



# General Catalog Miami Campus

2021-2022  
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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  
2021-2022  
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 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 Miami 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 Miami 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](http://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 <https://dave.nuc.edu/>.

NUC University is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 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  
 Neysha Natal, Esq ..... Member  
 Dr. Sylvette Rivera ..... Member  
 Minerva Rivera, Esq ..... Member  
 Josué Medina, CPA ..... Member  
 Michael Bannett ..... Member

Institutional Organization

*NUC University Corporate Administration*

**BANNETT, MICHAEL**.....PRESIDENT  
MBA, 1990, The Wharton School of the University of Pennsylvania  
BA, 1985, Trinity College

**COLLAZO-BENCÓN, LYDIA M.** ..... VP OF ACADEMIC AFFAIRS  
MA, 1997, Interamerican University of PR  
BA, 1987, University of Puerto Rico

**FLORES-PÉREZ, AIXA M.** ..... VP OF THE NURSING PROGRAM  
Ed.D. 2016, Interamerican University of Puerto Rico  
MSN, 1998, University of Puerto Rico  
BSN, 1983, University of Puerto Rico  
AD, 1981, University of Puerto Rico

**MELÉNDEZ ROSADO, MANUEL** ..... VP OF ONLINE DIVISION  
MBA, 2014, Turabo University of Puerto Rico  
BBA, 2012, University of Puerto Rico

## *Corporate Administration*

**BERRÍOS-AGOSTO, MILEYA**..... ACADEMIC AFFAIRS COORDINATOR  
MAEd, 2015, National University College  
BEd, 2003, National University College

**CONCEPCIÓN-MARTÍNEZ, SHEILA**.....FINANCIAL AID SERVICES COORDINATOR  
BA, 2004, University of Puerto Rico

**CRUZ-RIVERA, ELIZABETH** ..... INSTITUTIONAL FINANCIAL AID DIRECTOR  
BBA, 2015, National University College

**FERNÁNDEZ-TORRES, FRANCES** .....FINANCIAL ANALYST  
MBA, 2008, University of Phoenix  
BBA, 2004, University of Puerto Rico

**GARCÍA-REYES, JUANITA**..... DEAN OF DISTANCE EDUCATION DIVISION  
Ed.D. 2013, NOVA Southeastern University  
MA, 2006, Cambridge College  
BA, 1985, University of Puerto Rico

**LÓPEZ-SANTIAGO, EMMELINE K.** .....CONTINUING EDUCATION DIRECTOR  
MBA, 2007, University of Phoenix  
BA, 2005, University of Puerto Rico

**MORALES-LÓPEZ, KAREN** ..... ASSOCIATE VP OF ASSESSMENT & RETENTION  
MBA, 2003, University of Phoenix  
BA, 1999, University of Puerto Rico

**MORALES-MERCADO, JUAN** .....NURSING PROGRAMS INSTITUTIONAL CURRICULUM  
MSN, 2000, University of Puerto Rico DIRECTOR  
BSN, 1987, University of Puerto Rico  
ASN, 1985, University of Puerto Rico

**RAMOS-TORRES, WILNELIA** .....INSTITUTIONAL BURSAR DIRECTOR  
BBA, 2015, National University College

**RIVERA-CASTRO, MARILYN** ..... DEFAULT PREVENTION COORDINATOR  
MBA, 2015, National University College  
BBA, 2004, Interamerican University of Puerto Rico

**ROSARIO-ZAYAS, MARIBEL** .....CONTINUING EDUCATION COORDINATOR

**SANTOS-MARRERO, STEPHANIE** ..... ACCOUNT ADMINISTRATION COORDINATOR  
BBA, 2010, University of Puerto Rico

**SERRANO-PEÑA, YAMAIRA** .....INSTITUTIONAL HUMAN RESOURCES DIRECTOR  
MA, 2003, Interamerican University of Puerto Rico  
BA, 2000, Interamerican University of Puerto Rico

**TORRES-MELÉNDEZ, MARIELY** ..... INSTITUTIONAL PHYSICAL THERAPY DIRECTOR  
MS, 2009, Ponce School of Medicine  
BA, 2005, Interamerican University of Puerto Rico  
PTA, 2002, University of Puerto Rico

**VÉLEZ-PUCHALES, LILIMAR**..... CORPORATE REGISTRAR DIRECTOR  
MBA, 2006, University of Phoenix  
BS, 2004, University of Puerto Rico

*Miami Campus Administration*

**BURKETT, JAMES M.**..... EXECUTIVE DIRECTOR

**CORDONEZ, RICHARD** ..... STUDENT OPERATIONS MANAGER

**CORONADO, JUAN** ..... ADMISSIONS OFFICER

**DELIZ-CARDE, WILFREDO** ..... DIRECTOR OF BUSINESS ADMINISTRATION  
MBA, 1999, University of Puerto Rico AND IT PROGRAM  
BBA, 1987, University of Puerto Rico

**EDDY JORGE** ..... DEAN OF ACADEMIC AFFAIRS  
MS, 2009, Ana G. Mendez, Miramar FL

**GODINEAUX-REVERON, KATIA** ..... BURSAR MANAGER  
BED, 2004, National University College

**LÓPEZ, ALEJANDRA** ..... ADMISSIONS OFFICER

**MEJÍA, NATASHA** ..... ADMISSIONS OFFICER

**MALDONADO, MARIVETTE** ..... ADMISSIONS OFFICER

**MONTALVO-QUINTERO, LAURA** ..... CRIMINAL JUSTICE PROGRAM DIRECTOR  
EdD, 2019, Nova Southeastern University  
MA, 2009, Interamerican University of Puerto Rico  
BA, 2007, Sacred Heart University

**RIVERA-VÁZQUES, WILMA** ..... NURSING PROGRAM DIRECTOR  
EdD, Instructional Teaching and Distance Education, 2015, Nova Southeastern University  
MSN, Nursing, 2005, University of Puerto Rico  
BSN, Nursing, 2002, University of Puerto Rico

**RODRÍGUEZ, AILEEN** ..... ASSOCIATE REGISTRAR  
BA, 2001, Interamerican University of Puerto Rico

**SANDOVAL-RAFAEL** ..... DIRECTOR OF EDUCATION GRADUATE PROGRAM  
Ed.D., 2013, Turabo University  
MA, 2009, Caribbean University  
BAC, 2006, Sacred Heart University

**SANTIAGO-RODRÍGUEZ, ZOELY M.**..... LIBRARIAN  
MSLS, 2013, University of Puerto Rico  
BA, 2010, University of Puerto Rico

**TROCHE-FLORES, LILLE**..... GENERAL EDUCATION PROGRAM DIRECTOR  
DED, 2003, University of Puerto Rico  
MPH, 1993, University of Puerto Rico  
BS, 1983, University of Puerto Rico

**ZERPA, JOSÉ A.** ..... ADMISSIONS OFFICER

### *Miami Campus Faculty*

- ACEVEDO-RIVERA, REBECA**..... TECHNOLOGY  
MS, Computing Information, 2005, Interamerican University of PR  
BS, Computer Sciences, 1999, University of Puerto Rico
- ALFAU-ALEMÁN, MIGUEL** ..... TECHNOLOGY  
MS, Information Technology, 2011, Florida Institute of Technology  
BS, Computer Programming, 2001, EDP University of Puerto Rico
- ANIBARRO-SOTO, GLORIVETTE**..... GENERAL EDUCATION  
MA, English, 2000, University of Puerto Rico  
BA, Literature, 1993, Loyola University
- APONTE-ANDINO, MARÍA** ..... BUSINESS ADMINISTRATION  
DBA, Business Administration, 2012, University of Phoenix—Online  
MBA, Business Administration, 1991, Metropolitan University of PR  
BA, Biology, 1983, San Francis College of Loreto, PA
- APONTE-ROA, DIEGO** ..... GENERAL EDUCATION  
MS, Electrical Engineering, 2009, University of Puerto Rico  
BS, Electronic Engineering, 2006, National University of Colombia
- ARROYO-BARRIOS, YAMARIE**..... BUSINESS ADMINISTRATION  
DM, Management and Organizational Leadership, 2011, University of Phoenix  
MBA, Global Management, 2001, University of Phoenix  
BC, Industrial Engineering, 1995, University of Puerto Rico
- BARRETO-RIVERA, DIDIER** ..... TECHNOLOGY  
MBA, Project Management, 2010, Turabo University of Puerto Rico  
BS, Computer Sciences, 2002, Interamerican University of Puerto Rico
- BERDECÍA-RODRÍGUEZ, MARLA** ..... BUSINESS ADMINISTRATION  
MBA, Marketing, 2009, University of Phoenix of Puerto Rico  
BBA, Management, 2008, Metropolitan University of Puerto Rico
- BONILLA-MÉNDEZ, ROMUALDO** ..... GENERAL EDUCATION  
MA, Mathematics, 2007, Interamerican University of Puerto Rico  
BA, Mathematics, 1994, University of Puerto Rico
- BOSSA-MATOS, ANDRÉS** ..... BUSINESS ADMINISTRATION  
MBA, Finance, 2008, University of Puerto Rico  
BBA, Management, 2003, University of Puerto Rico
- BOSQUES-CARDONA, CARLOS J.**..... BUSINESS ADMINISTRATION  
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BBA, Finance, 2006, University of Puerto Rico
- CARIDE-GONZÁLEZ, ALEX** ..... EDUCATION  
Ed.D., Curriculum, 2011, Interamerican University of Puerto Rico  
MA, Teaching English as a Second Language, 2004, Interamerican University of Puerto Rico  
BA, Elementary Education, 1995, Interamerican University of Puerto Rico

**CARRIÓN-ROSADO, GLENDA** ..... GENERAL EDUCATION  
MAE, Curriculum and Instruction in English, 2009, University of Phoenix  
BAE, Elementary Education, 2004, University of Puerto Rico

**CASTAÑO-HERNÁNDEZ, SANTOS**..... HEALTH SCIENCES  
MHR, Health Related Professions, 2016, University of PR  
MD, Medicine, 1978, República de Cuba Ministerio de Salud Pública

**COLÓN-PAGÁN, ROXANA** .....BUSINESS ADMINISTRATION  
MBA, Marketing, 2011, Metropolitan University of Puerto Rico  
BA, Public Relations, 2004, University of Puerto Rico

**COLÓN-TORRES, MARIE** ..... GENERAL EDUCATION  
MAEd, English as a Second Language, 1996, University of Phoenix  
BA, Foreign Languages, 1988, University of Puerto Rico

**COTTO-POUERIET, ADABELIZ** .....BUSINESS ADMINISTRATION  
PhD, Educational Management Leadership, 2015, Interamerican University of PR  
MA, Labor Relations, 2008, Interamerican University of Puerto Rico  
BA, Labor Relations, 2005, University of Puerto Rico

**DEL TORO-HERNÁNDEZ, RAFAEL** ..... EDUCATION  
EdD, Educative Administration, 2009, Interamerican University of PR  
MA, Hispanic Studies, 1998, Pontifical Catholic University of Puerto Rico  
BA, Spanish, 1989, Interamerican University of Puerto Rico

**DEL VALLE-CORREA, WANDA** .....BUSINESS ADMINISTRATION  
MBA, Accounting, 2010, Universidad del Este Puerto Rico  
MBA, Human Resources, 2009, Universidad del Este Puerto Rico  
BSS, Criminal Justice, 2007, Universidad del Este Puerto Rico

**DELIZ-CARDE, WILFREDO** .....BUSINESS ADMINISTRATION  
MBA, Business Administration, 1999, University of Puerto Rico  
BBA, Business Administration, 1987, University of Puerto Rico

**DÍAZ-MELÉNDEZ, ANA**..... EDUCATION  
PhD, Teaching, 2015, Ana G. Méndez University  
MA, Minor Specializations, 2005, Caribbean University  
BA, Elementary Education, 1986, University of Puerto Rico

**DOMINGO-GONZÁLEZ, FRANCISCO** ..... TECHNOLOGY  
MS, Telecommunication and Network Administration, 2011, Turabo University of Puerto Rico  
BBA, Computer Systems, 1999, Universidad Central de Bayamón

**DOMINGO-SOTO, CHRISTIAN** ..... TECHNOLOGY  
MBA, Technology Management, 2009, University of Phoenix  
BA, Computer Sciences, 2006, University of Puerto Rico

**ESPARRA-ROSADO, PEDRO L**..... EDUCATION  
MA, Juris Doctor, 2009, University of Phoenix  
BA, Business Administration, 2006, University of Puerto Rico

**FIGUEROA-AGOSTO, MANUEL**.....BUSINESS ADMINISTRATION  
 DBA, Management, 2010, Universidad del Turabo  
 MA, Labor Relations, 1998, Interamerican University of Puerto Rico  
 BBA, Human Resources, 1993, Interamerican University of Puerto Rico

**FIGUEROA-RODRÍGUEZ, JOSÉ** .....BUSINESS ADMINISTRATION  
 MBA, Industrial Management, 2005, Interamerican University of PR  
 BS, Industrial Engineering, 1996, New York Institute of Technology

**FRANCESCHI-TORRES, GINO**.....BUSINESS ADMINISTRATION  
 DBA, Business Administration, 2006, Argosy University  
 MBA, Marketing, 2000, Interamerican University of PR  
 BBA, Marketing, 1997, Interamerican University of PR

**FUENTES-FIGUEROA, DAVID** ..... GENERAL EDUCATION  
 MA, Guidance & Counseling, 2011, Interamerican University of PR  
 BA, Social Work, 2007, Interamerican University of PR

**GONZÁLEZ-RAMÍREZ, ISMAEL**..... TECHNOLOGY  
 MBA, Technology Management, 2006, University of Phoenix  
 BS, Biology, 1997, University of Puerto Rico

**GRAU-BURGOS, SHARON** ..... GENERAL EDUCATION  
 EdD, Teaching Curriculum and Learning Environment, 2012, Metropolitan University of Puerto Rico  
 MEd, English as a Second Language, 2006, Metropolitan University of PR  
 BA, English, 1994, Sacred Heart University

**GUASP-GUTIERREZ, IVÁN** .....BUSINESS ADMINISTRATION  
 JD, Law, 2011, University of Puerto Rico  
 MBA, Business Administration, 1999, University of Wisconsin  
 BBA, Accounting, 1995, University of Puerto Rico

**GUTIERREZ-DÁVILA, MARIBELIN**.....BUSINESS ADMINISTRATION  
 MBA, Management, 2006, Metropolitan University of Puerto Rico  
 BBA, Marketing, 2000, Turabo University of Puerto Rico

**GUZMÁN-LIMA, ROMELIS** .....BUSINESS ADMINISTRATION  
 EdD, Instructional Teaching, 2018, Nova Southeastern University  
 MIS, Information Systems, 2003, EDP University  
 BA, Computer Engineering, 1991, Pontificia Universidad Madre y Maestra, República Dominicana

**HERNÁNDEZ-FALCÓN, JOSÉ**.....BUSINESS ADMINISTRATION  
 MBA, Management, 2005, University of Phoenix  
 BA, Public Communications, 1998, University of Puerto Rico  
 BEd, Education in History, 1994, Interamerican University of PR

**HERNÁNDEZ-GONZÁLEZ, MARTA** .....BUSINESS ADMINISTRATION  
 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

**JERÉZ-GARCÉS, MIRIAM**..... HEALTH SCIENCES  
MS, Health Inform Manage, 2011, University of PR  
BSN, Nursing, 2017, NUC University Online Division  
BA, Psychology Industrial, 2001, Sacred Health University

**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-CANDELARIA, GUISELL**..... 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-MARRERO, AGUSTÍN**..... HEALTH SCIENCES  
MD, 1998, Universidad Central del Caribe

**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

**MEDERO-OSORIO, BRISEIDA**.....BUSINESS ADMINISTRATION  
 DBA, Management, 2012, Turabo University of PR  
 MBA, Management, 2002, Metropolitan University of PR  
 BBA, Management, 2000, University of Phoenix

**MEDINA-IRIZARRY, EVARISTO**.....BUSINESS ADMINISTRATION  
 MBA, Economy, 1985, University of Puerto Rico  
 BA, Economy, 1982, University of Puerto Rico

**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

**MORALES-VELÁZQUEZ, KARILYN** ..... NURSING  
 EdD, Distance Education, 2017, Nova Southeastern University  
 MSN, Enfermería, 2005, Universidad de Puerto Rico  
 BSN, Enfermería, 2000, Universidad de Puerto Rico

**NAVARRO-PIZARRO, RAFAEL**.....BUSINESS ADMINISTRATION  
 MBA, Accounting, 2008, Caribbean University of Puerto Rico  
 BA, Commercial Education, 2002, 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-CARASQUILLO, 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-MORALES, JOARIS** ..... NURSING  
DNP, Nursing, 2020, American Sentinel University, Colorado  
MSN, Nursing, 2011, University of Puerto Rico  
BSN, Nursing, 2003, University of Puerto Rico

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

**OTERO-SERRANO, JUAN**..... BUSINESS ADMINISTRATION  
DBA, Finance, 2009, University of Puerto Rico  
MBA, Marketing, 2002, Universidad Central de Bayamón  
BS, Chemistry, 1991, Interamerican University of Puerto Rico  
BS, Biology, 1988, University of Puerto Rico

**PADÍN-ROSARIO, LESLIE** ..... HEALTH SCIENCES  
MBA, Administration of Health Information Management, 2015, University of PR  
BSN, Nursing Sciences, 2010, University of PR  
AS, Physical Therapy Assistant, 2007, University of PR

**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, KEYLA**..... EDUCATION  
PsyD, Counseling Psychology, 2015, Turabo University  
Mpsyc, Counseling Psychology, 2010, Turabo University  
BA, Psychology, 2003, Interamerican University of Puerto Rico

**RIVERA-RODRÍGUEZ, MADELLINE** ..... 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

**RIVERA-VÁZQUEZ, MARÍA DE LOS A.** ..... NURSING  
DE, Education, 2017, Nova South Eastern University  
MSN, Nursing, 2003, University of Puerto Rico  
BSN, Nursing Science, 2006, 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-CABRERA, LOURDES**..... GENERAL EDUCATION  
ME, Leadership in Educational Organization, 2018, University of PR  
BA, Social Studies, 2015, 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

**RODRÍGUEZ-RIVERA, NOEIMEE**..... HEALTH SCIENCES  
MBA, Administration, 2015, University of Phoenix  
BSB, Business Administration, 2013, University of Phoenix

**ROMÁN-VÉLEZ, LUIS**..... TECHNOLOGY  
MS, Computer in Open Information Systems, 2016, Interamerican University of Puerto Rico  
BA, Computer Sciences, 2007, 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

**SANDOVAL-APONTE, RAFAEL**..... EDUCATION  
 EdD, Education and Leadership, 2013, Turabo University  
 MA, Criminal Justice, 2009, Caribbean University of PR  
 BAC, Journalism, 2006, Sacred Health University of PR

**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

**SANTIAGO-ROMÁN, JAIME** ..... BUSINESS ADMINISTRATION  
 DBA, Electronic Commerce 2013, Northcentral University  
 MBA, Business Administration, 2005, University of Phoenix  
 BA, Psychology, 1992, Interamerican 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

**TIRADO-GUZMÁN, HÉCTOR**..... BUSINESS ADMINISTRATION  
 DM, Management Leadership and Technology, 2012, University of Phoenix  
 MBA, Technology Management, 2001, University of Phoenix  
 BBA, Business Administration, 1992 Interamerican 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-ARROYO, JESSICA**..... EDUCATION  
PHD, Psychology, 2018, University of Puerto Rico  
BA, Forensic Psychology, 2004, University of Puerto Rico

**TORRES-GARCÍA, JEANNETTE**..... HEALTH SCIENCES  
MA, Business Education, 1995, Interamerican University PR  
BA, Business Education, 1988, Caribbean University PR  
BSS, Secretarial Science, 1986, Caribbean University PR

**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-FLORES, LILLE**..... GENERAL EDUCATION  
DED, Teaching and Curriculum, 2003, University of Puerto Rico  
MPH, Public Health Education, 1993, University of Puerto Rico  
BS, Biology, 1983, 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

**VALDÉZ-GONZÁLEZ, RICHARD**..... BUSINESS ADMINISTRATION  
MBA, Marketing, 1985, University of Puerto Rico  
BBA, Marketing, 1990, University of Puerto Rico

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

**VELÉZ-RODRIGUEZ, JANIRIAM**..... BUSINESS ADMINISTRATION  
MA, Juris Doctor, 2017, Pontifical Catholic University of Puerto Rico  
BA, Business Administration, 2013, University of Puerto Rico

**VELILLA-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

**VIDOT-NÚÑEZ, DIANA** ..... BUSINESS ADMINISTRATION  
PDH, Industrial Psychology, 2010, Pontifical Catholic University of Puerto Rico  
BA, Industrial Psychology, 2004, University of Puerto Rico

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

**ZAPATA-FLORES, MARISOL** ..... HEALTH SCIENCES  
MBA, 2017, National University College  
BA, Criminal Justice, 2014, NUC Online Division  
Cert, Information in Processing Medical Billing, 2014, Universidad del Este

**ZAYAS-SANTIAGO, XIOMARA** ..... NURSING  
DNP, Nursing, 2020, American Sentinel University, Colorado  
MSN, Nursing, 2014, Columbia Centro Americano, PR  
BSN, Nursing Science, 2006, 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 NUC University's Miami 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. Miami 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/gsis-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.

#### Collection at Glance

<b>Subscription Database Content</b>	<b>Titles Indexed</b>	<b>Full Text Content</b>
eBooks	401,576	401,576
Journals	316,315	290,434
Videos	22,625	22,625
Dissertations	70,000	70,000
Newspapers	2,223	1,964

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

Software	Description
LibGuides CMS	Library Platform
LibAnswers	Virtual reference services (live chat and tickets)

### Business Administration Collections Content

Program	Databases	Content
Business Administration	ProQuest Dissertation and Thesis	Dissertations and thesis
	Safari	eBooks
	Ebrary	
	e-Libro Cátedra	
	Books24x7	
	eBook Subscription Academic Collection	
	Digitalia	
	Business Source Complete	Journals, magazines, documents
	ABI/INFORM Complete	
	Accounting and Tax Database	
	Banking Information Source	
	Canadian Business and Current Affairs (CBCA)	
	Career and Technical Education	
	European Business	
	OxResearch reports from Oxford Analytica	
	Research Library	
	Academic Search Complete	
	Ocenet Universitas	
	Ocenet Administración de empresas	
	Fuente Academica	
	Hospitality and Tourism Index	
	Canadian Newsstand Complete	Newspapers
	Newsstand	
	Latin American Newsstand	
	Asian Business and Reference	Reference material
	Hoovers Company Records	Reports
	Snapshots Series (market reports set)	
Films On Demand	Videos	

Information Technology and Network Technology Collections Content

<b>Program</b>	<b>Databases</b>	<b>Content</b>
Information Technology and Network Technology	ProQuest Dissertation and Thesis	Dissertations and thesis
	Safari	eBooks
	Ebrary	
	e-Libro Cátedra	
	Books24x7	
	eBook Subscription Academic Collection	
	Computers and Applied Sciences Complete	Journals, magazines, documents
	Computing	
	Research Library	
	Telecommunications	
	Academic Search Complete	
	Fuente Académica	
	Library, Information Science and Technology Abstracts	
	Latin American Newsstand	Newspapers
	Newsstand	
	Films On Demand	Videos

Criminal Justice Collection Content

<b>Program</b>	<b>Databases</b>	<b>Content</b>
Criminal Justice	ProQuest Dissertation and Thesis	Dissertations and thesis
	Ebrary	eBooks
	e-Libro Cátedra	
	eBook Subscription Academic Collection	
	Digitalia	
	Criminal Justice Abstracts with Full text	Journals, magazines, documents, reference material
	Career and Technical Education	
	Criminal Justice Periodicals	
	Political Science	
	Psychology Journals	
	Religion	
	Research Library	
	Social Science Journals	
	Sociology	
	PRISMA (Publicaciones y Revistas Sociales y Humanísticas)	
	Academic Search Complete	
	Ocnnet Universitas	
	Fuente Academica	
	Index to Legal Periodicals and Books Full Text	
	National Criminal Justice Reference Service Abstracts	
	SocINDEX with Full Text	
	World Politics Review	
	Military Collection	
	LexJuris	Legal documents
	WestLaw	Newspapers
	Canadian Newsstand Complete	
	Newsstand	
Latin American Newsstand	Videos	
Films On Demand		

Educational Leadership Collection Content

<b>Program</b>	<b>Databases</b>	<b>Content</b>
Educational Leadership	ProQuest Dissertation and Thesis	Dissertations and thesis
	Ebrary	eBooks
	e-Libro Cátedra	
	eBook Subscription Academic Collection	
	Digitalia	
	ERIC	Journals, documents, reference material, magazines, reports
	Educational Administration Abstracts - HOST	
	Career and Technical Education	
	Education Journals	
	Political Science	
	Psychology Journals	
	Religion	
	Research Library	
	Social Science Journals	
	Sociology	
	PRISMA (Publicaciones y Revistas Sociales y Humanísticas)	
	Academic Search Complete	
	Ocnnet Universitas	
	Fuente Academica	
	Library, Information Science and Technology Abstracts	
	SocINDEX with Full Text	
	World Politics Review	
	Education Research Complete	
	Canadian Newsstand Complete	Newspapers
	Newsstand	
	Latin American Newsstand	
Films On Demand	Videos	

## STUDENT AFFAIRS

All students admitted at NUC University including those at Miami 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 Academic 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 Academic 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, 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. 1<sup>st</sup> 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.

2. 2<sup>nd</sup> 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. 3<sup>rd</sup> 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 final 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 a final 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 Education Admissions Requirements:**

In order for students to be admitted into a Master's Degree in Education program students must:

1. Submit a final 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 (Educational Leadership), 2.50 (Curriculum / Assessment and Effectiveness) 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 final 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. A final 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

Grade Level	Transfer Admission Index	Other requirements
<b>Master's Degree in Business Administration</b>	GPA 2.50 Minimum 6 approved credits	<ol style="list-style-type: none"> <li>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.</li> <li>2. Online students must have computer literacy and a valid e-mail address.*</li> <li>3. Meet all general admission and transfer requirements.</li> </ol>
<b>Master's Degree in Educational Leadership</b>	GPA 3.00 Minimum 6 approved credits Minimum Grade B	<ol style="list-style-type: none"> <li>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.</li> <li>2. Two letters of recommendation from professors or other professionals.</li> <li>3. Online students must have computer literacy and a valid email address.*</li> <li>4. Meet all general admission and transfer requirements.</li> </ol>
<b>Master's Degrees in Education in: Curriculum / Assessment and Effectiveness</b>	GPA 2.50 Minimum 6 approved credits Minimum Grade B	<ol style="list-style-type: none"> <li>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.</li> <li>2. Two letters of recommendation from professors or other professionals.</li> <li>3. Online students must have computer literacy and a valid email address.*</li> <li>4. Meet all general admission and transfer requirements.</li> </ol>

\*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.

Grade Level	Admission Index	Transfer Admission Index	Other requirements
Graduate Certificate in Accounting	2.50 points	GPA 2.50	<ol style="list-style-type: none"> <li>1. Have a bachelor's or master's degree in accounting from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin., or,</li> <li>2. Have a bachelor's or master's degree in any area of concentration and where the official school transcript proves the completion of nine (9) credits in accounting courses. These courses should have been approved with a minimum grade of C in undergraduate courses, or a minimum grade of B in graduate courses.</li> </ol>
Graduate Certificate in Management and Educational Leadership	2.50 points	GPA 2.50	<ol style="list-style-type: none"> <li>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.</li> <li>2. Meet all general admission and transfer requirements.</li> </ol>
Graduate Certificate in Online Education	2.50 points	GPA 2.50	<ol style="list-style-type: none"> <li>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.</li> <li>2. Meet all general admission and transfer requirements.</li> </ol>



## **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.

## FINANCIAL AID OFFICE

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](http://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 Grant: High School Senior***

The High School Senior Grant 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 Grant 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 Grant: "Creciendo Contigo"***

The "Creciendo Contigo" Grant 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 Grant 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" Grant 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

### ***Institutional Grant: "Por ti, Contigo"***

The "Por ti, Contigo" grant awards \$200.00 to new students enrolled in programs leading to a diploma, and \$300 to newly enrolled students in programs leading to an associate's, bachelor's or master's degree. The grant is applicable to one academic term. An additional \$100.00 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 “Por ti, Contigo” grant application no later than June 30 of the current award year
2. Being a new student
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 Grant are limited. NUC will disburse the awarded Grant 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 Miami 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 policies 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.

SCORE	COURSE	CREDITS
3	ENGL 1010	3
	MATH 1010	3
	SPAN 1010	3
4 or 5	ENGL 1010-1020	6
	MATH 1010	3
	SPAN 1010-1020	6

## 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*.

# INSTITUTIONAL POLICY FOR VETERAN STUDENTS

## Admission

Any veteran student and recipient must submit all admissions requirements. before the 1st day of classes.

## STUDENT RESPONSIBILITIES

### **Applications for Benefits**

VA students must file an application either Online or by Mail when they first start school before they can receive benefits. Students who have never received VA benefits must file an original application.

(Veterans or Service members applying for chapters 30, 32, 33, and 1606 must use the Form 22-1990; dependents applying for chapter 35 use VA Form 22-5490; students requesting Transferred Post-9/11 GI Bill® (chapter 33) use VA-Form 22-1990e). Students who have received VA benefits before, must file a “Request for Change of Program or Place of Training” (Veterans, Service members and dependents using Transferred Post-9/11 GI Bill® (chapter 33) use VA Form 22-1995 and dependents using chapter 35 use VA Form 22-5495).

### **Student Responsibilities**

- Before enrolling in an educational institution, you must:
  - Consult with your educational service officer or counselor.
  - Review the Assistance Costs (COA), or the net cost for the chosen program.
- For NCD Facilities:
  - Beginning with terms on or after August 1, 2021, students using their Post-9/11 GI Bill® benefit at a non-college degree (NCD) facility will be required to verify their enrollment at the beginning of each month to receive their Monthly Housing Allowance (MHA).
    - Text Message Verification:
      - Students will be able to use text messages as a simple, quick option for verifying enrollment to receive your MHA payment uninterrupted. To streamline the verification process, VA is encouraging students to sign up for text messaging. To do so, students can contact the Education Call Center (ECC) at 1-888-GIBILL-1 (1-888-442-4551) to ensure VA has their mobile phone number. All impacted students with a mobile phone number on file will receive an opt-in text beginning on August 1. After opting-in, students can simply reply to a VA text message to verify enrollment monthly.
    - Certifying Officials are required to certify the student’s enrollment again after the course add-drop date.
  - The institution is not responsible if the VA student does not meet or follow the processes or requirements instituted by the military agencies.
  - VA-approved programs may vary from Campus or learning sites. Prior to enrolling, confirm with the Schools Certifying Official that the program of your interest is approved.
  - If you are planning to use Military or VA benefits, please provide the Certifying Official a copy of your Certificate of Eligibility, Authorization Letter, or a Declaration of Benefits.
  - Military or VA benefits are approved only from your primary school of enrollment.
  - You must take courses that are included in your degree curriculum or academic program to receive benefits. Only courses belonging to the degree, program and concentration to which it is classified will be certified.
  - If you wish to change your degree, program or concentration, you must contact the Schools Certifying Official (SCO).

- If you are transferring from another educational institution, you must provide the school with Official Transcripts of all the institutions in which you have previously attended. **This is not optional.** No Military or VA benefits will be requested unless the institution receives Official Transcripts, including Joint Service Transcript (JST).
- Courses that are not successfully completed due to ceased attendance, partial or complete drops will be reported to the Department of Veterans Affairs (VA). Failing to regularly attend and complete a class will impact benefits amount and eligibility. The participant may be required to repay for any courses that were not satisfactorily completed.
- A student receiving educational benefits from the Veterans Administration shall maintain in all evaluation periods a grade point average (GPA) of at least 2.00, to be considered as achieving satisfactory progress and to continue receiving their educational benefit.
- If a participant is on academic probation, your Military or VA benefits may be affected.
- If you are using Vocational Rehabilitation (VRA-C31) please provide to the School Certifying Official contact information of your VA Counselor.
- Military or VA benefits students must maintain if one is given their institutional payment plan on time.
- It is recommended that all VA students enroll in the school's direct deposit program.

### **Student Verification of Enrollment**

Students receiving chapter 30 and 1606 must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). The monthly verification of enrollment has not been added for chapter 33 and chapter 35, with one exception. chapter 35 Non-College Degree (NCD) students are mailed a monthly verification form (VA Form 22- 8979).

### **Eligible Individuals**

Generally, an individual who served a minimum of 90 days on active duty after September 10, 2001, will be eligible for educational assistance under the Post-9/11 GI Bill®.

### **Period of Eligibility**

Generally, if release from active duty was before January 1, 2013, individual's eligibility to use chapter 33 benefits expires 15-years from the date of the last discharge or release from active duty of at least 90 consecutive days. The Harry W. Colmery Veterans Assistance Act of 2017 eliminates the 15-year limitation to use the Post-9/11 GI Bill® benefit in the case of Veterans who meet the following requirements:

- Last discharge or release from active duty of at least 90 consecutive days was on or after January 1, 2013
- Honorably discharged from the Armed Forces
- Released from the Armed Forces with service characterized as honorable and placed on the retired list, temporary disability retired list, or transferred to the Fleet Reserve or the Fleet Marine Corps Reserve
- Released from the Armed Forces with a service characterized as honorable for further service in a reserve component

Children of deceased Service members who become entitled to the Post-9/11 GI Bill® on or after January 1, 2013 and all spouses using Fry Scholarship no longer have a time limitation to use their benefits.

### **Validation of credit/hours from previous studies**

Each School Certifying Officer must ensure that the student with previous studies at another institution submit for evaluation an official transcript from the institution and/or program of origin. The student must request credit validation following the procedures established by the institution. The institution ensures



that to validate credit/hours from previous studies, the cost and duration of the program shall be reduced proportionately.

**Educational assistance under chapter 31 or 33**

Our policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- I. The date on which payment from VA is made to the institution.
- II. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. Our policy ensures that our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

**Chapter 33 Entitlement**

Individuals eligible under Chapter 33 are generally entitled to 36 months of educational assistance. Individuals are generally limited to a maximum of 48 months of entitlement when using benefits under two or more programs.

Individuals eligible for benefits under the national call to service program and Chapter 30, 31, 32, 33, 34, 35, or 36 of title 38; or Chapter 107, 1606, 1607, or Section 903 of Title 10; or the hostage relief act of 1980; or the omnibus diplomatic security and antiterrorism act of 1986 may not receive assistance under two or more such programs concurrently.

<b>Service Requirements (Aggregate Active Duty after 9/10/01)</b>	<b>% of Maximum Benefit Payable</b>
At least 36 months	100
At least 30 continuous days on active duty (Must be discharged due to a service-connected disability)	100
Awarded the Purple Heart	100
At least 30 months, but less than 36 months	90
At least 24 months, but less than 30 months	80
At least 18 months, but less than 24 months    At least 12 months, but less than 18 months	70
At least 06 months, but less than 18 months	60
At least 90 days, but less than 06 months	50

**Chapter 33 Benefits**

**Tuition Benefits**

Tuition and Fees are paid directly to the School and on behalf of the student when the school's enrollment certification is processed.

### **Monthly Housing Allowance**

Monthly benefit payments (or Monthly Housing Allowance (MHA) for chapter 33) are made directly to students. The payment is made to the student for the number of days the student is certified for the month. If a student is certified for a whole month, the full monthly benefit is paid. If the student is only certified for part of the month, the benefit is prorated.

### **Chapter 30 Benefits Montgomery GI BILL® – Active Duty (MGIB-AD)**

Benefits are paid on a monthly basis directly to the Veteran.

### **CHAPTER 35 DEPENDENTS' EDUCATIONAL ASSISTANCE (DEA)**

Educational Assistance paid to dependents of Veterans who have a service-connected permanent and total disability or died as a result of service connection. Persons who may be eligible are:

- A child (between ages 18 and 26, with some exceptions) of a Veteran who is permanently and totally disabled due to a service-related condition; or who died in service; or who died of a service-connected disability; or who died while evaluated as having total and permanent service-connected disability; or who is listed as a POW or MIA
- The surviving spouse of a Veteran who died of a service-connected disability, or died in service, or died while evaluated as having total and permanent disability resulting from a service-connected disability. Surviving spouses, whose benefits stopped when they remarried can receive DEA benefits again if their remarriage ends by death, divorce, or they cease to live with the person to whom they presented themselves in public as married
- A spouse of a Veteran or serviceperson who has a total and permanent disability resulting from a service-connected disability; or who is listed as a POW or MIA
- The spouse or child of a Service member who is hospitalized or receiving outpatient treatment for a service-connected permanent and total disability and is likely to be discharged for that disability
- A child, spouse, or surviving spouse may be eligible for special restorative training where needed to overcome or lessen the effects of a physical or mental disability for the purpose of enabling an eligible person to pursue a special vocational program or other appropriate goal

### **Chapter 1606 MONTGOMERY GI BILL® - SELECTED RESERVE (MGIB-SR) - CHAPTER 1606, TITLE 10 U.S. CODE**

Chapter 1606 is an educational program for members who are actively participating in the Selected Reserve. Selected Reserve components include the Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard, and Air National Guard. The Department of Defense and the Department of Homeland Security (Coast Guard) determine who's eligible for chapter 1606. The Department of Veterans Affairs administers the program and pays benefits.

Basic eligibility requires a 6-year obligation to serve in the Selected Reserve and satisfactory participation in required Selected Reserve training. chapter 1606 benefits are paid on a monthly basis directly to the reservist. Find more information on our rates webpage.

### **Repeating Courses**

Classes that are successfully completed may not be certified again for VA purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to VA again.

### **Prior Credit**

Schools are required to review prior credit and grant credit as appropriate to a VA student's current program. In essence, this requires every approved school to have and enforce a policy with regard to transfer courses, credits, and previous experience.

Schools must evaluate prior credit, grant credit as appropriate, notify the student of the evaluation, and shorten the program certified accordingly.

### **Non-College Degree Institutions (NCD)**

If a program is measured in clock hours, benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week are reported.

### **Primary School**

If a student takes courses elsewhere that satisfy requirements for his or her degree at your school, then you're the primary school and the student is a "Guest Student" at the secondary school.

### **Reduction and Withdrawals**

#### **Reduction and Withdrawals (Chapter 33).**

All changes in credit must be reported, generally within 30 days of the change in enrollment.

#### **Reduction and Withdrawals (Chapters 30, 32, 35, and 1606).**

Changes in credit hours that do not change the student's training time do not need to be reported unless the student is a Serviceperson and there is a change in Tuition and Fees.

### **Adjustments After Drop Period**

When a change in credit is certified for chapter 33 the corresponding change in tuition, fees, for the remaining credit must also be reported. VA will be notified that the student withdrew after the drop period.

### **Non-punitive Grades**

A non-punitive grade is a grade that doesn't count as earned credit and isn't considered in progress standards for graduation. A withdrawal after the drop period is non-punitive if it isn't calculated into the student's GPA or it isn't considered in academic progress criteria like probation and suspension.

### **Punitive Grades**

A punitive grade is a grade assigned for pursuit of a course which is used in determining the student's overall progress toward completion of the school's requirements for graduation, e.g., a failing grade. Unlike the non-punitive grade, the punitive grade does affect the criteria to be met by the student for graduation, i.e., it is a factor in computing the student's grade average or grade point average.

### **Mitigating Circumstances**

Mitigating Circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits.

Examples are:

- An illness or death in the student's immediate family.
- An illness or injury afflicting the student during the enrollment period.
- An unavoidable change in the student's conditions of employment.
- An unavoidable geographical transfer resulting from the student's employment.
- Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.

- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student made for the period during which he or she is attending classes.

### **Unsatisfactory Progress, Conduct and Attendance**

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Benefits can be resumed if the student reenrolls in the same educational institution and in the same program. In other cases, benefits cannot be resumed unless VA finds that the cause of the unsatisfactory attendance, conduct or progress has been removed and the program of education or training to be pursued by the student is suitable to his or her aptitudes, interests, and abilities.

Unsatisfactory progress (Academic Suspension) must be reported to VA as a termination. When a student has failed to maintain prescribed standards of progress, VA must be informed promptly so that benefit payments can be discontinued in accordance with the law. The termination date assigned by the school will be the last day of the term or other evaluation period in which the student's progress became unsatisfactory. Schools that provide a period of academic probation may not continue to certify a Veteran or eligible person (who remains in a probationary status) for an indefinite period of time. It is reasonable to expect that an institution will report a termination due to unsatisfactory progress if a student remains on academic probation beyond two terms, quarters, or semesters.

### **Satisfactory Academic Progress**

**A student receiving educational benefits from the Veterans Administration shall maintain in all** evaluation periods a grade point average (GPA) of at least 2.00, to be considered as achieving satisfactory progress and to continue receiving their educational benefit.

### **Probationary Period (to receive educational benefit)**

Students, who fail to accumulate a minimum grade point average (GPA) of 2.00 at the end of the grading period or term, will be placed on probation for their benefit. Failure to achieve the minimum grade point average (GPA) of 2.00 at the end of the term in which is in probation, the benefit will be suspend. In the event that a program consists of only two periods or terms, and not achieve a minimum grade point average (GPA) of 2.00, the student will not be certified for the second period or term.

### **Reinstalling the educational benefit**

After the educational benefit has been suspended for unsatisfactory progress and once the next term of class has passed; if the veteran student has earned a minimum grade point average (GPA) of 2.00, the educational benefit will be reinstalled. After the student returns from his or her suspension and fails to achieve the minimum GPA of 2.00; the benefit will be suspended until the student meets the minimum GPA of 2.00.

### **Satisfactory Attendance (to continue receiving educational benefit)**

The Veterans Administration will only pay for the total hours that the program consists of. The veteran student will be certified by the Certifying Officer according to the hours in which they are enrolled in the respective period, term, or session. Therefore, a student receiving educational benefits must keep at all times a satisfactory attendance.

The Certifying Officer will conduct an attendance evaluation at the end of each period, term or session. Only a 10% of justified absences will be permitted of the total hours corresponding to the month, period, term or session. In case of justified absences, these need to be replaced and must be evidenced immediately returning to classes after the absence (according to the reasons outlined in the institutional catalog as justified or authorized absences).

### **Tuition Assistance (TA)**

Tuition Assistance (TA) is a Department of Defense (DoD) program. VA does not administer TA. TA rules vary by branch of service and can even vary between components within the branches depending on whether the Service member is Active duty, Reserve, or National Guard.

If a student receives education benefits from VA and receives TA benefits from the military, duplication of benefits may be an issue. The issue might involve VA regulations, DoD regulations, military branch specific regulations or all three since VA, DoD, and the military branches all have regulations about receiving VA benefits and TA at the same time. Potential duplication issues are outlined below.

DoD has established a policy that Federal Tuition Assistance will not be authorized for classes for which a member is also receiving benefits under the Montgomery GI Bill® – Selected Reserve program), Reserve Educational Assistance Program, or any other GI Bill® program other than the Montgomery GI Bill® – Active Duty program (chapter 30)

### **Chapter 33 Recipients**

Active Duty, National Guard, and Reserve Service members may receive Chapter 33 benefits for the same courses for which they receive TA from the military. Depending on their mobilization time, National Guard and Reserve Service members may have varying percentages of Chapter 33 benefits ranging from 40 to 100%. Schools must deduct TA benefits from the net tuition and fees submitted to VA, and Chapter 33 is used to pay toward the remaining out-of-pocket costs.

### **Chapter 30 Recipients**

Active Duty Service members and National Guard and Reserve AGRs may not receive standard Chapter 30 benefits for the same courses for which they receive TA from the military (with the exception of Top-up). If a student takes several courses, the student cannot receive Chapter 30 benefits for the courses for which TA is paid, but the student can receive Chapter 30 benefits for the courses for which TA isn't paid.

### **Chapter 1606**

On May 5, 2021, the Office of the Under Secretary of Defense issued a memorandum to Veterans Affairs' (VA) Education Service clarifying the approval of concurrent receipt for GI Bill® beneficiaries of Federal Tuition Assistance (TA) and the Montgomery GI Bill® -Selected Reserve Education Benefit (MGIB-SR or chapter 1606). Restrictions have been lifted for concurrent use of Federal Tuition Assistance and MGIB-SR. All qualified Selected Reserve Service members are authorized to use both TA and MGIB-SR benefits concurrently when enrolled in a program of education that is half-time or greater. Concurrent use is not authorized when enrolled less than half-time.

### **Debts and Overpayments**

A debt is established on a school when:

- The student never attended any classes for which he or she was certified regardless of the reason for non-attendance
- The student completely withdraws on or before the first day of the term (FDOT)
- The school received payment for the wrong student
- The school received a duplicate payment
- The school submitted an amended enrollment certification, or an Amendment in VA- ONCE, and reported reduced tuition and fee charges, reduced Yellow Ribbon amount, or reduced both.
- The student died during the term, or before start of the term
- VA issued payment above the amount certified on the enrollment certification that was used to process the payment (VA data entry error)

- The student withdraws after the first day of the term
- The student reduces hours whether the reduction occurred before or during the term
- The school submitted a change in enrollment (on VA Form 22-1999b, or an Adjustment through VA-ONCE) and reported a reduction in tuition, fees, due to student action reducing or terminating training. If a student drops a course and adds a course so that there is no net change in training time, any change to tuition, fees, is a debt.

### **Student Overpayment**

When an overpayment is created, a first demand letter is sent notifying the student of the overpayment. When the letter is received, the student should immediately contact VA regarding the debt. The response should be sent (in writing) directly to the office sending the letter, unless otherwise stated. Responding immediately and reaching a valid repayment agreement in a timely **manner could prevent future** benefits from being withheld. Due process (rights to appeal or waiver) as well as time limits for each step in the process is given in the first demand letter.

Time limits - A request for waiver must be received no later than 180 days (6 months) from the date of the initial notification of the overpayment. If a waiver request is received within 30 days of the first demand (notification) letter, no benefits will be withheld until the decision is made. If benefits were withheld and the waiver request was found to be timely, a refund will be issued. If a waiver is granted, any funds that have been applied will be refunded. NOTE: If a waiver is requested after the first 30 days, but within 180 days, offset of benefits will continue. If a waiver is granted, the amount collected will be refunded.

Compromise offers can be made any time. The offer must be a lump sum offer, in writing, and accompanied by a current Financial Status Report (form available through our toll-free telephone number).

If a waiver is denied, the student will receive a written notification of the decision that will also indicate when future benefits will start being withheld. An appeal to a waiver denial must be made within one year from the date of the denial letter. Withholding of benefits will continue while this issue is pending.

Second and third demand letters and one warning letter are sent before referrals are made to nationwide credit bureaus.

Second and third demand letters and two warning letters are sent before referral to the Internal Revenue Service to offset the debt from any federal payments being made to the claimant.

[https://www.knowva.ebenefits.va.gov/system/templates/selfservice/va\\_ssnew/help/customer/locale/en-US/portal/55440000001018/content/554400000149088/School-Certifying-Official-Handbook-On-line](https://www.knowva.ebenefits.va.gov/system/templates/selfservice/va_ssnew/help/customer/locale/en-US/portal/55440000001018/content/554400000149088/School-Certifying-Official-Handbook-On-line)

®GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

## **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 Miami 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>

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:

100-90	<i>A</i>	=	<i>Excellent</i>	4.00	<i>Grade Points</i>
89-80	<i>B</i>	=	<i>Good</i>	3.00	<i>Grade Points</i>
79-70	<i>C</i>	=	<i>Satisfactory</i>	2.00	<i>Grade Points</i>
69-60	<i>D</i>	=	<i>Deficient</i>	1.00	<i>Grade Point</i>
59-0	<i>F</i>	=	<i>Failure</i>	0.00	<i>Grade Point</i>
	<i>I</i>	=	<i>Incomplete</i>		
	<i>R</i>	=	<i>Repeated Course</i>		
	<i>TC</i>	=	<i>Transfer Credits</i>		
	<i>AW</i>	=	<i>Administrative Withdrawal</i>		
	<i>CE</i>	=	<i>Competency Exam</i>		
	<i>NS</i>	=	<i>No Show</i>		
	<i>P</i>	=	<i>Pass</i>		
	<i>W</i>	=	<i>Withdrawal</i>		
	<i>NP</i>	=	<i>No Pass</i>		
	<i>NR</i>	=	<i>Grade not Reported</i>		

## 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

Roles	Responsibilities <sup>1</sup>
Appeal Committee	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.
Submission of Appeal Request	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.

<sup>1</sup> 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.**

Grade Type	Grade	GPA	Credits/ Hours Attempted	Credits Completed	Maximum Time Frame
Passing Grades	A, B, C, CNP, D, DNP	Yes	Yes	Yes	Yes
Additional Passing Grades	CE, P, YP, YR	No	Yes	Yes	Yes
Fail Grade	F, *DGA	Yes	Yes	No	Yes
No Pass Grade	NP, NR	No	Yes	No	Yes
Incompletes	IA, IB, IC, ID, IF	Yes (validate)	Yes	Yes	Yes
Drop Courses	W, AW, FW*	No	Yes	No	Yes
Emergency Drop Courses	EW	No	No	No	No
Repeated Courses	An * will appear next to the grade	Highest grade obtained	Yes	Applicability based on grade received (refer to grades above)	Yes
Transferred Credits/Hours from prior programs at NUC U accepted towards current program	Refer to grades above	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)
Credits transferred from other institutions that were accepted	TC, TD**, Y	No	Yes	Yes	Yes

towards current program					
***Extended Practicum (NUC U – División Técnica-IBC)	PE	No	No	No	No
Course transferred from previous programs at NUC U – División Técnica-IBC accepted into the new program or accepted to complete the same program when the student returns after 180 days.	TA, TB, TC	Yes	Yes	Yes	Yes

\*Applies only to core courses and associated degree concentration

\*\*Applies only to students who have an Associate Degree in Nursing

\*\*\* Applies only to students enrolled in diploma programs with extended internships

### 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)*

### REEVALUATION 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

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Associate's Degree in Accounting	64	96	2.00	66.66%
Associate's Degree in Business Administration	69	103	2.00	66.66%
Associate's Degree in Business Administration in Entrepreneurship	67	100	2.00	66.66%
Associate's Degree in Criminal Justice	71	106	2.00	66.66%
Associate's Degree in Medical Billing and Coding	61	91	2.00	66.66%
Associate's Degree in Network Technology and Applications Development	74	111	2.00	66.66%

### Bachelor's Degree

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

### Master's Degree

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Master's Degrees in Business Administration	39	58	3.00	66.66%
Master's Degrees in Education	39	58	3.00	66.66%
Master's Degrees in Information Technology	39	58	3.00	66.66%
Master's Degrees in Science in Nursing	36	54	3.00	66.66%

## **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 is it 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:*

<b>GRADE</b>		<b>POINT VALUE</b>		
<i>SPAN 1010</i>	<i>A (4)</i>	<i>X</i>	<i>3 CRS.</i>	<i>12</i>
<i>ENGL 1010</i>	<i>B (3)</i>	<i>X</i>	<i>3 CRS.</i>	<i>9</i>
<i>BUAD 2050</i>	<i>C (2)</i>	<i>X</i>	<i>3 CRS.</i>	<i>6</i>
<i>MATH 1010</i>	<i>D (1)</i>	<i>X</i>	<i>3 CRS.</i>	<i>3</i>
<i>HUMA 1010</i>	<i>F (0)</i>	<i>X</i>	<i>3 CRS.</i>	<i>0</i>
<hr/>				
<b>TOTALS</b>			<b>15 CRS.</b>	<b>30</b>
<b>GRADE POINT VALUE</b>			<b>30 ÷ 15=2.00</b>	<b>= C</b>

### **Grade Point Average for Graduation**

It is calculated using the honor points as defined above, but includes only the required and elective courses of the program of study from which the student is graduating.

### **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 one and a half 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 programs will receive two diplomas and will pay a graduation fee for each major.

Graduation Requirements Table for Undergraduate Programs

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

Graduation Requirements Table for Graduate Programs

<b>Grade Level</b>	<b>Minimum grade point average for graduation</b>	<b>Minimum grade needed to approve courses</b>
Master's Degree in Business Administration	GPA 3.00	All courses should be approved with a minimum grade of B.
Master's Degree in Educational Leadership	GPA 3.00	All courses should be approved with a minimum grade of B.
Master's Degree in Information Technology	GPA 3.00	All courses should be approved with a minimum grade of B.
All Master's Degrees in Science in Nursing	GPA 3.00	All courses should be approved with a minimum grade of B.

*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 using the graduation index as defined on page 61 to those students who graduate from a program as follows:

Bachelor's Degree programs:

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

Associate's Degree Programs:

- 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**  
(Effective 08/01/2021)

**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>.

**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**

DESCRIPTION	FEES		
	Residents of Puerto Rico (PR)	Non Residents of PR	Eligible Militaries Residing Outside PR
<b>COST PER CREDIT</b>			
Undergraduate Programs	175.00	320.00	275.00
<i>Business Administration Programs</i>			
<i>Criminal Justice Programs</i>	175.00	320.00	275.00
<i>Other programs</i>	179.00	320.00	275.00
Graduate Programs	195.00	370.00	300.00

**FEES**

DESCRIPTION	FEES
<b>LABORATORY COURSE<sup>2</sup></b>	75.00
<b>PRACTICE/SIMULATION COURSE</b>	
<i>Nursing programs (undergraduate and graduate)</i>	150.00
<i>Other Programs</i>	100.00
<b>TECHNOLOGY RESOURCES AND ADMINISTRATIVE SERVICES</b>	100.00
<b>REGISTRAR</b>	25.00
<b>ELECTRONIC DEVICE<sup>3</sup></b>	270.00 – 340.00
<b>INTERNET ACCESS<sup>3</sup></b>	75.00
<b>GRADUATION FEE (Graduation gown not included)</b>	100.00

<sup>1</sup> Audit students will pay 50% of the tuition and fees described above.

<sup>2</sup> Does not apply to fully virtual labs.

<sup>3</sup> The student may choose to exclude this charge. The electronic device fee varies depending on the device model and 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.

DESCRIPTION	FEES
Change of Course(s)	30.00
Program/Concentration Change	30.00
Collection Agency Fees (up to an additional 30% per balance referred to an agency)	0.30
Certifications	2.00
Certification of Contact Hours – Continuing Education	10.00
Copy of Official Enrollment	2.00
Duplicate of Student ID	5.00
Diploma Duplicate	10.00
Academic Evaluation	2.00
Evaluation of Foreign Academic Credentials	100.00
Competency Exam (Per Credit)	100.00
Incomplete Removal (per course)	50.00
Unofficial Credits Transcript	3.00
Official Credits Transcript	5.00
Recharge for printing and/or photocopying (per term)	5.00
Printing, Photocopying and Scanning Costs (per page/per side)	
Letter Size - Black & White	0.10
Letter Size - Color	0.25
Legal Size - Black & White	0.15
Legal Size - Color	0.30
Scanning/E-mailing	0.50
Printing Token	3.00
Change of Course(s)	30.00

## 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.

### 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 varies depending on the device model as described below and 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.

General Description	Model	Fee
Lenovo 14 "	81MQ000JUS	\$270.00
HP 14 Notebook 14"	234K1UA	\$340.00
Samsung - Galaxy Tablet S6 - 10.5"	T860NZAAXAR	\$270.00

**Graduation Fee**

One-time fee used to cover the costs associated with the degree granting process. The fee is added to the student's account for each program for which the student enrolls. The fee is to be paid before completing the program regardless of whether the student intends to participate in the graduation ceremony.

**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.

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.

**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.

**Registrar**

Supports the overall operations of the registration process.

**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.

***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, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 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 a 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 or 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. You 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 or 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 courses/programs that do not lead to a degree.

### **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.

<b>Completed Days in Payment Period / Total Days in Payment Period</b>	<b>Percentage of Charges owed to the Institution</b>	<b>Percentage of Charges to be Refunded</b>
<b>Up to 10.0%</b>	10%	90%
<b>10.01% - 20.0 %</b>	20%	80%
<b>20.01% - 30.0%</b>	30%	70%
<b>30.01% - 40.0%</b>	40%	60%
<b>40.01% - 50.0%</b>	50%	50%
<b>50.01% - 60.0%</b>	60%	40%
<b>60.01% - 100%</b>	100%	0%

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.

<b>Last Day of Attendance</b>	<b>Percent Attended</b>	<b>Percent of Tuition to be Refunded</b>	<b>Refund Amount</b>
<b>1/18/2019</b>	14.81%	80%	\$4,336.00
<b>02/16/2019</b>	49.38%	50%	\$2,710.00

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

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. A student is not considered withdrawn if any of the following applies:

- (1) the institution obtains written confirmation that the student will attend a later module in the same payment period of period of enrollment;
- (2) the student completes the requirements for graduation;
- (3) if the student is enrolled in a program comprised of modules<sup>1</sup>, the student completes one or more modules that, together, comprise at least 49% of the days in the payment period; or the student completes coursework equal to or greater than the coursework required for half-time enrollment.

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 & 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*). For students in a program offered in modules, the number of days that a student is scheduled to complete includes days in all coursework used to determine the amount of the student's eligibility for Title IV funds for the payment period.

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 Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grants
5. Iraq & Afghanistan Service Grants
6. FSEOG

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](http://www.nslds.ed.gov) or at [www.studentloans.gov](http://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.

This policy applies to all students enrolled in a Title IV eligible program that are also eligible for Title IV aid.

<sup>1</sup>A program is considered to be offered in modules if a course or courses in the program do not span the entire length of the payment period. Please contact the Student Accounts Administration office at: [stufinancialsupport@nuc.edu](mailto:stufinancialsupport@nuc.edu) for assistance in determining whether your program is offered in modules or for any other question related to this policy.

### **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.
3. Beware of posting personal sensitive information.
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 MIAMI CAMPUS**

- Associate's Degree in Accounting
- Associate's Degree in Business Administration
- Associate's Degree in Criminal Justice
- Associate's Degree in Medical Billing and Coding
- 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 Education
- Master's Degree in Information Technology
- Master's Degree in Science in Nursing
- Graduate Certificate in Accounting
- Graduate Certificate in Management and Educational Leadership
- Graduate Certificate in Online Education

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

### **Software<sup>1</sup> and Plugins<sup>2</sup>**

- Adobe Acrobat Reader<sup>1</sup>
- Flash Player<sup>1</sup>
- Java Player<sup>2</sup> (Latest version. Uninstall previous versions.) Should be enabled in your browser
- Apple Quicktime<sup>1</sup> (Optional)
- Windows Media Player<sup>2</sup> (Optional)
- Microsoft Office<sup>2</sup> 2007 or latest: Word, Excel, PowerPoint, Access. (Windows User)
- Office for MAC<sup>2</sup> 2008 or latest: Word, Excel, PowerPoint
- Institutional Microsoft Office for Students – Web Apps and Installer
- Open Office<sup>2</sup> (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 EDUCATION

### PROGRAM DESCRIPTION

The Master's Degree in Education (MEd) Program prepare students to assume different dynamic roles in order to lead transformative changes in their professional endeavors, inside or outside the educational field.

### PROGRAM OBJECTIVE

**Specialty 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.

**Specialty in Assessment and Effectiveness** aims to develop competent leaders in their profession, capable of designing and implementing evaluation plans for assessments of the learning outcomes and aspects concerning the effectiveness of the academic process. In addition, it prepares the students with the skills, concepts and attitudes necessary to support the continuous improvement of institutions by assessing and evaluating the effectiveness of their educational and organizational processes.

**Specialty in Curriculum** aims to develop competent leaders who are highly qualified to develop, implement and evaluate innovative curriculums in public or private educational organizations. In addition, it will prepare the student with the necessary knowledge and skills to be actively involved in the continuous improvement of the academic achievements and as a consequence, of their own professional skills in the education field

### DEGREE TYPE EARNED: M.Ed.

<b>Core Courses:</b>		<b>Credits</b>
EDUC 5100	Educational Research Methods	3
EDUC 5110	Psychosocial Foundations of Education	3
EDUC 5120	Organizational Behavior and Change	3
EDUC 5140	Administration of Special Education Programs	3
EDUC 5200	Theories, Principles and Processes Governing the Design of Educational Programs	3
EDUC 5210	Ethical and Legal Aspects of Education	3
EDUC 5220	Human Resources Administration	<u>3</u>
		<b>21</b>
<b>Educational Leadership specialty Courses:</b>		<b>Credits</b>
EDUC 5230	Instructional Leadership in Educational Scenarios	3
EDUC 5240	Ethical and Transformational Leadership	3
EDUC 6000	Educational Supervision	3
EDUC 6010	Seminar on Processes and Controversial Issues in Educational Management	3
EDUC 6025	Leadership for Diversity	3
EDUC 6050	Integrative Seminar in Education	<u>3</u>
		<b>18</b>

<b>Assessment and Effectiveness specialty Courses:</b>		<b>Credits</b>
EDUC 6225	Fundamentals of Assessment and Effectiveness	3
EDUC 6230	Effectiveness in Higher Education	3
EDUC 6240	Evaluation of the Teaching-Learning Process	3
EDUC 6250	Assessment of Educational Programs and Systems	3
EDUC 6060	Planning and Evaluation	3
EDUC 6050	Integrative Seminar in Education	<u>3</u>
		<b>18</b>
<b>Curriculum specialty Courses:</b>		<b>Credits</b>
EDUC 6200	Curriculum Design and Planning	3
EDUC 6240	Evaluation of the Teaching-Learning Process	3
EDUC 6260	Theories and Principles of Curriculum in Contemporary Education	3
EDUC 6265	Curriculum and Leadership Management	3
EDUC 6060	Planning and Evaluation	3
EDUC 6050	Integrative Seminar in Education	<u>3</u>
		<b>18</b>
<b>TOTAL CREDITS</b>		<b>39</b>

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.

**Human Resources** aims to develop professionals with the knowledge, skills and attitudes necessary for human resources management from a strategic perspective that includes the development, implementation and administration of policies concerning the management of staff in any type of organization.

**Planning and Strategy** aspires to develop professionals with the necessary knowledge and skills to manage daily and non-routinary operations within the company. The graduates from this program will be able to develop strategic projects and at the same time participate effectively in the management of operations. Furthermore, the student will be able to manage quantitative, qualitative, comparative, and analytical methodological tools, as well as tools in planning, direction, and control of operations in organization.

## DEGREE TYPE EARNED: MBA

<b>Core Courses:</b>		<b>Credits</b>
MBA 5000	Organizational Behavior	3
MBA 5010	Marketing Management	3
MBA 5020	Managerial Economics	3
MBA 5040	Managerial Accounting	3
MBA 5050	Managerial Finance	3
MBA 6000*	Business Administration Integrating Seminar (Capstone)	3
REME 5100	Research Methodology	3
STAT 5210	Statistics	<u>3</u>
		<b>24</b>

<b>Business Administration Concentration Courses:</b>		<b>Credits</b>
MBA 5030	Human Resources Development Administration and Management	3
MBA 5200	Business Leadership	3
MBA 5220	Social and Ethical Responsibility	3
MBA 5240	Project Management and Administration	3
MBA 5260	Managerial Information Systems	<u>3</u>
		<b>15</b>

<b>Digital Marketing Concentration Courses:</b>		<b>Credits</b>
MBA 5240	Project Management and Administration	3
MKTG 6010	Online Strategic Marketing	3
MKTG 6020	Online Advertising and Promotion	3
MKTG 6030	Social Media	3
MKTG 6040	Online Marketing Distribution Channels	<u>3</u>
		<b>15</b>

<b>Human Resources Concentration Courses:</b>		<b>Credits</b>
HURE 6010	Organizational Design	3
HURE 6020	Labor Law	3
HURE 6030	Development of Human Resources Policies	3
MBA 5030	Human Resources Development Administration and Management	3
MBA 5240	Project Management and Administration	<u>3</u>
		<b>15</b>

<b>Planning and Strategy Concentration Courses:</b>		<b>Credits</b>
MBA 5240	Project Management and Administration	3
PLAN 6010	Operations Management	3
PLAN 6015	Strategic Management	3
PLAN 6020	Strategic Planning	3
PLAN 6030	Quantitative Analysis for Decision	<u>3</u>
		<b>15</b>

<b>TOTAL CREDITS</b>	<b>39</b>
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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"*



## MASTER'S DEGREE IN INFORMATION TECHNOLOGY

### PROGRAM DESCRIPTION

The Master's Degree in Information Technology (MIT) Program immerse students in the information technology field providing them all the necessary knowledge and advanced skills to work efficiently in a corporate organization.

### PROGRAM OBJECTIVE

The master's degree in Information Technology enables students to develop, coordinate, evaluate and implement technological solutions in various business scenarios. Students who graduate from this program will be able to analyze information systems, applying research, communication, leadership and project management skills with the purpose of supporting and maximizing processes and implementing solutions. Additionally, it prepares students with the theoretical and practical aspects of technologies involving extraction, analysis, data visualization and interpretation of results, as well as information security.

### DEGREE TYPE EARNED: MIT

<b>Courses:</b>		<b>Credits</b>
MIT 5000	Information Technology Management	3
MIT 5010	Operating Systems Administration	3
MIT 5020	Data Collection and Modeling	3
MIT 5030	Networks Architecture and Administration	3
MIT 5040	IT Service Management	3
MIT 5050	Data and Information Analysis	3
MIT 5060	Leadership and Ethical Issues in Information Technology	3
MIT 5070	Strategic System Analysis and Design	3
MIT 5080	Information Technology Security	3
MIT 5200	Information Technology Project Management	3
MIT 5220	Virtualization and Cloud Computing	3
MIT 5240	Information Technology Auditing	3
MIT 6000	Information Technology Seminar (Capstone)	<u>3</u>
<b>TOTAL CREDITS</b>		<b>39</b>

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 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 SCIENCE IN NURSING

### PROGRAM DESCRIPTION

The Master of Science in Nursing (MSN) Program provides students with the necessary knowledge and skills to perform effectively in nursing positions at the level of the MSN. The nursing profession is highly regulated. Candidates entering the nursing programs field should be aware of the various licensing, public services, and other requirements of this profession.

### PROGRAM OBJECTIVE

The Master's Degree in Science in Nursing in Education will prepare students with the abilities and skills needed to efficiently fulfill the nursing education specialty. It also promotes the acquisition of skills on evidence-based research, in which the student will build a solid foundation to pursue continuous professional growth.

In Medical-Surgical and Role in Education the graduated will carry out a professional education process applying leadership, management, critical thinking and assertive communication skills. The Master in Science in Nursing in Medical-Surgical and Role in Education emphasizes the need for education in the profession, human care, teaching and integration of knowledge. The goal is to develop nurse specialists with the following competencies: leadership, creativity, teaching-learning, communication, critical and creative thinking, mathematical and logical reasoning, information literacy, ethical-legal, and respect for diversity. Students will become assertive communicators aware of the importance of distinguishing the needs of different groups, populations and scenarios, be informed of the individual's clinical and psychological development aspects, and work in different teaching scenarios. As graduates, they will also contribute to improve the quality of life in our society.

### DEGREE TYPE EARNED: MSN

<b>Core Courses:</b>		<b>Credits</b>
NURS 5100	Health and Defense Policy to Improve Health Outcomes of the Population	3
NURS 5110	Information Technology Used to Improve Quality in Nursing Services	3
NURS 5120	Evidence-Based Research and Practice	3
NURS 5130	Organizational and Systematic Leadership in Nursing	3
NURS 5200	Advanced Pathophysiology	3
NURS 5210	Advanced Pharmacology	3
NURS 5220	Advanced Physical Exam	<u>3</u>
		<b>21</b>

<b>Specialty in Education Courses:</b>		<b>Credits</b>
EDUC 6012	Teaching and Learning Strategies	3
EDUC 6014	Learning Assessment and Evaluation	3
EDUC 5200	Theories, Principles, and Processes Governing the Design of Educational Programs	3
NURS 6035P/ NURS 6035*	The Role of Nursing Educator: Seminar and Internship I	3
NURS 6045P/ NURS 6045*	The Role of Nursing Educator: Seminar and Internship II	<u>3</u>
		<b>15</b>

<b>Specialty in Medical Surgical in Education Courses:</b>		<b>Credits</b>
EDUC 6012	Teaching and Learning Strategies	3
EDUC 6014	Learning Assessment and Evaluation	3
NURS 6000	Advance Surgical	3
NURS 6010	Advanced Medical-Surgical I	2
NURS 6011P/ NURS 6011*	Advanced Medical-Surgical Internship I	1
NURS 6020	Advanced Medical-Surgical II	2
NURS 6021P/ NURS 6021*	Advanced Medical-Surgical Internship II	1
		<b>15</b>

\*For online offering courses

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

This program is designed to prepare graduates to be nurse specialists. In Puerto Rico, nurse specialists must be licensed by the Puerto Rico Board of Nursing. For more information about this licensure, contact the Puerto Rico Board of Nursing, <https://orcps.salud.gov.pr/>.

For the internship courses students may be required to present the inoculation certificate issued by the Puerto Rico Health Department, certification of Hepatitis, Influenza and Chicken Pox vaccines, between others requirements.

## GRADUATE CERTIFICATE IN ACCOUNTING

### PROGRAM DESCRIPTION

This certificate may be used as complement to any bachelor's degree in business administration in order to obtain a comprehensive education that helps students further their understanding of the accounting transactions that take place within a company.

### PROGRAM OBJECTIVE

The Graduate Certificate in Accounting explores accounting and financial information systems, trade laws, auditing techniques, and engages in an in-depth study of cost accounting. These studies will help students to acquire the knowledge and skills needed to occupy an intermediate-level accounting position.

### DEGREE TYPE EARNED: GradCert

<b>Courses:</b>		<b>Credits</b>
ACCE 5000	Financial Accounting I	3
ACCE 5005	Financial Accounting II	3
ACCE 5010	Regulations	3
ACCE 5020	Advanced Auditing	4
ACCE 5030	Advanced Cost Accounting	4
ACCE 5040	Taxes	<u>3</u>
<b>TOTAL CREDITS</b>		<b>20</b>

All courses must be passed with at least a "B" grade.

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 CERTIFICATE IN MANAGEMENT AND EDUCATIONAL LEADERSHIP**

### **PROGRAM DESCRIPTION**

The new trends in public and private educational systems indicate that, besides the educational leaders in charge of teaching and management in an educational organization, there are other professionals who are pivotal to enabling change and transformational processes. Accordingly, the Graduate Certificate in Management and Educational Leadership procures that its students acquire the necessary skills to serve as a leader within the educational or social field. Through the certificate, students will broaden their knowledge on educational leadership, planning, and process evaluation. The certificate consists of 18 credits.

### **PROGRAM OBJECTIVE**

The Graduate Certificate in Management and Educational Leadership strives to qualify students with the necessary knowledge and skills to effectively perform as managers or administrators in educational or social programs related to public or private institutions. Leadership skills are important to manage and lead effective efforts to promote, within educational scenarios, ethical and moral values through curricular and extracurricular activities.

### **DEGREE TYPE EARNED: GradCert**

<b>Courses:</b>		<b>Credits</b>
EDUC 5220	Human Resources Administration	3
EDUC 5230	Instructional Leadership in Educational Scenarios	3
EDUC 5240	Ethical and Transformational Leadership	3
EDUC 6010	Seminar on Processes and Controversial Issues in Educational Management	3
EDUC 6025	Leadership for Diversity	3
EDUC 6050	Integrative Seminar in Education	3
<b>TOTAL CREDITS</b>		<b>18</b>

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

This program is available in both Spanish and English languages.

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## GRADUATE CERTIFICATE IN ONLINE EDUCATION

### PROGRAM DESCRIPTION

The use of new technologies and the automation of the teaching-learning process is gaining recognition given the opportunities generated for transmission of knowledge. These new technologies provide alternatives to facilitate instruction, representing a valuable option due to their versatility and originality. This education approach requires a specialized training to enable full mastery of the new technologies. The Graduate Certificate in Online Education consists of 18 credits, divided in six terms. Students will broaden their knowledge in instructional design and planning focused on virtual education. Hence, the goal is to equip professionals with the concepts and skills required for online course development that integrate innovative strategies in the design, planning, development, and assessment of online teaching.

### PROGRAM OBJECTIVE

The Graduate Certificate in Online Education strives to qualify educators in the design and assessment of online teaching. The creation of learning communities in virtual spaces serves as strategy to obtaining accessible information that will enable students to learn the most advanced teaching methodologies and strategies to offer technological training processes at different levels. By using innovative educational models based on the new information technologies, we aim to develop professionals with the necessary knowledge, competence, and skills to develop online courses.

### DEGREE TYPE EARNED: GradCert

<b>Courses:</b>		<b>Credits</b>
EDUC 5200	Theories, Principles, and Processes Governing the Design of Educational Programs	3
EDUC 6205	Online Learning for Educators	3
EDUC 6210	Learning Assessment in Online Education	3
EDUC 6215	Instructional Design and Online Teaching	3
EDUC 6220	Learning Communities and Virtual Education	<u>3</u>
EDUC 6050	Integrative Seminar in Education	3

**TOTAL CREDITS** **18**

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

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

### **ACCE 5000: Financial Accounting: 3 credits**

In this course, students will evaluate the framework for the financial reporting of business entities, government entities, and other nonprofit organizations. They will apply the Generally Accepted Accounting Principles in the United States (US GAAP) to prepare financial statements and their corresponding supporting documents, which include the classification of accounts and the record of information in the subsidiary ledger and in the general ledger. In addition, they will deduce the differences between the financial statements prepared by US GAAP, the International Financial Reporting Standards (IFRS), and the Government Accounting Principles issued by the Governmental Accounting Standards Board (GASB).

### **ACCE 5005: Financial Accounting II: 3 credits**

In this course, students will apply accounting principles generally accepted in the United States (US GAAP) for the recording, valuation, calculation, and presentation of specific transactions and their disclosures. They will examine accounting processes related to business combination and leasing. Additionally, students will evaluate the financial reporting framework for governmental entities and non-profit organizations.

### **ACCE 5010: Regulations: 3 credits**

In this course, students will examine commercial laws applicable to businesses contracts and agents, as well as the main governmental regulations for workers. They will evaluate federal fiscal procedures which should be followed by professionals in the field of accounting. Additionally, students will identify features of different business structures and their advantages and disadvantages. They will likewise analyze concepts related to the professional and ethical responsibilities of accountants in fiscal practice.

### **ACCE 5020: Advanced Auditing: 4 credits**

In this course, students will analyze the audit standards promulgated in the United States of America for public and private enterprises, government entities, nonprofit entities, and employee benefit plans. They will apply standards related to assurance and limited assurance contracts as well as standards for performing accounting and reviewing services. Students will likewise examine study material on auditing topics, the Uniform Certified Public Accountant Examination taken by accountants.

### **ACCE 5030: Advanced Cost Accounting: 4 credits**

In this course, students will integrate concepts used in cost accounting, as well as cost behavior, administration, accumulation, and synthesized reports of organizational activities with an emphasis on manufacturing businesses. They will evaluate the usefulness of financial tools provided to management with the explanation of cost behavior. Students will interpret systems for cost recording, especially in manufacturing businesses, recognizing their application to trading and service businesses. They will develop a strategic financial plan for the benefit of managers, its use being a fundamental tool for the achievement of set goals and global competitiveness.

### **ACCE 5040: Taxes: 4 credits**

In this course, students will apply tax procedures and aspects from legal and administrative sources of federal income taxes, according to the federal Internal Revenue Code. Additionally, they will evaluate elements of individual income tax and the valuation of property transactions. Students will analyze tax structure and treatment of corporations and societies. Furthermore, they will examine tax fundamentals for estates, trusts, and gifts.

### **EDUC 5100: Educational Research Methods: 3 credits**

In this course, students will evaluate research processes, methods, and designs. They will analyze research as knowledge managers in order to improve the educational processes. They will evaluate studies that integrate qualitative and quantitative foci and are useful for decision-making in the field of education. Finally, they will develop an educational research proposal.



**EDUC 5110: Psychosocial Foundations of Education: 3 credits**

In this course, students will analyze the learning process of pupils from the point of view of the main schools of thought in psychology and sociology that influence education. They will examine aspects that influence the psychosocial and moral development of the pupil taking into account social diversity and school culture. They will evaluate the relationship between social change and education, as well as the impact of psychosocial and cultural factors on the school environment and the educational system.

**EDUC 5120: Organizational Behavior and Change: 3 credits**

In this course, students will evaluate organizational behavior theories and their implications in achieving the vision and goals of the institution. Likewise, they will examine the importance of organizational change models and organizational culture in promoting the maximum efficiency of educational institutions. They will argue on the role of educators in the processes of change and organizational development of different learning environments. Additionally, they will value respect towards diversity, equity, teamwork, motivation, and the effects of decision making in institutional effectiveness.

**EDUC 5140: Administration of Special Education Programs: 3 credits**

In this course, students will evaluate the role of the educator and support staff during the processes of intervention, diagnosis, and assessment of students with disabilities. They will analyze the core concepts and the thirteen disability categories addressed in the special education program, as well as the legal basis that regulate it. In addition, students will apply new trends and practices in special education through case analyses. Furthermore, they will integrate the regulations and procedures established in the educational setting that guarantee and promote the academic, social, transitional, and behavioral development of students with disabilities.

**EDUC 5200: Theories, Principles and Processes Governing the Design of Educational Programs: 3 credits**

In this course, students will analyze the curricular basics, principles, concepts, models, and theories applied to the educational setting. Students will also evaluate the elements and resources to produce changes in the development of new educational programs of the 21st century. Lastly, students will design a curricular guide that responds to an educational program that considers, among other things, context analysis, evaluations, educational processes, learning styles, and innovative instructional strategies for a program.

**EDUC 5210: Ethical and Legal Aspects of Education: 3 credits**

In this course, students will critically evaluate the ethical and moral concepts, as well as the professional standards, of educational leadership. They will analyze the legal foundations that intervene and regulate the public and private education system in the United States of America and their ramifications in the territories or commonwealths. They will examine a variety of case laws in order to value the importance of ensuring due legal process in their career. They will apply relevant laws and concepts to the role of the educator with the aims of improving the educational environment in order to foster the best academic achievement for the students.

**EDUC 5220: Human Resources Administration: 3 credits**

In this course, students will analyze the basic concepts of human resources administration and its importance in the educational context. They will value an administration that promotes equal opportunities and acceptance of diversity. Students will evaluate the role and competencies of the educator in a dynamic, competitive, and globalized environment. Students will responsibly interpret federal and state labor laws affecting human resources management in contemporary educational organizations.

**EDUC 5230: Instructional Leadership in Educational Scenarios: 3 credits**

In this course, students will analyze the necessary skills for the professional development of the school principal as an instructional leader. In addition, they will assess the importance of the professional standards of managers and teachers in setting and achieving goals. Students will also develop action plans based on scientifically-based models for the continuous improvement of the school and all students.

**EDUC 5240: Ethical and Transformational Leadership: 3 credits**

In this course, students will analyze the evolutionary development of the educational leadership concept. Likewise, they will distinguish between the ethical, transactional, transformative, and negative leadership styles and their application in effective contemporary organizations. Moreover, they will implement decision making, changes, and sustainability processes, as well as strategic thinking and promoting of a vision of future.

**EDUC 6000: Educational Supervision: 3 credits**

In this course, students will combine the theoretical, material, and human structure of the school through effective supervision models and styles. They will promote the development of teachers through the integration of innovative strategies focused on their professional growth and the improvement of academic management. (*Pre-requisite: EDUC 5230*)

**EDUC 6010: Seminar on Processes and Controversial Issues in Educational Management: 3 credits**

In this course, students will examine the role of an educational administrator executing his duties in accordance with the vision, mission, goals, and objectives of an educational organization. They will also evaluate controversial issues and problems in educational management, legislation, and reform. Students will analyze the characteristics of new generations and the impact of technological advances on the educational system. Finally, they will develop an integration project to improve the school climate in an educational organization.

**EDUC 6012: Teaching and Learning Strategies: 3 credits**

In this course, students will design and adapt important lessons for multiple learning environments. They will also examine how to effectively integrate technology tools, and design lessons that meet the diverse students' learning needs.

**EDUC 6014: Learning Assessment and Evaluation: 3 credits**

In this course, students will describe the basic fundamentals of the learning assessment process and its relationship with the educational process; evaluate assessment strategies used to evaluate students' learning; analyze how to use assessment results as a means to improve student learning; design assessment techniques that best respond to the educational objectives and goals planned in the teaching-learning process; and develop a student learning assessment plan.

**EDUC 6025: Leadership for Diversity: 3 Credits**

In this course, students will analyze the challenges of the educational leader in the face of social and individual diversity within a multicultural global context. They will evaluate the main theories on leadership and their contribution to the development of inclusive educational environments focused on respect for diversity and based on equity principles. They will assess the role of the leader in the implementation of leadership styles that contribute to the development of inclusive educational organizations in multiple societies.

**EDUC 6050: Integrative Seminar in Education: 3 credits**

In this course, students will integrate the theories and principles of educational leadership into the analysis of cases or situations related to the role of educational leaders in various educational settings. They will argue about the trends in 21<sup>st</sup>-century education related to curriculum, the teaching and learning process,

and the evaluation of students and human resources, keeping the established policies and laws within their proper perspective. Lastly, they will create an innovative project according to their area of work, in which they will consider an existing problem and its possible solutions in a particular educational setting. *Pre-requisites for Assessment and Effectiveness: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 6060, 6225, 6230, 6240. For Curriculum: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 6200, 6240, 6260, 6060. For Educational Leadership: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 5230, 5240, 6010, 6025.)*

**EDUC 6060: Planning and Evaluation: 3 credits**

In this course the student will examine the operational considerations related to educational planning and development. They will study elements that allow them to properly develop a plan, program or educational project. They will be trained to lead in the exercise of planning and educational development.

**EDUC 6200: Curriculum Design and Planning: 3 credits**

In this course the student will discuss the fundamentals of instructional design and curricular planning. It will cover the diverse approaches and theoretical models in instructional design. They will apply strategies for the design of lectures through the comparative study of different curricular designers. They will also create and evaluate an instructional module with teaching material that qualifies it for use in a teaching-learning process.

**EDUC 6205: Online Learning for Educators: 3 credits**

In this course, students will discuss the history, theoretical foundations, and current modalities of distance learning. They will examine learning strategies, instructional design models, and current online course classifications. Finally, they will develop a learning module or object, applying an instructional design model and integrating of authorship tools or learning management systems platforms (LMS).

**EDUC 6210: Learning Assessment in Online Education: 3 credits**

In this course, students will analyze fundamentals of assessment and their importance in educational processes. Additionally, they will evaluate assessment types and which are relevant according to institution goals and objectives. Students will likewise identify appropriate technological tools for carrying out distance learning assessment processes. In its turn, they will create an institutional assessment plan to strengthen learning in online education.

**EDUC 6215: Instructional Design and Online Teaching: 3 credits**

In this course, students will analyze the instructional design fundamentals for the development of effective online teaching processes. They will create learning activities, evaluations, assessments, as well as educational materials according to the methodological models of effective learning theories for students in virtual and online environments. Moreover, they will justify their design decisions and the selection of appropriate technological tools for this learning and teaching environment. (*Pre-requisite: EDUC 6200*)

**EDUC 6220: Learning Communities and Virtual Education: 3 credits**

In this course, students will analyze the theory and pedagogical foundations of learning communities. Additionally, they will evaluate methods, necessary transformation processes, and possible activities for their creation. Finally, they will create a plan for the development of a virtual learning community, supported with technological resources for the educator.

**EDUC 6225: Fundamentals of Assessment and Effectiveness: 3 credits**

In this course the student will discuss the basic fundamentals of the assessment process and its relationship with the educational process. They will evaluate assessment strategies used to determine the effectiveness in the processes. They will analyze how to use the assessment results as a way to improve student learning and process effectiveness. They will design assessment techniques that best respond to the academic objectives and goals planned in the teaching-learning process, and also develop a learning assessment plan.

**EDUC 6230: Effectiveness in Higher Education: 3 credits**

In this course the student will discuss the historical development of higher education as well as the advantages and challenges it represents at the time to evaluate the effectiveness of a higher education institution. They evaluate the effectiveness of the academic, administrative and fiscal structures in higher education institutions. Additionally, they will consider assessment as a tool to evaluate, improve and evidence the effectiveness of higher education.

*(Pre-requisites: EDUC 5120, EDUC 5220)*

**EDUC 6240: Evaluation of the Teaching-Learning Process: 3 credits**

In this course the student will analyze the theory fundamentals that support the processes and procedures of an assessment cycle for the teaching-learning process. They will plan and execute assessment activities to identify, modify and promote effective strategies for the teaching-learning process. They will develop measuring, evaluation and assessment instruments and analyze and inform the results obtained. They will also justify the actions to take based on the results and findings obtained in the assessment cycle of a teaching-learning process.

*(Pre-requisites: EDUC 6225)*

**EDUC 6250: Assessment of Educational Programs and Systems: 3 credits**

In this course the student will analyze the programmatic and systematic assessment, measuring, evaluation and assessment processes for academic programs or educational systems. It will explain the theories and techniques for the assessment of administrative and management processes and procedures of an academic program or educational systems. They will plan and develop instruments for these that respond to the philosophy and purpose they are based on. Additionally, they will propose corrective measures based on results from the assessment cycle regarding the administrative or management processes of academic programs and educational systems. *(Pre-requisites: EDUC 5200, EDUC 5210, EDUC 5140, EDUC 5100, EDUC 6060, EDUC 6225)*

**EDUC 6260: Theories and Principles of Curriculum in Contemporary Education: 3 credits**

In this course the student will analyze the curricular theories and principles that sustain modern education. They will examine and describe various curricular design models from a philosophical, psychological, historical, scientific and contemporary perspective. They will research educational theories and implications that influence the development of curricular content. Additionally, they will develop a curricular unit that responds to the educational needs and principles of an academic institution. *(Pre-requisites: EDUC 5200, EDUC 6240)*

**EDUC 6265: Curriculum and Leadership: 3 credits**

In this course the student will discuss the curricular development processes and how educational psychology affects said processes. They will examine teaching and curricular evaluation models. They will prepare a curricular evaluation and explain its importance for the process of institutional accreditation. They will also evaluate the relationship between curricular development and leadership in an educational organization to achieve an ideal teaching-learning process.

**HURE 6010: Organizational Design: 3 credits**

In this course the student will analyze the evolution of the Organizational Design Theory. Additionally, they will evaluate the nature of organizations and their interaction with the elements of a dynamic environment. They will discuss the advantages and disadvantages of the main models of organizational design. They will compare and contrast the organizational change and knowledge management concepts. *(Pre-requisites: MBA 5030)*

**HURE 6020: Labor Law: 3 credits**

In this course the student will examine the rights and duties that exist in employer-employee relationships. They will discuss the legal requirements that prohibit discriminatory practices in the workplace. They will also examine the processes and obligations of each of the parts in the organization of a union and in the process of collective negotiation in private businesses. *(Pre-requisites: MBA 5030)*

**HURE 6030: Development of Human Resources Policies: 3 credits**

In this course the student will discuss the fundamental politics for human resources practices. They will evaluate the context and planning of human resources for an organization. They will create, prepare and review the politics applicable to the design of job positions, recruitment and selection processes, training and instruction plans, development assessment and conflict management, among others. Additionally, they will discuss the impact of hiring expats in the development of human resources' politics for an organization. *(Pre-requisites: MBA 5030)*

**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.)*

**MIT 5000: Information Technology Management: 3 credits**

In this course, students will analyze how to manage Information Technologies (IT) and Information Systems to tackle the needs of a company and improve its competitive position. They will evaluate the fundamental principles and practices indicated to strategically use and manage information, to become well-informed and competent IS participants. In closing, students will assess the importance of IS and IT in the problem solving and decision-making processes, in order to contribute to the digital transformation and business strategy of the company.

**MIT 5010: Operating Systems Administration: 3 credits**

In this course, students will analyze the basic characteristics of the infrastructure of a computer, as well as the structure of different types of operating systems and their evolution in the business context. In addition, they will develop an operating systems management plan using diverse applications. They will also choose the necessary protection and safety requirements to manage an operating system. Lastly, students will contrast the characteristics and structures of the Windows and UNIX/Linux operating systems.

**MIT 5020: Data Collection and Modeling: 3 credits**

In this course, students will analyze concepts related to the general architecture of data warehouse systems, including data marts. They will discuss business intelligence (BI) concepts, such as online analytical processing (OLAP) and data mining. Students will describe the business drivers used to take decisions regarding investment in data warehousing, and the data modeling techniques used to design transactional databases. Likewise, they will apply the knowledge acquired during the course using a database management system to build a physical model.

**MIT 5030: Networks Architecture and Administration: 3 credits**

In this course, students will analyze the concept framework for the strategic planning to design a network architecture and its communication protocols. They will evaluate in detail the reference models and protocol specifications. In addition, students will research the emerging technologies for servicing diverse networks. They will also, integrate the best practices in security, privacy, and ethics to the information systems strategic planning and service management process.

**MIT 5040: IT Service Management: 3 credits**

In this course, students will analyze IT service management for external clients and internal users at the macro level in alignment with ITIL® 4 edition, which comprises the set of guidelines of the best practices worldwide to manage IT services in public and private organizations. They will apply a strategic approach to the design, delivery, management and improvement of IT services within an organization to add value to their clients. They will evaluate the service value chain and management practices to assure that all processes, interested parties, and technology are the most adequate for the organization to fulfill its business goals.

*(Pre-requisite: MIT 5000)*

**MIT 5050: Data and Information Analysis: 3 credits**

In this course, students will analyze concepts, tools and methods related to Big Data Analytics. They will discuss different strategies to collect, process and use the enormous amounts of data available in numerous public sources. In addition, they will use technology to implement the processes involved in the collection, extraction, analysis, and visualization of data, as well as in the interpretation of results.

*(Pre-requisite: MIT 5020)*

**MIT 5060: Leadership and Ethical Issues in Information Technology: 3 credits**

In this course, students will analyze the management skills needed to lead Information Technology (IT) teams and departments. They will examine several organizational structures used in the information technology environment. Likewise, they will integrate leadership strategies and tactics for high-yield teams operating in dynamic settings. Furthermore, students will demonstrate the efficient use of leadership in the analysis of ethical aspects relevant to business management.

**MIT 5070: Strategic System Analysis and Design: 3 credits**

In this course, students will examine the role of the system analyst, the types of information systems, the Systems Development Life Cycle (SDLC), and the company's requirements and specifications. They will also apply strategies for the proper management of said requirements and specifications. In addition, students will evaluate different methodologies applied to information systems, in order to design a proposal with functional recommendations to provide viable solutions, based on the specific company needs.

*(Pre-requisites: MIT 5010, 5030)*

**MIT 5080: Information Technology Security: 3 credits**

In this course, students will research different vulnerability scenarios of computer information systems with the objective of implementing solutions to security issues in the system operations and networks. They will also assess security risks to implement planning, recovery and business continuity plans in the eventuality of a natural or human-caused disaster. Lastly, students will analyze policies and legal aspects relevant to network security.

*(Pre-requisites: MIT 5010, 5030)*

**MIT 5200: Information Technology Project Management: 3 credits**

In this course, students will analyze management principles focused on the planning and execution of Information Technology (IT) projects. They will evaluate theoretical fundamentals for project planning, such as scope and resources management; cost development and schedules; risk and change management; and using earned value analysis for project control in project management. Students will also analyze human resources management when planning and executing projects, and examine project management techniques that are essential for the success of technology-driven organizations. Finally, students will analyze current trends that affect IT project management, such as globalization, virtual teams, and outsourcing.

**MIT 5220: Virtualization and Cloud Computing: 3 credits**

In this course, students will analyze concepts related to cloud computing and computer services offered through the internet. They will develop a plan for the implementation, configuration, and management of the different types of services associated with virtual machines, servers, networks, and web applications. In addition, they will set up virtual servers, storage services, and virtual network traffic routing with security groups.

**MIT 5240: Information Technology Auditing: 3 credits**

In this course, students will examine the principles of business information technology auditing and the need for maintaining effective internal controls to guarantee they work properly. They will analyze the standards and regulations applicable to the auditing process. They will evaluate the audit lifecycle for different information technology (IT) systems, such as the operating system, databases, and web and desktop applications, among other. On the other hand, they will create auditing plans based on the security risk assessment and on the results from using vulnerability scanning tools. Besides, they will present the results from these assessments through reporting. Similarly, students will create business continuity and disaster recovery plans. (*Pre-requisite: MIT 5080*)

**MIT 6000: Information Technology Seminar (Capstone): 3 credits**

In this capstone seminar, students will apply the skills acquired during the Information Technology master's degree program. They will examine the needs and challenges of the information systems (IS) for the strategic planning of information technologies (IT) in an organization. On the other hand, they will evaluate the organizational goals in order to propose solutions to IT-related challenges. In addition, they will set up the management of an IT project in each of its stages to ethically incorporate possible solutions to security and business collaboration issues.

(*Pre-requisites: MIT 5000, 5010, 5020, 5030, 5040, 5050, 5060, 5070, 5080, 5200, 5220, 5240*)

**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*)

**NURS 5100: Health and Defense Policy to Improve Health Outcomes of the Population: 3 credits**

In this course, students will analyze the history and development of Health Services policies globally. They will evaluate the economic impact on policies, procedures and rights in the provision of services in public or private health systems. They will examine the procedures, patterns and paradigms of the new health care models and the role of the nursing professional.

**NURS 5110: Information Technology Used to Improve Quality in Nursing Services: 3 credits**

In this course, students will discuss how IT competencies and skills have been integrated into the role of the nursing professional; and examine the main topics related to nursing informatics, patient quality and safety, and other topics relevant to the contemporary nursing. They will justify the use of the electronic health record as a tool to promote and improve patient health care. They will analyze the nursing role as an agent of change in the adoption of new technologies.

**NURS 5120: Evidence-Based Research and Practice: 3 credits**

In this course, students will analyze the role of research in the professional nursing practice, its principles and evidence-based practice models; evaluate several research methodologies used in the clinical scenario and the role of nursing theories in research and practice; explain the importance of fulfilling human rights in a research process; evaluate research studies and use this process and its results as key elements to improve the quality of evidence-based nursing practice, education, leadership and management. They will elaborate as well a research proposal that responds to a need identified in their practice.

**NURS 5130: Organizational and Systematic Leadership in Nursing: 3 credits**

In this course, students will learn to exercise effective leadership in a health organization; examine the impact of changes in the health system and the transformation of the nursing profession; evaluate leadership and management theories; and argue about empowerment strategies that help nurses, who have obtained an MSN, to be successful in taking on leadership positions.

**NURS 5200: Advanced Pathophysiology: 3 credits**

This course allows students to focus on pathological conditions, which are found during the practice throughout the life cycle. It emphasizes the regulatory and compensatory mechanisms related to diseases of higher prevalence, and the development of critical thinking skills that distinguish the relationship between normal physiology and specific alterations caused by injuries or illness.

**NURS 5210: Advanced Pharmacology: 3 credits**

This course is designed to expand the knowledge of advanced pharmacology in the nursing practice by allowing students to analyze the effects of drugs and examine the general categories of pharmacological agents. Research findings, evidence-based practice, and ethical-legal considerations are discussed. It focuses on the principles of drug action, pharmacokinetics, and pharmacotherapeutics in the context of the advanced nursing practice. The most common drug classifications, indications and evaluation of therapy results are presented.

**NURS 5220: Advanced Physical Exam: 3 credits**

This course allows advanced practice students to gain the knowledge, skills and ability to provide a safe, proficient, and complete health assessment. It focuses on the advanced knowledge and skills needed for the health assessment and promotion throughout the life cycle. Students will learn to use the advanced diagnostic communication reasoning and physical examination skills to identify changes in acute and chronic health patterns. The emphasis is on a detailed information gathering with a systematic focus on the health assessment and physical examination, and the differentiation, interpretation, and documentation of physical, biological, and psychosocial data throughout the life cycle regarding normal and altered findings.

**NURS 6000: Advance Surgical: 3 credits**

In this course, the student will analyze pathological conditions which require invasive and noninvasive surgical procedures they encounter in their practice throughout the life cycle. They will discuss surgical anatomy, general nursing perioperative considerations and specific considerations of the operational procedure for each surgical intervention. They will examine technological advances associated with invasive and noninvasive surgical procedures in a hospital, mobile surgical center or medical office. They will explain the guidelines for preoperative and postoperative care, secondary effects and complications, home care, release, follow-up care, psychosocial care and remissions. They will observe particular considerations for pediatric or geriatric patients, traumas and surgeries, as well as for interventions guided through images, complementary and alternative therapies.

**NURS 6010: Advanced Medical-Surgical I: 2 credits**

In this course, students will discuss and develop the competencies of the medical-surgical nurse specialist in the care of adults and elders with pathophysiological alterations in diverse health scenarios. They will integrate the health assessment, advanced physical examination and diagnostic reasoning skills, and the planning, implementation and evaluation of therapeutic interventions as nurse specialists. They will also analyze cultural and ethical-legal considerations related to adult and elder care; and develop the expertise in advanced nursing management of the following systems: intergumentary, mental health, fluid and electrolyte balance, respiratory and cardiovascular.

*(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, NURS 6000)*

*(Co-requisites: NURS 6011P, NURS 6011\*, EDUC 6012)*

**NURS 6011P/6011\*: Advanced Medical-Surgical Internship I: 1 credit**

In this course, students will apply the knowledge of medical-surgical nursing. Their performance will be evaluated taking into consideration the application of clinical judgment, regulatory aspects, and the provision of quality health care and safety. The course includes a 45-hour clinical teaching practice.

*(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, EDUC 6012, EDUC 6014)*

*(Co-requisites: NURS 6010)*

**NURS 6020: Advanced Medical-Surgical II: 2 credits**

In this course, students will continue to discuss and develop the competencies of the medical-surgical nurse specialist in the care of adults and elders with pathophysiological alterations in diverse health scenarios. They will integrate the health assessment, advanced physical examination and diagnostic reasoning skills, and the planning, implementation and evaluation of therapeutic interventions as nurse specialists. They will develop the expertise in advanced nursing management of the following systems: endocrine, gastrointestinal, renal, immunological, hematological, oncological, neurological, musculoskeletal, and female and male reproductive systems.

*(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, NURS 6000, NURS 6010, NURS 6011P, NURS 6011\*)*

*(Co-requisites: NURS 6021P/NURS 6021\*, EDUC 6014)*

**NURS 6021P/6021\*: Advanced Medical-Surgical Internship II: 1 credit**

In this course, students will compare the competencies and expectations as medical-surgical nurse specialists in the role of educator in different scenarios: academic, personal development and patient education. They will apply the knowledge and research findings related to the principles of the teaching-learning process, curriculum development, and the effective use of educational technology to design and implement a teaching session. They will also analyze the ethical and legal aspects related to the role of the nurse as educator. The course includes a 45-hour theoretical teaching practice.

*(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, NURS 6000, NURS 6010, NURS 6011P, NURS 6011\*)*

*(Co-requisites: NURS 6020, EDUC 6014)*

**NURS 6035P/6035: The Role of Nursing Educator: Seminar and Internship I: 3 credits**

In this course the student will apply concepts and skills in curriculum development, classroom and evaluation methods in an educator role within the student's area of specialization. Also, will plan, guide, use technology in teaching and evaluate learning activities in a variety of educational settings. Promote interprofessional education in educational settings integrating Quality and Safety Education. The course includes 45-hours of teaching practice. *(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, EDUC 5200, EDUC 6012, EDUC 6014)*

**NURS 6045P/6045: The Role of Nursing Educator: Seminar and Internship II: 3 credits**

In this course, students will integrate the knowledge and related competitions of the nurse educator's role in various areas: academics, personal development and patient education. They will apply the knowledge and results from research related to principles of the teaching and learning process, curricular development and effective use of educational technology to design and carry out a teaching session. Additionally, they will analyze the ethical and legal aspects associated with the role of the nurse educator. The course includes a 45-hour teaching practice. *(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, EDUC 5200, EDUC 6012, EDUC 6014)*

**PLAN 6010: Operations Management: 3 credits**

In this course students apply the concepts and skills necessary for the design and selection processes for the management of operations in manufacturing environments and services. They will analyze the importance of proper management of the supply chain to achieve customer satisfaction. They will identify statistical methods for quality control processes.

**PLAN 6015: Strategic Management: 3 credits**

In this course, students will analyze theoretical concepts and fundamentals of strategic management in different organizations. Additionally, they will analyze three main areas: strategic management models, strategy formulation, and the roles related to strategic management. They will also analyze the management and administration of strategies in organizations.

**PLAN 6020: Strategic Planning: 3 credits**

In this course, students will analyze the strategic planning theories at a corporate level. They will evaluate the different models of strategic planning from the perspective of its evolution, relevance, importance, and benefits. They will develop a strategic plan in all of its parts. They will analyze the factors that could cause the failure of strategic plans and design strategies to avoid it. They will create a plan to implement strategic plans, evaluation measures, and control mechanisms. *(Pre-requisites: PLAN 6015)*

**PLAN 6030: Quantitative Analysis for Decision Making: 3 credits**

In this course, students will analyze the theoretical fundamentals for the decision-making process through quantitative means, from an administrative perspective. They will examine different types of prognoses and their use in decision-making. They will apply diverse methods, explain how they work, and interpret results. They will also evaluate various quantitative models and apply simulation techniques for decision-making and problem-solving. *(Pre-requisite: STAT 5210)*

**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.

**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, extract, analyze and visualize data. Transforming this data into valuable knowledge, will help students to develop and implement integral solutions within the company. This will allow the creation of plans 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, synthesize and interpret the accounting cycle focusing on costs, contributions, and forensic auditing for the decision-making process.

In **Social Media Marketing** prepares students with the knowledge and skills needed to develop social media marketing strategies using digital media, online communities, content creation, and network analytics. It promotes the development of strategies to position a brand on social media, promote ideas, products, or services, and build the image of companies, organizations, or individuals. By developing these skills, students will be prepared to take on strategic positions related to social media marketing at different organizational levels.

In **Project Management** provides students with the skills and competencies necessary to strategically plan the scope, time, costs, resources and quality of a project, taking preventive measures to manage risk. Additionally, students will have the opportunity to lead simulated projects in all their phases: initiation, planning, execution, monitoring, control and closure. Furthermore, it provides students with tools to develop knowledge in business administration, which will help them to face economic, social and political challenges of the workplace. This program is aligned with the Project Management Institute (PMI) standards.

In **Finance** provides students with the basic knowledge and skills necessary to perform an analysis of a company's financial position, which allows top management to make strategic decisions with the purpose of optimizing financial resources. Additionally, it prepares students in the fields of risk, insurance, personal finances, bank administration and investments.

**DEGREE TYPE EARNED: BBA**

<b>General Education</b>		<b>Credits</b>
ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
ETHI 1010	Ethic and Professionalism	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
STAT 2000	Introduction to Statistics	3
PSYC 2510	Psychology	3
PSYC 3510	Social Psychology	<u>3</u>
		<b>45</b>

<b>Core Courses:</b>		<b>Credits</b>
ACCO 1000	Introduction to Accounting I	4
ACCO 1050	Introduction to Accounting II	4
BUMA 1000	Introduction to Business	3
ITTE 1031L	Computer Literacy and Laboratory	3
MKTG 1010	Marketing Principles	3
MATH 1050	Business Mathematics	3
BUAD 2000	Fundamentals of Management	3
ECON 2000	Micro Economics	3
FINA 2100	Finance and Cash Flow	3
MATH 2080	Quantitative Methods	3
BUAD 3000	Human Resources Administration	3
BUAD 3010	Comparative Management	3
BUAD 3050	Ethic in Business	3
ECON 3200	Macro Economics	3
BUAD 4000 <sup>1</sup>	Integrative Seminar Business Administration	<u>3</u>
		<b>47</b>

<b>General Business Courses:</b>		<b>Credits</b>
BUAD 2010	Policies and Business Strategies	3
BUAD 2030	Ecommerce	3
BUAD 2050	Business Law	3
BUAD 2070	Entrepreneurship	3
BUIN 1010	Principles of Information Systems	3
HURE 1030	Fundamentals of Business Coaching	3
HURE 1060	Managing Organizational Change	3
HURE 1070	International Labor Law	<u>3</u>
		<b>24</b>

<b>Business Intelligence Courses:</b>		<b>Credits</b>
BUIN 1015	Introduction to Business Intelligence	3
BUIN 1020	Introduction to Data Base	3
BUIN 2000	Decision Support Systems	3
BUIN 2010	Business Analytic	3
BUIN 3000	MS Excel for Business Intelligence	3
BUIN 3010	Web Analytics	3
BUIN 4000	Data Warehousing, Data Mining and Data Analysis	3
BUIN 4010	Applications for Business Analysis	<u>3</u>
		<b>24</b>

<b>Human Resources Courses:</b>		<b>Credits</b>
HURE 1010	Recruitment and Selection	3
HURE 1020	Training and Development of Human Resources	3
HURE 1030	Fundamentals of Business Coaching	3
HURE 1040	Compensation and Benefits Management	3
HURE 1050	Supervisory Strategies	3
HURE 1060	Managing Organizational Change	3
HURE 1070	International Labor Law	3
HURE 1080	Conflict Mediation in Business	<u>3</u>
		<b>24</b>

<b>Healthcare Management Courses:</b>		<b>Credits</b>
BUAD 3190	Organizational Leadership	3
MGMT 1020	Operations Management	3
BUIN 1010	Principles of Information Systems	3
HEMA 1000	Introduction to Healthcare Administration	3
HEMA 1010	Healthcare Management and Policy Planning	3
HEMA 1020	Ethical and Legal Issues in Healthcare Management	3
HEMA 1030	Healthcare Organizational Finance	3
HEMA 1040	Healthcare Information Systems	<u>3</u>
		<b>24</b>



<b>International Business Courses:</b>		<b>Credits</b>
BUAD 2010	Policies and Business Strategies	3
BUAD 2050	Business Law	3
HURE 1070	International Labor Law	3
INBU 1000	Introduction to International Business	3
INBU 1010	International Finance	3
INBU 1020	International Marketing	3
INBU 1030	International and Multicultural Management	3
INBU 1040	Legal Issues in International Business	<u>3</u>
		<b>24</b>

<b>Management Courses:</b>		<b>Credits</b>
BUAD 2010	Policies and Business Strategies	3
BUAD 2050	Business Law	3
BUAD 3190	Organizational Leadership	3
BUIN 1010	Principles of Information Systems	3
INBU 1030	International and Multicultural Management	3
MGMT 1000	Communication for Managers	3
MGMT 1010	Organizational Theory and Design	3
MGMT 1020	Operations Management	<u>3</u>
		<b>24</b>

<b>Accounting Courses:</b>		<b>Credits</b>
ACCO 2100	Intermediate Accounting I	3
ACCO 2270L	Computerized Accounting and Laboratory	4
ACCO 3320	Federal Taxes	3
ACCO 3150	Intermediate Accounting II	3
ACCO 3420	Introduction to Cost Accounting	3
ACCO 4220	Principles of Auditing	3
ACCO 4400	Advanced Accounting	3
ACCO 4500	Forensic Accounting	<u>3</u>
		<b>25</b>

<b>Project Management Courses:</b>		<b>Credits</b>
MGMT 1020	Operations Management	3
PROM 1000	Project Management Fundamentals	3
PROM 1050	Project Communications and Stakeholder Management	3
PROM 2000	Quality Management	3
PROM 2050	Cost and Time Management	3
PROM 3000	Project Risk Management	3
PROM 3050	Contracts and Procurement Management	3
PROM 4000	Technology for Project Management	<u>3</u>
PROM 4010	Project Management Seminar (Capstone)	<u>3</u>
		<b>27</b>

<b>Finance Courses:</b>		<b>Credits</b>
EXCL 1000	Basic Excel	3
FINA 1020	Financial Statements Analysis	3
FINA 1050	Financial Modeling	3
FINA 2400	Financial Management	3
FINA 2700	Money and Banking	3
FINA 3000	Financial Markets	3
FINA 3200	Personal Finance	3
FINA 4000	Fundamentals of Investments	3
FINA 4010	Risk Management and Insurance	<u>3</u>
		<b>27</b>

<b>Social Media Marketing Courses:</b>		<b>Credits</b>
MKTG 1020	Integrated Marketing Communications	3
MKTG 2010	Consumer Behavior	3
MKTG 2030	Content Marketing	3
MKTG 3000	Marketing Research	3
SOME 1000	Introduction to Social Media	3
SOME 2000	Social Media Marketing Strategies	3
SOME 2010	Public Relations in Social Media	3
SOME 3000	Web and Social Media Analytics	3
SOME 4000	Social Media Marketing Campaign (Capstone)	<u>3</u>
		<b>27</b>

<b>Electives Courses:</b>		<b>Credits</b>
SEMI 1001	University Environment Seminar	1
	Electives ( <i>Not applicable for Project Management and Social Media Marketing</i> )	<u>3</u>
		<b>4</b>

<b>Electives Courses: (Only for Finance major)</b>		<b>Credits</b>
SEMI 1001	University Environment Seminar	1
	Electives	<u>1</u>
		<b>2</b>

**TOTAL CREDITS** **120/121**

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

<sup>1</sup>This course includes the use of simulator.

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 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

<b>General Education:</b>	<b>Credits</b>
ENGL 1010    Basic English I	3
ENGL 1020    Basic English II	3
ENGL 2050    Conversational English	3
ETHI 1010    Ethic and Professionalism	3
HUMA 1010    Humanities I	3
MATH 1010    Basic Mathematics	3
SOSC 1010    Social Sciences I	3
SPAN 1010    Basic Spanish I	3
SPAN 1020    Basic Spanish II	3
SPAN 2040    Writing and Composition	3
STAT 2000    Introduction to Statistics	3
PSYC 2510    Psychology	<u>3</u>
	<b>36</b>
<b>Accounting Courses:</b>	<b>Credits</b>
ACCO 1000    Introduction to Accounting I	4
ACCO 1050    Introduction to Accounting II	4
ACCO 2100    Intermediate Accounting I	3
ACCO 2270L    Computerized Accounting and Lab.	4
ECON 2000    Micro Economics	3
MATH 1050    Business Mathematics	3
FINA 2100    Finance and Cash Flow	3
ITTE 1031L    Computer Literacy and Laboratory	<u>3</u>
	<b>27</b>
<b>Elective Courses:</b>	<b>Credits</b>
SEMI 1001    University Environment Seminar	1
<b>TOTAL CREDITS:</b>	<b>64</b>

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.

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## 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:

	<b>Credits</b>
ENGL 1010 Basic English I	3
ENGL 1020 Basic English II	3
ENGL 2050 Conversational English	3
ETHI 1010 Ethic and Professionalism	3
HUMA 1010 Humanities I	3
MATH 1010 Basic Mathematics	3
SOSC 1010 Social Sciences I	3
SPAN 1010 Basic Spanish I	3
SPAN 1020 Basic Spanish II	3
SPAN 2040 Writing and Composition	3
STAT 2000 Introduction to Statistics	3
PSYC 2510 Psychology	<u>3</u>
	<b>36</b>

#### Core Courses:

	<b>Credits</b>
ACCO 1000 Introduction to Accounting I	4
ACCO 1050 Introduction to Accounting II	4
BUMA 1000 Introduction to Business	3
FINA 2100 Finance and Cash Flow	3
ITTE 1031L Computer Literacy and Laboratory	3
MKTG 1010 Marketing Principles	<u>3</u>
	<b>20</b>

#### Business Administration Courses:

	<b>Credits</b>
BUAD 1050 Multiculturalism	3
BUAD 2000 Fundamentals of Management	3
BUAD 2010 Policies and Business Strategies	3
ECON 2000 Micro Economics	<u>3</u>
	<b>12</b>

<b>Entrepreneurship Courses:</b>		<b>Credits</b>
BUMA 1050	Introduction to Entrepreneurship	3
BUMA 2050	Small Business Planning	3
BUMA 2150	Small Business Proposal and Development	<u>4</u>
		<b>10</b>
<b>Elective Courses:</b>		<b>Credits</b>
SEMI 1001	University Environment Seminar	1
<b>TOTAL CREDITS</b>		<b>67/69</b>

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 equip students to configure, manage, and audit communications networks. They will develop the skills needed to apply several programming languages, manage relational databases, and design dynamic websites that integrate and manage various web technologies.

### DEGREE TYPE EARNED: BA

#### General Education:

	<b>Credits</b>
ENGL 1010 Basic English I	3
ENGL 1020 Basic English II	3
ENGL 2050 Conversational English	3
ETHI 1010 Ethic and Professionalism	3
HUMA 1010 Humanities I	3
HUMA 1020 Humanities II	3
MATH 1010 Basic Mathematics	3
SOSC 1010 Social Sciences I	3
SOSC 1020 Social Sciences II	3
SPAN 1010 Basic Spanish I	3
SPAN 1020 Basic Spanish II	3
SPAN 2040 Writing and Composition	3
STAT 2000 Introduction to Statistics	3
PSYC 2510 Psychology	3
PSYC 3510 Social Psychology	<u>3</u>
	<b>45</b>

	<b>Credits</b>
ACCO 1000 Introduction to Accounting I	4
BUMA 1000 Introduction to Business	3
ITTE 1031L Computer Literacy and Laboratory	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	Python 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	<u>4</u>
		<b>74</b>

**Elective Courses:**

SEMI 1001	University Environment Seminar	<b>Credits</b> <b>1</b>
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**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

<b>General Education:</b>		<b>Credits</b>
ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
ETHI 1010	Ethic and Professionalism	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
STAT 2000	Introduction to Statistics	3
PSYC 2510	Psychology	3
PSYC 3510	Social Psychology	<u>3</u>
		<b>45</b>



<b>Core Courses:</b>		<b>Credits</b>
BUAD 3000	Human Resources Administration	3
BUMA 1000	Introduction to Business	3
ITTE 1031L	Computer Literacy and Laboratory	3
INTE 1000	Human-Computer Interface and Interactions	3
INTE 2440L	Network Fundamentals and Laboratory	3
INTE 2460L	Data Communications and Laboratory	3
INTE 2520L	Web Page Design and Laboratory	3
INTE 2570L	Networks Administration and Laboratory	3
INTE 2740L	Diagnostic & Maintenance of Computer Systems and Laboratory	3
INTE 3510L	Web Technology and Laboratory	3
INTE 4200	Network Technology and Applications Development Integration Seminar	4
MATH 2050	Applied Mathematics	3
PROG 1035	Introduction to Computer Programming Logic	3
PROG 1140L	Data Base Design and Laboratory	3
PROG 2370L	Operating Systems & Architecture and Laboratory	3
PROG 2480L	Analysis, Design & Implementation Systems and Lab.	3
PROG 3375L	Object Oriented Programming and Laboratory	<u>3</u>
		<b>52</b>
<b>Information Technology:</b>		<b>Credits</b>
INAS 1000	Introduction to Information Assurance and Security	3
INTE 1010	Information Technology Strategic Planning	3
INTE 1020	Information Technology Infrastructure Management	3
INTE 1030	Information Technology Performance Analysis and Design	3
INTE 1040	Information Technology Project Management	4
INTE 4125L	Introduction to Electronic Commerce and Laboratory	3
PROG 3425L	Data Base Management and Laboratory	<u>3</u>
		<b>22</b>
<b>Information Assurance and Security:</b>		<b>Credits</b>
INTE 1040	Information Technology Project Management	4
INAS 1000	Introduction to Information Assurance and Security	3
INAS 1010	Web Application Security Strategies	3
INAS 1020	Information System Control and Auditing	3
INAS 1030	Computer Forensics	3
INAS 1040	Information Security Management	3
INTE 4010	Networks Security and Auditing	<u>3</u>
		<b>22</b>
<b>Network Administration:</b>		<b>Credits</b>
INTE 4010	Networks Security and Auditing	3
INTE 4125L	Introduction to Electronic Commerce and Laboratory	3
ITNA 1000	Implementing and Managing a Network	3
ITNA 1010	Protocols and Communications TCP/IP	3
ITNA 1020	Network Troubleshooting	3
ITNA 1030	Wireless and Mobile Computing	3
ITNA 1040	Advanced Network Administration	<u>4</u>
		<b>22</b>

<b>Software Analysis and Development:</b>		<b>Credits</b>
INTE 4125L	Introduction to Electronic Commerce and Laboratory	3
ITSA 1010	Software Quality Control and Testing	3
ITSA 1020	Software Development for Mobile Devices	3
ITSA 1030	Advanced Web Application Programming	4
PROG 2280L	Visual Basic Programming and Laboratory	3
PROG 3365L	C# Programming and Laboratory	3
PROG 3425L	Data Base Management and Laboratory	<u>3</u>
		<b>22</b>

<b>Elective Courses:</b>		<b>Credits</b>
SEMI 1001	University Environment Seminar	1

**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.

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## 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:

		Credits
ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
ETHI 1010	Ethic and Professionalism	3
HUMA 1010	Humanities I	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
STAT 2000	Introduction to Statistics	3
PSYC 2510	Psychology	<u>3</u>
		<b>36</b>

#### Technology Courses:

		Credits
ITTE 1031L	Computer Literacy and Laboratory	3
PROG 1035	Introduction to Computer Programming Logic	3
PROG 1140L	Data Base Design and Laboratory	3
PROG 2280L	Visual Basic Programming and Laboratory	3
PROG 2370L	Operating Systems & Architecture 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
INTE 3510L	Web Technology and Laboratory	<u>3</u>
		<b>36</b>

<b>Elective Courses:</b>	<b>Credits</b>
SEMI 1001 University Environment Seminar	1
Electives	<u>1</u>
	<b>2</b>
<b>TOTAL CREDITS</b>	<b>74</b>

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.

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## 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 develops in students a professional attitude, while acquiring the fundamental knowledge of the components of the criminal justice system and its functions so that they can effectively perform in different work scenarios. The student will analyze the causes of crime, antisocial behavior of an individual, and the application of penalties to behavior considered deviant; while safeguarding the rights given to the accused and protecting the victim of a crime in a way that meets current and emerging needs, related to security issues of their country.

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

#### General Education:

	Credits
ENGL 1010 Basic English I	3
ENGL 1020 Basic English II	3
ENGL 2050 Conversational English	3
ETHI 1010 Ethic and Professionalism	3
HUMA 1010 Humanities I	3
HUMA 1020 Humanities II	3
MATH 1010 Basic Mathematics	3
SOSC 1010 Social Sciences I	3
SOSC 1020 Social Sciences II	3
SPAN 1010 Basic Spanish I	3

SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
STAT 2000	Introduction to Statistics	3
PSYC 2510	Psychology	3
PSYC 3510	Social Psychology	<u>3</u>
		<b>45</b>

<b>Core Courses:</b>		<b>Credits</b>
ITTE 1031L	Computer Literacy and Laboratory	3
JUST 1010	Introduction to Organization and Administration in Criminal Justice	3
JUST 1025	Fundamentals of Penal Laws	3
JUST 1030	Special Penal Laws	3
JUST 1040	Introduction to Criminology	3
JUST 1050	Evidence	3
JUST 2010	Interview and Interrogation	3
JUST 2020	Rules of Criminal Procedure	3
JUST 2050	Criminal Investigation	3
JUST 3000	Civil Rights	3
JUST 3003	Juvenile Justice System	3
JUST 3100	Conflict Mediation	3
POLS 3110	Political Science	3
JUST 3120	Federal Jurisdiction	3
JUST 4000	Social Investigation Methodology	4
JUST 4010	Integration Seminar of Criminal Justice	<u>6</u>
		<b>52</b>

<b>Criminal Justice:</b>		<b>Credits</b>
JUST 3005	Drug Addiction and Crime	3
JUST 3015	Fundamentals of Penology and the Rights of the Prisoner	3
JUST 3020	Rehabilitation and Treatment of the Delinquent	3
JUST 3110	Gender and the Criminal Justice Systems	3
JUST 3610	White Collar Crimes and Fraud Detection	3
PSYC 3520	Psychopathology	<u>3</u>
		<b>18</b>

<b>Cyber Crimes:</b>		<b>Credits</b>
CYCR 4010	Cyber Crimes: Operating Systems and Architecture	3
CYCR 4020	Applicable Law to Cyber Crimes	3
CYCR 4030	Networks Security in Cyber Crimes	3
CYCR 4040	Introduction to Cyber Crimes	3
CYCR 4050	Computer Forensics I	3
CYCR 4060*	Computer Forensics II	<u>3</u>
		<b>18</b>

<b>Forensic Investigation:</b>		<b>Credits</b>
FOIN 1010	Introduction to Forensic Investigation	3
FOIN 2020	Forensic Photography	3
FOIN 2030	Collection and Analysis of Physical Evidence	3
FOIN 3040	Crime Scene Processing	3
FOIN 3050	Research and Analysis of Post Mortem Examinations	3
FOIN 4060	Classification and Processing of Fingerprints	<u>3</u>
		<b>18</b>

<b>Homeland Security:</b>		<b>Credits</b>
HOSE 1010	Forensic Psychology	3
HOSE 2020	Introduction to Homeland Security	3
HOSE 2030	Homeland Security Agencies	3
HOSE 3040	Terrorism	3
HOSE 3050	Aviation Security	3
HOSE 4060	Cyber Security	<u>3</u>
		<b>18</b>

<b>Human Services:</b>		<b>Credits</b>
HUSE 1010	Drug Addiction and Legal-Ethical Aspects	3
HUSE 2020	Young Offenders	3
HUSE 2030	Services in Correctional Institutions and Rehabilitation	3
HUSE 3040	Services for Domestic Violence Victims	3
HUSE 3050	Services for Crime Victims	3
HUSE 4060	Restorative Justice	<u>3</u>
		<b>18</b>

<b>Elective Courses:</b>		<b>Credits</b>
SEMI 1001	University Environment Seminar	1
	Electives	<u>4</u>
		<b>5</b>

**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 course includes the use of simulator.

This program is available in both Spanish and English languages.

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## 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 necessary to understand and identify the functions of the criminal justice system. Furthermore, it will enable the student with the fundamental concepts applicable to Criminal Law, procedures, evidence, and knowledge of the criminology theories so that the student can develop himself in different work scenarios.

### DEGREE TYPE EARNED: AAD

<b>General Education:</b>	<b>Credits</b>
ENGL 1010    Basic English I	3
ENGL 1020    Basic English II	3
ENGL 2050    Conversational English	3
ETHI 1010    Ethic and Professionalism	3
MATH 1010    Basic Mathematics	3
SOSC 1010    Social Sciences I	3
SPAN 1010    Basic Spanish I	3
SPAN 1020    Basic Spanish II	3
SPAN 2040    Writing and Composition	3
STAT 2000    Introduction to Statistics	3
SOSC 1020    Social Sciences II	3
PSYC 2510    Psychology	<u>3</u>
	<b>36</b>
 <b>Core Courses:</b>	 <b>Credits</b>
ITTE 1031L    Computer Literacy and Laboratory	3
JUST 1010    Introduction to Organization and Administration in Criminal Justice	3
JUST 1025    Fundamentals of Penal Laws	3
JUST 1030    Special Penal Laws	3
JUST 1040    Introduction to Criminology	3
JUST 1050    Evidence	3
JUST 2010    Interview and Interrogation	3
JUST 2020    Rules of Criminal Procedure	3
JUST 2050    Criminal Investigation	<u>3</u>
	<b>27</b>
 <b>Elective Courses:</b>	 <b>Credits</b>
SEMI 1001    University Environment Seminar	1
Electives	<u>7</u>
	<b>8</b>
 <b>TOTAL CREDITS</b>	 <b>71</b>

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.

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## ASSOCIATE’S DEGREE IN MEDICAL BILLING AND CODING

### PROGRAM DESCRIPTION

This Associate’s Degree in Medical Billing & Coding Program offers students the competencies to effectively apply coding procedures in health insurance companies.

### PROGRAM OBJECTIVE

The Associate’s Degree in Medical Billing & Coding Program provides the student with the necessary knowledge and skills to apply billing and coding procedures to health insurance companies.

### DEGREE TYPE EARNED: AAD

<b>General Education:</b>		<b>Credits</b>
ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
HUMA 1010	Humanities I	3
or		
SOSC 1010	Social Sciences I	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
MATH 1010	Basic Mathematics	<u>3</u>
		<b>18</b>
<b>Medical Billing Courses:</b>		<b>Credits</b>
BIOL 1200	Fundamentals of Anatomy and Physiology	3
BUMA 1050	Introduction to Entrepreneurship	3
ITTE 1031L	Computer Literacy and Laboratory	3
MESE 1010	Medical Terminology	3
MEBC 1010	Medical Billing Systems I	3
MEBC 1020*	Medical Billing Systems II	3
MEBC 1050	Medical Billing Coding I	3
MEBC 1060	Medical Billing Coding II	3
MEBC 1200	Medical Billing Coding III	3
MEBC 2000	Medical Reports Procedures	3
MEBC 2050*	Integrating Seminar: Medical Billing	3
MEBI 1150*	Electronic Medical Record	3
AUME 2000	Medical Auditing	3
HEMA 1020	Legal and Ethical Issues in Health Services Administration	<u>3</u>
		<b>42</b>
<b>Electives Courses:</b>		<b>Credits</b>
SEMI	University Environment Seminar	1
<b>TOTAL CREDITS</b>		<b>61</b>

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

\*\*This course includes the use of simulator.

This program is available in both Spanish and English languages.

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## 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:

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
BIOL 1010	INTRODUCTION TO BIOLOGY	3
ENGL 1010	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
ETHI 1010	ETHIC AND PROFESSIONALISM	3

HUMA 1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
MATH 1010	BASIC MATHEMATICS	3
SOSC 1010	SOCIAL SCIENCES I	3
SOSC 1020	SOCIAL SCIENCES II	3
SPAN 1010	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SPAN 2040	WRITING AND COMPOSITION	3
STAT 2000	INTRODUCTION TO STATISTICS	3
PSYC 2510	PSYCHOLOGY	3
PSYC 3510	SOCIAL PSYCHOLOGY	3

**UNDERGRADUATE COURSE  
DESCRIPTIONS**

## UNDERGRADUATE COURSE DESCRIPTIONS

### **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 analyze accounting operations and the creation of financial statements for a merchandising business. They will measure the depreciation expense of assets acquired by businesses. They will differentiate inventory types, how they function, and valuation methods. They will also evaluate the rules for payroll calculation, receivables, and current and long-term business liabilities.

*(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)*

**AUME 2000: Medical Auditing: 3 credits**

In this course, the students will analyze the general concepts and principles of the medical audit process. They will evaluate code descriptions that apply to withholdings on remittances of payment. Students will describe the components of a medical record and the monitoring process and their evaluation. They develop quality processes in the management of information and forms to submit bills to insurers. Therefore, they will conduct a medical audit of the medical billing process.

*(Pre-requisites: MESE 1010)*

**BIOL 1010: Introduction to Biology: 3 credits**

In this course, the students will examine the fundamental concepts of biology and the characteristics that distinguish living organisms and their evolutionary processes. They will analyze the cell as the fundamental unit of living organisms, as well as its metabolic and energetic cellular processes. Students will investigate the cell reproductive process and its genetic role. In addition, they will evaluate different ecosystems and the effect of human intervention on the environment.

**BIOL 1200: Fundamentals of Anatomy and Physiology: 3 credits**

In this course, students will evaluate the importance of the organization of the human body. They will explain the anatomy of the various body systems, their constituent organs, and their basic functions. They will justify the interrelationship that exists between the systems in the human body. In addition, they will analyze the most common pathologies that affect the different systems.

**BUAD 1050: 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.

**BUAD 2000: Fundamentals of Management: 3 Credits**

In this course, the students will critically analyze the main concepts about management and the organizational environment. In addition, they will assess the impact of the different schools of management thought and their exponents on contemporary management. Furthermore, they will integrate the concepts and processes related to planning, organization, management, and control into the essential functions of the manager. *(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 3000: Human Resources Administration: 3 credits**

In this course, students will evaluate the principles, rules, and practices of administration that apply to human resource management. They will strategically plan activities that pertain to human resources departments, such as personnel recruiting, selection, and assessment processes, as well as personnel formation, training, development, promotion, transferal, discipline, and remuneration processes, in accordance with labor legislation and collective agreements. They will also analyze the importance of developing human capital in organizations in view of the trends of the 21st century.

**BUAD 3010: Comparative Management: 3 Credits**

In this course, students will analyze the impact globalization has had on countries, industries, companies, and communities in general. They will determine the competencies that management must possess for an international operation, using the components of international trade as a reference framework. They will evaluate the role of organizational culture and cross-cultural communication in international management. Students will also explain the various controls that are implemented in the management of international operations in the areas of administration, marketing, and human resources, as well as the principles of social and ethical responsibility that should prevail.

*(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 students will analyze the principles of strategic management and the management skills needed to manage a company. They will evaluate ethics and social responsibility, as well as planning, human resources management, financial, and marketing for decision-making aspects within a company. Finally, they will formulate business strategies within the strategic and operational execution planning on a company. *This course includes the use of simulator. (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 2050: Small Business Planning: 3 credits**

In this course, students will analyze the importance of planning in the development of a business. The student will develop a business plan. Additionally, they will evaluate the economic viability and available assistance programs for the different types of businesses.

(*Pre-requisites: BUMA 1050, 2000*)

**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 2050: Conversational English: 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.

**EXCL 1000L: Basic Excel: 3 credits**

In this course, students will apply basic skills for working with Excel tools. They will manage different calculation sheets to organize data using formulas and functions. In addition, they will graph data, insert tables, and write professional reports.

**FINA 1020: Financial Statements Analysis: 3 credits**

In this course, students will analyze and interpret financial statements to evaluate the profitability of a company, and to make credit, loan and investment decisions, as well as any other decisions based on financial data. They will understand cash flow statements and the methods used to present them. Students will assess the risk associated with the most common financial transactions of the company. In addition, they will analyze the accounts receivable and long-term assets of a company, in order to make asset management decisions.

**FINA 1050: Financial Modeling: 3 credits**

In this course, students will develop financial models for statistical and investment purposes, such as shares and bonds appraisal, capital structure modeling, and capital budget modeling. They will apply the theories and concepts learned in the introductory finance and accounting courses in a practical way using spreadsheet. In addition, they will use the Microsoft Excel program to solve financial problems, as well as to manage and analyze information to take financial decisions.

**FINA 2100: Finance and Cash Flow: 3 credits**

In this course, students will evaluate the financial management landscape from the internal perspective of the companies and the activities that take place in the financial markets. They will analyze the results of the different financial statements and tax obligations. They will also measure the impact of acquiring bonds and shares in terms of the company's expected risk and return. (*Pre-requisites: MATH 1010*)

**FINA 2400: Financial Management: 3 credits**

In this course, students will analyze the impact of financial decisions that at short and long-term affect the achievement of the business goals and its performance. They will ponder risk, return, investment, debt and capital cost decisions. Students will evaluate cash and capital budgets to comply with the finance planning and control process. They will evaluate the capital structure and debt level of the company in order to recommended informed financial decisions. Students will also develop net working capital analysis competencies, as well as skills to make financial decisions regarding current assets and debts. They will analyze corporate decisions on leases, mergers, acquisitions, reorganization, liquidation, and bankruptcy, in addition to the impact of international investment decisions.

**FINA 2700: Money and Banking: 3 credits**

In this course, students will study the role of money and of the financial markets in the overall economy. They will analyze the leading role the banking industry and other financial institutions play in the financial system of a country. In addition, they will examine the relevance of the Federal Reserve System as a mechanism to control the monetary policy of a country with the objective of achieving economic stability. Lastly, students will evaluate the theoretical foundations, instruments, and strategies used to interpret the application of monetary policies at the national and international levels.

**FINA 3000: Financial Markets: 3 credits**

In this course, students will comprehend the function of financial markets and the role of economic and monetary theory in the economy. They will examine the structure and operations of financial markets. Finally, they will analyze the role of commercial banks and other financial institutions on the investment decision making process of organizations.

**FINA 3200: Personal Finance: 3 credits**

In this course, students will analyze the knowledge and abilities essential to make informed decisions about financial issues. They will also examine their current financial situation to set basic financial goals as part of their personal financial plan. Likewise, they will apply the necessary tools to keep track of their finances to efficiently maintain their budget. Finally, they will evaluate different opportunities and the importance of professional careers in the area of personal finance.

**FINA 4000: Fundamentals of Investments: 3 credits**

In this course, students will develop the skills to analyze investments and manage investment portfolios. In addition, they will apply basic investment concepts and principles, such as investment policies, types of securities, and factors that influence price changes. They will examine financial assets purchase and sale processes, as well as risk measures and how to calculate the return on investment. Finally, students will develop a general vision of the stock market and its behavior, including mutual funds, government securities, and other financial options.

**FINA 4010: Risk Management and Insurance: 3 credits**

In this course, students will analyze the fundamental principles of risk management and the different insurance types used to mitigate risks. They will evaluate how insurance companies operate, what determines their solvency, and the regulations governing them. They will also examine the process of selecting insurances and how they are used to transfer the risks that could impact the company finances. Finally, students will apply the appropriate processes, techniques, and tools to develop risk monitoring and control strategies and plans in companies.

**FOIN 1010: 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 2020: 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 1010*)

**FOIN 2030: 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 1010*)

**FOIN 3040: 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 1010*)

**FOIN 3050: 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 1010*)

**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 1010*)

**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-requisites: 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.

**HOSE 1010: 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 2020: 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 1010)*

**HOSE 2030: 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 2020)*

**HOSE 3040: 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 2020)*

**HOSE 3050: 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 2020)*

**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 2020)*

**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.

**HUMA 1020: Humanities II: 3 credits**

In this course, students will analyze the fundamental principles, impact, and transcendence of various philosophical and epistemological movements of the Western culture and their influence on current humanistic thinking from a multidisciplinary and interdisciplinary perspective. In addition, they will evaluate the periodization and characteristics of some political, religious, cultural, and scientific trends, as well as key values, traditions, and concepts that relate to today's society. They will also value the global influence of the legacy of Western culture by critically observing cultural and social transformations that occurred at different historical times from the Middle Ages to the 21st century. *(Pre-requisite: HUMA 1010)*

**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 1010: 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 2020: 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 2030: 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 3040: 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 3050: 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 Network 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)*

**ITTE 1031L: Computer Literacy and Laboratory: 3 credits**

In this course, students will analyze the utility of productivity tools, databases, and computerized systems in their learning process. They will distinguish basic technological concepts, the cycle of information processing and its devices, and the function of computer programs. In addition, they will examine basic aspects related to the services, security, privacy, and ethics of the internet, as well as to assistive technology. Furthermore, they will demonstrate technological competencies by using digital tools for creating documents in word, presentation, and electronic spreadsheet processors.

**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 examine general principles of penal law and state authority for the creation, transformation, or removal of felonies. Additionally, they will analyze fundamental rights recognized for citizens facing criminal proceedings against them, emphasizing applicable protections during the investigative stage. Students will likewise evaluate existing felonies in our legal system, forms of guilt, available defense, and court discretion during the process of imposing a penalty.

**JUST 1030: Special Penal Laws: 3 credits**

In this course, students will analyze foundations and principles for establishing special penal law. They will describe special penal laws and their relationship to the functioning of the criminal justice system. Additionally, they will review jurisprudence where special penal laws have been applied.

*(Pre-requisite: JUST 1025)*

**JUST 1040: Introduction to Criminology: 3 credits**

In this, course, students will examine basic concepts of criminology. They will analyze the historical background, evolution, and vision of crime, as well as some auxiliary sciences for the study of criminology. Students will compare approaches, models, and criminology theories of deviant behavior with a biopsychosocial focus.

**JUST 1050: Evidence: 3 credits**

In this course, students will examine requirements of the criminal justice system for admitting or rejecting compiled evidence based on due process of law. Additionally, they will determine existing types of proof, the process of challenging a witness, the adequacy of required proof, and existing limitations in the search for truth. Students will likewise evaluate instances in which new evidence could emerge during the post-sentencing stage and subsequent procedural implications for requesting another trial.

*(Pre-requisites: JUST 1010, JUST 1040)*

**JUST 2010: Interview and Interrogation: 3 credits**

In this course, students will examine current concepts related to interviewing and interrogation techniques, as well as the characteristics that the interviewer should have. In addition, they will analyze different interviewing techniques, taking into consideration psychological, ethical, scientific, and legal aspects, among others. Moreover, they will assess the importance of the interview and interrogation as the main investigative tool in obtaining information for solving a crime. *(Pre-requisites: ETHI 1010, SPAN 1010)*

**JUST 2020: Rules of Criminal Procedure: 3 credits**

In this course, students will analyze the rights of the accused, from the investigative stage through the culmination of the criminal proceedings. They will evaluate applicable criteria during probable cause determination for arrest, bail order, preliminary hearing, and judgment. Additionally, students will examine different available resources for an individual convicted of a felony in the post-sentencing stage of the criminal proceedings.

**JUST 2050: Criminal Investigation: 3 credits**

In this course, students will examine fundamental aspects of criminal investigations, their historical development, and leading figures. They will compare current investigation techniques and their applicability at different stages of the investigative process, as well as the importance of the auxiliary sciences. They will apply the preservation methodology, management, and investigation of the crime scene. Moreover, they will analyze different types of crime, from arrests to post-sentencing processes.

*(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, SOSOC 1010, PSYC 2510)*

**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 solve business administration problems using basic concepts of algebra and geometry. They will analyze reasoning, proportion, and progression exercises in finance. In addition, they will solve problems of systems of linear equations through any solution method and determine the factors that can influence profit on an investment.

*(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 develop models of situations related to business administration using linear, polynomial, exponential and logarithmic functions. In addition, they will apply matrix theory to linear systems solution, optimization, and linear programming. They will also analyze investment and annuity problems using successions and series.

*(Pre-requisites: MATH 1010, 1050)*

**MEBC 1010: Medical Billing Systems I: 3 credits**

In this course, the student will analyze the fundamental concepts related to medical billing systems. Evaluate provision methods in processing billing. Demonstrate the proper management of medical billing forms to select the type of insurance coverage and distinguish important features of health insurance.

**MEBC 1020: Medical Billing Systems II: 3 credits**

In this course, the student will analyze the impact of technology in electronic billing systems. Evaluate the management process of medical billing systems for medical personnel and explain the technological evolution of the software in the field of health. Furthermore, integrate the knowledge and skills of the electronic reconciliation process and claims to secondary health plans while using billing software.

*(Pre-requisite: MEBC 1010). (This course includes the use of simulator.)*

**MEBC 1050: Medical Billing Coding I: 3 credits**

In this course, the student will analyze the international classification of diseases ICD-10 and medical terminology according to the disease through studies of inpatients and outpatients. Distinguish the clinical data in health and medical records. Identify diagnostic groups and procedure codes to develop compliance strategies and obtain reimbursement and prospective payments from insurance companies.

**MEBC 1060: Medical Billing Coding II: 3 credits**

In this course, the student will analyze the evolution of the CPT codes in the field of medical coding. Evaluate the ability to accurately assign diagnostic codes and procedures using the CPT Manual. Describe procedures, standards, documentation, and ethical-legal aspects in coding using the CPT. Distinguish available diagnostics and procedures outlined in the medical record (history) to determine whether the documentation is adequate for coding purposes.

*(Pre-requisite: MEBC 1050)*

**MEBC 1200: Medical Billing Coding III: 3 credits**

In this course, the student will evaluate the development of HCPCS codes in the field of medical coding. Demonstrate the ability to accurately assign codes to diagnoses and procedures using the CPT Manual. Identify the structure CPT / HCPCS and apply general guidelines in coding systems. Describe standards, procedures, legal and ethical aspects, forms, and documentation required by Medicare and Medicaid for HCPCS codes.

*(Pre-requisites: MEBC 1050, MEBC 1060)*

**MEBC 2000: Medical Reports Procedures: 3 credits**

In this course the students will analyze the components and functions of a spreadsheet. They will create and edit tables and charts in the spreadsheet for use, handling and analysis of medical information. Students will also integrate the functions and tools of the worksheet with various programs to facilitate the creation and presentation of reports and medical reports.

*(Pre-requisites: MEBC 1010, MEBC 1020, MEBC 1050, MEBC 1060, MEBC 1200)*

**MEBC 2050: Integrating Seminar: Medical Billing: 3 credits**

In this seminar the students will integrate and demonstrate the knowledge, skills and abilities developed during their training in the associate degree program of Billing and Coding. They will also analyze the fundamental concepts related to medical billing systems. Students will examine the methods of data entry required by billing software. They will discuss the importance of diagnostic coding processes and procedures in the development of analysis of medical records and integrate the knowledge and skills of reconciliation and electronic claims process according to the requirements of medical plans.

*(Pre-requisites: MEBC 1010, MEBC 1020, MEBC 1050, MEBC 1060, MEBC 1200)*

*(This course includes the use of simulator.)*

**MEBI 1150: Electronic Medical Record: 3 credits**

In this course the students will analyze the basics about managing electronic medical records and the basic functions of an electronic medical record. They will discuss the importance of using electronic medical record (EHR) in medical offices and hospitals. They examine compliance regulations, as well as legal and ethical principles for the use of information and technology resources in the healthcare industry. Students describe the primary objectives of Public Health related to the electronic medical record. *(This course includes the use of simulator.)*

**MESE 1010: Medical Terminology: 3 credits**

This course develops skills on the basic medical vocabulary most commonly used. It also covers roots, prefixes, and suffixes related to the health field. It studies the medical vocabulary for all the body systems. It also provides an understanding of the scientific written and spoken words commonly used in the health field.

*(Pre-requisites: BIOL 1010, 2000 or BIOL 1200 for the Medical Billing and Coding program)*

**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.

**MKTG 1020: Integrated Marketing Communications: 3 credits**

In this course, students will analyze the importance of integrating communication elements through different media to convey a clear, coherent and convincing message about a company, product, service, or brand. They will evaluate the role of advertising in integrated marketing communications (IMC) strategies aimed at the target market to promote the success and value of the brand of an organization. Additionally, they will apply communications planning and design skills to developing an integrated communications plan. *(Pre-requisite: MKTG 1010)*

**MKTG 2010: Consumer Behavior: 3 credits**

In this course, students will analyze consumer behavior, as well as the external and internal factors influencing the consumer's purchasing behavior. They will analyze in depth the purchasing decision process to identify the specific consumer needs and determine which must be fulfilled with priority, in order to develop effective marketing strategies.

*(Pre-requisite: MKTG 1010)*

**MKTG 2030: Content Marketing: 3 credits**

In this course, students will discuss the principles, concepts and strategies necessary to undertake a content marketing campaign. They will create useful and relevant content for the target market that is consistent with the objectives defined in the marketing plan for the development of the brand. They will also develop the necessary abilities to execute and monitor a content marketing plan, as well as to interpret their relevant metrics. *(Pre-requisites: MKTG 1010, MKTG 1020)*

**MKTG 3000: Marketing Research: 3 credits**

In this course, students will evaluate the basic research methodology applied to marketing topics. They will examine methods and techniques for the collection, analysis and interpretation of primary and secondary data, both for individual and business clients.

*(Pre-requisites: MKTG 1020, MKTG 2010)*

**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)*

**PROM 1000: Project Management Fundamentals: 3 credits**

In this course, students will comprehend the fundamentals and practices of project management. Likewise, they will examine all the components of the lifecycle of a project, from initiation to closure. They will also assess theoretical aspects of project management, aligned with the PMBOK® Guide of the Project Management Institute (PMI).

**PROM 1050: Project Communications and Stakeholder Management: 3 credits**

In this course, students will apply the tools used for planning, monitoring and controlling the communication plan for a project. They will develop strategies to maintain an effective communication with interested parties and stakeholders throughout all the phases of the project, with the objective of gaining their support and reducing resistance. In addition, students will examine the best practices in human resources planning, acquisition, development and management to procure the success of the project.

**PROM 2000: Quality Management: 3 credits**

In this course, students will analyze the evolution of project quality management, and its impact on the portfolios, programs and projects of the organization. They will evaluate quality management processes used in project development, in order to comply with their requirements. They will also examine concepts related to planning, control and quality assurance. Finally, students will discuss the international quality standards established by the International Organization for Standardization (ISO) and the methodologies used to achieve continued quality improvement in the internal processes of an enterprise, as well as in the design and marketing of their products and services.

**PROM 2050: Cost and Time Management: 3 credits**

In this course, students will develop a certificate of incorporation and planning structure for a project. They will apply time-management and project budget strategies, considering the challenges faced by organizations. Additionally, students will design a cost plan and schedule, based on the resources to be used in the project. Likewise, they will evaluate the project performance using monitoring and cost control techniques.

**PROM 3000: Project Risk Management: 3 credits**

In this course, students will examine the main processes related to risk management, such as planning, risk identification and register, qualitative and quantitative analysis, response preparation, and risk control. On the other hand, they will evaluate risk management principles according to the standards established by the Project Management Body of Knowledge (PMBOK® Guide), of the Project Management Institute. Also, they will develop a plan that will enable them to establish risk management strategies for any project.

**PROM 3050: Contracts and Procurement Management: 3 credits**

In this course, students will develop a resources acquisition and management plan, using the latest PMBOK edition as framework, in order to ensure compliance with the tasks and deliverables in the project plan. On the other hand, they will analyze the mechanisms for the acquisition of resources for a project by outsourcing. In addition, students will explain monitoring and control processes to comply in an ethical manner with the plan for acquisition of goods and services of the project.

**PROM 4000: Technology for Project Management: 3 credits**

In this course, students will analyze several Project Management Information Systems (PMIS) applications used for process automation. They will also describe different applications for project control and monitoring, groupware applications, and applications for communications via internet, including mobile applications. On the other hand, students will explain the impact of current and future technologies on project management.

**PROM 4010: Project Management Seminar (Capstone): 3 credits**

In this capstone seminar, students will apply the knowledge acquired in the major courses of the bachelor's degree in Business Administration with major in Project Management, to initiate, plan, execute, control, and close a simulated project. They will develop the deliverables, following the mission and goals of the business plan. They will select processes and courses of action that will optimize the development and execution of the project, to benefit all interested parties. They will further integrate the basic alignments defined in the PMBOK® Guide of the Project Management Institute (PMI).

**PSYC 2510: Psychology: 3 credits**

In this course, students will analyze the historical development and basic concepts of the psychological study of human behavior. Additionally, they will explain which situations exert a significant influence on psychosocial behavior. Students will also apply psychological concepts and theories to situations in everyday life and in their professional relationships. They will comprehensively analyze individuals in personal relations, cultural context, and social conflict.

**PSYC 3510: Social Psychology: 3 credits**

In this course, students will interpret social life from the point of view of the individual. Furthermore, they will identify the prevalent role of social institutions and social groups in the configuration of individuals as social entities. Additionally, students will explain the power of influence from individuals within groups, interaction processes, and social conflicts. Students will also critically analyze certain cultural patterns that promote and perpetuate conflictive interactions between individuals and between groups.

*(Pre-requisite: PSYC 2510)*

**PSYC 3520: Psychopathology: 3 credits**

In this course, students will examine the historical background of the development of psychopathology as we currently know it. Additionally, they will analyze scientific contributions to the concepts of madness, normalcy, mental illness, and mental health. They will identify main psychological disorders according to classification in the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). They will evaluate the theoretical basis of concepts, specific disorders, criteria, differential diagnostics, theoretical models, as well as treatments and, legal and ethical implications.

*(Pre-requisites: JUST 2020, PSYC 2510, 3010)*

**SEMI 1001: University Environment Seminar: 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.

**SOME 1000: Introduction to Social Media: 3 credits**

In this course, students will summarize the most relevant aspects of the history of social media, along with its fundamental theories. They will determine the impact of social media in the fields of marketing, public relations, and publicity. They will explain what constitutes a marketing and content creation strategy for social media. Students will compare the metrics traditionally used in marketing with those used in social media. By the same token, they will evaluate the trends and technological tools available for the development of a social media plan.

*(Pre-requisite: MKTG 1010)*

**SOME 2000: Social Media Marketing Strategies: 3 credits**

In this course, students will discuss the importance of having a social media marketing strategy and the benefits it provides to a business. They will analyze the components of a plan to establish a social media strategy. They will discuss how to create a business profile in the primary social network platforms, and analyze content strategies and their optimization. In addition, students will get acquainted with several emerging channels in social media to develop marketing strategies.

*(Pre-requisite: SOME 1000)*

**SOME 2010: Public Relations in Social Media: 3 credits**

In this course, students will evaluate how the growth and revolution of social networks has impacted public relations. They will apply the necessary basic skills to develop, in an ethical and responsible manner, strategic messages consistent with the organizational objectives. In addition, they will analyze the phases for the development of public relation campaigns integrated with social networks: research, planning, implementation, and assessment.

*(Pre-requisites: SOME 1000, SOME 2000)*

**SOME 3000: Web and Social Media Analytics: 3 credits**

In this course, students will apply tools and procedures used in information analysis in digital platforms such as web, mobile, and social network platforms. They will segment user audiences, profiles, and preferences to understand their behavior and effectively connect with them. Students will integrate measuring services to the analysis of crucial data for the development of a strategic communications plan. They will use different types of efficiency metrics, key performance indicators, and ways of combining information as part of a strategic communications plan for a company, brand, advertising agency, or media.

*(Pre-requisite: SOME 2000)*

**SOME 4000: Social Media Marketing Campaign (Capstone): 3 credits**

In this course, students will design a plan for a marketing campaign in social media. They will develop goals and objectives, and identify which social networks should they integrate in the strategic marketing plans. In addition, through practical exercises, students will have the opportunity to identify and implement marketing, content, and advertising strategies, measure results, and offer recommendations to improve the marketing campaigns in social media. This course requires using a simulator to complete the practical exercises.

*(Pre-requisites: MKTG 1020, 2010, 2030, 3000, SOME 1000, 2000, 2010, 3000)*

**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 this 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)*

**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 2040: Writing and Composition: 3 credits**

In this course, students will analyze the main elements of communication and the methodology of planning, textualization and review in the writing process. They will also integrate spelling and grammar into text composition. In addition, they will explain the elements and structure of the monograph and its relevance in the professional field. Finally, they will develop a monograph on a topic of their interest.

*(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. They will analyze data by applying statistical methods to collect, summarize, present, and interpret quantitative and categorical data. They will also construct graphs and determine numeric measurements for grouped and ungrouped data. They will analyze situations in which probability concepts and distributions will be applied. 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  
Miami Campus**

**TERM: 2021 SPRING A  
Module 1**

January 10	Classes Begin
January 10 to 22	Period to Add/Change Courses <sup>1</sup>
January 22	Last day to complete grade changes applications (previous term)
	Last day for faculty to remove incompletes (previous module)
	Last day to complete a Program Change application (next term)
January 31 to February 7	Mid Term Grades Due from Faculty
	Week to present Competency Exams
February 1	Last Day to appeal Partial Show (PS) courses
February 27	Final Exams
February 27	Module Ends
March 2	Last day for Faculty to submit grades online
March 4	Publication of grades at Portal

**TERM: 2021 SPRING A  
Module 2**

March 7	Classes Begin
March 19	Last day for faculty to remove incompletes (previous module)
March 15 to 22	Registration and Financial Orientation (next term)
March 22	Last day to complete a Program Change application (next term)
	Last Day to Complete Degree Conferral Applications
March 28 to April 3	Mid Term Grades Due from Faculty
April 24	Final Exams
April 24	Term Ends
April 27	Last day for Faculty to submit grades online
April 29	Publication of grades at Portal

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

*<sup>1</sup>Any course added to the existing academic program after this date may change the amount eligible for T IV Federal Pell Grant. Please contact the Financial Aid Office and Bursar Office for the impact on your account.*

**Registrar's Office  
Academic Calendar  
Miami Campus**

**TERM: 2021 SPRING B  
Module 1**

March 7	Classes Begin
March 7 to 19	Period to Add/Change Courses <sup>1</sup>
March 19	Last day to complete grade changes applications (previous term) Last day for faculty to remove incompletes (previous module) Last day to complete change of academic program or major (next term)
March 28 to April 3	Mid Term Grades Due from Faculty Week to present Competency Exams
March 29	Last Day to appeal Partial Show (PS) courses
April 24	Final Exams
April 24	Module Ends
April 27	Last day for Faculty to submit grades online
April 29	Publication of grades at Portal

**TERM: 2021 SPRING B  
Module 2**

May 2	Classes Begin
May 14	Last day for faculty to remove incompletes (previous module)
May 17 to 24	Registration and Financial Orientation (next term)
May 24	Last day to complete a Program Change application (next term) Last Day to Complete Degree Conferral Applications
May 23 to 29	Mid Term Grades Due from Faculty
June 19	Final Exams
June 19	Term Ends
June 23	Last day for Faculty to submit grades online
June 25	Publication of grades at Portal

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**Registrar's Office  
Academic Calendar  
Miami Campus**

**TERM: 2021 SUMMER A  
Module 1**

May 2	Classes Begin
May 3 to 16	Period to Add/Change Courses <sup>1</sup>
May 16	Last day to complete grade changes applications (previous term) Last day for faculty to remove incompletes (previous module) Last day to complete a Program Change application (next term)
May 24	Last Day to appeal Partial Show (PS) courses
May 23 to 29	Mid Term Grades Due from Faculty Week to present Competency Exams
June 19	Final exams
June 19	Module Ends
June 23	Last day for Faculty to submit grades online
June 25	Publication of grades at Portal

**TERM: 2021 SUMMER A  
Module 2**

July 4	Classes Begin
July 16	Last day for faculty to remove incompletes (previous module)
July 12 to 19	Registration and Financial Orientation (next term)
July 18	Last day to complete a Program Change application (next term)
July 18	Last Day to Complete Degree Conferral Applications
July 25 to 31	Mid Term Grades Due from Faculty
August 21	Final Exams
August 21	Term Ends
August 24	Last day for Faculty to submit grades online
August 26	Publication of grades at Portal

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**Registrar's Office  
Academic Calendar  
Miami Campus**

**TERM: 2021 SUMMER B  
Module 1**

July 4	Classes Begin
July 4 to 16	Period to Add/Change Courses <sup>1</sup>
July 16	Last day to complete grade changes applications (previous term) Last day for faculty to remove incompletes (previous module) Last day to complete a Program Change application (next term)
July 21	Last Day to Complete Degree Conferral Applications
July 25 to 31	Mid Term Grades Due from Faculty Week to present Competency Exams
July 26	Last Day to appeal Partial Show (PS) courses
August 21	Final Exams
August 21	Module Ends
August 24	Last day for Faculty to submit grades online
August 26	Publication of grades at Portal

**TERM: 2021 SUMMER B  
Module 2**

August 29	Classes Begin
September 10	Last day for faculty to remove incompletes (previous module)
September 14 to 20	Registration and Financial Orientation (next term)
September 20	Last day to complete a Program Change application (next term)
September 20	Last Day to Complete Degree Conferral Applications
September 19 to 24	Mid Term Grades Due from Faculty
October 16	Final Exams
October 16	Term Ends
October 19	Last day for Faculty to submit grades online
October 21	Publication of grades at Portal

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**Registrar's Office  
Academic Calendar  
Miami Campus**

**TERM: 2021 FALL A  
Module 1**

August 29	Classes Begin
August 30 to September 12	Period to Add/Change Courses <sup>1</sup>
September 12	Last day to complete grade changes applications (previous term) Last day to complete a Program Change application (next term)
September 10	Last day for faculty to remove incompletes from prior module.
September 19 to 25	Mid Term Grades Due from Faculty Week to present Competency Exams
September 20	Last day to appeal Partial Show (PS) courses
October 16	Final Exams
October 16	Module Ends
October 19	Last day for Faculty to submit grades online
October 21	Publication of Grades in the Portal

**TERM: 2021 FALL A  
Module 2**

October 24	Classes Begin
November 5	Last day for faculty to remove incompletes (previous module)
November 9 to 15	Registration and Financial Orientation (Next Term)
November 14	Last day to complete a Program Change application (next term)
November 14	Last Day to Complete Degree Conferral Applications
November 14 to 20	Mid Term Grades Due from Faculty
December 11	Final Exams
December 11	Term Ends
December 14	Last day for Faculty to submit grades online
December 16	Publication of Grades in the Portal

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**Registrar's Office  
Academic Calendar  
Miami Campus**

**TERM: 2021 FALL B  
Module 1**

October 24	Classes Begin
October 25 to November 7	Period to Add/Change Courses <sup>1</sup>
November 7	Last day to complete grade changes applications (previous term) Last day to complete a Program Change application (next term)
November 5	Last day for faculty to remove incompletes (previous module)
November 14 to 20	Mid Term Grades Due from Faculty Week to present Competency Exams
November 15	Last Day to appeal Partial Show (PS) courses
December 11	Final Exams
December 11	Module Ends
December 14	Last day for Faculty to submit grades online
December 16	Publication of Grades in the Portal

**TERM: 2021 FALL B  
Module 2**

January 9	Classes Begin
January 21	Last day for faculty to remove incompletes (previous module)
January 25 to 31	Registration and Financial Orientation (Next Term)
January 30	Last day to complete a Program Change application (next term)
January 30	Last Day to Complete Degree Conferral Applications
January 30 to February 5	Mid Term Grades Due from Faculty
February 26	Final Exams
February 26	Term Ends
March 1	Last day for Faculty to submit grades online
March 3	Publication of Grades in the Portal

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# 2021 HOLIDAYS CALENDAR

## Center Closed

January 1, 2021	New Year's Day
January 18, 2021	Martin Luther King Day
February 15, 2021	Presidents' Day
April 2, 2021	Good Friday
May 31, 2021	Memorial Day
July 5, 2021	Independence Day – Sunday, July 4th
September 6, 2021	Labor Day
November 11, 2021	Veteran's Day
November 25, 2021	Thanksgiving Day
November 26, 2021	Day after Thanksgiving
December 24-25, 2021	Christmas Day
December 31, 2021	New Year's Eve



# 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 September 1<sup>st</sup>, 2021.

Michael Barnett  
President

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NUC University doesn't exclude from participation, nor deny benefits to, nor discriminate against any person for reason of age, race, sex, color, place of birth, social origin or condition, physical or mental handicap, or political or religious beliefs.



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2021-2022  
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