



# UNIVERSITY CATALOG

## 2023-2024

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***This University is accredited by the  
Accrediting Council for Independent Colleges and Schools (ACICS) to  
award diplomas, associate's degrees, bachelor's degrees and master's  
degrees.***

**ACICS, P.O. Box 41554  
Washington, DC 20018**

Note: Jose Maria Vargas University is a DBA of Jose Maria Vargas University, LLC.

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Jose Maria Vargas University

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**faculty availability hours:** Monday-Friday 6pm-7pm

**The University encourages applications from qualified applicants of both sexes from all cultural, racial, religious and ethnic groups. The University is committed to nondiscrimination with respect to race, creed, color, religion, age, disability, sex, marital status, national origin, political affiliations or opinions.**

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The University is privately held and Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution (license # 2788) may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400 toll free telephone number 888-224-6684.

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## WELCOME TO STUDENTS

Welcome to the academic world of Jose Maria Vargas University! Here at Jose Maria Vargas University you will experience preparation both as a future professional and as human beings through a uniquely holistic model of education. We have achieved the ideal balance among the practical, theoretical and personal aspects of career preparation.

The central focus in all of the University's programs is the relationship between academic learning and real-life practical skills and strategies. At Jose Maria Vargas University you will encounter distinguished faculty who have a record of outstanding professional experience. You will benefit from realistic and authentic course experiences through continual participation in real-world problem solving. Jose Maria Vargas University offers the benefit of a results-driven, team-based cooperative learning environment that emphasizes updated curricula, collaborative learning and project management skills.

Jose Maria Vargas University represents one of the few existing academic endeavors that integrate an international approach with expertise in the practical, professional and educational arenas in a formalized university setting. By providing an educational setting with strong cultural diversity, Jose Maria Vargas University offers you a unique global understanding that is embedded in its curriculum as well as the larger educational context.

We have created an environment conducive to successful learning by ensuring a low student to teacher ratio and small classes. Jose Maria University offers personal and individualized attention so that you may grow not only academically, but also personally, socially and emotionally – all within a rich and meaningful university experience.

Alicia Fernanda Parra, Ed.D.  
President, Jose Maria Vargas University



## STATEMENT OF PURPOSE

José María Vargas University seeks to achieve, through a uniquely holistic model of education, the overall preparation of students both as future professionals and as human beings. Jose Maria Vargas University represents one of the few endeavors existing with an international approach that combines expertise from the practical professional arena and the educational arena in a formalized university setting. The University's objective is to establish the ideal balance among the practical, theoretical and personal aspects of career preparation in order to provide the business and professional communities with graduates who have the knowledge, the skills and the interpersonal ability to make an immediate and significant contribution in their chosen field.

José María Vargas University will build an educational curriculum upon which a strong foundation for critical thinking and conceptual skills can be established. The rigor and scholarly emphasis of the University will be coupled with the expertise and knowledge of the professional community. The central focus in all of the University's programs will be the relationship between academic learning and real life practical skills and strategies. The University's programs will be designed to respond to the needs of today's world with the flexibility to adjust to these needs as they continue to evolve.

Jose Maria Vargas University offers programs that are both academic and career-oriented in their focus. Each of these programs is taught in a bi-lingual context. Among all its programs of study, the goal of the University is to promote a high-quality education in which students acquire the critical thinking and conceptual skills, as well as the knowledge and interpersonal skills to function in their careers.

## MISSION

Jose Maria Vargas University is a postsecondary institution that provides quality academic and career-oriented programs at the certificate, undergraduate, and graduate levels in traditional and online delivery formats.

### OBJECTIVES OF THE JOSE MARIA VARGAS UNIVERSITY MISSION

- 1.) To provide students with a balanced curriculum in all program areas to ensure that instruction is occurring in the areas of academic scholarship, real-life practical skills, interpersonal skills, and personal development.
- 2.) To develop the intellectual and academic preparation of students. Students are expected to think critically and independently, develop quantitative skills, conduct research, and investigate new ideas.
- 3.) To establish balance among the practical, theoretical, and personal aspects of career preparation so that the business and professional communities have graduates who have the knowledge, the skills and the interpersonal ability to make an immediate and significant contribution in their chosen field.
- 4.) To demonstrate effective communication skills. These include listening thoughtfully, speaking respectfully, writing clearly, and presenting information in a concise manner.
- 5.) To train next generation professionals using effective instruction in both distance and residential education.
- 6.) To incorporate technology in instruction and administration and provide students with extensive on-line services and resources.

- 7.) To utilize technology and systems to delivery distance education and training that are student-centric and outcomes-driven.

## VALUE STATEMENTS OF JOSE MARIA VARGAS UNIVERSITY

**Holistic Model of Education** Jose Maria Vargas University provides students with a balanced curriculum in all program areas to ensure that instruction is occurring in the areas of academic scholarship, real-life practical skills, interpersonal skills and self-knowledge.

**Intellectual Development** The University strives foremost to develop the intellectual and academic preparation of students. Students are expected to think critically and independently, develop quantitative skills, conduct research, and investigate new ideas.

**Career Preparation** The University's objective is to establish the ideal balance among the practical, theoretical and personal aspects of career preparation in order to provide the business and professional communities with graduates who have the knowledge, the skills and the interpersonal ability to make an immediate and significant contribution in their chosen field.

**Communication** Students at the University are expected to demonstrate effective communication skills. These include listening thoughtfully, speaking respectfully, writing clearly, and presenting information in a concise manner.

**Diversity** The University embraces the cultural diversity of South Florida and its students, and welcomes students from many countries around the world and states across the nation.

**Innovation** The University incorporates technology in instruction and administration, and provides students with extensive on-line library resources. Students are encouraged to utilize computer labs at the University to complete assignments or conduct research.

## VISION

José María Vargas University views itself as a pioneer institution of higher education focusing on the holistic development of individuals and the formation of professionals for the world.

## ACADEMIC CALENDAR 2023-2024

### **Fall 2023**

August 7-August 12, 2023 Introductory Program (Orientation)  
 August 14, 2023 Start of Fall Semester Part A  
 August 14-21, 2023 ADD/DROP Period for regular and new students of Fall 2023  
 September 4, 2023 Labor Day (No classes)  
 September 5-9, 2023 Introductory Program (Orientation) Part B  
 September 9, 2023 End Part A  
 September 11, 2023 Start of Part B  
 September 12-16, 2023 ADD/DROP Period for new students that started on part B of Fall 2023  
 October 2-7, 2023 Introductory Program (Orientation) Part C  
 October 7, 2023 End of Part B  
 October 9, 2023 Columbus Day (No classes)  
 October 10, 2023 Start of Part C  
 October 10-14, 2023 ADD/DROP Period for new students that started on part C of Fall 2023  
 October 30 – November 4, 2023 Introductory Program (Orientation) Part D  
 November 4, 2023 End Part C  
 November 6, 2023 Start Part D  
 November 6-11, 2023 ADD/DROP Period for new students that started on part D of Fall 2023  
 November 10, 2023 Veterans Day (No classes)  
 November 19-26, 2023 Thanksgiving break (No classes)  
 December 1-15, 2023 Spring 2024 semester registration  
 December 9, 2023 End of Fall Semester (End of Part D)  
 December 10, 2023 Start of Winter Break

### **SPRING 2024**

January 8-13, 2024 Introductory Program (Orientation)  
 January 15, 2024 Martin Luther King Day (No classes)  
 January 16, 2024 Spring semester begins  
 January 16-20, 2024 ADD/DROP Period for regular and new students of Spring 2024 semester  
 February 5-10, 2024 Introductory Program (Orientation) Part B  
 February 10, 2024 End Part A  
 February 12, 2024 Start Part B  
 February 12-17, 2024 ADD/DROP Period for new students that started on part B of Spring 2024 semester  
 February 19, 2024 President's Day (No Classes)  
 March 4-9, 2024 Introductory Program (Orientation) Part C  
 March 9, 2024 End Part B  
 March 11, 2024 Start Part C  
 March 11-16, 2024 ADD/DROP Period for new students that started on part C of Spring 2024 semester  
 March 24-31, 2024 Spring Break (no classes)  
 April 1-6, 2024 Introductory Program (Orientation) Part D  
 April 13, 2024 End Part C  
 April 15, 2024 Start Part D  
 April 15-20, 2024 ADD/DROP Period for new students that started on part D of Spring 2024 semester  
 April 15-May 11, 2024 registration for Summer and Fall 2024 semesters  
 May 11, 2024 Spring Semester Ends (End of Part D)

### **SUMMER 2024**

May 6-11, 2024 Introductory Program (Orientation)  
 May 13, 2024 Summer semester begins (Start of Part A)  
 May 13-18, 2024 ADD/DROP Period for regular and new students of Summer 2024 semester  
 May 27, 2024 Memorial Day (no classes)  
 June 3-8, 2024 Introductory Program (Orientation) Part B  
 June 8, 2024 End of Part A  
 June 10, 2024 Start of Part B  
 June 10-15, 2024 ADD/DROP Period for new students of Summer 2024 semester Part B  
 July 1-6, 2024 Introductory Program (Orientation) Part C  
 July 4, 2024 Independence Day (no classes)  
 July 6, 2024 End of Part B  
 July 8, 2024 Start of Part C  
 July 8-13, 2024 ADD/DROP Period for new students that started on part C of Summer 2024 semester  
 August 3, 2024 Summer semester ends (End of Part C)

## OFFICIAL UNIVERSITY HOLIDAYS 2023-2024

In celebration of the holidays the University will be closed on the following days:

<b>Labor Day 2023</b>	<b>September 4, 2023</b>	<b>Martin Luther King Day 2024</b>	<b>January 15, 2024</b>
<b>Columbus Day 2023</b>	<b>October 9, 2023</b>	<b>President's Day 2024</b>	<b>February 19, 2024</b>
<b>Veterans Day 2023</b>	<b>November 10, 2023</b>	<b>Spring Break 2024 (for students and Faculty only)</b>	<b>March 24-31, 2024</b>
<b>Thanksgiving 2023</b>	<b>November 19-26, 2023</b>	<b>Memorial Day 2024</b>	<b>May 27, 2024</b>
<b>Winter Break 2023</b>	<b>December 10, 2023-January 2, 2024</b>	<b>Independence Day 2024</b>	<b>July 4, 2024</b>

## GENERAL INFORMATION

### Accreditation

Jose Maria Vargas University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). JMVU is authorized to award the following: Diplomas, Associate degrees, Baccalaureate degrees, and Master degrees. Additional information regarding this institution may be obtained by contacting ACICS, P.O. Box 41554 Washington, DC 20018

### Licensing

Jose Maria Vargas University is a private institution organized as a for-profit corporation under the laws of the State of Florida. It has been fully licensed by the Florida Commission for Independent Education, Florida Department of Education, to provide postsecondary education and has authority to grant degrees under the laws of the state of Florida. The organizational structure and governance of the University is described below. Additional information regarding this institution may be obtained by contacting the Commission at 325

West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400. The toll-free telephone number is (888) 224-6684.

### State Authorization

Jose Maria Vargas University is approved to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). However, NC-SARA does not cover California. Consequently, **JMVU does not have approval from California to recruit or enroll its residents in distance education programs**. find further details and verify JMVU's listing as a participating institution [www.nc-sara.org](http://www.nc-sara.org)

### Semester System

JMVU operates on a semester system. The fall and spring semesters consist of approximately 14-16 weeks and the summer semester consists of approximately 6-8 weeks of instruction. Courses are offered during all three semesters, with individual courses being offered in accordance with course listings contained in this Catalog.

## ORGANIZATION AND ADMINISTRATION

### Corporation information

Jose Maria Vargas University is a DBA of Jose Maria Vargas University, LLC. Jose Maria Vargas University is a privately held for-profit Florida corporation.

### Officers of the University

The organizational structure of Jose Maria Vargas University ("JMVU" or "University") is simple and flexible, allowing the University to expand to fit the diversification of the University's programs and the new demands brought on by growth in South Florida. The University's administration consists of the following:

- Board of Directors;
- President;
- Vice President of Academic Affairs;
- Vice President of Finance;
- Director of Financial Aid;
- Library Director

As the University develops through increased enrollment, diversification and the expansion of academic programs and courses, as well as plans and projects for research and graduate studies, there will be a need to create new leadership and operational positions. These are expected to include: a Vice President for Research and Graduate Studies, Reference Librarians, Deans, Coordinators, a Director of Career Development and Placement, an Admissions Director, an IT Director and others.

## **Governance of the University**

The University is privately owned as a for-profit corporation. The operation of the University is managed and its corporate powers exercised by the Board of Directors. The University's Board of Directors has the authority to conduct, among other functions, the following:

- establish the policies and procedures for the University;
- select the president of the University;
- amend and/or approve the annual budget for the University;
- determine the compensation of the president, and the vice presidents;  
and
- perform any other necessary tasks in the administration of the University.

## **Board of Directors**

The following is the current membership of the Board of Directors:

- Steven Malca (Chair)
- Michael Smith (Vice Chair)
- Enrique Vejar (Member)
- Miguel Juraidini (Member)
- Alicia Fernanda Parra (Member)

## **University Administrators**

### ***PRESIDENT***

Dr. Alicia Fernanda Parra serves as the President of the University. The President oversees all University functions and all ultimate decision-making (except those decisions requiring Board approval); gives final approval on all faculty hiring and other major decisions (except those decisions requiring Board approval); networks with pertinent industry personnel; promotes the University within the community; recommends modifications to the purpose and mission of the University as it grows and develops and as the needs of students and the market change over time; and performs other duties as designated by the Board of Directors.

### ***VICE PRESIDENT OF ACADEMIC AFFAIRS***

The responsibilities of the Vice President of Academic Affairs include the supervision of academic affairs, faculty and student services. The VP administers the day-to-day operations of the University consistent with the standards and procedures adopted by the University.

The VP of Academic Affairs also supervises admission and assists in developing admission and registration schedules and procedures. Maintains and analyzes academic records, statistics and archives and directs the preparation of student transcripts.

***VICE PRESIDENT OF FINANCE***

The responsibilities of the Vice President of Finance are the administration of financial affairs and involvement in public service, networking with pertinent industry personnel, as well as the physical facilities of the University, and the general administration of the University consistent with its adopted standards and procedures.

The Vice President develops and administers the University budget, and supervises the maintenance of employee records for payroll and benefits and directs the implementation of payroll for all personnel. The VP performs other duties as designated by the President.

***CHIEF OPERATING OFFICER AND DIRECTOR OF FINANCIAL AID***

The primary responsibilities of the Chief Operating Officer (COO) and Director of Financial Aid are to administer Financial Aid programs, supervise the daily operations of the University.

## FACILITIES

The University seeks to provide faculty, staff and students with modern facilities that integrate traditional educational environments with the latest in technological advancements.

The University has a 12,429 square foot facility. Located at 10131 Pines Boulevard in Pembroke Pines - provides an environment that is conducive to good instruction and learning and readily supports the educational programs offered by the institution.

The University location is convenient and highly visible to students. The surrounding stores, banks and restaurants create an environment that is appealing to students and meets their needs. Public transportation is available with a bus stop directly in front of the University's building.

Inside the University building there are 10 classrooms. The furnishings throughout the building are color-coordinated and comfortable for students. Each of the classrooms has a built-in projector as well as a computer for use by the instructors with connections to the internet. There are multiple labs to enhance the student's learning experiences. The Art & Design department has a Lab with Mac computers and the most recent Adobe Creative Suite, as well as a Lab with drawing tables. The Health department has a medical lab equipped with special equipment for Medical Assistant Technician procedures, and medical equipment. There is also a general computer lab for students with 14 computers. Free Wi-Fi is available on campus at all times.

Other areas include a centrally-located Library. In order to provide students with convenient and accessible services, all student-related functions (registration, financial aid, student development) are located in the central administrative area.

## **CAMPUS SAFETY AND SECURITY**

The University has the utmost concern for the safety of each student, faculty member and staff. The University recognizes that it must develop and maintain a safe and secure environment for its students, faculty and staff and has adopted the Health and Safety Policy below, as well as policies to discourage discrimination, alcohol and drug abuse, hazing and sexual harassment, and to promote academic freedom, honesty and academic integrity.

The University is in full compliance with all county and state health and safety regulations. Students and staff members may view the certificates of compliance through the Office of the Director of Facilities.

All students, employees, and visitors should promptly report crimes in progress, accidents and other emergencies to local law enforcement authorities, or corresponding agencies. Dialing 911 is the preferred method of reporting an emergency. Jose Maria Vargas University has developed a formal Emergency Management Plan, to ensure the safety of all the students and personnel. This emergency plan is derived from the components of the National Incident Management System (NIMS). The policies and procedures are to be followed by all personnel while in Jose Maria Vargas University campus emergency situations.

Campus Safety and Security emergency plans and reports will be published on the Jose Maria Vargas University's website, under the Consumer Information tab.



## MAJOR POLICY STATEMENTS

This section of the college catalog outlines policies and procedures relevant to students enrolled in Jose Maria Vargas University.

### Students with Disabilities Policy

Jose Maria Vargas University does not discriminate on the basis of disability in the admission or access to, or operations of, its programs or activities. Jose Maria Vargas University does not discriminate on the basis of disability in its hiring or employment practices.

The Office of Student Development coordinates the provision of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible and confidential based on the nature of the disability and the academic environment.

#### Process:

To request accommodation, a student must submit the **Request for Accommodation Form** which is available on the website or in the Office of Student Development. The student may email the Student Development Coordinator or Vice President of Academic Affairs for the form which is available in English and in Spanish. The University's decision concerning the request will be provided to the student within 5 business days of receipt.

### Health and Safety Policy

The University acknowledges that it is its duty to ensure, so far as is reasonably practicable, the health, safety and welfare of the staff of the University, its students, contractors and anyone else who comes into contact with the University and its activities.

It is the policy of the University to provide and maintain, as far as is reasonably practical, a working environment that is safe and without risk to health. To this end it will allocate sufficient resources and sound management systems to the fulfillment of this policy.

In particular, the University will, so far as is reasonably practical:

- provide and maintain safe and healthy working conditions and systems of work;
- provide and maintain safe plant and machinery;
- provide information, instruction, training and supervision to enable staff and students to perform their work safely;
- provide suitable and appropriate protective equipment and supervise its use; and
- maintain high standards of health, safety and welfare in all University activities.

### Freedom of Access/ Nondiscrimination

Jose Maria Vargas University is open to all students who are qualified according to its published

admission standards. The University encourages applications from qualified applicants of both sexes from all cultural, racial, religious and ethnic groups. The University is committed to nondiscrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions. All university employees have a responsibility to keep the work environment free of discrimination. When the university is made aware of an act of discrimination, it is obligated by law to take immediate and appropriate action. For the purpose of this regulation, discrimination is defined as any disparity of treatment or limitation of access based on race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions.

All acts of discrimination must be documented in writing, specifying the basis for discrimination. The complainant must enumerate all types of discrimination in the statement, identify the offender, and turn in complaint to Student Development or Human Resources, as appropriate. Should a student feel discriminated by a member of the Student Development Department, the student must submit the complaint to the academic coordinator of his or her concentration, or to another university official. In absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to Student Development or Human Resources, as appropriate. Unless it is signed by complainant, it will be an informal complaint. Jose Maria Vargas University will investigate all complaints. Investigations may include interviews, preparation of statements, reports with summary of the investigation, description of investigation process, findings and recommendations. Reports will be kept confidential at the Department of Student Development and/or Human Resources, depending on the individual(s) involved.

The University may attempt conciliation between the parties involved. If conciliation is not achieved, the designated official from the university will issue a final report. Final reports shall be issued within 60 days of receiving the complaint. The alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered and implemented.

Claims to be found frivolous will result in appropriate sanctions against complainant, as determined by Student Development or Human Resources. Possible sanctions may include, but are not limited to written reprimands on the student or employee's record, restriction or loss of privileges, and suspension. Complaints may be withdrawn, but JMVU reserves the right to continue investigating as it was made aware of a possible act of discrimination. Any attempt(s) at retaliation shall be treated as a separate allegation of discrimination.

By the time a determination of appropriate disciplinary action or resolution has been reached, all parties have been contacted and circumstances have been fully evaluated. However, individuals have five days to appeal determination of sanctions. Such appeals shall be directed to a higher university authority, who will re-evaluate the determination as deemed appropriate.

### **VA Pending Payment Compliance**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources (access to

classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class
- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## Academic Integrity Policy

Integrity is essential to an educational institution and to the whole educational experience. Individual students, faculty and staff members, as well as the University's organizations, must affirm this quality. The importance of integrity and ethics will be portrayed by faculty in their course instruction and will be an integral part of university life at JMVU.

The Academic Integrity Policy requires that all members of the University conduct themselves honestly in all endeavors. Therefore, cheating, plagiarism and other acts contrary to academic integrity are unacceptable and will not be tolerated at JMVU. The University will take severe action against dishonest students, faculty, staff and administrators.

Self-expression is also an essential component to a rewarding and fulfilling educational experience. A university setting is an ideal forum for self-expression, voicing disagreement and challenging accepted traditions. Nevertheless, while the University seeks to educate and encourage, it also must curtail behavior that adversely affects others. As such, JMVU's policies require that such self-expression, although encouraged, must be delivered in a civil manner, exhibiting respect for others at all times.

## Academic Freedom and Responsibility

JMVU is dedicated to fostering and preserving the search for truth and its free expression. Academic freedom is essential to this purpose. Freedom in teaching is fundamental to the protection of the rights of the teacher in teaching and of the student in learning.

Each administrator, program coordinator and faculty member (full, part-time and adjunct) has the individual freedom of inquiry and expression in research, publication, and in the teaching of his or her subjects and courses. This academic freedom and responsibility are defined as the liberty and obligation to study, investigate, and to discuss facts and ideas concerning all branches and fields of learning. No limitations on such freedom shall be imposed other than those required by generally accepted standards of responsible scholarship and research. When a faculty member speaks, writes, or acts as a citizen, he or she shall be free from institutional censorship or discipline, and he or she should undertake to avoid any implication that he or she is an institutional spokesperson.

## Alcohol and Drug Use

JMVU, as an institution of higher education, is dedicated to the well-being of all members of the University community--students, faculty, employees and administrators. In demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of JMVU to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as an illness or treatable disorder, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek assistance. The University also recognizes that the possession and/or use of certain substances are illegal, and the University is obligated to comply with local, state, and Federal laws.

JMVU's alcohol and drug policies are as follows:

- While on campus or engaged in any University related-activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action, including the possibility of dismissal;
- Employees will be evaluated on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge;
- Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community who has a substance abuse problem lead a productive work and/or academic life free of the substance abuse; and
- Any member of the University community who engages in any illegal activity, such as illegal possession, use or sale of alcohol or other drugs is subject to dismissal.
- Possession and/or consumption of alcohol by individuals under 21 years of age is unlawful. Underage students caught under the influence of alcohol can be reported to local authorities for underage drinking.
- Alcoholic beverages should not be present on campus at any event or activity unless approved by the Campus President. During such events, ID will be requested prior to serving alcoholic beverages. Events may include galas, openings, JMVU anniversary celebrations, and others, as determined by the Campus President.

Any sanctions applied will be upon their discretion and judgment of the situation. In the case of employees, the Human Resources Department will be responsible for determining the appropriate course of action. For more information, employees should also refer to the Employee Handbook, available at the Human Resources Department and at the University's website under Publications.

Sanctions may include written reprimands on the student or employee's record, restriction or loss of privileges, suspension, expulsion or termination of employment, and referral for prosecution. Aside from these sanctions, students will remain financially liable for institutional charges pending on the student's account, and both students and employees will be financially liable for indirect or direct charges associated with any reported incidents.

In order to protect the professional and academic environment of the university, a university committee will evaluate petitions from students or employees that would like to be reinstated. In these cases, students or employees that have been dismissed must submit documentation that demonstrates that he/she has sought out help and has complied with treatment, or is currently in treatment showing improvement, in order to be evaluated for re-entry. Any petition for reinstatement or re-entry may be denied upon evaluation.

Students should be aware that they are subject to losing eligibility to receive Federal Title IV Funds (Pell Grant and Direct Loans) for conviction of an offense involving possession or sale of illegal drugs. (See *Notice of Federal Student Financial Aid Penalties for Drug Law Violations* for penalties and process to regain eligibility. This notice is available at the JMVU website under the Consumer Information section).

### **Tobacco Use Policy**

The University wants to promote a healthful and clean work environment for students, employees, staff and visitors. In accordance with Florida's Clean Indoor Air Act (FCIAA), smoking is prohibited in all University buildings. This includes, but is not limited to, any classroom, laboratory, library, faculty office, administrative building, dining facility, or any other facility owned or controlled by the University.

The University abides by and strictly enforces the Florida Clean Indoor Air Act. Designated smoking areas may be established outside University buildings as appropriate. Such designated areas must be at least 25 feet from any building entrance. Smoking will not be permitted in University vehicles. Students, faculty members or staff found in violation of this policy may be subject to disciplinary action, as deemed appropriate by the Student Development Department or Human Resources.

### **Policy against Sexual Harassment**

It is the intent of JMVU to protect all employees and students from sexual harassment. Not only is sexual harassment a violation of Title VII of the Civil Rights Act of 1964, it also undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's published guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if:

- Explicit or implicit submission to sexual overtones is made a term or condition of employment;
- Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred; and
- Sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work performance.

At JMVU, sexual harassment of or by employees includes the following:

- Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual;
- Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status or student status;

- Verbal abuse that is sexually-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually-oriented comments or innuendoes or actions that offend others;
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks; or
- Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment. At JMVU, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
- Submission to or rejection of such conduct affects academic decisions;
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
- Unwelcome physical contact, including but not limited to, patting, pinching, or touching; or
- Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance by reporting the conduct to any University Administrator or the Director of Human Resources. All allegations of sexual harassment of or by a student, faculty member, or any other University personnel will be promptly and thoroughly investigated by the Office of Human Resources.

JMVU recognizes sexual harassment as an insidious practice and will not tolerate sexual harassment in any manner or form. Persons sexually harassing others will be dealt with swiftly and vigorously. Any individual who violates any portion of this policy shall be subject to disciplinary action up to and including discharge.

It is improper conduct for a JMVU faculty member to engage in a romantic or sexual relationship with a student enrolled in the faculty member's class or for an employee to engage in a romantic or sexual relationship with a student that is under the employee's supervision. Romantic or sexual relationships between any faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) or between any university employee and a student enrolled in the university may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in the university environment. At JMVU, romantic and sexual relationships between a faculty member or an employee and a student are subject to the prohibition against sexual harassment.

### **Policy against Hazing**

In compliance with Florida law, JMVU defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person.

Hazing is inherently in conflict with the purpose and goals of Jose Maria Vargas University. Therefore, such conduct will not be tolerated. Every effort will be made by JMVU to guarantee that students will not be victimized by hazing.

### **Library Use Policy**

The library's policy regarding student borrowing and return of items is posted in the library. Students are allowed and encouraged to borrow materials from the library's general collection. Students are allowed to borrow materials for up to one month. These materials may also be renewed for a period of one month. The recent inclusion of the library's collection in an online catalog will permit computerized circulation procedures in the future. Fines and late fees are assessed for late items at the rate of 25 cents per book per day. Students are charged replacement value up to a cost of \$25 for any item that is lost. These fees are collected before the student is allowed to register for the next semester's classes. Reference, periodical, and special collection items may not normally be circulated to students without special permission; however, special permission may be granted on occasion by the librarian for reference materials where necessary and appropriate.

### **Computer Usage Policies**

JMVU's computing facilities are provided for the use of registered users. All computer users are responsible for using the facilities in an effective, efficient, ethical and lawful manner. The University views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege.

#### **Computer Use Policy**

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of JMVU. It applies to all users of the University's computing resources, including students, faculty, employees, alumni and guests of the University. Computing resources include all computers, related equipment, software, data and local area networks for which the University is responsible.



The computing resources of JMVU are intended to be used to conduct the legitimate business of the University. All users must have proper authorization for the use of the University's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical and legal manner. Users must apply standards of acceptable academic and professional ethics and considerate conduct to their use of the University's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights and intellectual property rights of others.

Computer hardware and software is the property of JMVU and the student is responsible for taking precautions against importing computer viruses or doing other harm to the computer. It is prohibited to copy university-purchased or leased software.

### ***Email and Internet Use Policy***

All email communications sent or received at the university should be considered official university correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy and consideration. Emails may be retrieved by the university under certain circumstances, such as an internal investigation as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission.

Most computers at JMVU have access to the Internet. It is expected that all individuals using JMVU's computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.

### ***Rules Concerning Use of Computers***

The following rules apply to all users of the JMVU's computers. Violations of any of these rules may be possibly unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these rules:

1. Computer users agree to use facilities and accounts for University related activities only.
2. Accounts are considered the property of Jose Maria Vargas University.
3. The IT Director or a JMVU Administrator working in this capacity must approve all access to central computer systems, including the issuing of passwords.
4. Authorization for the use of the accounts is given for specific academic purposes.
5. Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of the University's rules.

6. Electronic communications facilities, such as E-MAIL are for JMVU related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.
7. Computer users agree to the proprietary rights of software. Computer software protected by copyright is not to be copied from, into, or by using JMVU computers.
8. Computers users are required to abide by federal copyright laws and JMVU policy regarding the use of all digital materials, including peer-to-peer file sharing.

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., Vice President of Academic Affairs). In cases where a user violates any of the terms of this policy, the University may, in addition to other remedies, temporarily or permanently deny access to any and all JMVU computing resources and appropriate disciplinary actions may be taken.

## Copyright Policy

Jose Maria Vargas University is committed to compliance with all Federal laws (Title 17, United States Code) regarding copyright. Copyright is essential a form of protection for individuals who have developed, created or authored literary, dramatic, musical, artistic, and certain other intellectual works. This protection is extended to both published, as well as unpublished works, and is extended to any author, regardless of their nationality or domicile.

All members of the JMVU community – students, faculty and staff members and administrators – are responsible for complying with the requirements of the copyright law. It will be assumed that the copyright law applies to all material, unless one of the following applies:

- The work is in the public domain, including works by the U.S. Government
- The use of the work qualifies as fair use under the copyright law
- Prior written permission from the author has been obtained, or appropriate royalties or licensing fees have been paid in exchange for usage rights

**Note** that all printed materials – in text or digital form - should be assumed to be copyrighted. The use of a copyrighted notice © is no longer required. The unauthorized use of copyrighted material is called an infringement.

As noted above, Federal copyright protection is extended to digital media accessible through the Internet. Uploading or downloading digital material or works is an infringement of the copyright owner's exclusive rights. This includes peer-to-peer file sharing.

All members of the JMVU community who disregard this policy do so at their own risk and assume any liability, which may include criminal and/or civil penalties. Anyone found to have infringed a copyrighted work may be liable for statutory damages for not less than \$750 and not more than \$30,000 for each work infringed, and if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. Criminal penalties for willful infringement can include up to five years imprisonment. These penalties can be increased by a court which can also assess costs and attorneys' fees. *For details, see Title 17, United States Code, Sections 504, 505.*

In addition, disciplinary action may be taken by the University – see section below related to cheating and plagiarism.

## **Photography Policy**

### ***Intellectual Property***

The Jose Maria Vargas University ("JMVU") Department of Marketing Communications respects intellectual property rights when procuring and using photographs. We seek written permissions from photographers for the use and reproduction of their photographic art in publications, Web pages and displays. When appropriate, we purchase the copyright with respect to photographs and work out agreements for attributing authorship to the photographers.

When book cover art, newspaper masts, logos, photographs, illustrations and other art from sources off-campus are needed for a publication, JMVU's Department of Marketing Communications staff members seek official permissions and releases. If the artwork is needed for a Web page, a member of JMVU's Web Management and Services staff researches and completes the online process for permission and release of the works for reproduction and online use and display.

When the Department of Marketing Communications is aware that photographs taken by JMVU students or faculty are being considered for use in a JMVU publication, a staff member contacts the individual involved for permission to use the photograph. The photographer is asked to provide a written consent and release for the photo's reproduction and use and a mutually acceptable approach to the attribution of authorship issue is arranged.

### ***Photo Credits***

As a general rule, the Department of Marketing Communications avoids the use of photo credits in recruitment publications. Our usual agreement with our most frequently used photographers provides JMVU with the ownership of the copyrights with respect to the photos from the shoots we arrange and purchase and use of the photos without printed credit. When photo credits are stipulated as a part of a purchase of photography, we include them.

### ***Photo Release***

As a condition of their employment with JMVU, our faculty and staff are required to consent to being photographed and grant a perpetual, royalty-free and irrevocable license to JMVU with respect to reproduction, display or other use of any photographs in connection with their employment with JMVU. Students, as a condition of their enrollment and attendance at JMVU, also consent to being photographed on campus and grant a perpetual, royalty-free and irrevocable license to JMVU with respect to reproduction, display or other use of any photographs depicting them on campus or in connection with their coursework at JMVU.

Still or video photo shoots may be informal (candid shots of campus scenes, athletic events, performance groups, large groups or activities) or formal (planned visits to classrooms, laboratories or offices; directory shoots or athletics headshots with professional backgrounds; or video shoots on campus) in nature. All such photographic images taken by JMVU faculty or staff and the copyrights with respect thereto are and/or become the property of JMVU's Department of Marketing Communications.

The digital photos or video footage are added to the University's library of images, which becomes a resource for the University's Web site and publications.

### ***Informal Photo Shoots***

The Department of Marketing Communications attempts to inform the campus when informal photography projects are under way. Announcements are made through the campus newspaper, and/or in some instances signs are posted in areas of the campus.

### ***Formal Photo Shoots***

When a request is received or a need arises for images of particular individuals or settings, a Department of Marketing Communications staff member contacts the appropriate faculty member or department to schedule the photographer. Preferring a natural, realistic approach, JMVU seldom stages its photographs.

Faculty members are encouraged to inform classes of the impending photo shoot. The faculty member will be supplied with an announcement to be made to the class with suggestions for making the shoot as effective as possible.

The faculty member is asked to permit the photographer to make an announcement upon arrival at the classroom. The photographer will introduce himself, briefly explain his purpose and allow students who wish not to be photographed to move to a part of the room that will not be included in the photos. Students not wishing to participate must inform the photographer of their unwillingness prior to the photograph being taken.

Students participating in a photo shoot are giving their permission for the photos to be used as the University sees fit by participating in the photo shoot. Students are permitted to opt out of the photo shoot, if that is their choice, by informing the photographer in advance of the photo being taken and removing themselves from the photo shoot area.

### ***Choice of Photos***

Department of Marketing Communications staff members, in consultation as possible with requesting departments, are responsible for choosing images on behalf of JMVU for use on the University Website, University publications and in University video projects. Occasionally images are shared with outside entities making requests.

Choices for photographs are made with great sensitivity to the following:

- the goal for the message(s) to be communicated,
- the quality of the photo,
- providing a truthful representation of the University, and
- the impact of the photo on the audience's perception of JMVU

Although we attempt to be as objective as we can in our photo choices, we recognize that making photograph selections is a subjective task. If a photo does not meet JMVU's qualifications, rather than compromising the reputation of JMVU by utilizing a photograph that is inadequate or inappropriate, a photo shoot will be rescheduled to obtain an appropriate photo.

### ***Ways to Opt Out of Photos Being Published***

Directory Listings: Faculty and staff may choose not to publish their photos (or personal information) by making their preference known in writing to staff of the Department of Marketing Communications at JMVU. Make sure to update your personal information for use in JMVU's directories.

Formal Shoots: After arranging a photo shoot, the Department of Marketing Communications provides an announcement that faculty members may use to make their classes aware of the scheduled time for the shoot. The photographer will make an announcement allowing students

to opt out of the shoot by informing the photographer in advance of the photograph being taken and moving to another part of the room if that is their choice.

### ***Procedures to Have a Photo Removed From Use***

Concerns about the use of individual images on the Web site or photos in print publications may be communicated to the Department of Marketing Communications. We will try to resolve individual complaints while still meeting the important goal of visually representing the University. We ask your patience in this process. Expense is sometimes a consideration in our ability to change a photograph; sometimes an inventory of printed publications must be exhausted before the change can be put in place.

With respect to claims of copyright infringement relating to photographs shown on our Web site, we have a Designated Agent to receive notices of such claims and written procedures to deal with such claims in accordance with the Digital Millennium Copyright Act.

### **Student Identity Verification**

Jose Maria Vargas University employs the following process to ensure that the registered student is the same student who participates in, and completes, the course and receives the academic credit:

- Upon admission, the student is given a JMVU username and password. A JMVU Username is a **unique identifier** for each authorized student. The JMVU Username and Password are the student's **personal identification** for accessing Portal, MyJMVU, email, web publishing and various other services.
- Students must use their secure JMVU username and password to log into the Student and Learning Management System Orbund Einstein to access their courses.
- JMVU interactive video (ITV) classrooms use video conferencing technologies to deliver instruction. This technology provides visual identification.
- All methods of verifying student identity in distance learning protects the privacy of student information under the Family Educational Rights and Privacy Act (FERPA).

JMVU does not charge a fee for student identity verification.

## REGISTERING COMPLAINTS

### Grievance Procedures

Students have the right to file a grievance against the University both verbally and in writing on a number of issues, as stated in the University Catalog. The general procedure is for the student to have an informal discussion with the Student Development coordinator as a first step. Before filing a formal charge, the student should first meet with the faculty member if it is grade/academic issue in an effort to resolve the matter. The student may then file a written complaint to the Vice President of Academic Affairs. Upon receipt of a written formal complaint by a student, the Vice President of Academic Affairs will consider the complaint.

The University will conduct an investigation to determine whether the allegation has merit. The Vice-President of Academic Affairs then makes a determination. If a violation of policy, as stated in the Catalog or Faculty Handbook, has occurred, the University will take appropriate steps for remediation toward the parties involved as dictated by the written policy and provisions of the University. The Vice President or his designee (student development coordinator) will formally notify the student of the outcome of the review. This decision is final, but the student has the right to appeal to the Florida Commission on Independent Education or the current accreditor, ACICS.

If a student has a complaint or grievance against a university faculty member or employee, the Catalog provides the following information:

If any student deems it necessary to file a grievance against a Jose Maria Vargas employee, he or she must report such incident to the Vice-President of Academic Affairs. Every effort will be made to protect the privacy of any parties involved. In cases of discrimination or sexual harassment, JMVU encourages the student to go directly to the Vice-President of Academic Affairs. Any complaint that is not in writing, that is, a verbal complaint, is considered an informal complaint.

After an informal discussion, if the student wishes to file a formal grievance, he/she may submit such in writing to the Vice President of Academic Affairs. However, before filing a formal charge, the complaining party should first make a good faith effort to meet and confer with the party against whom he or she has a complaint in an effort to resolve the matter. The formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates and the names and positions of the parties involved. The grievance must be signed and dated. Also, student may withdraw a complaint at any time during the complaint process. A withdrawal must be made in writing to the Vice President of Academic Affairs.

Upon receipt of a written formal complaint by a student, the Vice-President of Academic Affairs will consider the complaint. After such an investigation, the Vice-President of Academic Affairs will make a determination as to whether the grievance has merit as alleged. If the alleged grievance is deemed justified, JMVU will take whatever steps it deems appropriate to correct any grievance suffered by the complaining student.

### Remedies

The student may appeal this determination to an appeals committee consisting of members of the administration, faculty and student body. This committee has the right to review the determinations and to reverse or amend such decisions.

Students have the right to appeal a denial for a request for accommodations related to a disability.

The student may appeal any decision related to a requested accommodation or auxiliary aid to the Vice President of Academic Affairs. Such an appeal must be made in writing to the Vice President of Academic Affairs not later than ten (10) days following the decision as to a requested accommodation or aid. Any position paper, brief, medical documentation or other written material, which the student desires to be reviewed by the Vice President of Academic Affairs, shall be submitted together with the notice of appeal. The Vice President of Academic Affairs shall investigate and respond to the notice of appeal in writing, stating her decision, together with the reasons for either affirming or reversing the previous decision as to an accommodation or auxiliary aid.

Students and faculty who believe that their grievances have not been fully investigated or remedied may contact the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400 toll free telephone number 888-224-6684; or the Accrediting Council for Independent Colleges and Schools (ACICS), P.O. Box 41554 Washington, DC 20018, (202) 336-6780.

## Process for Filing a Complaint with the Florida Commission for Independent Education

To file a complaint against a nonpublic postsecondary institution in Florida, please write a letter or send an e-mail containing the following information:

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.
8. The complaint process of the Commission involves contacting the institution to obtain their response to your complaint. If you do not want the Commission to contact the institution you are attending, you must state so in your complaint; however, doing so will greatly hinder the Commission's ability to assist you with your complaint.

Send Letter To:

Commission for Independent Education 325 W. Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Or E-mail: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org)

Or Fax: 850-245-3238

Note: Documents received in this office are considered public record. Confidentiality cannot be guaranteed. This office cannot give legal advice to any individual or take any legal action on behalf of any individual. We will investigate your complaint to see what assistance, if any, we may be able to offer.

## SARA Complaint Procedure

Out-of-State Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council.

Students must first go through the institutional complaint procedures. If the student is not satisfied with the outcome, he/she may appeal the complaint to the Council by sending an email to [FLSARAINfo@fldoe.org](mailto:FLSARAINfo@fldoe.org).

## Complaint Requirements

1. Complaint must be filed within two years of the incident about which the complaint is made.
2. Complete the institutional complaint process prior to submission with the Council.
3. Complaint must be a formal assertion in writing that the terms of SARA, or of laws, standards or regulations incorporated by SARA, are being violated by a person, institution, state, agency or other organization or entity operating under the terms of SARA.
4. You are a student of an FL-SARA approved institution.
5. If you are not a student, but have a concern about any of the above, you may submit a complaint.

## STUDENT CONDUCT

### Student Conduct Code

The following are examples of misconduct for which students and/or student organizations are subject to disciplinary action by Jose Maria Vargas University. This list should not be considered all-inclusive.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.
2. Forgery, alteration, or misuse of University documents, records, or identification.
3. Theft of and/or damage to property of the University, of a member of the University community or of a visitor to the University.
4. Unauthorized entry to, or use of, University facilities, which are locked, closed to student activities or otherwise restricted as to use.
5. Tampering with fire equipment, exit lights, fire alarms, or any other Safety equipment or structures.
6. Disorderly, lewd, indecent, or obscene conduct or expression on University owned property or at University sponsored or supervised activities.
7. Abusive behavior - Any action or situation which produces mental or physical discomfort for any member of the University community, or which places the individual or group in danger of physical or mental injury. This behavior includes but is not limited to:
  - Sexual Harassment - inappropriate or unwelcome sexual attention to coerced sexual relations or sexual assault (also see policy on Sexual Harassment).
  - Verbal Harassment-statements incorporating abusive, obscene or threatening language.
  - Physical Harassment - use of, or threatened use of, physical force or violence.
  - Stalking - willfully, maliciously, and repeatedly following or harassing another person.
  - Any harassment on the basis of race, ethnicity, gender, disability, religion, or sexual orientation.
8. Forging, altering, possessing, duplicating, or using documents, keys, records, or identifications without consent or authorization.



9. Failing to comply with a judicial sanction, to include violation of specific probationary statutes.
10. Purporting to or representing another person, an organization, or the University improperly without the consent or authority.
11. Lying or perjuring self to University official.
12. Being present during the commitment of a violation of the University student conduct code constitutes permission or condoning of the act.
13. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages or illegal drugs in violation of the State of Florida Law or JMVU policy.
14. Violating the University smoking tobacco use policy in specified facilities.
15. Soliciting/selling for personal or organizational profit without proper consent of University officials.
16. Disruption of the normal activities of the institution, including physical violence or abuse of any person or conduct which threatens or endangers the health or safety of persons, the deliberate interference with academic freedom and freedom of speech.
17. Possession of weapons, which include firearms (or replicas), guns, sling shot devices, grenades, knives, explosives, flammable materials or any other instrument which may be used to cause injury to body or damage to property.
18. Violation of other published University policies, rules or regulations.
19. Providing access to the Vargas Portal to individuals other than the student who should be completing the work to receive academic credit.

## **Academic Dishonesty**

### ***Cheating and Plagiarism***

Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

An incident of Cheating or Plagiarism upon which a faculty member may take action will be an event which the faculty member witnesses or has written evidence to support. A faculty member must observe this evidence directly and may not take action solely on the report of another party.

### ***Procedures for Handling Cheating and Plagiarism***

Any faculty member discovering a case of suspected cheating or plagiarism shall make a responsible effort to confront the student with the evidence within five (5) working days. If the student can explain the incident to the satisfaction of the faculty member, no further action is warranted.

If the student denies cheating and the faculty member continues to believe cheating has occurred, the faculty member will send an Academic Dishonesty Form to the coordinator of the appropriate area of study. This form is available in the office of the coordinator. The coordinator of the area of study will hold a hearing in which the faculty member will present the evidence against the student. The coordinator from the appropriate school will decide who, in addition to the above, may be present at the hearing. The coordinator will determine whether or not the evidence indicates that cheating/plagiarism has taken place.

If the student has admitted or has been found guilty of cheating or plagiarism, the following records will be kept:

- The faculty member will send an Academic Dishonesty Form to the student's advisor.
- The Director of Student Development will inform the student in writing that these forms have been sent.
- Records of the incident will be kept in the Office of the Vice President of Academic Affairs.
- This record shall be destroyed upon graduation or other forms of separation from the University if no further incidents of cheating or plagiarism occur.
- If the records in the Office of the Vice President of Academic Affairs indicate that the student has committed two offenses, both incidents become part of the student's permanent academic record.

The faculty member shall decide how the student will be graded for the course in which cheating or plagiarism occurred. The student may be required to resubmit the assignment or take a new examination. The student may receive a failing grade on the assignment or examination in question. The student may receive a failing grade for the course.

For a second or subsequent offense, the student shall be subject to suspension or dismissal from JMVU by the Vice President of Academic Affairs.

The student may appeal any of the above decisions in writing to the Vice President of Academic Affairs within thirty (30) working days.

### ***Responsibilities of Students Concerning Academic Dishonesty***

Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility.

Students must take care not to provide opportunities for others to cheat.

Students must inform the faculty member if cheating or plagiarism is taking place.

## **Disciplinary Standings**

A student's status with regard to discipline is regulated by the following definitions, which are reflected in each student's record kept at the Registration Department.

### ***Good Standing***

The status of good standing indicates that a student has been duly enrolled in the University and is eligible to participate in all activities of the University. A student is presumed to be in good standing unless the student engages in an established misconduct.

### ***Warning***

This status indicates that a student has been through the judicial process due to the seriousness of his/her conduct and has been cautioned that further behavior of the same or similar type will be cause for further disciplinary action by JMVU.

### ***Disciplinary Probation***

This status indicates that the student's behavior has raised serious questions concerning the student's status as a member of the University community. The student will be given a stated period during which his/her conduct will establish whether he/she is to be returned to good standing by having met definite requirements in behavior or whether he/she is to be suspended or dismissed from JMVU. The sanction of disciplinary probation may be imposed on a student by the Vice President of Academic Affairs. The student may not represent the University or hold office during the period of probation.

A statement of offense and decision will be placed in the student's file in the Registration Department. If while on disciplinary probation a student is found responsible for a further infraction of University policies/regulations, the student will be subject to the possibility of suspension/expulsion from JMVU.

### ***Suspension***

The status of suspension indicates the suspension/separation of the student from JMVU for a stated time due to serious or repeated violations of the rules or for undesirable conduct on the part of the student. A student will be permitted to re-register for courses after a semester probation period. The Director of Student Development may impose suspension.

Statement of offense and decision will be placed in the student's file in the Registration Department.

### ***Expulsion***

This status, the most serious disciplinary action taken by the University, indicates the immediate, involuntary and permanent separation of a student from Jose Maria Vargas University because of established gross misconduct on the part of a student.

After notice of expulsion, a student must leave the campus immediately. The expelled student does not have the privilege to apply for readmission to Jose Maria Vargas University. Statement of offense and decision will be placed in the student's file in the Registration Department. A student's transcript will include documentation of expulsion. A student dismissed for disciplinary reasons at any time shall not be entitled to any claim or refund.

### ***Appeals to Disciplinary Standings***

A student may appeal any of the above decisions in writing to the Vice President of Academic Affairs within thirty (30) working days. After the submission of the appeal, the Vice-President of Academic Affairs will have 30 days to respond to the appeal. If the student is not satisfied with the Vice-President of Academic affairs response, the student may appeal to the President of the University within thirty (30) days. After the President has responded the decision will be final.

Students may contact the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400 toll free telephone number 888-224-6684; or the Accrediting Council of Independent Colleges and Schools 750 First Street NE, Suite 980, Washington, DC 20002-4241 telephone 202-336-6780.

### ***Disciplinary Records***

JMVU will retain disciplinary records for one year after graduation. The University reserves the right to keep records for a longer period of time if so specified in the sanction letter.

## STUDENT DEVELOPMENT

### Goals of the Office of Student Development

Under the supervision of the Vice President of Academic Affairs, the University has student services in place to assist students with their various needs. The goal of effective and worthwhile student services is to assist students and to directly involve the students in the affairs of the institution, fostering a sense of community among students, faculty and administration.

### The Role of the Student Development Coordinator

The Student Development Coordinator is instrumental in advising students with respect to academic and personal issues. All incoming diploma(non-degree) and degree students are required to complete an orientation Program (three credit course), which focuses on helping students determine an appropriate career path to match their skills and interests. Subsequently, the Coordinators monitor the progress of students and address any areas of concern or weakness. Coordinators work with faculty and students to resolve any concerns on an individualized basis to enable each student to reach their maximum potential not only in terms of training at the University, but also as future members of the business community.

### Academic Advising and the Office of Student Development

As previously mentioned, JMVU is an institution that emphasizes not only academic and professional growth, but also personal development and the nurturing of each student. Coordinators serve as liaisons between students and the faculty/administration. It is the role of the Office of Student Development to advise and mentor students with regards to academic and professional decisions.

In addition, each faculty member is receptive to developing a professional, yet personal relationship with each student. As such, the students should feel comfortable, if the need arises, to seek advice of a faculty member with regards to academic and professional matters.

### Placement Services

Students who are approaching graduation should contact the Student Development. Students will be provided with accurate and timely information regarding the relationship of their programs of study to specific occupations and professions in Florida. Students will receive information about employers in the Pembroke Pines area. Students will also receive information about requirements of state licensure examinations for certain professions. While students are responsible for obtaining employment forms and scheduling interviews, JMVU staff will assist students with identifying potential employers, notifications of job fairs, creation of resumes and interview techniques.

### Students with Disabilities

Jose Maria Vargas University does not discriminate on the basis of disability in the admission or access to, or operations of, its programs or activities. Jose Maria Vargas University does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Accommodations are granted on a case-by-case basis for those students who are eligible by showing sufficient documentation of disability in compliance with all Federal and State Laws. The university currently provides handicap access in its classrooms and facilities. Requests for other accommodations must be made to the Director of Student Development. On occasion, the Director of Student Development may work together with the Vice President of Academic Affairs to resolve requests concerning academic adjustments.

With the goal of promoting integration and equality among the student population, the University provides individual assistance to students with documented disabilities. Disclosure of disability is voluntary. Students with disabilities must request adjustments or other accommodations within the first two weeks of each semester, and provide appropriate documentation to the Student Development Department. Documentation received may be questioned if proper credentials are not provided, the person is not treating the student, or if the diagnosis is without supporting data. The University maintains all records as confidential.

Upon review of the documentation, Student Development will develop a letter of acknowledgement of the disability and the appropriate accommodations that will be provided to the student. Student Development will contact the student's professors to notify them of the authorized adjustments. In case the adjustments do not work, the student must notify Student Development in order to ensure timely arrangements.

Students that require extra time for testing may take examinations under the supervision of Student Development, in agreement with the course professor. Students should allow two to three weeks for processing of additional aids or educational materials. The University provides these auxiliary aids and services on an individual basis. These aids and services may include, but are not limited to: registration assistance, approval of reduced course load, letters to instructors outlining accommodation needs, note takers, testing accommodations, classroom and other facility accommodations, and assistance with accessibility issues.

JMVU will take into account the dates of requests for adjustments in the evaluation of grade appeals. Students should keep in mind that arrangements are provided to aid in the completion of course requirements, not to provide excuses for missing assignments or other coursework. All students may appeal grades. For this process, please refer to *Procedure for Grade Appeals*.

Students with disabilities should notify the Office of Financial Aid, in the case they would like additional costs (due to documented disability) to be taken into account when calculating their overall cost of attendance at the institution.

## **Appeal Disability Documentation Decision**

The student may appeal any decision related to a requested accommodation or auxiliary aid to the Vice President of Academic Affairs. Such an appeal must be made in writing to the Vice President of Academic Affairs not later than ten (10) days following the decision as to a requested accommodation or aid. Any position paper, brief, medical documentation or other written material, which the student desires to be reviewed by the Vice President of Academic Affairs, shall be submitted together with the notice of appeal. The Vice President of Academic Affairs shall investigate and respond to the notice of appeal in writing, stating the decision, together with the reasons for either affirming or reversing the previous decision as to an accommodation or auxiliary aid.

## FINANCIAL AID

A college education is one of the most important investments you can make in your future. The Office of Financial Aid at JMVU provides information outlining the financial aid process and assists eligible students in securing the necessary resources to help meet their educational expenses. Please note that eligible students are those who meet the qualifications for financial aid as outlined in the criteria below. Financial aid will only be awarded to those students who qualify.

The Office of Financial Aid will utilize electronic means to communicate with students. It is the student responsibility to keep JMVU informed of any changes in their current contact information and email address and to respond promptly to messages.

### How to Apply for Financial Aid

#### Step 1 – Apply for admission to JMVU

Only students who have successfully met the admissions criteria, and who have received official notification of admission to the University will be considered for financial aid.

#### Step 2 - Complete the FAFSA

All students must apply annually for financial aid by completing the **Free Application for Federal Student Aid (FAFSA)**. Students are encouraged to complete the FAFSA on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure to list JMVU, federal school code **041620**, as a recipient of your information. Processing can take as long as four weeks, so students are encouraged to apply as early in the calendar year as possible. If you are completing the FAFSA on the web, you can use a PIN to sign your application. Before you start your FAFSA application please create a FSA ID at the following URL [www.fsaidth.ed.gov](http://www.fsaidth.ed.gov). You may be asked to submit additional documentation to support your FAFSA. Send it as soon as possible. The Office of Financial Aid will not proceed with any incomplete application.

#### Step 3 – Complete the Initial Student Florida Financial Aid Application

All students who are Florida residents are encouraged to submit the Initial Student Florida Financial Aid Application at [www.floridastudentfinancialaidsg.org](http://www.floridastudentfinancialaidsg.org). This application takes information from the FAFSA, therefore all students who apply must also complete an error-free FAFSA by May 15 and complete the Initial Student Florida Financial Aid Application on or before April 1 to be considered for the current academic year.

#### Step 4 – Complete the JMVU Scholarship Application

All students who are applying for a University-sponsored scholarship must apply by the published deadlines. For renewal of the scholarship, students will be evaluated at the end of every semester to establish whether they have met the terms and conditions, as stated in their initial application. Students will be informed by email if they were awarded or denied the JMVU scholarship.

#### Step 5 – Complete a Florida residency affidavit

All students who are applying for state scholarships must document their state residency (at least 12 months). Students can demonstrate residency by providing a copy of their Florida driver's license.

### **Step 6 – Submit signed worksheets, if selected for verification**

JMVU verifies the accuracy of financial aid applications as mandated by federal regulations. Applicants (students enrolled at JMVU) are selected for verification by the Central Processing System of the Department of Education. This process requires the Office of Financial Aid at JMVU to check information from the student's FAFSA application with the student's and/or parent's IRS tax return transcript for the corresponding year, along with a verification worksheet filled out and signed by the student (or parent, if applicable). JMVU reserves the right to request additional documentation from the student. This process must be performed prior to the student receiving their annual financial aid award package. In case any corrections should be made to your FAFSA, the Office of Financial Aid will perform said changes through the **Student Aid Information Gateway (SAIG)**, and will inform you through email of how your award may have changed and the steps that must be taken.

### **Step 7 – Receive Financial Aid Award Notification**

The Financial Aid Office will send you a notification of award. This award is based upon your eligibility for financial aid, as determined by your Expected Family Contribution (EFC) calculated by the FAFSA.

The award letter will specify the type and amount of financial aid that is available to you. The amount of the award will be based on your current enrollment. It is your responsibility to read the award letter carefully. Students have the right to refuse financial aid, or may accept some of types of aid, but not others (For example, a student may accept the Federal Pell Grant, but refuse the Stafford Loan). If you want to decline any portion of your financial aid award, you must do so in writing. Failure to do so will result in the disbursement of the award as stated on your financial aid award letter. Please direct all questions and requests via email to financialaid@jmvu.edu.

To receive the Pell Grant, you must begin attendance in all enrolled courses, otherwise, financial aid awards must be adjusted. To receive federal student loans, you must be enrolled in at least 6 credits. All financial aid awards require that the students are making satisfactory academic progress. **Please see Financial Aid Warning Status due to unmet Satisfactory Academic Progress, and this Catalog for more information on the necessity of maintaining Satisfactory Academic Progress.**

If you receive financial aid in addition to that shown in the award letter, you must report it to the Financial Aid Office.

### **Step 8 – Follow up on your Financial Aid Award**

Once you receive the financial aid notification, please print a copy for your records. Please notify any change of enrollment to Financial Aid Office as award may change upon change in number of credits enrolled.

### **Step 9 – Disbursement of Financial Aid**

Institutionally controlled financial aid (federal grants, institutional scholarships and Stafford loans transmitted by EFT) will be credited to your student account as soon as drop/add has ended and an enrollment audit has been completed. At that time, aid adjustments have been made and funds received (usually between the 3<sup>rd</sup> and 5<sup>th</sup> week of the semester). Awards will be adjusted according to your enrollment status.



You may authorize the university to deduct the costs of books and other educational materials from your financial aid award from Title IV funds (Pell Grant and Stafford loans). For this, you must go to the Office of Financial Aid to sign the Title IV Authorization form. Any credit remaining on your account, after tuition and other allowable charges have been applied, will be sent to you in a check to your mailing address within 14 calendar days.

There are four basic types of financial aid offered by JMVU.

## Grants

Grants are supplied by the federal government, state government, or the institution to meet the cost of your education. Grants are, generally, based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). There is no repayment obligation tied to grants.

<b>Grant Award</b>	<b>2023-24 Yearly Award</b>	<b>Application Process and Criteria</b>
Federal Pell Grant	Up to \$6,495.00	Need based, complete the FAFSA. Students must be enrolled full-time in order to receive the maximum amount of Pell Grant. Awards are prorated and adjusted according to enrollment and attendance.
Jose Marti Scholarship Challenge Grant (State of Florida)	\$2,000	Student is Florida resident of Hispanic origin, minimum unweighted high school GPA of 2.0, Priority is for need based; complete the FAFSA and Initial Student Florida Financial Aid Application. Graduates may apply. Must complete the Florida Residency Affidavit.
The Florida Postsecondary Student Assistance Grant (State of Florida)	Minimum award of \$200, maximum award of \$2,413 per year, determined by the University	Need based, complete the FAFSA renewable for up to 9 semesters based on satisfactory academic progress and continued need. Must complete the Florida Residency Affidavit.
Iraq and Afghanistan Service Grant	Up to \$5,730.00 (amount equal to the Pell Grant)	Student is not eligible for Pell Grant, but whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001. Must be 24 years of age or under, or enrolled in college at the time of the parent or guardian's death

## State Scholarships

State scholarships are generally merit-based, or awarded according to a specific set of qualifying criteria. There is no repayment obligation tied to scholarships.

Scholarship Award	2023-24 Yearly Award	Application Process and Criteria
Jose Marti Scholarship Challenge Fund		<ul style="list-style-type: none"> <li>•Be Florida resident</li> <li>•US citizen or eligible non-citizen.</li> <li>•Be of Hispanic culture (born in or having a natural parent who was born in either Mexico, or a Hispanic country of the Caribbean, Central or South America, regardless of race).</li> <li>•GPA requirements:               <ul style="list-style-type: none"> <li>◦Undergraduate scholarships: Have earned 3.0 minimum unweighted cumulative GPA by fall semester of senior year in high school.</li> <li>◦Graduate level scholarship: 3.0 institutional cumulative GPA for undergraduate college work.</li> </ul> </li> <li>•Enroll as a degree-seeking:               <ul style="list-style-type: none"> <li>◦Undergraduate: for a minimum of 12 credit hours of study each term.</li> <li>◦Graduate: for a minimum of 9 credit hours of study each term.</li> </ul> </li> <li>•Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.</li> </ul>
Florida Bright Futures Scholarship <ul style="list-style-type: none"> <li>• Florida Academic Scholar</li> <li>• Florida Medallion Scholar</li> <li>• Florida Gold Seal Vocational Scholar</li> </ul>	\$76 or \$101 per credit hour	Academic Merit awards - Complete the Initial Student Florida Financial Aid Application (FFAA) during his/her last year in high school prior to graduation – can be completed on-line. Must meet academic requirements set by the Florida Legislature which may change annually. Must complete the Florida Residency Affidavit.
Florida Scholarship for Children/Spouses of Deceased or Disabled Veterans	\$4,272 (\$2,136 per semester for 12+ credits) \$3,204 (\$1,602 per semester for 9-11 credits) \$2,136 (\$ 1,068 per semester for 6-8 credits)	Dependent children or unremarried spouses of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty OR who have been certified by the Florida Department of Veterans Affairs as having service-connected 100% permanent and total disabilities; Complete the Initial Student Florida Financial Aid Application by April 1 and ensure that the Florida

		Department of Veterans Affairs certifies the applicant's eligibility by April 1. Must complete the Florida Residency Affidavit.
T.E.A.C.H.		Applies to diploma programs. Must be employed at a participant child care facility. Complete application and send through mail.

## University Scholarships

### University Scholarship Application

Jose Maria Vargas University Scholarships are open to all applicants applying for any degree or non-degree program. JMVU scholarships do not cover costs for books or other fees. Eligible scholarships per semester range between \$3000-\$4,000 per semester.

#### Eligibility

- the University offers need-based scholarships to asylum seekers, students on Temporary Protective Status or students that can demonstrate need through FAFSA application.

#### Requirements:

- Complete the University application and upload your ID and high school diploma or college degree application.
- Complete the Scholarship application.

#### Terms and conditions:

- Be a full-time student
- Always represent the university in a positive manner.
- If student drops out of JMVU or fails any class(es), the student will lose the scholarship.
- Failure to follow these expectations can and will lead to the revocation of the university academic scholarships.

Email: [financialaid@jmvu.edu](mailto:financialaid@jmvu.edu) or [Ortizf@jmvu.edu](mailto:Ortizf@jmvu.edu)

Number: 954-322-4460, ATTN: financial aid  
10131 Pines Blvd. Pembroke Pines, FL 33026.

Additional information on eligibility, application, and maintenance can be found on the Scholarship Application webpage: <https://www.jmvu.edu/university-scholarship-application>

## Loans

JMVU participates in the federal Direct Loan program for federal Stafford and PLUS loans. Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education, though the entity you deal with, your loan servicer can be a private business such as a bank.

All loans must be repaid by the borrower, and should therefore be used as a last option for college financial aid. Loan(s) will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

<b>Loan</b>	<b>2023-24 Yearly Loan Amount</b>	<b>Application Process and Criteria</b>
Federal Direct Student Loan	\$200 - \$18,500 depending on year in college; and whether you are a dependent or independent student. Interest rate varies for subsidized and unsubsidized loans.	Need based, complete FAFSA; Complete Entrance Counseling Course and sign Master Promissory Note at <a href="http://studentloans.gov">studentloans.gov</a> .
Federal Direct PLUS Loan	Annual limit is equal to the student's cost of attendance minus any other financial aid the student receives.	The parent must complete a Direct PLUS Loan Application and Master Promissory Note (MPN).

## Grade Level

Annual and aggregate loan limits for federal student aid are determined by grade level and dependency status. Grade level progression is determined by number of credits successfully completed. Therefore, credits transferred to your current degree at JMVU will be counted toward your grade level status.

Please refer to the table below to determine grade level.

<b><i>Credits completed</i></b>	<b><i>Grade Level</i></b>
1-30 credits	First year
31-60 credits	Second year
61 or more credits	Third Year and beyond

## Leave of Absences

Students on an authorized leave of absence (see Leave of Absence policy for procedures), are responsible of notifying the Office of Financial Aid of their current enrollment status.

In compliance with federal regulations, for Federal financial aid purposes, a leave of absence is treated the same as a withdrawal. Students considering taking a leave of absence should be aware of the following:

- In accordance with financial aid regulations, a leave of absence cannot exceed 180 days. If the leave of absence exceeds 180 days, the grace period for student loans will expire, and the student's loan(s) will go into repayment status.
- Students on authorized leave of absence will be required to complete exit counseling, if they have federal student loans.
- While on an authorized leave of absence, students are not eligible to receive further disbursements.
- Students will not be charged additional costs on their student's account.
- Upon return to school, each student is responsible of notifying the Office of Financial Aid Office, so that their lender, guaranty agency, and National Student Loan Data System (NSLDS) can be notified of their current enrollment status.

- Students that fail to return on the scheduled date from, the leave of absence will be treated as a withdrawal and will be billed for any amount due to the University as a result for Title IV funds that were returned on their behalf, as per the regulations concerning the return of unearned funds. For more information regarding this, please refer to the Financial Aid section of this catalog.
- Some leave of absences (extended for more than 180 days) authorized by the institution may not meet the conditions to be an approved leave of absence for Title IV purposes. In these cases, the Office of Financial Aid will treat the student as a withdrawal for Title IV purposes.

### **Post-Withdrawal Disbursement**

If you did not receive all of the funds that you earned, you may be due a post withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt.

JMVU may use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees, and other allowable charges (if you had previously signed the Title IV Authorization form). However, the school needs your permission to use the Post-withdrawal disbursement for all other school charges. If you do not give your permission, you will be offered the funds. It may be in your best interest to allow JMVU to keep the funds to reduce your debt at the school. You will be responsible for any remaining debt on your student account.

Keep in mind that there may be some federal student aid funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements.

### **Unearned Funds**

Most grants, scholarships and loan programs offered at JMVU are subject to the student's completion of the semester in addition to compliance with Satisfactory Academic Policy and other conditions to retain eligibility. Upon withdrawal, students may be subject to return unearned funds. Please see each program's terms.

### **Withdrawal and Return of Title IV Funds (R2T4) Policy**

Federal Financial Aid (Title IV Funds) is awarded to a student under the assumption that the student will attend school for the entire period for which the aid is awarded. The term "Title IV Funds" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS loan(s) (Graduate PLUS and Parent PLUS)
- Federal Pell Grant
- Other Title IV Aid

If a recipient of Title IV funds withdraws or stops attending courses (including academic dismissal or expulsion) after beginning attendance for any reason he/she may no longer be eligible for the full amount of Title IV Funds. A calculation is used to determine the amount of

federal funds the student has earned based on the number of days in the enrollment period and the number of days the student actually attended. If a student completes 60% or more of the semester they are considered to have earned all of their federal aid and will not be required to return any funds.

Federal law requires schools to calculate how much Federal Financial Aid a student has earned if that student withdraws in one of the following ways:

- completely withdraws, or
- stops attending before completing the semester, or
- receives all non-passing grades in a semester, including but not limited to F, I, W.

**Important:**

The JMVU tuition and fee refund policy is separate from the federal regulations to return unearned aid. Whether or not a student receives a tuition/fee refund has no bearing on the amount he/she must repay to the federal aid programs. Please see the ***Withdrawal from the University refund policy*** in this Catalog.

**Withdraw Date**

Students who register but do not attend classes or who withdraw from the University for any reason after attending classes are entitled to a refund (according to the refund policy). The last day of attendance would be considered the withdrawal date.

Students who officially withdraw from the University, in compliance with the procedures established in the University Catalog, will receive a refund depending on the time of the student withdrawal.

**How the earned Financial Aid is calculated**

Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid programs. Regulations require schools to perform calculations within 30 days from the date the school determines a student’s complete withdrawal. The school must return the funds within 45 days of the calculation. A student has “earned” all of their aid if they complete 60% or more of the semester.

When the calculation is completed JMVU will return the unearned portion of Title IV Funds that are requested from the school. If there is a portion of unearned aid that the student is responsible for returning (via the R2T4 calculation) it is the student’s responsibility to make payment arrangements within 45 days of notification. Failure to return funds as required can result in the loss of eligibility for future federal financial aid. A copy of the R2T4 calculation worksheet can be requested from the Financial Aid Office, in accordance with federal regulations.

**Overpayments**

An overpayment can occur when:

- A student that received Pell Grant funds withdraws from the institution before completing 60% of attendance, as required by federal regulations.
- In the process of verification, there is an increase of the EFC (Expected Family Contribution) that surpasses the limit of Pell eligibility.

In all instances of grant overpayment, Pell Grant funds must be returned following the Title IV Return Policy. Students are responsible for complying with repayment in order to maintain eligibility for other Title IV aid. No further aid can be disbursed until grant overpayments are resolved.

### **Financial Aid Warning**

Financial aid warning is a warning status for students who failed to meet standards of satisfactory academic progress. Students who are on warning may still receive financial aid only during the semester that corresponds with the warning status. Students are placed on financial aid warning as the result of the following scenarios:

- Cumulative GPA is less than 2.0 by the end of the undergraduate student's second term of enrollment and all subsequent terms or
- Cumulative GPA is less than 3.0 by the end of the graduate student's second term of enrollment and all subsequent terms
- Completion of less than 60% of credits attempted

### **To Resolve Warning Status**

To resolve warning status and get back into "Good Standing", students can do one of the following (depending on what caused the student to go on warning):

- Complete the next term successfully, which is defined as completing 60% of all credit for the term with a GPA above the required minimum.
- If the warning was caused by an "Incomplete" grade, have the "I" grade changed to a passing grade before the end of the warning term.

Students who did not complete these requirements while on warning will lose eligibility to receive financial aid for the following terms, and may only regain eligibility when satisfactory academic progress is met.

## UNDERGRADUATE DIPLOMA (NON-DEGREE) PROGRAMS

### General Requirements for All Applicants to Diploma Programs

To be considered for admissions into a diploma program, applicants must provide:

- A completed online admissions application.
- A copy of high school completion (High School Diploma) or its equivalent (General Education Diploma). If high school was completed in a country other than the United States, a translation and evaluation for US equivalency by a member of NACES must also be provided with the copy of high school completion.
- A Government-issued photo ID (Current Driver's License, State ID, or Passport).
- Evidence of Language Proficiency:
  - Pearson Test for English Proficiency (Versant): for students enrolling in the **English** version of the program whose primary language is not English or who did not complete high school at an English-speaking institution. The test score must be at least 44.
  - Pearson Test for Spanish Proficiency (Versant): for students enrolling in the **Spanish** version of the program whose primary language is not Spanish or who did not complete high school at a Spanish-speaking institution. The test score must be at least 44.

Once admitted, students applying to any diploma(non-degree) and degree program will be required to complete an

- University Orientation course of SLS 1601 Orientation & Study and Research 3 Credits offered at JMVU

Furnishing false or fraudulent statements or information in connection with an application for admission may result in disciplinary action, denial of admission and invalidation of credits, diplomas or degrees earned.

### Additional requirements for International Diploma Seeking Students

All International Students seeking a diploma program must submit the following additional:

- Official bank letter with balance or balance statements minimum of \$13,000 for ESOL program and \$18,000 for all other programs (students with dependents it is recommended between \$22,000-\$25,000)
- If applicable, complete affidavit of support form.
- Payment of \$350.00 (non-refundable) I-20 Fee
  - Language Proficiency (as applicable)
    - Pearson Test for English Proficiency (Versant): for students enrolling in the **English** version of the program whose primary language is not English or who did not complete high school at an English-speaking institution. The test score must be at least 44.
    - Pearson Test for Spanish Proficiency (Versant): for students enrolling in the **Spanish** version of the program whose primary language is not Spanish or



who did not complete high school at a Spanish-speaking institution. The test score must be at least 44.

**Students wishing to change the language of study for a program (program option) must demonstrate proficiency in that language and sign a new enrollment agreement.**

In addition International Students who are transferring with college credit from another institution are required to submit:

A **\$50** nonrefundable undergraduate admissions application fee for new applicants, and completed Application for Admissions

- A satisfactory postsecondary academic record. Each applicant must provide a complete chronological record of educational institutions previously attended.

Please note that transfer credit will be awarded on a course-by-course basis. Once the certified **translation and evaluation** of the student's previous coursework has been received from a NACES member, an evaluation of transferability will be completed. Students will be informed of the number of credits accepted by JMVU for transfer credit along with their letter of acceptance to enroll in the University.

The credits that may be accepted for transfer are determined according to the policy described under the section in the catalog titled "**Transferability of Credits**".

## Transfer of credits not accepted

For students whose credits are not accepted for transfer, the University would inform them via email that they would be required to complete the courses in question.

## Admission denial

If a potential applicant is denied admissions to the university, they will receive communication of the denial and the grounds for said denial via email.

## Reasons for Denial of Admissions:

An applicant may be denied admissions to the University for any of the following reasons:

- Inability to provide proof of high school (undergraduate degree) or baccalaureate (graduate) completion.
- Incomplete application after multiple attempts for correction/revision
- Failure to meet language proficiency requirements as published in the Catalog

## UNDERGRADUATE DEGREE PROGRAMS

### General Requirements for All Applicants to Degree Programs

The general requirements which apply to all applicants for admission or readmission to associate or bachelor's degree programs include:

- Completed online admissions application.
- A **\$50** nonrefundable undergraduate admissions application fee for new applicants.
- Each applicant must demonstrate satisfactory and verifiable completion of a high school degree or GED. If transcripts are submitted, transcripts must be received by JMVU directly from the last educational institution. Foreign diplomas must be accompanied by an official English translation and include an equivalency to an US degree completed by a member of the National Association of Credential Evaluation Services Organization (NACES).
- Application supplemental essay
- Evidence of Language Proficiency (as applicable)
  - Pearson Test for English Proficiency (Versant): for students enrolling in the **English** version of the program whose primary language is not English or who did not complete high school at an English-speaking institution. The test score must be at least 44.
  - Pearson Test for Spanish Proficiency (Versant): for students enrolling in the **Spanish** version of the program whose primary language is not Spanish or who did not complete high school at a Spanish-speaking institution. The test score must be at least 44.

**Students wishing to change the language of study for a program (program option) must demonstrate proficiency in that language and sign a new enrollment agreement.**

Once admitted, students applying to any diploma(non-degree) and degree program will be required to complete an

- University Orientation course of SLS 1601 Orientation & Study and Research 3 Credits offered at JMVU

Furnishing false or fraudulent statements or information in connection with an application for admission may result in disciplinary action, denial of admission and invalidation of credits or degrees earned.

## **Admission as a Non-Degree Seeking Student**

Students planning to complete coursework leading to a diploma or to an undergraduate or graduate degree should not apply as a non-degree seeking student.

Registration as a non-degree seeking student for undergraduate course work may be approved for any high school graduate and for any postsecondary student provided the student is not on academic dismissal from JMVU or any other institution and meets the university's rules and requirements. Registration by non-degree seeking students is on a space-available basis. Students may enroll in up to 16 hours of credit or 900 clock hours under non-degree seeking status. No additional coursework may be completed beyond this until the student has been formally accepted for admission under one of the following programs and its accompanying admissions policy.

## **Admission as a Freshman**

The selection process of the University will allow for admission on the basis of the applicants' academic credentials in addition to a holistic review of all the information contained in the application.

Meeting the requirements described above alone does not guarantee admission to the University. An applicant's total high school record including grades, educational objectives and pattern of courses completed will be considered.

Students who submit transcripts from home schools, religiously affiliated schools, or secondary institutions that are not approved by the appropriate state agency will be evaluated on a case-by-case basis.

## **Admission as an Undergraduate Transfer Student**

Applicants who have earned college credits following graduation from high school can apply to JMVU as Transfer Students. Transfer Student Applicants must submit official transcripts from each college or university attended. Coursework completed at accredited colleges or universities attended will be accepted where applicable, as determined through comparable course content.

The following applies to Transfer Student Applicants:

An official copy of the student's transcript must be received from the university where the student was previously enrolled.

- The maximum credit for work completed in a junior or community college is 60 semester hours.
- Maximum credit for work completed in a four-year institution is 90 semester hours.
- Credit will not be granted for transfer courses in which the student has earned a grade of C- or below with the exception of Credits earned in courses within the Florida Statewide Course Numbering System (SCNS) will be accepted for that passing grade at the awarding institution.
- The credits that may be accepted for transfer are determined according to the policy described under the section in the catalog titled "Transferability of Credits".

## **Transfer of credits not accepted**

For students whose credits are not accepted for transfer, the University would inform them via email that they would be required to complete the courses in question.

## Additional requirements for International Degree seeking Students

All International Students seeking a degree program must submit the following additional:

- Official bank letter with balance or balance statements minimum of \$18,000 (students with dependents it is recommended between \$22,000-\$25,000)
- If applicable, complete affidavit of support form.
- Payment of \$350.00 (non-refundable) I-20 Fee

In addition International Students who are transferring with college credit from another institution are required to submit:

- A **\$50** nonrefundable undergraduate admissions application fee for new applicants, and completed Application for Admissions
- A satisfactory postsecondary academic record. Each applicant must provide a complete chronological record of educational institutions previously attended.

Please note that transfer credit will be awarded on a course-by-course basis. Once the certified **translation and evaluation** of the student's previous coursework has been received from a NACES member, an evaluation of transferability will be completed. Students will be informed of the number of credits accepted by JMVU for transfer credit along with their letter of acceptance to enroll in the University.

The credits that may be accepted for transfer are determined according to the policy described under the section in the catalog titled "**Transferability of Credits**".

## Transfer of credits not accepted

For students whose credits are not accepted for transfer, the University would inform them via email that they would be required to complete the courses in question.

## Admission denial

If a potential applicant is denied admissions to the university, they will receive communication of the denial and the grounds for said denial via email.

## Reasons for Denial of Admissions:

An applicant may be denied admissions to the University for any of the following reasons:

- Inability to provide proof of high school (undergraduate degree) or baccalaureate (graduate) completion.
- Incomplete application after multiple attempts for correction/revision
- Failure to meet language proficiency requirements as published in the Catalog

## Readmission

Readmission applies to students who have been previously fully admitted, were in good academic standing prior to leaving the University and seek to return to the University after an absence of two consecutive semesters (not including summer sessions). Importantly, all students re-entering the University are bound by the policies dictated by the current catalog.

## Policy Regarding Enrollment Agreement Cancellation

The University requires students who accept JMVU's offer for admission to sign an enrollment agreement. The University's policy provides that students will have five (5) days within which to cancel the Enrollment Agreement.

A student who cancels more than 5 calendar days after signing an enrollment agreement, but prior to beginning a course or program is entitled to a refund of all monies paid minus the non-refundable application fee.

These policies appear clearly on each Enrollment Agreement.

### **Withdrawal from the University: Refund Policy**

Students who register but do not attend classes or who withdraw from the University for any reason after attending classes are entitled to a refund (according to the refund policy). The last day of attendance would be considered the withdrawal date.

### **Procedure**

#### ***Procedure for official withdrawing***

Students wishing to withdraw from the University can do so officially by notifying the office of student development via phone or via email.

***Unofficial withdrawal*** from the University: An unofficial withdrawal is when a student stops attending classes and stops participating in any academic activities for 14 calendar days beyond the date they last attended classes.

Students who officially withdraw from the University, in compliance with the procedures established in the University Catalog, will receive a refund depending on the time of the student withdrawal.

### **International Student SEVIS Policy**

International degree seeking students under SEVIS are required to attend one day per week for a 2 hour lecture review session in person on campus provided by the University. Students that are not under the purview of SEVIS can attend the weekly in person sessions but are not required to attend.

## **ACADEMIC REGISTRATION AND REGULATIONS**

### **Course Selection**

The Registration Department sets the procedures for registration of courses. The University is on

a semester system. The fall and spring semesters consist of approximately 14-16 weeks and the summer semester consists of approximately 14 weeks. Courses are offered during all 3 semesters, with individual courses being offered in accordance with course listings contained in this Catalog.

At the time designated in the Academic Calendar, the Registration Department will publish all course offerings for a particular semester. Students will have a designated time frame within which to select the courses he or she desires to take by registering.

### **Advance and Regular Registration**

Returning students may register during early registration period or regular registration periods. Please consult the Academic Calendar for the dates. On the dates set forth in the Academic Calendar, students must register for courses offered by the University. Before students are eligible for registration, they must have undergone academic advisement by meeting with Coordinators.

Students may register by login into the Vargas portal choosing the courses they wish to register for the following semester(s).

A schedule of courses can be viewed in the Vargas Portal approximately one week prior to advance registration for each semester. Please note that the information contained in the schedule is subject to change at any time. Students should confirm the information prior to registration.

### **Drop/Add Period**

Students who drop individual courses during the drop/add period specified in the Academic Calendar will receive a total refund for the tuition and fees for the course.

### **After Drop/Add Period**

Students who drop individual courses after the drop/add period specified in the Academic Calendar ARE NOT entitled to a refund or credit for the dropped courses.

### **Procedure Courses**

To drop an individual course or courses but remain enrolled in the University, students must login into the University Portal and drop the desire course or courses.

## TUITION, FEES AND OTHER EXPENSES

**\*All tuition and fees are subject to change.**

Tuition and registration fees are charged in the following manner:

### **Undergraduate Diploma (non-degree) Programs Tuition and fees:**

Undergraduate Admissions Application fee (non-refundable): \$50

Florida Child Care Professional Credential (FCCPC) Program - the complete program tuition and fees are undergraduate admissions application fee (non-refundable) \$50, tuition \$760, Undergraduate Facility and Technology fee \$470 estimated cost for books \$250 and the total program cost is \$1530.

Home Health Aide- the complete program tuition and fees are undergraduate admissions application fee (non-refundable) \$50, tuition \$600, estimated cost for book \$71 and the total program cost is \$721.

Medical Assistant Technician Program- the complete program tuition and fees are undergraduate admissions application fee (non-refundable) \$50, tuition \$12,450, undergraduate technology and facilities fee \$1,410, estimated cost for books for the entire \$2000 and the total program cost is \$15,910.

English as a Second Language Program- the complete program tuition and fees are undergraduate admissions application fee (non-refundable) \$50, tuition \$9000, undergraduate technology and facilities fee \$1,410, estimated cost for books \$500 and the total program cost is \$10,960.

Not Sufficient Funds fee (non-refundable) \$59 (this fee is used when students pay with a check that does not have sufficient funds).

Official transcript fee (non-refundable) \$55

Graduation fee (Non-Refundable) \$140.00

Reinstatement fee (non-refundable): \$150.00

Late registration fee (non-refundable): \$360 (this fee is for students that which to register one class or more than one class after the add/drop week and for students that registered after the registration period)

Computer and Software purchase fee: \$1300 (This fee is for students that would like to purchase a computer from the University. This purchase will include the computer and software).

I-20 fee (Non-Refundable) \$350.00 (The I-20 fee is a processing fee for new international students applying to JMVU for the first time).

Diploma translation and evaluation services fee (non-refundable) \$40 (note this fee could vary depending on the diploma)

Diploma evaluation services fee (non-refundable) \$40 (This fee is charged when students that have graduated abroad have already translated their diplomas and would like to evaluate, note this fee could vary depending on the diploma)

I-20 Maintenance Fee (non-refundable) is \$4,000 (This fee is for International students that are enrolled at the university, but are not currently attending class. Note this fee is charged by semester enrolled).

I-20 transfer out administrative fee (non-refundable) is \$1,200 (This fee is for International students that are transferring out of the University, this fee must be paid prior to the transfer out). These fees apply to all courses, for all semesters, unless specifically noted by JMVU. All tuition and fees are subject to change. When tuition and fees are changed, students will receive a written notice of these changes through their University e-mail.

### **Undergraduate Degree Programs Tuition and fees:**

Undergraduate Admissions Application fee (non-refundable): \$50

Undergraduate students pay \$430 per lower level, \$530 per upper-level credit, and \$680 advance level credit.

Undergraduate Facility and Technology Fee-students pay \$470 for semester fees per semester enrolled (This fee is charged on a semester basis, and is used by the university to maintain its facilities and be able to update the technology used, such as software and hardware in the university. This fee is also used to support library budget as well).

Estimated cost for books for full-time undergraduate students is \$500 per semester.

A.A in Preschool Education Degree Program- the estimated cost for the complete degree program tuition and fees are undergraduate admissions application fee (non-refundable) \$50, estimated tuition \$28,800, estimated undergraduate technology and facilities fee \$1,880, estimated cost for books \$2,000 and the total estimated program cost is \$32,730 (The total estimated program cost is based on full time enrollment and finishing the program in 4 semesters. Students enrolled in three-quarter time, part time or that repeat courses during the program will have a different total estimated program cost).

A.S in Accounting Degree Program- the estimated cost for the complete degree program tuition and fees are undergraduate admissions application fee (non-refundable) \$50, estimated tuition \$29,700, estimated undergraduate technology and facilities fee \$1,880, estimated cost for books \$2,000 and the total estimated program cost is \$33,630 (The total estimated program cost is based on full time enrollment and finishing the program in 4 semesters. Students enrolled in three-quarter time, part time or that repeat courses during the program will have a different total estimated program cost).

A.S in Mental Health and Human Services Degree Program- the estimated cost for the complete degree program tuition and fees are undergraduate admissions application fee (non-refundable) \$50, estimated tuition \$30,000, estimated undergraduate technology and facilities fee \$1,880, estimated cost for books \$2,000 and the total estimated program cost is \$33,930 (The total

estimated program cost is based on full time enrollment and finishing the program in 4 semesters. Students enrolled in three-quarter time, part time or that repeat courses during the program will have a different total estimated program cost).

B.A in Mental Health and Human Services Degree Program- the estimated cost for the complete degree program tuition and fees are undergraduate admissions application fee (non-refundable) \$50, estimated tuition \$58,800, estimated undergraduate technology and facilities fee \$3,760, estimated cost for books \$4,000 and the total estimated program cost is \$66,610 (The total estimated program cost is based on full time enrollment and finishing the program in 8 semesters. Students enrolled in three-quarter time, part time or that repeat courses during the program will have a different total estimated program cost).

B.A in Business Administration Degree Program- the estimated cost for the complete degree program tuition and fees are undergraduate admissions application fee (non-refundable) \$50, estimated tuition \$58,800, estimated undergraduate technology and facilities fee \$3,760, estimated cost for books \$4,000 and the total estimated program cost is \$66,610 (The total estimated program cost is based on full time enrollment and finishing the program in 8 semesters. Students enrolled in three-quarter time, part time or that repeat courses during the program will have a different total estimated program cost).

B.A in Graphic Design Degree Program - the estimated cost for the complete degree program tuition and fees are undergraduate admissions application fee (non-refundable) \$50, estimated tuition \$58,800, estimated undergraduate technology and facilities fee \$3,760, estimated cost for books \$4,000 and the total estimated program cost is \$66,610 (The total estimated program cost is based on full time enrollment and finishing the program in 8 semesters. Students enrolled in three-quarter time, part time or that repeat courses during the program will have a different total estimated program cost).

B.A in Preschool Education Degree Program - the estimated cost for the complete degree program tuition and fees are undergraduate admissions application fee (non-refundable) \$50, estimated tuition \$63,800, estimated undergraduate technology and facilities fee \$3,760, estimated cost for books \$4,000 and the total estimated program cost is \$71,610 (The total estimated program cost is based on full time enrollment and finishing the program in 8 semesters. Students enrolled in three-quarter time, part time or that repeat courses during the program will have a different total estimated program cost).

Not Sufficient Funds fee (non-refundable) \$59 (this fee is used when students pay with a check that does not have sufficient funds).

Official transcript fee (non-refundable) \$55

Graduation fee (Non-Refundable) \$140.00

Reinstatement fee (non-refundable): \$150.00

Late registration fee (non-refundable): \$360 (this fee is for students that which to register one class or more than one class after the add/drop week and for students that registered after the registration period)

Computer and Software purchase fee: \$1300 (This fee is for students that would like to purchase a computer from the University. This purchase will include the computer and software).

Graphic Design Computer and Software fee: \$3000 (This fee is for students that would like to purchase a computer from the University. This purchase will include the computer and software).

I-20 fee (Non-Refundable) \$350.00 (The I-20 fee is a processing fee for new international students applying to JMVU for the first time).

Diploma translation and evaluation services fee (non-refundable) \$40 (note this fee could vary depending on the diploma)

Diploma evaluation services fee (non-refundable) \$40 (This fee is charged when students that have graduated abroad have already translated their diplomas and would like to evaluate, note this fee could vary depending on the diploma)

I-20 Maintenance Fee (non-refundable) is \$4,000 (This fee is for International students that are enrolled at the university, but are not currently attending class. Note this fee is charged by semester enrolled).

I-20 transfer out administrative fee (non-refundable) is \$1,200 (This fee is for International students that are transferring out of the University, this fee must be paid prior to the transfer out). These fees apply to all courses, for all semesters, unless specifically noted by JMVU. All tuition and fees are subject to change. When tuition and fees are changed, students will receive a written notice of these changes through their University e-mail.

### **Graduate Degree Programs Tuition and fees:**

Graduate Admissions Application fee (non-refundable): \$75

Graduate students pay \$680.00 per university credit hour.

Graduate Facility and Technology Fee-students pay \$550 for semester fees per semester enrolled (This fee is charged on a semester basis, and is used by the university to maintain its facilities and be able to update the technology used, such as software and hardware in the university. This fee is also used to support library budget as well).

Estimated cost for books for full-time graduate students is \$500 per semester.

M.S in Preschool Education Degree Program- the estimated cost for the complete degree program tuition and fees are graduate admissions application fee (non-refundable) \$75, estimated tuition \$27,200, estimated graduate technology and facilities fee \$2,200, estimated cost for books \$2,000 and the total estimated program cost is \$31,475 (The total estimated program cost is based on full time enrollment and finishing the program in 4 semesters. Students enrolled in three-quarter time, part time or that repeat courses during the program will have a different total estimated program cost).



Master of Business Administration in Finance (MBA) Degree Program- the estimated cost for the complete degree program tuition and fees are graduate admissions application fee (non-refundable) \$75, estimated tuition \$26,520, estimated graduate technology and facilities fee \$2,200, estimated cost for books \$2,000 and the total estimated program cost is \$30,795 (The total estimated program cost is based on full time enrollment and finishing the program in 4 semesters. Students enrolled in three-quarter time, part time or that repeat courses during the program will have a different total estimated program cost).

Not Sufficient Funds fee (non-refundable) \$59 (this fee is used when students pay with a check that does not have sufficient funds).

Official transcript fee (non-refundable) \$55

Graduation fee (Non-Refundable) \$140.00

Reinstatement fee (non-refundable): \$150.00

Late registration fee (non-refundable): \$360 (this fee is for students that which to register one class or more than one class after the add/drop week and for students that registered after the registration period)

Computer and Software purchase fee: \$1300 (This fee is for students that would like to purchase a computer from the University. This purchase will include the computer and software).

I-20 fee (Non-Refundable) \$350.00 (The I-20 fee is a processing fee for new international students applying to JMVU for the first time).

Diploma translation and evaluation services fee (non-refundable) \$40 (note this fee could vary depending on the diploma)

Diploma evaluation services fee (non-refundable) \$40 (This fee is charged when students that have graduated abroad have already translated their diplomas and would like to evaluate, note this fee could vary depending on the diploma)

I-20 Maintenance Fee (non-refundable) is \$4,000 (This fee is for International students that are enrolled at the university, but are not currently attending class. Note this fee is charged by semester enrolled).

I-20 transfer out administrative fee (non-refundable) is \$1,200 (This fee is for International students that are transferring out of the University, this fee must be paid prior to the transfer out). These fees apply to all courses, for all semesters, unless specifically noted by JMVU. All tuition and fees are subject to change. When tuition and fees are changed, students will receive a written notice of these changes through their University e-mail.

These fees apply to all courses, for all semesters, unless specifically noted by JMVU. All tuition and fees are subject to change. When tuition and fees are changed, students will receive a written notice of these changes through their University e-mail.

## Estimated Budget for the 2023-2024 Academic Year

The following budget is provided to assist students in estimating the cost of attending JMVU.

### Undergraduate Programs

<b><u>MEDICAL ASSISTANT TECHNICIAN (DIPLOMA)</u></b>		
<b>Expenses</b>	<b>Dependent</b>	<b>Independent</b>
Tuition and Fees	\$8,810.00	\$8,810.00
Books & Supplies	\$1,000.00	\$1,000.00
Room & Board	\$3,200.00	\$6,400.00
Transportation	\$2,730.00	\$2,730.00
Personal Expenses	\$1,750.00	\$3,000.00
<b>Total</b>	<b>\$17,490.00</b>	<b>\$21,940.00</b>

<b><u>ASSOCIATE of ARTS (A.A.)</u></b>		
<b>Expenses</b>	<b>Dependent</b>	<b>Independent</b>
Tuition and Fees	\$11,480.00	\$11,480.00
Books & Supplies	\$1,000.00	\$1,000.00
Room & Board	\$3,200.00	\$6,400.00
Transportation	\$2,730.00	\$2,730.00
Personal Expenses	\$1,750.00	\$3,000.00
<b>Total</b>	<b>\$20,160.00</b>	<b>\$24,610.00</b>

<b><u>ASSOCIATE of SCIENCE (A.S.)</u></b>		
<b>Expenses</b>	<b>Dependent</b>	<b>Independent</b>
Tuition and Fees	\$14,380.00	\$14,380.00
Books & Supplies	\$1,000.00	\$1,000.00
Room & Board	\$3,200.00	\$6,400.00
Transportation	\$2,730.00	\$2,730.00
Personal Expenses	\$1,750.00	\$3,000.00
<b>Total</b>	<b>\$23,060.00</b>	<b>\$27,510.00</b>

<b><u>BACHELOR of ARTS (B.A.)</u></b>		
<b>1st yr. (freshman) &amp; 2nd yr. (sophomore)</b>		
<b>Expenses</b>	<b>Dependent</b>	<b>Independent</b>
Tuition and Fees	\$12,880.00	\$12,880.00
Books & Supplies	\$1,000.00	\$1,000.00
Room & Board	\$3,200.00	\$6,400.00
Transportation	\$2,730.00	\$2,730.00
Personal Expenses	\$1,750.00	\$3,000.00
<b>Total</b>	<b>\$21,520.00</b>	<b>\$26,010.00</b>

<b>B.A. in PRE-SCHOOL EDUCATION</b> <b>3rd yr. (junior) &amp; 4th yr. (senior)</b>		
<b>Expenses</b>	<b>Dependent</b>	<b>Independent</b>
Tuition and Fees	\$15,480.00	\$15,480.00
Books & Supplies	\$1,000.00	\$1,000.00
Room & Board	\$3,200.00	\$6,400.00
Transportation	\$2,730.00	\$2,730.00
Personal Expenses	\$1,750.00	\$3,000.00
<b>Total</b>	<b>\$24,160.00</b>	<b>\$28,610.00</b>

<b>B.A. in (BUSINESS, GRAPHIC DESIGN &amp; MENTAL HEALTH)</b> <b>3rd yr. (junior) &amp; 4th yr. (senior)</b>		
<b>Expenses</b>	<b>Dependent</b>	<b>Independent</b>
Tuition and Fees	\$14,480.00	\$14,480.00
Books & Supplies	\$1,000.00	\$1,000.00
Room & Board	\$3,200.00	\$6,400.00
Transportation	\$2,730.00	\$2,730.00
Personal Expenses	\$1,750.00	\$3,000.00
<b>Total</b>	<b>\$23,160.00</b>	<b>\$27,610.00</b>

**Note:** The JMVU Budgets shown above differentiate between **dependent** and **independent** students as defined by the Free Application for Federal Student Aid (FAFSA).

### **Estimated budget for graduate students**

The budget is based on a **full-time graduate student** attending an academic year (Fall and Spring) course load of 8 credits units per semester. This budget may not represent the actual cost for each student as enrollment and lifestyle choices will impact actual expenses. Note: The JMVU Budgets shown above differentiate between dependent and independent students as defined by the Free Application for Federal Student Aid (FAFSA).

<b>MBA in FINANCE</b>		
<b>Expenses</b>	<b>Dependent</b>	<b>Independent</b>
Tuition and Fees	\$ 12,740.00	\$12,740.00
Books & Supplies	\$1,000.00	\$1,000.00
Room & Board	\$3,200.00	\$6,400.00
Transportation	\$2,730.00	\$2,730.00
Personal Expenses	\$1,750.00	\$3,000.00
<b>Total</b>	<b>\$ 21,420.00</b>	<b>\$ 25,870.00</b>

<b>M.S. in PRE-SCHOOL EDUCATION</b>		
<b>Expenses</b>	<b>Dependent</b>	<b>Independent</b>
Tuition and Fees	\$11,800.00	\$11,800.00
Books & Supplies	\$1,000.00	\$1,000.00
Room & Board	\$3,200.00	\$6,400.00
Transportation	\$2,730.00	\$2,730.00
Personal Expenses	\$1,750.00	\$3,000.00
<b>Total</b>	<b>\$20,480.00</b>	<b>\$24,930.00</b>

## Payment Methods – Registration

The Vargas Portal will indicate the Payment Due Date for the semester tuition and fees. Semester tuition and fees may be paid by electronic wire transfer, credit card, cash, check or money order or through the Vargas Portal with credit card.

On or before the last day of the Registration Period, the students should have either (i) paid the semester in full; or (ii) paid a deposit and elected to participate in the Payment Plan that allows students to pay in installments. Those students may also elect to pay according to a Payment Plan, whereby the student pays a minimum deposit of \$150 and the rest of the tuition and fees for that semester in two (2) to eight (8) equal installments with no interest charges. The agreed upon payment plan will be considered a supplement to the enrollment agreement and available in the student's portal.

Students who are expected to receive financial aid through Title IV programs, or approved scholarship programs will be granted a tuition deferment in anticipation of receipt of financial aid funds.

## Registration Cancellation for Non-Payment

Failure to pay tuition in full, or the installment amount due by the payment due dates set forth by the individual student will result in the University's cancellation of the student's registration for that semester. Even if the students' registration is cancelled for non-payment, the student is still responsible for the full cost of tuition and fees, plus any late payment fees after the drop/add week of the semester and after.

Students whose registration is cancelled for non-payment, may: (i) request a refund of all partial payments made to the University according to the withdrawal schedule below; or (ii) the student may petition for reinstatement (if approved, the student must immediately pay all tuition and fees and reinstatement fee). For more information regarding reinstatement please contact the Registration Department.

For those students who elect the Payment Plan, failure to make timely payments on the Installment Due Dates in one semester will result in the reduction of the number of installments the student will be eligible for by one installment for any subsequent semester that the student elects the Payment Plan. Even if the students' registration is cancelled for non-payment, the student is still responsible for the full cost of tuition and fees, plus any late payment fees after the drop/add week of the semester and after.

Example:

1. Student A chooses to pay by the Payment Plan, making a deposit and paying 2-8 equal payments, one on each of the Installment Due Dates.
2. Student A makes the first Installment Payment on time. Student A will have 2-8 remaining payments due on installment dates throughout the semester.
3. Student A does not make a timely payment on any one of the Installment Due Dates.
4. The next semester that Student A elects the Payment Plan, he/she will have to pay a prior deposit and pay in 2-8 equal installments during that semester to complete payment.

## Nonpayment

The student agrees to pay all costs of collection whether or not suit is brought, including costs charged by the collection agency, attorney's fees, court costs, costs of appeal, if any, and other expenses. If the university does not receive payment for the balance with a semester of its first notice to the student the university send the student to collections.

## Terms of payment

If the student chooses a deferred tuition payment plan, this plan does not include additional charges. The student receiving financial aid will pay tuition in accordance with federal guidelines. Any tuition not covered by financial aid will remain due and payable by the student. The student is responsible for all collection costs for past due balances and will pay all bank fees and charges for returned checks. Disbursement of living expense funds due to the student from Jose

Maria Vargas University may be withheld or delayed pending receipt of payment for any outstanding account balances owed by the student.

### **Withdrawal from the University: Refund Policy**

Students who register but do not attend classes or who withdraw from the University for any reason after attending classes are entitled to a refund (according to the refund policy). The last day of attendance would be considered the withdrawal date.

### **Procedure**

#### ***Procedure for official withdrawing***

Students wishing to withdraw from the University can do so officially by notifying the office of student development via phone or via email.

***Unofficial withdrawal*** from the University: An unofficial withdrawal is when a student stops attending classes and stops participating in any academic activities for 14 calendar days beyond the date they last attended classes.

Students who officially withdraw from the University, in compliance with the procedures established in the University Catalog, will receive a refund depending on the time of the student withdrawal.

The semester tuition and fees refund for all diploma and degree programs, will be according to the table below:

<b>Student Withdrawal from University Fall, Spring or Summer Semester</b>	<b>Percentage of Refund of Full Semester Charge</b>
During Drop/Add (First week of class) or before	100%
Beginning of Week 2 of the semester	50%
Beginning of Week 3 of the semester	25%
Beginning of Week 4 of the semester and after	No Refund

**All refunds hereunder shall be made by the University within thirty (30) days of the date that the University determines that the student is withdrawn. Student must claim refunds within one calendar year.**

Students who are Title IV recipients will receive any refund due after the university has completed the Return to Title IV calculation.

Students who have received a University Scholarship (see Section on University Scholarship) and withdraw from the University, may be eligible for a refund on the **monies paid to the University after the scholarship is applied.** **The same refund calculation policies apply.** See the sample refund calculations below.

Sample Refund Calculations for all Diploma (non-degree) and Degree programs:

Sample 1: Student A is admitted into the University. Student A signs the enrollment agreement on and pays all his semester tuition and fees. After 3 days the student decided to cancel the enrollment agreement in writing. The University then issues a refund for all tuition and refundable fees paid in a period of 30 calendar days.

Sample 2: Student B is admitted to the university. Student B signs the enrollment agreement. Student B pays all of the tuition and fees for the semester. The student B starts class and during the drop/add week the student withdraws from the university. The university issues a 100% refund for the semester tuition and refundable fees within 30 calendar days.

Sample 3: Student C is admitted to the University. Student C signs the enrollment agreement. Student pays all of the semester tuition and fees in full. Student C starts classes and then decides to drop out on the second week of the semester. Student C would receive a refund of 50% refund for the semester tuition and refundable fees within 30 calendar days.

Sample 4: Student D is admitted to the University. Student D signs the enrollment agreement. Student D pays admissions fee (non-refundable) and sets up a payment plan and pays the first installment. During the drop/add week Student D drops out. Student D receive a refund for the first installment payment.

Sample 5: Student E is admitted to the university. Student E signs the enrollment agreement. Student E pays for the admissions fee(non-refundable) and sets up an installment plan where the student pays the first installment of the semester. Student E starts the semester and during week four, the student decides to drop out. Student E is not eligible for a refund and Student E is responsible for all the semester tuition and refundable fees.

Sample 6: Student F is admitted to the university. Student F signs the enrollment agreement. Student F pays for the admissions fee(non-refundable) and sets up an installment plan where the student pays the first installment of the semester. Student F starts the semester and during week three, the student decides to drop out. Student F starts classes and then decides to drop out on the second week of the semester. Student F would receive a refund of 25% refund for the semester tuition and refundable fees within 30 calendar days.

Sample 7: Student G is admitted to the university. Student G receives a university scholarship for \$2000 for that semester and signs the enrollment agreement with a payment plan for the balance due (tuition and fees) for that semester. Student G pays for the admissions fee(non-refundable). Student G starts the semester and during week three, the student decides to drop out. Student G would receive a 25% refund for the balance that was due after the scholarship, minus the non-refundable fees within 30 calendar days.

If a student completely withdraws from the University and has utilized Federal Title IV funds (e.g. Federal Pell Grant, Federal Direct Subsidized/Unsubsidized Loan, Federal Direct PLUS Loan), during the semester in which they withdraw, the University will observe the federally mandated process in determining what, if any amount of money must be returned to the federal program(s). This process will be done via the web based R2T4 calculation form. Students that were scheduled to receive financial aid may be entitled to receive a post-withdrawal disbursement with their authorization. A copy of the R2T4 calculation worksheet can be requested from the Financial Aid Office, in accordance with federal regulations. Please refer to the **Financial Aid** section of this catalog on for more information regarding conditions for post-withdrawal disbursements and Return of Title IV funds policies.

## ACADEMIC REGULATIONS AND PROCEDURES

### Units of Credit

Credit hours are awarded on a semester basis according to the successful completion of coursework for which the student has registered. The successful completion of one unit of credit is equivalent to the following total clock hours per semester:

1 lecture credit = 15 hours academic engagement and at least 30 hours of preparation

1 laboratory credit = 30 hours

1 internship/externship or practicum credit = 45 hours

### Clock hour Definition

A clock hour: Is defined as a period of 50 minutes of instruction.

### Course Load

**Undergraduate - Full time** students are those students who are registered for at least 12 credit hours in the fall and spring semester. **Three quarter time** students are those who are registered for a minimum of 9 credits and a maximum of 11 credits. **Half time** students are those who are registered for a minimum of 6 credits and a maximum of 8 credits. **Less than half time** students are those who are registered for a minimum of 1 credit and a maximum of 5 credits. In the summer semester, those students who are registered for at least 12 credit hours will be deemed full time students.

**Graduate - Full time** students are those students who are registered for at least 8 credit hours in the fall and spring semester. **Half time** students are those who are registered for a minimum of 4 credit hours. **Less than half time** students are those who are registered for a minimum of 1 credit and a maximum of 3 credits. In the summer semester, those students who are registered for at least 9 credit hours will be deemed full time students.

Students who drop courses during a semester and reduce their course load, will be classified in accordance with their reduced course load.

### Attendance Policy

Students are expected to attend all scheduled University classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily. Enrolled students are permitted no more than **2** "free" absences in one semester. Students missing **3-5** classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing more than **6** classes will result in failure of the course regardless of grade average. It is the student's responsibility to arrange to make up work missed because of an absence.

### Student Tardiness Policy

A student is considered **tardy** if they arrive in class more than 5 minutes after the scheduled start time. A student is considered tardy if they arrive or log into class between 5 and 15 minutes after class has started. After 15 minutes, the student is considered **absent**. A student is considered to have **left the class early** if the student leaves before the end of class time. A student who leaves early and misses at least half of the class period is considered **absent**.



**Three tardies or having left the class early three times (but less than half the class each time) is equivalent to one full absence.** When a student has more than six tardies or has left class early six times, the instructor will contact the JMVU Director of Student Development to request an intervention session with the student. The goal of the intervention session is to develop and implement an intervention program to help students learn new ways to manage time.

## Homework Policy

Students enrolled in courses at Jose Maria Vargas University must follow the University Homework Policy, which states that for each one hour of in-the-classroom instruction, students spend at least two hours of out-of-the-classroom work. Homework is described as "an amount of work" completed by the students on a weekly basis which link to the student learning outcomes of the course. Homework is graded by the course professor.

## System of Evaluation

For every course offered at Jose Maria Vargas University, the professor is to provide to the students at the beginning of the course a course syllabus that contains the following written information: (i) the method of evaluation and (ii) course requirements and value towards the final grade.

## Grades

The following chart sets forth the grading system utilized by the University:

Grade	Grade Points Per Semester Credit-hour
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	0.00
D	0.00
D-	0.00
F	0.00
W (Withdrawal)	NONE
I (Incomplete)	NONE
T (Transfer)	NONE
P (Pass)	NONE

Grades "A" through "C-" are considered passing grades. Grades "W" and "I" indicate that no grades were earned for the course. A "W" grade indicates that the student withdrew from the course. An "I" grade indicates that the student was passing the course, but failed to complete all the required course work. The instructor, in his/her discretion may grant an "I" grade instead of an "F", pending completion of the course work by the student within a specified time arranged by the instructor and told to the student. It is the student's responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" grade becomes an "F".

For students receiving transfer credit from other institutions, a grade of "T" will appear on their transcript. Courses for which a "T" is given will not be used in computing the student's grade point average.

A student's grade point average ("GPA") is computed by dividing the sum of all earned quality points earned at the University by the total number of courses for which grades "A" through "F" were received. Courses in which a "W" or "I" or "T" or "P" grade was received will not be used in computing a student's GPA. The "P" grade is **only** used for the assessment of the Master of Science in Pre-school Education Thesis.

#### **Make-Up Work Policy**

Students who are unable to complete required work by the end of a term may be granted an Incomplete (I) grade with the instructor's approval. This make-up work policy is granted on a case-by-case basis. Arrangements must be completed within a stated time frame from the end of the course. Failure to make sure arrangements, without administrative approval, will result in a failing grade. Make-up work may be submitted in cases when an Incomplete "I" grade is granted; which is a temporary grade that may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course. Students will have two weeks from the term's end date to complete course work. Otherwise, the grade will convert to an F.

#### **Examination Retake Policy**

Students will not be permitted to retake any examinations.

## Transfer of Credit Policies

Students seeking to transfer credits earned at another postsecondary institution to JMVU, or from JMVU to other institutions should note that the transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. The policy of the University regarding the evaluation of course content from other universities to determine its equivalency with a course offered at JMVU is that approximately three-fourths of the course content must match the content of the course offered at JMVU if it is to be accepted for transfer. For evaluation purposes, students must provide a copy of the course description for the course to be evaluated and the school catalog for the time period during which the course was taken. Evaluations are handled on a case-by-case basis. Students must complete a minimum of 25% of a program at the University.

JMVU is a member of the Statewide Course Numbering System (SCNS). This course numbering system facilitates the transfer of credit for equivalent courses among the state's colleges and universities.

Decisions regarding transferability of credits are not necessarily made prior to enrollment. Only students who have been fully admitted to JMVU may submit their transcripts and course descriptions for evaluation. Students are encouraged to submit official transcripts as soon as possible. JMVU recognizes credits from accredited higher education degree granting institutions, and will not transfer credits for courses below college level. Evaluation of transferability of credits is performed by the Registration Department. On occasion, the Registration Department may seek the advice of an expert or faculty member in a specific discipline to perform course evaluations.

Courses may be denied for transfer under the discretion of the Registration Department depending on the date courses were originally taken. A grade of C- or higher is required to receive transfer credit in the undergraduate programs. However, any credits earned (passing grade) at an institution within the Florida Statewide Course Numbering System (SCNS) will be accepted. A grade of B- or higher is required for graduate level course transfer. However, grades for classes that were transferred from another university are shown as "T" on the transcript and will not be used in computing the student's grade point average. Associate degree students may not transfer more than 30 credits and Bachelor degree students may not transfer more than 60 credits. Master degree students, no more than 9 credits will be transferred; and other documentation may be requested, such as sample of coursework.

Undergraduates may submit a request to apply an Associate's Degree to a Bachelor at JMVU. However, the University reserves the right to request a student to take additional courses to establish equivalency with JMVU's programs. International degrees and transcripts must be officially translated & evaluated by a member of NACES. Official translation of course content may also be required.

JMVU may consider giving credit for AP (Advanced Placement), CLEP (College Level Examination Program) and SAT Subject Tests to meet general education requirements. The minimum scores required for consideration using these examinations are: 50 for CLEP exams; 3 for AP exams, and a score of 500 or higher in SAT subject tests. No more than 30 credits will be granted.

## Transfer of credits not accepted

For students whose credits are not accepted for transfer, the University would inform them via email that they would be required to complete the courses in question.

## Department responsible transfer of credit evaluation

The person responsible for the transfer of credit evaluations is Lelis Ortiz Parra Vice President of Academic Affairs.

## Change of Program or Major

Students who contemplate a change from one program or major to another should discuss this possibility with the Director of Student Development to determine the effect such a change would make on the student's satisfactory academic progress. The university defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All credits attempted count toward the total program length of 1.5 times the number of semesters required for completion of the major program.

If a student changes his/her major or program, only those credits that are common to both programs will be accepted toward the new degree program.

## Leave of Absence

Students may request a leave of absence from their academic program in cases where personal circumstances temporarily disable them from achieving progress. Leave of absences are granted with the reasonable expectation that the student will return from the leave. The University may grant leave of absences to a student who did not provide a request earlier due to unforeseen circumstances. In these cases, the University will determine the beginning date for the approved leave of absence, and will collect the request from the student at a later date.

All requests for a leave of absence must be made in writing, signed and dated. Student Development will evaluate all requests on a case-by-case basis; these must include the reason for the student's request, and are subject to further documentation before receiving authorization. All documentation will remain confidential at the Student Development Department. Notification of authorized leave of absence will be issued to the student, including the scheduled date for return. This notification will also be made available to concerning departments, such as Registration and the Office of Financial Aid.

Students must return to the university by the date for which the period for the authorized leave of absence ends. If a student fails to enroll in the semester following the last term in the authorized leave of absence, the student will have failed to maintain continuous enrollment, and will be treated as a withdrawal. After two consecutive semesters of non-enrollment, students must follow the procedures for readmission, outlined in this catalog. A student returning from a leave of absence is required to resume training at the same point of the academic program that he or she began.

Students receiving financial aid should notify the Office of Financial Aid to ensure compliance with all financial aid processes, such as orientation regarding consequences of leave of absence on student loans' grace periods, exit counseling, and return of unearned aid. In accordance with financial aid regulations, a leave of absence (including any additional leaves of absence) cannot exceed 180 days in any 12-month period. Please refer to the Financial Aid section of this catalog for more guidance. Students that have been awarded the institutional scholarship must discuss the consequences of a leave of absence with the Director of Student

Development. International students must follow the regulations for their student visas, and therefore, are not eligible for leaves of absence.

## Career Services Graduation Policy

### Career Services Requirements

Students and graduates agree to inform and disclose to José María Vargas University any current or future information about their employment. Students also agree to complete the following Career Services graduation requirements: the development of a professional resume, an interview workshop, three mock-up or practice interviews with university staff or faculty members, an application to at least three jobs that are within each student's field or area of study, and a meeting with the Director of Student Development at least once. Lastly, students will need to have a job placement validated by the Accrediting Council for Independent Colleges and Schools (ACICS) Placement Verification Program (PVP) in order to complete the career services requirements. An eligible waiver may replace the valid job placement as long as it's approved by the Vice-President of Academic Affairs. Students are aware that if these requirements are not met, they will not be able to graduate from the enrolled program as **the University will place a hold on graduation until all of the Career Services requirements have been completed.**

### Use of Employment Information

Students are aware that employment information provided to the University may be used for statistical analysis, publications and program effectiveness, but this in no way compromises student data in terms of confidentiality or the privacy of that information.

### Waiver of Requirements

Students are also aware that they may obtain a waiver for the requirements of three job applications and the job placement validation only if they have evidence of Visa restrictions (international students), pregnancy, death, or other health-related situations, active military service, incarceration, enrollment in a stand-alone English as a Second Language (ESL) program, or enrollment as a continuing student who is not seeking new employment due to transition to an additional degree opportunity, a change in the career field of study either at José María Vargas University or at another postsecondary educational institution. (Students enrolled in a program of study to improve current employment status may also be exempt from submitting the three employment applications.) To obtain a waiver of the three job applications and the job placement validation requirement, students understand that they must provide documentation to support the request for a waiver and this documentation must be approved by the Vice-President of Academic Affairs.

### Employment Apps

The University encourages all students to open LinkedIn, Indeed account, among others to be able to obtain knowledge of more job opportunities.

## Satisfactory Academic Progress

### Overview

Students must make satisfactory progress both in terms of cumulative grade point average and the total amount of time taken to complete the required course sequence as outlined by semester in the JMVU College Catalog. To maintain satisfactory progress, the student must:

- complete their total program in no more than 1.5 times the number of semesters described in this catalog for the program
- establish and maintain at least a 2.0 GPA by the end of the undergraduate student's second term of enrollment and all subsequent terms. Graduate students must maintain a 3.0 GPA by the end of their second term of enrollment and all subsequent terms. For the purposes of SAP, Medical Assistant Technician, Home Health Aide, ESL, and FCCPC diploma students must meet the same criteria as undergraduate students. (Grades for classes that were transferred from another university are shown as "T" on the transcript and will not be used in computing the student's grade point average.)

Factors that may influence satisfactory progress and that may result in extended time are:

- deviation from the catalog requirements in the number of hours taken per semester
- deviation in the course sequence recommended
- withdrawal from classes
- repeated courses
- grades of "Incomplete"
- changing the major or the program
- probation or suspension
- grade appeal process
- earning more than one degree at a time

In calculating Satisfactory Academic Progress, Grades "A" through "C-" are considered passing grades. Grades "W" and "I" indicate that no grades were earned for the course. A "W" grade indicates that the student withdrew from the course. An "I" grade indicates that the student was passing the course, but failed to complete all the required course work. The instructor, in his/her discretion may grant an "I" grade instead of an "F", pending completion of the course work by the student within a specified time arranged by the instructor and told to the student. It is the student's responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" grade becomes an "F".

For students receiving transfer credit from other institutions, a grade of "T" will appear on their transcript. Courses for which a "T" is given will not be used in computing the student's grade point average.

A student's grade point average ("GPA") is computed by dividing the sum of all grade points earned at the University by the total number of courses for which grades "A" through "F" were received. Courses in which a "W" or "I" or "T" or "P" grade was received will not be used in computing a student's GPA.

## Definition of Satisfactory Academic Progress

Each student enrolled at the University must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who fails to meet these criteria at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study.

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both of these sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects financial aid eligibility. For more information on financial aid warning status due to unmet satisfactory academic progress, please refer to the **Financial Aid** section of this catalog.

## Qualitative Criteria for Satisfactory Academic Progress

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following three criteria:

1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the undergraduate student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate a minimum overall cumulative grade point average of 3.0 at the end of the graduate student's second term of enrollment, and at the end of each subsequent term thereafter.
3. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study at the intervals described below.

	Minimum Overall Cumulative GPA Undergrad/Graduate	Required percentage of completion of coursework <u>attempted</u> :
<b>Interval I:</b> End of the second term:	2.0/3.0	60%
<b>Interval II:</b> End of the student's third and any subsequent term:	2.0/3.0	66.67%
<b>Interval III:</b> The total maximum for completion as timeframe described under "Quantitative Criteria" below.	2.0/3.0	66.67%

## Calculation of the Credit Completion Percentage

The credit completion ratio or percentage is calculated by dividing the total number of credit hours successfully completed by the student in his or her program by the total number of credit

hours attempted by the student. For the purposes of calculation, credit hours attempted by the student include:

- A. all courses taken while the student is enrolled in his or her program of study or
- B. a different program of study, if:
  - 1) The subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or
  - 2) If a course or courses count toward the satisfaction of any of the coursework requirement in the current program

### **Conditions That May Result In Probation, Restricted Course Load Status and/or Termination**

The following describes the conditions under which a student may be placed on probation, restricted course load or terminated completely from a program of study.

1. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of Interval I, unless the student appeals the University's determination of the lack of Satisfactory Academic Progress in writing to the Vice President of Academic Affairs. The Vice President may grant the student's appeal if all the requirements specified below under Academic Probation and Restricted Course Load sections are met. If the appeal is granted, the student will be placed on probation or restricted course load status during the student's next semester of attendance. Such action is not automatic, but at the discretion of the university.
2. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of Interval II, unless the student appeals the university's determination of the lack of Satisfactory Academic Progress in writing to the Vice President of Academic Affairs. The Vice President may grant the student's appeal if all the requirements specified below under Restricted Course Load sections are met. If the appeal is granted, the student will be placed on Restricted Course Load status during the student's next semester of attendance.
3. At the end of Interval III, if the student is not making Satisfactory Academic Progress, he or she will be terminated from his or her program of study at the University.

### **The Calculation of the Overall Cumulative Grade Point Average**

The calculation of a student's overall GPA in his or her program of study will include the following:

- the grade or grades earned by the student during each course in which he or she was enrolled in the program of study at the university.
- the grade or grades earned by the student during which he or she was enrolled in a different program of study at the university.

If the course or the content matter of any course taken in another program of study is substantially the same as a course in the student's current program of study, that course satisfies the coursework requirement of his or her current program of study.



## Quantitative Criteria for Satisfactory Academic Progress

As indicated above, a student must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (66.7% of hours attempted) each academic year. Additionally, a student must complete his or degree within a maximum timeframe of attempted credit hours. The timeframes are as follows for the following credit programs:

FCCPC Diploma = 18 maximum attempted credit hours

Home Health Aide Diploma = 112.5 maximum attempted clock hours

English as Second Language Diploma = 1350 maximum attempted clock hours

Medical Assistant Technician Diploma = 57.75 maximum attempted credit hours

Associate's Degree = 90 maximum attempted credit hours

Bachelor's Degree = 180 maximum attempted credit hours

Master's of Science Degrees = 60 maximum attempted credit hours

MBA in Finance Degree=59 maximum attempted credit hours

The Maximum Time Frame for the Completion of any program of study is 150% of the credit hours designated for the program in the University catalog. A student will not be making Satisfactory Academic Progress if the university determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

**The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study or a different program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program. Authorized leave of absence periods will not be counted toward maximum time frame calculation.**

## Academic Probation

To maintain Satisfactory Academic Progress, an undergraduate student must establish and maintain at least a 2.0 overall cumulative grade point average by the end of the student's second term of enrollment and all subsequent terms of enrollment. A graduate student must establish and maintain at least a 3.0 overall cumulative grade point average by the end of the student's second term of enrollment and all subsequent terms of enrollment. Also, to maintain Satisfactory Academic Progress, the student must complete the required percentage of coursework attempted. Any student who fails to establish or maintain Satisfactory Academic Process must meet with the Director of Student Development.

A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Credit Completion Percentage will be recalculated. An undergraduate student will be removed from academic probation only if the student completes the appropriate percentage

of coursework and earns a "C-" or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher. A graduate student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "B-" or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of 3.0 or higher.

### **Restricted Course Load**

An undergraduate student who, during the semester of probation, still does not earn a C- in every course or a 2.0 cumulative GPA is required to meet with the Director of student development to determine whether a reduced course load may be appropriate for the student. If the Director determines that a reduced course load may be favorable for the student, then the student may register the next semester for less number of credit hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "C-" or better in all courses and earn a cumulative grade point average of 2.0, then the following semester, the student must register only for those courses in which he or she did not receive a "C-" or better. If, during that semester, the student still does not earn a "C-" or better for those courses, he or she will be terminated from the program of study and suspended from the University for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

A graduate student who, during the semester of probation, still does not earn a B- in every course or a 3.0 cumulative GPA is required to meet with the Director to determine whether a reduced course load may be appropriate for the student. If the Director determines that a reduced course load may be favorable for the student, then the student may register the next semester for less number of credit hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "B-" or better in all courses and earn a cumulative grade point average of 3.0, then the following semester, the student must register only for those courses in which he or she did not receive a "B-" or better. If, during that semester, the student still does not earn a "B-" or better for those courses, he or she will be terminated from the program of study and suspended from the University for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

### **Incomplete Grade in a Course**

If a student receives a grade of A, B, or C in any course, the student will have successfully completed that course. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the semester following the semester in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" becomes an "F". The grade of "I" has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of "I" is added to the hours attempted within the maximum time frame.

### **Pass (P) Grade in a Course**

The grade "P" is only used in the master's Thesis course in the Pre-School Education master's degree program. If a student receives a grade of P in the course, the student will have successfully

completed the course. A grade of "P" will have no effect on the student's cumulative grade point average. However, the grade of "P" is added to hours attempted within the specified maximum time frame.

### **Withdrawal from a Course**

Students may withdraw from a course during the drop/add period (the first week of class) without punitive grades or financial obligations. The last day of physical attendance determines whether or not grades are recorded for the semester. If the last day of attendance is within the first half of the semester, a grade of "W" is given. If the last day of attendance is within the second half of the semester, the student will receive a final letter grade. The grade of "W" has no effect on the student's cumulative GPA. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

### **Financial Aid Warning**

Financial aid warning is a warning status for students who failed to meet standards of satisfactory academic progress. Students who are on warning may still receive financial aid only during the semester that corresponds with the warning status. Students are placed on financial aid warning as the result of the following scenarios:

- Cumulative GPA is less than 2.0 by the end of the undergraduate student's second term of enrollment and all subsequent terms or
- Cumulative GPA is less than 3.0 by the end of the graduate student's second term of enrollment and all subsequent terms
- Completion of less than 60% of credits attempted

### **To Resolve Warning Status**

To resolve warning status and get back into "Good Standing", students can do one of the following (depending on what caused the student to go on warning):

- Complete the next term successfully, which is defined as completing 60% of all credit for the term with a GPA above the required minimum.
- If the warning was caused by an "Incomplete" grade, have the "I" grade changed to a passing grade before the end of the warning term.

Students who did not complete these requirements while on warning will lose eligibility to receive financial aid for the following terms, and may only regain eligibility when satisfactory academic progress is met.

### **Notification to students**

A notification will be sent to the student, if a student is placed on financial aid warning or if student loses eligibility to Title IV programs.

### **Transfer Courses**

Students will receive a grade of "T" for courses taken at another institution that are being transferred in for required courses at JMVU. The grade of "T" has no effect on the student's cumulative GPA or successful completion of courses. However, a grade of "T" is added to hours attempted within the specified minimum time frame.

### **Repeat Courses**

A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Credits attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt.

Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

A student who earns grade of "F" in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript, however.

### **Change of Program or Major**

Students who contemplate a change from one program or major to another should discuss this possibility with the Student Development Coordinator or the Vice President of Academic Affairs to determine the effect such a change would make on the student's satisfactory academic progress. The university defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All credits attempted count toward the total program length of 1.5 times the number of semesters required for completion of the major program.

If a student changes his/her major or program, only those credits that are common to both programs will be accepted toward the new degree program.

### **Additional Degree Program**

Students who wish to earn another degree must re-apply for admission to the University. Upon acceptance to the University, courses which count toward the new degree program completion requirements will be transferred. A student may only transfer courses with a final grade of "C" or higher. Credits attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress.

### **Readmission after Suspension for Unsatisfactory Academic Progress**

If the student was not making satisfactory academic progress in his or her program of study as of the last semester enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the school's determination to the Vice President of Academic Affairs (as provided below in the Appeal section) and the Vice President grants the student's appeal. The Vice President will consider mitigating circumstances in addressing the appeal. If the appeal is granted by the Vice President, then the student will be placed on either academic probation or restricted course load status (at the Vice President's discretion, as appropriate) during the student's next semester of attendance in any program of study at JMVU.

If the student is given permission for readmission, the student must agree in writing to the terms for readmission outlined by the University and must execute a new Enrollment Agreement with the institution. The student must also pay all current tuition, fees and any other costs associated with the student's program of study.

### **Appealing a Determination of Unsatisfactory Progress**

If JMVU determines that a student is failing to make satisfactory academic progress in his or her program of study, the student may appeal the University's determination in writing to the Vice President of Academic Affairs. The student's appeal must provide details concerning the circumstances affecting the student's academic progress (such as serious illness or injury

befalling the student, the death of a close relative of the student or any other special circumstances) that may influence the university's decision to terminate or not to readmit the student into his or her program of study at JMVU.

The Vice President will consider the appeal to determine whether the special circumstances explained in the student's written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study at the school despite the student's failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student's appeal will be made by the discretion of the Vice President in conformity to the principles and standards described in this catalog and will be final and binding on the student. If the Vice President decides in favor of the student's appeal, the student will be placed either on academic probation or restricted course load status during the student's next semester of attendance in a program of study at the University. In order to reestablish eligibility for Federal Student Aid student undergraduate students must have a minimum GPA of 2.0 and graduate students must have a minimum GPA of 3.0.

### **Procedure for Grade Appeals**

There is a JMVU committee, the purpose of which is to address requests for revision of academic grade(s). This Committee, known as the "Grades Committee," consists of the Vice President of Academic Affairs, Student Development Coordinator, and two faculty members. The Grades Committee is established as needed to consider grade appeals not resolved between the student and the faculty member.

The faculty member responsible for the course is the only person who may make a grade change and he or she must notify the Registration Department when and if a change needs to be made. This request must be submitted within seven (7) days of the final grade posting. .

A challenge to a grade received in a course or comprehensive examination will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus.

A student who deems it appropriate to challenge a grade will proceed as follows:

- Discuss the matter, within five (5) calendar days of the final grade, with the faculty member teaching the course in an effort to resolve the issue.
- If the issue remains unresolved following the faculty's review, the student may then request and file the Grade Appeal Form with the Student Development Coordinator.
- The form must be filed no later than five (5) calendar days after the decision by the faculty.
- The Vice President of Academic Affairs will convene the Grades Committee who will hear the positions of both the student and the faculty member. The Vice President, on behalf of the Grades Committee, will render a decision within seven (7) calendar days and inform the student and faculty member in writing.

The final grade decision will be posted on the student's record at the time of notice to the parties involved. The decision of the Grades Committee is final and cannot be appealed further.

## Graduation Policy

All students must complete the general graduation requirements as prescribed by the University, as well as diploma(non-degree) and degree requirements specified in the diploma (non-degree) or degree being pursued. Only those students who have completed all diploma(non-degree) or degree requirements are allowed to participate in the commencement exercises. Students will not be issued a diploma(non-degree) or degree or transcript of their records until all debts and obligations owed to the University have been satisfied. Students will not be issued a diploma(non-degree) or degree unless they are in good standing according to University policies and regulations. The student must not be on disciplinary probation.

## STUDENT RECORDS

Students should be aware that student records submitted to the University become the property of the University and shall not be released to third parties. Such records may be used by the University in any manner that the University deems appropriate.

A hold shall be placed on the records of any student that owes an obligation to the University. A student may not register or receive a transcript from the University until the obligation is paid in full to the University and the hold is properly removed. Removal of a hold may take approximately two (2) business days.

### Transcript Requests

Provided a hold does not exist, a student may request a transcript from the university's electronic parchment website by completing web based electronic request form. The University will print or sent electronic transcripts to the student or anyone else the student authorizes. Transcript requests may be made in person or via the parchment website. The University will charge \$55.00 for official transcripts. Official and non-official transcript request may take approximately five (5) to ten (10) business days to process.

### Students' Right to Know

The University has policies that ensure that students have access to records as provided under federal and state law. Jose Maria Vargas University is in compliance with Student Right to Know Act (PL 101-542). The following policies describe student rights in this regard. Please contact the Registration Department for further questions regarding a student's rights to access his/her records.

### Amendment of Records

A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the JMVU official who maintains the records amend them. The University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of the University for further determination or confirmation. If the University decides to refuse to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing.

### Hearing Procedures

Should the request for a change in the student's records be denied, the student may appeal the decision to the Vice President of Academic Affairs within thirty (30) days and ask for a hearing. The Vice President of Academic Affairs shall designate a hearing committee which will include one administrator other than the one who has denied the request and two faculty members of JMVU.

The decision of the Hearing Committee shall be final, except that final appeal to the President of the University remains open. The challenge to be considered in such hearings may extend only to the material in the respective University file, e.g., it may extend to the correct recording of a grade, but not to the appropriateness of the grade.

Students, dissatisfied with the results of a hearing may place a statement in the education record in question commenting upon the information therein, and/or setting forth any reason for disagreement with the University's decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

## **Maintenance of Student Records**

Official academic records are maintained in the Registration Department. Included are admission applications and associated documentation, the registration forms for each semester in residence; the records of grades and credits received in courses at this institution or accepted here from other institutions; and other documents directly relating to the student's academic progress and status.

## **Student Records and Family Educational Rights and Privacy Act (FERPA)**

### **A. General Background**

1. The Family Educational Rights and Privacy Act ("FERPA") gives "students" a right of access to their "education records." It also limits the disclosure of a student's education records by the University's without the student's written permission.
2. Under this policy, "students" are individuals who are or were registered students in attendance at Jose Maria Vargas University. Persons who unsuccessfully applied for admission or who were accepted but never attended the University are not "students." An unsuccessful applicant for admission to the University is not a University "student."
3. Records Covered:
  - a. A student's "education records" include records, files, documents, and other materials regularly maintained by the University that contain information directly related to the student.
  - b. Certain types of records are excluded from the scope of FERPA. For example, a student is not entitled to examine:
    - 1) Records maintained personally by an individual faculty member that have not been shared with and are not accessible by others.
    - 2) Records created or maintained by a physician, psychologist, or other recognized health care provider that are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment.
    - 3) Records that are confidential as a matter of law, such as those that might be maintained by the University's attorneys.
    - 4) Records containing financial information about a student's parents, such as information submitted with an application for financial aid.

### **B. Maintenance of Education Records**

A student's official academic record is maintained by the Registrar, and its use is carefully controlled. Official records include the transcript, certain documents submitted in support of admission to the University and degree programs. Documents may be kept in digital form. In accordance with established records management procedures, some records are purged periodically.



Jose Maria Vargas University students, alumni and former students may inspect their student records in accordance with FERPA. With the exceptions set out below, such records are generally not available to anyone other than University representatives with an institutional reason for reviewing them. Transcripts and other student records are released only in accordance with the University's FERPA statement.

## C. Family Education Rights and Privacy Act (FERPA) Statement

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The student must bring valid photo identification to the appointment. Students will not be provided with copies of any part of their records other than the University transcript unless the inability to obtain copies of any part of his or her record other than the transcript would effectively prevent him or her from exercising his or her right to inspect and review his or her education records.
2. The right to request the amendment of any parts of the student's education records that the student believes are inaccurate or otherwise in violation of the student's privacy rights under FERPA. Students who request amendment of a record that they believe is inaccurate should submit a written request to the Registrar in which they clearly identify the part of the record they want changed and why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If, after a hearing, the University decides that the records are not inaccurate, misleading, or otherwise in violation of the student's rights, the student may place in the records a statement commenting upon the information and setting forth reasons for disagreeing with the decision.
3. The right to withhold consent to disclosures of personally identifiable information ("PII") contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. It shall be a condition of the University's disclosure of PII to a third party (1) that the party to which the information is released will not permit any other party to have access to such information without the written consent of the student and (2) that the released information may be used only for the purposes for which the disclosure was made. These conditions do not apply to certain subpoenas and court orders.

Under FERPA, records containing PII may be disclosed without consent as follows:

- a. To "School Officials" with legitimate educational interests. A "School Official" includes a person employed by the University in an administrative, supervisory, academic, research, or support staff position; public safety officials, members of the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee or admission committee, or assisting another School Official in performing his or her tasks for the University. In addition, a School Official may be a contractor who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records such as an attorney, auditor or collection agent. A School Official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
- b. Upon request and in the discretion of the Registrar, to officials of another school in which the student seeks or intends to enroll.
- c. To authorized representatives of the U.S. Controller General, Attorney General, or Secretary of Education, or to State and local educational authorities. Disclosures under this provision may be

made, subject to the FERPA requirements, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- d. In connection with financial aid for which the student has applied or received, if the information is necessary to determine eligibility for the aid, the amount of the aid, or the conditions of the aid; or enforce the terms and conditions of the aid.
  - e. To organizations conducting studies for, or on behalf of, the University, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
  - f. To accrediting organizations to carry out their accrediting functions.
  - g. To comply with a judicial order or lawfully issued subpoena.
  - h. If designated as "directory information." The University has designated the following categories of information as directory information with respect to each student: name, mailing, campus and permanent addresses, photo, email address, degree program and major field of study, dates of attendance at the University, full-time, half-time or part-time status, degrees conferred and their dates, Master's thesis title and thesis committee members. A student who does not wish to have "directory information" released to third parties should notify the Office of the Registrar in writing of his or her wish to withhold such information in the future.
  - i. Under limited circumstances, to a victim of an alleged perpetrator of a crime of violence or sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
  - j. Under limited circumstances, to the general public, the final results of a disciplinary proceeding, if the University determines the student has committed a violation of the University's rules or policies with respect to the allegation against the student.
  - k. To appropriate officials in connection with a health or safety emergency subject to the provisions of the Regulations.
  - l. To parents of a student under the age of 21 regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance if the University determines the student committed a disciplinary violation.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA. More information about FERPA is available at [www.ed.gov/policy/gen/guid/fpco/ferpa](http://www.ed.gov/policy/gen/guid/fpco/ferpa). FERPA is administered by:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

#### **D. Student Requests for Release of Records.**

Upon written request by a student, the University may release information in that student's Jose Maria Vargas University education records to third parties. The student should make a request for such release in writing with the student's signature to the Registrar. The third-party designated by the student will ordinarily not be provided with copies of any part of the student's record other than the

University transcript. The University may impose a charge for copying a student's records in connection with such a release, generally 20 cents per page.

Questions about the interpretation of the guidelines should be referred to the University Registrar at [info@jmvu.edu](mailto:info@jmvu.edu).

Responsible Department: Registration Department

## ACADEMIC PROGRAMS

Great care has been taken by the University and its faculty to develop educational programs and curricula that are consistent with appropriate criteria and standards in the subject area involved. The educational programs and curricula are of an appropriate level of difficulty for the degree offered.

The programs and curricula of Jose Maria Vargas University have been developed to meet the needs of the students in South Florida. The University has been designed to attract high caliber students who are academically able and who are motivated to become contributing members of society. The University will remain sensitive to the needs of the business and professional community, and strive to produce graduates with the skills and abilities required in today's workforce.

Each program of study will provide a sequence of appropriate courses that lead to the attainment of the degree. A detailed description of the curriculum for each of these programs is contained herein.

\*The Academic Programs are offered in two versions – full in English and full Spanish. Students enroll in one of the two program options. Additionally, all programs at Jose Maria Vargas University are offered in a hybrid mode of delivery. That is, at least 51% and up to 99% of the programs are offered online, and at least 1% is offered on campus. Courses may also be offered in a hybrid form with some academic activity complete online and residually.

### Diploma Programs

The University offers diplomas in the following areas (please see program description and completion requirements):

**Florida Child Care Professional Credential (FCCPC) Program**

**Home Health Aide Program**

**Medical Assistant Technician Program**

**English as Second Language Program**

### Undergraduate Degree Programs

The University offers an Associate of Arts Degree in:

**Pre-School Education**

The University offers an Associate of Science Degree in:

**Accounting**

**Mental Health and Human Services**

The University offers Bachelor of Arts Degrees in the following:

**Pre-School Education**

**Mental Health and Human Services**

**Business Administration**

**Graphic Design**

### Graduate Degree Programs

The University offers Master of Science Degrees in:

**Pre-School Education**

The University offers a Master of Business Administration Degree in:

**Finance**

**Reference Chart for JMVU Programs**

	<b>Credential Offered</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
<b>Diploma Programs</b>			
Florida Child Care Professional Credential	Diploma	12	
Home Health Aide	Diploma	0	75
Medical Assistant Technician	Diploma	38.5	
English as a Second Language	Diploma	0	900
<b>Associate of Arts Degree Programs</b>			
Pre-School Education	A.A. Degree	60	
<b>Associate of Science Degree Programs</b>			
Accounting	A.S Degree	60	
Mental Health and Human Services	A.S Degree	60	
<b>Bachelor of Arts Degree Programs</b>			
Business Administration	B.A. Degree	120	
Pre-School Education	B.A. Degree	130	
Graphic Design	B.A. Degree	120	
Mental Health and Human Services	B.A. Degree	120	
<b>Master of Science Degree Programs</b>			
Pre-School Education	M.S. Degree	40	
<b>Master of Business Administration Degree Program</b>			
Finance	MBA Degree	39	

## General Education

### Introduction

Our general education courses are an essential part in the training of professionals, recognizing the value of academic disciplines as fundamental to generate conceptual and factual knowledge in multiple disciplines to understand the world that surrounds them and giving them the tools to participate as a member of the community and contribute to their academic achievement.

General Education courses at JMVU are designed to furnish students a foundational set of learning skills as well as provide broad-based knowledge in multiple disciplines. Both of these aims are necessary for success in future educational endeavors, professional careers, and lifelong learning. It is expected that JMVU students demonstrate the ability to communicate effectively, to think critically, and to access and use information from multiple sources. The general education courses require students to increase and widen their base of knowledge and understanding by taking courses from a broad range of disciplines including English, mathematics, natural sciences, humanities and art, social sciences, and philosophy.

In addition to offering the courses in the traditional academic disciplines, JMVU General Education courses also provides students the opportunity to develop skills necessary for success in the 21st Century.

### The General Education Components Description

**Communications:** Develop communication skills essential in all professional areas, educational areas, and personal life.

**Mathematics:** The students will understand and apply mathematical principles and methods.

**Social Sciences:** The student will cultivate empathy and demonstrate understanding of the essential facts, theories, and principles of the humanity by the study of history, geography, sociology, and economics.

**Natural Sciences:** The student will apply the methods, principles, and concepts of the natural sciences to demonstrate comprehension of the quantitative aspects of science and of hypothesis construction and testing through observation and evaluation of data.

**Humanities and Art:** The student will demonstrate an understanding of humanities defining cultural trends throughout history, art, literature, music, and other forms of artistic and creative expression.

**Behavioral Sciences:** The student will examine how individuals, groups, institutions, or segments of societies behave, function, and influence one another from political, economic, historical, psychological, business, or sociological perspectives through a variety of methods to collect, analyze, interpret, and apply qualitative and quantitative data as related to social phenomena and individual behavior.

**Philosophy:** The student will demonstrate critical thinking, logical reasoning, sensitivity to values, and awareness of global issues by applying reflection, analysis, synthesis, logical reasoning, and evaluation to formulate judgments, reach decisions, and solve problems.

## The Florida Child Care Professional Credential (FCCPC) Program

Designed for the child care worker who has completed the Introductory Child Care Training requirement, the Florida Child Care Professional Credential (FCCPC) Program is designed to provide further training in the early care and education competencies, knowledge, skills and techniques required to become a competent care giver.

Birth through Five FCCPC students are required to submit written proof of 480 clock hours working with children in an early childhood childcare setting in the *last five (5) years* prior to issuance of a completion certificate. A minimum of 80 clock hours within the 480 clock hours requirement must be completed while attending the FCCPC Training Program.

**This program is offered exclusively in English or in Spanish.**

### Program Objective

1. Name the theories of childhood development as well as the factors that influence child development.
2. Explain the administrative functions required for the management and operation of childcare centers
3. Produce lesson plan to promote the development of children in all the developmental domains and select the instructional strategies and materials developmentally appropriate.
4. Select proper tools to direct observations and assessments of child development

### Admissions Requirements

- A copy of high school completion (High School Diploma) or its equivalent (General Education Diploma). If high school was completed in a country other than the United States, a translation and evaluation for US equivalency by a member of NACES must also be provided with the copy of high school completion.
- A copy of the Department of Children and Families (DCF) transcript or copies of the classes completed of the 40-hour state-mandated Introductory Child Care Training (including passing state exam).
- Language Proficiency (as applicable)
  - Pearson Test for English Proficiency (Versant): for students enrolling in the **English** version of the program whose primary language is not English or who did not complete high school at an English-speaking institution. The test score must be at least 44.
  - Pearson Test for Spanish Proficiency (Versant): for students enrolling in the **Spanish** version of the program whose primary language is not Spanish or who did not complete high school at a Spanish-speaking institution. The test score must be at least 44.

**Students wishing to change the language of study for a program (program option) must demonstrate proficiency in that language and sign a new enrollment agreement.**

### Program Delivery

Students enrolled in the Florida Child Care Professional Credential (FCCPC) Program will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

## DISTANCE LEARNING EDUCATION INFORMATION

### Technological requirements for Distance Education Students:

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### Devices

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### Connectivity

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### Recommended creation/processing software

- Word Processor (MS Word, Google Docs, etc.).

- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

### **Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be asked to submit their assignments on the Vargas Portal.

### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks may be purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

### **Graduation Requirements**

The JMVU Florida Child Care Professional Credential (FCCPC) Program requires that student complete both coursework comprised of four courses, which includes the preparation of a professional portfolio, and a minimum of two formal observations working with children in a child care setting to be evaluated using national Child Development Associate (CDA) criteria.

- Successful completion of the University orientation course.

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
EEC 1000	Child Growth and Development	ONLINE	Core/Required	3.00	3	0
EEC 1202	The Child Care Curriculum	ONLINE	Core/Required	3.00	3	0
EEC 1601	Observing, Recording and Guiding Children's Behavior	ONLINE	Core/Required	3.00	3	0
EEC 1520	Professional Child Care Management	HYBRID	Core/Required	3.00	2.8	0.2
TOTAL				12.00	11.8	0.2
					Total Distance Education - 98%	

- Birth through Five FCCPC students are required to submit written proof of 480 clock hours working with children in an early childhood child care setting in the *last five (5) years* prior to issuance of a completion certificate. A minimum of 80 clock hours within the 480 clock hour requirement must be completed while attending the FCCPC Training Program.
- A current and valid Red Cross certificate in first aid, and infant and child CPR.
- Successful completion of the university career services requirements.

Students will be observed once by a qualified observer trained in the utilization of the National CDA Assessment Observation Instrument. Through its use, many of the more observable aspects of competence required of a CDA can be observed and recorded. The qualifications of the Observer will meet or exceed those established by the National Council of Professional Recognition. This



observation will be completed during the student's final semester at JMVU.

### ***Program Length***

The FCCPC Program is designed to be completed in two semesters. Completion of the program requires 12 college credits.

### ***Program Cost***

Undergraduate Admissions Application fee (non-refundable) \$50

Tuition \$760

Undergraduate Facility and Technology fee \$470

Estimated cost for books \$250

Total estimated program cost: \$1530

### ***Registration***

Registration for this certificate program is available on a continuous year-round basis. Check the University website at [www.jmvu.edu](http://www.jmvu.edu) or call 1-866-650-JMVU.

## Home Health Aide Diploma Program

Students of the Home Health Aide Program (O\*NET Code 311011.00) will learn to perform duties which include providing physical comfort and care for patients, nutrition, and other sustaining services for home health care recipients. Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Home Health Aides, working for Home Health Agencies, and Hospice Care.

### PROGRAM OBJECTIVE

1. Provide support and assistance in health-related tasks, self-care tasks and in instrumental activities of daily living to cover the needs of the client.
2. Describe the home health aide role in private and community settings.
3. Use oral and written communication skills and appropriate terminology when communicating with patients, family, medical personnel, and other caregivers.
4. Document patient's record to follow up care, condition, progress, and change.

**This program is offered exclusively in English or in Spanish.**

### ADMISSIONS REQUIREMENTS

- A copy of high school completion (High School Diploma) or its equivalent (General Education Diploma). If high school was completed in a country other than the United States, a translation and evaluation for US equivalency by a member of NACES must also be provided with the copy of high school completion.
- Language Proficiency (as applicable)
  - Pearson Test for English Proficiency (Versant): for students enrolling in the **English** version of the program whose primary language is not English or who did not complete high school at an English-speaking institution. The test score must be at least 44.
  - Pearson Test for Spanish Proficiency (Versant): for students enrolling in the **Spanish** version of the program whose primary language is not Spanish or who did not complete high school at a Spanish-speaking institution. The test score must be at least 44.

**Students wishing to change the language of study for a program (program option) must demonstrate proficiency in that language and sign a new enrollment agreement.**

### Program Delivery

Students enrolled in the Home Health Aide Diploma Program will be able to take the program on campus or hybrid. There are 16 lab hours that are mandatory on campus (Definitions: Hybrid means the student must complete a minimum of 51% and up to 99% of the program online and at least 1% on campus.)

### DISTANCE LEARNING EDUCATION INFORMATION

#### Technological requirements for Distance Education Students:

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that do not have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

**Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

**Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

**Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be asked to submit their assignments on the Vargas Portal.

**Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks may be purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

**GRADUATION REQUIREMENTS**

The JMVU Home Health Aide Program requires that student complete one course for a total of 75 contact hours.

- Successful completion of the University orientation course.
- Successful completion of Home Health Aide course.

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CLOCK HOURS	ONLINE CLOCK HOURS	IN PERSON COMPONENT
HCP 0330	Home Health Aide	HYBRID	Core/Required	75.00	59	16
					Total Distance Education 78%	

- A current and valid American Heart Association certificate in CPR.
- Proof of the completion of a two-step PPD test.
- Proof of receipt for level 2 AHCA background check.
- Successful completion of the university career services requirements.

**PROGRAM LENGTH**

The Home Health Aide Program is designed to be completed in one semester (less than one calendar year). Completion of the program requires 75 contact hours. Students will not earn college credits.

**PROGRAM COSTS**

Undergraduate Admissions Application fee (non-refundable) \$50

Tuition \$600

Estimated cost for book \$71

Total program cost: \$721

**REGISTRATION**

Registration for this diploma program is available on a continuous year-round basis. Check the University website at [www.jmvu.edu](http://www.jmvu.edu) or call +1-954-322-4460.

**English as a Second Language Program** (Important notice this program is not under purview of the Florida Commission for Independent Education).

### PROGRAM DESCRIPTION

The English as a Second Language Diploma Program is to foster the development of listening, speaking, reading, writing skills needed to communicate effectively with emphasis in the academic world. Designed for undergraduate and graduate international students non-native speakers of English.

The English as a Second Language Diploma Program offers six proficiency levels.

Listening: Students will listen to English from native speakers and by their peers focusing their attention on the speaker's message in order to comprehend and produce a meaningful response.

Vocabulary: Students will be able to acquire new vocabulary on a daily bases through class activities and reading

Speaking: Students will have the daily opportunity to practice speaking in structured conversations with the professor and peers.

Reading: Students will be reading a variety texts, including short stories, poetry, and expository writing, with guidance and support from their teacher and peers. Students will learn various strategies to help them comprehend a text in their second language.

Writing: Students will be writing on a daily basis, practicing the grammar structures and the new vocabulary. Students will learn to organize and write their ideas using effective grammar, coherent paragraphs and simple essays.

Every level will cover vocabulary, grammar, writing, reading and speaking practice at different levels

### PROGRAM OBJECTIVES

- Communicate effectively by speaking and writing clearly and coherently in both for educational performance and everyday living.
- Recognize the correct meanings of common American idioms.
- Demonstrate understanding of face-to-face speech in standard English.
- Use correct grammar and sentence structure speaking and writing.
- Identify main ideas and specific details of a book and interpret its implied meaning or intent.

### ADMISSIONS REQUIREMENTS

- A copy of high school completion (High School Diploma) or its equivalent (General Education Diploma). If high school was completed in a country other than the United States, a translation and evaluation for US equivalency by a member of NACES must also be provided with the copy of high school completion.
- Successful completion of Pearson test for course placement purposes.

### Program Delivery

The English as a Second Language program is offered via hybrid mode of delivery – that is, every course includes both online and residential activity with at least 51% of coursework completed online.

### DISTANCE LEARNING EDUCATION INFORMATION

#### **Technological requirements for Distance Education Students:**

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.

- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### **Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

#### **Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

#### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be asked to submit their assignments on the Vargas Portal.

#### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks may be purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

## **GRADUATION REQUIREMENTS**

- Successful completion of the University orientation course.
- Successful completion of Pearson test.

#### **Semester I** (Requirement of 300 clock hours)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CLOCK HOURS	IN PERSON COMPONENT
ESL 101	ESL LEVEL I	HYBRID	Core/Required	150.00	92	58
ESL 102	ESL LEVEL II	HYBRID	Core/Required	150.00	92	58

#### **Semester II** (Requirement of 300 clock hours)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CLOCK HOURS	IN PERSON COMPONENT
ESL 103	ESL LEVEL III	HYBRID	Core/Required	150.00	92	58
ESL 104	ESL LEVEL IV	HYBRID	Core/Required	150.00	92	58

**Semester III** (Requirement of 300 clock hours)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CLOCK HOURS	IN PERSON COMPONENT
ESL 105	ESL LEVEL V	HYBRID	Core/Required	150.00	92	58
ESL 106	ESL LEVEL VI	HYBRID	Core/Required	150.00	92	58
TOTAL				900.00	552	348
					<b>Total Distance Education</b>	<b>61%</b>

- Successful completion of the university career services requirements.
- Successful completion of Pearson test.

**PROGRAM LENGTH**

The English as a Second Language Program is designed to be completed in three semesters. Completion of the program requires 900 clock hours. Students will not earn college credits in this program.

**PROGRAM COSTS**

Undergraduate Admissions Application fee (non-refundable) \$50

Tuition \$9000

undergraduate technology and facilities fee \$1,410

Estimated cost for books \$500

Total program cost: \$10,960

## Medical Assistant Technician Diploma program

### PROGRAM DESCRIPTION:

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. In this program the student will learn how to assist physicians and nurses in the clinic and office settings, they will learn back office skills with some additional front office skills. The student will be instructed to take Vital Signs, perform EKG, Phlebotomy, Urinalysis, Medication Administration, and facilitate physician/patient rapport. The student will also be introduced to Administrative Skills such as Medical Coding (includes ICD-10 & CPT-4 and Electronic Patient Record Keeping) and will become knowledgeable in medical ethics. The program prepares the student to take national certification exam. Upon completion of the program the student will receive a Diploma with 38.5 credit hours.

### PROGRAM OBJECTIVES:

1. Identify and describe body organization, structures, functions, and diseases.
2. Perform administrative and clinical skills required for the medical assistant.
3. Apply medical terminology when communicating professionally in a health care setting with patients, physicians, and all members of the health care team.
4. Calculate basic mathematical problems relate to healthcare.
5. Apply computer literacy skills to organize and analyze information.
6. Develop and formulate action plans for emergencies that affect the community.
7. Use an ethical and professional behavior in the workplace.
8. Comply with state, federal, and local regulations and laws that apply to health care.
9. Communicate effectively in oral and writing with diverse populations.

**This program is offered exclusively in English or in Spanish.**

### PROGRAM ADMISSIONS REQUIREMENTS

Students must present the following minimum qualifications:

- A copy of high school completion (High School Diploma) or its equivalent (General Education Diploma). If high school was completed in a country other than the United States, a translation and evaluation for US equivalency by a member of NACES must also be provided with the copy of high school completion.
- Language Proficiency (as applicable)
  - Pearson Test for English Proficiency (Versant): for students enrolling in the **English** version of the program whose primary language is not English or who did not complete high school at an English-speaking institution. The test score must be at least 44.
  - Pearson Test for Spanish Proficiency (Versant): for students enrolling in the **Spanish** version of the program whose primary language is not Spanish or who did not complete high school at a Spanish-speaking institution. The test score must be at least 44.

**Students wishing to change the language of study for a program (program option) must demonstrate proficiency in that language and sign a new enrollment agreement.**

### Program Delivery

Students enrolled in the Medical Assistant Technician Diploma Program will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

## **DISTANCE LEARNING EDUCATION INFORMATION**

### **Technological requirements for Distance Education Students:**

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### **Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

### **Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks maybe purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

## **PROGRAM LENGTH**

The Medical Assistant Technician Diploma program is designed to be completed in 45 weeks (three semesters). Completion of the program requires 38.5 credit hours.

## **PROGRAM COSTS**

Undergraduate Admissions Application fee (non-refundable): \$50

Tuition: \$12,450

Undergraduate Technology and Facilities Fee: \$1,410

Estimated cost for books for the entire: \$2000

Total program cost: \$15,850

\*All tuition and fees are subject to change.



## GRADUATION REQUIREMENTS (Include semesters and courses)

### SEMESTER I (requirement of 19 credits)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	CORE/REQUIRED	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
SLS 1601	ORIENTATION & STUDY AND RESEARCH TECHNIQUES	ONLINE	Core/Required	3.00	3	0
HSC 0003	BASIC HEALTHCARE WORKER	ONLINE	Core/Required	5.00	5	0
BSC 1085	GENERAL ANATOMY AND PHYSIOLOGY	ONLINE	Core/Required	3.00	3	0
MEA 0506	ADMINISTRATIVE OFFICE PROCEDURES	ONLINE	Core/Required	4.00	4	0
MEA 0573	LABORATORY PROCEDURES	HYBRID	Core/Required	4.00	3.5	0.5

### SEMESTER II (requirement of 12 credits)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	CORE/REQUIRED	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
MEA 0948	PHARMACOLOGY	ONLINE	Core/Required	4.00	4	0
MEA 0520	PHLEBOTOMY	HYBRID	Core/Required	3.00	2.5	0.5
MEA 0540	EKG AIDE	HYBRID	Core/Required	3.00	2.5	0.5
MEA 0501	MEDICAL OFFICE PROCEDURES	ONLINE	Core/Required	2.00	2	0

### SEMESTER III (requirement of 7.5 credits)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	CORE/REQUIRED	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
MEA 0949	BASIC LIMITED X RAY MACHINE OPERATOR	ONLINE	Core/Required	3.00	3	0
MEA 0941	MEDICAL ASSISTANT CERTIFICATION REVIEW	ONLINE	Core/Required	1.00	1	0
MEA 0942	CLINICAL EXTERNSHIP	RESIDENTIAL	Core/Required	3.50	0	3.5
<b>TOTAL</b>				<b>38.5</b>	<b>33.5</b>	<b>5</b>
				<b>Total Distance Education</b>	<b>87%</b>	

- Successful completion of the university career services requirements.

### Program course listing

SLS 1601 Orientation & Study and Research

**3 Credits**

HSC 0003 Basic Healthcare Worker

**5 Credits**

BSC 1085 General Anatomy and Physiology

**3 Credits**

MEA 0506 Administrative Office Procedures

**4 Credits**

MEA 0573 Laboratory Procedures

**4 Credits**

MEA 0948 Pharmacology

**4 Credits**

MEA 0520 Phlebotomy

**3 Credits**

MEA 0540 EKG Aide

**3 Credits**

MEA 0501 Medical Office Procedures

**2 Credits**

MEA 0949 Basic Limited X ray Machine Operator

**3 Credits**

MEA 0941 Medical Assistant Certification Review

**1 Credits**

MEA 0942 Clinical Externship

**3.5 Credits**

- Successful completion of the university career services requirements.

**Total credit hours**

**38.5 Credit**

## A.A. in Preschool Education

Day care center workers serve a vital role in our society, as more and more parents seek child care options outside the home. These workers assume the responsibility for a large portion of the child's waking hours, and must be educated to fulfill these responsibilities in a manner that contributes positively to the child's overall growth and development. They must understand the basic principles of child development, including physical, intellectual, emotional and social growth. They must be able to manage behavior and to observe changes. And they must be able to establish positive relationships with families of the children in their care.

The AA Degree Program in Pre-School Education is designed for students who wish to enter the field of child care or pre-school teaching immediately upon graduation. Upon completion of the program, the students are qualified to teach in a day care or pre-school, or to continue with their BA Degree in Pre-School Education at JMVU. They could also transfer to a four-year program in Education or Child Development, or pursue other Liberal Arts majors at other colleges.

## Program Objectives

1. Describe the development and theoretical foundations of preschool education
2. Explain the theories of childhood development as well as the factors that influence child typical and atypical development.
3. Maintain a secure, healthy and safe educational environment
4. Produce lesson plans to promote the development of children with and without special needs in all the developmental domains as well as select and adapt the instructional strategies and materials to assure developmental appropriateness
5. Use strategies to create and maintain partnership with parents and the community
6. Use proper tools to observe and assess each of the developmental areas to document and foster development
7. Integrate technology into the education process.

**This program is offered exclusively in English or in Spanish.**

## Program Delivery

Students enrolled in the A.A in Preschool Education will be able to take the Program will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

## DISTANCE LEARNING EDUCATION INFORMATION

### Technological requirements for Distance Education Students:

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### **Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

### Students privacy:

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

### Verification of Identity Protection:

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

#### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks maybe purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

### ***Graduation Requirements***

The A.A. degree in Preschool Education requires a minimum of 60 credit hours to graduate, distributed as follows:

#### **I. General Education Requirements (Lower Level Courses) (Semesters I & II)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	CORE/REQUIRED	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
SLS 1601	ORIENTATION & STUDY AND RESEARCH TECHNIQUES	ONLINE	Core/Required	3.00	3	0

#### **Area of Communications: (requirement of 4 courses for 12 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ENC 1000	Oral & Written Communication	ONLINE	General Education	3.00	3	0
ENC 1101	Composition I	ONLINE	General Education	3.00	3	0
ENC 1102	Composition II	ONLINE	General Education	3.00	3	0
SPC 1053	Oral Expression	ONLINE	General Education	3.00	3	0

#### **Area of Mathematics: (requirement of 2 courses for 6 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
MAC 1105	College Mathematics I - Algebra & Geometry	ONLINE	General Education	3.00	3	0
MAC 1114	College Mathematics II - Geometry & Trigonometry	ONLINE	General Education	3.00	3	0

**Area of Natural Sciences: (requirement of 1 elective courses for 3 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
BSC 1085	General Anatomy and Physiology	ONLINE	Elective	3.00	3	0
BSC 1005	Biology	ONLINE	Elective	3.00	3	0
CHM 1025	General Chemistry	ONLINE	Elective	3.00	3	0
PHY 248	General Physics	ONLINE	Elective	3.00	3	0
MCB 2240	Etiology of Diseases	ONLINE	Elective	3.00	3	0

**Area of Humanities and Art: (requirement of 1 of the following for 3 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ARH 2000	Art Appreciation	ONLINE	Elective	3.00	3	0
ARH 2010	Art History	ONLINE	Elective	3.00	3	0
PHI 2030	Contemporary Philosophical Issues	ONLINE	Elective	3.00	3	0
PHI 2103	Critical Thinking	ONLINE	Elective	3.00	3	0
PHI 2600	Ethics	ONLINE	Elective	3.00	3	0

**Area of Behavioral Sciences: (requirement of PSY2012 for 3 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PSY 2012	General Psychology	ONLINE	General Education	3.00	3	0

**II. Professional Education Requirements (Upper Level Courses)****Semester III: (Requirement of 15 CR) Required:**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
EDF 1005	Introduction to Education	ONLINE	Core/Required	3.00	3	0

EEC 1000	Child Growth and Development	ONLINE	Core/Required	3.00	3	0
EEC 1202	The Child Care Curriculum	ONLINE	Core/Required	3.00	3	0
EEC 2940	Preschool Internship I	RESIDENTIAL	Core/Required	2.00	0	2
EEC 2270	Teaching Preschool Children with Special Needs	ONLINE	Core/Required	3.00	3	0
HSC 2400	First Aid and CPR	ONLINE	Core/Required	1.00	1	0

**Semester IV (Requirement of 15 CR) Required:**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
EEC 2001	Introduction to Preschool Education	ONLINE	Core/Required	3.00	3	0
EEC 1601	Observing, Recording and Guiding Children's Behavior	ONLINE	Core/Required	3.00	3	0
EEC 1520	Professional Child Care Management	ONLINE	Core/Required	3.00	3	0
EEC 2300	Preschool Instructional Methods and Materials	ONLINE	Core/Required	3.00	3	0
EEC 2941	Preschool Internship II	RESIDENTIAL	Core/Required	2.00	0	2
CHD 1330	Children's Literacy and Language Arts	ONLINE	Core/Required	1.00	1	0
<b>TOTAL</b>				<b>60.00</b>	<b>56</b>	<b>2</b>
					<b>Total Distance Education - 93%</b>	

- Successful completion of the university career services requirements.

## B.A. in Preschool Education

Many educators and social researchers are placing increased importance on understanding and shaping the early development of a child – from birth to age five. The current educational and social systems of the United States provide educators with the opportunity to systematically interact with a tremendous number of young children at day care centers and preschools. With proper training, professional preschool educators can greatly facilitate a child's growth, socialization and integration into family, social and school environments. Through the use of proper intervention and educational strategies, these professionals can help to solve or prevent problems that may be manifested by children prior to entering school.

### Program Objectives

1. Demonstrate the knowledge acquired by functioning independently in a classroom setting.
2. Differentiate the theories of childhood development as well as the factors that influence typical and atypical child development.
3. Develop an individual teaching philosophy based upon various educational philosophies and approaches.
4. Create educational environments for preschool settings.
5. Produce lesson plan to promote the development of children with and without special needs in all the developmental domains as well as select and adapt the instructional strategies and materials to assure best Developmentally Appropriate Practices.
6. Identify strategies to create and maintain partnership with parents and the community.
7. Use quantitative and qualitative analysis to evaluate and draw conclusions about different educational issues and research studies.
8. Interpret observations and assessments instruments to document child development and environments to create spaces and meaningful activities to encourage progress in the developmental domains.
9. Explain a school system history, organization, structure, and administrative functions involved in its operation.
10. Use technology to support learning and communication.
11. Apply a professional code of ethics in classroom situations.
12. Advocate for the children and their families

**This program is offered exclusively in English or in Spanish.**

### Program Delivery

Students enrolled in the B.A. in Preschool Education will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

## DISTANCE LEARNING EDUCATION INFORMATION

### Technological requirements for Distance Education Students:

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### **Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

### Students privacy:

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks maybe purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

### **Graduation Requirements**

The B.A. degree in Preschool Education requires a minimum of 130 credit hours to graduate, distributed as follows:

#### **I. General Education Requirements (Lower Level Courses) (Semesters I – IV)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	CORE/REQUIRED	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
SLS 1601	ORIENTATION & STUDY AND RESEARCH TECHNIQUES	ONLINE	Core/Required	3.00	3	0

#### **Area of Communications: (requirement of all 4 courses for 12 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ENC 1000	Oral & Written Communication	ONLINE	General Education	3.00	3	0
ENC 1101	Composition I	ONLINE	General Education	3.00	3	0
ENC 1102	Composition II	ONLINE	General Education	3.00	3	0
SPC 1053	Oral Expression	ONLINE	General Education	3.00	3	0

#### **Area of Mathematics: (requirement of 2 courses for 6 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
MAC 1105	College Mathematics I - Algebra & Geometry	ONLINE	General Education	3.00	3	0

MAC 1114	College Mathematics II - Geometry & Trigonometry	ONLINE	General Education	3.00	3	0
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**Area of Social Sciences: (requirement of any 1 courses for 3 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
WOH 1001	World History	ONLINE	Elective	3.00	3	0
ECO 2000	Economics	ONLINE	Elective	3.00	3	0
SYD 3021	U.S. Populations	ONLINE	Elective	3.00	3	0
PCB 304	People and the Environment	ONLINE	Elective	3.00	3	0
GEA 223	Geography of America and Eurasia	ONLINE	Elective	3.00	3	0

**Area of the Natural Sciences: (requirement of any 2 courses for 6 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
BSC 1085	General Anatomy and Physiology	ONLINE	Elective	3.00	3	0
BSC 1005	Biology	ONLINE	Elective	3.00	3	0
CHM 1025	General Chemistry	ONLINE	Elective	3.00	3	0
PHY 248	General Physics	ONLINE	Elective	3.00	3	0
MCB 2240	Etiology of Diseases	ONLINE	Elective	3.00	3	0

**Area of Humanities and Art:(requirement of 2 courses for 6 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ARH 2000	Art Appreciation	ONLINE	General Education	3.00	3	0
ARH 2010	Art History	ONLINE	General Education	3.00	3	0

**Area of Behavioral Sciences: (requirement of 2 courses for 6 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PSY 2012	General Psychology	ONLINE	General Education	3.00	3	0
SYG 2000	General Sociology	ONLINE	General Education	3.00	3	0

**Area of Philosophy:(requirement of all 3 courses for 9 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PHI 2030	Contemporary Philosophical Issues	ONLINE	General Education	3.00	3	0



PHI 2103	Critical Thinking	ONLINE	General Education	3.00	3	0
PHI 2600	Ethics	ONLINE	General Education	3.00	3	0

## II. Professional Education Requirements (Upper Level Courses)

### Semester V: (Requirement of 20 CR) Required:

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
EDF 1005	Introduction to Education	ONLINE	Core/Required	3.00	3	0
EEC 2001	Introduction to Preschool Education	ONLINE	Core/Required	3.00	3	0
EDF 3209	Fundamentals of Curriculum	ONLINE	Core/Required	3.00	3	0
EDA 3052	Educational Administration or EEC 1520 Professional Child Care Management	ONLINE	Core/Required	3.00	3	0
EEC 2940	Preschool Internship I	RESIDENTIAL	Core/Required	2.00	0	2
EEC 1601	Observing, Recording and Guiding Children's Behavior	ONLINE	Core/Required	3.00	3	0
EDF 4411	Educational Statistics or STA 201 Introduction to Statistics for Health and Social Sciences	ONLINE	Core/Required	3.00	3	0

### Semester VI: (requirement of 20 CR) Required:

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
DEP 3212	Developmental Psychology or EEC 1000 Child Growth and Development	ONLINE	Core/Required	3.00	3	0
EEC 2300	Preschool Instructional Methods and Materials or EDG 3931 Instructional Methods and Materials	ONLINE	Core/Required	3.00	3	0
EEC 3204	Preschool Curriculum or EEC 1202 The Child Care Curriculum	ONLINE	Core/Required	3.00	3	0
EEC 2941	Preschool Internship II	RESIDENTIAL	Core/Required	2.00	0	2
EEC 3276	Identification and Remediation of Developmental Disabilities in Preschool Children	ONLINE	Core/Required	2.00	2	0
CHD 4425	Infant Development	ONLINE	Core/Required	2.00	2	0
EEC 4242	Children's Art	ONLINE	Core/Required	2.00	2	0
EDG 327	Teaching Diverse Populations	ONLINE	Core/Required	3.00	3	0

**Semester VII:(requirement of 20 CR) Required:**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>DELIVERY MODE</b>	<b>COURSE TYPE</b>	<b>TOTAL COURSE CREDIT/CLOCK HOURS</b>	<b>ONLINE CREDIT HOURS</b>	<b>IN PERSON COMPONENT</b>
EDP 3212	Psychology of Learning	ONLINE	Core/Required	3.00	3	0
EME 4044	Introduction to Education Technology	ONLINE	Core/Required	3.00	3	0
EDG 4930	Methodology of Teaching	ONLINE	Core/Required	3.00	3	0
EEC 4944	Preschool Internship III	RESIDENTIAL	Core/Required	4.00	0	4
EEC 4267	Planning Techniques for Preschool Education	ONLINE	Core/Required	2.00	2	0
LIN 417	Language Development in Preschool Children	ONLINE	Core/Required	3.00	3	0
MAE 413	Logical Mathematical Thought in Preschoolers	ONLINE	Core/Required	2.00	2	0

**Semester VIII: (requirement of 15 CR) Required:**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>DELIVERY MODE</b>	<b>COURSE TYPE</b>	<b>TOTAL COURSE CREDIT/CLOCK HOURS</b>	<b>ONLINE CREDIT HOURS</b>	<b>IN PERSON COMPONENT</b>
PHI 4678	Professional Ethics in Education	ONLINE	Core/Required	2.00	2	0
EEC 4945	Supervised Student Teaching - Internship IV	RESIDENTIAL	Core/Required	10.00	0	10
PHM 4600	Philosophy of Education	ONLINE	Core/Required	3.00	3	0

**Electives (requirement of 4 CR - choice of 4):**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>DELIVERY MODE</b>	<b>COURSE TYPE</b>	<b>TOTAL COURSE CREDIT/CLOCK HOURS</b>	<b>ONLINE CREDIT HOURS</b>	<b>IN PERSON COMPONENT</b>
EEC 440	Developing Family Involvement in School	ONLINE	Elective	1.00	1	0
EDF 331	History of Education	ONLINE	Elective	1.00	1	0
HSC 2400	First Aid & CPR	ONLINE	Elective	1.00	1	0
EEX 3094	Autism	ONLINE	Elective	1.00	1	0
MUE 331	Elementary Music Education	ONLINE	Elective	1.00	1	0

EEX 4070	Mainstreaming	ONLINE	Elective	1.00	1	0
EEC 335	Development of Creativity in Preschool Children	ONLINE	Elective	1.00	1	0
THE 336	Children's Theater	ONLINE	Elective	1.00	1	0
SOW 424	Social Programs for Preschool Children	ONLINE	Elective	1.00	1	0
LAE 414	Children's Literature	ONLINE	Elective	1.00	1	0
CHD 1330	Children's Literacy and Language Arts	ONLINE	Elective	1.00	1	0
PET 417	Psychomotor Skills and Bodily Movement	ONLINE	Elective	1.00	1	0
<b>TOTAL</b>				<b>130.00</b>	<b>112</b>	<b>18</b>
					<b>Total Distance Education 88%</b>	

- Successful completion of the university career services requirements.

## A.S. in Mental Health and Human Services

Designed in response to a national and state-wide need, JMVU's A.S. Program in Mental Health and Human Services program prepares students for employment in a variety of community-based human services. Graduates of the Associate degree program can pursue successful careers as technicians and support personnel in crisis stabilization, case management, psychosocial and vocational rehabilitation, job coaching, community support work, crisis shelter management, and other services in a variety of agencies and institutions.

The A.S. degree in Mental Health and Human Services at JMVU prepares students to become a **Social and Human Service Assistant** (occupation code 21-1093) who assists other professionals in providing services to clients. These services include providing direct client services, or connecting clients to needed benefits or community services (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2012-13 Edition*).

The A.S. Program in Mental Health and Human Services is a challenging and specialized associate degree program that is designed to educate students to become a social and human service assistant under the supervision of other professionals in a wide variety of community settings. The coursework for the Associate's degree in Mental Health and Human Services has a focus on applied psychology and mental health, while an internship provides students with the opportunity to work in a human service, mental health, or substance abuse rehabilitation agency.

Students completing the A.S. Program will gain valuable skills in group dynamics, activity therapy, interpersonal communication, and case management. They will be taught to maintain records and prepare reports while respecting the confidential nature of the information.

### Program Objectives

1. Demonstrate the clinical skills of screening, assessment, treatment planning, termination, and referral.
2. Explain the history, current state and nature of mental health and human services professions as well as the theoretical orientations that apply to clinical and counseling settings.
3. Explains the nature of behavior and recognizes mental and behavioral disorders
4. Integrate technology to the clinical and counseling settings
5. List psychological assessment and use quantitative and empirical reasoning to analyze and draw conclusions.
6. Uses the helping skills and case management skills essential in clinical s and counseling setting.
7. Practice ethical behavior

**This program is offered exclusively in English or in Spanish.**

### Program Delivery

Students enrolled in the A.S in Mental Health and Human Services will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

## DISTANCE LEARNING EDUCATION INFORMATION

### Technological requirements for Distance Education Students:

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

**Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

**Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

**Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

**Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks may be purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

**Graduation Requirements**

A total of 60 credit hours must be completed by taking the following courses. Courses which meet the General Education requirements (18 credit hours) are labeled "**General Education**".

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
SLS 1601	Orientation & Study and Research Techniques	ONLINE	General Education	3.00	3	0

**SEMESTER I (requirement of 15 credits)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ENC 1000	Oral & Written Communication	ONLINE	General Education	3.00	3	0
MAC 1105	College Mathematics I (Algebra & Geometry)	ONLINE	General Education	3.00	3	0
PSY 2012	General Psychology	ONLINE	Core/Required	3.00	3	0
PHI 2600	Ethics or another philosophy course	ONLINE	General Education	3.00	3	0

CGS 210	Office Applications	ONLINE	Core/Required	3.00	3	0
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**SEMESTER II (requirement of 15 credits)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ENC 1101	Composition I	ONLINE	General Education	3.00	3	0
STA 201	Introduction to Statistics for Health and Social Sciences	ONLINE	Core/Required	3.00	3	0
PSB 200	Biological Basis of Human Behavior	ONLINE	Core/Required	3.00	3	0
PPE 300	Theories of Personality	ONLINE	Core/Required	3.00	3	0
PSY 260	History and Foundations of Psychology	ONLINE	Core/Required	3.00	3	0

**SEMESTER III (requirement of 12 credits)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
BSC 1085	General Anatomy and Physiology	ONLINE	General Education	3.00	3	0
CLP 305	Foundations of Clinical and Counseling Psychology	ONLINE	Core/Required	3.00	3	0
CLP 314	Abnormal Psychology	ONLINE	Core/Required	3.00	3	0
DEP 200	Human Developmental Psychology: A Life Span Approach	ONLINE	Core/Required	3.00	3	0

**Semester VI: (requirement of 15 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
HUS 100	Principles of Human Services and Helping Skills	ONLINE	Core/Required	3.00	3	0
SYG 223	Stereotyping, Prejudice, Stigma and Marginality in Counseling	ONLINE	Core/Required	3.00	3	0
HUS 141	Case Management in Human Services	ONLINE	Core/Required	3.00	3	0
HUS 182	Human Services Practicum	RESIDENTIAL	Core/Required	3.00	0	3
HUS 211	Interpersonal Skills in Human Services	ONLINE	Core/Required	3.00	3	0

<b>TOTAL</b>				<b>60.00</b>	<b>57</b>	<b>3</b>
					<b>Total Distance Education - 93%</b>	

- Successful completion of the university career services requirements.

## B.A. in Mental Health and Human Services

Designed in response to a national and state-wide need, JMVU's B.A. Program in Mental Health and Human Services prepares students for employment in a variety of community-based human services. Graduates of the Bachelor's degree program can pursue successful professional careers involving crisis stabilization, case management, psychosocial and vocational rehabilitation, job coaching, community support work, crisis shelter management, and other services in a variety of agencies and institutions.

The coursework for the Bachelor's degree in Mental Health and Human Services is blend of psychology, mental health, human services and liberal arts, while an internship provides students with the opportunity to work in a human service, mental health, or substance abuse rehabilitation agency.

Students completing the B.A. Program will gain valuable skills in handling crises, managing case loads, and representing others through advocacy. They will be able to conduct intake interviews, prepare and write reports, develop individual service plans (ISPs), administer job assistance programs, and provide coaching for life changes.

### Program Objectives

As shown by the following objectives, the Mental Health and Human Services program is designed to be both academic and career-oriented in focus. While the students will learn the history and theoretical components of the field, they will also be engaged in applying their understanding through the development of skills used in human services and counseling in several mental health fields. An internship in a mental health/human services facility is a requirement for graduation.

1. Demonstrate clinical skills in various mental health and human services environments.
2. Evaluate mental and behavioral disorders.
3. Apply technology in clinical and counseling settings.
4. Identify psychological assessment using quantitative and empirical reasoning to analyze and draw conclusions.
5. Demonstrate the skills needed to handle crises, manage caseloads, and represent others through advocacy.
6. Conduct intake interviews, prepare, and write reports, develop individual service plans (ISPs), administer job assistance programs, and provide coaching for life changes.
7. Demonstrate ethical and lawful behavior.
8. Pursue the Behavioral Health Technician Certificates or the Certified Addiction Professional, the Certified Addiction Counselor, and the Certified Addiction Specialist awarded by the Florida Certification Board.

**This program is offered exclusively in English or in Spanish.**

### Minor or Area of Specialization

After completing the General Education requirements, students begin their professional education requirements. At that time, they have the option of selecting an area of specialization, or minor. Students pursuing a major in Mental Health and Human Services may choose one of three minor areas preapproved by the department:

- Addiction and Chemical Dependency Counseling
- Children and Family Services
- Mental Health Counseling

Earning a minor within the Mental Health and Human Services program does not require earning additional credits. A minor area of specialization requires that students earn 12 credits within the same approved areas of study. Students can obtain a Bachelor's degree in Mental Health and Human Services without taking a minor. Students who do not choose to concentrate in one of the three areas above can choose any combination of 5 elective courses from the areas below.

All students must choose a total of 5 elective courses, or 15 credits, from the list of electives. In order to receive a minor, students must take 12 credits in the *same* specialization area.



Approved Minors:

**Minor in Addiction and Chemical Behavior Services**

SOP 393 - Psychology of Drugs and Drug Abuse  
PCO 311 - Theory and Treatment of Addictive Behavior  
CLP 437 Psychotherapy  
PCO 431 - Intervention in Addictions  
PCO 435 - Current Issues in Alcoholism, Drug Abuse and Addictive Behaviors

**Minor in Children and Family Services**

SOW 365 - Child Welfare: Policy and Practice  
CLP 413 - Childhood Psychopathology  
CLP 437 Psychotherapy  
PCO 353 - Theory and Techniques in Family Therapy  
PCO 475 - Current Issues in Family Counseling

**Minor in Mental Health Services**

MHS 340 - Foundations of Mental Health  
PCO 420 - Introduction to Individual and Group Counseling  
CLP 437 Psychotherapy  
SDS 438 - Trauma and Disaster Response  
CLP 418 - Current Issues in Mental Health

For students interested in pursuing a minor in Addiction and Chemical Dependency Counseling, the JMVU curriculum for the B.A. in Mental Health and Human Services is designed to allow students to fulfill the training requirements of the Certified Addiction Professional, the Certified Addiction Counselor, and the Certified Addiction Specialist. These Certificates are awarded by the Florida Certification Board. Written exams administered by the Florida Certification Board are required for each certificate level. In addition, each level requires a minimum number of hours of direct experience in the addiction field.

For students interested in pursuing a minor in Mental Health Counseling, the JMVU curriculum for the B.A. in Mental Health and Human Services is designed to allow students to fulfill the training requirements of the Behavioral Health Technician Certificates awarded by the Florida Certification Board. Written exams administered by the Florida Certification Board are required certification. In addition, 1,000 hours of direct experience in the behavioral health field are required.

Students who are interested in pursuing certification through the Florida Certification Board should consult their website at [www.flcertificationboard.org](http://www.flcertificationboard.org).

### **Program Delivery**

Students enrolled in the B.A. in Mental Health and Human Services will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

## **DISTANCE LEARNING EDUCATION INFORMATION**

### **Technological requirements for Distance Education Students:**

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### **Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).

- Additional software may be required for certain courses.

### **Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks may be purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

## **Graduation Requirements**

The B.A. degree in Mental Health and Human Services requires a minimum of 120 credit hours to graduate, distributed as follows:

### **I. General Education Requirements (Lower Level Courses) (Semesters I – IV)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
SLS 1601	Orientation & Study and Research Techniques	ONLINE	General Education	3.00	3	0

### **Area of Communications: (requirement of all 4 courses for 12 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ENC 1000	Oral & Written Communication	ONLINE	General Education	3.00	3	0
ENC 1101	Composition I	ONLINE	General Education	3.00	3	0
ENC 1102	Composition II	ONLINE	General Education	3.00	3	0
SPC 1053	Oral Expression	ONLINE	General Education	3.00	3	0

### **Area of Mathematics: (requirement of 2 courses for 6 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
MAC 1105	College Mathematics I - Algebra & Geometry	ONLINE	General Education	3.00	3	0
MAC 1114	College Mathematics II - Geometry & Trigonometry	ONLINE	General Education	3.00	3	0

**Area of Social Sciences: (requirement of any 1 course for 3 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
WOH 1001	World History	ONLINE	Elective	3.00	3	0
ECO 2000	Economics	ONLINE	Elective	3.00	3	0
SYD 3021	U.S. Populations	ONLINE	Elective	3.00	3	0
PCB 304	People and the Environment	ONLINE	Elective	3.00	3	0
GEA 223	Geography of America and Eurasia	ONLINE	Elective	3.00	3	0

**Area of the Natural Sciences: (requirement of any 2 courses for 6 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
BSC 1005	Biology	ONLINE	Elective	3.00	3	0
BSC 1085	General Anatomy and Physiology	ONLINE	Elective	3.00	3	0
CHM 1025	General Chemistry	ONLINE	Elective	3.00	3	0
PHY 248	General Physics	ONLINE	Elective	3.00	3	0
MCB 2240	Etiology of Diseases	ONLINE	Elective	3.00	3	0

**Area of Humanities and Art: (requirement of 2 courses for 6 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ARH 2000	Art Appreciation	ONLINE	General Education	3.00	3	0
ARH 2010	Art History	ONLINE	General Education	3.00	3	0

**Area of Behavioral Sciences: (requirement of 1 courses for 3 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
SYG 2000	General Sociology	ONLINE	General Education	3.00	3	0

**Area of Philosophy: (requirement of all 3 courses for 9 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PHI 2030	Contemporary Philosophical Issues	ONLINE	General Education	3.00	3	0
PHI 2103	Critical Thinking	ONLINE	General Education	3.00	3	0
PHI 2600	Ethics	ONLINE	General Education	3.00	3	0

**II. Professional Education Requirements (Upper Level Courses)**

**Semester V: (requirement of 15 CR) Required:**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PSY 2012	General Psychology	ONLINE	General Education	3.00	3	0
CLP 305	Foundations of Clinical and Counseling Psychology	ONLINE	Core/Required	3.00	3	0
DEP 200	Human Developmental Psychology - A life Span Approach	ONLINE	Core/Required	3.00	3	0
PSB 200	Biological Basis of Human Behavior	ONLINE	Core/Required	3.00	3	0
STA 201	Introduction to Statistics for Health and Social Sciences	ONLINE	Core/Required	3.00	3	0

**Semester VI: (requirement of 12 CR) Required:**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PSY 260	History and Foundations of Psychology	ONLINE	Core/Required	3.00	3	0
PPE 300	Theories of Personality	ONLINE	Core/Required	3.00	3	0
PSY 321	Research Methods and Statistics in Psychology	ONLINE	Core/Required	3.00	3	0

HUS 320	Introduction to Crisis Intervention	ONLINE	Core/Required	3.00	3	0
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**Semester VII: (requirement of 15 CR) Required:**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
CLP 314	Abnormal Psychology	ONLINE	Core/Required	3.00	3	0
MHS 470	Legal and Ethical Issues in Counseling	ONLINE	Core/Required	3.00	3	0
EXP 340	Memory and Learning	ONLINE	Core/Required	3.00	3	0
PSY 430	Introduction to Psychological Assessment	ONLINE	Core/Required	3.00	3	0
SOP 374	Psychology of Women	ONLINE	Core/Required	3.00	3	0

**Semester VIII: (requirement of 15 CR) Required:**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
HUS 141	Case Management in Human Services	ONLINE	Core/Required	3.00	3	0
HUS 100	Principles of Human Services and Helping Skills	ONLINE	Core/Required	3.00	3	0
SYG 223	Stereotyping, Prejudice, Stigma, and Marginality in Counseling	ONLINE	Core/Required	3.00	3	0
HUS 482	Human Services Practicum	RESIDENTIAL	Core/Required	6.00	0	6

**Electives (choice of 5 courses for 15 credits)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
CLP 413	Childhood Psychopathology	ONLINE	Elective	3.00	3	0
CLP 418	Current Issues in Mental Health	ONLINE	Elective	3.00	3	0
CLP 437	Psychotherapy	ONLINE	Elective	3.00	3	0
HUS 231	Strategies of Behavior Modification	ONLINE	Elective	3.00	3	0
MHS 340	Foundations of Mental Health	ONLINE	Elective	3.00	3	0
PCO 311	Theory and Treatment of Addictive Behavior	ONLINE	Elective	3.00	3	0
PCO 353	Theory and Techniques in Family Therapy	ONLINE	Elective	3.00	3	0
PCO 420	Introduction to Individual and Group Counseling	ONLINE	Elective	3.00	3	0
PCO 431	Intervention in Addictions	ONLINE	Elective	3.00	3	0

PCO 435	Current Issues in Alcoholism, Drug Abuse and Addictive Behaviors	ONLINE	Elective	3.00	3	0
PCO 475	Current Issues in Family Counseling	ONLINE	Elective	3.00	3	0
SOW 365	Child Welfare: Policy and Practice	ONLINE	Elective	3.00	3	0
SOP 393	Psychology of Drugs and Drug Abuse	ONLINE	Elective	3.00	3	0
SDS 438	Trauma and Disaster Response	ONLINE	Elective	3.00	3	0
<b>TOTAL</b>				<b>120.00</b>	<b>114</b>	<b>6</b>
				<b>Total Distance Education 95%</b>		

- Successful completion of the university career services requirements.

## A.S. in Accounting

The A.S. Degree Program in Accounting will enable qualified JMVU graduates to be the financial record keepers of many companies, and even sustain their own businesses. In small corporations, the accounting clerks or assistants may have all of the responsibility of daily financial transactions. They will be able to prepare financial statements, handle payroll, prepare invoices and receive payments, and manage banking transactions. In larger corporations, these assistants will be prepared to assume more specialized responsibilities, such as serving as the accounts receivable clerk, or auditing clerk.

Graduates of the JMVU A.S. in Accounting Program may also be able to attain employment in related fields. According to the Florida Occupational Profile provided for Bookkeeping, Accounting and Auditing Clerks, these related positions include loan officers, wholesale and retail buyers, claims examiners, compensation and benefits analysts, insurance appraisers and adjusters, and customer service representatives.

The A.S. Degree Program in Accounting is designed to enable graduates to become financial assistants, accounting clerks and bookkeepers immediately upon graduation. The program provides students with a combination of technical training, accounting, business practices and General Education courses. Students receive a comprehensive understanding of accounting and bookkeeping through applied and relevant courses, with a practical internship during the last semester. This degree also prepares students to continue their education at JMVU or other postsecondary institutions in the field of business.

## Program Objectives

Upon completion of the A.S. in Accounting at Jose maria Vargas University, students will be able to:

1. Prepare financial statements.
2. Apply the knowledge of theories, principles, strategies, and tools in the accounting area.
3. Interpret business law and tax laws.
4. Effectively use information technology applications in the accounting environment.
5. Implement generally accepted accounting principles.

**This program is offered exclusively in English or in Spanish.**

## Program Delivery

Students enrolled in the A.S in Accounting will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

## DISTANCE LEARNING EDUCATION INFORMATION

### **Technological requirements for Distance Education Students:**

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### **Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).

- Additional software may be required for certain courses.

### **Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks maybe purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

### **Graduation Requirements**

A total of 60 credit hours must be completed by taking the following courses. Courses which meet the General Education requirements (21 credit hours) are labeled "**General Education**".

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
SLS 1601	Orientation & Study and Research Techniques	ONLINE	General Education	3.00	3	0

### **SEMESTER I (requirement of 12 credits)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ENC 1000	Oral and Written Communications	ONLINE	General Education	3.00	3	0
MAC 1105	College Mathematics I	ONLINE	General Education	3.00	3	0
ACG 3073	Accounting I	ONLINE	Core/Required	3.00	3	0
CGS 210	Office Applications	ONLINE	Core/Required	3.00	3	0

### **SEMESTER II (requirement of 15 credits)**



COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ENC 1101	Composition I	ONLINE	General Education	3.00	3	0
ACG 3341	Accounting II	ONLINE	Core/Required	3.00	3	0
TAX 200	Federal Income Tax I	ONLINE	Core/Required	3.00	3	0
ACG 265	Principles of Auditing	ONLINE	Core/Required	3.00	3	0
ACG 207	Managerial Accounting	ONLINE	Core/Required	3.00	3	0

### SEMESTER III (requirement of 15 credits)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PSY 2012	General Psychology	ONLINE	General Education	3.00	3	0
ACG 236	Cost Accounting	ONLINE	Core/Required	3.00	3	0
APA 112	Accounting Applications	ONLINE	Core/Required	3.00	3	0
ACG 268	Fraud Examination	ONLINE	Core/Required	3.00	3	0
BUL 224	Business Law I	ONLINE	Core/Required	3.00	3	0

### SEMESTER IV (requirement of 15 credits)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PHI 2600	Ethics or another philosophy course	ONLINE	General Education	3.00	3	0
TAX 201	Federal Income Tax II	ONLINE	Core/Required	3.00	3	0
BSC 1085	General Anatomy and Physiology	ONLINE	General Education	3.00	3	0
FIN 201	Business Finance	ONLINE	Core/Required	3.00	3	0
MAN 294	Internship in Accounting	RESIDENTIAL	Core/Required	3.00	0	3
<b>TOTAL</b>				<b>60</b>	<b>57</b>	<b>3</b>
					<b>Distance Education - 95%</b>	

- Successful completion of the university career services requirements.

## B.A. in Business Administration

A Business Administration degree has major social importance in today's society, which is characterized by the mass production of goods and services. Furthermore, because of increasingly keen competition in the marketplace, managers at all levels need special expertise to be able to perform their duties under difficult circumstances with sustained and constant effort. Today's managers must have a vision, an enterprising spirit and an ability to find and apply novel solutions in general markets as well as niche markets. In brief, a highly developed competitive ability is required in order to successfully deal with market obstacles. The demand for administrators and managers possessing these qualities is high in the marketplace.

José María Vargas University addresses the training of business managers in a unique way, ensuring the education of professionals at high levels of academic quality. This is achieved through the delivery of an excellent curriculum by highly qualified faculty, appropriate instructional methodology offering both laboratory and classroom learning experiences throughout the academic process and the support of modern educational technology.

### Program Objectives

Upon completion of the B.A. in Business Administration at Jose maria Vargas University, students will be able to:

1. Apply theories, contemporary models, and administrative tools within the global business environment.
2. Examine different functions pertinent to the business context such as management, marketing, accounting, finance, human resources, information technology, entrepreneurship and manufacturing.
3. Use effective business communication to foster effective collaboration.
4. Identify leadership qualities and the differing leadership styles.
5. Distinguish challenges and opportunities of businesses in a global setting.
6. Identify and Implement ethical approaches in the business environment

**This program is offered exclusively in English or in Spanish.**

### Program Delivery

Students enrolled in the B.A. in Business Administration will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

## DISTANCE LEARNING EDUCATION INFORMATION

### **Technological requirements for Distance Education Students:**

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### **Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

### **Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks maybe purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

## ***Graduation Requirements***

A total of 120 credit hours must be completed by taking the following courses:

### **I. General Education Requirements (Lower Level Courses) (Semesters I – IV)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
SLS 1601	Orientation & Study and Research Techniques	ONLINE	General Education	3.00	3	0

### **Area of Communications (requirement of 4 courses for 12 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ENC 1000	Oral & Written Communication	ONLINE	General Education	3.00	3	0
ENC 1101	Composition I	ONLINE	General Education	3.00	3	0
ENC 1102	Composition II	ONLINE	General Education	3.00	3	0
SPC 1053	Oral Expression	ONLINE	General Education	3.00	3	0

### **Area of Mathematics (requirement of 2 courses for 6 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
MAC 1105	College Mathematics I - Algebra & Geometry	ONLINE	General Education	3.00	3	0
MAC 1114	College Mathematics II - Geometry & Trigonometry	ONLINE	General Education	3.00	3	0

### Area of Social Sciences (requirement of any 1 courses for 3 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
WOH 1001	World History	ONLINE	Elective	3.00	3	0
SYD 3021	U.S. Populations	ONLINE	Elective	3.00	3	0
PCB 304	People and the Environment	ONLINE	Elective	3.00	3	0
GEA 223	Geography of America and Eurasia	ONLINE	Elective	3.00	3	0

### Area of Natural Sciences (requirement of any 2 courses for 6 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
BSC 1005	Biology	ONLINE	Elective	3.00	3	0
CHM 1025	General Chemistry	ONLINE	Elective	3.00	3	0
BSC 1085	General Anatomy and Physiology	ONLINE	Elective	3.00	3	0
PHY 248	General Physics	ONLINE	Elective	3.00	3	0
MCB 2240	Etiology of Diseases	ONLINE	Elective	3.00	3	0

### Area of Humanities and Art (requirement of 2 courses for 6 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ARH 2000	Art Appreciation	ONLINE	General Education	3.00	3	0
ARH 2010	Art History	ONLINE	General Education	3.00	3	0

### Area of Behavioral Sciences (requirement of 2 courses for 6 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PSY 2012	General Psychology	ONLINE	General Education	3.00	3	0
SYG 2000	General Sociology	ONLINE	General Education	3.00	3	0

### Area of Philosophy (requirement of all 3 courses for 9 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PHI 2030	Contemporary Philosophical Issues	ONLINE	General Education	3.00	3	0
PHI 2103	Critical Thinking	ONLINE	General Education	3.00	3	0
PHI 2600	Ethics	ONLINE	General Education	3.00	3	0

## II. Professional Education Requirements (Upper Level Courses)

### Semester V: (requirement of 18 CR) Required:

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
GEB 1011	Introduction to Business Administration	ONLINE	Core/Required	3.00	3	0
MAR 302	Marketing	ONLINE	Core/Required	3.00	3	0
MAN 3301	Human Resource Management	ONLINE	Core/Required	3.00	3	0
MAP 2600	Financial Mathematics and Calculus	ONLINE	Core/Required	3.00	3	0
ACG 3073	Accounting I	ONLINE	Core/Required	3.00	3	0
MAN 3520	Quality Management	ONLINE	Core/Required	3.00	3	0

### Semester VI:(requirement of 21 CR) Required:

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ECO 2000	Economics	ONLINE	Core/Required	3.00	3	0
ISM 304	Microcomputers and Information Technology	ONLINE	Core/Required	3.00	3	0
MAN 325	Logistic Systems	ONLINE	Core/Required	3.00	3	0
MAR 461	Market Research	ONLINE	Core/Required	3.00	3	0
QMB 470	Operations Research	ONLINE	Core/Required	3.00	3	0
MAN 4544	Administrative System Design	ONLINE	Core/Required	3.00	3	0
ACG 3341	Accounting II	ONLINE	Core/Required	3.00	3	0

### Semester VII: (requirement of 12 CR) Required:

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
(MAR 4836)	Production Management	ONLINE	Core/Required	3.00	3	0
MAN 4303	Administration and Supervision	ONLINE	Core/Required	3.00	3	0
FIN 324	Budget Direction and Control	ONLINE	Core/Required	3.00	3	0
GEB 410	Planning	ONLINE	Core/Required	3.00	3	0

**Semester VIII: (requirement of 15 CR) Required:**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
FIN 442	Financial Management	ONLINE	Core/Required	3.00	3	0
ECO 424	Cost Analysis & Inflation	ONLINE	Core/Required	3.00	3	0
ECO 470	International Trade	ONLINE	Core/Required	3.00	3	0
MAN 4940	Internship	RESIDENTIAL	Core/Required	6.00	0	6

**Electives (requirement of any 1 course for a total of 3 credits)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ISM 403	Management Information Systems	ONLINE	Elective	3.00	3	0
GEB 415	Consulting Processes	ONLINE	Elective	3.00	3	0
CGS 310	Computerized Managerial Applications	ONLINE	Elective	3.00	3	0
MAN 4280	Organizational Development	ONLINE	Elective	3.00	3	0
MAN 4720	Strategic Management	ONLINE	Elective	3.00	3	0
MAN 4583	Project Management	ONLINE	Elective	3.00	3	0
GEB 415	Consulting Processes	ONLINE	Elective	3.00	3	0
<b>TOTAL</b>				<b>120.00</b>	<b>114</b>	<b>6</b>
				<b>Distance Education - 95%</b>		

- Successful completion of the university career services requirements.

## B.A. in Graphic Design

The profession of the graphic designer consists of projects that involve graphic design and visual identity: complete visual projects that include symbols, logos, trademarks, visual-identity systems, equipment and orientation, packaging, signage, and general information. Prominent in this group is the publishing industry, with publications, books, catalogs, magazines, booklets, posters, folders, and printed matter of every kind, as well as the television and motion picture media. From the esthetic-cognitive and social point of view, the task of design is understood to mean a way of capturing reality, confronting problems in their entirety, of translating reality into a system of objects with their technical, ethical, and aesthetic aspects.

For all of these reasons, graphic design has achieved the status of a full-fledged and respectable profession and sits among the most successful of the new professions. There is every reason to believe that this boom will continue, in harmony with the expansion and progress of the technologies of graphic and audiovisual communication.

The Graphic Design curriculum at JMVU has been structured to train designers to reach a high academic level, with optimum levels of quality. Unlike many educational centers, whose curricula place the emphasis almost exclusively on technical and practical matters, the curriculum of Jose Maria Vargas University has the special feature of combining theory with practice. We believe that the study of Art History, Theory of Form, Theory of Design and Styles, Theory of Color, and the like, which are indispensable in the field of theory, combined with the study of Graphic Design, other technical disciplines, research in the field, and the completion of workshop classes result in a program that leads to the formation of an excellent graphic designer.

### Program Objectives

1. Describe the role of design to make informed decisions and solve problems.
2. Relate the history of art and design.
3. Apply principles of design.
4. Demonstrate photographic and graphic image skills.
5. Use effective communication skills in visual, written and oral forms.
6. Analyze, discuss, and critique different media.
7. Use graphic technology, digital media, and print media.
8. Describe different technical processes and procedures used in film and television

**This program is offered exclusively in English or in Spanish.**

### Program Delivery

Students enrolled in the B.A. in Graphic Design will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

## DISTANCE LEARNING EDUCATION INFORMATION

### **Technological requirements for Distance Education Students:**

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).

- Personal or university e-mail account.
- **Recommended creation/processing software**
- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

### **Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks maybe purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.



## Graduation Requirements

A total of 120 credit hours must be completed by taking the following courses:

### I. General Education Requirements (Lower Level Courses) (Semesters I-IV)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
SLS 1601	Orientation & Study and Research Techniques	ONLINE	General Education	3.00	3	0

### Area of Communication: (requirement of all 4 courses for 12 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ENC 1000	Oral & Written Communication	ONLINE	General Education	3.00	3	0
ENC 1101	Composition I	ONLINE	General Education	3.00	3	0
ENC 1102	Composition II	ONLINE	General Education	3.00	3	0
SPC 1053	Oral Expression	ONLINE	General Education	3.00	3	0

### Area of Mathematics: (requirements of 2 courses for 6 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
MAC 1105	College Mathematics I - Algebra & Geometry	ONLINE	General Education	3.00	3	0
MAC 1114	College Mathematics II - Geometry & Trigonometry	ONLINE	General Education	3.00	3	0

### Area of Social Sciences: (requirement of any 1 course for 3 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
WOH 1001	World History	ONLINE	Elective	3.00	3	0
ECO 2000	Economics	ONLINE	Elective	3.00	3	0
SYD 3021	U.S. Populations	ONLINE	Elective	3.00	3	0
PCB 304	People and the Environment	ONLINE	Elective	3.00	3	0
GEA 223	Geography of America and Eurasia	ONLINE	Elective	3.00	3	0

### Area of The Natural Sciences: (requirement of any 2 courses for 6 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
BSC 1005	Biology	ONLINE	Elective	3.00	3	0
CHM 1025	General Chemistry	ONLINE	Elective	3.00	3	0
BSC 1085	General Anatomy and Physiology	ONLINE	Elective	3.00	3	0
PHY 248	General Physics	ONLINE	Elective	3.00	3	0
MCB 2240	Etiology of Diseases	ONLINE	Elective	3.00	3	0

**Area of Humanities and Art: (requirement of 1 course for 3 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ARH 2000	Art Appreciation	ONLINE	General Education	3.00	3	0

**Area of Behavioral Sciences: (requirement of 2 courses for 6 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PSY 2012	General Psychology	ONLINE	General Education	3.00	3	0
SYG 2000	General Sociology	ONLINE	General Education	3.00	3	0

**Area of Philosophy: (requirement of all 3 courses for 9 CR)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
PHI 2030	Contemporary Philosophical Issues	ONLINE	General Education	3.00	3	0
PHI 2103	Critical Thinking	ONLINE	General Education	3.00	3	0
PHI 2600	Ethics	ONLINE	General Education	3.00	3	0

**II. Professional Education Requirements (Upper Level Courses)**

**Semester V: (requirement of 18 CR) Required:**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
GRA 1100C	Introduction to Design	ONLINE	Core/Required	3.00	3	0
ARH 2172	History of Shapes	ONLINE	Core/Required	3.00	3	0
ARH 2010	Art History	ONLINE	Core/Required	3.00	3	0

ARH 2006C	Theory of Form I	ONLINE	Core/Required	3.00	3	0
GRA 3193C	Graphic Design I	ONLINE	Core/Required	3.00	3	0
PGY 1401C	Photography I	ONLINE	Core/Required	3.00	3	0

**Semester VI: (requirement of 18 CR) Required:**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ARH 3724	History of Graphic Design	ONLINE	Core/Required	3.00	3	0
ARH 2051	Art History II	ONLINE	Core/Required	3.00	3	0
GRA 2107C	Theory of Design	ONLINE	Core/Required	3.00	3	0
ARH 2008C	Theory of Form II	ONLINE	Core/Required	3.00	3	0
GRA 3194C	Graphic Design II	ONLINE	Core/Required	3.00	3	0
FIL 320	Film and Television Production	ONLINE	Core/Required	3.00	3	0

**Semester VII: (requirement of 12 CR) Required:**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
GRA 4881C	Semantics of Design	ONLINE	Core/Required	3.00	3	0
GRA 4882C	Analysis of Trends and Styles	ONLINE	Core/Required	3.00	3	0
GRA 4198C	Graphic Design III	ONLINE	Core/Required	3.00	3	0
GRA 2203C	Graphic Technology I	ONLINE	Core/Required	3.00	3	0

**Semester VIII: (requirement of 12 CR) Required:**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
GRA 421	Typography	ONLINE	Core/Required	3.00	3	0
GRA 2508	Theory of Color	ONLINE	Core/Required	3.00	3	0
GRA 4885C	Graphic Design IV	HYBRID	Core/Required	3.00	1.5	1.5
GRA 424	Graphic Technology II	ONLINE	Core/Required	3.00	3	0

**Electives (requirement of GRAC 3163C + 3 elective course for 12 credits):**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
GRAC 3163C	Animation	ONLINE	Elective	3.00	3	0
GRA 4883C	Design Analysis and Critique	ONLINE	Elective	3.00	3	0
GRA 1171C	Packaging Design	ONLINE	Elective	3.00	3	0
MAR 427	Marketing for the Arts	ONLINE	Elective	3.00	3	0
MAR 432	Advertising	ONLINE	Elective	3.00	3	0
MAN 410	Professional Adm. and Org. in Graphic Design	ONLINE	Elective	3.00	3	0
ARH 4470	Contemporary Art	ONLINE	Elective	3.00	3	0
ART 1300C	Drawing	ONLINE	Elective	3.00	3	0
COM 333	Communications Technology for Art	ONLINE	Elective	3.00	3	0
GRA 2151C	Illustration	ONLINE	Elective	3.00	3	0
PGY 2404C	Photography II	ONLINE	Elective	3.00	3	0
<b>TOTAL</b>				<b>120.00</b>	<b>118.5</b>	<b>1.5</b>
					<b>Distance Education - 98%</b>	

- Successful completion of the university career services requirements.

## GRADUATE DEGREE PROGRAMS

### Graduate Regulations and Requirements

These general regulations apply to all students in all graduate departments. They are intended to ensure that the educational experience of graduate students is of a consistently high quality, and that the quality of experience is carefully monitored by the Coordinator of Graduate Studies and by the students' home departments.

Individual departments may have additional procedures and regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved by the Vice President of Academic Affairs, and be published and available to students.

### Admission as a Graduate Student

The selection process of the University will allow for admission of graduate students on the basis of the applicants' academic credentials in addition to a holistic review of all the information contained in the application, both academic and personal.

Admissions requirements to specific graduate programs may vary – students should refer to the program descriptions found in the Catalog for additional information.

Meeting the minimum requirements does not guarantee admission to the University. An applicant's total undergraduate record including grades, educational objective and pattern of courses completed, as well as personal and professional goals will be considered.

### General Requirements for All Graduate Applicants

The general requirements which apply to all applicants for admission or readmission to Master's degree programs include:

- Completed online admissions application, including a **\$75.00** nonrefundable application fee.
- Diploma indicating conferral of a Bachelor's Degree from an accredited institution (Foreign diplomas or transcripts must be translated and evaluated by a member of NACES).
- Personal Statement
- Curriculum Vitae (resume)
- Admissions Interview
- Evidence of Language Proficiency (as applicable)
  - Pearson Test for English Proficiency (Versant): for students enrolling in the **English** version of the program whose primary language is not English or who did not complete high school at an English-speaking institution. The test score must be at least 50.
  - Pearson Test for Spanish Proficiency (Versant): for students enrolling in the **Spanish** version of the program whose primary language is not Spanish or who did not complete high school at a Spanish-speaking institution. The test score must be at least 44.

**Students wishing to change the language of study for a program (program option) must demonstrate proficiency in that language and sign a new enrollment agreement.**

Once admitted, students applying to any diploma(non-degree) and degree program will be required to complete an

- University Orientation course of SLS 1601 Orientation & Study and Research 3 Credits offered at JMVU

Furnishing false or fraudulent statements or information in connection with an application for admission may result in disciplinary action, denial of admission and invalidation of credits or degrees earned.

### **Admission as a Graduate Transfer Student**

The following requirements or conditions apply to students seeking admission as a graduate transfer student:

- Completed online admissions application, including a **\$75** nonrefundable application fee.
- Diploma indicating conferral of a Bachelor's Degree from an accredited institution (Foreign diplomas or transcripts must be translated and evaluated by a member of NACES).
- Credit will not be granted for transfer courses in which the student has earned a grade of B- or below. (Foreign transcripts must be translated and evaluated by a member of NACES. GPA calculation must be included in the evaluation of transcripts).
- The acceptance of courses taken and approved in other graduate schools in other universities in no case will be greater than 50% of the credits that are required in order to obtain the Master's degree at JMVU.
- The credits that may be accepted for transfer are determined according to the policy described under the section in the catalog titled "Transferability of Credits".

### **Transfer of credits not accepted**

For students whose credits are not accepted for transfer, the University would inform them via email that they would be required to complete the courses in question.

### **Additional requirements for International Graduate Degree Seeking Students**

**All International Students must submit the following:**

- Official bank letter with balance or balance statements minimum of \$20,000 (students with dependents it is recommended between \$22,000-\$25,000)
- If applicable, complete affidavit of support form.
- Payment of \$350.00 (non-refundable) I-20 Fee

**For additional information on Academic Policies and Procedures, please refer to the appropriate sections of the Catalog.**

### **Admission denial**

If a potential applicant is denied admissions to the university, they will receive communication of the denial and the grounds for said denial via email.

### **Reasons for Denial of Admissions**

An applicant may be denied admissions to the University for any of the following reasons:

- Inability to provide proof of high school (undergraduate degree) or baccalaureate (graduate) completion.
- Incomplete application after multiple attempts for correction/revision
- Failure to meet language proficiency requirements as published in the Catalog

## Tuition and Fees for Graduate degree programs

Graduate students pay \$680.00 per university credit hour  
 Graduate Facilities and Technology fee \$550 (charged per semester enrolled)  
 Graduation fee (Non-refundable) \$140  
 I-20 fee (Non-refundable) \$350  
 Graduate admissions fee (Non-refundable) \$75  
 Late registration fee (Non-refundable) \$290

**\*All tuition and fees are subject to change.**

## Estimated budget for graduate students

The budget is based on a **full time graduate student** attending an academic year (Fall and Spring) course load of 8 credits units per semester. This budget may not represent the actual cost for each student as enrollment and lifestyle choices will impact actual expenses.

<b><u>M.S. in PRE-SCHOOL EDUCATION</u></b>		
<b>Expenses</b>	<b>Dependent</b>	<b>Independent</b>
Tuition and Fees	\$11,800.00	\$11,800.00
Books & Supplies	\$1,000.00	\$1,000.00
Room & Board	\$3,200.00	\$6,400.00
Transportation	\$2,730.00	\$2,730.00
Personal Expenses	\$1,750.00	\$3,000.00
<b>Total</b>	<b>\$20,480.00</b>	<b>\$24,930.00</b>

<b><u>MBA in FINANCE</u></b>		
<b>Expenses</b>	<b>Dependent</b>	<b>Independent</b>
Tuition and Fees	\$ 12,740.00	\$12,740.00
Books & Supplies	\$1,000.00	\$1,000.00
Room & Board	\$3,200.00	\$6,400.00
Transportation	\$2,730.00	\$2,730.00
Personal Expenses	\$1,750.00	\$3,000.00
<b>Total</b>	<b>\$ 21,420.00</b>	<b>\$ 25,870.00</b>

## M.S. in Preschool Education

The Master's degree in Preschool Education is based on research and teaching as the center of the curriculum, and includes both the pedagogical as well as the developmental aspects of early childhood education. Its purpose is to educate a professional who has the knowledge and the commitment to provide leadership in the field of pre-school education through a career of teaching, educational administration, social work, or research.

The evolutionary development of a young child is a continuous process – a chain of events that results from the interaction between the child, his environment, and the quality of stimuli that is offered. The Master's degree program is based upon the notion that child development is an interactive, multidimensional and synergetic process.

The JMVU Master's degree program in Preschool Education includes significant study on the physical development of the child, based upon genetic qualities, as well as the child's nutritional status and health. The program also includes emphasis on the emotional aspect of child development, from infant-maternal bonding to the development of trust. Early relationships between children and adults, as well as the beginnings of interactive play are key components in the emotional well-being of young children.

The Master's degree program will utilize the most timely and valid research studies to encourage students to embrace innovative approaches to the education and development of young children. Our graduates will demonstrate responsible, creative and innovative solutions for creating environments that nurture the physical, emotional and intellectual growth of young children. In so doing, they will effectively utilize or develop curriculum that is firmly grounded in scientific and technological advances.

### **Program Objectives**

1. Design high-quality learning environments using their knowledge of typical and atypical child development from 0 to 6 years
2. Evaluate curriculum design and curricular decisions to meet the needs of diverse children and their families.
3. Analyze diverse assessment and evaluation strategies, tools, and procedures to improve outcomes for young children, families, and programs
4. Utilize effective communication and collaboration strategies to positively influence partnerships with community agencies and families with young children
5. Design a research project based on relevant theory and research methodology to promote educational transformation in the field of early childhood education.

**This program is offered exclusively in English or in Spanish.**

### **Academic Requirements and Coursework**

The Master's Degree in Preschool Education provides students with in-depth training and opportunities for both basic and applied research in education. Thus, the curriculum requires entering students to participate in cooperative learning experiences and intensive professional development as well as to demonstrate a commitment to the care and education of pre-school children.

The Master's Degree program is a thesis-type program, requiring the completion of a culminating graduation project in the final semester. The program requires the satisfactory completion of 40 semester hours. Generally, full-time students can complete the program in four semesters.

The Master's Degree curriculum has an inter-disciplinary and dynamic focus that is designed to stimulate the student's responsibility, creativity and innovation. Specific learning experiences are provided that will develop the knowledge, skills and values to improve the quality of pre-school education in our community and state.

### **Program Delivery**

Students enrolled in the M.S. in Preschool Education will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.



## **DISTANCE LEARNING EDUCATION INFORMATION**

### **Technological requirements for Distance Education Students:**

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### **Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

### **Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks may be purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

## Graduation Requirements

A total of 40 credit hours must be completed by taking the following courses:

- Successful completion of the University orientation course.

### Semester I (requirement of 4 courses for 11 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
EEC 5615	Foundations and Contemporary Issues in Preschool Education	ONLINE	Core/Required	3.00	3	0
EEC 6405	The Role of Families and Communities in Preschool Education	ONLINE	Core/Required	3.00	3	0
EEC 5505	Infant Development (0-2 years)	ONLINE	Core/Required	3.00	3	0
EEC 5972	Master's Research Seminar I	ONLINE	Core/Required	2.00	2	0

### Semester II (requirement of 4 courses for 11 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
EEC 5418	Understanding Cultural and Linguistic Diversity in Preschoolers	ONLINE	Core/Required	3.00	3	0
EEC 6273	Preschool Exceptional Education	ONLINE	Core/Required	3.00	3	0
EEC 6705	Child Development (3-6 years)	ONLINE	Core/Required	3.00	3	0
EEC 595	Master's Research Seminar II	ONLINE	Core/Required	2.00	2	0

### Semester III (requirement of 4 courses for 11 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
EEC 522	Integrated Curriculum Practices in Preschool Education	ONLINE	Core/Required	3.00	3	0
EEC 6516	The Creation of Preschool Educational Environments	ONLINE	Core/Required	3.00	3	0
EEC 5269	The Role of Play in the Development of Preschool Children	ONLINE	Core/Required	3.00	3	0
EEC 5912	Master's Research Seminar III	ONLINE	Core/Required	2.00	2	0

### Semester IV (requirement of 2 courses for 7 CR)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
EEC 6529	The Administration of Preschool Programs	ONLINE	Core/Required	3.00	3	0
EEC 5971	Master's Thesis	HYBRID	Core/Required	4.00	3.5	0.5
<b>TOTAL</b>				<b>40</b>	<b>39.5</b>	<b>0.5</b>
					<b>Total Distance Education - 98%</b>	

- Successful completion of the university career services requirement

## MASTERS OF BUSINESS ADMINISTRATION IN FINANCE PROGRAM

The Master of Business Administration in Finance at the Jose Maria Vargas University aims to help managers gain a distinct advantage in their profession, whether they are in industrial, financial, government or non-profit institutions. The MBA Program in Finance seeks candidates of high caliber -- i.e., students with strong academic backgrounds, professional experience, personal maturity and the interest and discipline to develop their managerial and leadership potential.

To achieve this goal, the College offers a broad-based program curriculum which hopes to strike a balance between technical training and practical problem-solving that is founded on current management theories and approaches. It is complemented by case analyses, company/industry studies, business games and other experiential learning methods. A conscious effort has been made to develop a curriculum responsive to the unique features of the South Florida Region. MBA students engage in an intensive study in current management concepts and techniques through a core curriculum covering the functional areas in business as well as economics, applied mathematics and statistics and behavioral science. Students are encouraged to gain added functional expertise by pursuing elective courses offered at the Business Administration Department of Jose Maria Vargas University.

### PROGRAM OBJECTIVE

1. Assess principles from multiple functional areas to undertake varied managerial functions.
2. Apply effective interpersonal communications skills
3. Analyze information using critical and analytical thinking to make sound business decisions.
4. Justify the use of diverse financial principles and techniques to enhance organizational effectiveness and operational performance.
5. Apply the legal, ethical, moral, and corporate social responsibility values in managerial decisions.
6. Integrate multicultural perspective in decision making.

**This program is offered exclusively in English or in Spanish.**

### Program Delivery

Students enrolled in the Master of Business Administration in Finance will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

## DISTANCE LEARNING EDUCATION INFORMATION

### Technological requirements for Distance Education Students:

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### **Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

### **Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks maybe purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

## **GRADUATION REQUIREMENTS**

A total of 39 credit hours must be completed by taking the following courses:

- Successful completion of the University orientation course.

### **MBA core required courses:**

#### **Semester I (requirement of 4 courses for 12 Credits)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
ISM 5403	Enterprise Information Systems	ONLINE	Core/Required	3.00	3	0
MGT 5015	Legal, Ethical, and Social Values of Business	ONLINE	Core/Required	3.00	3	0
ECO 5050	Economic Thinking	ONLINE	Core/Required	3.00	3	0
MGT 5020	Managing Organizational Behavior	ONLINE	Core/Required	3.00	3	0

#### **Semester II (requirement of 4 courses for 12 Credits)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
MKT 5070	Managerial Marketing	ONLINE	Core/Required	3.00	3	0
FIN 5080	Applying Managerial Finance	ONLINE	Core/Required	3.00	3	0
OPS 5095	Service Operations Management	ONLINE	Core/Required	3.00	3	0
QNT 5040	Business Modeling	ONLINE	Core/Required	3.00	3	0

### **Finance core required courses:**

#### **Semester III (requirement of 3 courses for 9 Credits)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
FIN 5530	Money Markets and Monetary Institutions	ONLINE	Core/Required	3.00	3	0
FIN 5535	Futures and Options	ONLINE	Core/Required	3.00	3	0
FIN 5620	Investment Principles and Policies	ONLINE	Core/Required	3.00	3	0

**Semester IV (requirement of 2 courses for 6 Credits)**

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
FIN 5560	Advanced Financial Policy	ONLINE	Core/Required	3.00	3	0
FIN 5700	Finance Capstone	HYBRID	Core/Required	3.00	2.5	0.5
<b>TOTAL</b>				<b>39.00</b>	<b>38</b>	<b>0.5</b>
					Distance Education - 98%	

- Successful completion of the university career services requirements.

## Course Descriptions for Graduate Degree Programs

### **ECO 5050 Economic Thinking**

**3 Credits**

Economic Thinking is a methodology that focuses on the role of incentives in the marketplace. The course reviews the components of markets, how markets function, factors that influence consumer and producer behavior, market structures, market power and the appropriate role of government in the marketplace. The second part of the course focuses on the measures of economic activity used to assess the impact of inflation, unemployment, economic growth, and exchange rates on the national and local economy.

### **EEC 522 INTEGRATED CURRICULUM PRACTICES IN PRE-SCHOOL EDUCATION**

**3 credit hours**

This course provides students with the instructional strategies and methodologies that will enable them to plan and teach integrated, thematic curriculum units for preschool children. The course will focus on appropriate instructional strategies in emergent literacy, numeracy, music, art, science, social studies, and technology to form integrated curriculum units. Classroom organization and behavior management techniques will also be taught.

Prerequisite: None

### **EEC 5269 THE ROLE OF PLAY IN THE DEVELOPMENT OF PRE-SCHOOL CHILDREN**

**3 credit hours**

This course is designed to provide students with an understanding of the importance of play as a medium for learning. The course will focus on the types of play that children engage in during specific developmental phases, and the cognitive, emotional, and physical aspects of play throughout these stages. Students will also learn how to facilitate the learning and development of young children through play.

Prerequisites: None

### **EEC 5418 UNDERSTANDING CULTURAL AND LINGUISTIC DIVERSITY IN PRE-SCHOOLERS**

**3 credit hours**

This course is designed to provide students with an appreciation and understanding of the characteristics of culturally and linguistically diverse preschool children and their families. Students will understand the impact of diversity on all facets of the preschool experience, and have the tools and strategies that will permit them to incorporate diversity in their methods of caring for and teaching young children.

Prerequisite: None

### **EEC 595 MASTER'S RESEARCH SEMINAR II**

**2 credit hours**

The overarching goal of this course is to facilitate students' development as users of educational research. "Research" is a broad and sometimes loaded term. In the context of this course, we will generally limit the discussion to the subset of research in which researchers make empirical observations and draw conclusions from those observations according to a set of principles accepted by a community of researchers. This subset includes research in both the qualitative and quantitative traditions. The major emphasis of the course is the student writing of Chapters 1, 2 and 3 of their thesis.

Prerequisite: EEC 5972

### **EEC 5912 MASTER'S RESEARCH SEMINAR III**

**2 credit hours**

This course is designed to synthesize the knowledge and skills developed in previous research courses and apply them to the Master's Thesis process. Students learn about all aspects of the process of developing and carrying out the Master's Thesis, and they gain an

understanding of standards and expectations that students need to meet to be successful in completing the thesis process. Throughout the course, students are required to work closely with their Thesis Advisor (T.A) and Thesis Advisory Committee (T.A.C.), as appropriate. Student performance in the course will be assessed by the Research Seminar Professor in collaboration with each student's T.A. To make substantial progress, it is essential that students set and meet aggressive goals. Students should also meet regularly with their T.A. to ensure the thesis is progressing in a focused and high quality manner. The major emphasis of the course is the student writing of Chapter 4 or Methodology section of their thesis.

Prerequisite: EEC 595

### **EEC 5971 MASTER'S THESIS**

**4 credit hours**

The Master's Thesis is a graduation project that will consist of personal study or research that proves the student's critical and analytical capacity as well as their theoretical-methodological use of the knowledge that they have acquired in the program. Students work with their advisors to determine the topic and the research orientation of their thesis.

Prerequisite: EEC 5912

### **EEC 6273 PRE-SCHOOL EXCEPTIONAL EDUCATION**

**3 credit hours**

This course provides students with an understanding of the importance of inclusion and early childhood exceptional education. Through instruction, they will receive an understanding of the methodologies and skills needed to adapt classroom experiences and equipment to the needs of special needs children and how to utilize and mobilize community resources to improve services to special needs children.

Prerequisite: None

### **EEC 6516 THE CREATION OF PRE-SCHOOL EDUCATIONAL ENVIRONMENTS**

**3 credit hours**

This course provides students with the knowledge and skills to design and implement changes to preschool environments to optimize the development and learning of a young child. Students will learn how to evaluate the physical environment of both the inside and the outside of the preschool and determine ways to improve the design. Students will also learn how evaluate routines, instructional strategies and grouping practices and determine ways to improve learning.

Prerequisite: None

### **EEC 6529 THE ADMINISTRATION OF PRE-SCHOOL PROGRAMS**

**3 credit hours**

This course is designed to provide students with an understanding of the legal, ethical and practical issues included in directing a preschool program. Students will be taught the skills to develop a sound fiscal policy for a preschool program, and be able to evaluate the staffing of the preschool and the curriculum in order to determine ways to improve instruction.

Prerequisite: None

### **EEC 5505 INFANT DEVELOPMENT (0-2 YEARS)**

**3 credit hours**

This course provides students with an understanding of prenatal and postnatal development of infants and the means by which preschools can ensure optimal development. The students will understand the influence of genetics, nutrition, and environmental stress on the normal development of the fetus and infant, as well as the development of the infant and toddler in terms of cognitive, social and emotional factors.

Prerequisite: None

### **EEC 5615 FOUNDATIONS AND CONTEMPORARY ISSUES IN PRE-SCHOOL EDUCATION**

**3 credit hours**

This course is designed to provide students with an understanding of the differences

between various environments, structures and curriculums in the modern preschool. This course includes a comprehensive overview of the timely issues related to preschool children, including public policy, health and safety, cognitive development and the role of the media.

Prerequisite: None

### **EEC 5972 MASTER'S RESEARCH SEMINAR I**

**2 credit hours**

Students pursuing a Master's Degree should have a thorough understanding of the research process at all levels including research for individual classroom purposes, completing in- depth library research, as well as writing research proposals in American Psychological Association (APA) format. The knowledge bases will cover both the consumer and producer perspectives of research. Research methodology, techniques, and literature review information form the course foundation. Class presentation formats include lectures, discussions, learning activities, and demonstrations. The major emphasis of the course is the student research concept paper.

Prerequisite: None

### **EEC 6405 THE ROLE OF FAMILIES AND COMMUNITIES IN PRE-SCHOOL EDUCATION**

**3 credit hours**

This course provides students with an understanding of the importance of the family and the larger community in supporting children's development and success in preschool. The students will understand and develop models of appropriate family involvement in the pre-school setting, communicate to families of preschool children, and implement plans for school-family cooperation and collaboration.

Prerequisite: None

### **EEC 6705 CHILD DEVELOPMENT (3-6 YEARS)**

**3 credit hours**

This course provides students with an understanding of development of young children between the ages of 3 and 6, and the means by which preschools can ensure their optimal development. This course focuses on the cognitive, emotional and physical development of the young child, and will provide students with an understanding of the preschool period, developmental milestones and common problems. Students will have an understanding of the influence of nutrition and environmental stress on the normal development of the pre-school child.

Prerequisite: None

### **FIN 5080 Applying Managerial Finance**

**3 Credits**

Students will learn the basic concepts and analytical techniques needed to understand, identify, and solve financial decision-making problems. Topics covered in this course include time value of money, financial statement analysis, risk and return, corporate valuation, capital budgeting, and using Excel for financial analysis.

### **FIN 5700 Finance Capstone**

**3 Credits**

The finance capstone course integrates the coursework, knowledge, skills and experiential learning to enable the student to demonstrate a broad mastery of financial policies as applied to real management problems within today's multinational enterprises. Students are required to analyze a company and provide recommendation about the company. The Capstone Project will cover the selection of a company, evaluation of accounting and financial performance, analysis of the economic environment, risk factors, SWOT analysis, business valuation, and other issues that might be of interest to an investor. Prerequisites: FIN 5530, FIN 5535, FIN 5560, and FIN 5620

### **FIN 5530 Money Markets and Monetary Institutions**

**3 Credits**



This course examines the structure and functions of modern US and international financial markets and institutions. The course covers the nature of the global financial system, interest rate determination, pricing of interest-rate dependent securities, money market instruments, the goals and roles of central banks, and commercial banking. Students will develop a thorough understanding of modern financial institutions and will learn to apply modern financial theory to practical problems in liability pricing and management.

Prerequisites: None

### **FIN 5535 Futures and Options**

**3 Credits**

This course examines the structure and functions of the futures and options markets. The course covers the structure of options and futures markets with an emphasis on American markets, such as the CME and CBOE. Additional topics include arbitrage restrictions, option pricing, hedging with futures, and options on futures, exotics, trading strategies, and an introduction to corporate securities as options on the underlying cash flows.

### **FIN 5560 Advanced Financial Policy**

**3 Credits**

The course covers basic financial policies as applied to real management problems and includes the areas of liquidity, capital management, funding requirements, valuation, mergers and acquisitions, and funding of new ventures.

Prerequisites: None.

### **FIN 5620 Investment Principles and Policies**

**3 Credits**

This course will deal with a thorough analysis of the theory and application of investments in relation to business cycles, institutional behavior and risk and return opportunities in the economics setting. The course is presented from the investor's viewpoint and incorporates applied and empirical methodologies. The course covers investment strategies and policies.

Prerequisites: None.

### **ISM 5403 Enterprise Information Systems**

**3 Credits**

Information and communication technologies are essential tools in today's global business environment. They are also important to the development of innovative business models. This course explores the use of these technologies both to build innovative systems to gain competitive advantage and also to optimize operations for competitive advantage, particularly through the use of enterprise systems. The implementation and use of these systems to build strategic partnerships and customer relationships are also discussed.

### **MGT 5015 Legal, Ethical, and Social Values of Business**

**3 Credits**

Students will gain an understanding of the meaning and importance of the law, ethics, personal morality, and corporate social responsibility. The students will be able to differentiate among the values of legality, morality, ethics, and corporate social responsibility. They will become more cognizant of the legal, ethical, moral, and social responsibility ramifications to business decision-making; and will learn how to apply these values in a modern business context. The students will be able to analyze business decisions from legal, ethical, and social responsibility perspectives.

### **MGT 5020 Managing Organizational Behavior**

**3 Credits**

Managing Organizational Behavior: Students will gain a working knowledge of how to manage personal, interpersonal, and group processes by developing their interpersonal skills to assume responsibility for leading and promoting teamwork among diverse stakeholders. Students will learn to manage individual and group behaviors in improving organizational productivity and performance. Through experiential learning, students will learn to integrate home, work, and educational observations and experiences and to convert them into proactive practical applications for growth and renewal in these diverse settings.

**MKT 5070 Managerial Marketing**

**3 Credits**

Students will gain a working knowledge of marketing management by learning to think strategically and to develop marketing plans aligning marketing initiatives with market opportunities. Students will be able to implement the functional strategies and marketing plans to optimize customer and organizational value.

**OPS 5095 Service Operations Management**

**3 Credits**

This course focuses on services management in general and service operations in particular. It explores the elements that unite services, that differentiate service processes from non-service processes and that differentiate various types of services from each other. Customers generally participate in the service process, often with direct and uncensored interactions with employees and facilities. The resulting variations in demand present a challenge to the operations manager to use effectively the perishable service capacity. This result's because production and consumption occur simultaneously and thus the inability to inventory services. The course covers strategic and tactical issues associated with designing and managing service operations. It provides tools to help assess operations, redesign processes, and establish systems to ensure an excellent customer experience. Student operations service learning experience is reinforced with case studies.

**QNT 5040 Business Modeling**

**3 Credits**

This course covers the techniques of problem solving, optimization and business modeling using the concepts of statistics and management science in a spreadsheet environment. The course focuses on the practical application of quantitative analytical techniques.

Prerequisite: None

## COURSE OFFERINGS AT JOSE MARIA VARGAS UNIVERSITY

### Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

#### Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman  Composition	Freshman  Composition  Skills	Freshman  Composition  Skills I	No laboratory component in this course

#### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

## **The Course Prefix**

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

## **Authority for Acceptance of Equivalent Courses**

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall

satisfy institutional requirements on the same basis as credits awarded to native students.

## **Exceptions to the General Rule for Equivalency**

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

## **Courses at Nonregionally Accredited Institutions**

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled “Courses at Nonregionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Lelis Ortiz Parra Registrar in the JMVU 10131 Pines Boulevard Pembroke Pines, FL 33026 or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

The following course prefixes are utilized in the JMVU Curriculum:

ACG	Accounting	GRA	Graphic Design
ANT	Anthropology	HIS	History: General
APA	Applied Accounting	HSC	Health Education & Safety
ARC	Architecture	ISM	Information & Management Science
ARE	Art Education	LAE	Language Arts & English Education
ARH	Art History	LIN	Linguistics
ART	Art	MAC	Math: Calculus/Pre-Calculus
BSC	Biological Science	MAE	Mathematics Education
BUL	Business Law	MAN	Management
CGS	Computer General Studies	MAR	Marketing
CHD	Child Development	MUE	Music: Education
CHM	Chemistry	OST	Office Systems Technology
CLP	Clinical Psychology	PCB	Process Biology
COM	Communication	PET	Physical Education Theory
CPO	Comparative Politics	PGY	Photography
DAN	Dance	PHI	Philosophy
DEP	Developmental Psychology	PHY	Physics
ECO	Economics	PSB	Psychobiology & Neurobiology
EDA	Education: Administration	PSY	Psychology
EDE	Education: Elementary	QMB	Quantitative Methods in Business
EDF	Education: Foundations	RED	Reading Education
EDG	Education: General	REL	Religion
EDS	Education: Supervision	RTV	Radio Television
EEC	Education: Early Childhood	SCE	Science Education
EED	Education: Emotional Disorders	SLS	Student Services
EEX	Education: Exceptional Child	SOW	Social Work
ELD	Education: Specific Learning Dis	SPA	Speech & Audiology
EME	Education: Technology and Media	SPC	Speech Communication
EMR	Education: Mental Retardation	SSE	Social Studies Education
ENC	English Composition	SYD	Demography & Area Studies
EXP	Experimental Psychology	SYG	Sociology: General
FIL	Film	TAX	Tax Accounting
FIN	Finance	THE	Theatre
GEA	Regional Geography	WOH	World History
GEB	General Business		

## COURSE DESCRIPTIONS

**Note:** Prerequisites for any course may be waived only with the written permission of the University Registrar.

### **ACG 207 MANAGERIAL ACCOUNTING**

**3 credit hours**

This course focuses on accounting information analyzed by management within an organization. Students will develop managerial decision-making skills through the coverage of topics such as cost behavior, job-order and activity-based product costing, cost-volume-profit analysis, profit planning and budgeting, standard costs and variance analysis.

Prerequisite: ACG3073

### **ACG 236 COST ACCOUNTING**

**3 credit hours**

This course is a study of accounting within an industrial organization. The accounting functions relative to materials, labor and factory overhead, and process cost systems are explored. Standard cost systems, budgeting and managerial control functions are also discussed.

Prerequisite: ACG3073, ACG 3341

### **ACG 265 PRINCIPLES OF AUDITING**

**3 credit hours**

This course provides an introduction to generally accepted auditing standards and procedures used by the external auditor. The student will learn audit concepts such as auditor's independence, fair presentation, and due professional care, professional ethics, responsibility, and legal liability of the external auditor.

Prerequisite: ACG3073, ACG 3341

### **ACG 268 FRAUD EXAMINATION**

**3 credit hours**

This course provides students with an introduction to fraud examination from an accounting viewpoint. The course is designed to develop analytical skills that can be utilized for the prevention, detection, and investigation of fraud. The course includes obtaining documentary evidence, interviewing witnesses, writing reports, and document examination.

Prerequisite: ACG3073, ACG 3341

### **ACG 3073 ACCOUNTING I**

**3 credit hours**

In this course in Business Administration students learn to record the operations carried out by the economic unit in terms of its capital, and the results obtained by said unit, demonstrated by means of different account statements that provide the possibility of evaluating the administration of the business by means of Generally Accepted Accounting Principles and legal provisions.

Prerequisite: None

### **ACG 3341 ACCOUNTING II**

**3 credit hours**

Financial accounting refers to the financial statements (and the entire process involved in creating the financial statements) published by a company for an audience of interested parties outside the company. It is very important to our economy because many people, such as investors and lenders, need information to help them make informed decisions. For example, an investor is a person with excess money who wants additional income. The investor sometimes has the opportunity to buy stock in a particular company.

Prerequisite: ACG 3073



**APA 112 ACCOUNTING APPLICATIONS****3 credit hours**

This course is to introduce students to the essential applications used by accountants. In this course students will learn to use Quicken, QuickBooks Pro, and Peachtree - computerized accounting software programs. Selected topics include setting up a company, setting up and modifying a chart of accounts, tracking invoices and customer payments, entering and paying bills, tracking inventory, using banking features and preparing financial reports.

Prerequisites: CGS 210

**ARH 2000 ART APPRECIATION****3 credit hours**

This course helps students find personal meaning in works of art and develop a better understanding of the nature of art. Emphasis is placed on the diversity of original works of art, as well as the various forms of art, such as painting, sculpture, architecture, graphic and design art.

Prerequisite: None

**ARH 2006C THEORY OF FORM I****3 credit hours**

This course provides students majoring in Graphic Design with a solid theoretical foundation in the artistic and aesthetic expression of visual forms, as well as the cultural and philosophical currents that have influenced the development of graphic language.

Prerequisite: None

**ARH 2008C THEORY OF FORM II****3 credit hours**

This course expands on the content of the Theory of Form I course. Students are encouraged to reflect critically on the Gestalt theories through knowledge of new approaches. In addition, the course introduces students to the idea of form as the expression of a structure and the study of the contradictions in the form-function and form- design relationship.

Prerequisite: ARH 2006C

**ARH 2010 ART HISTORY****3 credit hours**

The course provides students with a general foundation in sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present.

Prerequisite: None

**ARH 2051 ART HISTORY II****3 credit hours**

This course is essential to the future museum administrator or art historian. The course provides students with an understanding of the principal phenomena in the art world throughout history. It provides the student with a foundation in sequential and thematic knowledge of the great moments in Art and Culture throughout History, from the Renaissance to the Post-modernist period.

Prerequisite: ARH 2010

**ARH 2172 HISTORY OF SHAPES****3 credit hours**

Knowledge of the influences and presence of ancient civilizations in the subsequent development of the artistic expressions of the Western world is an important frame of reference for studies in design. This course introduces students to the concept of history, form, time and space.

Prerequisite: None

**ARH 3724 HISTORY OF GRAPHIC DESIGN****3 credit hours**

This course offers students a sound frame of reference for knowing the role of Graphic Design throughout history and consequently helps them understand the range of current trends within the United States and the rest of the world. The course teaches students about the emergence, history and evolution of Graphic Design and establishes correlations between



schools, art movements and Graphic Design.

Prerequisite: None

### **ARH 4470 CONTEMPORARY ART**

**3 credit hours**

This course provides students with a solid foundation of knowledge about the origins, evolution and present state of the remarkable processes in the artistic and cultural production of Contemporary Art, including art in the post-modernist era, the end of the 60's and the beginning of the 70's, the era of Pluralism and diversity, the photo-realism of Estes and other artists, and the works of Christo, Pearlstein, Hockney, Kiefer, Mitchell and others.

Prerequisite: None

### **ART 1300C DRAWING**

**3 credit hours**

This course introduces linear-spatial perspective and the basic drawing of form with practice and experimentation in the use of various tools, subject matters and general approaches to beginning drawing problems, using vine charcoal, crayon, bristle brush, tube paint, wet and dry media.

Prerequisite: None

### **BSC 1005 BIOLOGY**

**3 credit hours**

This course provides students with a basic understanding of the fundamentals of cell structure, genetics, plant and animal reproduction, ecology, and evolution. Students are encouraged to investigate and explore these concepts in both a lecture and laboratory setting.

Prerequisite: None

### **BSC 1085 GENERAL ANATOMY AND PHYSIOLOGY**

**3 credit hours**

This course provides students with an understanding of the basic elements of General Anatomy and Physiology that will allow them to contribute to the development of the preschool child. The course provides students with general knowledge of the structures and functions of the human organism, the anatomical and physiological foundations for normal development and the alterations in physical and functional development of the human organism.

Prerequisite: None

### **BUL 224 BUSINESS LAW I**

**3 credit hours**

This course is an introduction to the legal system and the Uniform Commercial Code (UCC) as it affects daily business activities such as contracts, agency relationships, commercial paper and sales.

Prerequisite: None

### **CGS 210 OFFICE APPLICATIONS**

**3 credit hours**

This course focuses on the concepts and operation of the main components of word processor, electronic spreadsheet, database management and presentation software programs. Students will gain fundamental knowledge of a major software suite and learn skills that have practical application in real world situations.

Prerequisite: None

### **CGS 310 COMPUTERIZED MANAGERIAL APPLICATIONS**

**3 credit hours**

This course teaches students the importance of managing Information Technology and Information Systems in modern organizations, regardless of their type and size. The course introduces students to the main functions of the Information Resource Administrator: planning, organization, management and control in the area of Information Technology in order to transform data into information that helps maintain a company's on-going business.

Prerequisite: None

**CHD 1330 CHILDREN'S LITERACY AND LANGUAGE ARTS** **1 credit hour**

This course provides students with an understanding of the fundamental components in emergent literacy, including the importance of phonemic awareness. Students will be required to demonstrate mastery of the instruction of all components of emergent literacy to young children.

Prerequisite: EEC 1202

**CHD 3224 SOCIO-EMOTIONAL DEVELOPMENT** **2 credit hours**

This course provides students with sufficient knowledge to identify the stages and characteristics of socio-emotional and moral development, so as to evaluate it and design strategies that facilitate such development in the young child.

Prerequisite: DEP 3054 or EEC 1000

**CHD 4425 INFANT DEVELOPMENT** **2 credit hours**

This course introduces students to the issues related to proper child development and teaches them to work alongside parents to achieve proper child development. The course familiarizes the student with the normal patterns of childhood growth and development, so that the student is able to recognize the factors that affect children. The student learns the importance of the family, the contribution that the government should make through the different institutions set up to protect children and the importance of a balanced diet and preventive medicine programs in a child's development.

Prerequisite: None

**CHM 1025 GENERAL CHEMISTRY** **3 credit hours**

This course provides general information on the composition of the elements, structural theory, their properties, the atomic model, chemical reactions, their reaction rate and other basics factors, as a foundation for understanding the elements that make up the world.

Prerequisite: None

**CLP 305 FOUNDATIONS OF CLINICAL AND COUNSELING PSYCHOLOGY** **3 credit hours**

This course is an overview of the various theories, research bases, and treatment procedures used in the clinical process. Students will learn how psychologists prevent, diagnose and treat deviant human behavior and relationships.

Prerequisite: PPE 300

**CLP 314 ABNORMAL PSYCHOLOGY** **3 credit hours**

This course examines the types of pathological behavior in the light of traditional and current concepts of mental health and illness. Problems of diagnosis and treatment are discussed. Students will be able to use the DSM-IV-TR diagnostic classification system to classify mental disorders.

Prerequisite: None

**CLP 413 CHILDHOOD PSYCHOPATHOLOGY** **3 credit hours**

This course provides an examination of abnormal behavior in infancy, childhood and adolescence. Problems of differential diagnosis and forms of remediation are discussed.

Prerequisite: CLP 314

**CLP 418 CURRENT ISSUES IN MENTAL HEALTH** **3 credit hours**

This course provides an overview of the important issues in mental health. Emphasis is given to the empirical study of contemporary problems related to mental illness; planning,

programming, and administering mental health services; ethical, and legal constraints on the operation of mental health facilities; interdisciplinary cooperation among helping and human service professionals; and evaluation of preventive care and treatment services.

Prerequisite: MHS 470, CLP 314

### **CLP 437 PSYCHOTHERAPY**

**3 credit hours**

This course provides students with an understanding of the treatment and improvement of psychological disorders. Emphasis is placed on role-playing the various techniques of psychotherapy and behavior therapy. Broader strategies of prevention and mental health awareness are also presented, including counseling, and programmed agency services.

Prerequisite: CLP 314

### **COM 333 COMMUNICATIONS TECHNOLOGY FOR ART**

**3 credit hours**

The sustained development of telecommunications in recent decades has made it possible to use telephone, fiber optic, and satellite networks for data transmission. This development has also been vital to the handling of large volumes of information once unimaginable. The Internet has become a basic tool in any field of knowledge and a vital element in Museum Studies, providing necessary access to government or private institutions or organizations involved in museum work. This course introduces students to an analysis of communication in relation to the new technologies of information in the realm of museums.

Prerequisite: None

### **CTE 374 TEXTILE DESIGN**

**2 credit hours**

This Course provides a diverse range of traditional and contemporary textile design elements; from weaving, tapestry and surface design to dyeing and embroidery. Students will develop a historical perspective and conceptual approach to their works and critical analysis in textile design.

Prerequisite: None

### **DEP 200 HUMAN DEVELOPMENTAL PSYCHOLOGY – A LIFE SPAN APPROACH**

**3 credit hours**

This course provides students with an understanding of the growth and development of human life from birth to death. The periods of infancy, early childhood, late childhood, adulthood and old age are studied for their unique characteristics and developmental tasks. Students will learn about normal progression through these stages, and pathologies that can affect the normal progression.

Prerequisite: None

### **DEP 3054 DEVELOPMENTAL PSYCHOLOGY**

**3 credit hours**

Knowledge of the physical, cognitive and socio-emotional changes that take place over the course of our lives allows the educator to recognize the anticipated behaviors for each particular period, facilitating the handling of children in the classroom. This course provides students with an understanding of the different methods and designs utilized in Developmental Psychology and helps students distinguish the changes that take place at the physical, cognitive and socio-affective levels during each period of a life cycle.

Prerequisite: None

### **ECO 424 COST ANALYSIS AND INFLATION**

**3 credit hours**

This course teaches students the fundamental elements and tools for measuring the effect of inflation on a company's financial statements, a phenomenon that currently affects the entire

economy and, as such, should be understood, studied and analyzed by an administrator or public accountant in order to make logical decisions in the business environment.

Prerequisite: ECO 2000

### **ECO 470 INTERNATIONAL TRADE**

**3 credit hours**

This course provides students with a comprehensive understanding of how government regulates the flow of goods and services throughout the world. The course focuses on the commercial policies, including trade barriers, customs unions, and international negotiations for a free market environment. Students study the North American Free Trade Agreement (NAFTA), the General Agreement on Tariffs and Trade (GATT), and the accompanying World Trade Organization (WTO).

Prerequisite: None

### **ECO 2000 ECONOMICS**

**3 credit hours**

This course provides students with a general overview of the following aspects of economics: the role of profit and loss in business, price controls, investments, speculation, and the banking system.

Prerequisite: None

### **ECO 5050 ECONOMIC THINKING**

**3 Credit hours**

Economic Thinking is a methodology that focuses on the role of incentives in the marketplace. The course reviews the components of markets, how markets function, factors that influence consumer and producer behavior, market structures, market power and the appropriate role of government in the marketplace. The second part of the course focuses on the measures of economic activity used to assess the impact of inflation, unemployment, economic growth, and exchange rates on the national and local economy.

Prerequisite: None

### **EDA 3052 EDUCATIONAL ADMINISTRATION**

**3 credit hours**

This course provides students with an understanding of the functions of a school administrator. The course explores the primary functions of an educational administrator, including the diagnosis, planning, organization, supervision and evaluation of both the human and material resources used in Education.

Prerequisite: EDF 1005

### **EDF 331 HISTORY OF EDUCATION**

**1 credit hour**

In this course students study teaching as part of the process of human evolution, with an emphasis on the historical, philosophical, political and socioeconomic development of education. The course presents education as an element that is fundamental to cultural development in all eras and linked to the prevalent philosophical, political and socioeconomic views within society.

Prerequisite: EDF 1005

### **EDF 1005 INTRODUCTION TO EDUCATION**

**3 credit hours**

This course provides students with the knowledge required for understanding the scientific nature of education. The course covers education as a process of complete formation of the individual's personality, with a commitment to social development, assimilation of cultural heritage, awareness of human values and the development of the individual's own aptitudes.

Prerequisite: None

### **EDF 4411 EDUCATIONAL STATISTICS**

**3 credit hours**

Educational statistics is an important work tool for analyzing different occurrences or events in the sciences and/or social sciences by quantifying them. This course provides students with the

ability to analyze and draw conclusions about different educational issues and research studies based on mathematical models.

Prerequisite: MAC 1114

### **EDG 327 TEACHING DIVERSE POPULATIONS**

**3 credit hours**

This course develops the skills necessary to assist the future educator in understanding the complexity of dealing with diversity based on race, ethnicity, religion, language, gender, and social class. The course provides a foundation to prepare the future educator for work in multicultural classrooms. In addition to classroom lecture, students participate in a field experience in a diverse educational setting.

Prerequisite: EDG 3209 or EEC 1202

### **EDG 3209 FUNDAMENTALS OF CURRICULUM**

**3 credit hours**

This course introduces students to the elements that guide a curriculum and the processes of planning, organization, administration and evaluation. The course provides teachers-in-training with a frame of reference for their teaching practice, helping them identify the relationships between the different levels and forms of the educational system, as well as helping them appreciate curriculum as the reflective and operative expression of the educational role of the State.

Prerequisite: EDF 1005

### **EDG 3931 INSTRUCTIONAL METHODS AND MATERIALS**

**2 credit hours**

In the field of education, increasing emphasis is being placed on the need for teachers to learn and specialize in techniques and procedures that allow them to understand the learning process in order to better evaluate and educate children. This course is directed towards the management of tools for evaluating and teaching children, based upon the psychological conditions that make school learning possible.

Prerequisite: EEC 1202 or EDG 3209

### **EDG 4930 METHODOLOGY OF TEACHING**

**3 credit hours**

This course provides future teachers with the techniques, criteria, tools and abilities they need to carry out their pedagogical activities efficiently and effectively. In doing so, it emphasizes the theory of didactics as a scientific and integrating discipline viewed through its three fundamental areas: didactics of language, of mathematics, and of social and natural sciences. Prerequisite: EEC 1202 or EDG 3209

### **EDP 3212 PSYCHOLOGY OF LEARNING**

**3 credit hours**

This course provides education students with the theoretical elements essential to understanding and applying their knowledge of the psychology of learning, as required for observation and scientific action by the educator in the context of general education.

Prerequisites: DEP 3054 OR EEC 1000

### **EEC 335 DEVELOPMENT OF CREATIVITY IN PRESCHOOL CHILDREN 1 credit**

This course provides the preschool education student with the theoretical and practical elements that are essential to creative and meaningful learning. Students gain the tools necessary to stimulate and promote creative expression from their pre-school students.

Prerequisite: NONE

### **EEC 430 CHILDREN'S ART**

**2 credit hours**

Every teacher must be aware of the importance of a child's artistic expression and creativity. This course helps students recognize their inherent creative traits and processes, so that through the educational process they can facilitate processes that will cultivate the creative capacities of children. Students learn about the importance of art in the development of a

young child and the different methods of promoting creativity in a young child.

Prerequisite: EDG 3209

**EEC 440 DEVELOPING FAMILY INVOLVEMENT IN SCHOOLS 1 credit hour**

Teachers must understand and have a clear idea of their role as guides in strengthening and developing positive and constructive values, and offering guidance to parents in encouraging attitudes favorable to education. This course teaches students to critically analyze the problems affecting the family and their repercussions on a child's education.

Prerequisite: EDF 1005

**EEC 522 INTEGRATED CURRICULUM PRACTICES IN PRESCHOOL EDUCATION**

**3 credit hours**

This course provides students with the instructional strategies and methodologies that will enable them to plan and teach integrated, thematic curriculum units for preschool children. The course will focus on appropriate instructional strategies in emergent literacy, numeracy, music, art, science, social studies, and technology to form integrated curriculum units. Classroom organization and behavior management techniques will also be taught.

Prerequisite: None

**EEC 5269 THE ROLE OF PLAY IN THE DEVELOPMENT OF PRE-SCHOOL CHILDREN**

**3 credit hours**

This course is designed to provide students with an understanding of the importance of play as a medium for learning. The course will focus on the types of play that children engage in during specific developmental phases, and the cognitive, emotional, and physical aspects of play throughout these stages. Students will also learn how to facilitate the learning and development of young children through play.

Prerequisites: None

**EEC 5418 UNDERSTANDING CULTURAL AND LINGUISTIC DIVERSITY IN PRESCHOOL CHILDREN 3 credit hours**

This course is designed to provide students with an appreciation and understanding of the characteristics of culturally and linguistically diverse preschool children and their families. Students will understand the impact of diversity on all facets of the preschool experience, and have the tools and strategies that will permit them to incorporate diversity in their methods of caring for and teaching young children.

Prerequisite: None

**EEC 595 MASTER'S RESEARCH SEMINAR II**

**2 credit hours**

The overarching goal of this course is to facilitate students' development as users of educational research. "Research" is a broad and sometimes loaded term. In the context of this course, we will generally limit the discussion to the subset of research in which researchers make empirical observations and draw conclusions from those observations according to a set of principles accepted by a community of researchers. This subset includes research in both the qualitative and quantitative traditions. The major emphasis of the course is the student writing of Chapters 1, 2 and 3 of their thesis.

Prerequisite: EEC 5972

**EEC 5912 MASTER'S RESEARCH SEMINAR III**

**2 credit hours**

This course is designed to synthesize the knowledge and skills developed in previous research courses and apply them to the Master's Thesis process. Students learn about all aspects of the process of developing and carrying out the Master's Thesis, and they gain an understanding of standards and expectations that students need to meet to be successful in completing the thesis process. Throughout the course, students are required to work closely with their Thesis Advisor

(T.A) and Thesis Advisory Committee (T.A.C.), as appropriate. Student performance in the course will be assessed by the Research Seminar Professor in collaboration with each student's T.A. To make substantial progress, it is essential that students set and meet aggressive goals. Students should also meet regularly with their T.A. to ensure the thesis is progressing in a focused and high quality manner. The major emphasis of the course is the student writing of Chapter 4 or Methodology section of their thesis.

Prerequisite: EEC 595

### **EEC 5971 MASTER'S THESIS**

**4 credit hours**

The Master's Thesis is a graduation project that will consist of personal study or research that proves the student's critical and analytical capacity as well as their theoretical-methodological use of the knowledge that they have acquired in the program. Students work with their advisors to determine the topic and the research orientation of their thesis.

Prerequisite: EEC 5912

### **EEC 5972 MASTER'S RESEARCH SEMINAR I**

**2 credit hours**

Students pursuing a Master's Degree should have a thorough understanding of the research process at all levels including research for individual classroom purposes, completing in-depth library research, as well as writing research proposals in American Psychological Association (APA) format. The knowledge bases will cover both the consumer and producer perspectives of research. Research methodology, techniques, and literature review information form the course foundation. Class presentation formats include lectures, discussions, learning activities, and demonstrations. The major emphasis of the course is the student research concept paper.

Prerequisite: None

### **EEC 6273 PRE-SCHOOL EXCEPTIONAL EDUCATION**

**3 credit hours**

This course provides students with an understanding of the importance of inclusion and early childhood exceptional education. Through instruction, they will receive an understanding of the methodologies and skills needed to adapt classroom experiences and equipment to the needs of special needs children and how to utilize and mobilize community resources to improve services to special needs children.

Prerequisite: None

### **EEC 6516 THE CREATION OF PRE-SCHOOL EDUCATIONAL ENVIRONMENTS**

**3 credit hours**

This course provides students with the knowledge and skills to design and implement changes to preschool environments to optimize the development and learning of a young child. Students will learn how to evaluate the physical environment of both the inside and the outside of the preschool and determine ways to improve the design. Students will also learn how evaluate routines, instructional strategies and grouping practices and determine ways to improve learning.

Prerequisite: None

### **EEC 6529 THE ADMINISTRATION OF PRE-SCHOOL PROGRAMS**

**3 credit hours**

This course is designed to provide students with an understanding of the legal, ethical and practical issues included in directing a preschool program. Students will be taught the skills to develop a sound fiscal policy for a preschool program, and be able to evaluate the staffing of the preschool and the curriculum in order to determine ways to improve instruction.

Prerequisite: None

### **EEC 1000 CHILD GROWTH AND DEVELOPMENT**

**3 credit hours**

This course examines human growth and development from prenatal through age eight. Growth of the child is studied from the perspectives of physical, social, emotional and cognitive



development. Specific attention is given to the developmentally appropriate practices in the care and guidance of the young child in a child care center.

Prerequisite: None

### **EEC 1202 THE CHILD CARE CURRICULUM**

**3 credit hours**

This course focuses on the development of students into teachers of young children. Topics include creating developmentally appropriate lesson plans, selection of materials, and the incorporation of literacy, math and science into the daily schedule of a preschool day. The selection and use of equipment and materials to support the curriculum are discussed.

Prerequisite: None

### **EEC 1520 PROFESSIONAL CHILD CARE MANAGEMENT**

**3 credit hours**

This course focuses on the development of the student as an effective child care worker with topics such as professionalism and ethics, communication and the positive involvement of parents, and the management of a child care center. Students will be able to identify the major components of a well-organized and developmentally appropriate child care center, as well as licensing and regulatory requirements.

Prerequisite: None

### **EEC 1601 OBSERVING, RECORDING AND GUIDING CHILDREN'S BEHAVIOR**

**3 credit hours**

This course focuses on the use of observation techniques for young children. Methods of assessment and interpretation of children's behavior will be studied. Students will learn positive, age appropriate guidance and behavior management techniques to use in a classroom.

Prerequisite: None

### **EEC 2001 INTRODUCTION TO PRESCHOOL EDUCATION**

**3 credit hours**

This course provides students with current information on the first level of the educational system in the United States and the world, from its beginning to its present state. The course prepares teachers and educational professionals to work with young children in a variety of settings.

Prerequisite: None

### **EEC 2270 TEACHING PRE-SCHOOL CHILDREN WITH SPECIAL NEEDS**

**3 credit hours**

This course provides students with an overview of the physical, emotional and academic challenges of special needs children. As a result, students will be more capable teachers of young children with learning disabilities and physical disabilities.

Prerequisite: EEC 2001

### **EEC 2300 PRE-SCHOOL INSTRUCTIONAL METHODS AND MATERIALS**

**3 credit hours**

This course focuses on the management of tools for instructing young children, based upon the development of age-appropriate curriculum plans. It includes the selection of toys and learning materials, as well as the creation of instructional tools from inexpensive materials.

Prerequisite: EEC 2001

### **EEC 2940 PRE-SCHOOL INTERNSHIP I**

**2 credits hours**

Through a teaching internship in a licensed pre-school, students are able to extend and apply the knowledge they have acquired in their courses to practical situations.

Prerequisite: EEC 2001, HSC 2400, EEC 1000

### **EEC 2941 PRE-SCHOOL INTERNSHIP II**

**2 credit hours**

Through a teaching internship in a licensed pre-school, students are able to extend and apply the knowledge they have acquired in their courses to practical situations.

Prerequisite: EEC 2940 and students must be in the last semester of the program.



**EEC 3204 PRESCHOOL CURRICULUM****3 credit hours**

This course is the foundation of the future professional, offering him or her basic tools for performing the roles of researcher, teacher, planner, facilitator, and mediator in the learning process. The teacher must have a broad vision, incorporating the family and the community into the educational process, and relating with the different entities comprising the community in general. This course introduces the student to the basic elements of the preschool educational curriculum and teaches the student how to analyze the characteristics of a curriculum that promotes the complete development of the child.

Prerequisite: EDG 3209

**EEC 3276 IDENTIFICATION AND REMEDIATION OF DEVELOPMENTAL DISABILITIES  
IN PRESCHOOL CHILDREN**
**2 credit hours**

This course provides students with an understanding of the behavioral changes most commonly seen in preschool age children. Students learn the prevention strategies used in the field of preschool behavioral change, as well as the methodological strategies used for dealing with behavioral changes manifested in the classroom.

Prerequisite: EDG 3209

**EEC 4267 PLANNING TECHNIQUES FOR PRESCHOOL EDUCATION****2 credit hours**

The relevance of this course lies in the importance of educational planning at the preschool level as part of the educator's technical and administrative duties. This course addresses the need for overall education at this level and provides the prospective educator with strong training in the roles of planner, guide, facilitator and evaluator of learning experiences that are in line with the traits of preschool children.

Prerequisite: EEC 3204

**EEC 4944 PRESCHOOL INTERNSHIP III****4 credit hours**

In this course, students apply the knowledge they have acquired in earlier courses to practical situations in educational institutions. To fully develop competencies, abilities and skills, student teachers are required to participate in four sessions of direct interaction with educational institutions per week.

Prerequisite: EEC 2941 Co-requisite: EEC 4267

**EEC 4945 SUPERVISED STUDENT TEACHING (Preschool)****10 credit hours**

In this course students implement the lessons learned in the program by applying the procedures, techniques and knowledge that they have acquired to a real world classroom situation. The student teachers are required to work with all of the individuals of the department of the institution to which they are assigned.

Prerequisite: Senior standing and successful completion of all previous coursework

**EEC 5505 INFANT DEVELOPMENT (0-2 YEARS)****3 credit hours**

This course provides students with an understanding of prenatal and postnatal development of infants and the means by which preschools can ensure optimal development. The students will understand the influence of genetics, nutrition, and environmental stress on the normal development of the fetus and infant, as well as the development of the infant and toddler in terms of cognitive, social and emotional factors.

Prerequisite: None

**EEC 5615 FOUNDATIONS AND CONTEMPORARY ISSUES IN PRESCHOOL EDUCATION**  
**3 credit hours**

This course is designed to provide students with an understanding of the differences between various environments, structures and curriculums in the modern preschool. This course

includes a comprehensive overview of the timely issues related to preschool children, including public policy, health and safety, cognitive development and the role of the media.

Prerequisite: None

**EEC 6405 THE ROLE OF FAMILIES AND COMMUNITIES IN PRE-SCHOOL EDUCATION** **3 credit hours**

This course provides students with an understanding of the importance of the family and the larger community in supporting children's development and success in preschool. The students will understand and develop models of appropriate family involvement in the pre-school setting, communicate to families of preschool children, and implement plans for school-family cooperation and collaboration.

Prerequisite: None

**EEC 6705 CHILD DEVELOPMENT (3-6 YEARS)** **3 credit hours**

This course provides students with an understanding of development of young children between the ages of 3 and 6, and the means by which preschools can ensure their optimal development. This course focuses on the cognitive, emotional and physical development of the young child, and will provide students with an understanding of the preschool period, developmental milestones and common problems. Students will have an understanding of the influence of nutrition and environmental stress on the normal development of the preschool child.

Prerequisite: None

**EEX 3094 AUTISM** **1 credit hour**

Autism has been defined as a specific condition affecting the normal development of individuals and severely limiting their capacity to become integrated into society. This course provides the future teacher with the ability to recognize the pathology of autism, know its principal characteristics and limitations, to know how to differentiate it from other associated conditions, learn to work with it by putting modern techniques and procedures into practice, and become a facilitator for the integration of the individual into the family and society.

Prerequisite: None

**EEX 4070 MAINSTREAMING** **1 credit hour**

In the last few decades, the evolution of the sciences and of the social, psychological and medical sciences in particular have given rise to remarkable changes in educational proposals. Individuals with special needs are no longer considered objects, but rather as students who require accommodations in educational strategies. This course introduces future teachers to the philosophical, political and legal principles of integrating individuals with special needs into mainstream education. The course also familiarizes future teachers with the role they will have in promoting mainstreaming.

Prerequisite: EDG 3209

**EME 4044 INTRODUCTION TO EDUCATIONAL TECHNOLOGY** **3 credit hours**

Recent technological advances, particularly in the area of computer science, have made the computer a fundamental tool in the activities of an educational professional. As a result, the computer has become a vital tool in education today, for both handling information, and in the advancement of the learning process itself. This course provides students with the knowledge they need to properly handle the computer and its programs as tools in education.

Prerequisite: EDG 3931 OR EEC 2300

**ENC 1000 ORAL & WRITTEN COMMUNICATIONS** **3 credit hours**

This course helps students improve their performance in whatever field of study they choose by providing them with a command of language that will help them perform with fluency,

impartiality and balance.

Prerequisite: None

### **ENC 1101 COMPOSITION I**

**3 credit hours**

From the very beginning of their studies, future professionals need to learn proper use of language so that the teaching and learning process can be fully achieved. This course enhances and fine-tunes the essential foundations of language: oral expression, reading comprehension and written expression.

Prerequisite: ENC 1000

### **ENC 1102 COMPOSITION II**

**3 credit hours**

This course provides students with the appropriate tools for formal written discourse and different forms of expression, including the narrative, description, dialogue, the art of writing and other functional forms of expression.

Prerequisite: ENC 1101

### **ESL 101 ESL Level I**

**150 clock hours**

In the first level course students will learn basic English skills on reading, writing, listening to and speaking. Through class activities students practice simple conversations, basic listening skills, pronunciation, reading comprehension and strategies, vocabulary development and writing complete sentences and paragraphs.

PREREQUISITE: NONE

### **ESL 102 ESL Level II**

**150 clock hours**

This is the second level in a sequence of courses that will enable learners to improve communication, written skills and comprehension while building their vocabulary. They write paragraphs incorporating grammatical concepts taught in class.

PREREQUISITE: ESL 101 OR PLACEMENT TEST

### **ESL 103 ESL Level III**

**150 clock hours**

This is the third level in a sequence of courses that will enable learners to improve communication with other English speakers outside the classroom in both spoken and written English.

PREREQUISITE: ESL 102 OR PLACEMENT TEST

### **ESL 104 ESL Level IV**

**150 clock hours**

This is the fourth level in a sequence of courses that will enable learners to comprehend and respond appropriately to spoken English and to use spoken English in a variety of work and social situations; to broaden students' ability to comprehend and use grammatical structures in written and spoken.

PREREQUISITE: ESL 103 OR PLACEMENT TEST

### **ESL 105 ESL Level V**

**150 clock hours**

This is the fifth level in a sequence of courses that will enable learners to comprehend and use grammatical structures in both written and spoken English in various contexts; to expand students' ability to comprehend and analyze authentic texts; to increase students' ability to organize information and produce summaries.

PREREQUISITE: ESL 104 OR PLACEMENT TEST

### **ESL 106 ESL Level VI**

**150 clock hours**

This is the sixth level in a sequence of courses focused in academic skills to enable students to use their English language skills at a complex and in-depth level such as is found in the university setting. The overall goal is to prepare students to handle a regular academic course contents.

PREREQUISITE: ESL 105 OR PLACEMENT TEST

### **EXP 340 MEMORY AND LEARNING**

**3 credit hours**

This course introduces students to concepts related to human memory and learning. Students will learn about the theories of memory, including memory systems, capacity and duration of

memory, and basic memory processes. Discussions include major disorders of memory (e.g., Alzheimer's disease), repressed memories, and memory improvement.

### **FIL 320 FILM AND TV PRODUCTION**

**3 credit hours**

This course introduces students to the field of film and television and its relationship with graphic media.

Prerequisite: None

### **FIN 201 BUSINESS FINANCE**

**3 credit hours**

This course introduces the accounting students to the fundamental of business finance giving them mathematical and economic concepts that in conjunction with accounting principles giving them the tools to solve basic financial problems. This course focuses on the analysis of a firm's financial condition. Students will develop a financial package for a startup enterprise; reorganize a company in financial difficulty and solve the problems involved with the acquisition and use of funds in a business organization.

Prerequisite: ACG3073

### **FIN 324 BUDGET DIRECTION AND CONTROL**

**3 credit hours**

This course provides students with basic theoretical and practical knowledge of budget organization, drafting and control. The course covers the origin of budgets and the differences between commercial and public budgets, as well as the different factors that affect the drafting of profit, sales, production, purchasing, costs, labor and industrial costs, capital expenditures and cash budgets.

Prerequisite: ACG 3341

### **FIN 442 FINANCIAL MANAGEMENT**

**3 credit hours**

This course explores financial management as a process, and not as a functional unit, within the processing system that defines a modern organization exposed to globalization. Likewise, students are provided with the knowledge that allows them to understand concepts and theories and apply them to solving real financial problems, making diagnoses and defining problems, converting facts and data into problems that require solutions.

Prerequisite: GEB 1011

### **FIN 450 INVESTMENT ANALYSIS**

**3 credit hours**

This course provides students with the fundamental elements and tools they will need to analyze investments, select portfolios and appraise securities and bonds.

Prerequisite: MAC 1114

### **FIN 5080 Applying Managerial Finance**

**3 Credits**

Students will learn the basic concepts and analytical techniques needed to understand, identify, and solve financial decision-making problems. Topics covered in this course include time value of money, financial statement analysis, risk and return, corporate valuation, capital budgeting, and using Excel for financial analysis.

### **FIN 5530 Money Markets and Monetary Institutions**

**3 Credits**

This course examines the structure and functions of modern US and international financial markets and institutions. The course covers the nature of the global financial system, interest rate determination, pricing of interest-rate dependent securities, money market instruments, the goals and roles of central banks, and commercial banking. Students will develop a thorough understanding of modern financial institutions and will learn to apply modern financial theory to practical problems in liability pricing and management.

Prerequisites: FIN 5080 with a grade of B or better.

### **FIN 5535 Futures and Options**

**3 Credits**

This course examines the structure and functions of the futures and options markets. The course covers the structure of options and futures markets with an emphasis on American markets, such as the CME and CBOE. Additional topics include arbitrage restrictions, option pricing, hedging with futures, and options on futures, exotics, trading strategies, and an introduction to corporate securities as options on the underlying cash flows.

### **FIN 5560 Advanced Financial Policy**

**3 Credits**

The course covers basic financial policies as applied to real management problems and includes the areas of liquidity, capital management, funding requirements, valuation, mergers and acquisitions, and funding of new ventures.

Prerequisites: FIN 5080 with a grade of B or better.

### **FIN 5620 Investment Principles and Policies**

**3 Credits**

This course will deal with a thorough analysis of the theory and application of investments in relation to business cycles, institutional behavior and risk and return opportunities in the economics setting. The course is presented from the investor's viewpoint and incorporates applied and empirical methodologies. The course covers investment strategies and policies.

Prerequisites: QNT 5040 and FIN 5080 with a grade of B or better.

### **FIN 5502 Finance Capstone**

**3 Credits**

The finance capstone course uses case studies to integrate coursework, knowledge, skills and experiential learning to enable the student to demonstrate a broad mastery of financial policies as applied to real management problems within today's multinational enterprises. It covers a broad range of topics from corporate financial management and financial institutions to investments and international finance. Additionally, the course examines international parity conditions, arbitrage, interest rate and currency derivative products, financial and operating hedges, and capital budgeting in international environment.

Prerequisites: FIN 5530, FIN 5535 and FIN 5620.

### **GEA 223 GEOGRAPHY OF AMERICA AND EURASIA**

**3 credit hours**

This course provides students with a general overview of the American continent with its ethnic diversity, different cultural manifestations and economic structures. The course also covers the characteristics and importance of the world's largest landmasses, such as Europe and Asia.

Prerequisite: NONE

### **GEB 410 PLANNING**

**3 credit hours**

The evolution of planning and its current meaning and application must be understood by the business administration student, so that he or she is prepared to solve real world problems by defining objectives and selecting alternatives that allow for the simultaneous solving of several problems. In this course, students learn how to combine creativity, rationality and humaneness when making such decisions. In that sense, this course is not oriented towards forming planners, but rather, towards imparting clear cut theoretical and conceptual knowledge and methodology applicable to the microeconomic praxis of companies in today's competitive world.

Prerequisite: QMB 470, MAN 3520, MAN 3301

### **GEB 415 CONSULTING PROCESSES**

**3 credit hours**

This program highlights the importance of consulting services within a company. The course's objectives are structured by chapter, each one of which aspires to orient the student to the activity of consulting, offering advantages and disadvantages together with procedures and/or content.

Prerequisite: MAN 4544

**GEB 1011 INTRODUCTION TO BUSINESS ADMINISTRATION 3 credit hours**

This course covers the initial trends in administrative thought and the basic and modern concepts in the various areas applicable to organizations. These concepts facilitate the management process and provide a notion of the company as an administrative unit. This course aims to give students a sense of coordination and gradual integration into administrative practice.

Prerequisite: None

**GRA 421 TYPOGRAPHY 3 credit hours**

This course gives students the opportunity to identify, analyze and compare the theoretical and methodological elements underpinning the different communication models and symbols, in order to consolidate the basic knowledge that is essential to work in the graphic design profession.

Prerequisite: None

**GRA 424 GRAPHIC TECHNOLOGY II 3 credit hours**

This project-oriented course examines the principles of mobile application design and development. This course is designed to encourage students to broaden and deepen their technical knowledge of various aspects using a web-based platform for building android apps. Visual basic programming allows for performing tasks without entering any computer code. The apps created can easily be ported to phones, shared with others, and even be sent to Google play. This course emphasizes visualization of ideas or concepts and the ability to bring them to life.

Prerequisite: GRA 2203C

**GRA 1100C INTRODUCTION TO DESIGN 3 credit hours**

This course provides students with an understanding of the general principles and fundamentals of the different techniques, methodologies and strategies applied during the design and artistic creation process.

Prerequisite: None

**GRA 1171C PACKAGING DESIGN 3 credit hours**

The mass production of consumer products increasingly requires functional packaging with top quality design. This course complements the courses in Graphic Design and provides students with the knowledge and practical experience of the different processes and techniques involved in package design.

Prerequisite: GRA 4198C

**GRA 2107C THEORY OF DESIGN 3 credit hours**

This course offers each student a solid theoretical foundation for design. Students study the relationships between the "process of design" and the "process of knowledge."

Prerequisite: GRA 1100C

**GRA 2151C ILLUSTRATION 3 credit hours**

This course introduces students to the use of illustrative solutions as a means of communication in graphic design. This course focuses on the visualization process, the drawing process, and the basic illustrative techniques of executing finished art.

Prerequisite: None

**GRA 2203C GRAPHIC TECHNOLOGY I 3 credit hours**

This course introduces web design and basics of development technologies, including coding, assembly of a web site using a combination of platforms combined with HTML, CSS, and basic

functions of each language oriented to web. Students will also be introduced to web and user interface design principles. Reviewing history of internet and web sites is important to understand present technologies and tendencies in this field. Students will learn the basis of web design to develop a better understanding on how new technologies of design work.

Prerequisite: None

### **GRA 2508 THEORY OF COLOR**

**3 credit hours**

This course introduces students to the fundamentals of the physics of color and the perception of color, so that they can appropriately apply this knowledge to the design process.

Prerequisite: NONE

### **GRA 3163C ANIMATION**

**3 credit hours**

This course provides students with the opportunity to identify, analyze and compare the theoretical and practical elements underlying animation techniques, so as to consolidate their basic, essential knowledge for future work in their profession. Students are introduced to the requirements of animated drawing and the basic notions regarding the different techniques used in the practice of animation.

Prerequisite: None

### **GRA 3193C GRAPHIC DESIGN I**

**3 credit hours**

This course continues the approach to creative development established in earlier coursework. Within defined project criteria, students are encouraged to tackle more diverse and ambitious areas of visual communication and design. Reference to themes and issues from a wide range of design and other contemporary concerns help establish a context for personal progression. In this course the student establishes a more personal direction. The importance of developing critical judgment criteria and analytical skills is emphasized.

Prerequisite: None

### **GRA 3194C GRAPHIC DESIGN II**

**3 credit hours**

Workshops in Graphic Design are the core of the study program and are taken over four semesters of courses in the major. The workshops are of vital importance to Graphic Design students because they take the students through each step of the design development process and provide practical experience in the rational use of the technical and material resources available to designers today. In this workshop, students analyze the latest design theories and developments.

Prerequisite: GRA3193C

### **GRA 4198C GRAPHIC DESIGN III**

**3 credit hours**

Workshops in Graphic Design are the core of the study program and are taken over four semesters of courses in the major. The workshops are of vital importance to Graphic Design students because they take the students through each step of the design development process and provide practical experience in the rational use of the technical and material resources available to designers today. This workshop develops a student's understanding of drawings and illustrations, film and art productions and paper products.

Prerequisite: GRA3194C

### **GRA 4881C SEMANTICS OF DESIGN**

**3 credit hours**

This course expands the student's knowledge of communication theory. The course presents the general field of semiotics and teaches students to analyze the aspects linked to meaning in visual communication.

Prerequisite: GRA 3194C

### **GRA 4882C ANALYSIS OF TRENDS AND STYLES**

**3 credit hours**

This course introduces the student to the field of theoretical and methodological problems of



projection, its singularity, its relationship with artwork, and its interpretation and appraisal.

Prerequisite: GRA 4881C

### **GRA 4883C DESIGN ANALYSIS AND CRITIQUE**

**3 credit hours**

This course provides students with a basic, systematic, analytical and critical understanding of graphic design work. As the students are introduced to the course content, they will be encouraged to continue investigating the extensive field of graphic design. Students will also study the latest trends, schools and productions.

Prerequisite: GRA 3194C

### **GRA 4885C GRAPHIC DESIGN IV**

**3 credit hours**

This course examines structure, formats, sequences, and unities within books, publications, packaging, and other graphic forms. Emphasis is upon expanding and developing ideas to their full potential, looking at options, and rigorously examining design decisions. Projects are of a more comprehensive and extended nature than in prerequisite courses. Students undertake one self-originated extended project in this class in order to concentrate within personally-focused design interests. Operating under close tutorial supervision, the student adjusts to the demands of senior level design thinking in preparation for finalized portfolio planning and presentation.

Prerequisite: GRA 4198C

### **HSC 0003 Basic Healthcare Worker**

**5 Credits**

The student will learn about various healthcare occupations. A comprehensive overview of the healthcare system and its team members will be covered as well as core competencies shared by all health care professions such as legal responsibilities, ethical issues, safety, infection control, medical terminology, communication, interpersonal behaviors, wellness and disease. The student will learn professionalism as it relates to the reality of practice. The student will develop critical thinking skills and learn to evaluate outcomes. The student will develop a resume, cover letter, thank you letter, and review job market information; national certification information will be covered. This course will facilitate the student to think like a health care professional and will provide a solid foundation for advanced healthcare study.

**Prerequisite: None**

### **HCP 0330 HOME HEALTH AIDE**

**75 CLOCK HOURS**

The student will learn the required knowledge and skills to provide assistance to the chronical ill, the elderly, the infants and family as a home health aide. A comprehensive overview of diseases and conditions related to each body system will be covered as well as core competencies shared by all health care professions such as legal responsibilities, ethical issues, safety, infection control, medical terminology, communication, interpersonal behaviors, wellness and disease. The student will learn professionalism as it relates to the practice.

PREREQUISITE: NONE

### **HSC 2400 FIRST AID AND CPR**

**1 credit hour**

This course is designed to assist future educators in teaching healthy living. The course provides students with an opportunity to develop skills in assessing health problems, helping young children to assume responsibility for their wellbeing, and influencing behavioral changes in young children. Additionally, the course prepares teachers for immediate care in emergency situations, and provides certification in First Aid and CPR.

Prerequisite: BSC 1085

### **HUS 100 PRINCIPLES OF HUMAN SERVICES AND HELPING SKILLS 3 credit hours**

This course reviews human services with particular emphasis on three areas of interest: Mental Health & Human Service; Addiction Counseling and Child & Family Services. The functions and duties of human service professionals in these three areas will be explored. Personal qualities



essential for being an effective helping professional will be considered and systematic approaches to communication and interviewing techniques will be taught.

Co-requisite: HUS 482

### **HUS 141 CASE MANAGEMENT IN HUMAN SERVICES 3 credit hours**

This course presents the strategies for mobilizing and utilizing community services and linking the client to the various service agencies in the community. These agencies include housing, disability, mental health, and substance abuse and medical treatment. Skills used in case management will be presented and practiced.

Prerequisite: None

### **HUS 154 UNDERSTANDING AND WORKING WITH FAMILIES 3 credit hours**

This course presents family theories most often used by human service workers as the framework for understanding how to work with various family systems and concerns. Students will learn the development and application of family-centered practice. Students will learn the history of systems theory and understand the influence of family systems on the development of problematic behaviors. Students will learn and practice skills for empowering families to assess their strengths, concerns, and priorities; while making a plan to meet their needs and resolve their problems.

Prerequisite: None

### **HUS 182 HUMAN SERVICES PRACTICUM I 3 credit hours**

This course provides an opportunity to apply knowledge in community health agencies for 10 hours per week. The emphasis is on direct client contact and on using correct interviewing techniques. (135 hours total practicum)

Prerequisite: CLP 305 Foundations of Clinical and Counseling Psychology

Co-requisite: Must be taken in conjunction with HUS 141 Case Management in Human Services

### **HUS 211 INTERPERSONAL SKILLS IN HUMAN SERVICES 3 credit hours**

This course focuses on learning the proactive basic communication and interpersonal skills that are necessary in providing competent mental health and social services. Included in this course are topics such as active listening, interviewing, observing, and recording pertinent information, consulting with other worker and agencies, and advocating for clients.

Prerequisite: None

### **HUS 231 STRATEGIES OF BEHAVIOR MODIFICATION 3 credit hours**

This course presents the application of learning principles to human behavior and its modification in clinical settings, business environments, the classroom, and everyday life. Students will examine the methods of determining the origins of problem behaviors and the role of rewards. A number of approaches to changing old behaviors and establishing new behaviors will be discussed.

Prerequisite: CLP 305

### **HUS 320 INTRODUCTION TO CRISIS INTERVENTION 3 credit hours**

This course provides an introduction to the theories and practice of crisis intervention. Students will explore various types of crises while focusing on appropriate clinical responses and treatments. In addition to crisis intervention strategies, students will examine the ethical and cultural issues as they arise.

Prerequisite: CLP 305

### **HUS 482 HUMAN SERVICES PRACTICUM 6 credit hours**

This course provides an opportunity to apply knowledge in community health agencies for 18 hours per week. The emphasis is on direct client contact and on using correct interviewing techniques.

Prerequisite: MHS 470

Co-requisite: HUS 100

### **ISM 5403 Enterprise Information Systems**

**3 Credits**

Information and communication technologies are essential tools in today's global business environment. They are also important to the development of innovative business models. This course explores the use of these technologies both to build innovative systems to gain competitive advantage and also to optimize operations for competitive advantage, particularly through the use of enterprise systems. The implementation and use of these systems to build strategic partnerships and customer relationships are also discussed.

### **MGT 5015 Legal, Ethical, and Social Values of Business**

**3 Credits**

Students will gain an understanding of the meaning and importance of the law, ethics, personal morality, and corporate social responsibility. The students will be able to differentiate among the values of legality, morality, ethics, and corporate social responsibility. They will become more cognizant of the legal, ethical, moral, and social responsibility ramifications to business decision-making; and will learn how to apply these values in a modern business context. The students will be able to analyze business decisions from legal, ethical, and social responsibility perspectives.

### **MGT 5020 Managing Organizational Behavior**

**3 Credits**

Managing Organizational Behavior: Students will gain a working knowledge of how to manage personal, interpersonal, and group processes by developing their interpersonal skills to assume responsibility for leading and promoting teamwork among diverse stakeholders. Students will learn to manage individual and group behaviors in improving organizational productivity and performance. Through experiential learning, students will learn to integrate home, work, and educational observations and experiences and to convert them into proactive practical applications for growth and renewal in these diverse settings.

### **MKT 5070 Managerial Marketing**

**3 Credits**

Students will gain a working knowledge of marketing management by learning to think strategically and to develop marketing plans aligning marketing initiatives with market opportunities. Students will be able to implement the functional strategies and marketing plans to optimize customer and organizational value.

### **ISM 304 MICROCOMPUTERS AND INFORMATION TECHNOLOGY 3 credit hours**

This course provides students with a broad overview of the changing world of information technology. The course is taught from a management perspective and includes the use of microcomputers and business-oriented programs. It stresses spreadsheet analysis, database management, word processors, decision and graphic support, and the use of the better-known program packages on the market.

Prerequisite: GEB 1011

### **ISM 403 MANAGEMENT INFORMATION SYSTEMS**

**3 credit hours**

In today's world it is a proven and accepted fact that information systems are essential to an effective and efficient decision-making process. This course highlights the importance of Management Information Systems in all organizations, regardless of their type and size.

Prerequisite: ISM 304

### **ISM 5403 Enterprise Information Systems**

**3 Credits**

Information and communication technologies are essential tools in today's global business environment. They are also important to the development of innovative business models. This course explores the use of these technologies both to build innovative systems to gain competitive advantage and also to optimize operations for competitive advantage, particularly through the use

of enterprise systems. The implementation and use of these systems to build strategic partnerships and customer relationships are also discussed.

Prerequisite: NONE

#### **LAE 414 CHILDREN'S LITERATURE**

**1 credit hour**

Literature has always been a tool used in schools to amuse, entertain and teach children. Children gain much of their knowledge and information about everyday situations from books. However, not all books targeted to children are appropriate for them, their historical and social contexts, their ages, or their needs. Knowing the psychological, cultural and social characteristics of today's children is an essential requirement for choosing the books that will be part of their overall education. This course provides teachers with a broad understanding of the existing works of literature for children.

Prerequisite: None

#### **LIN 417 LANGUAGE DEVELOPMENT IN PRESCHOOL CHILDREN 3 credit hours**

This course provides preschool teachers with a command of language in its oral, written, expressive and understandable forms, so that they are able to contribute to and promote a child's linguistic performance and develop a child's innate wealth of expression and creativity.

Prerequisite: None

#### **MAC 1105 COLLEGE MATHEMATICS I - Algebra & Geometry 3 credit hours**

This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivative of a function and integral.

Prerequisite: None

#### **MAC 1114 COLLEGE MATHEMATICS II - Geometry & Trigonometry 3 credit hours**

This course provides students with the methodologies required to understand the role played by the inductive method in this field of Mathematics. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught.

Prerequisite: MAC 1105

#### **MAE 413 LOGICAL MATHEMATICAL THOUGHT IN PRESCHOOLERS 2 credit hours**

This course provides students of preschool education with the knowledge and abilities, skills and attitudes to be able to recognize the cognitive development of the preschool child that leads to logical-mathematical thought and to the acquisition of the concept of numbers and the development of arithmetical operations. Students learn how to design methodological strategies that motivate a child to develop the cognitive processes for learning mathematics.

Prerequisite: EEC 3204 or EEC 1202.

#### **MAN 294 INTERNSHIP IN ACCOUNTING**

**3 credit hours**

This course provides students with the opportunity to apply the knowledge and techniques they have learned in a practical setting. This course will provide our accounting students with the opportunity of experiential learning in a business environment to better determine their own best specific career path.

Prerequisite: Students must be enrolled in the last semesters of the program.

#### **MAN 325 LOGISTIC SYSTEMS**

**3 credit hours**

This course enables the student to plan and design strategies for the interpretation of management models of the logistics system that coordinates company operations, handle techniques and procedures to be used as essential tools in management, and analyze these

models to achieve an efficient decision-making process.

Prerequisite: GEB 1011

### **MAN 410 PROFESSIONAL ADMINISTRATION AND ORGANIZATION IN GRAPHIC ARTS**

**3 credit hours**

Administration, planning, organization and management are vital to the proper operation of any institution. The success of any project in Graphic Design depends upon the rational use of the material, instruments, technical and human resources and tools appropriate to each case. This course prepares future professionals by developing their knowledge, abilities and skills in the area of professional administration and organization.

Prerequisite: None

### **MAN 3301 HUMAN RESOURCES MANAGEMENT**

**3 credit hours**

This course is geared towards two fundamental aspects: (i) the introduction of students to the ideas, theories, concepts and approaches of this area of management; and (ii) the demonstration and guidance of students in the application and implementation of programs and studies in human resources management.

Prerequisite: GEB 1011

### **MAN 3520 QUALITY MANAGEMENT**

**3 credit hours**

The pressures of change, resulting from the market, technology, competition and capital markets appear to affect all businesses with accumulative impact. A small part of the pressure that comes from each of the many factors of change could result in a significant total affect. When the pressures consistently come from the same direction, they produce a permanent change in the way business is done. This course provides ample coverage of the Quality Management required in order to use change as a challenge and as an asset to improve business competitiveness.

Prerequisite: GEB 1011

### **MAN 4280 ORGANIZATIONAL DEVELOPMENT**

**3 credit hours**

This course provides students with a comprehensive understanding of the behavioral science called *organizational development*. The general objective of organizational development is to enhance both organizational and individual effectiveness within the business. The course provides students with the discipline's defining conceptual principles and the technologies used in practice.

Prerequisite: MAN4544, MAN3301

### **MAN 4303 ADMINISTRATION AND SUPERVISION**

**3 credit hours**

This course helps students identify the different supervisory techniques and phases of the administrative process. Students learn the importance of leadership in the personnel supervision process. In addition, students learn about group dynamic processes and their usefulness in managing the personnel of an organization.

Prerequisite: GEB 1011

### **MAN 4544 ADMINISTRATIVE SYSTEMS DESIGN**

**3 credit hours**

This course provides students with a basic understanding of the conceptual fundamentals of a system and the methodological tools necessary for its design and analysis. Students learn to analyze the concepts and functions of systems and procedures in the organization, to properly handle the diagrams required for organizational and administrative analysis, to explain the purpose and the principles of design and administration of forms, and to explain the structuring and restructuring processes in the analysis of an organization.

Prerequisite: GEB 1101

### **MAN 4583 PROJECT MANAGEMENT**

**3 credit hours**

This course instructs students on the application of the effective business management techniques used in planning and administering projects of various sizes. Students learn about cost and risk control, as well as how to develop and apply policies and procedures to ensure successful project completion. New skills are learned, such as the successful incorporation of the client into the project team, and the use of budgeting, organizational strategies and planning techniques

Prerequisite: NONE

### **MAN 4720 STRATEGIC MANAGEMENT**

**3 credit hours**

Strategic management has become an indispensable weapon for any company manager or director who aspires to achieve a competitive status in today's business world. This course is composed of four units which provide students with the necessary knowledge to be able to master the strategies and concepts of strategic management for use in their professional development.

Prerequisite: MAN 4544, MAN 3301

### **MAN 4940 INTERNSHIP**

**6 credit hours**

This Internship in the field of Business Administration, with specialization in Administrative Sciences or Business Management, constitutes the final requirement in the Baccalaureate degree program and is considered a component of practical training. This internship is composed of curricular activities of practical training and service that allow the student to apply the knowledge acquired from previous practical activities and theoretical training in a real world setting related to the major.

Prerequisite: Senior standing with successful completion of all previous coursework.

### **MAP 2600 FINANCIAL MATHEMATICS AND CALCULUS**

**3 credit hours**

This course provides students with an understanding of the contribution and importance of financial mathematics as an instrument in the administrative field, and in the field of economic and social administrative sciences. Students acquire a solid command of the principles and techniques of quantitative finance that are essential for business operations, trading, asset management and risk control of complicated financial positions.

Prerequisite: MAC 1114

### **MAR 302 MARKETING**

**3 credit hours**

This course is divided into seven (7) units in order to provide the student with a broad overview of marketing. The objectives of each unit are implemented with practical applications that enable the student to develop his/her basic knowledge in preparation for a professional career. Students study the following: basic concepts and terminology, the market, the product, price, advertising, the market place, and the administration of marketing.

Prerequisite: None

### **MAR 427 MARKETING FOR THE ARTS**

**3 credit hours**

This course introduces students to the field of marketing of the arts and its various contexts (Graphic Design). The knowledge acquired in this course will serve as a solid theoretical foundation for the student and will assist the student in his or her future professional, analytical, reflective and critical work.

Prerequisite: NONE

### **MAR 432 ADVERTISING**

**3 credit hours**

This course investigates the development and use of corporate logos, letterhead, annual reports, websites, marketing materials, signage, and advertising techniques to effectively establish and promote corporate identity. Students will examine and discuss case studies

that will prepare them for work on individual and group projects.

Prerequisite: NONE

### **MAR 461 MARKET RESEARCH**

**3 credit hours**

Market research is a basic tool in the field of marketing, providing information regarding the buyers and users of a product or service. This course provides students with the knowledge and opportunity to develop the capacities, abilities, and skills that they must possess in order to define the market profile. The course is of a theory-lab nature, rendering it necessary for students to develop a theoretical framework and to carry out fieldwork.

Prerequisite: MAR 302

### **MAR 4836 PRODUCTION MANAGEMENT**

**3 credit hours**

The course covers the following basic areas in which the future manager must make decisions: production standards, work and productivity measurement, programming and control of operations, inventory and quality control. In order to reach the objective, the course focuses on managerial decision-making in production matters.

Prerequisite: GEB 1101

### **MCB 2240 ETIOLOGY OF DISEASE**

**3 credit hours**

This course increases a student's awareness of the importance of care and prevention in a person's overall individual health. Students learn about the importance of continuously promoting the health and hygiene campaigns that every institution and workplace should have, using all types of methods, including mass media.

Prerequisites: None

### **MEA 0501 Medical Office Procedures**

**2 Credits**

This course will enable students to demonstrate basic clerical/medical office duties, basic office examination procedures, knowledge of the fundamentals of microbial control and use aseptic techniques, competence in sanitation, disinfection and sterilization, knowledge of basic diagnostic medical assisting procedures as well as knowledge of ultrasound treatment. Upon completion of this course students should master all of the topics mentioned.

Prerequisite: none

### **MEA 0506 Administrative Office Procedures**

**4 Credits**

This course is designed to prepare students for front office management duties by providing instruction on information processing, telecommunication. Emphasizes medical office coding for payment and reimbursement by patient or third party payers for ambulatory care settings. Practice the principles of insurance and reimbursement processing. Implement the assigning and reporting of codes for diagnoses, procedures, and services. Review and discuss claims for inpatient, outpatient, emergency department and physician office encounters.

Prerequisite: none

### **MEA 0520 Phlebotomy**

**3 Credits**

The student will learn the role of the phlebotomist. The vascular system, circulation, blood vessels will be covered as it relates to phlebotomy procedures. Students will learn to identify the major components of blood as well as the function of red blood cells, white blood cells, and platelets. Hemostasis and the basic coagulation process will be addressed as well as ABO and Rh blood 3 types. Communication techniques relating to the phlebotomist role will be addressed as well as patient identification, laboratory requisitions, and specimen requirements. The student will learn the phlebotomist's role in collecting, transporting, and processing laboratory specimens. Also, patient assessment, waived testing and collection of non-blood specimens will be discussed. In addition, quality assurance & safety procedures will be covered. This course will prepare the student for the Phlebotomy License.

Prerequisite: none

### **MEA 0540 EKG Aide**

**3 Credits**



The student will learn about the field of Electrocardiography and how it relates to the health care delivery system. Emphasis will be on the scope and responsibilities of the EKG Technician. Laws and ethical standards relating to Electrocardiography as well as patient's rights, equipment and supplies will be addressed. Medical terminology, anatomy & physiology, preparation procedures for the EKG and special procedures related to Electrocardiography is included. Patient care during and after Electrocardiography procedures is addressed. Vital signs and heart rate calculation will be demonstrated as well as lead morphology and placement. Pharmacology and surgical, advanced intervention for the cardiac patient is covered along with Myocardial Infarctions. The student will learn how to interpret EKG Strips, arrhythmias and abnormal conditions related to Electrocardiography; 12 Lead EKG Practice and a comprehensive skills evaluation will be part of the evaluation process. This course will prepare the student for the EKG License.

Prerequisite: none

### **MEA 0573 Laboratory Procedures**

**4 Credits**

Perform CLIA-waived diagnostic clinical laboratory procedures. --The students will be able to: Recognize signs and symptoms that may indicate to the physician a need for laboratory testing. Describe the criteria used by Food and Drug Administration (FDA) to classify a test as "CLIA waived" and the regulatory constraints on test performance. Explain the methods of quality control for CLIA-waived testing, identify acceptable and unacceptable control results, and describe specific corrective action required when results are unacceptable. Demonstrate proper technique for the collection of urine, capillary whole blood (finger/heel stick), culture material (throat/nasal swab) and other specimen types required for CLIA-waived tests. Instruct patients in the proper collection of urine (clean catch, mid-stream), sputum and stool specimens. Perform CLIA-waived occult blood tests. Perform CLIA-waived urinalysis testing including color and turbidity assessment, specific gravity and reagent test strips. Perform CLIA-waived hematology tests (e.g. - hemoglobin, hematocrit). Perform CLIA-waived chemistry tests (e.g. - glucose, cholesterol). Perform CLIA-waived pregnancy tests. Perform CLIA-waived infectious disease testing (e.g. - strep screen, mono test, influenza A/B). Explain Meaningful Use and how it affects the role of the medical assistant regarding the input of laboratory test orders in the EMR.

Demonstrate awareness of clinical microscopy techniques and procedures that may be performed in CLIA-exempt laboratories under physician supervision-- The student will be able to:

Explain the CLIA-exemption for physician office laboratories. Define the term "Provider Performed Microscopy" (PPM) and the regulatory constraints on test performance. Demonstrate the operation of a compound microscope using direct and oil immersion lens. Prepare a urine sediment for microscopic exam. Differentiate between gram positive and gram negative organisms. Participate in a mock environmental exposure event and document steps taken. Explain the purpose of Wright's stained blood smears.

Demonstrate knowledge of emergency preparedness and protective practices. --The student will be able to:

Maintain and operate emergency equipment and supplies. Evaluate the work environment to identify safe vs. unsafe working conditions. Participate in a mock environmental exposure event and document steps taken. Explain an evacuation plan for a physician's office. Maintain a current list of community resources for emergency preparedness.

Prerequisite: none

### **MEA 0941 Medical Assistant Certification Review**

**1 Credit**

This course will prepare the students for externship and for one of the following Medical Assistant Technician certification:

CMA (Certified Medical Assistant)  
RMA (Registered Medical Assistant)  
NHA (National Health Association)  
NCCT (National Center for Competency Test)

Prerequisite: None.

### **MEA 0942 Clinical Externship**

**3.5 Credits**

This "Practicum" experience is a supervised experience in an ambulatory health care setting performing administrative and clinical procedures and must be completed prior to graduation.

Students ready for the practicum experience have completed all other program requirements and are eligible for this final phase in the program. The program should ensure that the experience and instruction of students are meaningful and parallel in content and concept with the material presented in lecture and laboratory sessions. Sites should be selected so that each student is afforded a variety of experiences, while at the same time all students are provided consistent learning opportunities. This experience provides an opportunity for students to utilize both administrative and clinical skills learned in the Medical Assistant classroom and clinical environment in a local clinic, physician's office, or other health care facility. The student practicum should be performed in a professional environment under conditions of strict supervision and guidance of a licensed physician and clinical coordinator. An individual who has knowledge of the medical assisting profession must provide on-site supervision of the student. The actual hands-on experiences will tie-in all the educational components based on theory and competency based instruction that the student learned in the laboratory and classroom setting.

Perform administrative and general skills – the student will be able to:

Demonstrate proper and professional telephone technique. Recognize and respond to verbal communication. Recognize and respond to non-verbal communication. Maintain confidentiality and adhere to HIPAA regulations. Document both manually and electronically appropriately. Schedule appointments manually and electronically accurately. Schedule inpatient and/or outpatient procedures accurately. Organize patients' medical records. File medical records accurately. Prepare bank deposits accurately. Post entries on manual/electronic day sheet. Perform billing and /or ICD-9/10 and/or CPT coding. Greet patients courteously and professionally. Obtain or verify patient precertification or preauthorization. Demonstrate safety and quality assurance in the workplace. Perform clinical and general skills – the student will be able to:

Demonstrate aseptic hand washing technique. Dispose of bio-hazardous waste in appropriate containers. Adhere to sterilization techniques according to standards. Demonstrate aseptic hand washing technique. Dispose of bio-hazardous waste in appropriate containers. Adhere to sterilization techniques according to standards. Practice standard precautions. Demonstrate venipuncture and/or capillary punctures. Instruct patients in the collection of specimens. Demonstrate electrocardiography. Demonstrate respiratory testing. Demonstrate CLIA waived testing. Stage patients and obtain vital signs. Obtain and record patient histories. Prepare and maintain examination and treatment area(s). Prepare patient for examinations and/or minor office procedures. Prepare medications and/or perform non-intravenous injections. Provide and document patient education. Accurately record and report laboratory tests.

Prerequisite: Student must be enrolled in the last semester of the program.

### **MEA 0948 Pharmacology**

### **4 Credits**

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to Identify commonly administered drugs, their uses and effects. Use correct pharmaceutical abbreviations and terminology. Identify various methods and routes of drug administration. Instruct patients regarding self-administration of medications. Calculate dosage and administer pharmaceuticals to correct anatomical sites, to correct patient, by correct route of administration, at the correct time and chart correctly. Demonstrate knowledge of the legal and ethical standards related to the administration and the dispensing of drugs in the office setting under the doctor's supervision. Identify the dangers and complications associated with drug administration. Report medication errors. Demonstrate appropriate techniques to: Prepare and administer non-parenteral medications (solid & liquids). Prepare and administer parenteral medications. Reconstitute powdered drugs. Prepare injections from ampules and vials. Apply the Seven Rights of Drug Administration.

Prerequisite: none

### **MEA 0949 Basic Limited X Ray Machine Operator**

### **3 Credits**

In this course the student must demonstrate mastery of basic operation of X-Ray equipment and accessories. Describe how to maintain x-ray film files. Describe computed and digital radiography systems. Demonstrate knowledge of the principles of exposure quality. Evaluate X-Ray film quality. Describe X-Ray principles and safety practices. Instruct patient in preparation for basic X-Ray examinations. Position patients for basic x-rays. Use precautions and provide appropriate protection



for patients and staff in the presence of ionizing radiation. Maintain a safe working environment in radiological work areas. This course will prepare the student for the Basic Limited X Ray Machine Operator License.

Prerequisite: none

### **MGT 5015 Legal, Ethical, and Social Values of Business**

**3 Credits**

Students will gain an understanding of the meaning and importance of the law, ethics, personal morality, and corporate social responsibility. The students will be able to differentiate among the values of legality, morality, ethics, and corporate social responsibility. They will become more cognizant of the legal, ethical, moral, and social responsibility ramifications to business decision-making; and will learn how to apply these values in a modern business context. The students will be able to analyze business decisions from legal, ethical, and social responsibility perspectives.

Prerequisite: NONE

### **MGT 5020 Managing Organizational Behavior**

**3 Credits**

Managing Organizational Behavior: Students will gain a working knowledge of how to manage personal, interpersonal, and group processes by developing their interpersonal skills to assume responsibility for leading and promoting teamwork among diverse stakeholders. Students will learn to manage individual and group behaviors in improving organizational productivity and performance. Through experiential learning, students will learn to integrate home, work, and educational observations and experiences and to convert them into proactive practical applications for growth and renewal in these diverse settings.

Prerequisite: NONE

### **MKT 5070 Managerial Marketing**

**3 Credits**

Students will gain a working knowledge of marketing management by learning to think strategically and to develop marketing plans aligning marketing initiatives with market opportunities. Students will be able to implement the functional strategies and marketing plans to optimize customer and organizational value.

Prerequisite: NONE

### **MHS 340 FOUNDATIONS OF MENTAL HEALTH**

**3 credit hours**

This course provides an overview of the history of mental health care, including major legislative movements, and progress in the treatment of mental illness as a societal as well as a health problem.

Prerequisite: NONE

### **MHS 470 LEGAL AND ETHICAL ISSUES IN COUNSELING**

**3 credit hours**

This course provides students with the legal, ethical and related professional issues affecting the role and responsibilities of counselors in schools, community agencies, and mental health facilities. Students will explore confidentiality, assessment and diagnosis, recordkeeping, and conflict-of-interest through case studies and research.

Prerequisite: MHS 340

### **MUE 331 ELEMENTARY MUSIC EDUCATION**

**1 credit hour**

This course helps students obtain certain skills and develop specific abilities that are necessary to facilitate the student's work in the field of Music Education. The course is a theoretical and practical course that helps the student acquire the competencies for integral development and the transfer of knowledge to the student's other areas of activity.

Prerequisite: EDF 3209 or EEC 1202

### **OPS 5095 Service Operations Management**

**3 Credits**

This course focuses on services management in general and service operations in particular. It explores the elements that unite services, that differentiate service processes from non-service processes and that differentiate various types of services from each other. Customers generally participate in the service process, often with direct and uncensored interactions with employees and

facilities. The resulting variations in demand present a challenge to the operations manager to use effectively the perishable service capacity. This result's because production and consumption occur simultaneously and thus the inability to inventory services. The course covers strategic and tactical issues associated with designing and managing service operations. It provides tools to help assess operations, redesign processes, and establish systems to ensure an excellent customer experience. Student operations service learning experience is reinforced with case studies.

### **PCB 304 PEOPLE AND THE ENVIRONMENT**

**3 credit hours**

This course provides students with an understanding of the environment and how it functions. Students study the different types of environmental contamination and behaviors of the human population in relation to the environment.

Prerequisite: None

### **PCB 3703 HUMAN PHYSIOLOGY**

**3 credit hours**

This course introduces students to the form and function of the human body, including the processes at the cellular, tissue, organ and system levels. Students are introduced to basic human anatomical components and the functions of those components. Students also learn the structural relationships between the individual parts that form the whole human anatomy.

Prerequisite: None

### **PCO 311 THEORY AND TREATMENT OF ADDICTIVE BEHAVIOR**

**3 credit hours**

This course provides an overview of theory, treatment, and research findings pertaining to addictive behavior. This course covers treatment issues related to substance abuse and other addictive disorders.

Prerequisite: CLP 305

### **PCO 353 THEORY AND TECHNIQUES IN FAMILY THERAPY**

**3 credit hours**

This course examines the major theories and techniques used in family therapy with an in-depth exploration of the skills and strategies used for treating clinical issues from multiples perspectives.

Prerequisite: CLP 305

### **PCO 420 INTRODUCTION TO INDIVIDUAL AND GROUP COUNSELING**

**3 credit hours**

This course provides an overview of individual and group theories, practice and methods as they occur in intervention and counseling settings (therapy, psycho-educational, support). This course is designed to increase students' awareness and develop the knowledge and skills necessary for successful participation in and facilitation of groups.

Prerequisite: CLP 305

### **PCO 431 INTERVENTION IN ADDICTIONS**

**3 credit hours**

This course provides a discussion of models of addictive behaviors and implications for assessment and treatment of addiction. The course places emphasis primarily on the treatment options for drug and alcohol abuse, smoking and obesity.

Prerequisite: PCO 311

### **PCO 435 CURRENT ISSUES IN ALCOHOLISM, DRUG ABUSE AND ADDICTIVE BEHAVIORS**

**3 credit hours**

This course provides an overview of important issues in addiction and recovery. Different models of treatment are discussed, as well as the concept of addiction as a progressive and chronic disorder. The impact of the addiction on family members, employment, and functioning are explored.

Prerequisite: SOP 393

**PCO 475 CURRENT ISSUES IN FAMILY COUNSELING****3 credit hours**

The purpose of the course is to introduce the students to current issues and trends in the marriage, family, and relationship counseling field by the discussion and comparison of various theories, therapeutic processes, and techniques facilitating their understanding of families' dynamics and the application of the family systems approach to counseling.

Prerequisite: PCO 353

**PET 417 PSYCHOMOTOR SKILLS AND BODILY MOVEMENT****1 credit hour**

This course provides students with a basic understanding of the importance of psychomotor skills that must be implemented in practical form, devising strategies for the development of creative potentials and teaching processes based on the different facilitative skills inherent at the level of preschool education.

Prerequisite: None

**PGY 1401C PHOTOGRAPHY I****3 credit hours**

This course provides students with the opportunity to learn about and use the principles and fundamentals (both theoretical and practical) of techniques used in photography, whether for use in archiving and registration work or as art itself in collections and/or exhibitions.

Prerequisite: None

**PGY 2404C PHOTOGRAPHY II****3 credit hours**

This course provides Graphic Design students with the opportunity to reinforce and broaden their knowledge of the theoretical and practical techniques used in the field of photography, with an emphasis on new technologies, the use of color, and their application to audiovisual media.

Prerequisite: PGY 1401C

**PHI 2030 CONTEMPORARY PHILOSOPHICAL ISSUES****3 credit hours**

This course provides students with an opportunity to explore their capacity for reflection, analysis, and criticism and encourages them to search for intelligent solutions to philosophical, sociopolitical, economic and cultural issues.

Prerequisite: None

**PHI 2103 CRITICAL THINKING****3 credit hours**

This course helps students develop strategies for "learning to think" and "thinking for learning", using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, its meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thoughts and expressions.

Prerequisite: None

**PHI 2600 ETHICS****3 credit hours**

This course provides students with a basic understanding of ethics and morality as a defining and governing element of mankind, in any environment.

Prerequisite: None

**PHI 4678 PROFESSIONAL ETHICS IN EDUCATION****2 credit hours**

This course trains future teachers in the ethical analysis of concrete situations and addresses the importance of training teachers and educators in the practice of ethical conduct at the time they put their general education strategies into practice. The course guides the education professional in making a personal commitment to ethics within his or her specific field of work.

Prerequisite: Senior standing and successful completion of all previous coursework.

**PHM 4600 PHILOSOPHY OF EDUCATION****3 credit hours**

This course provides students with a fundamental, systematic and critical understanding of the education process. The student is placed in contact with a range of contents that give rise to new learning. The specific philosophical approach of this course, which differs from that offered by a general theory of education course, encourages the student to investigate, actively explore and reflect on the process of education and its anthropological and philosophical assumptions  
Prerequisite: Senior standing and successful completion of all previous coursework

### **PHY 248 GENERAL PHYSICS**

**3 credit hours**

This course introduces students to the body of knowledge that comprises physics, as well as the thought processes and reasoning involved in studying physics and solving physics problems. The emphasis of this course is placed on movement, mechanics, electricity and magnetism, fluids, waves, and optics.

Prerequisite: None

### **PPE 300 THEORIES OF PERSONALITY**

**3 credit hours**

This course is a study of the major personality theories that modern psychology has to offer. The term personality refers to a pattern of relatively permanent traits, dispositions, or characteristics that give some consistency to human behavior. Students will be able to understand and apply the theories, and also to understand criticisms of the theories.

Prerequisite: PSY 2012

### **PSB 200 BIOLOGICAL BASIS OF HUMAN BEHAVIOR**

**3 credit hours**

The purpose of this class is to introduce what is currently known about nervous system mechanisms that underlie behavior and to provide a better understanding of the scientific methods that are used to generate this knowledge. This course studies the basic principles of brain functions and how they relate to animal and human behavior, including topics such as neural conduction, role of specific neurotransmitters; brain functioning, and brain disorders.

Prerequisite: PSY 2012

### **PSY 260 HISTORY AND FOUNDATIONS OF PSYCHOLOGY**

**3 credit hours**

This course covers the philosophical and scientific antecedents of modern psychology and the history of psychology as an independent scientific discipline. While psychology has its beginnings in ancient Greece, it wasn't until the 1879 founding of the first psychology lab that the discipline emerged as a science separate from philosophy and physiology. Students will learn about early psychologists include G. Stanley Hall, Freud, and B.F. Skinner, as well as more modern theorists.

Prerequisite: None

### **PSY 321 RESEARCH METHODS AND STATISTICS IN PSYCHOLOGY** **3 credit hours**

This course provides an overview of research methods that are used within the psychological field. The course covers basic aspects related to human behavior and social science research. In addition, this class will outline how statistical figures, correlation coefficients, and how variances play a role in the validity and publication of research findings.

Prerequisite: STA 201, PSY 2012

### **PSY 430 INTRODUCTION TO PSYCHOLOGICAL ASSESSMENT**

**3 credit hours**

This course provides an introduction to the use of psychological tests. Topics include basic test terminology, test administration, interpreting standard scores, reliability, validity, tests of intelligence, interest inventories, personality tests, the ethics of testing, and the fairness of tests for different segments of the population.

Prerequisite: PSY 321

**PSY 2012 GENERAL PSYCHOLOGY****3 credit hours**

This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.

Prerequisite: None

**QMB 470 OPERATIONS RESEARCH****3 credit hours**

This course allows students to acquire and apply their knowledge of mathematical models of operations research as a tool for obtaining timely information in order to optimize the decision-making process related to the administrative, financial and managerial fields of an ongoing business in a highly competitive environment.

Prerequisite: MAP 2600

**QNT 5040 Business Modeling****3 Credits**

This course covers the techniques of problem solving, optimization and business modeling using the concepts of statistics and management science in a spreadsheet environment. The course focuses on the practical application of quantitative analytical techniques.

Prerequisite: None

**SDS 438 TRAUMA AND DISASTER RESPONSE****3 credit hours**

This course is designed to provide students with an understanding of the impact of disasters, and other trauma-causing events on the mental health of individuals, couples, families, and communities. Students examine theories and response models as they relate to sexual trauma, crisis in individuals and families, crisis in the community, and crisis in the nation and in the world.

Prerequisite: DEP 200

**SLS 1601 ORIENTATION & STUDY AND RESEARCH TECHNIQUES 3 credit hours**

This course provides new students with personal, vocational and academic advisory services. Students learn to prepare, plan and implement strategies that help them adapt to university life. The course also provides students with personalized support in order to help them develop into autonomous and independent young people with an appropriate sense of responsibility and commitment. Additionally, this course provides students with a basic understanding of the fundamentals of research and study techniques for use in their postsecondary education and professional work as well as a basis for adapting to the requirements of college.

Prerequisite: None

**SOP 374 PSYCHOLOGY OF WOMEN****3 credit hours**

This course presents the historical, social and psychological aspects of female development and changing sex roles in American society. Theories of development, psychological influences, sex difference, female achievement and androgyny will be discussed. The student will understand the interrelationships between the biological, anthropological, historical, legal, socio-psychological, and cultural influences on the roles of women and men in American society.

Prerequisite: PSB 200

**SOP 393 PSYCHOLOGY OF DRUGS AND DRUG ABUSE****3 credit hours**

This course will cover basic information about the nature and effects of drugs abused, the social and personal dynamics involved in the phenomena of drug abuse and the various rehabilitation programs currently being used to combat drug abuse.

Prerequisite: PSB 200

**SOW 365 CHILD WELFARE: POLICY AND PRACTICE****3 credit hours**

This course will explore professional practice and policy issues in child welfare with emphasis on interventions in child abuse and mistreatment.

Prerequisite: DEP 200

**SOW 424 SOCIAL PROGRAMS FOR PRESCHOOL CHILDREN 1 credit hour**

This course introduces students to several national and state community-based programs for preschool children. The course provides an overview of the services available to low income families and helps students address the needs of children who require such services.

Prerequisite: None

**SPC 1053 ORAL EXPRESSION 3 credit hours**

This course helps a student develop his or her abilities and skills in expression and the spoken language. Students apply the techniques of oral exposition and learn to distinguish between the different techniques used in organized oral discussions.

Prerequisite: ENC 1101

**STA 201 Introduction to Statistics for Health and Social Sciences 3 credit hours**

This course is an introduction to descriptive data analysis, probability, statistical distributions, confidence intervals, testing of hypotheses, regression, and correlation. Topics are selected to emphasize applications in health and social sciences.

Prerequisite: MAC 1105

**SYD 3021 U.S. POPULATIONS 3 credit hours**

This course familiarizes students with a series of facts and ideas concerning U.S. populations, social classes, and cultures, in the past, present and future.

Prerequisite: None

**SYG 223 STEREOTYPING, PREJUDICE, STIGMA AND MARGINALITY IN COUNSELING 3 credit hours**

This course focuses on how stereotypes are created and maintained, and the influence of stereotyping on behavior. Students will learn how to determine if stereotyping is being employed in an interpersonal relationship, and how to prevent prejudice and stigma from influencing the counseling process.

Prerequisite: None

**SYG 2000 GENERAL SOCIOLOGY 3 credit hours**

Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.

Prerequisite: None

**TAX 200 FEDERAL INCOME TAX I 3 credit hours**

This course is a basic introduction to federal taxation. The purpose is to familiarize the student with fundamental tax issues such as determining taxpayer's filing requirements, status, personal and dependency exemption. Upon completion the student will be able to calculate taxpayer's earned income credit, capital gain and loss, itemized deductions and adjusted gross income.

Prerequisite: ACG 3073

**TAX 201 FEDERAL INCOME TAX II 3 credit hours**

This course focuses on business tax concepts such as the types and structure of taxes, income, deductions, property transactions, and business formation of corporations, partnerships, and S corporations.

Prerequisite: TAX 200

**TAX 400 INTRODUCTION TO TAXATION****3 credit hours**

This course provides students with a general understanding of US Tax laws as applicable to individuals and other entities. The course provides students with the tools to make business decisions which take into consideration fiscal and tax consequences. No business decision can be made without understanding the ultimate effect on personal and corporate profit margins. This course, therefore, addresses both the tax consequences on the business entities and the individual.

Prerequisite: None

**THE 336 CHILDREN'S THEATRE****1 credit hour**

This course is important for students of education primarily because of its focus on creativity. The course has highly interesting objectives that can help teachers and students in what can be called the correct use of voice and breathing, relaxation, memory and the improvisations that are a part of play.

Prerequisite: None

**WOH 1001 WORLD HISTORY****3 credit hours**

This course provides students with a general understanding of the changes that have taken place in the world since the appearance of human kind. This course covers the breakup of the Old World, the events of the Middle Ages in Europe, the rise of industrialization, the growth of imperialism, the two world wars, the changes in the post war world, and globalization. This course also introduces students to the economic, political and social processes in the world of today.

Prerequisite: None



## Program Advisory Committee Rosters

The University utilizes the expertise and feedback from external members of its community to inform the development and enhancement of its programs to achieve its mission. The current roster for each program area is presented below.

<b>Florida Child Care Professional Credential, Diploma / Pre-School Education, A.A Degree / Pre-School Education, B.A Degree / Pre-School Education, M.S Degree</b>	
Claudia Parra, Program Coordinator Director of Assessment, Curriculum Design, and Distance Education MS in Educational Management /JMVU	Liliana Legra-Salazar, National Director for Special Education and Student Support MS, Education and TESOL/MS Special Education and TESOL/Almost 30 years of experience in Education
Jacqueline Santos, Employer M.S in Early Childhood Education/United way Preschool/Over 10 years of experience	Fanny Rivas, Preschool Teacher FCCPC Diploma, JMVU/Over 20 years of experience
Ana Paula Bastos, Bilingual First Grade Teacher Certified PK3 – 3 <sup>rd</sup> Teacher/Master's Degree in Preschool Education/Almost 5 years Preschool and Early Childhood Education experience	Kenneth Marquard, Graduate Program Coordinator  PhD Special Education and Reading/JMVU

<b>Home Health Aide, Diploma / Medical Assistant Technician, Diploma</b>	
Yaimara Benitez, Interim Program Coordinator Masters of Science in Nursing /Medical Assistant/JMVU	Ana Marina Cornejo, Medical Assistant Foreign Medical Doctor/Over 20 years in the medical field
Dayana Boquin, Medical Assistant Technician Program Graduate/Over 7 years of experience	Carmen Principe, Home Health Aide Home Health Aide Graduate/ 3 years of experience

<b>English as a Second Language Program, Diploma</b>	
Sergio Alcaraz, Program Coordinator TESOL Certifications/ESL Instructor/JMVU	Heath Tjaden, Former Academic Deputy Director of Mentora College MA Education, TESOL/English Teacher to Speakers of Other Languages for more than 5 years
Liliana Legra-Salazar, National Director for Special Education and Student Support MS, Education and TESOL/MS Special Education and TESOL/South Carolina and Florida TESOL Certification	Maria Fundora, Retired ESOL instructor M.S in TESOL/Community Member/10 years of experience in the field



**Mental Health and Human Services, A.S. Degree / Mental Health and Human Services, B.A. Degree**

Lydia Ward, Program Coordinator Psy.D in Clinical Psychology/JMVU	Cristina Hernandez, Therapist at Alliance for Psychological Services Psy.D in Clinical Psychology/employer/Over 10 years of experience
Mireidy Fernandez, Lead Psychology Professor at Florida National University PsyD in Organizational/Industrial Psychology/Published Author/Over 10 years teaching and professional experience	Lornitta Williams-Sylvester/Senior Mental Health Behavior Analyst PsyD in clinical Psychology/Clinical Psychologist/Almost 20 years of professional experience
Beth Raiola, Behavioral Therapist MS in Human Services/Over 10 years professional experience	

**Business Administration, B.A Degree / Accounting, A.S Degree/ Master of Business Administration in Finance**

Angel Rios, Program Coordinator, Business Doctor of Business Administration/Master of Business Administration/JMVU	Manuel Padilla, Planning & Consulting International Associates, INC MBA/Employer/Business owner with 10 years of experience
Dillon Williams, Online Adjunct Faculty/Various Doctor of Education/MBA Accounting/more than 10 years teaching and academic experience	Maria Brown, Sr. Treasury Analyst, Bayview Asset Management MBA, Finance/10 years of industry experience

**Graphic Design, B.A Degree**

Robyn Markcum, Program Coordinator MFA Communication Design/JMVU	Freddy Chacin, Graphic Designer/Brand Strategist/Contemporary Artist BA in Graphic Design, JMVU/More than 5 years' experience
Alan Rado, Creative Director/Owner MFA Communication Design/Over 16 years' experience teaching at 8 different colleges	Ignacio Perez, UX Designer at Trimble BA Graphic Design/Program Graduate/More than 5 years of design experience
Cristian Rosillo Alvarez, Graphic Designer BA Graphic Design/Entrepreneur	

## Faculty Addendum

### NON-DEGREE PROGRAMS

FLORIDA CHILD CARE PROFESSIONAL CREDENTIAL		
FULL NAME	ACADEMIC PREPARATION	RELEVANT EXPERIENCE
Yajaira Velandia	B.S in Education from Central University in Venezuela  Master's in Preschool Education from Jose Maria. Vargas University	7 years of teaching experience
Paola Garcia	Bachelor's Degree in General Psychology from the University of Puerto Rico  MS in Clinical Psychology Ponce Health Sciences University  Doctor in Clinical Psychology from Ponce Health Sciences University from Puerto Rico	12 years of experience in the Psychology field.
Valentina Vernet	M.S in Family Therapy from Nova Southeastern University	7 years of teaching experience
Marta Jaramillo	Bachelor's in early childhood education from TdeA in Colombia  Masters in Preschool education from Jose Maria Vargas University.	20 years of experience teaching

MEDICAL ASSISTANT TECHNICIAN		
FULL NAME	ACADEMIC PREPARATION/LICENSURE	RELEVANT EXPERIENCE
Yaimara Benitez	Bachelors of Science in Nursing and Master of Science in Nursing from University of Phoenix	10 years of experience working in the health field
Domenico Rizzuti Tancredi	Doctor of Medicine from Central University in Venezuela	7 years of teaching experience in the medical field; Almost 20 years as a medical doctor;

HOME HEALTH AIDE		
FULL NAME	ACADEMIC PREPARATION	RELEVANT EXPERIENCE
Yaimara Benitez	Bachelors of Science in Nursing and Master of Science in Nursing from University of Phoenix	10 years of experience working in the health field

**ENGLISH AS A SECOND LANGUAGE**

<b>FULL NAME</b>	<b>ACADEMIC PREPARATION</b>	<b>RELEVANT EXPERIENCE</b>
Sergio Alcaraz	M.A. in Spanish Certification: Teaching ESOL Ohio University	More than 6 years of teaching ESOL to adult students at Miami-Dade Community College

**UNDERGRADUATE DEGREE PROGRAMS****A.A & B.A in Preschool Education**

<b>FULL NAME</b>	<b>ACADEMIC PREPARATION</b>	<b>RELEVANT EXPERIENCE</b>
Yajaira Velandia	B.S in Education from Central University in Venezuela  Master's in Preschool Education from Jose Maria. Vargas University	7 years of teaching experience
Marta Jaramillo	Bachelor's in early childhood education from TdeA in Colombia  Masters in Preschool education from Jose Maria Vargas University.	20 years of experience teaching
Claudia Parra	Master's in Education Management from Universidad Jose Maria Vargas  B.A. Special Needs Education Universidad Jose Maria Vargas	Over 10 years of experience in the area of Education.
Kenneth Marquard	B.S. in Elementary Education Rhode Island College  M.Ed., Curriculum & Instruction from Florida Atlantic University  Ph.D. in Special Education and reading from University of Miami	Over 20 years of experience in the area of Education.
Paola Garcia	Bachelor's Degree in General Psychology from the University of Puerto Rico  MS in Clinical Psychology Ponce Health Sciences University  Doctor in Clinical Psychology from Ponce Health Sciences University from Puerto Rico	12 years of experience in the Psychology field.
Lydia Ward	M.S in Psychology, Mental Health Counseling Carlos Albizu University  Psy.D. in Clinical Psychology Carlos Albizu University	Over 10 years of experience in the field of Mental Health  More than 10 years of experience teaching
Gabriel Ramos-Toledo	Doctor of Education in Instructional Technology and Distance Education From Nova Southeastern University, FL  Master of Education in Special Education Cambridge College, MA	10 years of teaching experience

**A.S & B.A in Mental Health and Human Services**

<b>FULL NAME</b>	<b>ACADEMIC PREPARATION</b>	<b>RELEVANT EXPERIENCE</b>
Lydia Ward	M.S in Psychology, Mental Health Counseling Carlos Albizu University  Psy.D. in Clinical Psychology Carlos Albizu University	Over 10 years of experience in the field of Mental Health  More than 10 years of experience teaching
Paola Garcia	Bachelor's Degree in General Psychology from the University of Puerto Rico  MS in Clinical Psychology Ponce Health Sciences University  Doctor in Clinical Psychology from Ponce Health Sciences University from Puerto Rico	12 years of experience in the Psychology field.
Chrishanna Reed	Bachelor's in psychology from Clark Atlanta University in Atlanta, GA Master's Degree in Clinical Counseling of Psychology from Brenau University In Norcross GA	9 years of experience in the clinical psychology field.
Nelson MacQuhae	B.S in Electrical Engineering from Central University of Venezuela  M.S in Engineering from Stanford University  Ph. D in Engineering from Stanford University	Over 10 years of experience working with Microsoft in the area of Business and Technology.

**A.S in Accounting & B.A in Business Administration**

<b>FULL NAME</b>	<b>ACADEMIC PREPARATION</b>	<b>RELEVANT EXPERIENCE</b>
Bridget Clark	B.A in Accounting from Tuskegee university  Master of Accounting from Nova Southeastern University	Over 10 years of experience in the area of Business
Nelson MacQuhae	B.S in Electrical Engineering from Central University of Venezuela  M.S in Engineering from Stanford University  Ph. D in Engineering from Stanford University	Over 10 years of experience working with Microsoft in the area of Business and Technology.
Luis Perez	B.A. In Psychology from the University of Puerto Rico  M.S in Behavioral Therapy from Cambridge College in Boston	4 Years in the Psychology field and 2 years as a consultant

	PhD, Organizational Psychology from The Chicago School of Professional Psychology	
Angel Rios	<p>Doctor of Business Administration in Public Administration from Northcentral University</p> <p>MBA in Accounting and Finance from American Intercontinental University</p> <p>MBA in Human Resources from American Intercontinental University</p> <p>Bachelors of Business Administration in Accounting from University of Sacred Heart</p>	20 Years in the Accounting field and more than 15 years of teaching experience
Bobby Shields	<p>B.A in Business Administration from the University of Florida</p> <p>Master of Business Administration from the University of Florida</p> <p>J.D from the University of Florida</p>	Over 20 years of experience in the field of Business and law
Carlos Davila	<p>B.B.A in Management from Espiritu Santo University in Ecuador</p> <p>Master of Business Administration from Espiritu Santo University in Ecuador</p>	10 years of experience in the teaching field
Dahlia Dixon	B.A in Business Management from Marygrove College/Master of Business Administration in Global Management from University of Phoenix	Over 10 years of experience in the area of Business

#### B.A in Graphic Design

FULL NAME	ACADEMIC PREPARATION	RELEVANT EXPERIENCE
Robyn Markcum	Bachelor of Fine Arts The Art Institute of Boston	Over 5 years of experience teaching in the field
	Master of Fine Arts in Communication Design Harrington College of Design	Over 5 years of experience in the graphic design and art field
Romario Marshall	Bachelor of Fine Arts in Computer Animation Digital Media Arts College	9 years of experience in the graphic design and art field
	Master of Fine Arts in Visual Effects Lynn University	
Ashley Killen	MA in Strategic Communication from Rowan University/ B.A in Art from Rowan University	Over 10 years of experience in the graphic design and art field

Winney Tommy	MFA in Graphic Design from Savannah College of Art and Design	Over 7 years of experience teaching in the field  Over 10 years of experience in the graphic design and art field
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#### General Education

FULL NAME	ACADEMIC PREPARATION	RELEVANT EXPERIENCE
ISABEL KELLEEM	M.S in Communications and Media Studies from Florida State University  B.A in English Language & Literature from Florida State University	10 years of experience in the teaching field
Lelis Ortiz Parra	M.A in Higher and Postsecondary Education from Teachers College, Columbia University  B.A in Preschool Education from Jose Maria Vargas University	9 years of experience teaching
Mario Hernandez	M.S in Math Education from Nova Southeastern University	10 years of experience in the teaching field
Romario Marshall	Bachelor of Fine Arts in Computer Animation Digital Media Arts College  Master of Fine Arts in Visual Effects Lynn University	9 years of experience in the graphic design and art field
Pedro Cortes	Doctor of Philosophy degree with a major in Philosophy from Universidad Nacional de Educacion a Distancia in Spain  Masters of Arts degree with a major in Philosophy of Culture from Universidad Michoacana de San Nicolas Hilado in Mexico  Bachelors of Arts degree with a major in Philosophy from Universidad Autonoma de Nuevo Leon in Mexico	10 years of experience in the teaching field
Flor Andreani	Doctoral Degree in Social Sciences from Central University of Venezuela  B.A in Sociology from Central University of Venezuela	25 years of experience in the teaching field
VICTORIA SPADAFORA	M.A in History Florida International University  B.A in History from Barry University	10 years of experience in the teaching field
Carlos Davila	B.B.A in Management from Espiritu Santo University in Ecuador  Master of Business	10 years of experience in the teaching field

	Administration from Espiritu Santo University in Ecuador	
Yaimara Benitez	Bachelors of Science in Nursing and Master of Science in Nursing from University of Phoenix	10 years of experience working in the health field
Domenico Rizzuti Tancredi	Doctor of Medicine from Central University in Venezuela	7 years of teaching experience in the medical field; Almost 20 years as a medical doctor;
Isabel Kelem	M.S in Communications and Media Studies from Florida State University  B.A in English Language & Literature from Florida State University	
Sergio Alcaraz	M.A. in Spanish Certification: Teaching ESOL Ohio University	More than 6 years of teaching ESOL to adult students at Miami-Dade Community College
Lydia Ward	M.S in Psychology, Mental Health Counseling Carlos Albizu University  Psy.D. in Clinical Psychology Carlos Albizu University	Over 10 years of experience in the field of Mental Health  More than 10 years of experience teaching
Luis Sanchez	B.A in Psychology from Inter American University of Puerto Rico/M.S in Psychology from Walden University/Ph.D in Clinical Psychology from Walden University	
Jose Giorbolini	Judis Doctor from University of Puerto Rico	Over 5 years of teaching experience

## GRADUATE DEGREE PROGRAMS

M.S in Preschool Education		
FULL NAME	ACADEMIC PREPARATION	RELEVANT EXPERIENCE
Paola Garcia	Bachelor's Degree in General Psychology from the University of Puerto Rico  MS in Clinical Psychology Ponce Health Sciences University  Doctor in Clinical Psychology from Ponce Health Sciences University from Puerto Rico	12 years of experience in the Psychology field.
Kenneth Marquard	B.S. in Elementary Education Rhode Island College  M.Ed., Curriculum & Instruction from Florida Atlantic University  Ph.D. in Special Education and reading from University of Miami	Over 20 years of experience in the area of Education.
Darling Delgado	Doctor of Philosophy in Education from Walden University	Over 15 years of experience in the area of Education.

	Master of Philosophy in Education  Master of Education in Curriculum and Instruction from American College of Education	
Lydia Ward	M.S in Psychology, Mental Health Counseling Carlos Albizu University  Psy.D. in Clinical Psychology Carlos Albizu University	Over 10 years of experience in the field of Mental Health  More than 10 years of experience teaching
Francoise Snyder	Doctor of Education in Early Childhood Education from Walden University	More than 5 years of experience teaching

<b>MBA in Finance</b>		
<b>FULL NAME</b>	<b>ACADEMIC PREPARATION</b>	<b>RELEVANT EXPERIENCE</b>
Bobby Shields	B.A in Business Administration from the University of Florida  Master of Business Administration from the University of Florida  J.D from the University of Florida	Over 20 years of experience in the field of Business and law
Luis Perez	B.A. In Psychology from the University of Puerto Rico  M.S in Behavioral Therapy from Cambridge College in Boston  PhD, Organizational Psychology from The Chicago School of Professional Psychology	4 Years in the Psychology field and 2 years as a consultant
Angel Rios	Doctor of Business Administration in Public Administration from Northcentral University  MBA in Accounting and Finance from American Intercontinental University MBA in Human Resources from American Intercontinental University  Bachelors of Business Administration in Accounting from University of Sacred Heart	20 Years in the Accounting field and more than 15 years of teaching experience
Ernesto Gonzalez	Doctor of Philosophy in Business Administration from University of Oviedo in Spain	More than 25 years of teaching experience
Nelson MacQuhae	B.S in Electrical Engineering from Central University of Venezuela  M.S in Engineering	Over 10 years of experience working with Microsoft in the area of Business and Technology.



	Ph. D in Engineering from Stanford University	
Jose Giorbolini	Judis Doctor from University of Puerto Rico	Over 5 years of teaching experience

## UNIVERSITY ADMINISTRATION

### **PRESIDENT:** Alicia Fernanda Parra

Dr. Alicia Fernanda Parra serves as the President of the University. The President oversees all University functions and all ultimate decision-making (except those decisions requiring Board approval); gives final approval on all faculty hiring and other major decisions (except those decisions requiring Board approval); networks with pertinent industry personnel; promotes the University within the community; recommends modifications to the purpose and mission of the University as it grows and develops and as the needs of students and the market change over time; and performs other duties as designated by the Board of Directors.

### **VICE PRESIDENT OF FINANCE:** Lelis Antonio Ortiz Alvarez

The responsibilities of the Vice President of Finance are the administration of financial affairs and involvement in public service, networking with pertinent industry personnel, as well as the physical facilities of the University, and the general administration of the University consistent with its adopted standards and procedures.

The Vice President develops and administers the University budget, and supervises the maintenance of employee records for payroll and benefits and directs the implementation of payroll for all personnel. The VP performs other duties as designated by the President.

### **VICE PRESIDENT OF ACADEMIC AFFAIRS:** Lelis Ortiz Parra

The responsibilities of the Vice President of Academic Affairs include the supervision of academic affairs, faculty and student services. The VP administers the day-to-day operations of the University consistent with the standards and procedures adopted by the University.

The VP of Academic Affairs also supervises admission and assists in developing admission and registration schedules and procedures. Maintains and analyzes academic records, statistics and archives and directs the preparation of student transcripts.

### **CHIEF OPERATING OFFICER AND DIRECTOR OF FINANCIAL AID:** Fernando Ortiz

The primary responsibilities of the Chief Operating Officer (COO) and Director of Financial Aid are to administer Financial Aid programs, supervise the daily operations of the University.