic Degree

- Have approved the courses required for the degree as established by the Institution.
- Have approved the total number of credits required for the degree with a minimum GPA of 2.00 for undergraduate programs and 3.00 for the graduate programs.
- For Master degrees, students must complete the degree’s Final Requirements.
- Transfer students must meet residency requirements.
- When calculating the GPA for graduation, only the courses approved and required for obtaining the degree will be considered.
- All students admitted to the Institution will be subject to the graduation requirements in effect the year of their admission. Nevertheless, when the curricula of the programs have been modified, the student may opt to take the program in effect at the time of graduation, but never a combination of both.
- Have submitted an Application for Graduation to the Office of Student Affairs, Registrar or Associate Registrar by the date established in the academic calendar.
- Until evidence of having no financial debts with the Institution has been presented, no document will be given certifying that the student has completed the graduation requirements.
- All students applying for readmission to the Institution will be subject to the graduation requirements in effect the year they are readmitted.
- Commencement will be held only once a year, at the end of the second academic semester. Students that fulfill their graduation requirements at the end of the first semester or during summer may apply and obtain a certification of completion of graduation requirements from the Office of the Registrar or Associate Registrar, before Commencement.
- Two degrees may be conferred if they are from different programs or different majors when it is the same program.
FINANCIAL INFORMATION

Fees and Tuition Costs

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

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

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

Cost per Credit

The cost per credit is $285.00 at the undergraduate level, and $330.00 at the graduate level. The cost of credit awarded for prior learning is equal to 50% of the cost per credit. All costs per credit are subject to change.

Refund Policy

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

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

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

Partial Withdrawal: course drop/add period

Students may cancel a course before the first day of the part of term without costs or charges.

Students that withdraw partially within the first week beginning with the first day of class of each part of term will be reimbursed 88% of the total tuition. After this time, the student that drops a course will be charged 100%.
Non - attendance

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

Identifications

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

Copies of Credit Transcripts

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

Financial Aid

The mission of the Student Financial Aid Program is to provide the student with scarce economic resources equal educational opportunities to obtain an academic preparation that will facilitate his integration to society.

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

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

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

Federal Pell Grant

This grant helps undergraduate students to pay for their postsecondary education and students must be enrolled at least on three credits to receive the benefit. The maximum award varies every year. Information may be obtained from the Financial Aid Coordinator.

Federal Supplemental Educational Opportunity Grant (SEOG)

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

Loan Programs

Federal Direct Loan

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

Federal Direct Parent Loan for Undergraduate Students (FDPLUS)

“PLUS” loans are borrowed by parents for dependent students. The interest rate is variable, with a cap of 9%. Repayment begins 60 days after the first Disbursement.

Work and Study Program

Federal Work-Study Program (FWSP)

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

Veterans

UMET: Metro Orlando Campus is approved for Veterans Training.
How to Apply for Financial Aid

Financial Aid is awarded annually. The student must apply each year. The Financial Aid Application packets will be available after January, from OSFA.

The student must submit the Free Application for Federal Student Financial Aid (FAFSA) or Renewal FAFSA to the U.S. Department of Education. Renewals FAFSA’s will be mailed early to prior applicants. If you do not receive a Renewal FAFSA, please pick up a FAFSA in our Office of Admissions and Financial Aid. Students may also apply for financial aid on the web through www.fafsa.ed.org.

Late applicants will be awarded only on a funds-available basis.

The amount of financial aid may vary each year according to your need, the type of aid you are eligible, your academic performance and available funding.

Eligibility Requirements

In order to meet the eligibility requirements, students must:

- • have financial need
- • have a high school diploma or a General Education Development (GED) certificate.
- • be working toward a degree or certificate.
- • be a U.S. citizen or eligible non-citizen.
- • have a valid Social Security Number.
- • not owe a refund on a Federal Grant or be in default on a Federal Educational loan.
- • be making Satisfactory Academic Progress.
- • be registered with Selective Service (if required).
- • be enrolled at least half-time except for the Federal Pell Grant, which allows less-than-half-time enrollment.
- • not receive a Bachelor’s Degree for Pell and FSEOG.
- • provide documentation of any information requested by the Office of Admission and Financial Aid.
Important Note:

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

Student Services

The SUAGM: UMET Metro Orlando/South Florida Campuses reflect the commitment of the System, its member institutions and the School for Professional Studies to student service. The service offered is characterized for being personalized and individualized, where the student and the program representative together go through the steps from admission to registration, according to the particular needs of each student. Due to the integration of the different student services into a one-stop student service model, students can process their admission; validate transfer credit for their courses; receive orientation and apply for financial aid; receive personalized academic advising; complete registration, and program planning and academic progress audits through an appointment with the Integrated Services staff at the Center. The School for Professional Studies personnel also offers orientation about other services available and serves as a liaison to other offices of the System and its member institutions. The Director of Student Affairs and/or Director of Integrated Services, Financial Aid Coordinator, and Integrated Services Officers will be cross-trained to perform these services in an integrated manner.

The Metro Orlando Campus has a full-time counselor to meet the counseling and job placement needs of its students. The South Florida Campus will also have a part-time counselor to meet the counseling and job placement needs of its students.

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

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

Academic Advising

Students will have a staff member assigned as advisor. They must complete all the procedures and schedules for academic advising. In addition, they must meet periodically with their advisor.
**Student Feedback and Complaints**

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

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

**Student Conduct and Disciplinary Actions**

**Disciplinary Regulations**

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

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

**Important Note:**

Due to the importance of the Disciplinary Regulations each student is required to obtain a copy of the Student’s Handbook from the Office of Student Affairs, Registrar or Associate Registrar, sign a receipt for it, and commit himself to read and become familiar with the Handbook’s contents and the Student’s Regulations. These requirements cannot be waved or omitted under any circumstances.
GENERAL PROVISIONS

Course Numbering System

Course Numbers

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

- 100 and 200 coded courses are lower level bachelors degree courses
- 300 and 400 coded courses are upper division bachelors degree courses
- 500, 600 and 700 coded courses are masters degree level courses

The Course Prefix

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

ACCO – Accounting
BIOL – Biology
BUSI – Business
COIS – Computer Information Systems
CRIM – Criminal Justice
ECON – Economy
ENGL – English
FINA – Finance
HIST – History
HUMA – Humanities
HURE – Human Resources
MANA – Management
MARK – Marketing
MATH – Mathematics
NURS- Nursing
OFAD – Office System
PSYC – Psychology
SCIE – Science
SOCL – Sociology
SOSC – Social Sciences
SPAN – Spanish
STAT – Statistics
STDE – Student Development
Separateness

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

Amendments

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

False Information

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

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

Students’ Responsibility

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

Institution’s Responsibility

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

Reserved rights

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

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

Change of Name and/or Address

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

Programs of Study
BACHELOR OF ARTS IN SOCIAL SCIENCES (BA)
Major in Criminal Justice
126 Credits

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

ENTRANCE REQUIREMENTS OR PREREQUISITES:
To be admitted to the Social Sciences Department, the student must fulfill all the requirements for admission to the Institution. The Academic Board approved an admission formula that establishes a percentile based upon the applicants' scores on the College Entrance Examination Board test (CEEB) and the high school grade point average (HSCI).

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

<table>
<thead>
<tr>
<th>Curricular Sequence</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>General Education</td>
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<tr>
<td>Core/professional courses</td>
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<td>Major courses</td>
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## SISTEMA UNIVERSITARIO ANA G. MENDEZ
### UNIVERSIDAD METROPOLITANA
#### SCHOOL OF PROFESSIONAL STUDIES
##### BACHELOR OF ARTS IN SOCIAL SCIENCE – MAJOR IN CRIMINAL JUSTICE (BA)

### DEGREE REQUIREMENTS

#### GENERAL EDUCATION COURSES (60 CREDITS)

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<tr>
<th>COURSE</th>
<th>CR</th>
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<td>SOSC 102 Intro. Social Sciences II</td>
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<td>ENGL 205 Intro. to Literature</td>
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<td>BIOL 101</td>
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<td>HUMA 202 Study of Western Civilization II</td>
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<td>HUMA 201</td>
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<tr>
<td>COIS 101 Intro. to Computer-Based Systems</td>
<td>3</td>
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<td></td>
<td></td>
<td>MATH 111 Intermediate Algebra</td>
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#### CORE/PROFESSIONAL COURSES (24 CREDITS)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CRS</th>
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<th>UM</th>
<th>PR</th>
<th>COURSE</th>
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<th>TR</th>
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<th>PR</th>
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<tbody>
<tr>
<td>SOCI 201 Principles of Sociology I</td>
<td>3</td>
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<td>SOCI 202 Principles of Sociology II</td>
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<tr>
<td>SOSC 301 Stats for Social Sciences I</td>
<td>3</td>
<td></td>
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<td></td>
<td>SOSC 302 Stats for Social Sciences II</td>
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<tr>
<td>PSYC 121 General Psychology I</td>
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<td>PSYC 122 General Psychology II</td>
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<td>SOSC 225 Contemporary Economic and Political Issues</td>
<td>3</td>
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<td>STDE 100 Student Development</td>
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#### MAJOR COURSES (27 CREDITS)

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<th>UM</th>
<th>PR</th>
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</thead>
<tbody>
<tr>
<td>CRIM 107 Introduction to Criminal Justice</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>CRIM 110 General Principles of Penal Law</td>
<td>3</td>
<td></td>
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<tr>
<td>CRIM 118 Civil System</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>CRIM 207 Criminal/ Procedural Law and Evidence</td>
<td>3</td>
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<tr>
<td>CRIM 210 Criminal Investigation</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>CRIM 215 Criminalistics</td>
<td>3</td>
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<tr>
<td>CRIM 310 Criminal Justice System</td>
<td>3</td>
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<td></td>
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<td>CRIM 318 Police Organization and Management</td>
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<tr>
<td>CRIM 401 Practicum in Criminal Justice</td>
<td>3</td>
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<td></td>
<td>CRIM 107, 110, 118, 207, 210, 215, 310, 318</td>
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#### ELECTIVE COURSES: (GUIDED 12: CREDITS—FREE: 3 CREDITS)

<table>
<thead>
<tr>
<th>COURSE</th>
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<th>COURSE</th>
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<tbody>
<tr>
<td>CRIM 212 Law of Evidence</td>
<td>3</td>
<td></td>
<td></td>
<td>SOSC __________</td>
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<tr>
<td>CRIM 315 Administrative Law</td>
<td>3</td>
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<td>SOSC __________</td>
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</table>

**FREE ELECTIVE:**

Total Number of Credits: 126

Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency.
BACHELOR IN SCIENCE
COMPLETION RN TO BACHELOR OF SCIENCE IN NURSING (BSN)
137 Credits
Offered only at Metro Orlando Campus

PROGRAM DESCRIPTION:

The program that is to be established in the branch campus already exists at Universidad Metropolitana, main campus in Cupey. This program is designed for registered nurses who already have completed an associate or diploma degree in an accredited nursing program. It enables registered nurses to make the transition to professional nursing in consecutive part of terms (eight weeks each).

The faculty of the RN to Bachelor of Science in Nursing (BSN) program are committed to provide a convenient and an enjoyable learning experience for all students. High academic standards are upheld in the atmosphere of nurturing support and caring. Graduates from the RN-to-BSN program are employed in hospital and community group settings as nursing leaders. The foundation for graduate education is established and it is expected that many continue their education to complete master’s degrees. With a nationwide shortage of advanced practice nurses and nurse educators in schools of nursing, BSN preparation opens the door to many career options.

The Department of Nursing of UMET is fully accredited by the National League for Nursing Accrediting Commission (NLNAC), since 1986, by the Council of Higher Education and by Middle States Association. Students must comply with state and local requirements or limitations to practice profession.

PROGRAM OBJECTIVES:

1. Graduates from the RN to Bachelor of Science in Nursing (BSN) programs are satisfied with the knowledge and skills obtained, in order to respond to global changes in health care.

2. Graduates from the RN to Bachelor of Science in Nursing (BSN) nurses are prepared for entry level practice with the knowledge, attitudes and competencies as a provider of care, manager of care and as a member within the profession; to fulfill the requirements of the Nursing Profession.

<table>
<thead>
<tr>
<th>Curricular Sequence</th>
<th>Credits</th>
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<tbody>
<tr>
<td>General Education</td>
<td>73</td>
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<tr>
<td>Core/professional courses</td>
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<tr>
<td>Major courses</td>
<td>31</td>
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<td><strong>TOTAL</strong></td>
<td><strong>137</strong></td>
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**SISTEMA UNIVERSITARIO ANA G. MENDEZ**  
**UNIVERSIDAD METROPOLITANA**  
**SCHOOL OF PROFESSIONAL STUDIES**  
**BACHELOR OF SCIENCE – RN to BSN Completion Program**

### DEGREE REQUIREMENTS

#### GENERAL EDUCATION PREREQUISITES (73 CREDITS)
(May be earned at previously attended accredited schools)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRS</th>
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<th>Course</th>
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<th>TR</th>
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<tbody>
<tr>
<td>ENGL 103 Inter. Basic English I</td>
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<td>ENGL 104 Inter. Basic English II</td>
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<tr>
<td>ENGL 205 Second Year Advanced Level Intro. to Literature I</td>
<td>3</td>
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<td>ENGL 206 Second Year Advanced Level Introduction to Literature I</td>
<td>3</td>
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<tr>
<td>SPAN 101 Intro. Spanish I</td>
<td>3</td>
<td></td>
<td>SPAN 102 Intro. Spanish II</td>
<td>3</td>
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<tr>
<td>SPAN 451 Spanish Literature</td>
<td>3</td>
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<td>SPAN 215 Written Composition</td>
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<tr>
<td>Anatomy and Physiology</td>
<td>4</td>
<td></td>
<td>Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>Computer Science</td>
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<td>Chemistry</td>
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<td>Humanities</td>
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<tr>
<td>General Psychology</td>
<td>3</td>
<td></td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>History / Ethics</td>
<td>3</td>
<td></td>
<td>Social Science</td>
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<tr>
<td>Math</td>
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<td>Electives</td>
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#### CREDIT FOR PREVIOUS NURSING COURSES (33 CREDITS)

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<tr>
<th>Course</th>
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<th>Course</th>
<th>CRS</th>
<th>TR</th>
<th>UMET Equivalent</th>
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<tbody>
<tr>
<td>Fundamentals of Nursing</td>
<td>5</td>
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<td>NURS 101</td>
<td>Pharmacology</td>
<td>3</td>
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<td>NURS 240</td>
</tr>
<tr>
<td>Mental Health and Psychiatric Nursing</td>
<td>5</td>
<td></td>
<td>NURS 305</td>
<td>Pediatrics</td>
<td>5</td>
<td></td>
<td>NURS 404</td>
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<tr>
<td>Nursing Care of the Adult I &amp; II</td>
<td>10</td>
<td></td>
<td>NURS 310, NURS 311</td>
<td>Maternal-Child</td>
<td>5</td>
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<td>NURS 251</td>
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</table>

#### REQUIRED NURSING COURSES (31 CREDITS)
(Must be taken at a SUAGM Campus)

<table>
<thead>
<tr>
<th>Course</th>
<th>CR</th>
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<th>UM</th>
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<tbody>
<tr>
<td>NURS 105 Introduction to the Nursing Professional Role</td>
<td>3</td>
<td></td>
<td></td>
<td>8 credits in Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>NURS 231 Adult Health Assessment</td>
<td>3</td>
<td></td>
<td></td>
<td>NURS 105</td>
</tr>
<tr>
<td>NURS 232 Nursing Pathology</td>
<td>3</td>
<td></td>
<td></td>
<td>NURS 231</td>
</tr>
<tr>
<td>NURS 320 Application of Basic Principles of Research in Nursing Practice</td>
<td>3</td>
<td></td>
<td></td>
<td>NURS 232, 3 credits in Pharmacology</td>
</tr>
<tr>
<td>NURS 405 Nursing in Community Health</td>
<td>5</td>
<td></td>
<td></td>
<td>NURS 105, NURS 232, 10 credits in Nursing Care Of The Adult I &amp; II, 5 credits in Mental Health &amp; Psychiatric Nursing</td>
</tr>
<tr>
<td>NURS 410 Nursing Leadership and Management</td>
<td>3</td>
<td></td>
<td></td>
<td>NURS 105, NURS 232, NURS 405</td>
</tr>
<tr>
<td>NURS 412 Nursing Care of the Adult III</td>
<td>5</td>
<td></td>
<td></td>
<td>NURS 105, NURS 232, 3 credits in Pharmacology , 10 credits in Nursing Care Of The Adult I &amp; II, 5 credits in Mental Health &amp; Psychiatric Nursing</td>
</tr>
<tr>
<td>NURS 420 Practicum (Integrated Clinical Nursing)</td>
<td>6</td>
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<td>All nursing courses.</td>
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</table>

Total Number of Credits: 137

**Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency.**
MASTER IN BUSINESS ADMINISTRATION (MBA)  
MAJOR IN MANAGEMENT  
42 Credits

PROGRAM DESCRIPTION:

The Graduate Program in Business Administration of the School of Business Administration at Universidad Metropolitana offers a Master of Business Administration Degree with specializations in Human Resources and Management, Accounting and Marketing. The Metro Orlando/South Florida campuses offer this major in management. The program offers an outstanding curriculum which prepares students to effectively and efficiently assume management responsibilities required by today's organizations.

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

PROGRAM OBJECTIVES/OUTCOMES:

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

<table>
<thead>
<tr>
<th>Curricular Sequence</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Core Courses</td>
<td>24</td>
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<tr>
<td>Major Courses</td>
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<tr>
<td>Electives</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>42</strong></td>
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</tbody>
</table>
### Degree Requirements

#### Program Pre-Requisites
For students holding degrees other than Business Management

- **ACCO 500 Accounting Survey**
  - Credit: 3

#### Core Courses (24 Credits)

<table>
<thead>
<tr>
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<th>UM</th>
<th>Pre-Req.</th>
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<th>CRS</th>
<th>TR</th>
<th>UM</th>
<th>Pre-Req.</th>
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<tbody>
<tr>
<td>MANA 501 Organizational Behavior</td>
<td>3</td>
<td></td>
<td></td>
<td>ACCO 503 Managerial Accounting</td>
<td>3</td>
<td>ACCO 500 or Equivalent</td>
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<tr>
<td>STAT 555 Managerial Statistics</td>
<td>3</td>
<td></td>
<td></td>
<td>MARK 511 Managerial Marketing</td>
<td>3</td>
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<tr>
<td>ECON 519 Managerial Economics</td>
<td>3</td>
<td></td>
<td></td>
<td>FINA 503 Managerial Finance</td>
<td>3</td>
<td></td>
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<tr>
<td>MANA 720 Operations Management</td>
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<td></td>
<td></td>
<td>STAT 555</td>
<td>MANA 600 Entrepreneurial Policy and Business Ethics</td>
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#### Major Courses (15 Credits)

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<tbody>
<tr>
<td>MANA 735 International Business</td>
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<td>MANA 700 Entrepreneurship</td>
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<tr>
<td>MANA 716 Strategic Planning and Control</td>
<td>3</td>
<td></td>
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<td>None</td>
<td>MANA 710/HURE 710 Human Resources Management</td>
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<td>MANA 621 Business Law</td>
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<td>None</td>
<td>MANA 715 Supervision and Leadership</td>
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<tr>
<td>MANA 750 Management Seminar*</td>
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<td>MANA 603 Materials Management</td>
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<tr>
<td>BUSI 605 Business Research Methods</td>
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#### Elective Courses (3 Credits)

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<th>CRS</th>
<th>TR</th>
<th>UM</th>
<th>Pre-Req.</th>
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<tbody>
<tr>
<td>COIS 505 Information Systems for Management</td>
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<td></td>
<td></td>
<td>FINA 620 International Finance</td>
<td>3</td>
<td>FINA 503</td>
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<tr>
<td>MARK 615 Advertising and Sales Promotion</td>
<td>3</td>
<td></td>
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<td>FINA 740 Analysis and Structure of Investment Portfolios</td>
<td>3</td>
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<tr>
<td>FINA 720 Risk and Insurance</td>
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<td></td>
<td></td>
<td>COIS 710 Analysis and System Design</td>
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<tr>
<td>BUSI 605 Business Research Methods</td>
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<td></td>
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<td>STAT 555</td>
<td>ACCO 707 Federal Taxation</td>
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</table>

#### Professional Development Workshops (6)

1.  
2.  
3.  
4.  
5.  
6.  

Total Number of Credits: 42

*Required Course

- Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency.
- Students must complete six professional development workshops as a graduation requirement.
MASTER IN BUSINESS ADMINISTRATION (MBA)
HUMAN RESOURCES MANAGEMENT
42 Credits

PROGRAM DESCRIPTION:

The Graduate Program in Business Administration of the School of Business Administration at Universidad Metropolitana offers a Master of Business Administration Degree with specializations in Human Resources, Management, Accounting and Marketing. The Metro Orlando/South Florida campuses offer this major in human resources. The program offers an outstanding curriculum which prepares students to effectively and efficiently assume management responsibilities required by today’s organizations.

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

PROGRAM OBJECTIVES/OUTCOMES:

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

<table>
<thead>
<tr>
<th>Curricular Sequence</th>
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<tbody>
<tr>
<td>Core Courses</td>
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<tr>
<td>Specialization Component</td>
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<td>Electives</td>
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<td><strong>TOTAL</strong></td>
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### SISTEMA UNIVERSITARIO ANA G. MENDEZ
UNIVERSIDAD METROPOLITANA
SCHOOL OF PROFESSIONAL STUDIES
MBA PROGRAM—MAJOR IN HUMAN RESOURCES

<table>
<thead>
<tr>
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#### PROGRAM PRE-REQUISITES
FOR STUDENTS HOLDING DEGREES OTHER THAN BUSINESS MANAGEMENT

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CRS</th>
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<tbody>
<tr>
<td>ACCO 500 Accounting Survey</td>
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#### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>CORE COURSES (24 CREDITS)</th>
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<tbody>
<tr>
<td>COURSE</td>
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<tr>
<td>--------</td>
</tr>
<tr>
<td>MANA 501 Organizational Behavior</td>
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<tr>
<td>STAT 555 Managerial Statistics</td>
</tr>
<tr>
<td>ECON 519 Managerial Economics</td>
</tr>
<tr>
<td>MANA 720 Operations Management</td>
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<tr>
<td>ACCO 503 Managerial Accounting</td>
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<tr>
<td>MARK 511 Managerial Marketing</td>
</tr>
<tr>
<td>FINA 503 Managerial Finance</td>
</tr>
<tr>
<td>MANA 600 Entrepreneurial Policy and Business Ethics</td>
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<tr>
<td>MANA 715 Supervision and Leadership**</td>
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<tr>
<td>HURE 730 Compensation and Benefits Administration**</td>
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<tr>
<td>HURE 725 Labor Legislation**</td>
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<tr>
<td>HURE 750 Human Resources Seminar**</td>
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<tr>
<td>HURE 700 Organizational Development and Design</td>
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<td>HURE 710 Human Resources Administration**</td>
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<tr>
<td>HURE 640 Collective Bargaining</td>
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<tr>
<td>HURE 720 Training Design and Methodology</td>
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#### SPECIALTY COMPONENT (15 CREDITS)

<table>
<thead>
<tr>
<th>COURSE</th>
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<tr>
<td>FINA 720 Risk and Insurance</td>
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<tr>
<td>FINA 740 Analysis and Structure of Investment Portfolios</td>
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<tr>
<td>COIS 505 Information Systems for Management</td>
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<td>COIS 710 Analysis and System Design</td>
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<td>BUSI 605 Business Research Methods</td>
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<td>STAT 555</td>
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#### ELECTIVE COURSES (3 CREDITS)

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<tr>
<td>FINA 620 International Finance</td>
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<td>FINA 503</td>
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<tr>
<td>FINA 720 Risk and Insurance</td>
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#### PROFESSIONAL DEVELOPMENT WORKSHOPS (6)

1. | 4. |
2. | 5. |
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| TOTAL NUMBER OF CREDITS | 42 |

**Major requirement.**
- Language skills will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency.
- Students must complete six professional development workshops as a graduation requirement.
MASTER IN BUSINESS ADMINISTRATION (MBA)
ACCOUNTING
42 CREDITS

PROGRAM DESCRIPTION:
The program to be established in the Metro Orlando and South Florida Campus already exists at Universidad Metropolitana, main campus in San Juan. This Master Degree program in Business Administration is designed to provide the skills knowledge and abilities necessary in the area of Accounting. This specialty is geared towards the fundamental characteristics of an accounting manager providing emphasis in the accounting skills and knowledge required in today’s constant changing economy. Also, it will provide knowledge on the use of technology to communicate and handle information and it will develop and enhance the communication skills and the management capabilities of each person.

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

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

MASTER IN BUSINESS ADMINISTRATION—SPECIALIZATION: ACCOUNTING (MBA)

DEGREE REQUIREMENTS

<table>
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<tr>
<th>COURSES/DESCRIPTIONS</th>
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<tr>
<td><strong>CORE COMPONENT (24 Credits)</strong></td>
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<tr>
<td>MANA 501  Operational Behavior</td>
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<tr>
<td>MANA 720  Operations Management</td>
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<tr>
<td>MANA 600  Business Policy and Ethics</td>
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<tr>
<td>ACCO 503  Managerial and Financial Accounting</td>
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<td>STAT 555  Statistics for Managerial Decision Making</td>
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<td>ECON 519  Managerial Economics</td>
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<td>MARK 511  Marketing Management</td>
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<td>FINA 503  Managerial Finance</td>
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<tr>
<td><strong>SPECIALIZATION COURSES (Select 5 courses - 15 Credits)</strong></td>
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<tr>
<td>ACCO 506  Cost Accounting</td>
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<td>ACCO 605  International Accounting</td>
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<tr>
<td>ACCO 610  Advanced Financial Accounting and Reporting I</td>
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<td>ACCO 620  Government and Non-Profit Accounting</td>
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<tr>
<td>ACCO 706  Auditing</td>
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<td>ACCO 707  Federal Income Tax</td>
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<td>ACCO 710  Advanced Auditing</td>
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<tr>
<td>ACCO 790  Public Accounting Seminar</td>
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<tr>
<td>BUSI 600  Federal Business Law</td>
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<tr>
<td>*ACCO 721  Accounting Seminar</td>
<td>3</td>
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<td>(Mandatory course)</td>
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<tr>
<td><strong>ELECTIVES COURSES (Select 1 course from those not selected from the list above or from these courses - 3 Credits)</strong></td>
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<tr>
<td>ACCO 705  Taxes in P.R.</td>
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<td>COIS 505  Information Systems for Management</td>
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<td>COIS 710  Analysis and Systems Design</td>
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<tr>
<td><strong>PROFESSIONAL DEVELOPMENT WORKSHOPS (6 Workshops)</strong></td>
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<tr>
<td><strong>TOTAL NUMBER OF CREDITS</strong></td>
<td>42</td>
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IMPORTANT NOTES:

1. Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency.

* Course is mandatory for all students. The term before enrolling in this course, the student shall get academic counseling from the facilitator to identify the subject for the seminar.
MASTER IN BUSINESS ADMINISTRATION (MBA)
FINANCE
42 CREDITS

PROGRAM DESCRIPTION:

The program to be established in the Metro Orlando and South Florida Campus already exists at Universidad Metropolitana, main campus in San Juan. This Master Degree program in Business Administration is designed to provide the skills knowledge and abilities necessary in the area of Finance. This specialty is geared towards the fundamental characteristics of a financial manager providing emphasis in the skills and knowledge required in the finance area that will go along with the constant changes in the economy. Also, it will provide knowledge on the use of technology to communicate and handle information and it will develop and enhance the communication skills and the management capabilities of each person.

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

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

PROGRAM OBJECTIVES:

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

The graduates will know the importance of integrity and ethics in the performance of their functions with special attention to the company's human resources and the social responsibilities for the entire community.

The program will provide the knowledge and skills necessary in the finance area to develop and start a new business and achieve the maximum level of success in either the private, public, or non-profit sectors with the highest levels of technology and ethical integrity.
# Master in Business Administration—Specialization: Finance (MBA)

## Degree Requirements

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>COURSES/DESCRIPTIONS</td>
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### Core Component (24 Credits)

- MANA 501 Operational Behavior
- MANA 720 Operations Management
- MANA 600 Business Policy and Ethics
- ACCO 503 Managerial and Financial Accounting
- STAT 555 Statistics for Managerial Decision Making
- ECON 519 Managerial Economics
- MARK 511 Marketing Management
- FINA 503 Managerial Finance (Corporate Finance I)

### Specialization Courses (Select 5 courses - 15 Credits)

- FINA 610 Corporate Finance II
- FINA 620 International Finance
- FINA 630 Analysis and Structure of Investment Portfolios
- FINA 640 Public Finance and Fiscal Policies
- FINA 650 Financial Market, Currency and Banking
- FINA 670 Risk and Insurance
- FINA 680 Real Estate Mortgage Financing
- *FINA 750 Finance Seminar* (Mandatory course)

### Elective Courses (Select 1 course from those not selected from the list above - 3 Credits)

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### Professional Development Workshops (6 Workshops)

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## Total Number of Credits

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<td>42</td>
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## Important Notes:

2. Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency.

* Course is mandatory for all students. The term before enrolling in this course, the student shall get academic counseling from the facilitator to identify the subject for the seminar.
Course Descriptions

ACCO 111
Introduction to Accounting I
4 Credits

Fundamentals of accounting. Analyzing and recording business transactions, the accounting cycle and preparation of Financial Statements. Includes accounting for cash, accounts receivable and inventories. Prerequisite: None

ACCO 112
Introduction to Accounting II
4 Credits

Tangible and intangible assets, current liabilities and the payroll system, accounting concepts and principles. Includes procedures and statement presentation for partnerships and corporations. Prerequisite: ACCO 111

ACCO 500
Accounting Survey
3 Credits

Introductory coverage of financial and managerial accounting for non-business graduate students. Overview of transactions analysis and basic elements of the accounting cycle for service and merchandising business. Preparation of financial elements: income statement, balance sheet, cost of manufacturing and cash flows. Inventory costing methods. Prerequisite: None

ACCO 503
Managerial and Financial Accounting
3 Credits

Accounting concepts and techniques, their use in the preparation and analysis of financial statements, and management decision-making with emphasis on planning and performance evaluation. Topics included are: accounting as an information system, fundamentals of financial accounting and analysis of financial information, costing methods for products and services, budget control and analysis, inventory control and valuation. Study of cost behavior, cost-volume-profit relationships, job order, process and activity based costing, short-run and long-run decisions, budget and variance analysis. Use of electronic spreadsheet. Prerequisite: ACCO 500 or equivalent

ACCO 506
Advanced Cost Accounting
3 Credits

ACCO 605
International Accounting
3 Credits


ACCO 610
Advanced Financial Accounting and Reporting I
3 Credits

Generally accepted accounting principles for corporations and partnerships. Emphasis in consolidations and issues related to other business combinations. Consolidated financial statements, consolidation methods, liquidation and reorganization. financial statements for partnerships; formation, operation and liquidation of partnerships.

ACCO 620
Government and non-profit Accounting
3 Credits


ACCO 705
Taxes in Puerto Rico
3 Credits

Study of taxes in Puerto Rico, their effects on fiscal policy of the country, and policies established by private enterprise. Elements of income tax; inclusions, and exclusions from income; deductions from gross income, personal exemptions, and standard deductions from adjusted gross income. Personal property tax. Other payroll, municipal and state taxes. Use of electronic software.

ACCO 706
Auditing
3 credits

Introduction to auditing from the perspective of the professional manager. The environment opinion formulation process and reporting activities of the public auditor. Acquisition and management of auditing services as an aspect of managerial control. Use of audit software. Prerequisite: ACCO 503
ACCO 707
Federal Taxation
3 Credits

Internal revenue code and regulations. Income exclusions, deductions and credits of individuals, partnerships and corporate taxable entities. Filling and filing of tax returns. Tax effects upon reorganization, liquidation and dissolutions. Prerequisite: None

ACCO 710
Advanced Auditing
3 Credits

Overview of the generally accepted auditing standards (GAAS), their application to a variety of situations where practicing Accountants have to decide complex issues based on professional standards. The focus is on theory, procedures, evidence, and the auditor’s opinion. Ethics, auditor’s legal responsibilities, internal controls in manual and computerized systems, auditing procedures, evidence gathering, the standard audit report, and other types of reports. Case studies. Use of audit software.

ACCO 721
Accounting Seminar
3 Credits

Application of accounting principles to the solution of problems related to operational, functional, and accounting requirements of an enterprise. Research, presentation and discussion of cases are emphasized. A formal research project in an accounting area is required.

ACCO 790
Public Accounting Seminar
3 Credits

Intensive review of theoretical and practical aspects in accounting with emphasis on ethics and solution of critical-thinking problems. Critical analysis of current topics through written and oral discussion of recent publications and articles. Because it is subject to topic variations, students may enroll more than once.

BIOL 101-102
Introduction to Biological Sciences
6 Credits

Introduction to the fundamental concepts of cell structure and function. Study of basic hierarchical organization from cell to systems with emphasis on the human body and its anatomy and physiology. Introduction to genetics, taxonomy, evolution and ecology. Basic concepts of chemistry and physics related to biological systems are also discussed. Prerequisite: BIOL 101 for BIOL 102
BUSA 204
Business Law
4 Credits

Origin and development of law, its significance as a formal agency of social control. Includes the study of business contracts, business organizations, sole proprietorships, associations and corporations, introduction to negotiable instruments, and bankruptcy laws. Prerequisite: None

BUSA 600
Federal Business Law
3 Credits

State and federal business laws. Contracts, agencies, partnerships, corporations, bankruptcy, and property laws, among others, and their applications to accounting and auditing situations.

BUSA 605
Business Research Methods
3 Credits

Introduction to concepts and procedures of business research. Study of the nature and purposes of investigation, types of design, instruments of investigation and methods of data analysis and interpretation. Emphasis on the search of truth by empirical means and on the contribution of research to the business administration field. Prerequisite: STAT 555

COIS 101
Introduction to Computer Based Systems
3 Credits

This course develops in the student with no previous experience with computers, levels of productivity necessary in their personal and work environment. Requires Laboratory. Prerequisite: None

COIS 505
Information Systems for Management
3 Credits

Covers fundamental concepts in computerized systems of information and the application to business administration. It gives the students an insight and an adequate technical base in the analysis of programming and administration of information systems, emphasizing management considerations. Prerequisite: None

COIS 625
Computerized Systems in Educational Administration and Supervision
3 credits

Study and use of computer systems accessible to administrators with applications for the management of funds and processes. Basic concepts in computer sciences. Design, development and operation of systems of information in the field of education. Prerequisite:
COIS 710
Analysis and System Design
3 Credits

Introduces the systems life cycle and basic techniques for stating and analyzing information systems requirements. Determines systems economics and computer controls. Illustration of the interactive nature of the information systems analysis and design process. Introduces systems design, flowcharting, program structures and user interfaces. Hardware/software selection, evaluation, and alternative system configurations, system implementation, conversion, and post-implementation review are studied. Prerequisite: None

CRIM 107
Introduction to Criminal Justice
3 Credits

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

CRIM 110
General Principles of Penal Law
3 Credits

Introductory course to criminal law. The course will rely on Penal Code for the study of the nature of crime, its elements, available defenses for the accused, and the sentencing guidelines included in the Penal Code. During the course, both crimes against the individual and against property will be covered. Prerequisite: None

CRIM 118
Civil System
3 Credits

The course seeks to provide the student with knowledge of the historical process that promoted the development of our civil law system and its main components, such as Property Law, Family Law, Contracts, Estate Law and Torts. Prerequisite: None

CRIM 207
Criminal/Procedural Law and Evidence
3 Credits

The course provides an opportunity for the analysis of the various procedural laws that regulate the application of criminal law. Also, the course covers the criminal law judicial process and its stages. Finally, the student has an opportunity to study the constitutional rights available to the accused through criminal investigation and the judicial process. Prerequisite: CRIM 110
CRIM 210  
Criminal Investigation  
3 Credits

The course emphasizes the study and guidelines of basic criminal investigation techniques, from their origins, through the evolution, to today’s technological advances in investigative methods. Prerequisite: None

CRIM 212  
Law of Evidence  
3 Credits

This course is aimed at the study of the rules of evidence both in civil law and criminal law judicial proceedings. The course is designed to develop an understanding of the basic concepts of the rules of evidence. Emphasis will be given to the structure of the evidence, evidence and the judicial process, the rule of relevance, rule of exclusion, hearsay rule and its exceptions, privileges, offer of proof, photographs, writings, recordings, and demonstrative and scientific evidence. Prerequisite: None

CRIM 215  
Criminalistics  
3 Credits

An introductory course to forensic science, which consists of the study of, the most recent scientific techniques for the collection, identification, treatment, and preservation of evidence used in a criminal investigation. Also, the constitutional principles that guarantee due process to an individual in the handling of the various types of evidence during a criminal investigation. Strong emphasis will be given to the importance and use of evidence in a judicial proceeding and in crime solving. Prerequisite: CRIM 210

CRIM 310  
Criminal Justice System  
3 Credits

This course is aimed at the study of the legal, constitutional, and judicial protections and guarantees in accordance with Supreme Court decisions. Emphasis will be given to civil rights, the Bill of Rights, and the origins and development of the Constitution. Prerequisite: None

CRIM 315  
Administrative Law  
3 Credits

The course examines the development of judicial review of administrative decisions under the common law as well, as the development of non-judicial and statutory review mechanisms. Students will have an understanding of the principles and procedures for review of administrative action, and an ability to apply such understanding to the resolution of problems. In addition they will have an appreciation of the relationship between law and public sector administration.
CRIM 318  
Police Organization and Management  
3 Credits  

Includes the study and analysis of the organizational structure and administrative procedures of the State and Municipal police. Its functions, duties, powers and relations with the community, are also studied. Prerequisite: None

CRIM 401  
Practicum in Criminal Justice  
3 Credits  

The student will have an opportunity to practice the theoretical knowledge acquired by working for a public or private entity related to the criminal justice system. The professor will serve as a guide and will provide the resources, orientation and coordination. The selection of the entity for the placement of the student will be made by the professor with the assistance of the student. Prerequisite: CRIM 107, 110, 118, 207, 210, 215, 310, 318

ECON 123  
Introduction to Economics  
Compendium  
3 Credits

Provides the student with the theoretic knowledge and applied basis of Economics. The student will learn the essential principles and theories for the micro and macro analysis. Time is devoted to develop the skills needed to identify and solve the problems encountered by the public and private sectors. Prerequisite: SOSC 103

ECON 325  
Introduction to International Business  
3 Credits

Economic and social systems and their effect on the commercial behavior of countries. Relations among business enterprises, government, and the financial sectors to undertake international business activities. Corporate policies and strategies in the global operations. Prerequisite: ECON 123

ECON 519  
Managerial Economics  
3 Credits

Use of economics tools in management decision-making to maximize the company’s profit. Analysis of demand, income, production, cost, markets and the relationship and uncertainty between the companies and the public sector. Prerequisite: None

ENGL 050  
English Immersion  
0 credits

A conversational/grammar based semi-immersion course to prepare students for the accelerated dual-language curriculum to be offered at the School for Professional Studies’ discipline-based dual language program. Students who achieve a score of less than 112 points in the English placement tests will be enrolled in this course.
ENGL 101-102  
Introductory English Language – Basic Level  
6 Credits

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provide for students who need to improve their proficiency in English. Prerequisite: ENGL 101 for ENGL 102

ENGL 103-104  
Introductory English Language – Intermediate Level  
6 Credits

A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Prerequisite: ENGL 103 for ENGL 104

ENGL 105-106  
Introductory English Language – Advance Level  
6 Credits

This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay. Prerequisite: ENGL 105 for ENGL 106

ENGL 201-202  
Second - Year English - Basic Level  
6 Credits

Basic introduction to the study of literary genres. Aims to develop an appreciation of the short story and the novel, the essay, poetry and drama.  
Prerequisites: ENGL 101-102

ENGL 205-206  
Second - Year English - Advance Level – Intro. to Literature  
6 Credits

An introduction to the study of English literary genres. Aims to develop an appreciation of the literary genres through the analysis of the basic elements of each genre. Required course for English majors. Prerequisites: ENGL 101-102 or ENGL 103-103 or ENGL 105-106

ENGL 350  
Conversational English  
3 Credits

This course provides practice for the development of oral communication skills to be used in personal and professional settings. Prerequisites: ENGL 103

ENGL 500  
Academic Writing for Graduate Students I  
3 credits

This is an intermediate English Writing Class that focuses on developing writing skills, such as the fundamentals of paragraph writing. It examines and provides strategies for developing skills in writing for specific audiences, writing conventions and development of topic sentences and supporting details. It also provides emphasis on strategies for developing supporting ideas. It
stresses the development of basic reading and writing skills of graduate students. It systematically reviews basic structures and vocabulary with a great deal of written practice, which lead the student to a more confident ownership of the language. Grammar and editing skills review is incorporated as needed. A graduate student who takes the English placement test and receives a score of 112 to 164 will need to enroll in this course. Therefore, the goal of this course is to provide student writers with information that will allow them to demonstrate a command of academic writing skills.

ENGL 501
Academic Writing for Graduate Students II
3 credits

ENGL 501 is a writing course designed to improve the academic writing skills of graduate students. The course focuses on organization and development of ideas and on paraphrasing and summarizing of reading selections to develop fluency, accuracy, and maturity in academic writing. A discussion of basic research skills and plagiarism is included. Editing skills are stressed, and a basic grammar review is provided. In addition, a variety of common rhetorical modes are analyzed, including narratives, informational reports, summaries, reviews, and argumentative essays. Students are placed into this course based on their English language placement results. It is an advanced conversational English and writing course. Role-play, oral presentations and other verbal techniques are used. All phases of the writing process are discussed and practiced, including writing good topic sentences, supporting details and paragraph unity. A graduate student who takes the English placement test and receives a score of 165 to 180 will need to enroll in this course.

ENMA 107
Mathematics for Entrepreneurs
3 Credits

Applying mathematic reasoning to the procedures to solve business problems. Techniques as estimation, graphic interpretation, and the use of financial and statistical Math are demonstrated and practiced. Algebraic equations with one or more variables, lineal equations with its graphics, costs, investments, simple and compound interest, depreciation, annuities, amortization, numeric representation with graphs, central tendencies, and dispersion are studied. The use of the electronic calculator as an effective work tool is studied. Requires laboratory. Prerequisite: None

ETIC 010
Ethical Fundaments
3 Credits

This course studies the nature of moral philosophy and the principles of ethics and bioethics theories. The study covers since the origins to the present time. Besides, it analyses the implications of modern social problems that depict the ethics principles and development in our society. Prerequisite: None
EXPL 101
Experiential Learning: Introduction to Portfolio
1 Credit

Evaluation of theoretical and practical experiences for the preparation of a portfolio. Presentation of evidence and support documentation related to occupational and personal skills acquired in the student's life to petition their evaluation for academic credit. Prerequisite: None

FINA 202
Business Finance
3 Credits

Introduction to financial theories and techniques and their use in management, financial analysis, planning and control, working capital management, decisions involving long-term assets, sources and forms of long-term financing, financial structure, cost of capital and dividend policy. Prerequisites: ACCO 111-112

FINA 503
Managerial Finance
3 Credits

Financial planning to increase the value of investment of the stockholders. Analysis of management decisions concerning investments, financing and dividend policies. Assets approval, risk, debt policies and alternate ways of financing. Short-term assets, and liabilities administration, acquisitions, mergers and international financial management. Prerequisites: ACCO 503, STAT 555

FINA 620
International Finance
3 Credits

Financial management of foreign operations of the firm. Financial constraints of the international environment and their effect on standard concepts of financial management. Study of international currency flows, forward cover, and international banking practices. Prerequisite: FINA 503

FINA 630
Analysis and Structure of Investment Portfolios
3 Credits

Covers the valuation of corporate securities of multinational and domestic corporations, portfolio theory, and the measurement of portfolio performance. Emphasis is placed on the role of return and risk in valuing stocks, bonds, options, and in the construction of portfolios. Prerequisite FINA 503

FINA 640
Public Finance and Fiscal Policies
3 Credits

Analysis of the government resources and used of government funds. Emphasis on the impact of the fiscal policies to promote stability and development based on real situations.
FINA 650
Financial Market, Currency and Banking
3 Credits

Emphasis of the structure and operations of money markets and capital investment. The budget theory and policies to achieve stability and market growth. The interdependencies of the financial variables in the economy. Emphasis in current situations and the effect on local and international markets.

FINA 670
Risk and Insurance
3 Credits

Analysis of the risk management problems in the business enterprise. Emphasizes methodology for risk analysis, techniques for risk and loss control, models for risk management decision making, and procedures for administering risk management policy relative to no speculative (insurable) risk. Includes product liability, property damage and bodily injury in the business environment.

FINA 680
Real Estate Mortgage Financing
3 Credits

Analysis of the mortgage market, the development and impact of real estate financing and capital market in public and private business and agencies; and the role of financing in the real estate market.

FINA 720
Risk and Insurance
3 Credits

Analysis of the risk management problems in the business enterprise. Emphasizes methodology for risk analysis, techniques for risk and loss control, models for risk management decision-making, and procedures for administering risk management policy relative to no speculative (insurable) risk. Includes product liability, property damage and bodily injury in the business environment. Prerequisite: STAT 555

FINA 740
Analysis and Structure of Investment Portfolios
3 Credits

Covers the valuation of corporate securities of multinational and domestic corporations, portfolio theory, and the measurement of portfolio performance. Emphasis is placed on the role of return and risk in valuing stocks, bonds, options, and in the construction of portfolios. Prerequisite: None
FINA 750
Finance Seminar
3 Credits
Integration of the principle concepts in finance with the discussion of current real world situations. Emphasis in the investigation, presentation and discussion of study cases. It requires a formal investigation of a topic in the finance area.

HIST 273
History of the United States - Compendium
3 Credits
Study of the most important social, cultural, political, and economic events in the history of the United States, from the colonial period to the present. Prerequisite: None

HUMA 101-102
Introduction to the Study of Western Civilization
6 Credits
Study of western civilization from its origins through the Middle Ages. Includes those concepts of Near Eastern culture, which influenced western civilization as well as Judeo-Christian tradition. Analysis of literary and artistic works representative of the various periods. Prerequisite: HUMA 101 for HUMA 102

HUMA 103
Compendium: Introduction to the Study of Western Civilization
3 Credits
HUMA 101-102 compendium. Emphasis is given to the major accomplishments of Western Civilization. Prerequisite: None

HUMA 201-202
Study of Western Civilization
6 Credits
Study of western civilization from the Renaissance to the present. A thorough analysis is made of historical events and artistic works transcendental to modern society. Prerequisites: HUMA 101-102 or HUMA 105-106.

HURE 640
Collective Bargaining
3 Credits
Emphasis is given to new forms of white-collar unionization, public sector labor relations, bargaining and quasi-bargaining. The course covers the development of American unions, union structure and government, organizing campaigns and representation elections, labor agreement negotiation and administration, public policy. Emphasis on the national labor relation’s act and the grievance-arbitration process. Prerequisite: None
HURE 700  
Organizational Development and Design  
3 Credits  

Introduction to concepts and procedures on organizational design and structures. Emphasis on the nature and changing processes of the organizational culture and structures. Discussion on different types of systems and management styles. Prerequisite: None

HURE 710  
Human Resources Administration  
3 Credits  

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

HURE 720  
Training Design and Methodology  
3 credits  

This course is designed to provide the student with the knowledge and management skills and techniques related to the design and methodology of organizational training. The course focuses on the study and analysis of the concepts, methods and processes that promote development and organizational growth through the design and implementation of training programs that facilitate learning and synergy among human resources. Prerequisite: HURE 710, MANA 501 (ESTO LO DICE EL MODULO)

HURE 725  
Labor Legislation  
3 Credits  

Federal and State legislation pertaining to the relationship between employer and employees. The following topics are discussed in this course: development of federal and Puerto Rican labor laws; constitutional rights; minimum wage, antidiscriminatory laws, unemployment. Prerequisite: None

HURE 730  
Administration of Compensation and Benefits  
3 Credits  

Introduction to systems of compensation and benefits related to profit and non-profit organizations. Discussion on financial motivation, design and implantation of compensation strategies and compensation for special groups, among others. Prerequisite: None
Human Resources Seminar
3 Credits

Historical foundations and evolutionary development of human resources concepts; comparative analysis of management patterns; emerging problems of management interest. Readings and research in management. Each student must present a research project for discussion and comments. Prerequisite: **Major requirements

MANA 101
Introduction to Business
3 Credits

Presents the various forms of business organizations and management in search for profits. It includes an introduction to business operations, management, production, marketing, human and labor relations, finance, and accounting. Prerequisite: None

MANA 131
Human Relations in Business
3 Credits

Concepts dealing with the interaction and interpersonal relations of individuals and groups within business organizations. It includes an analysis of leadership and group behavior. Prerequisite: None

MANA 350
Business and Society
3 Credits

Study of the philosophies, interrelationships and viewpoints regarding the role of business in society, including selected issues in the context of social responsibility. Includes analysis of legislation related to the area. Prerequisite: MANA 101

MANA 501
Organizational Behavior
3 Credits

Study of individual behavior in organizations, group behavior in organizations, and organizational behavior in social systems. Application of organizational behavior and organizational theory to management practice. Prerequisite: None

MANA 600
Business Policy and Ethics
3 Credits

Integrating and applying the various functional and support areas of business administration. The course approaches business policy-making and administration from the perspective of the general manager. Cases emphasizing economic, social, and moral problems having implications for corporate policy are examined. Prerequisite: 18 credit from cores courses.
MANA 603
Materials Management
3 Credits

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

MANA 621
Business Law
3 Credits

Deals with the laws pertaining to business associations, such as partnerships (limited and general), corporations, franchises and joint ventures. Topics include rights and obligations; will contracts, mortgages, business agencies and associations, corporations, negotiable instruments, investment and loans, bankruptcy, business laws, labor laws and jurisprudence. Prerequisite: None

MANA 640
Collective Bargaining
3 Credits

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

MANA 700
Entrepreneurship
3 Credits

Designed for MBA’S interested in pursuing entrepreneurial careers. Primary attention given to managing a new and rapidly growing business. Alternate sources of capital examined and conditions of utilization of each source established. Various growth strategies considered along with supporting public policy and personnel requirements for entrepreneurial success. Prerequisite: None

MANA 710
Human Resources Management
3 Credits

A study of the philosophy, techniques and policies related to the administration of personnel and as a critical responsibility of every manager. Topics included are employment planning, recruitment and selection, performance measurement, training and development, employee relations, equal employment/affirmative action, compensation and labor relations. Prerequisite: None
MANA 715
Supervision and Leadership
3 Credits

Emphasis on management leadership skills necessary to develop professionals for current market, manufacture, government, and industry settings. Examines contemporary roles on supervision and leadership development. Prerequisite: None

MANA 716
Strategic Planning and Control
3 Credits

Major components of long-term strategy from an upper-level management perspective are covered. This course provides a learning laboratory for the study of major strategic decision-making models. Prerequisite: None

MANA 720
Operations Management
3 Credits

Stresses managing the production, distribution, materials, and information functions of manufacturing and service systems. Includes capacity determination, operating procedures analysis, operating systems design, control systems development, and new technology evaluation. Uses case examples of management skills required in the operating environment. Prerequisite: STAT 555

MANA 725
Labor Law
3 Credits

Federal and State legislation pertaining to the relationship between employer and employees. The following topics are discussed in this course: development of federal and Puerto Rican labor laws; constitutional rights; minimum wage, antidiscriminatory laws, unemployment. Prerequisite: None

MANA 735
International Business
3 Credits

Global study of the economic, financial and political environment in business operations. Special emphasis on the international dimension of marketing, finance, accounting, taxes, economics and human resources of corporations. Prerequisite: None

MANA 750
Management Seminar **
3 Credits

Historical foundations and evolutionary development of management concepts; comparative analysis of management patterns; emerging problems of management interest. Readings and research in management. Each student must present a research project for discussion and comments. Prerequisite: ** Required course
MARK 133  
**Principles of Marketing**  
3 Credits  

Presents the basic concepts and applications most relevant to the marketing decision-making process. Focuses on the universal concerns of managers who are responsible for marketing decisions. Includes the consumer’s buying decisions process and types of consumer behavior as related to the basic marketing philosophies regarding products, price, promotion and distribution. Prerequisite: MANA 101

MARK 511  
**Marketing Management**  
3 Credits  

Emphasis on planning and decision-making procedures in areas such as: marketing measurements, product development, price adjustments, advertising and distribution. Texts, case studies, readings and computer exercises are used to provide experience in managing the components of the market mix. Prerequisite: STAT 555

MARK 601  
**Design and Development of New Products**  
3 Credits  

Design and development of new products and modifications. Integration of the reposition strategies in the life cycle of the product. Legal aspects for protection of new or modified products. Brand names and patent protection. Prerequisite: MARK 511

MARK 615  
**Advertising and Sales Promotion**  
3 Credits  

Examines the marketing promotions from a communications standpoint. Discusses advertising, sales promotion, personal selling and publicity as components of the promotional program of an enterprise including profit and non-profit institutions marketing products and/or services. Emphasizes the planning, design, and implementation of advertising campaigns. Prerequisite: None

MATH 101  
**Arithmetic and Its Applications**  
3 Credits  

This course offers the opportunity to develop necessary skills in working with numbers and basic mathematical computations with whole numbers, decimals and fractions, introduction to statistics and geometry. Opportunities are provided to apply the skills learned to actual life situations. Prerequisite: None
MATH 111
Intermediate Algebra
3 Credits

Rational exponents and radicals, linear graphs and quadratic equations, inequalities, systems of equations and their applications; special products factoring, and rational expressions. Prerequisite: None

NURS 105
Introduction to the Nursing Professional Role
3 Credits

Introduction to the student to the generalist nurse professional roles and competencies. The mission, program, and conceptual framework of the Nursing Program are presented and discussed. The course content includes nursing history; an introduction to the B. Neuman System Model; the Nursing Process concept; professional standards of practice; ethical, legal aspects of professional practice; and discussion of nursing theorists. Prerequisites: BIOL 106

NURS 231
Adult Health Assessment
3 Credits

Students are initiated in the holistic assessment of the adult client system’s stability, variances from wellness, and reaction to environmental stressors, using assessment formats that encompass B. Neuman System basic structure variables. Course content include vital signs; history taking; physical examination skills; and the integration of critical thinking through the analysis of health assessment data and nursing diagnosis selection. Prerequisite: BIOL 106

NURS 232
Pathophysiology
3 Credit

Presentation and discussion of the pathophysiology of the most common disease processes and alterations brought about by disease in adult clients, according to body systems. Course content includes relevant risk and stress factors; epidemiology; pathophysiology; clinical manifestations; treatment for each disease/alteration; and a summary of normal aging related to body system. Prerequisites: NURS 105, NURS 230 and NURS 231 concurrently.

NURS 320
Application of Basic Principles of Research in the Nursing Practice
3 Credits

Research for Nursing Practice Basic content related to the research process is discussed as a basis for evidenced-based nursing practice. Students use research principles in the search, selection, critique, and application of findings to provide rationales for nursing care and professional practice. Prerequisites: MATH 102, NURS 310, COSC 111
NURS 405
Nursing in Community Health
5 Credits

A community based course with emphasis on providing holistic care to the client in primary, secondary and tertiary levels of prevention throughout the life cycle. Applies sociocultural elements in the delivery of health care at all levels of health promotion. The principles of epidemiology are applied to the client family. Vital statistics are utilized to provide specific health intervention of disease prevention, and environmental protection in the concept of globalization. Prerequisites: NURS 301, 305, 311, 320.

NURS 410
Nursing Leadership and Management
3 Credits

The course provides students with knowledge and appreciation of aspects related to leadership and management in nursing. Critical thinking is utilized to enhanced discussion, group dynamics, and written and oral activities related to the course content. The accountability and leadership functions of the nurse and the criteria for continuing education and post-graduate projection for the nurse as the professional are discussed. Communication skills are promoted as essential for the professional roles of nursing. Prerequisites: All nursing courses, except NURS 420 and NURS 421 which will be taken concurrently.

NURS 412
Nursing Care of the Adult III
5 Credits

Classroom instruction and clinical experience using the Nursing Process as a guide to provide students with the knowledge necessary for holistic care to adult client systems with physiologic and complex health stressors/problems. The client population include adults with brain injury; spinal cord injury; acute and chronic renal failure; HIV/AIDS; burns; artificial airways; ventilators; loss grief, death. The focus of the course is on secondary and tertiary prevention. Prerequisites: NURS 305, 311

NURS 420
Practicum (Advance Clinical Nursing)
6 Credits

Advance Clinical Nursing course (Practicum) offers to the student the opportunity to enhancement and refine skills and knowledge in the care of the system client. It provides a variety of clinical experiences of learning, in interest areas, in scenes of primary, secondary and tertiary care under the direction and in collaboration with the generalist. Prerequisites: All nursing courses except NURS 410 and NURS 421 which will be taken concurrently.

OFAD 141
Keyboarding
4 Credits

Special emphasis is given to keyboarding development of speed and accuracy learning to create documents in the Window programs. The training includes creating documents, with their respective formats. Prerequisite: None
PSYC 121-122
General Psychology
6 Credits

Introduction to the basic areas of general psychology. Theories, concepts and methods used in psychological studies of individual and social behavior. Attention to the psychological elements of human growth and development. Prerequisites: SOSC 101-102

PSYC 123
General Psychology Survey Course
3 Credits

Survey course in general psychology. Study of basic principles, concepts and theories of individual and social behavior. Prerequisites: SOSC 101-102 or SOSC 103

PSYC 350
Psychopathology Principles
3 Credits

Pathological reactions in the feeble-minded, neurotics and psychotics. Discussion of research methods and theories of abnormal conduct. Visits to local institutions to observe clinical cases. Study of the D.S.M. V(R). Prerequisites: PSYC 121-122

SCIE 111-112
Integrated Sciences
6 Credits

This course integrates concepts from the different areas of sciences and offers the students the opportunity to get acquainted with them. It includes the study of the nature of sciences, the scientific method, the relationship between science and technology, matter and energy. The origin and evolution of live organisms and the conservation, nutrition, health and interactions between these and the environment will also be studied. Co requisites: MATH 101-102

SOCI 201-202
Principles of Sociology
6 Credits

Study of the human being in a socio-cultural context. Emphasis is given to the use of the scientific method in the study of society and the study of social theories. Study of social stratification and institutions such as family, religion, education, economy and politics. Analysis of contemporary social problems. Prerequisites: SOSC 101-102

SOSC 101-102
Introduction to Social Sciences
6 Credits

General principles of the social sciences and the fundamentals of the various disciplines: anthropology, sociology, psychology, economics and political sciences. Analysis of social problems in the contemporary world. Prerequisite: SOSC 101 for 102
**SOSC 103**  
Introduction to Social Sciences - Survey Course  
3 Credits

Survey course on general principles and foundations for the social science disciplines: anthropology, sociology, psychology, economics and political sciences. Analysis of social problems. Prerequisite: None

**SOSC 225**  
Contemporary Economic and Political Issues  
3 Credits

Interdisciplinary approach to the interrelation of social organizations and political and economic systems in the contemporary world. Study of social, political and economic developments. Analysis of selected events and current issues. Prerequisites: SOSC 101-102

**SOSC 301-302**  
Statistics for Social Sciences  
6 Credits

Descriptive and inferential statistical techniques and reasoning. Elements of statistical reasoning and mechanics involved in the computation of statistical measures in social sciences problems. Emphasis on when, why and how to use a specific technique in a research process. Prerequisites: SOSC 101-102, MATH 111

**SPAN 050**  
Spanish Immersion  
0 credits

This is semi-immersion Spanish course for college students. It is designed under a conversational and grammatical approach. Language lab to complete activities, workshops and exercises is emphasized. Dual language (English/Spanish) methodologies and strategies are used. A student who takes the Spanish placement test SCAPE and receives a score of 295 or below will need to enroll in this course.

**SPAN 101-102**  
Introductory Spanish Language- Basic Level  
6 Credits

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings. Prerequisite: SPAN 101 for 102

**SPAN 103-104**  
Introductory Spanish Language– Intermediate Level  
6 Credits

Introduction to linguistics. The historical evolution of the Spanish language. Grammar review, vocabulary enrichment and written communication. Latin American Literature. Prerequisite: SPAN 103 for SPAN 104
SPAN 105-106
Introductory Spanish Language– Advance Level
6 Credits

Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research. Prerequisite: SPAN 105 for SPAN 106

SPAN 215
Written Composition
3 Credits

Develops proficiency in the practical use of written language current idiomatic Spanish. Provide practice in the more complex problems of sentence structure and usage and in theme writing and analysis. Prerequisites: SPAN 101-102

SPAN 218
Oral Communication
3 Credits

Develops skills needed for public speaking. Emphasizes correctness, clarity, organization and delivery behaviors in accordance with subject matter and audience. Rhetorical skills are developed through instruction and practice. Prerequisites: SPAN 101-102

SPAN 221
Spanish Literature
6 Credits

Introduction to the Spanish literature. Offers a panoramic view of the history of Spanish literature from its origins to the present. Familiarizes the student with the cultural movements and representative works of each period. Prerequisites: SPAN 221 for SPAN 222

SPAN 500
Academic Writing for Graduate Students I
3 credits

This is an intermediate writing course designed to improve the academic writing skills of graduate students in Spanish. Students will understand the steps of the writing process; practice and handle grammatical structures related to spelling and punctuation; practice writing from the sentence to the paragraph; write different sorts of paragraphs and writing styles; promote a research-based attitude, demonstrate originality, and academic honesty that will be reflected on your written assignments; and write an essay.
SPAN 501
Academic Writing for Graduate Students II
3 credits

This is a writing course designed to improve the academic writing skills of graduate students in Spanish. Students will practice and handle grammatical structures related to spelling and punctuation; practice writing from the sentence to the paragraph; write different sorts of paragraphs and essays; know about different types of academic writing, their process of creation, writing, and revision; promote a research-based, originality, and academic honesty attitude that will be reflected on your written assignments; and prepare themselves on the monographic work.

This is a mainly practical course. Practice with model or original texts will be emphasized. In addition to a theoretical introduction and guided introduction of the method, students will work with different kinds of paragraphs, essays; and all doubts about any topic studied in this course will be clarified. Students will learn how to make academic searches and properly use citations, footnotes, references, and so forth. However, special emphasis will be placed on thesis elaboration, organization of ideas and elaboration of schemes, writing and revision of drafts, writing coherence, text cohesion, paragraph organization, and different kinds of introductory and concluding paragraphs.

STAT 555
Statistics for Managerial Decision Making
3 Credits

Covers basic statistical skills for advanced work in the functional areas of business administration, including descriptive statistics, probability, probability distributions, sampling, estimation, statistical inference, and Bayesian principles. Computer programs are used in obtaining solutions. Prerequisite: None

STDE 100
Student Development
3 Credits

Student development leading to opportunities for personal, academic and vocational success. Analysis of the socialization and educational processes conducive to an effective adjustment to university life. Development of critical thought, basic skills, and techniques for learning. Transition from the high school social studies curriculum to the social sciences at the university level. Prerequisite: None