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Any additional information regarding the institution, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

Graduates of any of NUC University’s Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language.

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GENERAL CATALOG
2020-2021
MASTER’S, BACHELOR’S AND ASSOCIATE’S DEGREE PROGRAMS

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GENERAL INFORMATION

History

NUC University is a private institution of higher education dedicated mainly to offer associate degree programs in the health, business and technology fields as well as bachelor’s degree programs in Education, Nursing, Business and Office Systems, among others. The Institution also offers several Master’s Degree Programs. It was incorporated under the laws of the Commonwealth of Puerto Rico on September 8, 1982, file number 52,584, under the name of National College of Business and Technology. It began its educational programs in Bayamón in July 1982. In 1984 it opened the Arecibo Branch Campus in Arecibo, Puerto Rico, and in 2003 the Río Grande Branch Campus in Río Grande, Puerto Rico. In September 2007 NUC opened a learning site at San Cristóbal Hospital in Ponce, Puerto Rico. In July 10, 2009 it was converted to the Ponce Branch Campus. In January 2011, NUC opened a Learning Site in Caguas, Puerto Rico. In June 2014, it was converted to the Caguas Branch Campus. On March 6, 2017 NUC opened a Branch Campus in Mayagüez, Puerto Rico, and in November 2018, NUC opened the Pembroke Pines Campus in FL. In February 2018, NUC University acquired NUC University – IBC Technical Division, Florida Technical College (FTC), and The Digital Animation & Visual Effects School (The DAVE School).

A Steering Committee organized by Mr. Jesús Siverio Orta, Esq., in 1980, worked on the planning and organization of the institution. On April 1st, 1982, NUC University began its educational operations in Bayamón and, in June of the same year, the Committee acquired the Polytechnical Community College. At the same time, the Institution obtained from the Puerto Rico Department of Education its operating license with the same rights, privileges and obligations as the predecessor Institution.

The initial programs offered were Pharmacy Assistant and Secretarial Sciences. The first group of students from these two programs graduated in July, 1983.

NUC University initiated its educational program with four classrooms on the third floor of the Ramos Building located in the city of Bayamón. To complement the educational programs offered at that time, the facilities also included a Typing Laboratory, Pharmacy Laboratory and a Library.

In a short period of time the Institution won the confidence and the respect of the Bayamón and Arecibo communities which facilitated its accelerated and constant development.

The NUC University buildings at each of the locations are easily accessible from different areas in Bayamón, Arecibo, Río Grande, Ponce, Caguas and Mayagüez, Puerto Rico as from adjacent towns. Each location is at a short distance from the city’s main roads. This is in accordance with the Institution’s objective of ensuring educational services are accessible for the socioeconomically disadvantaged population within our society. Each site’s strategic location and the ease with which transportation is available offers the students a real alternative to study.

The combined facilities for educational development consist of appropriate and sufficient classrooms and modern laboratories for computer instruction, electronic technology, dental assistant, pharmacy technician, nursing, and multidisciplinary laboratories of science which offer service to the various health and sciences courses. The Library has a combined area that includes a computer station with several computers for use by students as well as a multiple purposes room. In addition to the habitual paper bound collection it also includes electronic data bases, video collection, periodicals, Internet, and other resources which are continuously being developed and updated. It also has adequate offices for administrative personnel as well as independent study facilities for students. The facilities and programs vary according to each location. For the Pembroke Pines Campus there is an office with the required personnel to assist walk in students that require orientation. This office will be located at 12520 Pines Blvd. Suite 100-A Pembroke Pines, FL. 33027.
Mission

At NUC University, our goal is to develop educated and enterprising individuals, competent in their professional field, with an attitude to continue learning throughout their whole life, proud of belonging to NUC University and capable of inserting themselves successfully in the labor market to contribute effectively to the economic, social and political progress of their environment.

Vision

To be recognized as a university community where students receive an education of excellence which promotes their continuous, integral development through innovative and diverse learning modalities.

Institutional Priorities

1. Academic quality – Reaffirms the importance of academic quality through systematic assessment and the continuous improvement of the institution’s academic offerings. Also, to provide academic offerings based on learning outcomes and the personal values directly tied to the labor market. Student services complement the learning process, contribute to the development of student’s experiences and NUC’s focus on service demonstrates its commitment to quality student services that support the teaching learning process and foster educational excellence.

2. Service, development and student experience – Provide a college experience centered on student experiences, development and services, which prepares graduates to lead and excel in the local or global geographic area where they decide to live.

3. Organizational Development – Fostering a service-oriented organizational culture of the highest quality to all customers. It is characterized by an attitude towards collaboration, participation and a sense of commitment from all participants. Toward this end, all administrative staff that occupy key positions and faculty comply with all the competency and performance requirements.

4. Strengthening and positioning of the NUC Brand – The NUC brand (institutional identity) must be recognized in the market as one of the top private universities in PR, FL and through distance education.

5. Financial Strength – Achievement of key financial metrics levels established in each year’s annual budget.

Accreditation, Licensing and Associations

NUC University is licensed by the “Junta de Instituciones Post Secundarias” (JIP) of Puerto Rico to offer Master’s, Bachelor’s and Associate’s Degrees, and diploma program. NUC University (NUC) is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) www.msche.org. NUC’s NUC University – IBC Technical Division (NUC-IBC), Florida Technical College (FTC), and The Digital Animation & Visual Effects School (The DAVE School) are included in this accreditation. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). The Institution is certified by the United States Department as an eligible institution to administer Title IV federal funds. The Institution is also approved by the Puerto Rico State Approving Agency for Veterans Education.

The Institution is a member of the Puerto Rico Association of Private Education, the Career Education Colleges and Universities (CECU) and the College Board. Membership is also maintained in the National Association of Student Financial Aid Administrators, the Puerto Rico Association of Student Financial Aid Administrators, and the American Association of Collegiate Registrars and Admissions Officers.

NUC University has three additional academic units: NUC University – IBC Technical Division, Florida Technical College (FTC), and The Digital Animation & Visual Effects School (The DAVE School). Information about NUC, NUC-IBC, FTC, and The DAVE School is available at http://www.nuc.edu/, http://www.ibanca.net/, http://www.ftccollege.edu/, and http://www.daveschool.com/.
National University College is licensed by the Florida Commission for Independent Education to offer Master’s, Bachelor’s and Associate’s Degrees. Information regarding the institution may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

**Governance**

The governance of NUC University is carried out by a Board of Directors and a Board of Trustees. These boards have the primary responsibility for ensuring that the Institution achieves its mission and purpose and maintains its academic integrity. Currently, these Boards are composed of the following members:

**Board of Directors (Corporate Board)**

Michael Bannett ..............................................................................................................Non-voting board member

Kevin Malone ..................................................................................................................Director

Scott VanHoy ..................................................................................................................Director

**Board of Trustees**

Alberto Estrella, Esq ...........................................................................................................Chairman

Marcos Vidal ....................................................................................................................Vice-President

Antonio Ginorio, CPA ........................................................................................................Member

Dr. Carmen Z. Claudio .......................................................................................................Member

Dr. Sylvette Rivera ...........................................................................................................Member

Minerva Rivera, Esq ..........................................................................................................Member

Josué Medina, CPA ............................................................................................................Member
Institutional Organization

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**BANNETT, MICHAEL**
MBA, 1990, The Wharton School of the University of Pennsylvania
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**COLLAZO-BENCÓN, LYDIA M.**
MA, 1997, Interamerican University of PR
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AD, 1981, University of Puerto Rico

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MS, 1994, Carlos Albizu University
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BA, 1984, Pontifical Catholic University of PR
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MAEd, 2015, National University College
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CONCEPCIÓN-MARTÍNEZ, SHEILA ................. Financial Aid Services Coordinator
BA, 2004, University of Puerto Rico

CRUZ-RIVERA, ELIZABETH ......................... Institutional Financial Aid Director
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FERNÁNDEZ-TORRES, FRANCES .................. Financial Analyst
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BA, Psychology, 1980, University of Puerto Rico
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MA, Hispanic Studies, 1998, Pontifical Catholic University of Puerto Rico
BA, Spanish, 1989, Interamerican University of Puerto Rico

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BSS, Criminal Justice, 2007, Universidad del Este Puerto Rico

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MBA, Business Administration, 1999, University of Puerto Rico
BBA, Business Administration, 1987, University of Puerto Rico

DOMINGO-GONZÁLEZ, FRANCISCO

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BBA, Computer Systems, 1999, Universidad Central de Bayamón

FIGUEROA-AGOSTO, MANUEL

Business Administration
DBA, Management, 2010, Universidad del Turabo
MA, Labor Relations, 1998, Interamerican University of Puerto Rico
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BBA, Marketing, 1997, Interamerican University of PR

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MBA, Technology Management, 2006, University of Phoenix
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PHD, Industrial Organizational Psychology, 2006, Pontifical Catholic University of Puerto Rico
MBA, General Business, 1998, Pontifical Catholic University of PR
BBA, Management, 1993, Pontifical Catholic University of Puerto Rico
AA, Management, 1990, Pontifical Catholic University of PR

HERNÁNDEZ-ORTIZ, JOSÉ......................................................TECHNOLOGY
MA, Information Systems, 2007, EDP University of Puerto Rico
BA, Computer Programming, 1986, EDP University of Puerto Rico

HERNÁNDEZ-TORRES, ARLENE..........................................BUSINESS ADMINISTRATION
MEd, Administration and Supervision, 2011, University of Phoenix of PR
MBA, Global Management, 2010, University of Phoenix of Puerto Rico
BA, Management, 2008, University of Phoenix of Puerto Rico

LAGO-GARCÍA, CARLOS.................................................GENERAL EDUCATION
PHD, Puerto Rico and Caribbean History, 2014, Centro de Estudios Avanzados de Puerto Rico y el Caribe
MA, Philosophy, 1993, University of Puerto Rico
BA, Music: Guitar, 1981, Music Conservatory of Puerto Rico

LARREGUI-CAÑEDALARIA, GIUSELL.............................BUSINESS ADMINISTRATION
PhD, Entrepreneurial MGMT Intbus, 2017, Interamerican University of Puerto Rico
MBA, Marketing, 2000, Interamerican University of Puerto Rico
BBA, Marketing, 1995, University of Puerto Rico

LLERANDI-FLORES, LORENA..........................................GENERAL EDUCATION
MS, Industrial Organizational Psychology, 2005, Pontifical Catholic University of Puerto Rico
BA, Psychology, 2002, University of Puerto Rico

LÓPEZ-MARTÍNEZ, JOSÉ......................................................BUSINESS ADMINISTRATION
PhD, Human Resources Management, 2017, Walden University
MBA, Human Resources, 2003, Turabo University of Puerto Rico
BBA, Management, 2001, Columbia Centro Universitario de Puerto Rico

LÓPEZ-NIEVES, LESTER..................................................GENERAL EDUCATION
MA, Culture, Centro de Estudios Avanzados y del Caribe
BA, Music, History and Literature

LOZADA-SORCIA, LOUIS....................................................CRIMINAL JUSTICE
JD, Law, 2006, University of Puerto Rico
MS, Engineering Management, 2001, Polytechnic University of PR
BS, Electric Engineer, 1991, Polytechnic University of Puerto Rico
BS, Computer Engineer, 1988, University of Puerto Rico
AAS, Sciences, 1984, University of Puerto Rico

MALDONADO-RÍOS, MYRNA............................................GENERAL EDUCATION
MA, Guidance and Counseling, 2004, Interamerican University of PR
BA, Secondary Education: Spanish, 1998, University of Puerto Rico
MARTÍNEZ-CORDERO, BÁRBARA
GENERAL EDUCATION
MA, Education: Counseling, 2011, Interamerican University of PR
BA, Social Work, 2008, Metropolitan University of Puerto Rico

MARTORAL-ORTIZ, ELBA
GENERAL EDUCATION
MAEd, Instruction System and Educational Technology, 2012, Sacred Heart University
BA, Secondary Education: Spanish, 2004, Interamerican University of PR

MEDINA-IRIZARRY, EVARISTO
BUSINESS ADMINISTRATION
MAEd, Instruction System and Educational Technology, 2012, Sacred Heart University
BA, Secondary Education: Spanish, 2004, Interamerican University of PR

MEDINA-RIVERA, ZULMA
BUSINESS ADMINISTRATION
PhD, Industrial Organizational Psychology, 2007, Interamerican University of PR
MA, Labor Relations, 2000, Interamerican University of PR
BA, Marketing, 1996, Interamerican University of PR

MERCADO-JIMÉNEZ, RAFAEL
CRIMINAL JUSTICE
PHD, Criminal Justice, 2002, Southwest University
MA, Criminal Justice, 1998, Interamerican University of Puerto Rico
BA, Criminal Justice, 1995, Interamerican University of Puerto Rico

MIRANDA-MORALES, DELIA
BUSINESS ADMINISTRATION
MS, Industrial Education, 1980, Perdue University
BA, Spanish Studies, 1976, University of Puerto Rico

MIRANDA-ROSARIO, SOLANGEL
GENERAL EDUCATION
MA, Education: Counseling, 2006, Universidad del Turabo
BA, Education: Spanish, 2003, University of Puerto Rico

MORALES-CABRERA, JORGE
BUSINESS ADMINISTRATION
DBA, Management, 2012, Turabo University of Puerto Rico
MBA, Accounting, 1986, Interamerican University of Puerto Rico
BBA, Accounting, 1979, University of Puerto Rico

NAVARRO-PIZARRO, RAFAEL
BUSINESS ADMINISTRATION
MBA, Accounting, 2008, Caribbean University of Puerto Rico
BA, Commercial Education, 2002, University of Puerto Rico

NUÑEZ-FONTÁNEZ, CARLOS
BUSINESS ADMINISTRATION
MBA, Business Administration, 2011, University of Phoenix of PR
BS, Install and Repair Computer Systems and Networks, 2007, University of Puerto Rico

OJEDA-SCHULDT, MIGUEL
BUSINESS ADMINISTRATION /TECHNOLOGY
MBA, Management in Information Security, 2012, Universidad del Este
BS, Computer System Engineering, 2006, Institute of the Coast Ecuador

ORTEGA-GERALDO
TECHNOLOGY
MS, Information Systems Auditing, 2010, Sacred Health University of PR
BS, Installation and Repair of Computerized Information Systems and Networks, 2006, Interamerican University of PR
ORTIZ-ORTIZ, MARÍA..............................................................EDUCATION
EdD, Instructional Leadership Enrollment, 2007, Argosy University Fl.
MED, Teaching English as a Second Language, 1995, Pontifical Catholic University of Puerto Rico
BA, English, 1992, University of Puerto Rico

ORTIZ-RIVERA, EMMA..............................................................EDUCATION
EdD, Curriculum and Teaching, 2014, Pontifical Catholic University PR
MED, Curriculum and Teaching in Biology, 1996, Pontifical Catholic University of Puerto Rico
BA, Biology, 1988, Pontifical Catholic University of Puerto Rico

ORTIZ-VANBRACKLE, ANGELIQUE..............................BUSINESS ADMINISTRATION
MBA, Accounting, 1993, Metropolitan University of Puerto Rico
BA, Secondary Education, 1989, University of Puerto Rico

PANAS-LUCCA, MAYRA..........................................................GENERAL EDUCATION
MA, Curriculum in Mathematics, 2005, Caribbean University of PR
BA, Secondary Education, 1989, University of Puerto Rico

PÉREZ-GÓMEZ, ADA I..........................................................GENERAL EDUCATION
MA, Criminal Justice, 1997, Interamerican University of PR
JD, Law, 2001, Pontifical Catholic University of PR
BA, Criminal Justice, 1995, Interamerican University of PR

RAMÍREZ-RODRÍGUEZ, YAMILA.................................GENERAL EDUCATION
MAEd, Instructional Systems and Educational Technology, Sacred Heart University of Puerto Rico
BA, Mathematics, 2003, University of Puerto Rico

RESTO-ARROYO, CARMEN..................................................GENERAL EDUCATION
MAE, Curriculum: Spanish, 2010, Caribbean University of Puerto Rico
BA, Education: Spanish, 1995, Pontifical Catholic University of PR

RIVERA-GARCÍA, JUAN.....................................................GENERAL EDUCATION
MA, Mathematics, 2000, University of Phoenix
BS, Chemistry, 1977, University of Puerto Rico

RIVERA-LÓPEZ, ANGIEMARIE........................................EDUCATION
EdD, Curriculum and Instruction, 2003, Interamerican University of PR
MSED, Administration and Supervision, 1990, Dowling College of Long Island
BA, Liberal Arts, 1988, Notre Dame of Maryland University

RIVERA-PAGÁN, MARICE..................................................CRIMINAL JUSTICE
MS, Industrial Organizational Psychology, 1999, Carlos Albizu University of Puerto Rico
BA, Psychology, 1996, University of Puerto Rico

RIVERA-RODRÍGUEZ, MADELINE...............................EDUCATION
EdD, Curriculum and Teaching, 2012, Interamerican University of PR
MS, Public Health, 2006, Ponce School of Medicine
BSN, Nursing, 1993, University of Puerto Rico
RIVERA-ROJAS, RODY ......................................................... BUSINESS ADMINISTRATION
MBA, International Business Commerce, 2002, University of Puerto Rico
BBA, Accounting, 1999, University of Puerto Rico

RIVERA-VÁZQUEZ, JUAN C. .................. BUSINESS ADMINISTRATION / TECHNOLOGY
DBA, Management in Information Systems, 2012, Turabo University of PR
MS, Sciences, 2004, Interamerican University of Puerto Rico
BA, Physics Applies to Electronics, 1997, University of Puerto Rico

ROBLES-RIVERA, RAFAEL .................. BUSINESS ADMINISTRATION / TECHNOLOGY
MBA, Finance, 2001, Interamerican University of Puerto Rico
BA, Finance, 1998, University of Puerto Rico
AD, Banking, Finance and Insurance, 1997, University of Puerto Rico

ROBLES-VÁZQUEZ, ROSITA .................. BUSINESS ADMINISTRATION
MBA, Management, 1982, International Institute of America
BA, Human Resources Administration, 1980, University of Puerto Rico

RODRÍGUEZ-BOISSEN, MANFREDO ............ BUSINESS ADMINISTRATION
MBA, Business Administration, 1973, Interamerican University of PR
BA, Business Administration, 1960, University of Puerto Rico

RODRÍGUEZ-CLASS, SHEILA .................. GENERAL EDUCATION
MA, Teaching of Mathematics, 2011, Interamerican University of PR
BA, Education: Mathematics, 2005, University of Puerto Rico

ROSADO-APONTE, BRENDA .................. CRIMINAL JUSTICE
PhD, Philosophy and Literature, 2016, Centro de Estudios Avanzados y del Caribe
JD, Law, 2001, University of Puerto Rico
BA, General Education, 1997, University of Puerto Rico

ROSARIO-CRUZ, HARRY .................. GENERAL EDUCATION
MA, Clinical Psychology, 1990, Graduate School of Southern Puerto Rico
BA, Psychology, 1982, Interamerican University of Puerto Rico

SÁNCHEZ-VEGA, ALEXIS .................. CRIMINAL JUSTICE
JD, Law, 2007, University of Puerto Rico
BBA, Management, 2003, Turabo University of Puerto Rico

SÁNCHEZ-VEGA, ZORAYA .................. CRIMINAL JUSTICE
MA, Criminal Justice, 1997, Interamerican University of Puerto Rico
BA, Criminal Justice Investigation, 1994, Interamerican University of Puerto Rico

SANTIAGO-ORTEGA, ROSALIZ ............ BUSINESS ADMINISTRATION
DBA, Management, 2013, Turabo University of Puerto Rico
MPA, Personnel Administration, 1996, University of Puerto Rico
BA, Communications, 1991, Sacred Heart University of Puerto Rico

SIERRA-CINTRÓN, WILLIAM .................. BUSINESS ADMINISTRATION
MBA, Finance, 2016, Metropolitan University of PR
BBA, Finance, 2007, University of Puerto Rico
SOTO-FANTAUZZI, DENNIS...........................................................................CRIMINAL JUSTICE
JD, Law, 2011, University of Puerto Rico
MS, Clinical Psychology, 2007, Carlos Albizu University of Puerto Rico
BS, Social Worker, 2004, University of Puerto Rico

TOLEDO-PITRE, MARY ANN...........................................................................GENERAL EDUCATION
EdD, Education Technology, 2014, Argosy University
MAE, Curriculum in English, 2006, Caribbean University of Puerto Rico
BA, English, 1979, University of Puerto Rico

TORRES-ACEVEDO, JESÚS...........................................................................BUSINESS ADMINISTRATION
MBA, Accounting, 2000, University of Phoenix
BBA, Finance, 1996, University of Puerto Rico
AD, Business Administration, 1989, University of Puerto Rico

TORRES-PAGÁN, LEONARDO...........................................................................GENERAL EDUCATION
PHD, Curriculum and Instruction, 2015, Capella University Minnesota
MA, Curriculum of Math, 1996, University of Phoenix
BA, History, 1988, University of Puerto Rico

TRINIDAD-MENÉNDEZ, MARILÚ...............................................................CRIMINAL JUSTICE
PsyD, Clinical Psychology, 1990, Centro Caribeño de Estudios Postgraduados
MA, Clinical Psychology, 1987, Centro Caribeño de Estudios Postgraduados
MA, Criminal Justice, 1979, Interamerican University of Puerto Rico
BA, Psychology, 1975, University of Puerto Rico

TROCHE-LÓPEZ, SONIA...........................................................................GENERAL EDUCATION
PhD, Industrial Organizational Psychology
MEd, Guidance and Counseling
BA, Social Work, Pontifical Catholic University of PR

VÁZQUEZ-CALDERÓN, ARLENE...........................................................................CRIMINAL JUSTICE
MPA, Criminal Justice, 2006, Turabo University
BA, Criminal Justice, 2004, Interamerican University of Puerto Rico

VEILILLA-GARCÍA, CARMEN...........................................................................BUSINESS ADMINISTRATION
Ph.D, Entrepreneurial Management, 2005, Interamerican University of Puerto Rico
MBA, Human Resources, 1997, Interamerican University of Puerto Rico
BA, Human Resources, 1988, University of Puerto Rico

VILLANUEVA-LÓPEZ, MARIEL...........................................................................CRIMINAL JUSTICE
JD, Law, 2010, Pontifical Catholic University
BA, Social Sciences, 2008, University of Puerto Rico
Location and Facilities

The main campus is located in Bayamón at the National University College Plaza in the center of the business area of the city of Bayamón, Puerto Rico. This location assures students easy access to the Institution by public or private transportation. There is a train station within walking distance of the Institution. This campus also has a Campus Addition located at Ponce de León Ave. 61, 70 and 72 in Hato Rey, San Juan, Puerto Rico.

The National University College Pembroke Pines Campus is located at 12520 Pines Boulevard Suite 100-A within the Flamingo Pines Shopping Plaza at the intersection of Pines Blvd and Flamingo Road in Pembroke Pines, FL 33027. The server for the administrative offices will be located on the same floor as the administrative offices. The square footage for the offices located at the facility is 879 square feet. All the programs for this Center will be delivered in online or hybrid modality. Also, for any administrative or student services at this Center, they will be provided at the address mentioned above.

The Florida Technical College Pembroke Pines campus is located at 12520 Pines Boulevard within the Flamingo Pines Shopping Plaza at the intersection of Pines Blvd and Flamingo Road in Pembroke Pines, FL 33027 with ample parking for our students. The campus is centrally located within minutes of I-75 and the Florida turnpike, and in close proximity to a variety of restaurants and shopping centers. The campus offers a combination of classrooms, labs, library, faculty/student lounges, academic and administrative offices, a beauty salon and a movie theater. For more information, call (954) 556-1900.

Language Options for NUC’s Online Programs

NUC’s Online academic offerings are available in two languages, Spanish and English. To this extent all programs are offered in both languages and students can choose to learn in either one of the two languages. The students choose in which program they will enroll and the language in which the program is taught. The school will determine the student’s first language through a phone conversation with the prospective student. This phone conversation will be generated by an admissions official. No test will be used to determine the student’s first language. For students only proficient in Spanish, a Spanish program version is available. For students only proficient in English, an English program version is available.

Educational Resources Center

Educational resources are those academic support services provided by the Institution to students, faculty, administration and alumni.

The Online Educational Resources Center of NUC University is equipped with complete up-to-date collections of periodicals and other resources related to the academic programs offered by the Institution. Students also have access to the EBSCO data base which includes approximately 2,000 periodicals, most of them available in full text. Pembroke Pines Campus students and other users can connect to the library from outside the institution through the library page interconnected within campuses. In addition, the Center has access to a wide spectrum of information through the Internet and E-books. The Online Library Director, provides support to students and personnel.

Library Resources

The Virtual Library is a unit of information in which the collections do not exist in traditional formats (paper or another tangible medium) but are accessible through computer networks. The Virtual Library serves as headquarters of the learning resources and information services for the student and faculty population of a distance education mode. Among the services available to the academic community is the Virtual Reference, which is the primary means of interaction between the staff of the Virtual Library and the student community. Also, the learning resources are developed in digital collections to meet the information needs of the programs offerings.
The Library staff consists of the Online Librarian and Assistant Librarian. Both Librarians have a Master’s Degree in Information Sciences (MIS) from The Graduate School of Information Sciences and Technologies, University of Puerto Rico, Río Piedras Campus, which is accredited by the American Library Association (ALA) (http://egcti.upr.edu/index.php/2012-11-15-14-55-52/acreditacion/gsist-2015).

The Virtual Library services and resources are organized in a content management system software called LibGuides and LibAnswers. LibGuides serves as the Library’s platform and LibAnswers is for the virtual reference services. The Virtual Reference services are called "Ask a Librarian" in which the academic community can interact with the staff through live chat, tickets, email and telephone. The Virtual Library platform maintains a digital collection of bibliographic resources to satisfy the information needs of the academic community. Around 80% of the resources are acquired through subscription content aggregators companies and the remaining 20% comes from open access resources. The collections feature a digital representation of different formats such as: electronic books (eBooks), magazines, academic and professional journals, newspapers, documents, reports, thesis, gray literature, documentaries and educational videos. Evaluations for the selection processes of these materials involve the participation of the library staff, faculty and the academic dean. Bibliographic resources meet the following basic criteria:

- Information resources that support teaching – textbooks, manuals and monographs.
- Information resources for academic research - including reference works, magazines, dissertations and theses.
- Information resources for instructional design - including images, videos and other digital sources.

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<th>Subscription Database Content</th>
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<td>Journals</td>
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<td>Dissertations</td>
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<td>Newspapers</td>
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Access to the Main Library’s platform will be through a link located in the Canvas platform underneath the “Services” section. The link will guide the students to the Library’s platform where the learning resources are available seven days a week / 24 hours a day. To facilitate the use of the databases there will in the main page a discovery service called Summon (ProQuest). This service provides the students with a unified index of the content available in the Virtual Library digital collections. Even though the Library’s page is always open, the access to the databases by subscription is controlled by an EZproxy so that only active students and faculty of the Institution can use these services. To authenticate the access students and faculty will need to use their institutional email and the same password to enter the Canvas platform. The virtual reference services will be available in the main page of the Library. The Live Chat will be open during working hours and the tickets service will be available seven days a week.

Inventory

The Virtual Library's digital collections are a group of resources and documents in digital format with the purpose of facilitating access through computer networks. Subscription sources meet all those products represented and distributed by subscription agents or content aggregators. These sources are composed of bibliographic databases, collections of eBooks, learning objects, videos, simulations, images and grey literature. The main criteria for the acquisition of resources are: scope, authority, relevance, language and the user and administrative interface.
## Library Platform and Services

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<tr>
<th>Software</th>
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<td>LibGuides CMS</td>
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<td>LibAnswers</td>
<td>Virtual reference services (live chat and tickets)</td>
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## Business Administration Collections Content

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<th>Program</th>
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## Content

- Dissertations and thesis
- eBooks
- Journals, magazines, documents
- Newspapers
- Reference material
- Reports
- Videos
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<th>Program</th>
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STUDENT AFFAIRS

All students admitted at NUC University including those at Pembroke Pines Campus are oriented with regard to student consumer information and its accessibility on the institution’s website. A “Student Regulations Manual”, an “Academic Progress Standards Policy”, and other policies and procedures are also provided to students either directly or through the institution’s website.

NUC University administers the Community portal for online students through which extracurricular activities (online activities) in the community portal are provided to support students in each program. For example, activities such as education week, library week, United States Constitution celebration, Veteran’s Day among others. All of these activities are based on student’s information needs. Also, the online services of the Student Support Coordinator- are available for online students. This person is responsible for identifying, referring, and channeling the situations of students to improve their student experience since the student is admitted through graduation and placement.

Procedure to appeal academic or disciplinary actions

Procedures for Complaints Regarding Sanctionable Behaviors

A. Complaint procedures for conducts requiring minor sanctions:
   1. If a student should present inappropriate conduct or behavior, the person or university employee who receives the complaint shall submit a written report to the Director of Student Affairs, Student Services Coordinator or authorized representative, detailing the situation within the next three (3) business days. In cases where the recipient of the complaint is unable to submit the written notification within the established period. The Director of Student Affairs or Student Services Coordinator will have the authority to extend the period when the case so merits it. The Director of Student Affairs or Coordinator of Student Services will evaluate the situation presented in the report and will determine if the conduct described constitutes a minor or major sanction as established in this Manual.
   2. After receiving a written complaint, the Director of Student Affairs or the Coordinator of Student Services, shall proceed to arrange a meeting with the parties involved for an online or physical interview, whichever is most appropriate.
   3. If, according to the Director of Student Affairs or the Coordinator of Student Services, the conduct described constitutes a minor fault as established in this manual, the Director shall advise the people involved about the possible sanctions that may apply. Also, they will be informed that in the case of a second complaint for the same or similar conduct, the student shall be referred to the Disciplinary Committee.
   4. In the case of a reconcilable situation, a written agreement between 1. The affected parties shall be reached and signed, rendering such document as official. If the situation is not reconcilable, the situation will be referred to the Disciplinary Committee.

B. Procedure for Complaints regarding Major Sanctions:
   1. The Director of Student Affairs or the Coordinator of Student Services shall coordinate an interview with the affected parties. They will be advised as to procedures and possible sanctions or measures applicable in relation to the fault committed.
   2. If the fault committed constitutes a risk to public order and Institutional safety, the Director of Student Affairs or the Coordinator of Student Services will recommend to the Dean that the parties involved not present themselves to the physical Institution and not have access to any of the Institution’s online platforms until the situation has been evaluated. The Director of Student Affairs will notify the student’s professors via email with a copy to the Dean of Academics, the Department Directors or Program Leads.
3. If the case merits a referral to the Disciplinary Committee, the Director of Student Affairs or the Coordinator of Student shall have seven (7) days to convene the Disciplinary Committee and present a report about the complaint.

4. The Disciplinary Committee will investigate the situation taking into account all information regarding the complaint, the student’s academic record, academic progress, interpersonal relationships within the university community, and anything that might serve as evidence in the investigation. Online students will be audited within the current distance education platform.

5. The Disciplinary Committee will request an appointment with the affected parties within ten (10) business days of receipt of the complaint using the following means:
   a. Certified Letter
   b. Email Letter
   c. Other available means.

6. The Disciplinary Committee shall submit a written determination to the Director of Student Affairs or the Coordinator of Student Services within a period of no more than five (5) business days. The Dean of Academic Affairs shall evaluate the submitted determination and make a final decision.

7. The Chancellor will notify the student of the final decision within no more than three (3) business days by means of a Certified Letter. A copy of said notification will be sent to the Director of Student Affairs, the Dean of Academics Affairs, and the Registrar’s Office. The Registrar’s Office will grant the student an AW (Administrative Withdrawal).

8. The student may appeal the decision to the President or whomever the President delegates the matter to, within the next three (3) business days following receipt of the notification.

C. In the case of complaints submitted by a student against any administrative or academic personnel, they shall be referred to the Department of Human Resources and they will proceed as follows:
   1. The Director of Student Affairs or the Coordinator of Student will investigate the allegations presented in the complaint regarding the student and will refer the allegations against the employee to their immediate superior.
   2. If any possible violation of the Institution’s norms and policies is determined, the employee shall be referred to their immediate supervisor. If it pertains to academic personnel, they shall be referred to the Dean of Academics Affairs. The situation will be evaluated with the employee. The Director of Human Resources, The Chancellor, and their immediate Supervisor will determine the appropriate corrective measures and shall present a written notification to the Director of Student Affairs or the Coordinator of Student Services.
   3. The Director of Student Affairs or the Coordinator of Student Services shall present a written notification of the determination to the student.
   4. If the complaint pertains to the use of illicit drugs or alcohol, sexual harassment, discrimination by race, color, age, sex, sexual preference, religion, nationality, civil status, origin, political affiliations, physical impediments or social condition, the same shall be handled and processed under the applicable Laws and Institutional Policies.
   5. Once a determination is notified, the student may appeal the decision to the President of the Institution or whomever the President delegates the matter to, within the next three (3) business days. The President’s decision regarding the appeal will be final and cannot be appealed. It will be notified in written form within ten (10) business days.

**Procedures for Complaints Regarding Academic Matters**

A. If a student should have a complaint of an academic nature against a professor, they shall present it to the Director of Student Affairs, Counselor, or the Coordinator of Student Services in the case of online students. Once the Office of Student Affairs receives the complaint, the claim will be referred to the Department Director or Program Lead to which the faculty member belongs to within a maximum of 3 days.
B. The Head of the Department or Program Lead will investigate the complaint within no more than 5 business days.
C. If the student’s claim proceeds, the Head of the Department or Program Lead will take the appropriate disciplinary measures established in the Faculty Manual and Institutional Policies.
D. The Head of the Department or Program Lead, along with the Dean of Academics will provide official written notification of the actions taken on the matter to the Director of Student Affairs or the Coordinator of Student Services within no more than 10 business days from receipt of the case notification, therefore it includes the five (5) days of the investigation.
E. The Director of Student Affairs or the Coordinator of Student Services will inform the student on the actions taken regarding the matter within no more than 5 business days of having received the official communication from the Department Director.
F. This procedure applies to the fourteen (14) and seven (7) week course modality considering a maximum of 18 days for the resolution of the case.
G. Grade Disagreements:
   1. A revision of grades may only be requested for final grades.
   2. The student may request a final grade revision within the days established in the current academic calendar.
   3. Final grades may only be changed by the professor giving the course. The Registrar’s Office may change a grade in the case of mathematical errors (error calculating the grade).
   4. Student procedures:
      a. The student must submit a written request using the Form for Grade Evaluations, available at the Registrar’s Office and the professor who assigned the grade. Online students may submit their requests via electronic mail.
      b. A copy of any pertaining documents should be included.
      c. The professor shall have ten (10) days following receipt of the request to provide a written and detailed explanation, including calculations for the student’s final grade, as established by the course program.
      d. If the professor is not available or does not respond within ten (10) business days, students should contact the Head of their Department, or in the case of online students, their Academic Advisor. The Head of the Department or Academic Advisor will review the request and will submit a written reply within the next ten (10) business days.
      e. If the student is not satisfied and considers that the information should be reviewed further, they shall have ten (10) business days to appeal to the Dean of Academics Affairs, including the responses of the professor, the Head of the Department or Academic Advisor, whichever applies depending on the student’s academic program.
H. The decision of the Dean of Academics is final and indisputable. Should the student’s claim be justified, either the professor or the Institution, will proceed to change the grade.
I. Procedure for submitting complaints regarding the academic quality of the Institution:
   1. Any student who wishes to complain about the academic quality of any of the Institution’s offerings, shall present a written complaint to the Director of Student Affairs (onground students) or their Academic Advisor (online students) observing the following guidelines:
      a. The complaint must be presented within thirty (30) business days following the end of the course for which the student is complaining.
      b. The Head of the Department or Academic Advisor will investigate the complaint and will request communication with the professor.
      c. The Head of the Department or Academic Advisor shall provide written communication to the student notifying them of the results obtained from the evaluation.
      d. If the student is not satisfied with the response, they shall submit another written complaint to the Dean of Academics Affairs. The Dean’s decision on the matter shall be final.
J. Procedure for sanctioning faults on Academic Integrity:

**Sanctions for breaches in NUC’s Academic Integrity Policies**
Once a breach on Academic Integrity is identified, the professor shall document the nature of such breach so as to determine the correct measure or sanction to be applied. Sanctions that may incur in faults are dependent on the following factors:

1. Whether it is the student’s first offense.
2. Whether the fault was intentional.
3. Whether the fault was committed by mistake or negligence.
4. Whether the student recognizes the fault once presented with the evidence.
5. Whether the offense occurs early or late in the student’s academic program.
6. Whether the offense is related to a minor assignment or a project leading to graduation, like an investigation, thesis, or research monograph.
7. Whether the fault has a major impact on the learning environment of the Institution.

As an educational Institution, NUC has established in their Institutional Policies that they shall not tolerate any acts of falsification, false declarations, and intellectual dishonesty, whether intentional or unintentional. NUC promotes the development of an academic culture where ethics and respect for the intellectual work of others permeates. As such, they have established sanctions relevant to the student’s offense with the purpose of educating the student prior to applying a major sanction.

**Sanctions:**

1. 1st offense: Failing the assignment for which the fault was committed and a written warning from the professor with copy to the Dean and the Director of Student Affairs or the Dean of Student Services (Long Distance Division). Such warning will include a description of the fault committed against our Academic Integrity Policies and an appeal so that such behavior is not repeated.

   **Procedure:** The professor shall notify the Head of the Department or Academic Advisor (online students), the Dean of Academics, and the Director of Student Affairs or the Director of Student Services (Online Distance Division). Such notification will be submitted within the next ten (10) days following the date of the action. Reproaching the course grade will be decided by the Head of the Department or Academic Advisor and the Dean of Academics. Such decisions will not be made arbitrarily or capriciously. A written notification will be sent to the Registrar’s Office to be included in the student’s file.

2. 2nd offense: Failing the class for which the fault was committed. The professor shall recommend that the student fail the course given the reoccurrence of such conduct.

   **Procedure:** The professor shall notify the Head of the Department or Academic Advisor (online students), the Dean of Academics, and the Director of Student Affairs or the Director of Student Services (Online Distance Division). Such notification will be submitted within the next ten (10) days following the date of the action. Reproaching the course grade will be decided by the Head of the Department or Academic Advisor and the Dean of Academics. Such decisions will not be made arbitrarily or capriciously. A written notification will be sent to the Registrar’s Office to be included in the student’s file.

3. 3rd offense: Expulsion or definite separation from the University.

   **Procedure:** The professor will provide written notification of the action to the Head of the Department or Academic Advisor (online students) with copy to the Director of Student Affairs. The Director of Student Affairs will activate the Disciplinary Committee to compile the evidence of all three offenses and analyze the case in order to determine whether an expulsion or definitive separation from the University is merited.

**Guidelines for Analyzing the Offense:**
At the Associate Degree, Bachelor’s Degree, and Master level courses, 75% of the work must be original. A maximum of 25% of the written work may be obtained from diverse sources of information that must be cited appropriately according to the APA style.

1. The student may use ideas presented previously on other courses for future classes. In such cases, they may only use 50% of the previous written work, not counting references. It is the student’s responsibility to inform their instructor of the situation by writing the following disclaimer at the top of their presented work: “Some parts of this
investigation have been presented on (course code and title) and (date of original submittal) with professor (name and last name of professor).”

In order to detect any offense to our Policies on Academic Integrity, there exist various mechanisms and technologies that verify the originality of the documents, including a final percent on plagiarism count. As part of the Institution’s plan for ongoing training of our Distance Education personnel, the use and management of such verification tools is standard and will be extended to the academic personnel of all of NUC’s physical campuses.

Disciplinary Committee
As a representative of the Institution, this Committee bears great responsibility and importance. It will demonstrate objectivity in all its decision-making processes, acting without prejudice and with the best interest of the entire college community. Such committee will be known as Disciplinary Committee and shall be composed of people who show compromise with our Mission. Only members of the Committee shall participate in Committee meetings.

Disciplinary Committee Member Functions
1. Ensuring the compliance of rules and regulations established in this Manual.
2. Shall emit decisions based solely on compiled evidence and the committee’s investigation.
3. Shall emit decisions based on the values of our Institution.
4. Shall hold knowledge of and handle all norms, policies, and institutional procedures.
5. Shall analyze all evidence provided and shall make its recommendations in accordance with the articles established in this Manual.
6. When convened, attendance is mandatory for all members of the committee.
7. Shall be responsible for handling the process in the time frame established in this Manual.
8. Shall consider all viable alternatives for the student, if and when, the Committee determines the student deserves an opportunity prior to expulsion. (Ex. Referring the student to other services relevant to their condition, reasonable accommodations, among others.)

Disciplinary Committee Composition and Responsibilities
1. It is a mandatory requirement that all members of the Disciplinary Committee maintain strict confidentiality of any and all information handled during disciplinary processes unless such information needs to be divulged for legal or safety reasons.
2. The Registrar or representative shall verify any important data in the student’s academic record like: grade reports, attendance, and others. Also, they will gather all necessary evidence to ensure better criteria when making a decision (academic performance, relations with others, and other incidents, among others). They shall be the person responsible for taking notes and producing the final written report.
3. The Department Director or Program Lead shall be from a different Department than the person investigated. This director must belong to the same campus/center where the complaint was filed. They shall be responsible for investigating academic performance and other information that may help in the investigation. Also, they shall direct workflow, assign special jobs, and ensure the timeline and processes of the investigation.
4. The Professor from the General Studies Department shall supplement the Department Director’s investigation.
5. The Center for Educational Resources Director shall be responsible for convening the meetings. They shall notify the location of the meeting to the Director of Student Affairs or the Student Services Coordinator and summon all the members to assist.
6. A student chosen from any course program other than the academic program of the investigated student shall ensure the processes are carried out in accordance with the rules established in this Manual.
In cases where a student has incurred in conduct that merits a mayor sanction and represents or derives from a danger to the campus/center administrative personnel, a Disciplinary Committee from a campus/center different from where the events took place shall be activated.

**Reoccurrences**
Reoccurrences will be considered aggravating circumstances when imposing future sanctions. The Committee may apply the maximum sanction established within the Mayor Sanctions for that conduct.

**Counseling and Guidance**

Personal Counseling services, when needed for students will be provided via referrals to professionals in the community.

**Placement Counseling Service and Employment**

The Placement Counseling Office aids students and graduates in the job search process to obtain gainful employment by providing job market information. It advises students regarding resume preparation, job interviews and job offers. It is also responsible for the development of relationships with employers and referrals of students to prospective employers. The institution provides placement and job search assistance. However, it does not make any guarantees of employment or salary upon graduation. Students are encouraged to research the requirements applicable to obtaining employment in the field of their chosen program. Certain programs are designed to provide the educational prerequisites students must complete in order to obtain required professional licensure or certification in the state or territory where the institution is located (Puerto Rico or Florida, as applicable). Students are responsible for determining whether graduation from these programs will qualify them to obtain professional licensure or certification, or to work in the field, in other geographic areas where they live or intend to work.

**Other Student Services Offices**

**Admissions**

The Admissions Office is responsible for providing information regarding all academic programs offered at NUC University. This office evaluates the applications of candidates for admission. During an interview with the candidate the student receives information with respect to the admissions process as well as Institutional policies, rules and regulations.

**Admission Requirements for Undergraduate Programs**

In order to be considered for admission candidates must meet the following requirements:

1. Complete and submit an enrollment application for admission. Candidate must select his preferred language of study in Spanish or English.
2. Submit Official High School Transcript, High School diploma, evidence of having passed the high school equivalency test or their recognized equivalence.
3. If the high school transcript is from a foreign country, the student should present an educational credential assessment from a recognized International Credential Evaluation Services organization.
4. Meet the Admission Index (High School graduation index): Have a minimum grade point average (GPA) of 1.76/176 points or its equivalent, according to the grading system of the institution of origin.
5. Home schooled students must present a notarized Home-Schooled Student Certification and High School Transcript with courses, and grades. In the event this is not available, students should present evidence that they have passed the high school equivalency exam or GED. Home schooled students will also be required to complete and submit all admission documents required by the institution.
Admissions Requirements for Graduate Programs

Master’s Degrees in Business Administration Admissions Requirements:

In order for students to be admitted into a Master’s Degree in Business Administration program students must:

1. Submit an Official Transcript that reflect conferral of a bachelor’s degree from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin.
2. Have a minimum grade point average (GPA) of 2.50 or its equivalent, according to the grading system of the institution of origin.
3. Have computer literacy and a valid e-mail address. Computer literacy will be determined by a diagnostic test provided by the institution with a minimum passing score of 70% or above. This test will be administered online.
4. If the transcript is from a foreign university, the student will be responsible for having the document translated to English by a certified translator, and have the credits evaluated by a certified foreign credential evaluator that is a member of the National Association of Credential Evaluation Services. The certified documents must be sent to the Dean of Academic Affairs of NUC University to which the student is applying.
5. Students who don’t comply with any one of these admission requirements will not be considered for admission into the program.

Master’s Degrees in Educational Leadership Admissions Requirements:

In order for students to be admitted into a Master’s Degree in Educational Leadership program students must:

1. Submit an Official Transcript that reflect conferral of a bachelor’s degree from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin.
2. Have a minimum grade point average (GPA) of 3.00 or its equivalent, according to the grading system of the institution of origin.
3. Submit two letters of recommendation from professors or other professionals.
4. Have computer literacy and a valid email address. Computer literacy will be determined by a diagnostic test provided by the institution with a minimum passing score of 70% or above. This test will be administered online.
5. If the transcript is from a foreign university, the student will be responsible for having the document translated to English by a certified translator, and have the credits evaluated by a certified foreign credential evaluator that is a member of the National Association of Credential Evaluation Services. The certified documents must be sent to the Dean of Academic Affairs of NUC University to which the student is applying.
6. Students who don’t comply with any one of these admission requirements will not be considered for admission into the program.
TRANSFER STUDENTS

Undergraduate Transfer Students

An undergraduate transfer student is a student entering NUC University for the first time but known to have previously attended a postsecondary institution, with at least one (1) course approved, whether he intends to transfer course(s) or not.

Admission Requirements for Undergraduate Transfer Students

The undergraduate transfer student must comply with the following conditions:

1. Complete and submit an application for admission.
2. Have a minimum grade point average (GPA) of 2.00 points or its equivalent, according to the grading system of the institution of origin.
3. Submit a transcript from the institution from where the student is transferring.
   a. If the transcript is from a foreign university, the student will be responsible for having the document translated to English by a certified translator, and have the credits evaluated by a certified foreign credential evaluator that is a member of the National Association of Credential Evaluation Services. The certified documents must be sent to the Dean of Academic Affairs of NUC University to which the student is applying.
   b. If the student has completed a post-secondary university degree, no evidence of High School Completion is needed. Otherwise, if student has an incomplete college degree or a completed post-secondary non-university degree, high school completion evidence is needed. If the High School Diploma is from an accelerated school, the student should present the Final High School Transcript and, complete the current Accelerated High School Information Form and comply with the established criteria in it. If the high school transcript or evidence is from a foreign school, the student should present the certification of its equivalency from the Department of Education or an educational credential assessment from a recognized International Credential Evaluation Services organization.

Transfer Courses Procedure for Undergraduate Students

1. The student must complete the Request Form for Transfer Courses.
2. The process request for transferring courses must be generated by the student during the admission process and in a period of not more than forty-five (45) calendar days from the initial date to their first academic term; after that deadline no new requests will be accepted.
3. The Registrar's Office will only accept one (1) application for transfer courses and one (1) reconsideration or appeal to that request.
4. Those students with transferred courses from other institutions must present the transcript from each institution in order to transfer courses. A copy of the catalog, syllabus or any other document may be required to verify the credit hours, content and duration of courses.
5. The transfer of courses will be done taking into consideration the official transcript(s) received. The student may request a preliminary evaluation with a copy of the transcript(s). Each course will be evaluated with their corresponding courses equivalency at NUC.
6. The student is accountable for following up that the documents arrive in a timely manner to the Registrar’s Office, specifically official transcript of all courses that transfer is requested for. If the student's record reaches the Registrar’s Office with no official documents for transfer of courses, the registrar officer will place a Hold status within the Student Management System, which will restrict the student’s enrollment for the next academic term. The Hold can be removed only if the official TC is received or if the student enrolls in those courses that he had requested to be transferred, in the next term, according to availability.
7. If a student presented problems when completing the application, to obtaining his official transcript, he can be granted an extension to the transfer course period. The extension will be for about 15 additional working days from the date of application.
8. All transfer courses must be approved with a grade of “C” at least. Courses approved with less than a “C” will not be considered for transfer.

9. Courses approved in a period that exceeds 10 years, will be considered based on their merits and in accordance with the requirements of the accreditation agencies and the changes and requirements of the examination boards. These cases will be reviewed by a committee composed of the Academic Dean and the Department Directors or Program Coordinator.

10. The maximum transfer credits allowed will be 50 percent of the total credits that the student must take to meet graduation requirements of an academic program in NUC, either in transferred credits or combined with competency exams.

11. Remedial and continuing education courses, technical certificates, and challenge or competency exams taken in other university institutions will not be transferable.

12. Some courses that are not part of the academic offerings of NUC may be considered as electives transferred credits, upon authorization of the Vice President of Academic Affairs.

13. The Registrar’s Office will notify students which courses have been accepted for transfer.

14. The student may submit a written appeal to the Dean of Academic Affairs if in disagreement with the decision in a period no longer than ten (10) working days from the receipt of the notification.

15. Transferred courses will be reflected without grade in the student transcript. These courses will affect the percentage of credits attempted vs those approved.

16. NUC does not guarantee the transferability of any of the credits from its programs to other institutions of higher education.

Graduate Students Transfer Policy

A graduate transfer student is one who enters NUC University for the first time and has taken graduate courses at another accredited institution, whether he intends to transfer course(s) or not.

Admission Requirements for Graduate Transfer Students

To apply for admission as a graduate transfer student, the following conditions must be met:

1. Complete and submit an application for admission.
2. Meet the minimum grade point average (GPA) and other requirements indicated in the Transfer Requirements Table for Graduate Programs.
3. Submit a transcript from the institution where the student is transferring from. An official transcript must be received within a period of no more than forty-five (45) calendar days from the initial date of the first academic term.
4. If the transcript is from a foreign university, the student will be responsible for having the document translated to English by a certified translator, and have the credits evaluated by a certified foreign credential evaluator that is a member of the National Association of Credential Evaluation Services. The certified documents must be sent to the Dean of Academic Affairs of NUC University to which the student is applying.

Transfer Courses Procedure for Graduate Students

1. The student must complete the Request Form for Transfer Courses.
2. The process request for transferring courses must be generated by the student during the admission process and in a period of not more than forty-five (45) calendar days from the admission date to their first academic term; after that deadline no new requests will be accepted.
3. The Registrar's Office will only accept one (1) application for transfer courses and one (1) reconsideration or appeal to that request.
4. Those students with transferred courses from other institutions must present the transcript from each institution in order to transfer courses. A copy of the catalog, syllabus or any other document may be required to verify the credit hours, content and duration of courses.
5. The transfer of courses will be done taking into consideration the official transcript(s) received. The student may request a preliminary evaluation with a copy of the transcript(s). Each course will be evaluated with their corresponding courses equivalency at NUC.

6. The student is accountable for following up that the documents arrive in a timely manner to the Registrar’s Offices, specifically official transcript of all courses that transfer is requested for. If the student’s record reaches the Registrar’s Office with no official documents for transfer of courses, the registrar officer will place a Hold status within the Student Management System, which will restrict the student’s enrollment for the next academic term. The Hold can be removed only if the official TC is received or if the student enrolls in those courses that he had requested to be transferred, in the next term, according to availability.

7. If a student presented problems when completing the application, to obtaining his official transcript, he can be granted an extension to the transfer course period. The extension will be for about 15 additional working days from the date of application.

8. The maximum amount of credits to be transferred will be six (6) credits. Those courses must be approved by an accredited institution with a minimum grade of B and approved within the last six (6) years.

9. The transferability of graduate credits is not guaranteed unless there is evidence that the degree level and competencies of the course to be transferred are equivalent to the degree level and competencies of a graduate course at NUC.

10. The Registrar’s Office will notify students which courses have been accepted for transfer.

11. The student may submit a written appeal to the Academic Dean / Academic Director if in disagreement with the decision in a period no longer than ten (10) working days from the receipt of the notification.

12. Transferred courses will be reflected without grade in the student transcript. These courses will affect the percentage of credits attempted vs those approved.

13. NUC does not guarantee the transferability of any of the credits from its programs to other institutions of higher education.

Transfer Requirements Table for Graduate Programs

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Transfer Admission Index</th>
<th>Other requirements</th>
</tr>
</thead>
</table>
| Master’s Degree in Business Administration | GPA 2.50 Minimum 6 approved credits | 1. Have a bachelor’s degree from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin.  
2. Online students must have computer literacy and a valid e-mail address.*  
3. Meet all general admission and transfer requirements. |
| Master’s Degree in Educational Leadership | GPA 3.00 Minimum 6 approved credits Minimum Grade B | 1. Have a bachelor’s degree from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin.  
2. Two letters of recommendation from professors or other professionals.  
3. Online students must have computer literacy and a valid email address.*  
4. Meet all general admission and transfer requirements. |

*Computer literacy will be determined by a diagnostic test provided by the institution with a minimum passing score of 70% or above. This test will be administered online.
SPECIAL STUDENTS (NON-DEGREE SEEKING-NDs) POLICY

NUC University currently receives students (Audit Students) who seek to take courses without any interest whatsoever in obtaining a degree. The institution’s student information system, Campus Vue, classifies these students as Non Degree Seeking (NDS). Special students will be those students who are not interested in obtaining an academic degree but are interested in taking courses for their own professional or personal development. In addition, special students will be those students enrolled in other collegiate or university level institutions who have been authorized to take courses at NUC.

Special students can apply for any course that is part of the academic offerings of NUC, subject to academic evaluation (if apply), availability, space limitation, and depending upon the regulations and/or the accreditation standards of the academic programs, if any.

Those students who already have a Bachelor's degree or a Master’s degree awarded and are interested in studying another concentration under the same program can take these additional courses. However, since these courses by themselves are not considered an eligible program, students will be classified under the category of "non-degree seeking" student. This means that they will be enrolled on a course-by-course basis and will be not classified as a regular student pursuing a degree. For this reason students will not be granted another diploma nor will they be eligible for Title IV financial aid for these courses.

All the students previously described, except Audit Students, will receive credits and a final grade. This means that they will have to comply with all the assignments and required exams to approve the courses. If a student doesn’t have a conferred degree and wishes to continue his studies to obtain a university degree, he should complete all the requirements to be admitted as a regular student.

**Requirements to be admitted as a special student**

1. Should complete and submit the application for admission.
2. If under the age of 21, should submit the original document or a copy of the updated immunization certificate.
3. Payment of admissions fee (nonrefundable)
4. If the student is enrolled in another collegiate institution, he should submit evidence of authorization from his institution to take courses at NUC.
5. Submit a transcript that certifies the award granted.
6. Be interviewed by the NUC Education Department Director or Coordinator (This only applies to the Master’s degree in Education courses).
7. The student should follow the norms and procedures established by the institution.
8. The costs per credit and fees will be the same as those charged to regular students with the exception of Audit Students who will be charged 50% of tuition per credit and fees.

This policy will apply to on ground, online and foreign students. For this policy, students should comply with all the requirements of the Commonwealth of Puerto Rico, the United States and their place of origin.
NUC University offers financial aid to students who are eligible for the programs currently administered by the Institution. Financial aid may not be available for all programs. Please contact the Financial Aid Office for more information. The aid offered to each eligible student is subject to the availability of funds for the specific award year. The Financial Aid programs currently available at the Institution are the following:

- Federal Pell Grant Program
- Federal Work Study (FWS) Program
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program
- Federal Direct Loan Program
- PRCE Supplementary Educational Sub-graduate and Graduate Program
- PRCE Students with Merit Program
- PRCE High Honor Students Program
- PRCE Special Fund for Students Exceeded Pell LEU > 600%
- PRCE Scholarship Program Specific Academic Areas
- RED Técnica Universitaria Scholarship Program Fund
- Institutional Scholarships

To apply for financial aid, students must complete the standard forms, provided by the Financial Aid Office, for the programs currently offered. In the case of federal programs under Title IV, the Free Application for Federal Student Aid (FAFSA) can be obtained by completing an application online at www.fafsa.ed.gov. Specific information concerning the eligibility requirements for each program is also available at the Financial Aid Office. To be eligible for any type of financial aid, all students must comply with the Institution’s Standards of Satisfactory Academic Progress.

The following is a description of the different types of financial aid offered by the Institution:

**Federal Pell Grant Program**

This grant does not have to be repaid by the student. Funds for this program are available for eligible undergraduate students. The eligibility for this program is determined by a standard formula provided by the US Department of Education. Students must apply annually for this aid by completing the Free Application for Federal Student Aid (FAFSA).

**Federal Direct Loan Program**

Enables eligible students and parents to borrow directly from the US Department of Education. The program provides low interest loans that must be repaid with interest. Students must apply annually for this aid by completing the Free Application for Federal Student Aid (FAFSA) and by completing an Entrance Counseling session and Master Promissory Note.

**Federal Work Study (FWS) Program**

The Federal Work Study Program provides jobs for eligible students with financial aid need as defined by the US Department of Education. Federal Work Study gives students the opportunity to earn money to help pay educational expenses. The amount of the awards is based on need and availability of funds.
Federal Supplemental Educational Opportunity Grant (FSEOG) Program
The Federal Supplemental Educational Opportunity Grant is an award to help those eligible undergraduate students having the greatest financial need (with priority given to Pell Grant recipients), and it doesn’t have to be repaid. The amount of the award is based on need and availability of funds.

PRCE Programs/State Grants Program
These funds are assigned to the institution by the Puerto Rico Council of Higher Education for eligible students with financial need who are enrolled in a master’s, bachelor’s or associate’s degree program.

Red Técnica Universitaria Scholarship Program Fund
These funds are assigned to the institution by the RED Técnica Universitaria of Puerto Rico for eligible students with financial need who are enrolled in a bachelor’s or associate’s degree program.

Institutional Scholarships
This policy applies to all students who enroll at NUC and meet the eligibility criteria of the scholarship to which it applies. Students may participate in any of these scholarships, regardless of whether they receive other (non-institutional) financial aid, as long as they meet the requirements set forth in this policy.

These scholarships are not available to students enrolled in continuing education courses. Students may only participate in one institutional scholarship.

Institutional Scholarship: High School Senior
The High School Senior Scholarship awards $200.00 to students enrolled in programs leading to a diploma and $300 to students enrolled in programs leading to an associate's or bachelor’s degree. The scholarship is applicable to one academic term. An additional $200.00 will be awarded to students who demonstrate completion of high school with a cumulative GPA of 3.2 or higher.

To be eligible, students must meet the following requirements:

1. Complete the High School Senior Scholarship application no later than June 30
2. Have completed high school in the year he/she was admitted to NUC
3. Maintain satisfactory academic progress

Institutional Scholarship: “Creciendo Contigo”
The “Creciendo Contigo” Scholarship awards $200.00 to students enrolled in programs leading to a diploma and $300 to students enrolled in programs leading to an associate's, bachelor's, or master's degree. The scholarship is applicable to one academic term. An additional $200.00 will be awarded to students who have an Expected Family Contribution (EFC) of $0 and are not eligible to the maximum Federal Pell Grant amount.

To be eligible, students must meet the following requirements:

1. Complete the “Creciendo Contigo” Scholarship application no later than June 30
2. Enroll in a new program after previously completing a program at one of NUC’s locations
3. Maintain satisfactory academic progress

Students applying for any NUC-administered financial aid are required to report any additional external financial aid they expect to receive to fund their studies (Veterans, Vocational Rehabilitation, AmeriCorps, etc.).

Applications are available and must be submitted to the Financial Aid Office. Applications will be evaluated on a first-come, first-served basis; therefore, NUC encourages you to apply promptly, as funds available
for these scholarships are limited. NUC will disburse the awarded scholarship amount at the end of the academic term for which the funds were allocated.

**ACADEMIC YEAR**

The Institution’s Academic Year is divided into three terms (trimesters of approximately three and a half (3.5) months each). For the online modality including Pembroke Pines Campus the academic calendar consists of terms divided into two modules of seven weeks each. (see section of academic calendar). The institution’s programs are measured in trimester credit hours as per the accreditation criteria formula.

**CLASS ATTENDANCE**

Students are expected to attend all the courses in which they are officially enrolled. Work missed by absences is the responsibility of the student. This work, whether it be for a grade or not, can be made-up through a consultation with the course professor.

**ONLINE DIVISION PROGRAMS AND COURSES ATTENDANCE POLICY**

NUC University recognizes students have varied personal and professional responsibilities in addition to their obligations as students and as a consequence many elect to complete a degree through distance learning. NUC Online Division provides academic flexibility and diversity to meet the needs of students varied learning styles. Learning is a combination of individual study and engagement with other students in a structured learning environment. Therefore, NUC expects that students meet their academic obligations with a high level of responsibility and timeliness, while on the other hand, expects faculty to maintain flexibility to meet student needs.

To stay in compliance with state and federal regulations, NUC University is required to maintain accurate attendance records in all courses. Online courses are no different from classroom courses in this regard, however, attendance is monitored in a different manner. Student "attendance" in online courses will be defined as active participation in the course.

Online courses will, at a minimum, have weekly activities to monitor student participation. Students are primarily responsible for class attendance and are expected to complete course required activities each week by the required deadline. Students are encouraged to review the course syllabus for details of required activities that constitute active participation. Failure to meet attendance expectations may result in an administrative withdrawal.

Participation is captured and recorded as the Last Date of Attendance (LDA) in the student records system and updated with each consecutive academically-related activity. This provides a dynamic update to the LDA in the student's academic record for monitoring of course participation throughout a term. In the event of a student-initiated or administrative withdrawal, the LDA is used as the official date of withdrawal.

Students are expected to communicate with the respective faculty, in advance, when an absence will occur. It is at the discretion of the faculty member to accept late assignments or to allow make up work due to absences. To this end, each course syllabus clearly delineates expectations regarding absence notification of faculty by student’s, class participation, and acceptance of late work.

Students that want to drop one or all courses after the end of the add/drop period (first week of term), should refer to the University’s withdrawal polices and their Student Services Advisor for options. Students who stop attending class will receive an earned letter grade of W or A-F at the end of the term determined by the student’s last date of class attendance.
CLASS SCHEDULE
The Institution’s onground courses are offered during daily sessions. Students are advised that some courses are offered during evening and/or Saturday sessions and therefore must adjust their programs accordingly. Weekend sessions may be offered depending on enrollment and may vary by campus. Classes are offered daily from 7:00 a.m. to 4:00 p.m.; evenings from 5:00 to 10:30 p.m.; and Saturdays from 8:00 a.m. to Noon. There is a six minutes break between classes during the day session schedule.

The Institution’s online courses are offered in the Canvas Platform. Likewise, the faculty will be offering a minimum of one (1) virtual office hour weekly for each course they teach. This virtual section is offered as a group section where the students have the opportunity to post questions. In addition, faculty will be available daily for student questions, through institutional email, messaging and forums in the Canvas Platform. However, the professor may also have individual virtual sections to attend specific issues or questions from students.

The office hours will be posted in the Conference section of each course. The faculty uses the video conference tool. Referring specifically to the distance learning setting, a video conference has the benefit of allowing direct communication (synchronic) between instructors and students. It enables the development of a topic in a direct way, offering the instructor the opportunity of getting student input and answering their questions personally. It allows sharing documents in real time, which makes it very useful for cooperative work. It maximize time management. It also allows the people participating in the video conference to do so from any place they wish. It allows interaction between groups. It makes the decision making process easier among people in different geographical locations.

At the start of every course, the faculty member will provide an orientation through video conference for the students regarding the different aspects of the course, rules, evaluation criteria and others. This orientation should be done using the Conference tool available in the course. During each Conference, the faculty member needs to make clear that the session will be recorded for the students so that they can attend in any applicable time.

CREDIT HOURS
The basic unit in evaluating a student’s work is credit hours. One lecture credit is equivalent to 15 lecture contact hours and 30 hours of out-of-class work. One laboratory credit is equivalent to 30 contact hours. Practicum hours may vary depending on the field and Examination Boards, if applicable, but one credit practicum is equivalent to not less than 45 hours per term.

OUT-OF-CLASS WORK
Each lecture credit requires 30 hours of out-of-class student work. The out-of-class work may include but is not limited to: required reading, library research, studio work, written assignments, portfolios, and studying for quizzes and exams.
ADVANCED PLACEMENT

Students who have successfully taken one or more of the Advanced Placement Tests of the College Entrance Examination Board may ask for course equivalency. Scores of 3 or more are required for such action. The decision to grant credit for the Advanced Placement Test is based on test equivalency to the content of courses in NUC University. In order for more than one level to be considered by course material, a score of 4 or 5 will be required. Advanced placement or credit action is only taken if the student has specifically requested such consideration and has submitted official score reports from the College Board. No grades are assigned to courses credited.

<table>
<thead>
<tr>
<th>SCORE</th>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
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<tbody>
<tr>
<td>3</td>
<td>ENGL 1010</td>
<td>3</td>
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<tr>
<td></td>
<td>MATH 1010</td>
<td>3</td>
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<tr>
<td></td>
<td>SPAN 1010</td>
<td>3</td>
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<tr>
<td>4 or 5</td>
<td>ENGL 1010-1020</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>MATH 1010</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPAN 1010-1020</td>
<td>6</td>
</tr>
</tbody>
</table>

NATIONAL EXAMS FOR COLLEGE CREDIT

Students earning satisfactory scores on CLEP*, DSST or ECE exams may be awarded credit hours towards a degree program at NUC University. The Registrar's office will determine eligible examinations and the potential number of credits possible for each examination. For more information on exams, how to order study guides, and to find a testing center near you, please visit:

- CLEP http://clep.collegeboard.org/
- DSST http://www.getcollegecredit.com
- ECE http://www.excelsior.edu/exam-list#schools

*CLEP, DSST and ECE are approved by the American Council on Education (ACE). http://www.acenet.edu/news-room/Pages/National-Exams-for-College-Credit.aspx

ARMED FORCES CREDIT

Some training courses provided by the Armed Forces may be the equivalent of college courses and transfer credit may be obtained. Where courses are applicable to a program of study, credit will be determined using the American Council on Education publication titled Guide to Evaluation of Educational Experience in the Armed Services.

VETERANS AND OTHER BENEFICIARIES

Veteran students and beneficiaries of Veteran’s Administration Programs will be entitled to benefits if they complete their study programs at the regular time (minimum number of credits required for completion) stipulated in the Catalog. In the event that they exceed the minimum number of credits required to complete a program, they lose eligibility for these benefits under Title 38. However, they may still be eligible for financial aid under Title IV (Pell Grants and others) if they comply with the corresponding requirements for this aid.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.00 each term (quarter, semester, evaluation period, etc.).
A VA student whose CGPA falls below 2.00 at the end of any term (quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s CGPA is still below 2.00 at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the Institution to be recertified after attaining a CGPA of 2.00

**Veteran’s Credit for Previous Education or Training**

Students must report all education and training. The Institution will evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the student notified.

**GRIEVANCE POLICY**

A grievance policy has been established to consider complaints received from students, employees, and other interested parties who believe a decision or action has adversely affected their status, rights or privileges. The purpose is to provide a prompt and equitable process for resolving grievances.

1. The student should submit his complaint in writing to the counselor’s office.
2. In the case of employees or interested parties, they should submit their complaint in writing to the Institutional Human Resources Director.
3. The complaints will be reviewed by the designated officials within five business days after filing.
4. Once the complaint is investigated a response should be submitted to the complainant within the following 10 business days of the final decision.

Students who feel a grievance is unresolved may refer their grievance to Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite #1414, Tallahassee, FL 32399-0400, 850.245.3200 or toll free at 888.224.6684. In addition, the student can file a complaint with the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267) 284-5000.

**NON DISCRIMINATION POLICY**

In accordance with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, NUC University designated Ms. Yamaira Serrano, Human Resources Director, as its Title IX Coordinator. The following nondiscrimination policy and grievance procedures are hereby published to address any complaints of discrimination on the basis of sex in educational programs and activities at this institution.

1. NUC University does not discriminate on the basis of sex in admission to or employment in its education programs or activities.
2. The Title IX Coordinator for the Institution is Ms. Yamaira Serrano, Institutional Human Resources Director, NUC University. She can be contacted at the Human Resources Office, National University College Plaza Building #1660, Km 11.2, State Road #2, Bayamón, PR 00961, telephone (787)780-5134 ext. 4180.
3. All inquiries concerning the application of Title IX and its implementing regulations may be referred to the Institutional Human Resources Director or to the Office for Civil Rights of the US Department of Education at 75 Park Place, 14th floor, New York, NY 10007-2146, telephone (212) 637-6466.
4. Any complaints of discrimination based on age, race, color, place of birth, social origin or condition, physical or mental handicap or political or religious beliefs will also follow the grievance procedures policy mentioned below.
REGISTRAR’S OFFICE

The Registrar’s office is responsible for carrying out all transactions related to student academic records. All information that the student may need to know regarding academic progress, grades, grade point average and related information can be found at this office.

Registration Process

The Registrar’s Office organizes the entire registration process. Each active student is responsible for participating in this process to guarantee his selection of courses. All students should comply with the established requirements including the academic calendar. This enrollment process for continuing students including the courses pending academic counseling is carried out before the end of the term in progress. No enrollment will be valid until the student has paid all the necessary fees and has received the official enrollment form from the Registrar’s Office.

Enrollment Status

The enrollment status of students for undergraduate programs at our Institution is as follows:

- Full Time Student: a student enrolled in 12 or more credits
- 3/4 Time Student: a student enrolled in 9-11 credits
- 1/2 Time Student: a student enrolled in 6-8 credits
- Less than 1/2 Time Student: a student enrolled in less than 6 credits
- Special Student: Enrollment for informational instruction only or for professional development. These students are not enrolled in a program of study.

The enrollment status of students for graduate programs at our Institution is as follows:

- Full Time Student: a student enrolled in 6 or more credits
- 3/4 Time Student: a student enrolled in 4-5 credits
- 1/2 Time Student: a student enrolled in 3 credits
- Less than 1/2 Time Student: a student enrolled in 1-2 credits

Student Records

The Office of the Registrar is responsible for the registration and maintenance of all student’s academic transcripts, certifications of studies and of graduation. Students requiring information concerning grade records, issuance of transcripts and related services should contact the Registrar’s office.

In compliance with the Family Educational Rights and Privacy Act of 1974, the confidentiality of student records is protected. Students may request or examine any information from their student record or they may authorize in writing that a third person be provided access to their academic record.

Notification / Grades Changes

At the end of each term, students can access their grades through the student portal on the website of NUC University. Students who experience difficulty accessing their grades through the Student Portal, should contact the Registrar’s Office. If a student understands that there has been an error, the student should first contact his professor and if there was an error, should visit the Registrar’s office to request a grade change form to be completed by the student’s professor. The completed form should be returned to the Registrar’s office no later than upon completion of the third week of classes of the following term (this date is specified in the institution’s academic calendar).

Certifications and Transcripts

Upon a student’s written request on the appropriate form and upon payment of the corresponding fees, a certification of his program of study, transcripts or any other official statement will be issued by the
Registrar within a minimum of 10 business days after having filed said request. However, when requests are made at the beginning or the end of a term, a longer period of time may be required to issue the corresponding certifications.

For transfer of credits to other colleges and universities and for information to be sent to certifying agencies and prospective employers, confidential transcripts are issued upon a student’s request. These are sent directly to the address provided by the student in his request and are never given to the student. For their personal information, students may obtain a “certified student copy” transcript, which is unacceptable for official purposes. Any alleged errors in a transcript should be informed to the Registrar within ten days of its receipt.

**Student Location and Change of Address**

At enrollment, students must provide the address where they are located on their enrollment agreement. Students are responsible for updating this information when their location changes. To formally change the address where a student is located, the student must request a change through the Student Portal at the institution's website. The institution is not responsible for students not receiving institutional correspondence if they do not request a change through the Student Portal.

**NUC University Withdrawal Policy**

A student is considered to have withdrawn from a term (payment period) if the student does not complete all the days in the term that the student was scheduled to complete. Students that are considering withdrawing as an option are encouraged to meet with the Academic Advisor and/or the Retention Officer before leaving school. Students must also review the Title IV and Institutional Refund Policies to have an understanding of how withdrawals could affect their accounts, amounts of Title IV received, and obligations to repay federal loans.

**Official Withdrawals**

A student is considered to have officially withdrawn when the official withdrawal process is completed.

**Official Withdrawals Process**

1. Student must contact the Registrar’s Office (On ground students) or the Academic Advisor (Online Division) to notify his/her intent of withdrawal, from some or all courses, and request the Official Withdrawal Form.
2. Student must complete the Official Withdrawal Form and obtain the appropriate authorizations.
3. After completed, form must be returned to the Academic Advisor or Registrar’s Office.

**Written Confirmation of Future Attendance – Only for Programs Offered in seven weeks modules**

As described in the Academic Year section (page 41), for the online modality including Pembroke Pines Campus the academic calendar consists of terms divided into two modules of seven weeks each.

A student may not be considered a withdrawal if he/she temporarily stop attending, but plans to attend a future module that begins later in the same term (payment period). A student may qualify to remain active in term (payment period) if the student meets all of the following criteria:

- The student must be enrolled in a program that offers courses in modules.
- The student must be able to return to a future module in the same term (payment period).
- The student must complete and return the Written Confirmation of Future Attendance Form at
the time of the withdrawal and prior to the student being absent from class for 14 consecutive days, even if the student has already registered for subsequent courses.

Written Confirmation of Future Attendance must also be completed before the start date of the future module the student plans to attend. Since eligible students are not considered to have withdrawn from the payment period, a Return of Title IV Funds is not required. However, other regulatory provisions concerning recalculation may apply. If the student does not return within 14 days from the date he/she was scheduled to resume attendance, the student will be considered to have withdrawn from the term (payment period).

**Unofficial Withdrawals**

If the student does not complete the official withdrawal process but is absent for 14 consecutive days, without providing written confirmation of future attendance, he/she will be administratively withdrawn.

**Reinstallation after Withdrawal**

A student who would like to rescind his/her notification of withdrawal, or appeal the institution decision of administrative withdrawal must complete the Withdrawal Appeal Form where the student indicates his or her intent to remain in academic attendance through the end of the term.

The completed Withdrawal Appeal Form must be submitted to the Registrar’s Office or Academic Advisor for the appropriate evaluation.

**Satisfactory Academic Progress Effect of Withdrawals**

For the purpose of measuring the satisfactory academic progress of a student, withdrawals will be considered as courses not approved. This will not affect the student’s cumulative grade point average, but will have an effect on the number of credits that the student should have successfully completed at the moment in which his academic record has been evaluated to measure the time frame for academic progress.

Before a student starts his courses, the Institution will make certain disclosures to the student. The Institution will conduct a thorough entrance interview or counseling session individually or in a group with other students. Entrance interviews are important because new students often have little or no experience with satisfactory academic progress policies involving a quantitative standard (pace) at which students must progress through their program to ensure that they will graduate within the maximum timeframe. The entrance interview or counseling session will be conducted online with audiovisual materials, and question-and-answer sessions to help convey the effect of satisfactory academic progress and retaking coursework policies when a student withdraws from a course. At the moment of the entrance interview, the Institutions’ policy information will be provided electronically. The institution will have the opportunity to remind students about the importance of satisfactory academic progress, at the end of each term. The institution will document in the school management system, that the student received the entrance interview.

**Date of Determination and Withdrawal Date**

For Official Withdrawals, the Date of Determination (DOD) will be the date the student completes the Official Withdrawal Process. For Unofficial Withdrawals, the DOD will be the date NUC University became aware that the student was not in attendance (no later than 14 days of LDA).

For students that do not return after providing Written Confirmation of Future Attendance, the DOD will be no later than 14 days after the date student was scheduled to resume attendance.

For all Withdrawal types, the Withdrawal date will be the last date of academic attendance (LDA) as determined by the attendance records.
**Deadlines**

The deadline to request partial or total withdrawals is established on the academic calendar.

**Financial Aid**

All students that received loans from the Federal Student Loan Program must complete an exit counseling session after leaving the institution, completing the program or reducing course load to less than half time.

Exit counseling can be completed at: [https://studentloans.gov/myDirectLoan/index.action](https://studentloans.gov/myDirectLoan/index.action)

Direct Subsidized Loans, Direct Unsubsidized Loans, Subsidized Federal Stafford Loans, and Unsubsidized Federal Stafford Loans have a six-month grace period before payments are due. PLUS loans have no grace period.

**Administrative Withdrawals**

This status is assigned by the Institution to any student who has been dismissed from the Institution due to disciplinary reasons. Only the Dean of Academic Affairs will make the determination. Students may be dismissed for one or more terms or permanently.

**No Show (NS)**

Refers to an enrolled student who doesn’t attend any of his courses.

**Transfer Credits (TC)**

Credits granted for courses transferred from other collegiate institutions.

**Repeating Courses**

A student can repeat a course if he is interested in improving his grade. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time. For this purpose, passed course means any completed course with a grade higher than an “F”.

For satisfactory academic progress purposes, each time a course is taken counts as an attempt; but only the first time a passing grade is received is it counted as completion. Only the highest grade will be used in the calculation of the cumulative grade point average. All courses will also be considered credits attempted for the purpose of determining successful course completion percentages.
COMPETENCY EXAMS

Undergraduate students can apply for and take competency exams for any course in their program of study, subject to academic evaluation, availability and depending upon the regulations and/or the accreditation standards of those academic programs. Not all program courses will be available for competency exams. Only those students who understand that they have the necessary knowledge of the course material for which they are interested in taking a competency exam should apply for it. This exam will be authorized to students after they have been officially enrolled in the institution and active in the term in which they apply for the exam. Competency exams will only be offered to students in courses in which they have never been enrolled.

If the student passes the exam with a grade of 70 per cent or higher, he will obtain the value in credits assigned to that course. No grade will be assigned for competency exams. The competency exam may be taken up to a maximum of two times, which means that the student can only repeat the exam once. Each attempt requires a new application and payment. The student may only take two competency exams per academic term, and up to a total of four tests in his academic life at NUC University, while not exceeding the amount of allowed transfer credits as stated in the transfer credit policy. If the student should fail the exam on both attempts, the student must enroll and take the course.

CONSORTIUM AGREEMENT FOR SHARED COURSES
IN OTHER CAMPUSES OR IN THE ONLINE DIVISION

Students enrolled at a campus or in the Online Division have the option of completing a portion of their program of study through shared courses at another location. This option can be completed without requesting a formal transfer to the other location.

To take an online course at another location, no formal authorization is required; however, students must take at least one on-ground course at the campus where they are enrolled before completing the program or being transferred to the Online Division, if the full program is available in this learning environment.

In order to take shared courses in a traditional learning environment (on-ground) at a location different from the one where the student is enrolled, students must request authorization by completing the corresponding application at the Registrar’s Office. Shared courses may vary by program, campus, or the Online Division, and are subject to availability, licensing, or accreditation agencies requirements and/or institutional policies. Shared courses must be equivalent in content and from the same degree level. This option applies to all degree program levels and may be provided to students as an alternative when they do not have courses available at their campus during an academic term. For more information, contact the Academic Affairs Office to know additional policies designed to ensure an optimal learning experience in traditional or online shared courses.
GRADING SYSTEM

The grading system used is fully explained on the transcript. The evaluation of a student’s academic progress in the institution is based on:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Deficient</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Repeated Course</td>
<td></td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credits</td>
<td></td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal</td>
<td></td>
</tr>
<tr>
<td>CE</td>
<td>Competency Exam</td>
<td></td>
</tr>
<tr>
<td>NS</td>
<td>No Show</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
<td></td>
</tr>
<tr>
<td>NR</td>
<td>Grade not Reported</td>
<td></td>
</tr>
</tbody>
</table>

RE-ADMISSIONS

Every student who has withdrawn from the Institution and is interested in being re-admitted should complete a re-admission request form at the Registrar’s office. This process applies to those students who have not been enrolled at the Institution for one or more terms.

Procedure for Re-Admission

Obtain the re-admission form in the Registrar’s office.

1. Obtain the authorization of: Finance (Bursar’s) office, Financial Aid office, Educational Resources Center, Admission’s Office, Orientation and Counseling Office and finally the Registrar’s office.
2. Pay a non-refundable fee of $25.

Students applying for re-admission should be aware that academic credits expire ten years after the student has studied for the last time. Except in those cases in which the student has completed an academic degree, all other academic credits completed within the ten years prior to the date in which the student seeks re-admission, will be evaluated for equivalency as per the corresponding catalog and the course content of the applicable program.

ELECTIVES

Electives are courses included in the offerings of NUC University at the student’s level of study. They exclude the required courses for the degree in which the student is enrolled. Any student can select from any of these courses to comply with the electives requirements.
ACADEMIC INTEGRITY POLICY

Statement of Policy: NUC’s principles of academic integrity will not tolerate acts of falsification, misrepresentation, intellectual dishonesty, whether intentional or unintentional or deception. Such acts of intellectual dishonesty include, but are not limited to, cheating, plagiarism, fabricating data or citations, stealing examinations, selling or distributing stolen examinations, using faculty member editions of textbooks without authorization, taking an exam for another student, using technology to disseminate exam questions and answers, tampering with the academic work of another student, misuse of grant or institutional funds, facilitating other students’ acts of academic dishonesty, academic sabotage, and resubmitting work completed in another course (with the exception of compiling previous coursework, if approved, into a Directed Research Project).

The student will be responsible for reading and complying with the Academic Integrity Policy available on the Institution’s Website.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress Policy Declaration
NUC University adopts this Satisfactory Academic Progress Policy in accordance with its academic and federal regulations, specifically 34 CFR 668.34.

Applicability of Satisfactory Academic Progress Policy
This policy applies to all students enrolled in NUC University, Campuses and IBC Technical Division units located in Puerto Rico, regardless if they are full-time or part-time students or if they receive federal financial aid, or any other type of aid. The policy does not apply to students enrolled in Continuing Education courses.

Definition of Satisfactory Academic Progress
NUC University defines Satisfactory Academic Progress as the required measurement of student's academic progress towards completing their academic program. Satisfactory Academic Progress (SAP) is evaluated with two standards: qualitative (GPA) and quantitative (Credits Successfully Completed).

Students must maintain the required GPA and successfully pass the necessary credits in order to meet the qualitative and quantitative components of SAP (Satisfactory Academic Progress). In order for the student to complete the approved academic program within the maximum time frame established for the program (the quantitative component of SAP) The student must also maintain a steady pace of completed and approved courses throughout the duration of his/her academic program.

An evaluation of the SAP is not completed until both the qualitative and quantitative components measures are reviewed. If the evaluation shows that, a student does not have the required GPA or is not maintaining the required pace, they become ineligible for FSA funds (Federal Student Aid) unless they are placed on Financial Aid Warning or, after a successful appeal, on Financial Aid Probation.

Roles and Responsibilities

<table>
<thead>
<tr>
<th>Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal Committee</td>
<td>The Appeals Committee is made up of representatives of the Office of Student Services, Registrar, Financial Aid, Student Accounts, Academics, and Professional Counselor or its equivalent.</td>
</tr>
<tr>
<td>Submission of Appeal Request</td>
<td>The student will submit the Satisfactory Academic Progress Appeal request to the Dean of Academic Affairs and/or Academic Director, who will convene the Appeal Committee for an appropriate evaluation.</td>
</tr>
</tbody>
</table>
1 If the location does not have the staff designated in this policy, it must reassign the responsibility to a properly trained staff previously approved by the Vice President of Student Affairs and Effectiveness.

SATISFACTORY ACADEMIC PROGRESS POLICY REQUIREMENTS

**Qualitative Component:** Cumulative GPA
In order to meet the graduation requirements, students must achieve the minimum grade point average at each specified evaluation points. Students need to achieve the minimum overall academic average at each evaluation point *For more details, please refer to the Satisfactory Academic Progress Evaluation Chart.*

**Quantitative Component:** Credits Successfully Completed
A student must progress through the program at the minimum pace for the specified evaluation points in order to finish the academic program within the allowable maximum time. This component must be monitored to ensure that students complete their programs within the maximum time frame. Students who meet or exceed the minimum requirements will complete their program within the maximum time frame as described in the Maximum Time frame section.

The quantitative component is measured by dividing the credits successfully completed by the number of credits attempted. Students must successfully complete a minimum percentage of all credits attempted at each evaluation point to meet the minimum SAP standards (Please refer to the Academic Progress Evaluation Charts).

The chart below provides information about how grades affect the Qualitative (GPA) and Quantitative (credits) components.

<table>
<thead>
<tr>
<th>Grade Type</th>
<th>Grade</th>
<th>GPA</th>
<th>Credits/Hours Attempted</th>
<th>Credits Completed</th>
<th>Maximum Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing Grades</td>
<td>A, B, C, CNP, D, DNP</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional Passing Grades</td>
<td>CE, P, YP, YR</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fail Grade</td>
<td>F, *DGA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>No Pass Grade</td>
<td>NP, NR</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Incompletes</td>
<td>IA, IB, IC, ID, IF</td>
<td>Yes (validate)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Drop Courses</td>
<td>W, AW, FW*</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Emergency Drop Courses</td>
<td>EW</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Repeated Courses</td>
<td>An * will appear next to the grade</td>
<td>Highest grade obtained</td>
<td>Yes</td>
<td>Applicability based on grade received (refer to grades above)</td>
<td>Yes</td>
</tr>
<tr>
<td>Transferred Credits/Hours from prior programs at NUC U accepted towards current program</td>
<td>Refer to grades above</td>
<td>Applicability based on grade received (refer to grades above)</td>
<td>Applicability based on grade received (refer to grades above)</td>
<td>Applicability based on grade received (refer to grades above)</td>
<td></td>
</tr>
<tr>
<td>Credits transferred from other institutions that were accepted</td>
<td>TC, TD**, Y</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
MAXIMUM TIMEFRAME
Students are required to complete their program within a reasonable time frame. Federal regulations define the maximum time frame as 150% of the published length of the study program.

The maximum time is based on credits attempted and is determined by multiplying the amount of credits published in the program by 1.5. For example, a 64 credit program would have a maximum time frame of 96 credits to complete the program.

A student does not meet the maximum time standards when it becomes mathematically impossible to complete the program within 150% of the time.

A student who does not meet the maximum time standards loses eligibility for financial aid, unless the student completes an appeal process and it is approved. (*For more information, see the Extended Appeal and Enrollment Process*).

EVALUATION PROCEDURE
The Registrar Office will evaluate the academic progress for the credit hour programs, at the end of each academic term or evaluation period. The Registrar's Office will evaluate the academic progress of all programs, with the exception of diplomas started before August 2019, at the end of each payment period. The academic progress of diploma programs begun before August 2019 will be evaluated once the student satisfactorily completes the credits and the required weeks in each payment period. (*For details, refer to the SAP Evaluation charts*).

REEEVALUATION PROCEDURE
The Registrar Office will reevaluate the Satisfactory Academic Progress for students for whom a grade change or removal of incomplete or for a final grade received where the faculty failed to submit a grade. The Registrar will send written communication, notifying the results of the evaluation to the students, where the impact of the reevaluation, fails to meet the standards of satisfactory academic progress.

SATISFACTORY ACADEMIC PROGRESS STATUSES AND NOTIFICATION PROCESS
If a student fails to meet Satisfactory Academic Progress standards, the Registrar Office will send written notification indicating the results of the evaluation, the satisfactory academic progress status under which
student was placed, and any applicable process that should be followed to maintain or regain financial aid eligibility.

FINANCIAL AID WARNING

Financial Aid Warning is a status assigned to a student who fail to comply with the qualitative and/or quantitative component as established in the Satisfactory Academic Progress policy.

Students who are placed under a Financial Aid Warning status will be eligible to receive financial aid for the pay period following the period in which the student failed to meet satisfactory academic progress standards. Students are expected to improve their academic performance during this Warning period. If a student fails to meet the minimum qualitative and quantitative standards described above during the Financial Aid Warning period, the student will lose eligibility for FSA programs unless a financial aid appeal is filed and approved. If the appeal is approved, the student will be placed under a financial aid probation period.

FINANCIAL AID PROBATION

This status applies to those students who have not been able to meet the academic progress requirements, but subsequently complete the appeal process and their appeal is approved (Please refer to the Appeal Process below).

The Financial Aid Probation period is only for an academic term. The approval of an appeal will require that the student be placed on an academic plan during the Financial Aid Probation period if it is unlikely for the student to be able to meet satisfactory academic progress standards by the end of the payment period under probation. The purpose of the Academic Plan is to ensure the student is monitored each subsequent payment period to ensure student's ability to graduate within the maximum time frame (Please refer to the Appeal process and Academic Plan below).

Students will be eligible for financial aid during the payment period under a Financial Aid Probation status. Once the probation period ends, students must be able to show they meet the requirements of the Satisfactory Academic Progress or the academic plan to maintain eligibility for financial aid.

APPEAL PROCESS

An appeal is a process where a student who is not meeting SAP standards asks the institution to reconsider their eligibility to receive financial aid funds. The appeal process applies to students who do not meet the academic progress requirements in the period evaluated.

If a student affirms that his/her condition for not having a satisfactory academic progress status is due to the fact that the determination made by the institution was the result of an administrative error; or because during the evaluation period there were extenuating circumstances that prevented him from complying with the requirements, the student has the right to appeal the decision made by the institution.

The Institution considers the following as examples of extenuating circumstances:

- Student illness
- Family illness
- Distress in the family unit, such as: divorce or death of parents, spouse or children
- Loss of employment or potentially significant changes in working hours during the term
- Abusive relationships
- Disabilities not previously documented
- Natural disasters
- Financial difficulties such as foreclosure or eviction
- Other situations beyond student’s control
To initiate the appeal process, the student must complete and submit a request for Satisfactory Academic Progress Appeal within a period of five (5) business days from the date of receipt of the notification. The application is available at the Registrar, Counseling and Academics offices.

The responsibility of the Committee is to evaluate the reasons presented in the Financial Aid Appeal application and determine if at the end of the next term the student will be able to meet the standards of academic progress or an academic plan.

The Appeals Committee will evaluate the Request for Appeal of Satisfactory Academic Progress and notify the Dean of Academic Affairs or designee of the decision. This Committee must establish a meeting schedule for each academic term, with a set period of time for the student to document his/her case and present it to the Committee. The Registrar's Office will send the student written notice no later than 5 calendar days from the date of the committee's decision. This notification will be set up and sent from the Student Administration System, and will be accessible to the Academic, Registration, Counseling, Financial Aid and Student Accounts offices.

If the application is approved, the student will be eligible for financial assistance during the probation term. Once the probation period ends, in order to maintain eligibility for financial aid, the student must be able to demonstrate that he or she meets the requirements of satisfactory academic progress or the academic plan.

The student has the opportunity to appeal again, if he/she fails to comply with the agreements established for the probation period.

ACADEMIC PLAN
Academic plans are developed by the Counselor or designated academic representative in conjunction with the student to ensure that the student is able to meet the institution's satisfactory academic progress standards for a specific point of time.

If a student successfully appeals and is placed in an SAP probation period and in an academic plan, the student's SAP will be reviewed at the end of each subsequent period, as long as the student meets the requirements of the academic plan. To continue in the academic plan after the initial probation period, the Academic Counselor will follow up and document that the student is meeting the requirements of the academic plan.

SUSPENSION OF FINANCIAL AID
Students will lose eligibility for financial aid if they fail to meet Satisfactory Academic Progress standards and:

- Have the option, but did not complete an Appeal, or
- An Appeal was denied, or
- Fail to meet Academic Plan requirements, or
- It became mathematically impossible for the student to complete the program within the maximum time frame allowed.

Students will receive written notification of Financial Aid Suspension from the Registrar’s Office. The Registrar will also be notifying the Dean of Academic Affairs, Financial Aid and the Student Account’s Office of the student’s ineligibility for financial aid.

Students may continue studies without the aid of financial aid after suspension if otherwise permitted academically. If the student continues without financial aid, the student will be responsible for the full cost that may apply during that period of enrollment.
REESTABLISHING ELIGIBILITY
The loss of eligibility for financial assistance for not meeting SAP standards can be reestablished once the student meets the qualitative (GPA) and quantitative (Credits) standards.

EXTENDED ENROLLMENT
A student who does not meet the maximum time standards and the criteria of the probation period loses eligibility for financial assistance, but may be allowed to continue studies under an Extended Enrollment period.

_The committee may place the student in an Extended Enrollment period if it is determined that the student needs more than one additional term to complete their program._ Students who have been placed in the Extended Enrollment period will lose eligibility for financial aid and will be responsible for the total costs that may apply during this period.

SATISFACTORY ACADEMIC PROGRESS CHARTS FOR STANDARD TERMS

**Requirements for Satisfactory Academic Progress:** Satisfactory Academic Progress will be evaluated at the end of each academic term, meaning each payment period. At each assessment point, students must achieve a cumulative GPA and a minimum of required credits, as shown in the SAP charts below (Applicable SAP charts for each program is identified in the program charts below):

### Associate’s Degree

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits</th>
<th>Maximum Time to Complete Program Credits</th>
<th>Minimum GPA</th>
<th>Minimum pace (Credit hours completed / Credit hours attempted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree in Accounting</td>
<td>64</td>
<td>96</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Associate’s Degree in Business Administration</td>
<td>69</td>
<td>103</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Associate’s Degree in Business Administration</td>
<td>67</td>
<td>100</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>with major in Entrepreneurship</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate’s Degree in Criminal Justice</td>
<td>71</td>
<td>106</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Associate’s Degree in Network Technology and Applications Development</td>
<td>74</td>
<td>111</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
</tbody>
</table>

### Bachelor’s Degree

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits</th>
<th>Maximum Time to Complete Program Credits</th>
<th>Minimum GPA</th>
<th>Minimum pace (Credit hours completed / Credit hours attempted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree in Business Administration with major in Accounting</td>
<td>121</td>
<td>181</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Bachelor’s Degree in Business Administration</td>
<td>120</td>
<td>180</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Bachelor’s Degree in Criminal Justice</td>
<td>120</td>
<td>180</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Bachelor’s Degree in Information Technology</td>
<td>120</td>
<td>180</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Bachelor’s Degree in Network Technology and Applications Development</td>
<td>120</td>
<td>180</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
</tbody>
</table>

### Master’s Degree

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits</th>
<th>Maximum Time to Complete Program Credits</th>
<th>Minimum GPA</th>
<th>Minimum pace (Credit hours completed / Credit hours attempted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Degree in Business Administration</td>
<td>39</td>
<td>58</td>
<td>3.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Master's Degree in Educational Leadership</td>
<td>39</td>
<td>58</td>
<td>3.00</td>
<td>66.66%</td>
</tr>
</tbody>
</table>
INSTITUTIONAL POLICY REGARDING WITHDRAWALS, INCOMPLETES, LEAVES OF ABSENCE, AND OTHERS

Withdrawals
For the purpose of measuring the satisfactory academic progress of a student, withdrawals will be considered as courses not approved. This will not affect the student’s cumulative grade point average, but will have an effect on the number of credits that the student should have completed successfully at the moment in which his academic record has been evaluated to measure the time frame for academic progress.

Policy to Request, Award and Remove Incomplete (I) Provisional Grades

An incomplete is a grade awarded to a student who, for justified reasons, has failed to complete all required coursework during the academic term. A student can request an incomplete provisional grade due to extenuating circumstances which are the following: student's health condition, health condition of a close relative, death of a close relative, military reasons, accident, or incomplete externship hours.

1. Student must request the form, Request for Incomplete Provisional Grade at the Registrar’s Office at NUC’s Campuses or through the Academic Advisor in the Online Division.
2. The Request for Incomplete Provisional Grade form must be duly completed, signed, and submitted with the corresponding evidence.
3. The student will submit the documents along with corresponding evidence on or before the deadline established in the academic calendar for the term in which the provisional grade was requested. These documents must be submitted to the course professor at NUC Campuses or through the Academic Advisor in the Online Division.
4. The course professor will evaluate the documents, determine whether to grant the request and present to the Dean of Academic Affairs for approval. The course professor will notify the student of the decision, and coordinate with the student the due date for the submission of missing assignments or hours.
5. The student must complete the incomplete removal process on or before the deadline established in the academic calendar.

PROCESS FOR REQUESTING REMOVAL OF AN INCOMPLETE PROVISIONAL GRADE:

The student:

1. Must request the form, Request for Incomplete Provisional Grade at the Registrar’s Office at NUC’s Campuses, or through the Academic Advisor in the Online Division.
2. Must complete the document and make the corresponding (non-refundable) payment at the Student Accounts Office, according to the tuition and fees in effect at the time of application. Removal of an incomplete grade in externships or practicum courses are free of charge.
3. Will submit the document and required assignments to the course professor on or before the deadline established in the academic calendar. The assignments will be sent to the professor by institutional email, if possible according to the type of work. If the professor is not available, these will be submitted to the Dean of Academic Affairs or Academic Advisor, as appropriate, who will acknowledge receipt of the documents.

Notes:
If the student does not complete the process of removing the incomplete provisional grade, it will automatically be converted to the earned grade provided by the professor. A second request for an incomplete for the same course will not be authorized.
If the student does not agree with the final grade received, he/she can request a review. Refer to the Change of Grades process.

Special situations will be referred for evaluation to the Vice President for Academic Affairs Office with the corresponding evidence. In the case of students in the nursing program, it will be referred to the Vice President of Nursing Programs Office, and in the case of technical programs, it will be referred to the Vice President of Academic Affairs Office - Technical Programs Division.

**Program Changes**
A program change will be considered any change that involves a change in curriculum; either within the same program in which the student is enrolled or in another program. Students interested in a program change must be guided by the professional counselor in the case of on ground students and the academic advisor in the Online Division.

During the interview, the student and the professional counselor in the case of on ground students and the academic advisor in the Online Division will assess the student's academic interests and proceed to complete the Change of Program Form. The Director of the Department to which the student is referred to will approve the program change. Once the program change is approved, it will be submitted to the Registrar’s office, to be updated in both the student's academic record and the system. Only two program changes will be permitted. Program changes due to curriculum review will not count as a change for purposes of authorization from the Vice President of Academic Affairs.

Regarding the determination of the Satisfactory Academic Progress (SAP) status of a student who changes programs, who seeks to earn an additional degree, or changes to a different curriculum, either voluntarily or through the re-admission process, will be counted in the determination of academic progress only the credits approved in the previous program that are required in the new program, and the credits attempted and grades earned in the new program.

The grade point average (GPA) required for a program change must meet the GPA of the new program. If the student does not meet the GPA of the new program, the following process will take place: a) For students who did not make academic progress in their first academic term, will be used the GPA for admission to the institution; b) For students with more than one term attempted, must be evaluated by the Program Change Committee composed of the department director and the professional counselor in the case of on ground students and the academic advisor in the Online Division, with the exception of those programs that have specific programmatic accreditation or admission requirements.

**Leave of Absence (LOA)**
The student should notify the Registrar’s Office in writing of the reasons why he is requesting a leave of absence (LOA). The request for leave of absence should be made prior to the start date of the LOA. The student’s request will be evaluated and, if approved, the student will be notified in writing. It will be the student’s responsibility to enroll in the term immediately following the LOA end date.

**Repeating a Course**
A student can repeat a course if he is interested in improving his grade. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time. For this purpose, passed course means any completed course with a grade higher than an “F”.

For satisfactory academic progress purposes, each time a course is taken counts as an attempt; but only the first time a passing grade is received it is counted as completion. Only the highest grade will be used in the calculation of the cumulative grade point average.

**Re-admission**
Any student who discontinues his studies in the institution and is later re-admitted in the same academic
program, as long as the program has not undergone any curricular revision, will re-enter under the academic progress status that he had at the moment of discontinuing his studies. If the student is re-admitted in the same program that has undergone a curricular revision or change to a different academic program, only the credits approved and grades earned under the previous program that are required in the new program will be counted in academic progress. Notwithstanding the above, the students so re-admitted, should be bound by academic program and other requirements in the Catalog and other established guidelines effective as of the date of this re-admission.

**Transfer Credits**
All the transfer credits (TC) from other institutions that are equivalent to the program of studies will be included in the maximum time frame. Transfer credits (TC) will be counted as attempted and completed credits, but they will not be included in the grade point average (GPA) calculation.

In the event that there are no relevant courses to transfer to the new academic program, the student begins the new curriculum with a new maximum time frame and a new cumulative grade point average.

**Pass-No Pass Grades**
Pass-No Pass grades for satisfactory academic progress purposes do not affect the student’s cumulative grade point average but are counted as credits attempted as well as for maximum time frame purposes.

**Remedial Courses**
The Institution does not offer remedial courses.

**Grade Points and Grade Point Averages**
Each grade has a grade point value. The grade point average is computed according to the following procedure: write down the grade and number of credits for each course; then multiply the grade point value for each grade by the number of credits of each course. After this, add the number of credits to obtain the total number of credits, add the grade point values to obtain the total grade point value, then divide the total grade point value by the total number of credits. This will provide the grade point average.

*Example:*

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 1010 A (4)</td>
<td>X 3 CRS. 12</td>
</tr>
<tr>
<td>ENGL 1010 B (3)</td>
<td>X 3 CRS. 9</td>
</tr>
<tr>
<td>BUAD 2050 C (2)</td>
<td>X 3 CRS. 6</td>
</tr>
<tr>
<td>MATH 1010 D (1)</td>
<td>X 3 CRS. 3</td>
</tr>
<tr>
<td>HUMA 1010 F (0)</td>
<td>X 3 CRS. 0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>15 CRS. 30</strong></td>
</tr>
</tbody>
</table>

**GRADE POINT VALUE**

\[
30 \div 15 = 2.00 = C
\]

**Add/Drop Period Policy**
The Add/Drop Period Policy addresses the process that is to be followed when changes are made to the student's class schedule after the start of the term and no later than the due date published in the academic calendar. Please refer to the Institutional Refund Policy for details on how NUC will manage the charges when a student adds and/or drops courses during the add-drop period.

The general established process will be that, the student:

1. request the Add and Drop form available at the Academic Affairs Office or the Registrar’s Office, as appropriate,
2. complete the form in the corresponding parts,
3. visit the academic area to make the requested change or make the requested change electronically,
4. receive appropriate guidance from the Student Accounts Office,
5. submit the form to the Registrar’s Office for processing the change in system and,
6. sign and keep a copy of the new class schedule.

**Course Prerequisites**
Students are required to take the prerequisites as established in each program of study. Exceptions for the prerequisites are to be approved by the Department Director.

**AVERAGE LENGTH OF DEGREE PROGRAMS**

Average length of time required to obtain an Associate’s Degree is from two to two and a half years whereas in the case of the Bachelor’s Degree it’s from three to four years. For the Master’s Degree programs, the average length of time normally required to obtain this degree is from one to one and a half years.

**GRADUATION REQUIREMENTS**

Students are recommended for graduation under the rules and regulations in the official catalog at the time the student entered or was readmitted to the Institution whichever date is later. A student may apply for graduation at the time he has completed 90 percent of the courses required. The student should meet the minimum grade point average and other requirements as indicated in the Graduation Requirements Tables. Additionally, the student must be up to date with any payment plan with the institution in order to graduate. A graduation application should be submitted with a receipt from the Bursar’s Office for the amount of $100.00. This application will be effective until the next scheduled graduation ceremony held in July of every year. The Registrar will evaluate every application for graduation to determine if the student has completed all graduation requirements. A graduation certification is available upon request. Students who graduate with two different majors will receive two diplomas and will pay a graduation fee for each major.

**Graduation Requirements Table for Undergraduate Programs**

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Minimum grade point average for graduation</th>
<th>Minimum grade needed to approve courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Associate’s Degree Programs</td>
<td>GPA 2.00</td>
<td>All major courses, and those general education and core courses identified in the catalog should be approved with a minimum grade of C.</td>
</tr>
<tr>
<td>All Bachelor’s Degree Programs</td>
<td>GPA 2.00</td>
<td>All major courses, and those general education and core courses identified in the catalog should be approved with a minimum grade of C.</td>
</tr>
</tbody>
</table>

**Graduation Requirements Table for Graduate Programs**

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Minimum grade point average for graduation</th>
<th>Minimum grade needed to approve courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Degree in Business Administration</td>
<td>GPA 3.00</td>
<td>All courses should be approved with a minimum grade of B.</td>
</tr>
<tr>
<td>Master’s Degree in Educational Leadership</td>
<td>GPA 3.00</td>
<td>All courses should be approved with a minimum grade of B.</td>
</tr>
</tbody>
</table>

*For purposes of Title IV recipients, the definition of a passed course means any grade higher than an “F”. Please refer to the Financial Aid Office for further information.*
Graduation with Honors

In recognition of high achievement, certificates or medals will be awarded to those students who graduate from the Bachelor’s Degree program as follows:

- 3.95-4.00 Summa Cum Laude
- 3.71-3.94 Magna Cum Laude
- 3.50-3.70 Cum Laude

In the Associate’s Degree Programs students will be eligible for honors recognition as follows:

- 3.85 to 4.00 points - High Honor
- 3.50 to 3.84 points - Honor

In the Master’s Degree program students will be eligible for honors recognition as follows:

- 4.00 Academic Excellence

Graduation Ceremony

The graduation ceremony will normally be held during July of every year. Students who have completed the requirements for graduation in any of the Institution’s programs are eligible to participate in this Ceremony. Students whose accounts are not current or have an outstanding debt with the institution, will not be granted a graduation permit to attend the graduation ceremony.

PUBLICATIONS

The Student Affairs Office publishes several newsletters and/or flyers and are the Institution’s means of sharing friendship and information. They are published periodically by the Institution for all students, personnel and the community. Under the direction of the Student Affairs Office and with the participation of students, these publications include interesting articles and comments on institutional life as well as individual students and personnel’s thoughts and interests.
FINANCIAL INFORMATION
DATE OF EFFECTIVENESS: 08/01/2020

TUITION, FEES AND OTHER CHARGES

The tuition, fees, and other charges listed below are applicable to all students enrolled at NUC University (NUC), with the exception of students enrolled in programs offered at NUC University – IBC Technical Division and continuing education courses. The institution reserves the right to review costs as needed. These changes are duly notified to students prior to its implementation. Students are encouraged to be attentive for announcements regarding Tuition, Fees and Other Charges, which are published at the following link: [http://www.nuc.edu](http://www.nuc.edu).

TUITION AND FEES

The tuition and fees listed below are costs related to the offering of the courses and are applicable to each academic term for which the student is enrolled.

Refer to the Institutional Refund Policy for details regarding how NUC will handle charges when a student cancels their enrollment, adds or deletes courses during the change period, or withdraws before completing a payment period.

TUITION

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COST PER CREDIT</td>
<td></td>
</tr>
<tr>
<td>Residents of Puerto Rico (PR)</td>
<td>175.00</td>
</tr>
<tr>
<td>Non Residents of PR</td>
<td></td>
</tr>
<tr>
<td>Eligible Military Residents Outside PR</td>
<td></td>
</tr>
</tbody>
</table>

FEES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABORATORY COURSE²</td>
<td>75.00</td>
</tr>
<tr>
<td>PRACTICE/SIMULATION COURSE</td>
<td>100.00</td>
</tr>
<tr>
<td>TECHNOLOGY RESOURCES AND ADMINISTRATIVE SERVICES</td>
<td>100.00</td>
</tr>
<tr>
<td>REGISTRAR</td>
<td>25.00</td>
</tr>
<tr>
<td>ELECTRONIC DEVICE³</td>
<td>175.00</td>
</tr>
<tr>
<td>INTERNET ACCESS³</td>
<td>75.00</td>
</tr>
</tbody>
</table>

¹ Audit students will pay 50% of the tuition and fees described above.
² Does not apply to fully virtual labs.
³ The student may choose to exclude this charge. The electronic device fee applies only to the term in which the student receives the equipment and is not refundable unless the student returns the equipment unused (sealed box) or the personnel authorized by the institution certify defect. The Internet access fee applies to each term that the student receives service and represents a monthly fee of $25.00. Equipment is subject to availability.
OTHER CHARGES

The charges listed below are discretionary and are handled at the student's request.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Course(s)</td>
<td>30.00</td>
</tr>
<tr>
<td>Program/Concentration Change</td>
<td>30.00</td>
</tr>
<tr>
<td>Certifications</td>
<td>2.00</td>
</tr>
<tr>
<td>Copy of Official Enrollment</td>
<td>2.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>100.00</td>
</tr>
<tr>
<td>Diploma Duplicate</td>
<td>10.00</td>
</tr>
<tr>
<td>Academic Evaluation</td>
<td>2.00</td>
</tr>
<tr>
<td>Evaluation of Foreign Academic Credentials</td>
<td>100.00</td>
</tr>
<tr>
<td>Proficiency Examination (Per Credit)</td>
<td>100.00</td>
</tr>
<tr>
<td>Incomplete Removal</td>
<td>50.00</td>
</tr>
<tr>
<td>Unofficial Credits Transcript</td>
<td>3.00</td>
</tr>
<tr>
<td>Official Credits Transcript</td>
<td>5.00</td>
</tr>
</tbody>
</table>

DESCRIPTION OF TUITION AND FEES

**Credit** - Supports costs associated with course development and instruction. The amount charged is based on the total credits registered for the corresponding period.

**Laboratory Course** - Supports costs related to providing the student with high quality laboratories, including costs associated with, but not limited to the cost of furniture, equipment, software, and special materials used in the laboratory.

**Practice Course / Simulators** - Supports the costs associated with creating and maintaining an environment that offers the student the opportunity to learn and practice in a workplace setting.

**Technology Resources and Administrative Services** - Supports the availability of educational and administrative technology services including, but not limited to, the following: multimedia, access to digital resource data network, library access system enhancements, updating of e-learning systems, accident insurance, technology safety systems and technologies to support student services.

**Registrar** - Supports the overall operations of the registration process.

**Electronic Device** - Provides the student with the opportunity to acquire the equipment needed to complete their distance learning courses at a price below the competitive market rate. This fee is $175.00 for a laptop computer. This fee is applicable only to the term in which the student receives the equipment.

Students may choose not to pay this fee. If the student chooses not to pay this fee, the student will be responsible for the purchase of the equipment.

**Internet Access** - Provides the student with the opportunity to purchase the equipment necessary to complete their distance learning courses at a price below the competitive market rate. This fee is $75.00 ($25.00 per month) per academic term for Internet access.

Students may choose not to pay this fee. If the student chooses not to pay this fee, the student will be responsible for obtaining this service.

*California Online Students please refer to next page for Student Tuition Recovery Fund (STRF) important information.*
For NUC California Online Students Only

Student Tuition Recovery Fund (STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator of court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. Your sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder of debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”
Payment Policy

I. General Information with Regard to Payment Policy for Tuition and Fees
The academic year consists of three trimesters with a duration of approximately 14 weeks each. Each trimester represents a payment period for financial aid purposes. All student payment balances should be paid in accordance with the following options:

a. By paying the full balance upon the student’s completion of the registration process and upon the student receiving their official program of study.
b. Through a payment plan of 3 payments per payment period.
c. Through any other grant or benefit for which the student may be eligible.

The disbursements will be credited directly to the student’s account to cover the payment of tuition and fees. Once the tuition and fees for the academic year have been covered, a check will be issued for the amount in excess, if any, within the 14 days following the date in which the account reflects the credit.

II. Payment Policy for students who are not eligible for Federal and/or State Financial Aid
The Institution reserves the right to request an initial deposit from these students to receive their official program of study of no less than 35% of the total cost of their tuition and fees for the term in question.

III. Continuing or Regular Students
If the student has a pending debt with the institution from a prior term of studies, it should be paid in full before receiving the official program of study for the current term. The applicable procedure to make the payments will be governed by what is stated in the institution’s payment policy found in this catalog and available at the Bursar’s Office

IV. Payment procedure
Payments shall be made in cash, personal check, Manager’s check (payable to NUC University), ATM, American Express, Master Card, Visa or any debit or credit card accepted by the Institution. Payments made by credit card may also be made through the student’s portal. The institution reserves the right to accept checks which are not payable to NUC University. All checks returned by the bank will have a $15 surcharge payable upon picking up the check and paying in cash the amount it was made out for.

In the eventuality that NUC University refers an unpaid student account to an external collection agency, all related costs must be paid in full by the student. The Institution reserves the right to restrict the provision of certain documents such as student transcripts, certifications, diplomas and participation in the graduation ceremony to those students whose accounts are not current.

Cancellation prior to commencement of classes
If a student cancels his enrollment prior to the beginning of classes the Institution will charge him a $100 administrative fee.

Contract Training
In the case of government or private sponsored contract training, an administrative cost will be included in the budget to cover administrative and student services provided to these students. This also includes all students trained with funds provided through the “Workforce Investment Act” (WIA).
**Add/Drop Period**

The add/drop period is the first week of each term. If the student withdraws before the end of the add/drop period, the student will be refunded all tuition and fees, as well as any funds paid for unused supplies, books, or equipment. No adjustments will be made for courses dropped after this date. Please refer to the refund policies below for more information.

**STANDARIZED INSTITUTIONAL REFUND POLICY**

**Institutional Refund Policy**

The Institutional Refund Policy regulates how NUC University (NUC) will manage the charges when a student cancels his enrollment, adds and/or drops courses during the add-drop period, or withdraws prior to completing a payment period. The Institutional Refund Policy applies to all students enrolled at NUC, with the exception of students enrolled in continuing education courses.

**Enrollment Cancellations**

The student has the right to cancel his/her enrollment agreement within three (3) business days from the student’s signing his/her enrollment agreement or until the end of the add/drop period, as specified in the academic calendar, whichever ends later. To cancel the enrollment agreement, the student must complete the Enrollment Cancellation Request form which is available at the Admission’s Office. Upon cancellation of the enrollment agreement, the institution will cancel all of the student’s financial obligations, other than books and supplies, if applicable, which are not returnable because of use.

**Add/Drop Period**

Any student who is enrolled for a payment period will have until the end of the add-drop period, which is the first seven calendar days of the academic term, as specified in the academic calendar, to add/drop courses without any fee. Please refer to the academic calendar for specific dates. Any charges for tuition and fees, as well as any funds paid for supplies, unused books or equipment which can be returned to the institution during this period will be refunded. Except for exceptional circumstances, there will be no adjustments for these charges after this period.

**Never Attended (No Show)**

The institution will cancel all of the student’s financial obligations for unattended payment periods, other than books and supplies, if applicable, which are not returnable because of use.

**Withdrawals**

If a student attends but withdraws from school after the add/drop period and prior to completing a payment period, the percentage used to determine the applicable charges will be the percentage of completed days from the total days in the payment period, rounded to the nearest 10%. NUC will use the last day of attendance to determine the days completed in the payment period. The table below provides details about how percentages are determined.

<table>
<thead>
<tr>
<th>Completed Days in Payment Period / Total Days in Payment Period</th>
<th>Percentage of Charges owed to the Institution</th>
<th>Percentage of Charges to be Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10.0%</td>
<td>10%</td>
<td>90%</td>
</tr>
<tr>
<td>10.01% - 20.0%</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>20.01% - 30.0%</td>
<td>30%</td>
<td>70%</td>
</tr>
<tr>
<td>30.01% - 40.0%</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>40.01% - 50.0%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>50.01% - 60.0%</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>60.01% - 100%</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>
Example of an Institutional Refund Calculation for a student that withdraws during a payment period that begins on 1/7/2019 and ends on 3/28/2019. Tuition charges for the period are $5,420.00.

<table>
<thead>
<tr>
<th>Last Day of Attendance</th>
<th>Percent Attended</th>
<th>Percent of Tuition to be Refunded</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/18/2019</td>
<td>14.81%</td>
<td>80%</td>
<td>$4,336.00</td>
</tr>
<tr>
<td>02/16/2019</td>
<td>49.38%</td>
<td>50%</td>
<td>$2,710.00</td>
</tr>
</tbody>
</table>

The following fees are exempt from adjustment in this refund policy. Unused electronic devices that are returned no later than 20 days from the date of the student’s withdrawal (Last date of attendance) will be refunded.

NUC University:
- Electronic Device $175.00

The student is responsible for the outstanding balance on his/her account, after the institution has applied any financial aid for which the student is eligible. Institutional refunds shall be made within 30 days after the date that the institution determines that the student has withdrawn.

The Student Account’s Office has the responsibility to apply this policy to the accounts of students which require it.

**Title IV Refund Policy**

NUC University, in accordance with federal laws and regulations, follows the Federal Policy for Return of Title IV Funds to determine the amount of Title IV aid to which the student is eligible if he/she decides to withdraw from the institution. This policy applies to all students enrolled in a Title IV eligible program that are also eligible for Title IV aid.

The law specifies how NUC must determine the amount of Title IV program assistance a student earns if he/she decides to withdraw from the institution. The Title IV programs in which NUC currently participates that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).

Although Title IV aid may be credited to your account at the beginning of each payment period, you earn the funds as you complete the period. If you withdraw before completing your payment period, the amount of Title IV program assistance that you have earned up to that point is determined on a pro rata basis. If you received (this includes amounts received on your behalf by the institution, or your parent) less assistance than the amount that you earned, you may be able to receive those additional funds. If, however, you received more assistance than you earned, the institution or you will have to repay the excess.

For example, if you completed 20% of your payment period, you earn 20% of the Title IV assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. The percentage completed in the payment period is calculated by dividing the calendar days completed in the payment period (as of your Last Day of Attendance) by the total calendar days in the period (excluding, if applicable, days that you were on an approved Leave of Absence or any scheduled break of 5 consecutive days or more).

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement.

If your post-withdrawal disbursement includes loan funds, the institution will contact you to get your permission before disbursing the funds. At that point, you will be provided with the option to decline, some
or all of the loan funds. Before accepting loan funds, you must consider that you must pay back the money with interest.

The institution will automatically credit to your student account all, or a portion of your post-withdrawal disbursement of grant funds to pay for contracted tuition, fees, and room and board charges. The institution will automatically use all, or a portion of your post-withdrawal disbursement of grant funds to pay for other institutional charges if, prior to your withdrawal, you provided your permission. If you did not provide your permission prior to withdrawing, the institution will contact you to offer the funds.

It is important for you to understand that, due to other eligibility requirements, the institution is prohibited from disbursing some Title IV funds that you were scheduled to receive once you withdraw. For example, the institution cannot make a post-withdrawal disbursement if you are a first-time, first-year undergraduate student that withdrew prior to completing the first 30 days of your program. We encourage you to contact the Student Accounts Office for any questions.

If you received (this includes amounts received on your behalf by the institution or your parent) excess Title IV program funds that must be returned, the institution must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The Institution will return Title IV funds for which it is responsible, in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct Graduate PLUS Loan
4. Direct Parent PLUS Loan
5. Federal Pell Grant
6. FSEOG
7. Iraq and Afghanistan Service Grant

If the Institution is not required to return all of the excess funds, you must return the remaining amount. The law provides that students are only required to return 50 percent of the grant assistance received. Any amount that you have to return is called an overpayment. You are required to make arrangements with the Institution or the United States Federal Department of Education to return the unearned funds. If an overpayment results from the calculation, the institution will contact you to coordinate arrangements to return those funds. Failure to make satisfactory arrangements may result in losing eligibility to Title IV fund.

Any loans that you, or your parent, received in excess must be repaid in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. The loan amounts received must be paid in full, even if you did not complete the program, are unable to obtain employment after completing the program, are dissatisfied or did not receive the educational or other services that you paid for with your federal student loans. To obtain your detailed information about the federal loan types and amounts you received for each academic year and the servicer contact information for each loan, you may access your Financial Aid History/Review at www.nslds.ed.gov or at www.studentloans.gov. You may also contact the Financial Aid Office for assistance in obtaining this information.

The requirements for Title IV program funds when you withdraw are separate from the institutional refund policy. Therefore, you may still owe funds to the institution to cover unpaid institutional charges. The Institutional Refund Policy is published in the institutional catalog. You can also request a copy of this policy at the Student Accounts Office.
Administrative and Academic Regulations

Students are expected to conduct themselves in a nature and manner that reflects the values and integral development that NUC University has as its mission for its students. Students are expected to abide by the rules and regulations found in the Student’s Manual and the Institutional Catalog.

The Institution may dismiss any student in case of violation of the rules of conduct set forth in the Student’s Manual, or the Institutional Catalog. The Institution will keep a record of disciplinary actions taken. This record will be kept separately from the student’s academic record.

ETIQUETTE RULES FOR ONLINE COURSES

NUC University’s main objective is that its students complete their program within an excellent academic environment and by receiving quality services. Such services require an atmosphere of adequate behavior conducive to an optimum learning environment. To that effect, the following Etiquette Rules must be observed by every student at the online modality:

1. When participating in a forum or collaborative learning activity, students must consider the respect that should be shown towards the people that will read messages and that have the right to agree or disagree with the point of view of others.
2. Be courteous.
4. Anonymous messages with inappropriate or profane language are forbidden and could result in a sanction.
5. Avoid writing in ALL CAPS. The readers could misunderstand what is written and think that you are screaming.
6. Watch the tone of messages. What might be considered as funny for someone, could be perceived as aggressive or rude for others.
7. When replying to a classmate, students should make sure that the message has been understood, in order to avoid uncomfortable situations and misunderstandings.
8. Before submitting a participation, students are encouraged to read the message a couple of times. This will ensure that it contains the exact information that it is intended to convey.

EXPLANATION OF COURSE NUMBERING SYSTEM

The prefix of a course designated in the program outline for each program of study stands for the type of course. Courses are designated with a 4 digit numerical code.

General Education 1000-2999 are lower level while courses 3000-4999 are upper level general education courses. The higher the number in each category is indicative of a more advanced course. This numbering of courses can be more easily identified as prerequisites or advanced depending on whether they are assigned lower or higher numbers.

Courses designated with a first digit of one or two are lower division courses whereas those with a first digit of three or four are upper division courses. Five thousand and six thousand level courses are courses in graduate programs.
PROGRAMS OFFERED AT PEMBROKE PINES CAMPUS

- Associate’s Degree in Accounting
- Associate’s Degree in Business Administration
- Associate's Degree in Criminal Justice
- Associate's Degree in Network Technology and Applications Development
- Bachelor's Degree in Business Administration
- Bachelor's Degree in Criminal Justice
- Bachelor's Degree in Information Technology
- Bachelor's Degree in Network Technology and Applications Development
- Master's Degree in Business Administration
- Master's Degree in Educational Leadership

These programs will be offered through distance education.
DISTANCE EDUCATION TECHNICAL REQUIREMENTS INFORMATION

NUC University uses Canvas Learning Management System Platform as the technological tool to support its online courses. Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

Minimum technical requirements to use Canvas

Institutional E-mail Account
This institutional email account is being used to login using the Canvas Platform, student portal, email account, contact professors, classmates and to receive official notifications from the Institution. (Do not mix it up with your personal e-mail.)

Operating Systems
- Windows 7 and newer
- Mac OSX 10.10 and newer
- Linux – ChromeOS

Mobile Operating System Native App Support
- iOS 12 and newer (versions vary by device)
- Android 5.0 and newer

Computer Speed, Processor and Peripherals
- Use a computer 5 years old or newer when possible
- 1GB of RAM minimum
- 2GHz processor minimum
- Audio Card (integrated)
- Webcam
- Headset for virtual class sessions and develop audio presentations

Internet Speed
- Minimum of 512kbps
- Wired connection preferable. Wireless connections are sensitive to weather changes; thus, they are unstable and may cause trouble when you are working or taking a test in the platform.

Browser Compatibility
- Chrome 80 and 81
- Firefox 74 and 75 (Extended Releases are not supported)
- Internet Explorer 11 (Windows only—functionally supported; may exhibit slight visual differences from other browsers, but these differences do not restrict product functionality)
- Edge 80 and 81 (Windows only)
- Safari 12 and 13 (Macintosh only)

Mobile Browsers Compatibility
- iOS
  - Safari (default browser with limited Canvas support)
  - Chrome
  - Photon Flash Player (supports Flash)
- Android
  - Chrome (default browser with limited Canvas support)*
  - Internet
  - Firefox
Screen Reader (Accessibility Feature)
- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Internet Explorer)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

Software¹ and Plugins²
- Adobe Acrobat Reader ¹
- Flash Player¹
- Java Player² (Latest version. Uninstall previous versions.) Should be enabled in your browser
- Apple Quicktime¹ (Optional)
- Windows Media Player² (Optional)
- Microsoft Office² 2007 or latest: Word, Excel, PowerPoint, Access. (Windows User)
- Office for MAC² 2008 or latest: Word, Excel, PowerPoint
- Institutional Microsoft Office for Students – Web Apps and Installer
- Open Office² (Microsoft Office Alternative) Freeware

Required Knowledge
- Ability to manage, send and receive e-mails
- Ability to open, close, create and save files in the following formats: Word (DOCX), Plain text (TXT), Rich text format (RTF), Power Point (PPTX), Excel (XLSX) and PDF.
- Basic Computer Skills

Minimum technical requirements for the Network and Information Technology programs and, courses CYCR 4010, CYRC 4030 of the Bachelor’s Degree in Criminal Justice with major in Cyber Crimes program
- CPU Intel Core i3 minimum or AMD equivalent
- 4GB RAM minimum
- 500GB HD space available
- Video and audio cards
- Windows Operating System 7, 8, 8.1 minimum
- 4Mbps Internet Connection minimum
Note: Students with Apple-branded computers, Mac OS 10.13 or higher is recommended. In addition, they should have the Parallels or BootCamp option available.

NUC University’s Online Division is located at Ponce de León Ave. 61, 70 and 72 in Hato Rey, San Juan, Puerto Rico. This address houses technical and support services for the online courses offered at the institution.
GRADUATE PROGRAMS
MASTER'S DEGREE IN EDUCATIONAL LEADERSHIP

PROGRAM DESCRIPTION

This program prepares students to assume dynamic roles leading transformative change in schools and other educational scenarios. This means that the program have two different population, one population is composed of students interested in the educational scenario, the other population is composed of students interested in participating in leadership scenarios outside of the educational arena. The student population can be divided in a population of students that will be in Schools or students that will be leaders in other scenarios in the United States. The students interested in leadership roles can be found in roles like: consultancy, professional development, and educational facilitators.

PROGRAM OBJECTIVE

The Master’s Degree in Educational Leadership will provide the students with the necessary knowledge, skills and competencies to: function as transformative leaders in public and private educational organizations, effectively, ethically and productively; promote through innovative management and instructional practices a school climate conducive to learning for all constituents; encourage the formation and strengthening of learning communities in constant development and the creation and maintenance of a service-oriented organizational culture of the highest quality to all customers. It is characterized by the attitude toward collaboration, participation and sense of commitment from all participants.

DEGREE TYPE EARNED: M.Ed.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 5100</td>
<td>Educational Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5110</td>
<td>Psychosocial Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5120</td>
<td>Organizational Behavior and Change</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5140</td>
<td>Administration of Special Education Programs</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5200</td>
<td>Theories, Principles and Processes Governing the Design of Educational Programs</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5210</td>
<td>Ethical and Legal Aspects of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5220</td>
<td>Human Resources Administration</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5230</td>
<td>Instructional Leadership in Educational Scenarios</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5240</td>
<td>Ethical and Transformational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6000</td>
<td>Educational Supervision</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6010</td>
<td>Seminar on Processes and Controversial Issues in Educational Management</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6025</td>
<td>Leadership for Diversity</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6045</td>
<td>Integrated Seminar in Educational Leadership</td>
<td>3</td>
</tr>
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</table>

TOTAL CREDITS 39

All courses must be passed with at least a “B” grade.
Before beginning seminar, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.
This program is offered online only.
This program is available in both Spanish and English languages.

“Graduates of any of the NUC University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language”
MASTER'S DEGREE IN BUSINESS ADMINISTRATION

PROGRAM DESCRIPTION

The Master’s Degree in Business Administration (MBA) program develops skills from all functional areas of business. This program provides the principal concepts of the view of the purpose, operation and management of business entities. This program provides a graduate education in foundational business practices, such as accounting, finance, marketing and management. Students can guide the degree in fields as diverse as planning and strategy and digital marketing industry. Graduates of this program will be able to apply business policy and decision-making as well as be able to understand management theory and organizational behavior.

PROGRAM OBJECTIVE

The graduates of the Master's Degree in Business Administration will be able to implement management principles, while applying the process and analysis of optimal evaluation to contemporary business problems. Manage organizations within a dynamic and competitive global environment, using proper business tools for qualitative and quantitative research and resolve organizational problems. Furthermore, evaluate business theories according to their relevance and application to the world of global business and develop professionally with an appreciation of the importance of social responsibility, ethics, and excellence.

Digital Marketing aims to develop in students strategic and analytical skills to guide organizations in a digital world. Students will develop a strategic mindset with the ability to apply creative and innovative solutions using the tools provided by the Internet, social networks, and electronic commerce (e-commerce) for optimal exposure and promotion of products or services.

DEGREE TYPE EARNED: MBA

Core Courses:  

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>MBA 5000</td>
<td>Organizational Behavior</td>
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<tr>
<td>MBA 5010</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5020</td>
<td>Managerial Economics</td>
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<tr>
<td>MBA 5040</td>
<td>Managerial Accounting</td>
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</tr>
<tr>
<td>MBA 5050</td>
<td>Managerial Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 6000*</td>
<td>Business Administration Integrating Seminar (Capstone)</td>
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<tr>
<td>REME 5100</td>
<td>Research Methodology</td>
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<tr>
<td>STAT 5210</td>
<td>Statistics</td>
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Business Administration Concentration Courses:  

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MBA 5030</td>
<td>Human Resources Development Administration and Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5200</td>
<td>Business Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5220</td>
<td>Social and Ethical Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5240</td>
<td>Project Management and Administration</td>
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<tr>
<td>MBA 5260</td>
<td>Managerial Information Systems</td>
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### Digital Marketing Concentration Courses:

<table>
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<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>MBA 5240</td>
<td>Project Management and Administration</td>
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<tr>
<td>MKTG 6010</td>
<td>Online Strategic Marketing</td>
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</tr>
<tr>
<td>MKTG 6020</td>
<td>Online Advertising and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 6030</td>
<td>Social Media</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 6040</td>
<td>Online Marketing Distribution Channels</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS**

39

This program is offered online only.
All courses must be passed with at least a “B” grade.

*This course includes the use of simulator.*
This program is available in both Spanish and English languages.

“Graduates of any of the NUC University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language.”
GRADUATE PROGRAMS COURSE DESCRIPTIONS
GRADUATE PROGRAMS COURSE DESCRIPTIONS

EDUC 5100: Educational Research Methods: 3 credits
In this course, the student will discuss and analyze paradigms and types of research in education. The student will also emphasize on research methods and techniques and their application, design, and applied statistical concepts.

EDUC 5110: Psychosocial Foundations of Education: 3 credits
In this course, the student will analyze various aspects of schools of thought in psychology and sociology that directly impact education and their influence on students; the environment and a positive school culture conducive to learning. This course includes the study of real and simulated cases, with emphasis on recent research.

EDUC 5120: Organizational Behavior and Change: 3 credits
In this course, the student will analyze theories and models of change and organizational behavior, as well as their implications toward achieving the vision and goals of the institution. The student will also examine the importance of climate, organizational culture, and the role of the leader as a change agent. This includes the analysis of recent research and its implication in education.

EDUC 5140: Administration of Special Education Programs: 3 credits
In this course, the student will discuss the process of teaching, evaluation, and legal basis that intervene and regulate Special Education. Evaluate the role of the educational leader and support staff in the intervention process. Analyze cases in which the student will apply new trends and practices in Special Education. The student will also integrate regulations and procedures in the educational setting to ensure and promote the social and academic development of people with disabilities.

EDUC 5200: Theories, Principles and Processes Governing the Design of Educational Programs: 3 credits
In this course students will analyze the curricular principles, processes, theories, approaches, and models governing the educational field. They will analyze the curricular design process, its elements, and implications in the teaching and learning process. They will also examine the curriculum alignment process based on the standards and expectations of the institution it serves. Finally, they will evaluate the role of the educational leader and the relationship between learning styles and innovative teaching strategies to maintain curriculum effectiveness.

EDUC 5210: Ethical and Legal Aspects of Education: 3 credits
In this course, students will discuss the legal basis that intervene and regulate the public and private school system in elementary, middle school, and high school levels in the United States of America and their implications in the territories or associated states of the American nation. Critically evaluate ethical and moral concepts and professional standards that influence the educational leadership and teaching career. The student will emphasize in educational structures, and legal, academic, and administrative areas that the educational leader must know, and will apply the concepts and laws in order to improve the academic progress of students. Furthermore, examine case studies of educational systems as professional learning strategies.

EDUC 5220: Human Resources Administration: 3 credits
In this course, the student will examine the administrative practices that apply in human resources administration in contemporary educational organizations. The student will critically discuss and analyze the current legislation related to: selection and recruitment, personnel development (both at a personal and professional level), cultural and organizational environment, internal policies, and the development of work groups. This includes the study of real and simulated cases, emphasizing in the application of concepts.
EDUC 5230: Instructional Leadership in Educational Scenarios: 3 credits
In this course, the student will discuss and analyze the professional competencies needed for the professional development of the school director as an educational leader and capable of achieving student learning. The student will develop plans and study models based on the scientific basis for the continuous renewal of the school. It includes the analysis of real and simulated cases and situations directed toward the learning process of all students.

EDUC 5240: Ethical and Transformational Leadership: 3 credits
In this course, the student will examine the evolutional development of the educational leadership concept, emphasizing on transactional and transformational leadership and their implementation in effective contemporary organizations. The course includes aspects related to strategic thinking and the promotion of an organizational vision of the future.

EDUC 6000: Educational Supervision: 3 credits
In this course, the student will critically examine new paradigms in the supervision designed to facilitate teacher professional development and the improvement of the academic achievement of all students. The student will also study models and innovative supervisory strategies as part of continuous school improvement.

(Pre-requisite: EDUC 5230)

EDUC 6010: Seminar on Processes and Controversial Issues in Educational Management: 3 credits
This course requires the student to reflect, analyze, and perform investigations related to controversies, problems, and developments in light of conditions prevailing in the educational system. The student will examine aspects from an integrative perspective on how to: establish a mission and a vision, development of an educational project involving the integration of technology, parent participation, and educational partnerships, among others.

EDUC 6025: Leadership for Diversity: 3 Credits
In this course, students will evaluate the effect of globalization on learning environments, taking into account the importance of individual cultural interactions within society. They will develop the managerial skills of an educational leader with the ability to diversify culturally, respecting individual perspectives that interact in educational and work settings. They will also take and defend positions that integrate and value the respect that must prevail for diversity and for a pluralist and multicultural environment in society.

EDUC 6045: Integrated Seminar in Educational Leadership: 3 Credits
In this course, students will analyze educational scenarios in several public and private organizations, where they will demonstrate the competencies and acquired skills in their educational formation. They will apply educational research methods by examining the elements required for the development of the degree project, and evaluate situations in the work environment where they will apply skills for effective decision-making in various educational organizations and institutions with multicultural environments.

(Pre-requisites: EDUC 5100, EDUC 5110, EDUC 5120, EDUC 5140, EDUC 5200, EDUC 5210, EDUC 5220, EDUC 5230, EDUC 5240, EDUC 6025)

MBA 5000: Organizational Behavior: 3 credits
In this course, students will analyze the theories and concepts related to organizational behavior. They will develop skills that will enable them to manage the behavior of work groups, corporate culture, and their implications on organizational performance. Students will also discuss the relationship between motivation, communication, and conflict management and the performance of individuals within an organization.
MBA 5010: Marketing Management: 3 credits
In this course, the student will analyze the marketing mix, segmentation and positioning concepts from a managerial approach. Argue marketing strategies based on the analysis of the internal and external environment. Furthermore, develop processes for the creation of goals and decision-making based on markets needs and opportunities.

MBA 5020: Managerial Economics: 3 credits
In this course, students will examine microeconomic and macroeconomic theories, how they are applied in a company environment and analyze the links that exist between the company and its different areas, and its economic means. Students will apply knowledge on related issues, such as economic problems and supply and demand functions. Furthermore, students will also discuss and analyze the theory, production costs, perfect and imperfect competition models and monopolies and oligopolies to provide economic growth and stability in the decision-making process.

MBA 5030: Human Resources Development Administration and Management: 3 credits
In this course, the student will assess administrative practices, important functions and primary processes related to human resources. Discuss theoretical models that promote the development of the organization. Analyze the interdependence and highlight elements of the modern management style to promote a culture of continuous learning. The student will also argue about the influence of managerial leadership and conflict management in the supervision of staff in a company.

MBA 5040: Managerial Accounting: 3 credits
In this course, students will examine the purposes of managerial accounting and compare its different branches to achieve an effective process of decision-making within the company. Students will examine the importance of systems for cost analysis used to interpret internal reports. They will also evaluate the techniques and tools that allow profit maximization to obtain greater productivity and to support the decision-making process. Furthermore, students will emphasize on the implications of cost analysis in management decisions, capital planning, and investment strategies that contribute to the company’s optimal and reliable fiscal performance.

MBA 5050: Managerial Finance: 3 credits
In this course, the student will analyze reports, financial statements, risk and performance as a base for decision-making. Furthermore, the student will study the value of time and its implications on financial decisions.

MBA 5200: Business Leadership: 3 credits
In this course, students will analyze the main concepts and theories regarding business leadership and development of the skills needed to exercise effective leadership. The students will critically evaluate current leadership challenges and their implications in an organization’s changes and performance. In addition, students will examine the human resources of a company through an ethical, fair, democratic, and inspiring process.

MBA 5220: Social and Ethical Responsibility: 3 credits
In this course, students will examine the criterion that contributes to social responsibility development in an organization. The students will evaluate how personal values influence the decision-making process. Furthermore, they will discuss the ethical decisions made daily at the work place.
MBA 5240: Project Management and Administration: 3 credits
In this course, students will discuss project management theory, analyze the life cycle of a project, starting with identifying needs and developing a proposal, and will use technological tools to apply during the processes of planning, management, and closing a project. In addition, they will examine successful risk management processes, as well as reporting the results.

MBA 5260: Managerial Information Systems: 3 credits
In this course, students will analyze the concepts, processes and modern techniques used to ensure control of information management as well as the security, integrity and quality of the data stored in the information systems. Students will discuss security techniques used in information management of a network system. Also, they will develop a relationships diagram that implements automation and security processes for a company or business.

MBA 6000: Business Administration Integrating Seminar (Capstone): 3 credits
In this course the student will analyze inputs coming from the functional areas of the organization and will integrate them into a strategic plan. This analysis will lead the student to make financial, operational and market decisions to generate sustainable competitive advantages. In addition, the student will prepare oral and written reports about the performance of a business. *(This course includes the use of simulator.)*

MKTG 6010: Online Strategic Marketing: 3 credits
On this course the student will analyze strategies that will allow the organization to have commercial presence on the Internet. They will justify the use of technology in online communication for marketing purposes and the importance of its commercial presence on the Internet. Likewise, they will develop a strategic online marketing plan, taking into consideration the important of legal aspects, intellectual property and the ethics that are associated to strategic decisions when using communication channels on the web.
*(Pre-requisite: MBA 5010)*

MKTG 6020: Online Advertising and Promotion: 3 credits
On this course the student will justify the methods for measuring the effectiveness of advertising and promotion strategies on social media. They will discuss the factors that influence the promotional mix and its relation to sales and competition in the market, while meeting legal regulations and ethical principles. Likewise, they will design a promotional plan for social media.

MKTG 6030: Social Media: 3 credits
On this course the student will analyze and apply the main marketing concepts and theories on social media. They will evaluate different social media and their function as a communication platform for organizations. They will analyze consumer participation as part of a brand or service. Also, they will develop a strategic marketing plan for a product or service on social media.
*(Pre-requisite: MBA 5010)*

MKTG 6040: Online Marketing Distribution Channels: 3 credits
On this course, the student will analyze the characteristics and the scope of different online marketing channels and will choose the most convenient online tools for creating a marketing program, based on the objectives and goals of the organization. They will explore the use of different web tools with the purpose of commercializing products and services, as well as supporting general activities of the marketing department.
*(Pre-requisite: MBA 5010)*
**REME 5100: Research Methodology: 3 credits**
In this course students will evaluate the research process as a means to generate valuable information in the business world. They will examine research designs and methods to propose solutions to a given problem. They will further draft the introduction, literature revision, and methodology for a research proposal.
*(Pre-requisite: None)*

**STAT 5210: Statistics: 3 credits**
In this course, students will analyze and discuss the application of descriptive and inferential statistics. Also, use different types of computing systems and their application for research and decision-making in the organization.
UNDERGRADUATE PROGRAMS
BACHELOR’S DEGREE IN BUSINESS ADMINISTRATION

PROGRAM DESCRIPTION

The Bachelor’s degree in Business Administration program provides students with knowledge and skills in organizational leadership that include finance, economic, information systems and technology, human resources, management and marketing. Otherwise, the student will develop an understanding of the ethical challenges related to business and management. It aims to develop in the students effective strategies, for solving these issues in the professional scenario and to guide the organization to success in the global marketplace.

PROGRAM OBJECTIVE

The Bachelor’s Degree in Business Administration with in General Business provides students with the necessary knowledge, skills and abilities to apply management principles to contemporary business problems, manage organizations and use business theories according to their relevance and application to the global world.

In Business Intelligence prepares the student with the basic knowledge and skills to gather, interpret, analyze, develop and implement projects, programs, or complete solutions, combining this information with available technology to transform it into valuable knowledge to support the analysis, the business problem solutions, contributing to the decision making process or the development of plans and actions that will help the organizations in reaching their goals and objectives.

In Human Resources qualifies the student with the required knowledge, skills and abilities to work in the administration and management of the Human Resources in global and local companies. It also prepares the student to perform the planning, organization, leadership and administrative functions in the Human Resources in a strategic way and according to the company objectives.

In Healthcare Management prepares students with the knowledge and skills necessary to apply management principles in administration, assume strategic positions, both operational or personnel in any healthcare organization.

In International Business prepares students with the knowledge and skills necessary to perform within the international business environment. It will also prepare students to adapt to the global environment, rapidly changing through the knowledge of economic, political, legal, ethical, and international aspects of businesses.

In Management prepares students with the necessary knowledge and skills to assume leadership positions within private, public, and non-profit sectors. The students will also carry out leadership, teamwork, and communication functions within a company. Furthermore, students will apply mathematics and research techniques in the analysis of contemporary practices in businesses.

In Accounting Provides students with the knowledge and skills necessary for an entry level position in the Business Administration field, with an emphasis in Accounting. It also prepares the student with skills to analyze, investigate, synthetize and interpret the accounting cycle focusing on costs, contributions, and forensic auditing for the decision-making process.
DEGREE TYPE EARNED: **BBA**

### General Education (for Spanish Speakers):

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ENGL 1010</td>
<td>Basic English I</td>
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<tr>
<td>ETHI 1010</td>
<td>Ethic and Professionalism</td>
<td>3</td>
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<tr>
<td>HUMA 1010</td>
<td>Humanities I</td>
<td>3</td>
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<tr>
<td>MATH 1010</td>
<td>Basic Mathematics</td>
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<tr>
<td>SOSC 1010</td>
<td>Social Sciences I</td>
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<td>ENGL 1020</td>
<td>Basic English II</td>
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<td>STAT 2000</td>
<td>Introduction to Statistics</td>
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<td>ENGL 2040</td>
<td>English Writing and Composition</td>
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<td>MULT 2990</td>
<td>Multiculturalism</td>
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<tr>
<td>ENGL 3010</td>
<td>English Public Speaking</td>
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<td>PSYC 3510</td>
<td>Social Psychology</td>
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<tr>
<td>HIST 3800</td>
<td>World History</td>
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### General Education (for English Speakers):

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<tr>
<td>HUMA 1010</td>
<td>Humanities I</td>
<td>3</td>
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<tr>
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<td>SOSC 1010</td>
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**45**

### Core Courses:

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**General Business Courses:**

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**Business Intelligence Courses:**

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<td>Organizational Theory and Design</td>
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### Electives Courses:

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**TOTAL CREDITS**  
120/121

All courses must be passed with at least a “C” grade.
Program offered only online.
This program is available in both Spanish and English languages.
“Graduates of any of the NUC University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language”
ASSOCIATE’S DEGREE IN ACCOUNTING

PROGRAM DESCRIPTION
The Associate’s degree in Accounting offers the student the opportunity to develop work-related skills with the fundamental knowledge to perform essential accounting responsibilities such as developing and tracking financial records and transactions. On the other hand, the student will develop knowledge and skills to lead any accounting careers in public accounting, government, corporations and private organizations.

PROGRAM OBJECTIVE
The Associate’s Degree in Accounting prepares students with basic knowledge and skills needed to perform the tasks associated with the profession of accounting such as bookkeeping and financial statement analysis. This program provides learning experiences through the use of technology to ensure student success in modern companies.

DEGREE TYPE EARNED: AAD

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<td>HUMA 1010 Humanities I</td>
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<td>MATH 1010 Basic Mathematics</td>
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**TOTAL CREDITS: 64**

All courses must be passed with at least a “C” grade.
Electives depend on the academic offering available in each term. Students should consult with their academic advisor.
Program offered only online.
This program is available in both Spanish and English languages.

“Graduates of any of the NUC University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language”
ASSOCIATE’S DEGREE IN BUSINESS ADMINISTRATION

PROGRAM DESCRIPTION
The Associate’s degree in Business Administration program provides students with the opportunity to develop the ability and skills in the principles and practice for entry level positions in the field. It aims to develop in the students an understanding of management situations while they have the opportunity to improve skills such as problem solving, teamwork, communication, self-management and administrative techniques.

PROGRAM OBJECTIVE
The Associate’s Degree in Business Administration qualifies the student with the required knowledge and the necessary basic skills to recognize business problems and theories for its implementation in the modern business world.

The Business Administration in Entrepreneurship program prepares the student with basic administrative and managerial skills. This course considers the new trends, changes, and realities in our economy; therefore, it offers an alternative for the student to acquire the basic knowledge in planning, implementing, developing, and operating the student’s own business.

DEGREE TYPE EARNED: AAD

General Education (for Spanish Speakers):

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<td>BUAD 2010</td>
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<td>Micro Economics</td>
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All courses must be passed with at least a “C” grade.
Program offered only online.
This program is available in both Spanish and English languages.
“Graduates of any of the NUC University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language.”
BACHELOR’S DEGREE IN NETWORK TECHNOLOGY AND APPLICATIONS DEVELOPMENT

PROGRAM DESCRIPTION
The Bachelor’s degree in Network Technology and Applications Development will develop student’s skills and knowledge in technology areas aligned with the demands of the current job market. Also, they will acquire advanced knowledge in the architecture, administration, diagnosis, maintenance of communication networks, management, configuration and programming of computers. In addition, the students will apply fundamental skills and techniques that allow them to design and create applications in different environments and to use different tools for Web design and e-commerce.

PROGRAM OBJECTIVE
The Bachelor’s Degree in Network Technology and Applications Development will enable the student to gain advanced knowledge in architecture, administration, diagnosis, and maintenance of communication networks. It will also prepare the student to handle, repair, and configure Internet protocols that meet the users’ needs, with emphasis in auditing and network security. In addition, the student will develop applications in diverse environments and utilize different tools in Web Design and E-commerce.

DEGREE TYPE EARNED: BA

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<td>HUMA 1010 Humanities I</td>
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<td>STAT 2000 Introduction to Statistics</td>
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SPAN 2050  Spanish Writing and Composition  3
MATH 2000  Algebra  3
PSYC 2510  Psychology  3
HIST 2800  American History  3
MULT 2990  Multiculturalism  3
SPAN 3010  Spanish Public Speaking  3
PSYC 3510  Social Psychology  3
HIST 3800  World History  3

Credits

ACCO 1000  Introduction to Accounting I  4
BUMA 1000  Introduction to Business  3
PROG 1035  Introduction to Computer Programming Logic  3
PROG 1140L  Data Base Design and Laboratory  3
MATH 2050  Applied Mathematics  3
PROG 2280L  Visual Basic Programming and Laboratory  3
PROG 2370L  Operating Systems & Architecture and Laboratory  3
PROG 2390L  Introduction to Java Script and Laboratory  3
PROG 2480L  Analysis, Design & Implementation Systems and Laboratory  3
INTE 2460L  Data Communications and Laboratory  3
INTE 2520L  Web Page Design and Laboratory  3
INTE 2440L  Network Fundamentals and Laboratory  3
INTE 2570L  Networks Administration and Laboratory  3
INTE 2740L  Diagnostic & Maintenance of Computer Systems and Laboratory  3
BUAD 3000  Human Resources Administration  3
PROG 3360L  Phyton Programming and Laboratory  3
PROG 3365L  C# Programming and Laboratory  3
PROG 3375L  Object Oriented Programming and Laboratory  3
PROG 3425L  Data Base Management and Laboratory  3
INTE 3510L  Web Technology and Laboratory  3
INTE 4010  Networks Security and Auditing  3
INTE 4125L  Introduction to Electronic Commerce and Laboratory  3
INTE 4200  Network Technology and Applications Development Integration Seminar  4

Elective Courses:

Electives  4

TOTAL CREDITS  120

All courses must be passed with at least a “C” grade.
Electives depend on the academic offering available in each term. Students should consult with their academic advisor.
Program offered only online.
This program is available in both Spanish and English languages. “Graduates of any of the NUC University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language.”
BACHELOR'S DEGREE IN INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

The Bachelor’s Degree in Information Technology Program prepares students with the knowledge and skills for a career in the field of information technology. Given that, the student’s will acquire knowledge in computer management and information sharing. Also, the program will prepare students with advanced skills in which they will be able to work as computer support specialists, programmers, network administrators, database developers, technicians, and consultants. Students also take selected business and general education courses to gain a perspective of the field of Information Technology Specialists in business organization.

PROGRAM OBJECTIVE

The Bachelor’s Degree in Information Technology will prepare the student with the basic knowledge and skills to review and analyze the information needs of businesses, identifying problems and causes of the aforementioned within the operations of the company. Furthermore, the student will be able to apply the necessary techniques to solve common problems in the management of technology within companies.

Information Assurance and Security prepares students with the necessary knowledge and skills to develop and implement the best practices for network security and computer systems.

Network Administration prepares students with the necessary knowledge and skills to identify and manage key areas of network operations and administration, including user support and troubleshooting.

Software Analysis and Development prepares students with the necessary knowledge and skills for the application of methodologies for software development to help solve problems within companies. This degree will also enable students to create applications using various programming languages with an additional focus on systems development, databases, and web technology.

DEGREE TYPE EARNED: BIT

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<td>MATH 1010 Basic Mathematics</td>
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<td>SOSC 1010 Social Sciences I</td>
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<td>Data Communications and Laboratory</td>
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<td>Web Page Design and Laboratory</td>
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<td>Information Technology Strategic Planning</td>
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<td>INTE 1020</td>
<td>Information Technology Infrastructure Management</td>
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<td>INTE 1030</td>
<td>Information Technology Performance Analysis and Design</td>
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<td>INTE 1040</td>
<td>Information Technology Project Management</td>
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<td>INTE 4125L</td>
<td>Introduction to Electronic Commerce and Laboratory</td>
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<td>PROG 3425L</td>
<td>Data Base Management and Laboratory</td>
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<td>Introduction to Information Assurance and Security</td>
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<td>INAS 1010</td>
<td>Web Application Security Strategies</td>
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<td>Information System Control and Auditing</td>
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<td>Computer Forensics</td>
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<td>INTE 4010</td>
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### Network Administration:

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<td>Implementing and Managing a Network</td>
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<td>Protocols and Communications TCP/IP</td>
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<td>Network Troubleshooting</td>
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<td>Wireless and Mobile Computing</td>
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### Software Analysis and Development:

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<td>Software Development for Mobile Devices</td>
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### Elective Courses:

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**TOTAL CREDITS:** 120

All courses must be passed with at least a “C” grade.

Program offered only online.

This program is available in both Spanish and English languages.

“Graduates of any of the NUC University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language”
ASSOCIATE’S DEGREE IN NETWORK TECHNOLOGY AND APPLICATIONS DEVELOPMENT

PROGRAM DESCRIPTION

The Associate’s degree in Network Technology and Applications Development provides students with the opportunity to develop skills and knowledge in technology areas aligned with the demands of the current job market. They will develop knowledge and skills in the architecture, administration, diagnosis, maintenance of communication networks and management, customer service, configuration and programming of computers. They will become familiar with network auditing and security principles while preparing the configuration of Internet communication protocols.

PROGRAM OBJECTIVE

The Associate’s Degree in Network Technology and Applications Development prepares the student with the knowledge and skills needed to recommend, implement, and execute processes related with architecture. It will also enable the student the ability to configure communication protocols for the Internet, develop basic software applications in different environments, and manage tools used in Web Design.

DEGREE TYPE EARNED: AAD

General Education (for Spanish Speakers):

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<td>MATH 1010</td>
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General Education (for English Speakers):

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<td>PROG 2280L</td>
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<td>Operating Systems &amp; Architecture and Laboratory</td>
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**TOTAL CREDITS**

74

All courses must be passed with at least a “C” grade.

Electives depend on the academic offering available in each term. Students should consult with their academic advisor.

Program offered only online.

This program is available in both Spanish and English languages.

“Graduates of any of the NUC University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language”
BACHELOR’S DEGREE IN CRIMINAL JUSTICE

PROGRAM DESCRIPTION
The Bachelor’s degree in Criminal Justice provides students the opportunity to acquire knowledge on various aspects of crime, the justice system, and the law, including the role and origin of criminality, and social policy. The students will obtain skills and understanding in matters such as justice policy, law enforcement, and juvenile system. In addition, it will prepare students with an appropriate academic discipline and core courses that introduce them to pursue their interest and be successful in their future professional scenario in the global society.

PROGRAM OBJECTIVE
The Bachelor’s Degree in Criminal Justice enables students to explore the judicial process, theories of criminology and the major’s trends and issues of today’s criminal justice system. This program provides students a comprehensive knowledge in criminology, criminal procedure, from prevention, enforcement and the justice system. Others areas of study include criminal psychology and sociology to examine how and why criminals do what they do. Also, students learn to create solutions for problems involving ethics and to use research to develop an understanding in the field of criminal justice.

Cyber Crimes prepares the student with the necessary knowledge, skills and abilities to immerse themselves in the field. They will learn research management, data collection, analysis and interpretation, processes for document presentation, crime adjudication, and post-processing of cyber-crimes such as fraud, identity theft, cyber terrorism, and other computer crimes committed worldwide.

Forensic Investigation prepares the student with basic knowledge and skills necessary for the use of science and/or technology in the investigation and establishment of facts or evidence to be used in criminal cases or other investigative procedures.

Homeland Security prepares the student with the necessary theoretical knowledge, leadership skills, legal knowledge, investigative and communication skills, and innovative technological advances needed for the protection of U.S. security, as well as in unincorporated territories.

Human Services prepares the student with the necessary skills, abilities, and knowledge regarding solutions and mechanisms used in populations that need assistance as to rights and services offered to victims of crimes, substance abusers, young offenders and people confined to community inclusion. This program will enable the student to work in a variety of institutional and community settings within criminal justice systems.

DEGREE TYPE EARNED: BA

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<td>Gender and the Criminal Justice Systems</td>
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<td>White Collar Crimes and Fraud Detection</td>
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<td>Classification and Processing of Fingerprints</td>
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**Elective Courses:**

- **Electives**: 2 credits

**TOTAL CREDITS**: 120 credits

All courses must be passed with at least a “C” grade.

Electives depend on the academic offering available in each term. Students should consult with their academic advisor.

Program offered only online.

*This course includes the use of simulator.

This program is available in both Spanish and English languages.

“Graduates of any of the NUC University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language.”
ASSOCIATE’S DEGREE IN CRIMINAL JUSTICE

PROGRAM DESCRIPTION
The Criminal Justice Program is addressed to foster transformational leaders who will make significant contributions to the criminal justice system wherever they are employed. This program is designed to expand and enrich students’ knowledge in the area of criminal justice and prepare them to occupy operational level positions in both the public and private sector. It seeks to instill in students a value system that is rooted in fairness, justice, and integrity, enabling them to participate in bringing positive changes to society.

PROGRAM OBJECTIVE
The Associate’s Degree in Criminal Justice will develop in the student the basic knowledge of the criminal justice system and criminal justice skills. The program offers a foundation in criminal law, legal procedures, criminal evidence, criminology and can develop technical skills predominant in the current criminal justice environment. Others areas of study include human behavior and sociological aspects, which will allow the students to participate effectively as facilitators in the diverse scenarios where they will work.

DEGREE TYPE EARNED: AAD

General Education (for Spanish Speakers):

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**TOTAL CREDITS**

71

All courses must be passed with at least a “C” grade.
Program offered only online.
This program is available in both Spanish and English languages.

“Graduates of any of the NUC University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language.”
GENERAL EDUCATION

The General Education Program is comprised by a core of courses that are required in all of our undergraduate programs. They are designed to develop in our graduates the skills, knowledge and attitudes necessary to function as responsible citizens in contemporary society, and with a commitment for continuous learning throughout their whole life.

NUC identifies the following institutional learning goals as necessary to build a solid foundation for the academic experience at the undergraduate level:

**Professional competence**
Capacity to apply creatively the knowledge and skills of their respective studies disciplines to actual and future scenarios for their own continuous development, self-employment, their profession and their fellow citizens in the local or global geographic area in which they decide to live and work.

**Communication skills**
Capacity to master Spanish properly as their first language and English as a second language.

**Critical and Creative Thinking**
Capacity to analyze, apply critically and creatively their professional competencies in the management of complex situations, decision making, problem solving, understanding, adapting, and generating changes, while at the same time managing them effectively.

**Logic mathematical reasoning**
Capacity to utilize quantitative and qualitative information in the problem solving process.

**Information Literacy (Digital competency)**
Capacity to apply in an ethical and critical manner the knowledge and skills related to the development and processes in information and digital environments in an effective and efficient way, considering the personal, professional, and citizen dimensions.

**Ethical and moral behavior**
Capacity to reason ethically and morally when facing complex situations, making informed decisions, and solving problems, showing respect towards laws, intellectual honesty, social responsibility, ethical judgment, respect to life and environment conservation.

**Respect to diversity**
Capacity to recognize and value the richness of human experiences, understanding the multicultural, gender, political, and social differences and the capacities that enrich living together without incurring in discriminatory practices in the globalized world.

The General Education Department includes the following courses:

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<thead>
<tr>
<th>CODE</th>
<th>TITLE</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>BASIC ENGLISH I</td>
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<td>ETHI 1010</td>
<td>ETHIC AND PROFESSIONALISM</td>
<td>3</td>
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<td>HUMA 1010</td>
<td>HUMANITIES I</td>
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<td>MATH 1010</td>
<td>BASIC MATHEMATICS</td>
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<td>SOCIAL SCIENCES I</td>
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<td>SPAN 1010</td>
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<td>ENGL 1020</td>
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<td>SOCIAL SCIENCES II</td>
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<td>SPAN 1020</td>
<td>BASIC SPANISH II</td>
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<tr>
<td>STAT 2000</td>
<td>INTRODUCTION TO STATISTICS</td>
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<td>ENGL 2040</td>
<td>ENGLISH WRITING AND COMPOSITION</td>
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<td>AMERICAN HISTORY</td>
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<td>MULT 2990</td>
<td>MULTICULTURALISM</td>
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<td>ENGL 3010</td>
<td>ENGLISH PUBLIC SPEAKING</td>
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<td>PSYC 3510</td>
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<td>HIST 3800</td>
<td>WORLD HISTORY</td>
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UNDERGRADUATE COURSE DESCRIPTIONS
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ACCO 1000: Introduction to Accounting I: 4 credits
In this course, students will analyze the fundamentals of accounting and their impact on business operations. They will categorize account types for registering transactions in the corresponding ledgers. Also, they will create the necessary financial reports when completing the accounting cycle of a business. *(Pre-requisite: MATH 1010)*

ACCO 1050: Introduction to Accounting II: 4 credits
In this course, students will discuss the analysis of the accounting cycle and its impact on the financial statements. They will apply the rules of calculating the hours worked by employees and subsequent gross and net pay for each employee. They will develop skills related to the preparation and understanding of bank reconciliations and they will prepare the necessary ledger entry adjustments. They will calculate the depreciation expense of the assets of a company through different depreciation methods. They will prepare reports establishing inventory values by applying different methods used in accounting. *(Pre-requisites: ACCO 1000, MATH 1010)*

ACCO 2100: Intermediate Accounting I: 3 credits
In this course, students will evaluate the generally accepted accounting principles in a company. They will analyze the objectives of presenting a company’s financial information. They will also prepare financial statements and explain their importance in the decision making process of investors and other users. *(Pre-requisites: ACCO 1050)*

ACCO 2270L: Computerized Accounting and Laboratory: 4 credits
In this course, students will analyze accounting cycles using an accounting software. They will create economic transactions in said software. Furthermore, students will generate the necessary accounting documents and reports, whether self-employed or in a company. *(Pre-requisites: ACCO 1000)*

ACCO 3150: Intermediate Accounting II: 3 credits
In this course, students will analyze the composition of a company's assets. They will assess, classify, and present inventory items and determine an adequate management and control system. They will contrast the fundamental aspects of tax accounting for a corporation. They will also prepare the stockholders' equity of a corporation. *(Pre-requisites: ACCO 2100)*

ACCO 3320: Federal Taxes: 3 credits
In this course, students will analyze the Federal Internal Revenue Code. They will use the Code in light of organization’s needs and different types of taxpayers. They will differentiate the forms used in the Federal Income Tax process. *(Pre-requisites: ACCO 1050)*

ACCO 3420: Introduction to Cost Accounting: 3 credits
In this course, students will examine the basic concepts of cost in the production process of manufacturing and non-manufacturing companies. They will discuss the conceptual framework a company’s cost systems. Additionally, they will analyze and explain the role of cost accounting in a company’s decision making process. *(Pre-requisites: ACCO 2100)*
ACCO 4220: Principles of Auditing: 3 credits
In this course, students will analyze and explain the basic elements and kinds of audits and the role of the CPA. Contrast the various audit reports, their presentation and the techniques to interpret them. Additionally, they will discuss professional ethics, legal elements of the audit, the evidence in the audit processes, and internal control mechanisms.
(Pre-requisites: MATH 1010, 1050, ACCO 1000, 1050)

ACCO 4400: Advance Accounting: 3 credits
In this course, students will examine principles, practices, transactions, reports and will prepare corporate and consolidated businesses reports. They will evaluate transactions of stocks, bonds, and dividends. They will analyze the valuation of foreign currency operations of a business and the effect it has on a company when they implement the international accounting standards to their accounting process. Also, they will contrast the accounting process of partnerships, estates, trusts, and nonprofit organizations.
(Pre-requisite: ACCO 2100)

ACCO 4500: Forensic Accounting: 3 credits
In this course, students will examine the basic concepts of forensic accounting, criminology and forensic auditor ethics. They will contrast the different types of fraud and financial crimes, cybercrimes and what the legal framework to counter them. Additionally, they will investigate fraud schemes and methods used to commit fraud and will apply investigation strategies for the collection, assessment, and recovery of embezzled funds.
(Pre-requisites: ACCO 1000, ACCO 1050, ACCO 2100, ACCO 3150, ACCO 3320, ACCO 4220, ACCO 4400)

BUAD 1010: Organizational Behavior: 3 credits
In this course, students will analyze the theories and conceptual models related to managing human behavior within organizations. They will discuss organizational situations and examples of human behavior, and connect them to foundational theories and effective practical management.

BUAD 2000: Fundamentals of Management: 3 Credits
In this course, the student will critically analyze the main concepts about management and organizational management. The student will evaluate management planning, strategy and decision making. The student will develop the organizations’ structure, design, and innovation. The student will discuss the fundamental elements of the management of human resources analyze the control, quality of operations, and productivity.
(Pre-requisite: BUMA 1000)

BUAD 2010: Policies and Business Strategies: 3 Credits
In this course, students will analyze the basics of strategic planning, including formulation, implementation, and evaluation. Apply strategic SWOT analysis methodology to study the internal and external environment of a company in order to achieve effective business growth. Evaluate functional, corporate, and competitive strategies that a business or company has available, as the necessary framework for making informed decisions that will impact the policies within the company. The students will also describe various international strategies for companies, implementation and evaluation, for the development of the same.
(Pre-requisites: BUMA 1000)

BUAD 2030: ECommerce: 3 Credits
In this course, students will analyze the basic concepts and models of electronic commerce. Evaluate the process and the technologies needed to develop a Web presence for e-commerce and marketing. Also, discuss ethical, legal, and privacy protection aspects regarding any electronic commerce.
**BUAD 2050: Business Law: 3 credits**
In this course, students will analyze the fundamental concepts and nature of business law. Evaluate legal situations of business law and its relation to the economic activities of our society. Explain the importance of information and communication technologies (ICT) in trade negotiations. Also appreciate the importance of ethics in the practice of the legal services, both globally and nationally.

**BUAD 2070: Entrepreneurship: 3 Credits**
In this course, the student will examine entrepreneurial opportunities and the process needed to establish a business. The student will also examine the critical factors relative to conceiving, initiating and developing a business.
*(Pre-requisite: BUMA 1010)*

**BUAD 2250: Human Relations: 3 credits**
This course covers the way people work in organizations and how they can be motivated to work collectively and in harmony, organizational behavior models, communication, stress to which employees are submitted, discipline, equal opportunities, social ethics, sexual harassment and self-concept are discussed.

**BUAD 3000: Human Resources Administration: 3 credits**
In this course, students will understand the principles, rules and management practices used in Human Resources. They will emphasize the planning strategies used by the human resources department, including recruitment, personnel selection and evaluation, their education, training and development, raises, transfers, discipline, remuneration, labor law and collective bargaining agreements. They will analyze these activities in light of the importance of developing an organization’s human capital according to the trends of the twenty-first century.

**BUAD 3010: Comparative Management: 3 Credits**
In this course the student will analyze the management from an international perspective. Will evaluate the organizational culture and the transcultural communication within the international management, emphasizing the importance of understand the global market organizational behavior. The student will justify the diverse controls in the international operation management, emphasizing the marketing, production and financial areas. Also, will discuss the international perspective of the diverse leadership styles, as well as the human resources management.
*(Pre-requisites: BUAD 2000)*

**BUAD 3050: Ethics in Business: 3 credits**
In this course, students will analyze the origin and development of ethics as a philosophical principle, as well as its relationship and application in the business and professional environment. They will also evaluate the principles that promote a greater social responsibility inside and outside of an organization as a solution to current ethical problems. In addition, they will distinguish between the applicable principles and codes of ethics according to the type of organization or business. Furthermore, students will outline a code of ethics that meets the needs of a profession or organization.

**BUAD 3190: Organizational Leadership: 3 credits**
In this course, the student will evaluate leadership concepts applied to business administration. The student will discuss the diverse leadership theories including the leadership models that derives from them. In addition, the student will examine leader individual characteristics and implications that cultural diversity has in the execution of an effective leadership role. The student will also analyze ethical concepts needed for future leader development.
**BUAD 4000: Integrative Seminar Business Administration: 3 Credits**
In this course the student will analyze the development of the management thought and its integration to the business area. The student will develop the structure and culture of an organization for the integration of a strategic and operational business planning. In addition the student will argue about the direction and control processes in organizations to achieve results in a business.  
*(Pre-requisites: All core courses and recommended elective credits.)*

**BUIN 1010: Principles of Information Systems: 3 Credits**
In this course, students will examine the fundamentals and various information systems. Evaluate the various components that make up an information system. Also, discuss the importance of information systems in business processes in order to support problem solving and decision making.

**BUIN 1020: Introduction to Data Base: 3 Credits**
In this course, students will analyze the databases, management systems, structures, data modeling, and design process. Use the elements and queries of SQL language in the structure and design of databases. The students will also develop a database on a standardized model. *(Pre-requisites: BUIN 1015)*

**BUIN 2000: Decision Support Systems: 3 Credits**
In this course, students will analyze the decision support systems and key aspects in the process of decision making. Consider types of decision support systems based on analytical decision models. Develop and produce decision support systems, as well as an implementation plan for the same. Also, analyze the fundamental concepts of business intelligence and its integration to decision support systems. *(Pre-requisites: BUIN 1015)*

**BUIN 2010: Business Analytics: 3 Credits**
In this course, students will analyze the fundamentals of business analytics focusing on the descriptive model. They will apply descriptive statistics for making business decisions. They will also design tables and graphs to organize and visualize the result obtained from data analysis. Additionally, they will examine the MS Power BI tool for extracting, transforming, and loading data (ETL) and create reports to share with interested parties within or outside the organization. *(Pre-requisites: STAT 2000; BUIN 1015)*

**BUIN 3000: MS Excel for Business Intelligence: 3 Credits**
In this course, students will use MS Excel as a tool for data analysis. They will focus on the creation of Excel tables, graphs, and dynamic tables and graphs for transforming data, whether it be text files or is located in databases into valuable information. Additionally, they will apply basic concepts for logical, numerical, and date and time formulas and functions to transform data and obtain results. *(Pre-requisites: BUIN 2010)*

**BUIN 3010: Web Analytics: 3 Credits**
In this course, students will apply web analytics to measure and maximize the value of their business. They will use tools to measure traffic and evaluate the behavior of users who visit a website. They will analyze how to integrate segmentation using dimensions to measure how certain users utilize a webpage. They will establish goals to measure the effectiveness of changes in website content and navigation. Google Analytics will be used as an analytic tool throughout the course.

**BUIN 4000: Data Warehousing, Data Mining and Data Analysis: 3 Credits**
In this course, students will analyze the fundamental concepts of a data warehouse. They will evaluate the preparation of data, information delivery, visualization, and result analysis. They will use data mining to help individuals and organizations to make better decisions. They will describe the tools for analyzing gathered data and how they help business intelligence. *(Pre-requisites: BUIN 1020, BUIN 2000)*
**BUIN 4010: Applications for Business Analysis: 3 Credits**
In this course, students will analyze the essential elements of applications and their uses in order to perform a business analysis using the Power BI tool, which will create interactive visualizations to be used in business intelligence. They will develop reports and dashboards, without having to depend on information technology or database administration personnel. Additionally, they will use the Power Pivot, Get & Transform, Power View, and Power Map tools.
*(Pre-requisites: BUIN 3000)*

**BUMA 1000: Introduction to Business: 3 credits**
In this course, students will understand the basic elements of business. They will examine the administrative and operational areas of a company, as well as the internal and external forces it faces in its business environment. At the same time, they will analyze the value of these basic elements for fulfilling the organizational objectives when managing a business.

**BUMA 1050: Introduction to Entrepreneurship: 3 credits**
In this course, students will analyze the general aspects, techniques and basic skills needed to develop a company. They will justify the planning and development of a business plan. Additionally, they will explain and develop an ethical and social conscience that will allow them to have a good performance in the business world.
*(Pre-requisites: BUMA 1000)*

**BUMA 2000: Business Regulations and Permissions: 3 credits**
In this course, students will explain the regulations and permits required by the process of establishing a business. Analyze the processes related to the creation and development of a business. Furthermore, students will discuss contractual relations, bankruptcy procedures, and employer rights.

**BUMA 2150: Small Business Proposal and Development: 4 credits**
In this course, students will compare the financial alternatives available to a business and their implications. Evaluate and justify activities, operations, investing, and financing of a business. Also, prepare a business proposal of a product or service.
*(Pre-requisites: BUMA 2050, FINA 2100)*

**CYCR 4010: Cyber Crimes: Operating Systems and Architecture: 3 credits**
In this course, the student will analyze operating systems and their integration into personal computers as well as its architecture. The student will integrate and evaluate the structure, functions, work modalities, and characteristics of different operating systems. Furthermore, the student will also design the implementation, configuration, and management of different environments, platforms, and the management plan for data recovery.

**CYCR 4020: Applicable Law to Cyber Crimes: 3 credits**
In this course the students will discuss the general foundations, infrastructure, attacks and technological challenges of cybercrimes. They will also discuss cyber offenses in Puerto Rico and the federal jurisdiction, in addition to legislation and case law. Moreover, the students will explain the cybercrimes investigative process.
*(Pre-requisites: CYCR 4010)*

**CYCR 4030: Networks Security in Cyber Crimes: 3 credits**
In this course, students will discuss techniques and safety functions in information systems. The students will evaluate the vulnerability of information systems and the tools available to counter cyber-attacks. In addition, students will discuss about different operating systems, databases, and communication networks in which criminal activity is committed.
CYCR 4040: Introduction to Cyber Crimes: 3 credits
In this course, the student will discuss the basics of cyber-crimes, cyber-criminal profile, methods and mechanisms to commit cybercrimes, and the classification of cyber-crimes. Also, evaluate and discuss the methods used to commit identity theft, organized crime, and terrorism. In addition, the student will distinguish the importance of computer forensics at present and explain the process for the search and seizure of computer evidence.

CYCR 4050: Computer Forensics I: 3 credits
In this course, students will examine the fundamentals of digital evidence and how digital investigations are conducted. They also examine how the digital crime scene is handled, the modus operandi of criminals who commit this type of crime and the use of digital evidence obtained through the Internet as a method of investigation in criminal cases. In addition, the students discuss the role of computers in violent crime and the way digital evidence is used as an alibi. Finally, the student will differentiate legal and illegal aspects in forensic science and its application in the field of networking. (Pre-requisites: CYCR 4040)

CYCR 4060: Computer Forensics II: 3 credits
In this course, students will examine advanced concepts of computer forensics analysis. They will also discuss advance legal concepts; procedures for subpoenas and search warrants; digital communication methods; image and authentication; forensic hardware and software; the use of Linux as a forensic platform; media analysis using EnCase, Toolkit, and ProDiscover; and file systems. In addition, they will develop reports for forensic analysis. (This course includes the use of simulator.)
(Pre-requisites: CYCR 4050)

ECON 2000: Micro economics: 3 credits
In this course, students will examine basic elements of micro economics, taking into consideration economic and political problems. Justify the theory of consumer and producer behavior, emphasizing different types of markets and their agents. Evaluate models of supply and demand and their changes, the concept and model of elasticity, and state intervention. Also, explain different market structures, evaluating the efficiency, equity, and their failures.

ECON 3200: Macro economics: 3 credits
In this course, students will analyze the basic elements of macroeconomics, taking into account the macroeconomic variables related to economic growth and development. They will justify the implications of how fiscal and monetary policy work for the stabilization of the economy. In addition, students will interpret the financial and monetary systems in the capital investment market and their relationship with economic growth. They also will explain the effects of economic policies in the globalized economy.
(Pre-requisites: ECON 2000)

ENGL 1010: Basic English I: 3 credits
In this course, the students will demonstrate proper use of the English language with a primary focus on syntax, grammar, punctuation, and spelling. Students will distinguish verb tenses in sentences and paragraphs. Also, the students will produce clear, well developed and well organized sentences, messages, paragraphs, and short compositions using correct capitalization, punctuation and syntax. Also students will argue about a variety of contexts such as reading and media materials on the Internet, short stories and library resources.

ENGL 1020: Basic English II: 3 credits
In this course students will increase their listening, reading, writing, and speaking skills in English as a second language. Students will demonstrate an understanding of the elements of grammar, literature and the development of the writing, reading, and listening abilities as well as the speaking skills. Also they will apply critical thinking skills in reading and writing. (Pre-requisite: ENGL 1010)
ENGL 2040: English Writing and Composition: 3 credits
In this course, students will examine the fundamentals of communication and writing in English. Establish the writing process. Integrate spelling and grammar in writing sentences, paragraphs, essays, and monographs (research papers). Also, explain the elements of each kind of narration and the use of technology in the writing process.
(Pre-requisite: ENGL 1020)

ENGL 3010: English Public Speaking: 3 credits
In this course, students will improve their oral and written communication skills in English. They will review past, present, and future tenses to identify the grammatical rules applicable to affirmative, negative, and interrogative statements. In addition, they will evaluate English pronunciation and intonation. Students will apply these grammar, pronunciation, and intonation rules when addressing others in conversation. Furthermore, they will examine English idioms and determine when they are used based on context. Finally, they will develop a persuasive idea that will showcase everything they have learned throughout the course.
(Pre-requisite: ENGL 1020)

ETHI 1010: Ethics and Professionalism: 3 credits
In this course, students will analyze the fundamental concepts, philosophical principles, and the importance of the study of ethics, as a discipline, in a globalized society. Evaluate the role of ethics in human reality, taking into account the values, morals, and virtues that we have as a society. Furthermore, students will examine the ethical, moral standards, and rules that govern the actions and decision-making in the workplace.

FINA 2100: Finance and Cash Flow: 3 credits
In this course, students will analyze most convenient financing alternatives and cash control techniques for efficient business management. Discuss and prepare financial reports that provide direction in the process of decision making. Also, explain risk measures and return of investments, as well as the valuation of different types of bonds.
(Pre-requisites: MATH 1010)

FOIN 4010: Introduction to Forensic Investigation: 3 credits
In this course, the student will discuss the fundamental concepts and historical development of forensic investigations. The student will analyze the role of the forensic investigator, the types of evidence collected by them, and the difference between a forensic investigator and a criminalist.

FOIN 4020: Forensic Photography: 3 credits
In this course, the student will discuss the historical and technological development of forensic photography. The student will analyze the responsibility of the forensic photographer in a crime scene and during the legal process. The student will also justify the use of photography in the process used to identify evidence and establish its importance in criminal proceedings.
(Pre-requisite: FOIN 4010)

FOIN 4030: Collection and Analysis of Physical Evidence: 3 credits
In this course, the student will analyze the importance of physical evidence in a forensic investigation, as well as the correct techniques used to conserve and protect the physical evidence. The student will discuss the mechanism used to perform a presumptive blood analysis and select the correct technique to collect blood samples and control samples. The student will distinguish the different classes and characteristics of evidence and the steps used to collect and process documents. The student will also descriptively discuss the gathered evidence.
(Pre-requisite: FOIN 4010)
FOIN 4040: Crime Scene Processing: 3 credits
In this course, the student will analyze the measures used to process a crime scene, identify the techniques used to search for and find evidence in a crime scene, and discuss the requirements for obtaining a search warrant.
(Pre-requisite: FOIN 4010)

FOIN 4050: Research and Analysis of Post Mortem Examinations: 3 credits
In this course, students will analyze death, its forms and characteristics to determine the time of death. The student will evaluate various forms of traumatic deaths. Also, describe different types of trauma that a corpse presents and its importance in the process of reconstructing a scene.
(Pre-requisite: FOIN 4010)

FOIN 4060: Classification and Processing of Fingerprints: 3 credits
In this course, the student will discuss basic fingerprint patterns and their subcategories. The student will compare fingerprint types, the techniques used to detect and identify them, and the process of transfer, pre-transfer and post-transfer used in the recovery of latent fingerprints. The student will explain the purpose of the Automated Fingerprint Identification System (AFIS) and how it is used in criminal cases. The student will also discuss the ethical and legal aspects involved in processing fingerprints.
(Pre-requisite: FOIN 4010)

HEMA 1000: Introduction to Healthcare Administration: 3 credits
In this course, students will analyze the fundamentals of health care administration, the characteristics of healthcare systems, and the nature of their components by means of an overview of the systems used in the United States and Puerto Rico. They will evaluate different healthcare providers, such as hospitals, ambulatory care centers, and hospices, among others. In addition, they will analyze the health insurance model and healthcare service payments.

HEMA 1010: Healthcare Management and Policy Planning: 3 credits
In this course, students will discuss concepts related to the administration and applications of strategic management in healthcare organizations. They will examine aspects of the organization’s internal and external environment, as well as the integration of business, science, and information technology. Additionally, they will analyze and develop directional strategies for the business, such as its mission, vision, values, and strategic goals. Furthermore, they will evaluate and select the best strategic alternatives for the organization, and explain the importance of communicating the strategy and developing action plans.
(Pre-requisite: HEMA 1000)

HEMA 1020: Ethical and Legal Issues in Healthcare Management: 3 credits
In this course, the student will analyze the basis and principles of law and the constitutional basis of a legal system. Students will evaluate the policies and legal issues involved in providing healthcare services. Students will also analyze state and federal legislation regarding the right to privacy, labor law, and healthcare services.

HEMA 1030: Healthcare Organizational Finance: 3 credits
In this course, the students will analyze and apply basic financial concepts to healthcare service organizations. They will discuss the processes used and the financial implications of the different kinds of healthcare service organizations and the sources from where they generate income. They will evaluate the financial condition of healthcare organizations. Also, they will analyze and justify the different tools used to analyze the financial condition and make strategic decisions for these organizations.
(Pre-requisite: ACCO 3520, FINA 2100, HEMA 1000)
HEMA 1040: Healthcare Information Systems: 3 credits
In this course, students will discuss the healthcare information systems and health information technology that allow healthcare providers to enhance the quality of patient care through the secure use and exchange of health information. They will also analyze information technology and the uses of common systems, such as the electronic health record, as well as how they correlate to privacy, confidentiality, and security when managing health information, data quality, and databases. Additionally, students will examine different types of clinical information systems, such as medication administration systems, telemedicine, telehealth, and the personal health record. Finally, they will identify general aspects of health information technology, such as security, privacy, and future challenges.
(Pre-requisite: BUIN 1010, HEMA 1000)

HIST 2800: American History: 3 credits
The student will acquire general knowledge of the history of the United States. Through this course, students will analyze different aspects of the political, social and economic development through the historical periods of the North American society. Controversial issues and their relation with the world will also be studied. The impact of the relationship between the United States and Puerto Rico will be studied.

HIST 3800: World History: 3 credits
In this course students will discuss the history of the modern world. They will examine how the political, economic, and social changes of the last five centuries have affected peoples across the world. Particular emphasis will be placed upon the emergence of modern notions of environmental change, global communications infrastructure, universalist ideas, multinational corporations and consumer culture.

HOSE 4010: Forensic Psychology: 3 credits
In this course, the student will analyze the historical development of forensic psychology. The student will present arguments about a delinquent’s psychological profile, the classifications for confessions and the mechanisms used to determine competence and/or incompetence. The student will also examine the evaluation process used to determine if the person accused of committing a crime understands the nature and consequences of their actions. The student will categorize crimes into aggressions, violent crimes, nonviolent crimes, and mass murders.

HOSE 4020: Introduction to Homeland Security: 3 credits
In this course, the student will analyze the tasks performed by the Homeland Security Agencies of the United States to protect the nation against terrorist attacks, immigration, natural disasters, transportation, fraud, forgeries and cybersecurity. The student will examine the focus of national security policy and will differentiate between the functions regarding said system.
(Pre-requisite: HOSE 4010)

HOSE 4030: Homeland Security Agencies: 3 credits
In this course, the student will analyze the functions, purposes and development of the agencies that make up the Homeland Security system. The student will evaluate the functions of the agencies and present arguments according to their goals and objectives.
(Pre-requisite: HOSE 4020)

HOSE 4040: Terrorism: 3 credits
In this course, the student will explain and analyze the historical background of terrorism around the globe, as well as the schemes used by terrorists to induce panic. The student will also identify the legal consequences of carrying out this type of criminal action.
(Pre-requisite: HOSE 4020)
HOSE 4050: Aviation Security: 3 credits
In this course, the student will analyze and evaluate the concepts related to national aviation security, which has the purpose of reducing security risks and vulnerabilities associated with general aviation operation by focusing on threat and risk management.
(Pre-requisite: HOSE 4020)

HOSE 4060: Cyber Security: 3 credits
In this course, the student will analyze and identify concepts that are related to cyber security and their historical development, the techniques used to diminish computer attacks, and the legal consequences that this type of criminal activity entails. The student will also discuss domains, the evolution of computer security, and explain the current policies on cyber security and their effects on society.
(Pre-requisite: HOSE 4020)

HUMA 1010: Humanities I: 3 credits
In this course, students will analyze the fundamental aspects of the evolution of humanity and the historical development of social, economic, political, religious, and cultural movements in the civilizations that influenced the Western world. They will also evaluate the importance of the humanistic legacy and the vital values that led to the evolution and development of Western civilization. Furthermore, students will value the historical processes that shaped the legacy of the ancient and medieval Western civilization which are reflected in today’s humanity.

HURE 1010: Recruitment and Selection: 3 Credits
In this course, students will analyze the basic functions of human resources in organizations. Design job analysis, descriptions, and specifications as required by the organization. Outline selection of personnel and recruitment processes.
(Pre-requisite: BUAD 3000)

HURE 1020: Training and Development of Human Resources: 3 credits
In this course, students will analyze the effective design of training and employee development considering the different business needs and the particular aspects of the participants. Evaluate the need for training and the various methods used to meet them. Design a training evaluation program. Also, value employee development, challenges in career development, and the future of training and development programs.
(Pre-requisite: HURE 1010)

HURE 1030: Fundamentals of Business Coaching: 3 Credits
In this course, students will examine the fundamentals of business coaching and its impact on modern organizations. Contrast the various coaching processes and procedures. Design an individual coaching development plan. Also, examine the ethical, legal, and technology support available for the coaching professional. (Pre-requisite: BUAD 3000)

HURE 1040: Compensation and Benefits Management: 3 Credits
In this course, students will analyze and discuss the difference between compensation and strategic compensation, as well as labor laws affecting work compensation tactics. Consider the different types of incentives that an organization can offer its employees. Design job analysis and compensation surveys for said position. Also, evaluate those fringe benefits available to executives and flexible workforce, as well as compensation plans for these. (Pre-requisite: HURE 1010)

HURE 1050: Supervision Strategies: 3 Credits
In this course, students will analyze the challenges which face the supervision, planning, and organizing of personnel. Justify the design and implementation of control, motivation, and teamwork processes. Explain the role of the supervisor in the performance evaluations. The students will also describe the various organizational policies necessary for effective supervision.
(Pre-requisite: BUAD 3000)
HURE 1060: Managing Organizational Change: 3 Credits
In this course, students will examine the fundamentals of organizational behavior and how employees’ personality attributes influence it. Justify the behavior of groups in organizations, as well as structures in said organizations. The students will also argue about the various theories for organizational change, the barriers it faces, and the strategies used in the process of organizational change.
(Pre-requisite: BUAD 3000)

HURE 1070: International Labor Law: 3 Credits
Upon completion of this course, students will analyze the principles and evolution of international labor relations and collective bargaining processes. Evaluate the economic and social impact of the development of labor laws in international organizations. The students will also argue about the role of unions in promoting and developing labor laws.
(Pre-requisite: BUAD 3000)

HURE 1080: Conflict Mediation in Business: 3 Credits
In this course, students will analyze the evolution and characteristics of the mediation process as a tool in conflict resolution in the workplace. Describe elements, models, procedures and legal aspects of mediation. The students will also judge the different models and styles of negotiation used in the workplace.
(Pre-requisite: BUAD 3000)

HUSE 4010: Drug Addiction and Legal-Ethical Aspects: 3 credits
In this course, the student will discuss the basic concepts on the use and abuse of controlled substances. The student will analyze the effects and risks of using illegal substances and the theory related to the causes of addiction. Furthermore, students will learn the means for social reintegration. Evaluate the legal-ethical aspects of offering services and prevention services available in the community.
(Pre-requisite: JUST 3000)

HUSE 4020: Young Offenders: 3 credits
In this course, the student will analyze the basic characteristics of adolescence, as well as the psycho-social problem that adolescents face when in contact with criminal law and institutional life. Differentiate between the levels of prevention defined by youth services. Compare prevention programs for youth in special education; and adolescents at risk such as: school dropouts, early motherhood or fatherhood, use and abuse of drugs and alcohol, violent behavior and loss of freedom. The student will identify community assistance services for young offenders as well as their rights in juvenile institutions.
(Pre-requisite: JUST 3000)

HUSE 4030: Services in Correctional Institutions and Rehabilitation: 3 credits
In this course, the student will evaluate the service programs offered by correctional institutions and residential programs for the prisoner’s social reintegration by finding job placement programs. The student will discuss laws, jurisprudence and regulations related to treatment towards rehabilitation. The student will analyze the prisoner’s fundamental rights. Lastly, the student will identify family and community assistance services aimed at achieving a healthy coexistence in correctional institutions.
(Pre-requisite: JUST 3000)

HUSE 4040: Services for Domestic Violence Victims: 3 credits
In this course, the student will analyze the indicators of abuse and the theories of domestic violence. Evaluate the complexity and multidimensionality of abuse in intimate relationships. Discuss the laws, jurisprudence and social-legal procedures related to domestic violence. Compare the protection services provided by the state and by community service organizations. Identify the rights of victims of domestic violence during the process in which they receive services.
(Pre-requisite: JUST 3000)
**HUSE 4050: Services for Crime Victims: 3 credits**
In this course, the student will analyze theories on crime and victimization and differentiate the policies of the criminal justice system and their social, political and legal implications for the crime victims and their families. The student will also examine the laws, programs, regulations, and support groups aimed at victims of crimes and their families.
*(Pre-requisite: JUST 3000)*

**HUSE 4060: Restorative Justice: 3 credits**
In this course, the student will differentiate between concepts that are related to restorative justice, its historical development and theories as a systematic response to crime within the scope of criminal justice. The student will distinguish the foundations, characteristics or central values that explain restorative justice. The student will also compare the mechanisms used in restorative programs, as well as the future of restorative justice.
*(Pre-requisite: JUST 3000)*

**INAS 1000: Introduction to Information Assurance and Security: 3 credits**
In this course, students will evaluate information technologies security techniques to determine a system’s level of security. They will identify malicious programs known as malware to examine the way in which they spread throughout the user’s system. Students will integrate tools, technologies and standards to protect the target system’s network.

**INAS 1010: Web Applications Security Strategies: 3 credits**
In this course, students will analyze the history of the Internet and justify the need to protect the systems that are implemented online. They will explain the meaning of malware and the different types of programs that fall under this category. They will discuss the importance of wireless technology and how it is vulnerable to hacker attacks, while performing the assessments that are necessary to obtain the desired results.
*(Pre-requisites: INAS 1000, INTE 3510L)*

**INAS 1020: Information Systems Control and Auditing: 3 credits**
In this course, students will analyze the structure of an audit as well as the essential components of the auditing process and its phases. They will identify the risks and controls in the IT area. They will discuss about the essential elements that must be considered when auditing operating systems, networks and databases. In addition, they will analyze techniques and tools used by auditors for evaluating systems development and transactions performed by computer systems.
*(Pre-requisite: INAS 1010)*

**INAS 1030: Computer Forensics: 3 credits**
In this course, students will apply corporate investigation techniques while participating in forensic investigations. They will verify compliance with pertinent laws while carrying out a forensics investigation and draft execution and testing plans. They will produce the digital evidence that is needed for a criminal investigation by gathering the information obtained from different operating systems.
*(Pre-requisites: INTE 2570L)*

**INAS 1040: Information Security Management: 3 credits**
In this course, the student will analyze the principles and the planning process involved in information security. The student will evaluate risk management and security processes of computer networks, as well as which technologies and implementation methods best respond to an organization’s need to secure its information. Also, describe the professional, ethical and legal aspects of information security.
*(Pre-requisites: INAS 1000, PROG 1140L)*
INBU 1000: Introduction to International Business: 3 credits
In this course, students will identify the nature and environment of international business. They will describe the basis for international business as well as its main concepts and theories. They will discuss the main international business agreements and the countries that participate in them. Students will justify the environment of the international financial system and its implication for commerce between nations. (Pre-requisites: BUMA 1000, BUAD 2000)

INBU 1010: International Finance: 3 credits
In this course, students will analyze the fundamental aspects of international finance. They will distinguish between factors that determine the value of currencies and how the main stock exchanges of the world function, as well as for concepts related to capital exchanges between countries and organizations that facilitate these processes. They will justify the different management decisions that are made concerning international finance, such as setting interest rates, currency exchange rate, supply and demand, and the influence of governments. Additionally, they will acquire a perspective on international finance, from a macroscopic and general outlook of the global financial environment, to the specific financial management decisions made by organizations. (Pre-requisites: BUMA 1000, FINA 2100, MATH 1050, MATH 2080)

INBU 1020: International Marketing: 3 credits
In this course, students will use a managerial approach to analyze the marketing programs used by organizations with a global outreach. They will evaluate business opportunities on the international market and select the most effective marketing strategies to enter said markets. The students will also discuss the different strategies that comprise the marketing mix as well as how they apply to international scenarios. (Pre-requisites: BUMA 1000, BUAD 2000, MKTG 1010)

INBU 1030: International and Multicultural Management: 3 credits
In this course, students will analyze the importance that applied strategic management has for international organizations with a diversified labor force. They will describe the specific characteristics of the different types of international and multicultural organizations. They will discuss the impact that cultural factors have on contemporary organizations. Additionally, they will evaluate the management tools used to make strategic corporate and functional decisions, while maintaining an internationalized and culturally diversified perspective. (Pre-requisites: BUAD 2000)

INBU 1040: Legal Issues in International Business: 3 credits
In this course, students will examine the basis and principles of mercantile law and their main applications to international transactions. They will discuss the role of the World Trade Organization and of fair competition beyond the regulations that govern the transactions that take place in the international markets. (Pre-requisites: INBU 1000)

INTE 1000: Human-Computer Interface and Interactions: 3 credits
In this course, students will analyze the history of the evolution of computer system interfaces and the levels of human-computer interaction. They will identify the available sensory systems by following interface design specifications. They will develop a project based on HCI using all of the design steps and the methodologies established by analyzing the specifications.

INTE 1010: Information Technology Strategic Planning: 3 credits
In this course, students will analyze the challenges of managing technology and information systems. They will evaluate how the information is controlled, how the data centers are managed and the hiring process. They will examine the practice of acquiring technology and how to manage the relationship with the suppliers in order to achieve agreements that are acceptable to both. They will verify that the organization’s strategic plan for Information Technology is aligned with its needs.
INTE 1020: Information Technology Infrastructure Management: 3 credits
In this course, students will analyze the evolution and basic concepts of IT infrastructure management. They will evaluate data management tools, as well as the storage and security management for an information system. They will also argue about the technological solutions available in the market, the business systems and the supply chain management. In addition, students will explain the relationship between the IT strategic planning process and the insourcing and outsourcing strategies.
(Pre-requisites: INTE 1010)

INTE 1030: Information Technology Performance Analysis and Design: 3 credits
In this course, students will examine the management models and frameworks used to measure the performance of an IT department. They will evaluate the integration of management, operational and performance strategies with the purpose of measuring the success of the management of information systems department. They will analyze the performance of the service delivery life cycle results provided by an IT department. Students will also examine diverse tools that will help evaluate the performance of service delivery and its comparison with industry standards.
(Pre-requisites: STAT 2000)

INTE 1040: Information Technology Project Management: 4 credits
In this course, students will analyze the different metrics and measurements used in project management. They will apply project management techniques to real industry situations. They will also develop the processes that are necessary for every project (risk and scope). They will distinguish between the programs used for planning and those used to generate estimates. They will analyze quality management and the models associated with it.
(Pre-requisites: INTE 1000)

INTE 2440L: Network Fundamentals and Laboratory: 3 Credits
In this course, students will analyze fundamental concepts in web design and configuration. They will identify network information protocols, topologies, and architecture. They will test the basic configuration of network devices. They will design logical addressing schemes. Additionally, they will use commands and tools to diagnose network problems.
(Pre-requisites: PROG 2370L)

INTE 2460L: Data Communications and Laboratory: 3 credits
In this course, students will analyze the evolution of communication in information systems and TCP/IP and UDP communication protocols. Discuss physical and wireless media used in data communication. Also, review the configuration, maintenance, and use and support for communication networks based on transmission control protocols.
(Pre-requisite: PROG 2370L, INTE 2440L)

INTE 2520L: Web Page Design and Laboratory: 3 credits
In this course, students will contrast basic concepts of structure design, development, maintenance, and implementation of a webpage or website. Design a webpage or website to integrate multimedia and advanced design elements. The student will also recognize the social responsibility that involves the development and publication of content on a website.

INTE 2570L: Network Administration and Laboratory: 3 credits
In this course students will analyze network operating systems to be installed, taking into consideration the physical, logistical, and systems requisites. Evaluate and apply services configuration in the Windows® network. Also, design and implement system policies on a domain using Windows Server™ tools.
(Pre-requisites: INTE 2440L)
INTE 2740L: Diagnostic & Maintenance of Computer Systems and Laboratory: 3 Credits
In this course, students will examine the components of a modern computer, their function, and the assembly process. They will configure the primary and secondary components of a PC. They will review programs and tools to work on computer architecture, diagnosis, and maintenance. They will design plans to detect safety problems and computer use. They will also explain and configure operating systems and perform maintenance of software, hard disk, updates and program driver installations.
(Pre-requisites: PROG 2370L)

INTE 3510L: Web Technology and Laboratory: 3 credits
In this course, students will examine the advanced functions related to the development of a website. Design webpages or websites using HTML and JavaScript. Create dynamic pages and functions using XML, ASP, while integrating databases and services that extend the service and functionality of a website. Also, analyze the social responsibility in the design and content of a website to accommodate the needs of people with accessibility problems.
(Pre-requisites: INTE 2520L, PROG 1035, PROG 2370L)

INTE 4010: Networks Security and Auditing: 3 credits
In this course, students will analyze technical and security features and auditing in information systems. Evaluate the vulnerability of information systems and tools available to counter attacks. In addition, students will argue about auditing operating systems, databases, and networks.
(Pre-requisite: INTE 2440L)

INTE 4125L: Introduction to Electronic Commerce and Laboratory: 3 Credits
In this course, students will analyze the fundamentals and structure of an electronic business (e-business). Explain factors, conditions, and legal aspects when creating an electronic business. Design components of an e-commerce website. Integrate quality standards and security technologies to protect content and online business transactions. The student will also evaluate the fundamentals and general aspects of electronic commerce (e-commerce) marketing.
(Pre-Requisites: INTE 2520L)

INTE 4200: Network Technology and Applications Development Integration Seminar: 4 Credits
In this course students will develop an application with database and webpage using the skills acquired in previous concentration courses. Create a graphic interface (GUI), write the code and design the required database, as well as perform the required standardization tests. The student will also prepare performance and productivity reports of the application and its packaging.
(Pre-Requisites: INTE 2570L, INTE 3510L, PROG 3365L, PROG 3375L, PROG 3425L)

ITNA 1000: Implementating and Managing a Network: 3 credits
In this course, students will evaluate the requirements for the implementation and management of networks, as well as the equipment and transfer protocols used. They will design an acquisition plan of equipment and the appropriate programs, including budget and the required safety measures. They will analyze the functions of the network administrator and their role in the network implementation process.

ITNA 1010: Protocols and Communications TCP/IP: 3 credits
In this course, students will discuss concepts of layers, making references to ISO’s OSI model, including IP routing, packet structures and frames that allow communication between two computers. They will evaluate protocols covering aspects of TCP/IP technology and the details of their implementation. They will analyze cases of DHCP uses and their implementation with DNS services, emphasizing Firewalls and security protocols.
(Pre-Requisite: ITNA 1000)
ITNA 1020: Network Troubleshooting: 3 credits
In this course, students will analyze the aspects in solving technical, logical, logistical, and security problems when implementing a network. They will develop diagnostics plans and connectivity tests using different tools for multiple platforms. They will justify performance measurement routine tests according to information collected to minimize problems and maximize service.
(Pre-Requisites: INTE 2440L, ITNA 1010)

ITNA 1030: Wireless and Mobile Computing: 3 credits
In this course, students will evaluate the resources required to establish a wireless network. They will design a wireless network along with the wired network to ensure consistency. They will select the best security scheme for the wireless network. Also, they will test the network under various operating environments to ensure platform independence.
(Pre-Requisite: INTE 2440L, ITNA 1010)

ITNA 1040: Advanced Network Administration: 4 credits
In this course, students will discuss the physical and logical components of a network, including Netware X systems and equivalent operating systems. They will develop reports using console commands and they will configure server startup files. They will analyze the use of Java-based tools to perform network directory and file access operations to perform remote management and maintenance of licenses. They will discuss the procedure to remotely backup and restore operations of system images and the security required for emails.
(Pre-Requisite: INTE 4010, ITNA 1020)

ITSA 1010: Software Quality Control and Testing: 3 credits
In this course, students will analyze the needs of hardware and software environments and their management practices. They will develop design tutorials, checklists for code inspections and compliance with project standards. They will justify configuration management conducting base control settings, change and reports of configuration status by using audit techniques and methodology.
(Pre-Requisite: PROG 2280L)

ITSA 1020: Software Development for Mobile Devices: 3 credits
In this course, students will discuss the development of applications for mobile devices. They will analyze most used platforms on today's market, with emphasis on the development of mobile and mobile applications/apps. They will develop techniques using original platform frames and frames created by third parties to promote interoperability between development environments.
(Pre-requisites: PROG 3365L, PROG 3375L)

ITSA 1030: Advanced Web Application Programming: 4 credits
In this course, students will learn the basics of ASP.NET core MVC for developing pattern-based applications and creating professional-quality dynamic websites. Students will also examine the configuration and installation of the web platform by working with ASP.NET MVC framework. Lastly, they will study the techniques needed to manage data, reuse code, built web APIs, and secure their applications with industry standards, such as dependency injections and MVC (Model-View-Controller) pattern.
(Pre-requisites: PROG 3365L, PROG 3425L)

JUST 1010: Introduction to Organization and Administration in Criminal Justice: 3 credits
In this course students will discuss different models of Criminal Justice System and public policy for social control and crime prevention. In addition, it will study and evaluate the operation and effectiveness regarding their laws and penalties.
JUST 1025: Fundamentals of Penal Laws: 3 credits
In this course, students will review basic principles of criminal law and its resources. Similarly, the student will identify the elements of the offense and the factors used as defense mechanisms for the relief of criminal responsibility.

JUST 1030: Special Penal Laws: 3 credits
In this course, students will analyze fundamentals and principles for the establishment of special criminal laws. Describe special criminal laws and their relation to the operation of the Criminal Justice System. Furthermore, students will also review jurisprudence where special criminal laws have been applied.
(Pre-requisite: JUST 1025)

JUST 1040: Introduction to Criminology: 3 credits
In this course, students will discuss basic concepts of criminology, historical background, evolution and vision of the crime, and some auxiliary sciences to study criminology. Similarly, the student will analyze approaches, models and criminological theories that identify and define deviant behavior.

JUST 1050: Evidence: 3 credits
In this course, students will examine the rules governing the admissibility of evidence in court proceedings. Furthermore, students will examine the procedural rules relating to procedures for the presentation of evidence to evaluate whether there is sufficient evidence to establish a crime.
(Pre-requisites: JUST 1010, JUST 1040)

JUST 2010: Interview and Interrogation: 3 credits
In this course students will study and analyze the techniques of interviewing and interrogation and related issues such as psychology, legal aspects and the different techniques to effectuate. It also determines the importance of the interview and interrogation as the main sources in a criminal investigation process.
(Pre-requisites: ETHI 1010, SPAN 1010)

JUST 2020: Rules of Criminal Procedure: 3 credits
In this course the student will analyze the basic concepts of criminal procedure rules. Also discuss aspects of the investigation, probable cause and search warrants. Discuss various procedural stages of the criminal action before the courts and post-judgment proceedings and sentencing.

JUST 2030: Victimology: 3 credits
In this course the student will analyze and discuss the basic concepts of victimology, and the relationship between victim and victimizer. Consider the nature and extent of the phenomenon of victimization and how it affects the family and society in general. Identify agencies that provide services to victims of crime and what to do when dealing with a situation of this nature.

JUST 2050: Criminal Investigation: 3 credits
In this course the student will discuss general aspects and the importance of the criminal investigation process regarding the performance, structure, the role of the criminal justice system and the conviction of a defendant accused of committing a crime. Discuss case studies where you will apply concepts of forensic science, identification of suspects, evidence and crime.
(Pre-requisites: JUST 2010, 2020)

JUST 3000: Civil Rights: 3 credits
In this course, students will analyze the rules and principles governing relations between individuals, public and corporate. Similarly, identify the basic fundamental rights and duties of human beings established both in the State Constitution and in the Constitution of the United States of America. Recognize case law related to the rights and duties of man both on the provisions in the local and federal levels.
JUST 3003: Juvenile Justice System: 3 credits
In this course the student will analyze the theoretical models that define deviant behavior in adolescents and young adults as reflected in public policy and criminology in order to prevent and address the problem of juvenile delinquency. Also examine and evaluate the criminal laws governing criminal conduct on children and how they are processed.
(Pre-requisites: JUST 1025, 1030)
(Pre-requisites for Bachelor’s degree in Criminal Justice in Cyber Crimes, Forensic Investigation, Homeland Security and Human Service: JUST 1025)

JUST 3005: Drug Addiction and Crime: 3 credits
In this course, students will analyze and discuss the prevalence of drug use and types of drugs available on the market. Also, the student will identify theories related to the use, abuse and drug addiction. Analyze the relationship between drug abuse and crime and the stages of dependency on drugs, the fight against drugs, treatments for drug addiction and other aspects of prevention.

JUST 3015: Fundamentals of Penology and the Rights of the Prisoner: 3 credits
In this course, students will examine fundamental concepts of penology, its evolution, characteristics, and composition of the penitentiary system. Contrast the constitutional rights of people confined in Puerto Rico and the United States of America. Describe the statutory rights of inmates granted by legislation, jurisprudence, and regulations. The students will also review the programs and services for the social reintegration of the confined population.
(Pre-requisites: JUST 1010, 1025, 1030, 2020, 3000)

JUST 3020: Rehabilitation and Treatment of the Delinquent: 3 credits
In this course, students will examine the basic principles and measures of treatment programs for social reintegration of delinquents. Discriminate on the etiology and intervention methods for rehabilitation and social reintegration. Also, compare the factors in the rehabilitation and social reintegration of young offenders and delinquents with mental disorders.
(Pre-requisites: JUST 3015, SOSC 1010, PSYC 2510)

JUST 3025: Information Systems Management in Criminal Justice: 3 credits
In this course the student will examine technology in the management of criminal justice data system. It will discuss issues caused by the availability and usage of technological advancements. Also, develop computer literacy skills through practical exercises.

JUST 3100: Conflict Mediation: 3 credits
In this course, the student will analyze the conceptual framework and historical background of conflict resolution. The student will also evaluate the conflict theories, mediation models and the mediator’s role in conflict resolution. Furthermore, the student will examine participants’ strategies and appropriation, and the professional’s ethical and moral aspects during negotiation; as well as current laws and alternate methods of the judicial system for conflict resolution.

JUST 3110: Gender and the Criminal Justice Systems: 3 credits
In this course, the student will analyze fundamental concepts, schools of feminist thought, theories and biopsychosocial factors in the behavior of delinquent women in the Criminal Justice System. The student will describe the male perspective on delinquency and types of oppression against women. Also, the student will discuss about prevalent types of crime in the criminal behavior of women, factors and reasons that relate female and male crime rate. Furthermore, the student will examine rehabilitation programs and services available in women’s correctional facilities.
JUST 3120: Federal Jurisdiction: 3 credits
In this course, the student will recognize the importance of the historical development and organizational structure of federal jurisdiction. The student will also analyze criminal proceedings under federal jurisdiction, the limits of said jurisdiction, and the agencies that comprise the justice system under federal jurisdiction. (Pre-requisites: JUST 1010)

JUST 3610: White Collar Crimes and Fraud Detection: 3 credits
In this course, students will analyze the origins and consequences of white collar crimes and fraud against today’s society. Examine the sociological, economic, ethical, and legal impacts related to white collar crimes and fraud. Analyze the various fraud detection techniques. The students will also argue on measures to prevent white collar crimes and fraud. (Pre-requisite: JUST 3000)

JUST 4000: Social Investigation Methodology: 4 credits
In this course, students will evaluate the social investigation process and its importance in the field of criminal justice. Discuss ethical issues and regulations that affect the processes of social investigation. Analyze quantitative, qualitative, and mixed research methodologies and research designs that provide more information to a specific research topic. As part of the activities, develop a research proposal in one of the areas of Criminal Justice Studies. (Pre-requisites: JUST 3015, PSYC 2510, SOSC 1020, STAT 2000)

JUST 4010: Integration Seminar of Criminal Justice: 6 credits
In this seminar, students will demonstrate the skills, abilities, and knowledge acquired and/or developed during the course of their education in the Criminal Justice Program. In a reciprocal and multidirectional exchange, the student will also analyze information in different formats and apply the knowledge acquired from a social perspective within the criminal justice system. As part of course requirements, students will develop a research project which will analyze a contemporary problem in their area of specialization. (Pre-requisites: JUST 1010, 1025, 1030, 1040, 1050, 2010, 2020, 2030, 2050, 3000, 3005, 3015)

MATH 1010: Basic Mathematics: 3 credits
In this course, students will apply the characteristics of the set of real numbers and their uses in everyday life. They will discuss the concepts of reasons, proportions, and percent. They will also solve everyday situations by applying the concepts of linear equations and linear inequalities in a variable. In addition, students will use measurement concepts and conversion factors in professional and everyday problem solving.

MATH 1050: Business Mathematics: 3 credits
In this course, students will model problems of business administration using basic concepts of algebra and geometry. Solve simple and compound interest problems, rate changes, annuities, and percentages. Also, integrate the principles of geometry in the study of supply, demand, and present value annuity curves. (Pre-requisite: MATH 1010)

MATH 2000: Algebra: 3 credits
This course includes advance topics from algebra involving real numbers and their properties, operations of polynomials, solving linear equations and inequalities, solving absolute value equations and inequalities, understanding of radical expressions, operations of complex numbers, solving quadratic equations, solving systems of equations, rectangular coordinate system and graphs, introduction to functions, graph linear equations and inequalities, graph quadratic equations, graph exponential and logarithm functions, and graphing systems of equations and inequalities. (Pre-requisite: MATH 1010)
MATH 2050: Applied Mathematics: 3 credits
In this course, students will analyze different problems and situations encountered in information systems using as a basis the set theory, propositional logic, and Boolean algebra. Solve combinatorial problems and successions. Also, examine various abstract structures using graphs and trees in order to explain and implement them.
(Pre-requisite: MATH 1010)

MATH 2080: Quantitative Methods: 3 Credits
In this course, students will integrate the analysis of polynomial, exponential, rational, and radical functions in problems focused on business administration. The students will solve linear optimization problems using matrix algebra and linear programming principles. Also will determine which mathematical model best characterize a data set.
(Pre-requisites: MATH 1010, 1050)

MGMT 1000: Communication for Managers: 3 credits
In this course, students will discuss the nature and importance of communication for the success of organizations. They will analyze the role of individual characteristics and their impact on communication processes. They will use management communication principles in their work environment. Additionally, they will integrate different in-person and distance communication tools, depending on the organizational communication.
(Pre-requisites: BUAD 2000)

MGMT 1010: Organizational Theory and Design: 3 credits
In this course, students will analyze the importance of organizational behavior, along with the challenges and opportunities managers face in applying the concepts and theories of this discipline. They will analyze the models of knowledge management, learning, and competency development as productive and important resources for the effectiveness of an organization. In addition, they will evaluate topics and concepts related to motivation in individuals, groups, and work teams, and their effect on the performance of an organization and on aspects of communication, decision-making, conflict, organizational culture, and ethics.
(Pre-requisites: BUMA 1000, BUAD 2000)

MGMT 1020: Operations Management: 3 credits
In this course, students will describe the concepts and techniques for designing, planning and controlling operations in manufacturing and service companies. They will examine the skills in operational decision-making using various tools in the planning and control of inventory and in the elaboration of demand forecasting. Also, they will analyze the principles and theoretical assumptions presented by various exponents in the quality control of operations.
(Pre-requisites: BUAD 2000, BUMA 1000, MATH 2080)

MKTG 1010: Marketing Principles: 3 credits
In this course, students will analyze and discuss marketing concepts, theories, and practices in a global context. Evaluate the cultural, social, economic, and political marketing dimensions taking into consideration the basics such as: product, price, promotion, and location. Design product, price, promotion, and location (distribution) strategies, to compete successfully in domestic and international markets.

MULT 2990: Multiculturalism: 3 Credits
In this course, students will understand the complexity and value of a multicultural environment in organizations. They will also explore the impact of differences regarding culture, generations, sexual and gender orientation, and functional diversity, among others, on the management and operational processes of an organization. Furthermore, they will integrate the acquired knowledge in the analysis of different elements of an organization and the tools that enable them to effectively manage its resources, as well as how this impacts the fulfillment of the organization’s mission and vision.
POLS 3110: Political Science: 3 credits
In this course, students will analyze and discuss concepts, institutions, processes, systems, and philosophy of Political Science. Critically argue about social and cultural factors that influence the development and evolution of a political culture. In addition, examine various political systems and international organizations and their influence in the social duty of a nation.

PROG 1035: Introduction to Computer Programming Logic: 3 Credits
In this course, students will discuss fundamental concepts for developing a computer program. They will explain how a program operates and the flow of data using flowcharts. They will describe the use of data, variables, and designs focused on objects in programming. They will also develop a graphic interface that integrates various program structures.

PROG 1140L: Data Base Design and Laboratory: 3 credits
In this course students will analyze the concepts of a database (tables, forms, reports, queries) and explain each role in the creation of a database. Design a database, while manipulating data and producing reports. The student will also assess the necessary security measures for an organization.

PROG 2280L: Visual Basic Programming and Laboratory: 3 Credits
In this course, students will analyze the attributes and functionalities of the Visual Basic programming language for Object-Oriented design. They will develop programs that include creating graphical user interface and programming integration, by applying the diverse control, arrays and files management structures, and integrating database. Additionally, they will plan and design applications based on the specific needs of the user.
(Pre-requisites: ITTE 1031L; PROG 1035; PROG 1140L)

PROG 2370L: Operating Systems and Architecture, and Laboratory: 3 credits
In this course, students will analyze operating systems and their integration into personal computers and their architecture. Integrate and evaluate the structure, functions, work patterns, and characteristics of different operating systems. Also, outline the configuration, implementation, and management of different platforms, environments, and data retrieval management plans.

PROG 2390: Introduction to Java Script and Laboratory: 3 Credits
In this course, students will design control structures (decision and repetition) using the concepts and components of JavaScript. They will identify various existing libraries and frameworks. They will apply programming concepts adapted to JavaScript to create dynamic webpages, integrating HTML and CSS.
(Pre-requisites: PROG 1035, INTE 2520L)

PROG 2480L: Analysis, Design and Implementation Systems and Laboratory: 3 Credits
In this course, the student will explain the key concepts in the development and implementation of an information system using the Systems Development Life Cycle process (SDLC). Evaluate different methods and issues important for the development of an information system, regardless of the type of company that needs it. The student will also develop quality control in the development and implementation of an information system.
(Pre-Requisites: PROG 1140L)

PROG 3360L: Python Programming and Laboratory: 3 Credits
In this course, students will design different programs using the Python programming language. Through this language they will declare variables and modify their values using arithmetic operations. They will develop decision and repetition structures using different routines. They will create and administrate arrays and their elements. Additionally, they will be able to manipulate data in text files and CSV (comma-separated values) files.
(Pre-requisites: PROG 1035)
PROG 3365L: C# Programming and Laboratory: 3 Credits
In this course, students will analyze the attributes and functionalities of the C# programming language for Object-Oriented design. They will develop applications with graphical user interfaces for desktop and Web. In addition, they will integrate a database to a project in C#.
(Pre-requisite: PROG 2280L)

PROG 3375L: Object Oriented Programming and Laboratory: 3 credits
In this course, students will identify Java as a robust programming system and versatile language. Students will learn and master the JAVA platform and language. Create and compile applications and also use graphic applications (IDE). (Pre-Requisites: PROG 2280L)

PROG 3425L: Data Base Management and Laboratory: 3 credits
In this course, students will design, manage, and provide maintenance to databases created in an SQL environment. Explain the analysis tools used in logical and relational databases in SQL. Describe characteristics of tables, forms of relationship and data modification strategies to reduce the loss of information in a database. The student will also generate and evaluate information in a database using SQL functions. (Pre-Requisite: PROG 1140L)

PSYC 2510: Psychology: 3 credits
In this course the student will analyze basic concepts in the psychological study of human behavior. Also, discuss situations in everyday life, which have a significant influence on the psychosocial behavior, with emphasis on personal growth and understanding to others.

PSYC 3510: Social Psychology: 3 credits
In this course, students will analyze concepts, precursors, and research application in psychosocial processes in the study of social behavior. Distinguish group formation processes and influence on human behavior. Also, discuss the factors that influence behavior through changes in attitudes, persuasion, aggression, racism, and violence. (Pre-requisite: PSYC 2510)

PSYC 3520: Psychopathology: 3 credits
In this course, students will analyze fundamental concepts, history, theories and ethical and legal aspects of psychopathology. Examine different systems of classification and diagnosis of abnormal behavior and its relationship to criminal behavior. Furthermore, students will analyze various mental disorders that are associated with criminal behavior. (Pre-requisites: JUST 2020, PSYC 2510, 3010)

SLSK 1001: Student Life Skills: 1 credit
In this course, students will develop essential skills to adequately handle the different experiences and challenges posed by the academic and university world. They will participate in learning experiences aimed at exploring and strengthening their self-awareness and responsible management of emotions. Likewise, they will get acquainted with the diverse educational modalities, services and educational resources available in the Institution. They will further receive orientation about the development of computer and academic competencies to achieve a successful transition into the university life by balancing their personal, academic, and work life.

SOSC 1010: Social Sciences I: 3 credits
Upon completion of this course, the student will analyze fundamental concepts of social sciences, starting from the history, evolution, and development of society. Argue issues across disciplines that make up social sciences such as history, anthropology, sociology, and psychology. In addition, students will develop and explain various social content researches based on current problems of the society to which they belong to. Requires 14 hours of participation in community learning activities through service and present a research project based on social reflection.
SOSC 1020: Social Sciences II: 3 credits
In this course, students will examine the disciplines of the social sciences emphasizing the political, economic, and geographical issues affecting their social environment. Thus, they will investigate how these disciplines influence the current social changes that have shaped the world we live in. In addition, they will analyze the social developments that have contributed to the establishment of political and economic systems worldwide. Furthermore, students will evaluate the effects of industrial development, urban growth, and environmental movements in geography, the environment, and sustainability.
(Pre-requisites: SOSC 1010)

SOSC 3610: Current Society: 3 credits
In this course, students will analyze the current society of Puerto Rico from a critical perspective. They will study political and economical structures and how these generate transformations in our social reality. The family, churches and schools will be considered in their role in our society.
(Pre-requisites: SOSC 1010, 1020)

SPAN 1010: Basic Spanish I: 3 credits
In this course, the student will apply the basic rules of spelling, grammar and syntax to express himself orally or in writing. He will analyze literary texts to communicate his critical response to the readings, acquire new vocabulary and improve writing skills. He will assess the importance of language to correctly apply the linguistic knowledge and the rules governing oral and written communication.

SPAN 1020: Basic Spanish II: 3 credits
In this course, the student will critically analyze different literary genres such as poetry, theater, and novels. The student will describe and illustrate its evolution, development, and characteristics. Furthermore, the student will analyze the elements that distinguish the investigative reporting of chronicles. Will recognize the importance of oratory and speech as a resource for effective communication. In addition, the student will write and present a speech.
(Pre-requisite: SPAN 1010)

SPAN 2050: Spanish Writing and Composition: 3 credits
In this course, students will examine the fundamentals of communication and writing. Establish the writing process. Integrate spelling and grammar in writing sentences, paragraphs, essays, and monographs (research papers). Also, explain the elements of each kind of narration and the use of technology in the writing process. (Pre-requisites: SPAN 1010, 1020)

SPAN 3010: Spanish Public Speaking: 3 credits
In this course, students will review their writing knowledge and apply rules of Grammar for writing affirmative statements, negative statements, and questions in the present, past, and future verb tenses in preparation for public speaking in Spanish language. They will analyze Spanish pronunciation, intonation and word stress in context. Students will then evaluate idiomatic phrases and verbal idioms according to meaning and applicability for oral and written discourse. Also, the students will develop in writing and defend orally a position on a topic through persuasive speech, where they will showcase their skills in pronunciation, word stress, intonation, and general oral communication.
(Pre-requisites: SPAN 1010, 1020)

STAT 2000: Introduction to Statistics: 3 credits
In this course, students will examine and apply descriptive statistics in different professional settings. Analyze data by applying statistical methods to collect, summarize, present, and interpret quantitative and categorical data. Analyze situations in which to use general ideas about the concepts of linear correlation and linear regression. In addition, students will use computerized statistical applications that allow data processing as part of the process of data analysis. (Pre-requisite MATH 1010)
ACADEMIC CALENDARS
Registrar's Office
Academic Calendar
Online Education

TERM: 2020 SPRING B
Module 1

March 1 Classes Begin
March 1 to 8 Period to Add/Change Courses
March 13 Last day for faculty to remove incompletes (previous module)
March 13 Last day to complete grade changes applications (previous module)
March 22 Last Day to Complete Degree Conferral Applications
March 22 to 29 Mid Term Grades Due from Faculty
April 18 Final Exams
April 18 Term Ends
April 21 Last day for Faculty to submit grades online

*Note: In the calendar holidays are not considered.

**Note: This calendar is subject to change.

TERM: 2020 SPRING B
Module 2

May 3 Classes Begin
May 14 Last day for faculty to remove incompletes (previous module)
May 18 to 24 Registration and Financial Orientation for Next Term
May 23 Last day to complete a Program Change application for next term
May 23 Last Day to Complete Degree Conferral Applications
May 25 to 31 Mid Term Grades Due from Faculty
June 20 Final Exams
June 20 Term Ends
June 23 Last day for Faculty to submit grades online

*Note: In the calendar holidays are not considered.

**Note: This calendar is subject to change.
TERM: 2020 SUMMER A
Module 1

May 3rd Classes Begin
May 3 to 10 Period to Add/Change Courses
May 14 Grades changes from prior module
May 14 Change of Academic Program of Major for next term
May 14 Last day for faculty to remove incompletes from prior module
May 24 Last Day to Complete Degree Conferral Applications
May 25 to 31 Week where faculty inform students of their progress in their classes
June 20 Final exams
June 20 Term Ends
June 23 Last day for Faculty to submit grades online

*Note: In the calendar holidays are not considered.

**Note: This calendar is subject to change.

TERM: 2020 SUMMER A
Module 2

July 1 Classes Begin
July 12 Last day for faculty to remove incompletes (previous module)
July 12 Last day to complete grade changes applications (previous module)
July 15 to 21 Registration and Financial Orientation for Next Term
July 21 Last day to complete a Program Change application for next term
July 21 Last Day to Complete Degree Conferral Applications
July 22 to 28 Week where faculty inform students of their progress in their classes
August 18 Final Exams
August 18 Term Ends
August 21 Last day for Faculty to submit grades online

*Note: In the calendar holidays are not considered.

**Note: This calendar is subject to change.
Registrar's Office  
Academic Calendar  
Online Education

TERM: 2020 SUMMER B  
Module 1

July 1  Classes Begin
July 1 to 8  Period to Add/Change Courses  
Grades from prior term, Academic Program of Major.
July 12  Last day for faculty to remove incompletes (previous module)
July 21  Last Day to Complete Degree Conferral Applications
July 22 to 28  Week where faculty inform students of their progress in their classes
August 18  Final Exams
August 18  Term Ends
August 21  Last day for Faculty to submit grades online

*Note: In the calendar holidays are not considered.

**Note: This calendar is subject to change.

TERM: 2020 SUMMER B  
Module 2

August 26  Classes Begin
September 6  Last day for faculty to remove incompletes (previous module)
             Last day to complete grade changes applications (previous module)
September 9 to 15  Registration and Financial Orientation for Next Term
September 15  Last day to complete a Program Change application for next term
September 15  Last Day to Complete Degree Conferral Applications
September 16 to 22  Week where faculty inform students of their progress in their classes
October 13  Final Exams
October 13  Term Ends
October 16  Last day for Faculty to submit grades online

*Note: In the calendar holidays are not considered.

**Note: This calendar is subject to change.
Registrar's Office
Academic Calendar
Online Education

TERM: 2020 FALL A
Module 1

August 26 Classes Begin
August 26 to September 2 Changes Period*: Add/Change Courses

Grades from prior term, Academic Program of Major.

September 7 Last day for faculty to remove incompletes from prior module.
September 15 Last Day to Complete Degree Conferral Applications
September 16 to 22 Week where faculty inform students of their progress in their classes

Last day to appeal a PS codification

October 13 Final Exams
October 13 Module Ends
October 16 Last day for Faculty to submit grades online
October 18 Publication of Grades in the Portal

Note: In the calendar holidays are not considered. This calendar is subject to change.

TERM: 2020 FALL A
Module 2

October 21 Classes Begin
October 21 Last day for faculty to remove incompletes (previous module)
November 1 Last day to complete grade changes applications (previous module)
November 3 to 10 Registration and Financial Orientation for Next Term
November 10 Last day to complete a Program Change application for next term
November 10 Last Day to Complete Degree Conferral Applications
November 11 to 17 Week where faculty inform students of their progress in their classes

December 8 Final Exams
December 8 Term Ends
December 11 Last day for Faculty to submit grades online
December 14 Publication of Grades in the Portal

Note: In the calendar holidays are not considered. Note: This calendar is subject to change.

*Withdrawal date for the two modules.
Registrar's Office
Academic Calendar
Online Education

TERM: 2020 FALL B
Module 1

October 21 Classes Begin
October 21 to 28 Changes Period*: Add/Change Courses
Grades from prior term, Academic Program of Major.
November 2 Last day for faculty to remove incompletes (previous module)
November 10 Last Day to Complete Degree Conferral Applications
November 11 to 17 Week where faculty inform students of their progress in their classes
December 8 Final Exams
December 8 Module Ends
December 11 Last day for Faculty to submit grades online
December 14 Publication of Grades in the Portal

Note: In the calendar holidays are not considered. Note: This calendar is subject to change.

TERM: 2020 FALL B
Module 2

January 7 Classes Begin
January 19 Last day for faculty to remove incompletes (previous module)
Last day to complete grade changes applications (previous module)
January 21 to 27 Registration and Financial Orientation for Next Term
January 27 Last day to complete a Program Change application for next term
January 27 Last Day to Complete Degree Conferral Applications
January 28 to February 3 Week where faculty inform students of their progress in their classes
February 23 Final Exams
February 23 Term Ends
February 27 Last day for Faculty to submit grades online
February 29 Publication of Grades in the Portal

Note: In the calendar holidays are not considered. Note: This calendar is subject to change.

*Withdrawal date for the two modules.
## 2020 Holidays Calendar

### Center Closed

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2020</td>
<td>New Year’s Day</td>
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<tr>
<td>January 20, 2020</td>
<td>Martin Luther King Day</td>
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<tr>
<td>May 25, 2020</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 3, 2020</td>
<td>Independence Day – Saturday, July 4th</td>
</tr>
<tr>
<td>September 7, 2020</td>
<td>Labor Day</td>
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<tr>
<td>November 11, 2020</td>
<td>Veteran’s Day</td>
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<tr>
<td>November 26, 2020</td>
<td>Thanksgiving Day</td>
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<tr>
<td>November 27, 2020</td>
<td>Day after Thanksgiving</td>
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<tr>
<td>December 25, 2020</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 31, 2020</td>
<td>New Year’s Eve</td>
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</tbody>
</table>
CERTIFICATION

We hereby certify that this catalog is, to the best of our knowledge, a truthful representation of our offerings, curricula, and facilities.

To this effect, we hereby submit the same on July 30, 2020.

Michael Bannett
President

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GENERAL CATALOG
2020-2021
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